



Tzu Chi Early Childhood Education

Handbook

2016-2017

Contents

Part 1: Welcome to Tzu Chi Early Childhood Education

Welcome to the Tzu Chi Early Childhood	3
The spirit of Tzu Chi - School Mission and Vision	4
Curriculum for Early Childhood Education: Background and Characteristics	5
Community Responsibilities and Rights	5

Part 2: General Early Childhood Education Information

The School Calendar	7
School Communication	7
Contacting the Right Person	8
Finding your way around the building	9
Security and Visitors	10
Emergency Procedures	10
Early Childhood Education Structure	10
School Hours and Daily Routine	11
Arrival and Departure of Students	13
Attendance and Punctuality	14
Early Dismissal	14
Absence from School	14
Absence from PE	15
Curriculum Textbooks and Supplies	15
Security of Personal Items	16
Student Lockers	16
School Uniform	16
School Shop	16
Uniform and Personal requirements	17
Swimming Pool	18
Swimming Pool Rules	18
Swimming Pool Health Rules	18
Medical Care and Clinic	19
Student Health	19
Allergies	19
Sickness or Injury during the school day	19
Parents keeping children away from school	19
Medication	21
Asthma	22

Part 3: The School Curriculum

Academic aims of the school	23
Curriculum Outline	23
2013 Curriculum Outline for Early Childhood Education	23
Ren Wen Curriculum	25
Assessment - its purpose	25
Assessment - procedures	25
Assessment - principles	26
Homework	26
Homework -Types of	27
The Library	27
Extended Enrichment Program (EEP)	27

Part 4: Student and Community Wellbeing

General Assembly	29
Valuing Student Achievement and Contributions	29
Language Use	30
School Fieldtrips	30
Student Code of Conduct	30
Classroom Rules	31
Self Discipline	31
Birthday Celebrations/ Gifts / Goodie Bags	31
The Student Counselor	32
Parental Involvement in School	32
Early Childhood Parent-Teacher Association	32
Parent Workshop	33
Parent Help	33
School Fees	33
Payment of School Fees	33
Withdrawal Procedure	33
School Insurance	34

Part 1: Welcome to Tzu Chi Early Childhood

Welcome to the Tzu Chi Community

Welcome. This handbook is intended to provide information about our school and practical guidelines for working together in a respectful and caring environment where we continue to learn from one another while pursuing our aims and aspirations together.

It will be obvious very quickly that Tzu Chi is a very special school where everyone is seen as being important and valued for what they can contribute. Parents are seen as being vital in the learning of their children and we aim to work positively together at all times, making Tzu Chi truly a community school.

In Early Childhood, we strive for holistic development including cognitive, creative, physical, social emotional of each individual student. But, equally important is our commitment to developing a strong values led education driven by the humanist example of the Tzu Chi Foundation's originator: Master Cheng Yen. We aim not only to develop an education of the mind but also one of the heart and soul combined. Each student has unique talents with the capacity to 'make a positive difference' in the world after they graduate. Our intention is to celebrate these talents and create an environment that allows every person to flourish achieving their true potential.

Educational success for all students cannot be completed without an effective partnership with all parents. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals.

Once again, welcome to you all and here's to a very successful partnership.

Sincerely,

ling Felicia Joe
Early Childhood Principal

The Spirit of Tzu Chi Early Childhood Education

School Mission: The Basic Philosophy of Tzu Chi Education

- The Noble Aspiration to create a noble human
- Guiding with truthfulness
- Building noble moral
- Educating good manners
- Bequeath the Truthful Path

Vision

- To promote 4 noble characters: “Compassion, Kindness, Joy and Selfless Giving” as the school motto.
- To provide academic education and character building simultaneously in the learning process.
- To cultivate in scholarly education and morality based on humanism culture so that the students become professionals who possess compassion and noble character.
- To lay “noble character and science” as the foundation and dedication in the practice; doing it wholeheartedly and diligently to improve the ability for reaching the goal of creating a noble man.

