



INTERKIDS BILINGUAL SCHOOL

**Parents – Students Handbook
(Pre-Kindergarten)**



Welcome to **Interkids Bilingual School**, Pre-Kindergarten Level.

Interkids Bilingual School was the first truly bilingual school in Thailand that implemented an English-Thai-Chinese Curriculum since its establishment in 1995. In 2018, IBS opened the **IBS British International Programme (IBIP)**, with a 95% English - 5% Thai environment. The IBIP offers students an opportunity to learn, experience and apply the English language at an international level.

At Interkids Bilingual School, our aims in education are reflected upon our school's philosophy, which is to be excellent in "Language, Leadership, Ethics and Technology." We are committed to making our students become well versed in English, Thai and Chinese languages; possess a sense of leadership, with courage to take initiatives and work collaboratively within a team; acquire technological skills and apply them to real life; and most importantly, have good ethics and integrity in oneself.

Moreover, our education also values the cultivation and retention of "**Thai Cultural Identity**" through teaching the language, morals, ethics, cultures, and arts.

Kindergarten



MISSION

1. To provide students with activities and learning procedures that support them to excel in all academic fields, with good application of knowledge and understanding skills in every subject.
2. To organize activities that encourage students to use Thai, English, and Chinese languages for effective communication, and to seek relevant information using modern technologies for their life-long learning process.
3. To identify students' unique TALENTS, create a suitable environment and organize relevant activities to help maximize their skills.
4. To inculcate qualities of leadership, good ethics, as well as to develop students into being good leaders and followers.
5. To give students basic understanding and appreciation of Art and Music, and to teach them to become a custodian of Thai culture, heritage, and environment.
6. To support students with modern facilities and clean surroundings where they can develop their physical and mental well-being.
7. To efficiently manage the school in all areas with competence and implement effective quality control as part of the management process.
8. To develop and maximize the skills and talents of our teachers and staff in order to attain knowledge, ability, ethics and potentials.
9. To organize and support various activities which encourage good relationships between family, school, parents and community.

Apart from the school aims in achieving the IBS missions, IBS is determined to develop the “**IBS Desirable Characteristics**” in every individual student, which can be categorized into 4 areas: **Good Behaviour, Good Discipline, Eagerness to Learn, and Sense of Responsibility.**



☆ **Good Behaviour**

- Having good behaviour and showing respect to others
- Following and fulfilling what is stated in the IBS school pledge
- Following the good religious teachings and cultural practices that one believes
- Being honest
- Being thoughtful, willing to share and having a service mind attitude
- Being economical and having a mind-set of sufficiency for ones needs.

☆ **Good Discipline**

- Following the school regulations and instructions
- Being able to discipline oneself
- Being punctual



☆ **Eagerness to Learn**

- Demonstrating an interest in one’s studies by being prepared and respectful
- Enjoying to work with passion
- Being enthusiastic and attentive on task at hand

☆ **Sense of Responsibility**

- Doing the assigned works and duties
- Submitting the works on time
- Using the school’s resources with greater care
- Maintaining the clean and green environment of the school
- Helping to preserve the arts and cultures of the nation



Parents are encouraged to get involved with their child's education by knowing the school guidelines and regulations. Through proper guidance of the parents, the information in this handbook will be observed carefully by the children and eventually become their habit while at school, enabling them to become well-rounded “**Children of the World.**”



STUDENT UNIFORM REGULATIONS

Monday, Tuesday and Wednesday – Student Uniform

Male Student

Shirt – White collar, short sleeve shirt. Students should have their Full Name stitched with red silk, font size 1.5 cm on the right side of the shirt (chest level)

Shorts – Pink shorts

Socks – White socks

Shoes – Black leather shoes

Hair Style – short and proper hair style (shaved hair designs are not permitted – if need be, parents must write a request stating with a valid reason)

Female Student

Shirt – Pink collar, short sleeve shirt. Students should have their Full Name stitched with red silk, font size 1.5 cm on the right side of the shirt (chest level)

Skirt – Pink pleated skirt

Socks – White socks

Shoes – Black leather shoes

Hair Style – In case of having long hair, students should braid or tie their hair back with white ribbon (only).

