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THE SCHOOL

We embrace a philosophy of education that combines a nurturing, inclusive learning environment with an increasingly challenging academic program that addresses the developmental needs of each child.

In addition to academics – social and emotional well-being also plays a significant role in a child's development. Our curriculum, various activities and daily experiences provide children with opportunities for a fun, enriching and exciting time while they make long lasting relationships. We create a positive environment which encourages children to explore their surroundings on a daily basis. Upon completion of our program, we believe that your child's well-rounded experiences will provide them the necessary strengths for emotional, social, cognitive, gross/fine motor, and academic excellence.

OUR VISION

We inspire curiosity, independence and a confident life-long love learner with an emphasis on the joy of learning to help our children to build a strong foundation of good character and give them a head-start to their subsequent education and development.

OUR MISSION

We provide children a happy, caring, secure and stimulating learning environment nurturing the whole child through the senses and discovery while providing an environment that supports physical, emotional and intellectual growth.

OUR CORE VALUES

Nurturing the growth and well-being of one another is at the heart of our mission. Even as a child, we can be aware of the wisdom and beauty within the other person and acknowledge their higher purpose. Our core values have always been the foundation on which our community was built. By naming these values, we intend to expand our inner-capacity to learn and love well.

L	Love - The key to start.
A	Achievement - Anything is possible.
K	Knowledge - Pursuit of understanding.
I	Innovative - Daring to use your imagination.
D	Determined - Never giving up.
D	Discipline - All successes begin with self-discipline.
Y	Youth - Hope of the future.

SCHOOL SONG

Play and learn together
We are growing together
Learning is fun
We learn a ton
Here at La Kiddy Preschool

We are:
L - lovable
A - achievers
K - knowledgeable
I - innovative
D - determined
D - disciplined
Y - we are young

We love to read
We love to write
At La Kiddy Preschool
It's always fun and bright
We help each other
We learn new things
At La Kiddy Preschool we dance and sing

Play and learn together
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SCHOOL PLEDGE

I am proud to be a student of La Kiddy Preschool.

I will do my best and what I do today will make a difference in my life.

I will listen, be kind and be honest to teachers and others.

I will show respect for myself, my school, and others.

I will learn something today because today matters and my future is built from now.



THE SCHOOL DAY

SCHOOL HOURS

Program	Age	Half-Day	Full-Day
Pre-Nursery	3	9.00am – 12.00pm	9.00am – 5.00pm
Nursery	4	8.45am – 12.30pm	8.45am – 5.30pm
K1	5	8.30am – 1.15pm	8.30am – 5.30pm
K2	6	-	8.30am – 5.30pm

ARRIVAL

Mornings can be busy times, and they set the tone for our day. When you and your child arrive at school please communicate any important information to teachers such as child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school.

Arrival for each class can happen no earlier than 15 minutes before your child's class start time.

Gate open schedule: 8.15am – 9.00am

Please plan to bring your child to school according to their class start time. In order for your child to gain the most from their experience at school, we ask that you respect our start time to the best of your ability. The teachers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are consistently late.

Separation: It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is easiest (sneaking out can be terrifying for the child - as it will seem you have vanished). Trust that your child's teachers are well trained to handle such occurrences. If your child is having difficulty separating, signal a teacher for assistance. In our experience, children are almost always quick to get involved in play or activities as soon as parents are gone.

DEPARTURE

Departure must happen within 15 minutes after your child's class ends. From time to time, situations may arise that may cause a parent to be late in picking up their child/children. Please speak with the teachers if you need to make special arrangements regarding late pick-up.

Alternate Pickups: Our school normal procedure is to release the child to only his/her parent, guardian or a person specified on the signed pick up forms submitted before school begins. If someone other than the parent/guardian will be picking your child up, please notify us ahead of time. The person picking up your child **MUST** bring photo ID if we have not yet met them. If they do not bring ID and you do not inform us they are picking up, we will not allow them to leave with your child.

Early Pick-ups: If you will be picking your child up early on any given day, please inform us ahead of time.

Gate open schedule: 12.00pm – 12.15pm / 12.30pm – 12.45pm / 1.15pm – 1.30pm / 5.00pm – 5.15pm / 5.30pm – 6.00pm

ATTENDANCE

In the event that your child will be absent, please notify teacher as soon as possible.

TRAFFIC FLOW

In order to ease the traffic flow and to prevent inconvenience to other road user around the neighborhood, please take note on the below:

1. Please do not park your vehicles in front of School.
2. Please park your vehicle at designated parking lot if you need to discuss any matters with the teachers.
3. Kindly do not make U-turn at the School gate.
4. Please follow the direction below when pick-up and drop-off the student.