Mission

- To extend education in the process of developing strong character with right virtues, noble morals and positive thinking.
- To lay the foundation for a complete education to create a wholesome individual, and also to create human resources with noble morality and competent skill.
- To carry out “Life Skills Education” with the management that holds firmly to compassion and education system that is based on morality values.
- To carry out humanity education, by applying 4 noble characters: “Compassion, Kindness, Joy and Selfless Giving” and also molding the character for living with “sincerity, truthfulness, faith, and purity”.
- To apply education with a broad mind to continue the noble aspiration in purifying human’s heart and creating a peaceful society.

Curriculum for Early Childhood Education: Background and Characteristics

Background

Early Childhood Education is the fundamental of education for children because the children's development in the future is determined by the many useful stimulation given at the very beginning of their age. It is a nurturing effort intended for newborns until the age of 6; by giving educational stimulations for their physical and mental growth and development so that they are ready to enter the next education level.

Tzu Chi Early Childhood Education has chosen to follow the Indonesian National curriculum (2013 Curriculum for Early Childhood) imparted with the Tzu Chi Humanistic education.

Characteristics

2013 Curriculum for Early Childhood Education is designed with the following characteristics:

1. To optimize the child's development in: religion and moral, physical-motoric, cognitive, language, social emotional, and art.
2. To use thematic learning with scientific approach.
3. To use authentic evaluation system to oversee the child's development.
4. To involve parents in the learning process.

Community Responsibilities and Rights

All members of the School community have rights and responsibilities, as follows:

Students have a right to:

- Learn and play in a safe supported environment
- Be respected and have their voice heard fairly
- Study in appropriate facilities meeting their needs
- Express their ideas in an appropriate manner

Students have a responsibility to:

- Promote the spirit, ethos, values and expectations of Tzu Chi School
- Respect the rights of others and not to endanger or bully others
- Participate in school activities to the best of their ability
- Be tolerant towards the opinions, cultures and ideas of others

- Have learning experiences which meet their own needs
- Receive a balanced quality education
- Participate in Service learning
- Feel proud of their personal and school achievements

- Respect the learning of other students
- Take charge of their own learning and progress
- Make a difference to the lives of other people
- Honour other peoples achievements treating others courteously and respectfully

Parents have a right to:

- Receive a warm welcome at Tzu Chi
- Be respected and become key partners at Tzu Chi
- Have their child's full potential realized within possibility
- Meet with the staff to discuss any issues and their child's progress
- Have their opinions and ideas valued
- Be involved in School life and contribute through parent groups
- Their child receiving a balanced and challenging curriculum

Parents have a responsibility to:

- Promote the spirit, ethos, values and expectations of Tzu Chi School
- Show respect to staff, students and the wider community
- Support their child's learning by working positively with the School
- Ensure that their child attends School punctually and regularly
- Model good behavior, expressing themselves in a socially acceptable way
- Be involved in and support School programs, policies and procedures
- Send their child to School prepared for learning and with homework completed

Staff have a right to:

- Receive a warm welcome at Tzu Chi
- Be respected and have their voice heard fairly
- Be supported in their professional duties as a teacher and leader
- Receive appropriate continuing professional development
- Work in an environment enabling good teaching to occur
- Contribute to school improvement, planning and policy creation
- Become key educational leaders and partners at Tzu Chi School

Staff have a responsibility to:

- Promote the spirit, ethos, values and expectations of Tzu Chi School
- Show respect to all community members in an exemplary manner
- Model good practice and promote outstanding learning experiences
- Be lifelong learners improving their own teaching and understanding
- Maintain their work areas and make them conducive to active learning
- Offer constructive comments and actions that improve the School
- Be leaders of the School within and outside the classroom
- Contribute to extra curricular programs and Service projects