Leggings (if need be) – Black or Navy blue without any pattern

Thursday – Thai Clothes

Traditional Thai costume with white socks and black leather shoes

Friday – P.E. Uniform

Shirt – White collar, short sleeve shirt. Students should have their Full Name stitched with blue silk, font size 1.5 cm on the right side of the shirt (chest level)

Shorts – Blue shorts

Socks – White socks

Shoes – White sports shoes



REGULATIONS FOR LEAVE AND ABSENT

For safety reasons, if students will not be able to come to school due to sickness or family matters,

- Parents should inform the school reception before 8:30 a.m. This is to officially record the names of the students who are absent for the day.
- For contagious illnesses/diseases, a medical certification from the hospital is required when student is recovered and permitted to return to school.
- For long vacation leave, please inform the teacher/school in advance.

STUDENT DROP OFF AND PICK UP REGULATIONS

The safe arrival and departure of students is of paramount concern to IBS.

IBS has established the following policy and requests for students and parents to adhere to its procedures in order to ensure the safety of all students.

- Students can be sent to school from 6:45 – 8:30 a.m.
- Drop off and pick up should only be done at the designated area, and cars must be pulled forward to the parking space to avoid accident.



- Students have to wear school uniform properly before entering and leaving the school.
- Parents must have permission and obtain the official visitors pass from the reception office in order to enter the school building and/or any classroom.
- Parents are advised to help train their children to carry their own bag (IBS bag) when they are about to go out of the car, but make sure that it is not too heavy for them to carry.
- The parents should send their children to the reception when arriving to school after 8:30 a.m. Students' arrival are also being recorded on the daily record book.
- Parents or guardians must scan their Student Pick-up QR Code before picking up the child.
- If the parent or guardian cannot come to pick-up their child, they should call and inform the school of whom they are authorizing to pick-up their child. The authorized person must present a valid identification card to the teacher on duty.
- If the parents pick-up their children after 5:30 p.m., an extra service fee of 100 Baht per hour will be charged, and this will be paid directly to the teacher on duty. (exceeding 30 minutes is considered 1 hour)

REGULATIONS FOR PARENTS WHEN COMING TO SCHOOL

- Parents must wear proper attire when coming to school as to set good example to the students.
- Appointment with the classroom teacher must be made in advance at the reception area. This is to avoid conflict with the concerned teacher's teaching schedule. Moreover, parents are **not** allowed to call the teacher via mobile phone for an appointment.
- Parents who intend to have a snack must remain in the snack area.
- Parents and visitors must follow the school regulations.



STUDENTS SAFETY MEASURES

- Students are encouraged to arrive at school around 7:30 a.m. to join the morning time activity, and should be dismissed after regular school hours.
- If the student is sick, and is suffering from high fever (38 Celsius or above) or any illness, he/she should rest at home until fully recovered. This is also to prevent the spread of disease.
- Drop off and pick up must be done at the designated area only.
- Visitors are not allowed to enter the school unless permitted
- Parent's cars must be pulled forward to the parking space to avoid accident, and to not block the traffic flow. Engines must be turned off when cars are parked.
- For hygiene purposes, students should bring their own water bottles/flasks, and related oral hygiene items.
- Students should bring with them a handkerchief to use whenever they sweat.

PROHIBITED ITEMS



- Students should not wear earrings, gold necklaces, or bring valuable belongings to the school.
- Any kind of toys, dolls, electronic devices, electronic/smart watches are **NOT** allowed to be brought at school as this may distract other students, and disturb the class.
(For special request, please contact the reception for further information.)
- Chewing gum is NOT allowed.
- Bringing any sharp objects such as scissors is NOT allowed.

IBS will not be liable for any loss or damages of student's valuable belongings. There are corresponding consequences for every offense.

STUDENTS' DAILY ROUTINE



7:00 – 7:55	Arrival/Morning Time Activity
7:55 – 8:30	Morning Assembly
8:30 – 8:45	Drink Milk / Using Restroom/Circle Time
8:45 – 11:30	Integrated Academic Activities/Lessons <i>(Music & Movement, Life Experience Activities, Creative Activities, Free-Play Activities, Outdoor Activities, and Educational Games)</i>
11:30 – 12:00	Lunch Time
12:00 – 12:15	Training of Daily Skills (brushing teeth, changing clothes, and making of bed)
12:15 – 13:00	Napping Time (except K.3 students)
13:00 – 13:30	Afternoon Snack
13:30 – 14.00	Enhancement Activity
14:10	Class dismissal / End of Class



STUDENTS EVALUATION & ACADEMIC PROGRESS REPORT

- **Classroom Evaluation:** Students' progress in intellectual, emotional, physical, and social development are evaluated through teacher observation, classworks, child development, and records of students' academic performance. The results will be used to further improve the students' learning skills.

