

**INTERNATIONAL MONTESSORI CENTER**

**SINCE 1991**



**HANDBOOK FOR PARENTS  
2012-2013**

Welcome to International Montessori Center, Bangkok, Thailand. We hope you find the information in this parent handbook useful. Please do not hesitate to contact us if you have any questions or concerns.

## 1. Key Information & Contact Details

### 1.1 School Contact Details

Address (English):

International Montessori Center 251/183 Sammakorn Village Soi 58,  
Ramkamhaeng Road Soi 112, Sapansoong, Bangkok, Thailand  
10240

Telephone: (66) 2372-1633

Fax: (66) 2372-1634

E-mail: [imc.bkk@gmail.com](mailto:imc.bkk@gmail.com)

Website: [imc.ac.th](http://imc.ac.th)

Address (Thai):

251/183 หมู่บ้านสัมมากร ซอย**58** ถนน รามคำแหง ซอย**112** เขต สะพานสูง  
กรุงเทพฯ **10240**

### 1.2 School Directress

Mrs. Mariam Mahmood

B.A. Certificate and Montessori Diploma from London Montessori,  
United Kingdom

### 1.3 School Administrator

Ms. Arisara Ali [arisara\\_ali@hotmail.com](mailto:arisara_ali@hotmail.com)

### 1.4 School Operating Hours

Pre-School	Monday to Friday	8:00-14:45
Kindergarten	Monday to Friday	8:00-15:00
After School Program	Monday to Friday	15:00-16:00
Saturday Program	Saturday	9:30-12:00

### 1.5 School Office Hours

Mon, Wed, Fri	8:00-18:00
Tue, Thu	8:00-16:00
Sat	9:30-12:00

## 2. IMC Vision, Mission & Philosophy

*Give your child the best possible start to life at International Montessori Center.*

### **Motto:**

“Individuality Motivation Confidence”

#### 2.1 Vision:

International Montessori Center fosters a positive attitude in children towards learning. We encourage our children to have an inquiring mind and the love for learning in our warm and stable environment. Our children will grow to be motivated and confident individuals who will be ready to meet with challenges of the future.

#### 2.2 Mission:

At International Montessori Center, each child is treated as individuals with different personalities. Our learning environment is tailored for each child's needs and qualities.

At International Montessori Center, confidence is nurtured through trust and respect between teachers and children.

At International Montessori Center, children are motivated to succeed in tasks given through various activities.

At International Montessori Center, we prepare the students to enter elementary school through a smooth transition. We strive to produce students with strong basics in all subjects including Morals and Values.

#### 2.3 Philosophy:

We believe children are capable of learning more in the first six years of their lives than any other time. Therefore, children deserve to be given access to a stimulating and a child oriented environment in which they can explore, touch, and learn without fear. We strive to bring out the best qualities and respect them as individuals with their unique abilities and identities. We are here to help your children develop to the fullest.

#### 2.4 Curriculum Overview

##### **How do we 'see' children?**

At IMC, the image of child that we hold is one of a competent child, a child as strong, capable and full of potential. We see the children as Active learners (both physically and mentally active), Curious and interested in the world around them, Desirous of participating in social interactions; and Influenced by the social and cultural context in which they live.

### **How do young children learn?**

We believe that learning begins at birth and the first few years of life, being the most formative, and the most important, both physically and mentally. Even the smallest baby must be exposed to people, sounds, nurtured and talked to if he/she is to develop into a normal happy child.

Through skilful observation of children's interactions with peers, materials and adults, our educators are able to assess the child's current level of skill, knowledge and interest. In developing a profile of each child's learning style and their existing knowledge base, our educators plan subsequent learning experiences designed to enhance and extend children's thinking.

We believe that children learn best when the learning experience is meaningful to them. Play is acknowledged as a vehicle for the child's learning and we see play as the integrative device which supports children in making meaning e.g., a cooking experience offers children opportunities to observe, use mathematical and scientific understandings as well as participation in a social group.