THE SCHOOL YEAR

Below is an overview of the school celebrations we will enjoy during our year together. More information about these celebrations will be sent out in our monthly newsletters.

Festive Celebration (Chinese New Year, Raya and Deepavali)

We will be celebrating these festivals together in school. The celebration will be during normal class hours. The celebration is done to create awareness for the students that we are living in a multicultural country. They will be introduced with all the tradition of the ethnicity. In order to make the event successful, parents are needed to help in preparing supplies during the events. Students are encouraged to wear the traditional costume to school.

Mooncake Festival

Please join your child for a family feast. This event will be held at night. We will have an array of games for you and your child to join. Siblings are more than welcome to join us during this event!

Sports Day / Family Day

Kiddy Preschool will celebrate a few events with parents and students throughout the year. We encouraged parents to join the event together with their children. It is a fun bonding time for parents and your kids!

English, Mandarin, B. Melayu Weeks

During the week, students will learn a series of poem, nursery rhymes or short story. They will preform in school.

Book Character Day

This event is to encourage the children to explore the pleasure of books and reading. Students will need to get familiar with the book characters assigned to them and they will need to wear the costume to school during the event. We recommend that you consider borrowing from relatives or friends or alternatively purchase them inexpensively from a shop. Please get ready your child's costume in preparation for this event.

Award Giving & Graduation Ceremony

All students and parents will be invited to participate in our Year End Award Giving & Graduation Ceremony. We will send out a form 2 months prior to the event to get headcounts and any requested accommodations. More information will be sent along with these forms specifying arrival times, our timeline for the day, and our celebration details following the ceremony.

Once again we would like to convey our heartfelt thanks to all parents who have supported and contributed for the event to be meaningful and memorable to our children. Indeed, we cherish and appreciate the vital role played by the parents. We encourage and welcome greater participation: continued support from all the parents as we strive to improve our competencies, skills and thereby the overall learning in La Kiddy Preschool.



COMMUNICATION

CLASSDOJO APPS

We use an app called ClassDojo for all classroom communication.

Enrollment: Once we had added your child to our School in ClassDojo, you will receive an email where you can setup your parent account and create your password.

Messages: If you need to contact school or teachers, please head to the Messages tab in your parent account. From here you can compose a message that comes directly to teacher or principal in real time.

Reports : Under the reports, you will see the skill or value your child is possessed in the school and classroom. For Pre-Nursery & Baby Genius class, you will see a class name Daily Report. From the daily report class, you will see information about your child's health report.

Story: The story section of this app is where you can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class. You'll also be able to see your child's classwork on their own Student Story.

Class Dojo Common questions

Parent Accounts

What if a parent was connected last year to their child?

Students can add all of their student codes to the same account and track their progress across multiple classes. It's simple!

How far back in time can parents see feedback points?

Parents can see the last two weeks of their child's feedback points. If parents would like to view a longer history, they can contact their child's teacher or the ClassDojo team.

How do parents connect with multiple classes?

Parents can enter multiple parent codes to their account, letting them connect with all of their children's classes.

When do parents get notified by ClassDojo?

ClassDojo notifies parents whenever they receive a new private message, a new Class Story post is added, their child has posted to their Student Story, and on Friday to review their child's feedback from class.

APPOINTMENT WITH TEACHERS

Appointments with teachers may be scheduled throughout the year, as necessary. Many teachers cannot be available for impromptu meetings/discussions at arrival times (other than a quick message), as they are preparing for class and greeting their students upon arrival. Others may not be available at departure times, especially when they have faculty meetings and other meetings to attend after classes are dismissed. Please ask your child's teacher about his/her available times so that he/she can be truly present, and not distracted, when speaking with you.

APPOINTMENT WITH THE PRINCIPAL

Parents are welcome to drop by the office, with or without an appointment, to talk with Principapl, whether it be to share a concern, an idea, a compliment or a FYI.

PARENT/TEACHER CONFERENCES

Teachers will perform semi-annual assessments and quarterly checkpoint to determine each child's developmental and academic progression. Results will be reviewed with parents in a conference conducted by the child's teacher. Parent/teacher conferences are scheduled two times a year; please consult the school calendar for exact dates. Parents who wish to meet with teachers for conferences need to meet on these scheduled conference days and take responsibility to sign up for a conference time. If parents are unable to attend a conference due to circumstances beyond their control, they should notify their child's teacher as soon as possible.