The school issues individual, formal student progress reports at the end of each term for all levels.



COMMUNICATION CHANNELS BETWEEN HOME & SCHOOL

- **Contact Book** - The contact book is a two-way communication channel between school and parents. All important news and messages regarding the students are being written down to inform the parents. Parents and homeroom teachers have to sign their names daily for acknowledgement purposes.
- **e-Parents News** - Parents newsletters are being issued every month and will be sent via emails to inform parents about the upcoming lessons and activities students will study. This is for the parents to stay involved and help develop their children's learning approaches, even at home.
- **e-School Letters** - Parents will occasionally be receiving letters via email from the school about the upcoming activities, news or other concerns. Please respond to the emails and acknowledgment form, which are being sent by the school for effective planning of each activity.

- **Parents Meeting** – The school organizes meetings which involve the participation of the parents.
- **Parent-Teacher Meeting Day** – Parents will be invited to meet the homeroom teacher every end of the term to know the academic development and examination results of the students. This is being done during the giving of progress report.
- **Mobile Phone Communication** – Parents who wish to contact teachers must call the school number after 4:10 p.m. only. This is to avoid any interruption during their teaching periods. Parents are NOT allowed to contact the homeroom teacher directly through mobile phones.
- **Appointment** - Parents who wish to meet with certain teacher at school must arrange the meeting by calling the school reception in advance.
- **Email** - Parents can send email to ibs4.information@gmail.com for any queries or concern.
- **School Website** – www.ibsschool.net for general information
- **Facebook** – For current updates of IBS activities, photos and videos, please visit www.facebook.com/ibsserithai/



ATTENDING SCHOOL ACTIVITIES

Throughout the school year, Interkids Bilingual School organizes several extra-curricular activities and events that support various learning interests and facilitate the development of the students according to their age level. For many generations, the integration of extracurricular activities in the school hours have been proven successful in molding the students to be capable to plan and work collaboratively with others to achieve a certain goal. School activities equip students with life experience skills that are applicable to their career in the future. Therefore, we would like to ask the IBS parents to help encourage and support students to participate in all school activities. The extra-curricular activities are all included in the tuition fees except the Field Trip, Scouting Trip, IBS Annual Party, and other miscellaneous events. These kinds of activities are being relayed to the parents on a specific dates through letter or e-mail.

STUDENT REGISTRATION AND TUITION FEE PAYMENT

- **Student Enrollment Confirmation**

Parents must strictly follow the specified date for the student enrollment confirmation process. A late charge of 2,500 Baht will be added in case of late registration.

- **Tuition Fee Payment**

Parents should pay the total school fee, which includes tuition fee, and other general fees, within the specified date. This is to organize all learning materials that the students need for the new school year.

In case that the parents will not be able to pay within the specified date, a promissory note addressed to the management will need to be filed.

Failure to do this will result in a late payment fee of 2% of the tuition fee per month, until payment is resolved.

REIMBURSEMENT OF TUITION FEES & OTHER FEES

In cases related to decisions of resignation from the school, parents are to follow the designated line of rules and regulations. In all cases of resignation, a resignation form is required to be filled out within the specified date (*please see resignation regulations*). Tuition reimbursement will be applied after expenses deduction if parents follow and uphold the resignation rules established by the school. The school will issue the student transcript within 7 working days upon receiving the student resignation form. The school reserves all rights to hold the student transcript until all conditions have been met.

RESIGNATION REGULATIONS

Parents must come personally to write the resignation form.

- If the parents have intention **NOT to let their child study for the next term**, they must submit the resignation form **one month in advance**.
- If the parents have intention **NOT to let their child study for the next school year**, they must submit the resignation form **on or before 15 March**.

Remarks: Failure to comply with these regulations will result in the full payment of one term tuition fee, prior to any issuance of student's documents.