### **Our curriculum offers children opportunities to:**

Explore sound, symbol and print through book and computer experiences, rhyme, rhythm and song

Represent their ideas, thoughts and feelings as they draw, paint, dance and move to music

Develop mathematical awareness as they count, use number symbols, measure, sort, compare, classify and problem solving

Engage in scientific investigations, observing, predicting, forming hypothesis, exploring and discovering

Play outdoors (climbing and balancing, aiming and catching, experiencing nature); and

Participate in shared experiences with friends and peers - listening, sharing and representing their ideas with others.

### **3 Academic Calendar & School Programs**

#### **3.1 Academic Calendar**

Our school's academic year runs from the beginning of August to mid of July. The academic year is divided into 3 terms per academic year in alignment with international systems around the world. The 3 terms are normally from August to November, November to February, and February to May. The school is closed on Thai public holidays.

#### **3.2 School Programs**

Our full day pre-school program runs daily from 9:00 AM to 3:00 PM from Monday to Friday.

#### **3.3 Pre-School Year Level Placement**

Children are placed into levels according to the age they turn during the school term. They have to complete their age before attending the next class.

Pre-Kindergarten	2 to 3 Years
Kindergarten-1	3 to 4 Years
Kindergarten-2	4 to 5 Years
Kindergarten-3	5 to 6 Years

#### **3.4 School Typical Daily Routines & Activities**

Timetable by year level can be obtained from class teacher or upon registration. Examples of integrated activities include dramatic play, puppetry, cooking, sand and water play, art, craft, Mandarin, music & movement, gardening, nature and the environment, and physical education.

#### **3.5 After School and Holiday Program**

We offer after-school day care and classes, as well as school holiday programs at an additional fee. Please contact the school office for details.

#### **3.6 Teacher-student Ratios**

To support our mission, IMC provides a lower teacher-student ratio so as to give every child more attention. An even lower teacher-student ratio is applied for outings such as visits to the park to ensure the safety of the children.

<b>Level</b>	<b>Teacher: Students</b>	<b>Maximum No. of Students per Class</b>
Pre-Kindergarten	1:5	20 Students
Kindergarten-1	1:12	24 Students
Kindergarten-2	1:12	24 Students
Kindergarten-3	1:12	24 Students

## **4 Practical Information**

### **4.1 Arrival and Departure of Children**

We have set aside 30 minutes each day, from 8:30 to 9:00 AM, as a welcome to children and families. We invite parents to spend some time with their children at the school playground. Parents should inform a teacher or assistant when they are ready to leave, so that there is a handover of care from the parent to the staff. Our teacher and child curriculum begins at 9:00 AM and continues through to 2:45 PM.

### **4.2 Late Pick-Ups**

The school day ends promptly at 3:00 PM. We appreciate parent's timely pick-up. After-school day care fees will be applicable in the case of a late pick-up. Day Care Service is available from 3:00 PM to 4:00 PM. Please inform the office in advance if you wish to use this service.

### **4.3 Registration of All Caregivers**

Only a child's parents or legal guardians may collect a child unless written authorization is received by the school. Please register in advance the names of those people that they wish to authorize to pick up their child or children by completing the "List of Authorized Persons" provided in the Appendix Section of the Parent Handbook. In the case of siblings attending the school, only one list is required per family. Please keep the original list at home and provide a copy to the school office. The school office will distribute copies of this list to the classroom and teachers. If there are any changes to the list, parents must amend their List of Authorized Persons and provide a copy of the revised list to the school office.

If a school staff member is at all unsure about a person's authorization to pick up a child, they will ask for identification and ensure the name is on the List of Authorized Persons. Where possible, please introduce them to the school office and/or classroom teachers.

If the parent or authorized person arranges for someone not on the authorized persons list to collect their child or children, they must inform the school to advise them of the arrangement. If possible, it is preferable

that prior written consent is given to the school, stating the full name of the person that has been given permission to pick up their child.