Part 2: General Early Childhood Education Information

School Calendar 2016 - 2017

Term One	Class Orientation	25 July
	Start of Term	26 July
	End of Term	30 September
	Break	03 - 07 October
Term Two	Start of Term	10 October
	End of Term	16 December
	Break	19 December - 06 January
Term Three	Start of Term	09 January
	End of Term	17 March
	Break	20 - 24 March
Term Four	Start of Term	27 March
	End of Term	09 June

School Communication

Communication between the School and parents is regarded as being vital in creating a strong partnership. Parents are asked to inform the school immediately if there are any changes to your home situation or phone numbers. This area will be developed and strengthened through a number of channels:

- A termly newsletter (will be sent as an email attachment)
- Notification of special events by email
- The school website
- Class orientation for parents and students at the start of each academic year
- A regular series of parent Workshops to discuss and explain aspects of the school
- Parent Teacher conferences will be held every end of the term
- Portfolios and Progress reports
- Letters will be sent as an email attachment
- Student Communication Book

Additionally, it is important that questions and concerns are dealt with quickly and that parents and teachers communicate effectively:

- Appointments: when necessary we encourage parents and/or teachers to meet to discuss a student's progress.
- Email: You can contact staff or related department officers by email. We will strive to answer all emails soonest.
- Phone: It is difficult to contact teachers by phone but a message can be left at reception.

Contacting the Right Person

It is essential that concerns be brought to the attention of the right person.

- A parent or guardian with a concern on any school matter should always first approach the staff member directly involved. Both parties may at any time request that the concern is recorded and referred directly to the appropriate Coordinators. If further discussion is required, the School Principal and Vice Principal will be consulted.
- If the concern is academic, the Homeroom Teachers should be contacted in the first instance. If further discussion is required, then contact the appropriate Curriculum Coordinator. If necessary the School Principal and Vice Principal will be consulted.
- If the concern relates to day to day administrative matters, then the School Administrative Officers should be contacted.
- If the concern relates to finance, the Finance department should be contacted.

All members of the school staff should be contacted through the Receptionist.

If an acceptable solution cannot be found, the Principal will be presented with all the facts. A written statement may be requested. Further, the School Board may be involved to review any appeals or direct requests to come to a final decision.

We please ask that any official communication about change of situation etc must be made by letter, email or fax. Verbal conversations are not considered official communication.

Finding your way around the Early Childhood Building

All floors have been given an easy Ren Wen and Values reminder and the rooms will be organized as in the examples below:

Floor	Level	Room number	Tzu Chi Value
Basement	Kindergarten 1	K1G, K1R, K1L, etc	Grateful
			Respect
1st	Nursery	N1G, N2G, N2L, etc	Love
			Joy
2nd	Kindergarten 2	K2, K2R, K2L, etc	Compassion
			Harmony
			Kindness

Security and Visitors

We please ask that any person who wishes to enter the school (including parents) report directly to the Main Reception Desk where permission to enter will be sought from the Principal/ Vice Principal and a Visitors badge will be issued. This must be worn at all times. Visitors are responsible to return any ID badges to reception.

The School reserves the right to question any person on site who is not wearing a Visitor or school identification badge and to refuse entry to anyone without the required ID badge. This is necessary for the safety and protection of the school community.

Students should wear their ID at all times when on premises. Students will only be allowed out of lessons with the Teacher's or authorized staff supervision (Principal, Vice Principal, Coordinators).

Emergency Procedures

In the event of an emergency, parents will be contacted through an emergency communication system (details to be circulated later). Should an incident occur to an individual, parents will be contacted by school staff.

It is therefore vital that parents provide up to date information. We require:

- 1. Current hand phone numbers and emails of parents for contact in emergency.**
- 2. Current hand phone numbers and emails of two additional adults/ friends for contact in emergency who will act on behalf of the family.**

We ask that if there are any changes to the above, parents please inform the Marketing/ Admissions Office immediately.