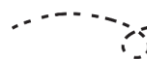
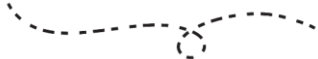
WRITING REQUEST FORM FOR SCHOOL CERTIFICATION LETTER AND OTHER DOCUMENTS

Parents must submit the request form to the school reception and make the payment 7 days in advance.

- Parents must provide full details on the request form for the school to correctly proceed to the next steps.
- Parents must come to contact the school and arrange the pickup date of the requested documents.

STUDENT ACCIDENT INSURANCE

IBS provides a 24 hour-health insurance for all students covering 5,000 Baht accident premium. Accidents occurred in the school, or outside the school premises, are covered. In a situation wherein the accident happened outside and the parents brought their child to the hospital, they should present a medical certificate and hospital official receipt to the school for the insurance refund.



SUCCESS



HOW CAN I CONTRIBUTE TO THE SUCCESS OF MY CHILDREN?

- Advise students to follow the school rules and regulations.
- Support students with required additional learning materials that are related to their study.
- Help monitor students homework and coach them to work on the assigned tasks independently.
- Closely monitor students to prepare books according to the class timetable.
- Read and reply the school letters/information. This is also part of the assessment on students' responsibilities.
- Check student's contact book on a daily basis, and sign your name to acknowledge.
- Attend the parent's meeting or school events.
- Give full cooperation to the school to help develop students' learning approaches.
- Do not compare the students to others. Instead, we should help further develop their strengths, and improve their weaknesses. Remember that each student has his/her own strength, and there is always room for improvement.
- Please do not give any money as gifts to the teachers on any occasions.
- Parents are not allowed to approach the teacher to privately teach their children outside of school, without school's consent.
- Parents are not allowed to hire the school personnel to work at home or any offices.
- Students should wear school uniform every time they come to school.
- If there are any queries, please do not hesitate to contact the school.



Interkids Bilingual School Pledge



On my honor, I promise to do my duty to serve my school;

- 1. I will follow the school rules and regulations;**
- 2. I will honor and respect my teachers and abide by their instructions;**
- 3. I will always behave and practice the highest standard of morality;**
- 4. I will do my best in my studies, and uplift myself as a good citizen of my country;**
- 5. I promise to protect and uphold the dignity of Interkids Bilingual School.**

This IBS Pledge is being recited during morning assembly and is advisable for students to practice and remember.





OUTSTANDING AWARDS



IBS is now on its 24th year of celebrating **SUCCESS** in providing world standard quality education. IBS diverse curriculum develops and prepares our students to be qualified in the Top Ranking and reputable International Universities overseas, as well as in the Top National Universities in Thailand with **EXCELLENT** skills in Language, Leadership, Ethics and Technology.

- ❖ Certified Private School with Excellent Educational Standard in Year 2015 by the Office of Private Education Commission (OPEC)
- ❖ Students 100% Success at the Universities Admission Exams and a number of outstanding awards
- ❖ Certified School with International Quality Standard by the Ministry of Education in Year 2014
- ❖ Awarded with Silver Medal in the Ordinary National Educational Test (O-NET) in Year 2014
- ❖ Awarded as School with Best Practice and Excellence by the Office for National Education Standards and Quality Assessment
- ❖ An Authorized Cambridge English Examination Center by the University of Cambridge
- ❖ An Authorized Chinese Proficiency (HSK) Test Center by HANBAN Institute



Dear Parents,

We are indeed very happy to welcome you to school year 2019-2020. We are looking forward to a productive partnership with you to ensure our children achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for each child's success and want you to know that we will do everything to carry out our responsibilities.

Parents and students are encouraged to visit our website regularly to get updated with school activities. In addition, we ask that you guide and support your child's learning by ensuring that he/she:

- attends school daily and arrives on time, ready for the day's learning
- completes all homework assignments given by teachers
- is exposed to reading daily to develop a love for reading and to improve literacy skills
- shares school experiences with you so that you are aware of his/her school life
- informs you if he/she needs additional support in any area or subject
- knows that you expect him/her to succeed in his/her future chosen career

We thank you so much for your continued support and positive contribution in making your child a child of the world.

Respectfully yours,

INTERKIDS BILINGUAL SCHOOL

(Your PARTNER in your child's education)

Developing student excellence in:
LANGUAGE LEADERSHIP ETHICS TECHNOLOGY

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www.ibsschool.net



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