If an unauthorized person arrives to collect a child from the school, and the parents have not notified the school of this arrangement, then the school will contact the parents to verify their authorization. The child will not be released from care until this authorization has been obtained. If the person collecting the child or children is not known to the school, then the parent may be asked to provide a description of the person concerned.

#### 4.5 Car Drop-off System

For parents who intend to drive their child to school, we have in place a drop-off system. Parents are asked to drop off their children in front of the school gate between 8:00 and 9:00. Where possible, the children should exit the vehicle from the right-hand side of the vehicle. There will be an IMC faculty member standing at the gate area during the drop-off time to help children from the car. Drivers are asked to queue up without disrupting traffic flow on the street. Children will then be taken to their classrooms by IMC faculty members.

For drop-offs outside the drop-off area after 9:00 AM and for pick-ups, we strongly advise that you park your car at the school parking lot for not more than 5 minutes and turn off the car engines at all times. Cars are not allowed to park at the drop-off area at any times.

## 5 School / Parent Communication

We value our on-going communication with families. With the exception of urgent matters, most school communication (e.g., newsletters, notices, invoices, etc.) will be done primarily through e-mail. If you would like to make any changes to the registered address(es) on our mailing lists, please contact the school office.

### 5.1 Communication with Teachers

Daily communication between parents and classroom teachers in all forms is actively encouraged. Each classroom teacher has an e-mail address which can be used for messages and information exchange between the teacher and parents. Email addresses can be obtained from the school office or the newsletters. Please note that teachers may not be able to check their e-mails before and during school program hours, so for urgent matters such as absences, please notify the school office by telephone (02-372-1633) or email ([imc.bkk@gmail.com](mailto:imc.bkk@gmail.com)).

In addition, for parents that do not come into the school, a communication notebook will be provided to support communication between the classroom teachers and parents, i.e., teachers and parents

to write messages to one another. Notebooks will be given by the class teacher.

## 5.2 Documentation

At IMC we value the process of learning i.e., the problem solving, thinking and communicating which children demonstrate when they interact with materials and peers. One way to make children's learning visible to others i.e., to the child, his/her parent(s) and to our colleagues is through documentation boards in the classroom. These documentation boards highlight children's learning experiences and topics under investigation in the class and invite conversations between children, teachers and parents, hence making learning a truly collaborative process where the child is seen to be the protagonist of his/her own learning.

## 5.3 Newsletters

Newsletters are sent to parents by e-mail in general every month, alternating between school newsletters from the school director and class newsletters from the classroom teacher(s). These are a way of letting parents know what is happening in the classroom and the school more generally.

## 5.4 Portfolios

Another way to make children's learning visible to others is to construct child portfolios, or learning profiles. Portfolios are purposeful collections of children's work e.g., work samples, photographic documentation, comments and conversations. As we study these examples of children's writing, drawing, thinking and social interaction, parents and teachers can assess and monitor the child's development against the school's learning goals. These portfolios are provided to parents at the end of each term, but are available for viewing throughout the school year.

## 5.5 Parent-Teacher Conferences

The school will arrange more formal parent-teacher conferences throughout the year to discuss the child's response to the curriculum. In general, these are held during the end of each Term except the Summer Term. The school will contact parents to schedule the conferences at a mutually convenient time.

The parent-teacher conferences that are held during term 1 are an opportunity for parents and teachers to set goals to foster growth and improvement for each child. The parent-teacher conferences that are held during Term 2 and 3 offer an opportunity to review the goals that were set and the progress that was made during the school year.



Should you have any concerns throughout the year, please contact the Directress or teachers to schedule a meeting to discuss those concerns.

## 5.6 Parent Feedback/Suggestions

The school welcomes regular feedback and suggestions from parents regarding all aspects of the school. A “Parent Feedback Form” is also provided in the Appendix Section of the Parent Handbook and can also be obtained from the school office.