In an emergency two courses of action may be taken:

1. School building evacuation for example in case of fire or earthquake procedure: The signal for this will be an alert by a siren. Under the supervision of their teachers, students should exit their classrooms in single file and walk quickly, and quietly, to their designated Assembly Point. Visitors should also proceed to the Assembly Point where they will be checked against the visitors register.
2. Lock down in case of emergency: The signal for this will be an identified signal played over the intercom system. Staff and students will be informed about the procedures.

Early Childhood Education Structure

Early Childhood

Nursery 1	02 - 03 years
Nursery 2	03 - 04 years
Kindergarten 1	04 - 05 years
Kindergarten 2	05 - 06 years

Cut off Date

31st October

This structure gives a continuity of learning and progress throughout the school giving a holistic and challenging educational experience.

School Hours and Daily Routine

School hours are from 08.00 until 12.30 pm (for Nursery 1 afternoon). School begins promptly with ID card scanning at 07.30 am and is taken in the Early Childhood Lobby. If students arrive before school hours they can wait in the Waiting Room.

Time	Nursery 1 (session 1)	Nursery 1 (session 2)	Nursery 2	Kindergarten 1	Kindergarten 2			
07.30 – 08.00	School starts – Main door opens							
08.00 – 08.15	Circle time		Circle time					
08.15 – 08.45	Period 1		Period 1	Period 1	Period 1			
08.45 – 09.15	Snack time		Period 2	Period 2	Period 2			
09.15 – 09.30			Snack time	Snack time	Snack time	Period 3		
09.30 – 09.45	Period 2					Period 3	Period 3	Period 4
09.45 – 10.00								
10.00 – 10.15	School ends		Period 3	Period 3	Snack time			
10.15 – 10.30			Circle time	Period 4		Period 4		
10.30 – 10.45			Period 1	School ends	Period 5	Period 5		
10.45 – 11.00			Snack time	Period 2	Period 6	Period 6		
11.00 – 11.15								
11.15 – 11.30		Period 2	School ends	School ends	School ends /Lunch			
11.30 – 12.00								
12.00 – 12.30		School ends	Extended Enrichment Program (EEP) for K2 / Counseling classes for K1/K2					
12.30 – 13.30								

Lessons will be conducted in the classroom. However, students may be required to move to another venue, namely: Music room, Arts room, Computer room, etc. Movement from one venue to another will be supervised.

Parents / Guardians are recommended to fetch students on time at dismissal time. Students may remain in classes after school hours if they are participating in a supervised school activity. The school takes no responsibility for their safety if students are unsupervised.

Arrival and Departure of Students

The arrival and collection of students by parents needs to run as smoothly and safely as possible, whilst maintaining good relations with the community. We ask you to please respect the following points:

Arrival

- On **arrival** all cars should drop students at the Early Childhood Building not at Primary. Please follow the signs for Early Childhood Lobby.
- For parents dropping both Primary and Early Childhood students: Primary students can be dropped at the Primary drop off first then car can move on to Early Childhood lobby.
- Only allow students to leave your car in the designated drop off zones. Do not cause an inconvenience for other drivers.
- Please **DO NOT** overtake cars when on the internal premises road. This increases the potential of accidents to students who may be crossing the road.
- Please park your car only in designated parking spaces in the car park.
- Never stop or park your car opposite the entrance to Garden House or the front of the Early Childhood Building.
- Do not double-park your car and leave it unattended. Be respectful to other road users at all times.

Departure

School implements fingerprint system to ensure the security of your child. Three (3) authorized fetchers are required to register their fingerprints to the school to gain permission to fetch the student. As soon as registered fetchers scan their fingerprints, a small stub will come out of the printer. This stub will later be presented to the Teacher as a proof for the Teacher to release the child whose name is printed on the stub.