NEWSLETTER

Monthly copies of the classroom routine and activities will be posted on classroom story in ClassDojo Apps. It is helpful for you to review activities planned for the month with your child. This is a great way to talk with your child about his/her day. You may find if you ask your child, "What did you do today?", you might hear, "Nothing". If you know about specific activities that occurred, you can ask more direct questions: "Can you tell me about the picture you painted today?" Because the curriculum is planned in advance, some changes based on spontaneous learning opportunities, children's interests and needs can be expected.

We encourage you to join ClassDojo Apps. This can facilitate timely communication and notification of special classroom and La Kiddy Preschool events.



SCHOOL POLICIES

HEALTH POLICIES

Medical Reports: Our school does require all current, up to date immunizations in order to attend classes. *Non-immunized students might be prohibited from attending school if an outbreak occurs for which they have not been immunized.*

Administration of Medicine: Before we can administer any prescription of non-prescription medications to your child, you will need to do keep them home for 24 hours after the first does for possible allergic reactions if the medication has never been taken before.

All medications must be brought in the original container with the following information on the label: child's name, prescription name, dosage, and administration instructions.

Health Rules for Attendance: Children should be kept home from school if they are feverish, have diarrhea, are vomiting, have dark mucous nasal discharge, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, extreme sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). **See exclusion criteria on following page.** We realize that it is difficult for working parents to keep their children home, but exclusion will help prevent contagion and promote the health and safety of your own child. **Please notify the school if your child has a highly communicable disease or condition, so that all other parents can be alerted.**

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children. A parent will be called to come and pick them up.

Recording and Reporting Accidents: Your child's safety is a paramount concern at La Kiddy Preschool and we will take every precaution to ensure their safety and well-being. Despite our best efforts, minor scratches, scrapes, bumps and bruises may sometimes occur. In these cases, the teacher will apply simple first aid to the injury as necessary, such as cleaning with soap and water and applying a band aid. The teacher will review the incident with you when you pick up your child.

Emergencies: In the event of an emergency concerning your child, the school will first contact you, the parent, and then, if necessary, the back up emergency contacts. If the emergency requires immediate medical care, we will call for an ambulance while we are contacting you. Throughout the year, please notify the school office of any phone number changes for you or your emergency contacts (including work and cell phone numbers).

Allergies and asthma: If your child suffers from allergies and/or asthma, be sure you have completed your child's enrollment form accordingly. If the allergy or asthma has caused or has the potential to cause a life threatening reaction in your child or if an antihistamine, an epinephrine injection or a rescue inhaler has been required to relieve an allergic or asthmatic reaction, you must include an Allergy Action Plan or an Asthma Action Plan approved by your child's health care provider along with a picture of your child with the enrollment form. (The photo and action plan will be posted in your child's classroom).

EXCLUSION CRITERIA

Conditions	If your child has been diagnosed with this disease, our school will:	When to allow child to return:
Communicable disease: Chicken pox, measles, etc	<ul style="list-style-type: none"> temporarily exclude the sick child from school notify all parents regarding the possible outbreak carefully follow hand washing and cleaning procedure 	approximately 6-7 days after the rash begins or when all blister have scabbed over. Must have doctor note to return.
Diarrheal Disease	<ul style="list-style-type: none"> temporarily exclude the child from school carefully follow hand washing and cleaning procedure 	When child is diarrheal free for 24 hours
Hand-Foot-and-Mouth Disease	<ul style="list-style-type: none"> exclude if child has open, draining lesion on hand or has lesion in mouth and is drooling. carefully follow hand washing and cleaning procedure 	When lesion heal or drooling ceases
Head Lice or nits	<ul style="list-style-type: none"> temporarily exclude the child from school 	24 hours after treatment and no sign of nits or lice
Ringworm	<ul style="list-style-type: none"> temporarily exclude child if lesions cannot be covered carefully follow hand washing and cleaning procedure 	If unable to cover the lesion, after treatment begins and the lesion starts to shrink
Pink Eye	<ul style="list-style-type: none"> temporarily exclude child with eye drainage and itching carefully follow hand washing and cleaning procedure 	24 hours after first dose of medication and symptoms are mild
Fever	<ul style="list-style-type: none"> temporarily exclude the child from school if child has a fever above 37.8 Degree Celsius 	After child has been fever free for 24 hours without medication
Vomiting	<ul style="list-style-type: none"> temporarily exclude child that has had 2 or more vomiting episodes in a 12-hour period 	After child has not vomited for a 12 hour period

NUTRITION GUIDELINES

We feel strongly that good food both benefit your child's health and also positively influence their energy while at school. Please only send in food that has nutritive value and does not contain sugar as a primary ingredient (when in doubt, check the labels; you might be surprised). Inappropriate foods include candy, soda, cupcakes, cookies, puddings etc. Please limit your child's consumption of the following foods: Pop tarts, Jell-O, sugary granola and cereal bars, chips etc. Most children make these items the focus of their meals and refuse to eat their more nutritious foods.