# **6 School Attire & Items to Bring to School**

## 6.1 School Uniforms

All children are required to wear a school uniform, including a school uniform hat for outdoor play. Most items are available in different sizes . Please visit the school office for sizing samples and ordering. A “Uniform Order Form” is also provided in the Appendix Section of the Parent Handbook.

## 6.2 Footwear

Please make sure your child has appropriate shoes for outdoor play. There are no uniform shoes. For Pre-Kindergarten and Kindergarten-1, shoes may not be worn in the classroom. In the classroom, children can wear shoes for indoor use only, be barefoot or remain in socks (anti-slip socks are recommend to prevent children from slipping on the floors). For indoor play and gym, we recommend that children wear socks that are anti-slip socks. For Kindergarten-2 and Kindergarten-3, shoes may be worn inside the classrooms.

## 6.4 Outdoor Play

It is recommended that every child wears a hat while playing outdoors. Teachers will encourage children to wear hats during outdoor play. The hats will remain at school and be sent home to be washed on a regular basis.

It is also recommended to bring sunscreen and mosquito/insect repellent, particularly during the summer season. These items can be kept at school and will be applied by teachers before any outdoor play. The school also conducts building fumigation at the end of each day.

## 6.5 Nappies/Diapers

For children that are not toilet trained, please bring to school every day a sufficient supply of nappies / diapers for that day. Two to three extra nappies / diapers may also be left in the cubbies for emergencies. The school will provide wipes.

## 6.6 Sheet/Blanket

Blankets brought to school will be sent home every Friday to be washed. Blankets will be provided by school and will be washed on a regular basis.

## 6.7 Bringing Special Items from Home

If your child needs to bring a special comfort item from home, we ask that you send only one special comfort item to school. Toys or other personal items are a distraction to other children.

## 6.8 Name Tags

All items worn, brought to school, and kept at school must be clearly labeled with the child's name.

## 6.1 Clothing

All children should have at least one full spare set of clothes at school in case of spills and accidents. Please check the clothing from time to time to make sure it is seasonally-appropriate and not outgrown.

# 7 Meals

## 7.1 Water

It is essential that each child has an optimal intake of water each day. We ask that each child bring a bottle of water from home each day. We also can re-fill bottles with filtered water when required. For health reasons, we ask parents to provide a water bottle clearly labeled with the child's name that has a cover or lid that fully covers the piece of the water bottle that comes into contact with the mouth (straw, etc.).

## 7.2 Meals

Food and nutrition are an integral part to a happy, healthy life. At IMC we believe that healthy eating habits and manners are essential to a child's development. Lunch and snack times are also used as a social time for conversation, discovering new foods, appropriate eating habits.

- Morning snack time is normally between 9:45 and 10:15.
- Lunch time is normally between 11:45 and 12:15.
- Afternoon snack is also provided for students.

### 7.3 Food Allergies and Restrictions

If a child is vegetarian, has a dietary constraint or food allergies, the school will need to be advised in writing so that all teachers can be informed. To protect children with food allergies, the children will not be allowed to share their food with fellow students. We ask you to help us keep the school a peanut-free zone.

### 7.4 Milk

The school serves fresh milk everyday during morning snack. Parents must inform the class teacher or class assistants if your child is allergic to milk

## **8 Health & Safety**

### 8.1 Illness

Many childhood illnesses are highly infectious. For the well-being of other children, parents are asked to not send their child to school when he/she is suffering from a fever or any other symptoms, and signs or conditions of illness that would prevent the child from being able to participate in group activities and/or require more care than teachers can give without affecting the health and safety of other children. Please notify the school office by telephone (02-372-1633) or email (imc.bkk@gmail.com) of any absences from school due to illness.

If a child is not well during the school day, the parent will be contacted by the teacher or by the office. Sick children will wait in the office for their parents. If neither parent nor the primary caregiver can be reached, the school will contact the emergency contact(s) parents have provided us at the time of registration. Please ensure that all emergency contacts are given and up dated.

### 8.2 Returning to School after an Illness

Parents are asked to obtain medical clearance before sending their child back to school after suffering from an infectious or other serious illness, and in certain cases provide written evidence of the medical clearance in the form of a medical note or parent note.