- Students may be fetched from the Primary School building after the end of school hours or any activity that they have been involved in.
Nursery 1, Nursery 2, and Kindergarten 1 at First Floor Lobby.
Kindergarten 2 at Basement Lobby.
- The Teacher will only release the student to the person who presents the stub. Please do not lose the stub.
- It is the Parent's responsibility to report to the Administrative Office should the services of your drivers or maids be terminated so that the Administrative Office Staff can remove him/her from the list of authorized fetchers.

Attendance and Punctuality

It is very important that the school knows who is in the building at all times. The teaching program is based on the assumption that students attend class regularly. All students must register promptly at 08.00 am with their Teacher. Students arriving late for any reason must explain to Student Affairs Coordinator at the main door Early Childhood Lobby.

Good timekeeping is expected from all members of the community. Punctuality is a mark of good manners and students are expected to arrive in school and at their lessons on time. A continued pattern of lateness will be treated as a disciplinary matter.

A student **is suggested to attend school for at least 90% of the instructional days** designated on the school calendar to achieve maximum learning days. Certified illness will be such an exception. Excessive lateness may result in an interview with the Principal.

Difficult circumstances

The School will be advised in such circumstances (eg. flooding) and not count such lateness negatively. For continued circumstances the School will change the timetable, if necessary, to ensure curriculum continuity. Parents and students will be advised in such situations by an official statement issued by the School.

Early Dismissal

Students may not leave during the school day without permission from the Principal/Vice Principal or Coordinators. We ask kindly, that Parents submit written requests, either by note or email at least 24 hours in advance, in order to leave school for reasons such as medical appointments/ visa requirements etc before the start of classes on the day in question. Parents or Guardians must fill in Early Dismissal Form and hand to the security guard at the gate.

The School Nurse will give permission for Early Dismissal if a student falls ill, after contacting their parents.

Absence from school

Students should be absent from school only for essential and important reasons, such as illness or family emergency. Tzu Chi seeks cooperation from parents in using the utmost discretion in excusing their children from school and in not arranging family outings or holidays during term time.

If a student is absent for any reason, on that day parents should notify School before 7.30 am. On their return, they must bring a letter to their teacher signed by the parent/ guardian explaining the reason for the absence. This will be passed to the Admin Officer for recording.

For long-term illnesses, parents are requested to inform the Teacher. Where appropriate, the Teacher will be responsible for sending suitable work for the student to complete if necessary.

Absence from Physical Education

If your child needs to be excused from PE we kindly ask you to provide a doctor's certificate or a parents note, which clearly explains why they cannot participate.

Curriculum Textbooks and Supplies

The School will inform parents about the textbooks that will be used for their child's learning for that school year. These books will be available for purchase from the School Shop. Please ensure that your child's school bag, uniforms and other belongings are clearly labeled at the invisible area.

Students are encouraged to develop pride in their work. Therefore, scribbling is not appropriate or acceptable, on covers or in any other sections of textbooks.

The Library will have a large collection of books and media resources that will be available for borrowing. If a student loses a book, they will be charged for its replacement.

The School will provide loose paper for notes and work if required but parents will be required to buy exercise books for classes from the School Shop. Students should bring to school:

- 1 set of clean uniform / clothes
- 1 set of brush teeth package
- 1 set of meal box (Teacher will inform what is needed)
- 1 plastic bag for soiled clothing (zipped lock bag)
- 1 hand towel (for dry/wipe a meal bowl)
- 1 handkerchief
- Underwear (plus pampers if child is not toilet trained)
- 1 set of Wa Tao / Sock
- Stationary + books
- Student's ID Card
- Hat/Cap (during the Outside time and General Assembly)

Security of Personal Items

The school will do all that it can to offer a secure and safe environment. We have installed a comprehensive CCTV system throughout the School.

Please note that students who bring items to school do so entirely at their own risk. The School cannot be held responsible for any replacement costs arising from the loss or theft of personal items on the premises.