Due to children with allergies or certain dietary needs, no sharing of food is allowed and one or both of our classrooms may be designated as **NUT FREE**. Allergies and dietary restrictions will be posted on the refrigerator. If your child has ANY food allergy, you must advise the Director and your child's teacher before the first day of preschool. The Director and staff will make every effort to safeguard your child against a food-borne allergy, but they will need your advice and continued assistance to do so.

Label the lunch box and all permanent food containers with your child's name

Heat-Ups: We are not set up to warm children's food. Please select foods that your child is willing to eat cold.



OTHER INFORMATION

SAFETY & SECURITY

We are taking the safety of our students very seriously here, so we have multiple security measures in place. The entire perimeter of our facility is monitored by 24/7 recording security cameras. Visitors are only allowed to visit the school at specific times and by appointment only.

All doors of the school will remain locked throughout the day. At arrival and departure, one of the staff members will be at the front door to welcome the student. At other times during the day, please ring the doorbell.

TOYS FROM HOME

The school prefers that children do not bring toys from home. Little ones often have a difficult time sharing with others, and it is even harder when it's their own special toy. Exceptions will only apply when informed by the teacher.

BIRTHDAY PARTY

If you would like your child's birthday to be celebrated, you are welcome to bring a snack to share. We recommend that you select a nutritious snack to share. Check with your child's teacher for suggestions on fun and nutritious snack ideas. Please make arrangements with your child's teacher at least two days prior to the birthday.

WITHDRAWAL FROM LA KIDDY PRESCHOOL

You are required to notify the Preschool Principal one month prior to your child's last day in order to redeem the refundable deposit. Tuition fees will not be refunded if withdrawal is during any day of the month. All fees including Registration & Application fees, Books, materials & miscellaneous fees are non-transferable and non-refundable.

FEES PAYMENT

- a) Monthly tuition fees to be paid before 7th of the month or start of every semester.
- b) Monthly fees are to be paid even though your child may be absent, sick, or on holiday.

We strongly encourage you to use the new e-banking system proposed below to pay your coming fees.

Why should you use e-banking?

1. You do not need to carry so much cash with you – it is not safe
2. You do not need to write cheque – error in name & amount and also save RM0.65 for each cheque
3. You do not need to waste time to find a car park and come down to pay fees
4. You do not need to haggle with your time to do payment – you can do it now, anytime and anywhere at your ease.

Easy Steps to pay tuition fees via e-banking

Bank	: UOB
Account Number	: 2373005136
Account Name	: Tadika Literasi Kreatif

Step 1 : Log in to your e-banking account

- Insert ID & password

Step2 : Click on “Fund Transfer”

- For same banks : “3rd party account”
- For interbank : “instant transfer”

Step 3 : Fill in details

- Recipient Reference : Child’s Name, Month (eg. Ong Xin Tian, Aug)

Step 4 : Request for TAC number. Fill out TAC number.

Step 5 : Confirmation status will be displayed. Sent receipt to notify school via whatsapp or clasdojo.

When will you receive tuition fees receipt?

Upon receiving your notification, we will reply in acknowledgement.

- 1) If your e-banking transaction is done before 12pm, we will issue e-receipt on the next working days thru email.
- 2) If your e-banking transaction is done after 12pm, we will issue e-receipt on the after 2 working days thru email.

Note : We only provide e-receipt thru email.



DRESS CODE

Students dress code as follows:

MONDAY	: School Uniform
TUESDAY	: School Uniform
WEDNESDAY	: Sportswear
THURSDAY	: School Uniform
FIRDAY	: Smart Casual (no pajamas to school)

Please send your child to school with tennis shoes or closed toed shoes that will not come flying off while on the playground. Sandals, dress up shoes or shoes with heels should NOT be worn to class.

Students need to bring their apron every day in their school bags. Apron need to be clean by parents if any dirt found.

Please sew the tie and nametag to the uniform to avoid any misplacing it. All clothing needs to be marked with your child's name on it.

Please send your child to school with an extra shirt, pair of pants and pair of underwear in their bags in case of toilet emergencies.