### 8.3 Medication

Medication can only be administered if full written instructions are given. This should only be for the completion of a required course of medication as prescribed by a medical practitioner. A "Medication Authorization Form" is provided in the Appendix Section of the Parent Handbook and can also be obtained from the school office.

#### 8.4 Medical Emergencies

In the event of a medical emergency, the school's first point of contact will be either parent or the primary caregiver, unless the school determines that an ambulance should be called or the child taken to a nearby hospital or doctor for immediate treatment. If neither parent nor the primary caregiver can be reached, we will contact the emergency contact(s) parents have provided us at the time of registration. Should neither parent nor the primary caregiver be reached at the time of an incident, IMC will take the child to the nearest hospital or doctor.

All bills related to the medical care will be passed on to the parents. At IMC, each child who has taken insurance with the school is covered by a school insurance plan. Kindly contact the school office for the details of the coverage.

#### 8.5 Emergencies – Fires and other emergencies

In the event of a fire on school grounds that requires the assistance of the fire department; forecasted inclement weather such as typhoons, floods and heavy rain that could result in extremely dangerous road conditions; a severed disruption to public transportation; or any other emergency or situation where it is deemed unsafe to come to or stay in school, the school will follow the procedures below:

In the event of such an emergency during school hours, the school will contact all parents by telephone, SMS or email to report the situation, the location and safety of the children, and request that the children be collected as soon as possible. If it becomes necessary to close the school, open late, or close early, the school will contact all parents by telephone, SMS or email to inform them of the school closure or change in school schedule.

In the event of such an emergency outside school hours, the school will contact all parents by telephone, SMS or email to report the situation. Parents should wait for further instruction before bringing their children to school. If it becomes necessary to close the school, open late, or close early, the school will contact all parents by telephone or email to inform them of the school closure or change in school schedule.

#### 8.6 Emergency Contacts

Please ensure that all emergency contact information is up-to-date.

#### 8.7 Emergency Drills

Fire drills are conducted on a regular basis.

## **9 Miscellaneous**

### **9.1 School Transition**

School transitions mark the time period when students enter a school environment for the first time or move from one school environment into another. The pre-school directress and teachers may recommend a transition schedule for children joining the school. If the school or classroom is new to you and your child, staff will be available to welcome you and your child/children on the Orientation Day or the first day and direct you to the room. You may wish to stay a short time on this day and leave as soon as your child is ready. Even for those students who we are welcoming back from an extended absence, the transition is still not easy.

### **9.2 School Events**

Various school events will be scheduled throughout the year and parents will be invited to attend these. These events include a Fancy Party at the end of the 1st Term, New Year Party and End of School Year Party.

### **9.3 Teacher Professional Development**

Teachers will participate in two 5-day professional development workshops during Terms 1 and 2 certain after-school classes may be affected. Any affected students will be notified once the dates are determined.

### **9.4 Birthday Celebrations**

Birthday celebrations are a very special part of growing up. A birthday cake or treats to share may be brought to school, please discuss this in advance with the teachers and assistants as there may be children with allergies or food restrictions in the class.

### **9.5 Parent Involvement**

Teachers may ask parents to help out with outings and class trips, and some activities in the school. This is done on a volunteer basis. Parents are always welcome to read a story or share a special talent or interest with our children.

### **9.6 Toilet Training**

Children often start the toilet training process at Pre-Kindergarten level. It is also important the process begins at home too, once your child shows signs of being physically and emotionally ready and willing.

For hygienic reasons, please do not bring your child to school in training pants, panties or underwear until the child is able to tell the adult that

he/she needs to go to the toilet. Please keep in mind that the activity level in the classroom can distract your child from responding to an urge to use the toilet, more so than at your home. Therefore, please continue to use pull-up diapers until your child can and will announce that (s)he must use the bathroom (not just at home, but at school, as well).

Teachers will communicate with parents when they think the child has reached this stage. Children will then be welcome to come to school in training pants/panties/underwear.

### **When to start toilet training at school?**

Please inform the teachers once you have successfully started the toilet training process at home. We will follow through and encourage your child while in our care. Please spend some time with your child when you drop them off to familiarize them with the school toilets. Some children may resist sitting on the toilet if they have only used a potty at home. If that is the case, please inform the teacher. It may be necessary to delay the start of the toilet training at school. For sanitary reasons, we cannot allow children to bring their potty or potty seat from home.

### **How will the toilet training be incorporated into the daily routine at school?**

Children will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not. These times include after assembly, after the morning snack, before lunch and after afternoon milk. Children will also be brought to the toilet if the child communicates the need to go.

### **How will the school encourage toilet use at school?**

Teachers will praise the child for efforts or any successes they had. Teachers may also introduce some role playing, games or read books related to toilet training.

### **How will the school deal with accidents at school?**

Once children have progressed to wearing training pants, panties or underwear, it is normal and expected that occasional accidents will still occur. Teachers will clean and change the child immediately, be calm, positive and reassuring that the child will be successful.

### **What to wear and bring to school?**

Please make sure that your child is wearing pull-up diapers to school. Please bring at least one change of clothing, including socks. If your child has started wearing training pants, panties or underwear, please bring a small supply of pull-up diapers, as the teacher may feel it necessary to put your child back in pull-up diapers. These are to be left at school in the child's cubby and replaced as needed. Soiled clothes will be rinsed and returned in a tightly sealed plastic bag at the end of the day. Please understand that at times we may not have time to rinse the soiled clothes, however, we will try our best to do so.

## 9.7 Changes in Enrolment Schedule or Withdrawal

If you would like to change the enrolment schedule at any point during the school year, please submit an “Enrolment Change Request Form” to the school office. The school will do its best to accommodate your request. The school office will also contact parents prior to issuing invoices for the next school term or next school year to confirm if there are any changes to the child’s enrolment schedule.

If you would like to withdraw your child from the school during the school year, please submit an “Enrolment Change Request Form” to the school office.

## 9.8 Lost and Found

A lost and found box is located in the school office. Items found at the school will be placed in this box. Please check it periodically for any missing items.

# **10 Appendix**

10.1 List of Authorized Persons

10.2 Parent Feedback Form

10.3 Medication Authorization Form



## LIST OF AUTHORIZED PERSONS

I hereby authorize the following person(s) to collect my child(ren) from school. This authorization is valid with effect from the date on this form until further notice from me, or until the child graduates from the school.

Child's/Children's Name(s)

First Name	Last Name	Relationship with child

Parent/Guardian's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## PARENT FEEDBACK FORM

Dear Parents,

As a way of improving and building upon our strengths and shortcomings, regular feedback from you is encouraged and appreciated. Do assist us in completing this feedback form and returning it to the office should you have any concerns or feedback. Your feedback is important to us and all information provided will be acknowledged in the strictest of confidence.

Thank you,  
Ms. Arisara Ali  
Administrator

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Date \_\_\_\_\_ Class \_\_\_\_\_

Parent's Name\* \_\_\_\_\_

Child's Name\* \_\_\_\_\_

**\*Optional**

Please describe your concern/feedback:

Have you addressed it with the person or persons concerned?

What are your suggestions?

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For Office Use Only

Action Taken

Person in Charge Date \_\_\_\_\_



## MEDICATION AUTHORIZATION FORM

(Attach Doctor's Letter where possible)

I hereby authorize the administration of the following medication(s) to my child. This authorization is valid with effect from the date on this form until further notice from me, or until the child graduates from the school.

Child's Name \_\_\_\_\_

SEQ. NO.	MEDICATION	DOSAGE	FREQUENTLY	TIMINGS

Other Notes:

\*Please highlight to the office if the medication has to be sent back with the child at the end of each day OR if the medication is a course of antibiotics\*

Parent/Guardian's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_