Lost Property

All clothing and children's properties brought to school should be labeled with the student's name. Any named item found around the school premises are returned to the class teacher so that they can be returned to the owner. At the end of each term, all unclaimed items of lost property are displayed for parents and students to have a last look before being distributed to charity.

Student Cubbies

We will provide cubbies for all students. Students are responsible for keeping their cubbies clean and tidy.

School Uniform

Tzu Chi places great emphasis on the importance of the school uniform. All students must wear the correct clothing and take a pride in their appearance. Students are ambassadors for Tzu Chi and the way in which they wear their uniform makes a comment about the values of our school. All students, staff and parents are requested to respect cultural sensitivities and ensure that only appropriate, neat and modest clothing is worn on the school premises.

School Shop

All Tzu Chi uniforms must be purchased from the School Shop on the Basement at Primary building. The shop will also provide learning resources for the classroom for purchase.

Uniform (Formal/Sailor Uniform, PE (Physical) and Personal requirements

Boys	Formal Uniform : Dark blue short pants, white shirt with Tzu Chi logo, Tzu Chi white socks. PE Uniform : Tzu Chi Tee shirt may be worn and must be tucked into their pants.
Girls	Formal Uniform : Tzu Chi Skirt below the knee, Tzu Chi white socks. Tzu Chi Hairpin. No nail polish. PE Uniform : Tzu Chi Tee shirt may be worn and must be tucked into their pants.
Shoes	<ul style="list-style-type: none"> <input type="checkbox"/> Plain black low-heeled shoes (less than 3cm) are to be worn around the building. These can be purchased locally. <input type="checkbox"/> Flat shoes for girls are acceptable provided they are black and have a non-slip sole and arch support. <input type="checkbox"/> Ballet style shoes with elastic around the foot and no arch are not suitable for school.
Watao	Students will require one pair of Watao socks to wear in the classroom everyday and the Gan En Building. These may be purchased in the School shop.
Cardigan or Sweater	Students may only wear a Tzu Chi sweater, which can be purchased from the school shop. No personal jumpers or hooded sweatshirts are allowed in class.
Hats	For protection from the sun, Tzu Chi hats are compulsory for PE outside and when students are playing outside or during general assembly.
Jewellery	Students should not wear any jewellery other than a wrist watch or a simple religious symbol around the neck or wrist.
Earrings	Students may wear one stud in each earlobe. Students must not display any other piercing including tongue or nose.
Hairstyles	Student's hair should be neatly groomed with conservative styles rather than extremes. For example, shaved heads, spikes, steps and unnaturally coloured hair are unacceptable. Girls should have their hair neatly tied in a pony-tail or in two braids/bunches with a Tzu Chi ribbon.
Tattoos	Tattoos are not allowed.

On specified days, the school may allow the wearing of casual clothing (eg. Indonesian Day, Chinese New Year celebration, United Nations Day) rather than uniform. Clothing should be appropriate for participation in lessons and must be modest. Parents will be informed about any such days.

Swimming Pool

Outdoor Pool width and size is designed for Early Childhood Students to use it. Students will be encouraged to use the pool as appropriate.

The Swim Coach will be a member of the PE faculty and swimming will be arranged as part of the rotation of sports experienced during swimming lessons for Nursery 2 until Kindergarten 2 students.

Swimming Pool Rules

Students using the pool must follow these rules to ensure a safe, clean and enjoyable experience for everyone:

- No swimming is permitted without a Swim Coach or Teacher present.
- All people in the pool must follow the instructions of the staff at all times.
- All swimmers must wear costumes that are suitably modest - bikinis are not considered suitable swim wear.
- No running, pushing or rough play in the pool area.
- No shoes (including flip flops or sandals) are allowed on the pool deck - bare feet only. However, swimmers may have a pair of flip flops for use in the changing room/ shower.
- No food or drink is allowed in the Pool area.
- Swimmers must get changed in the Pool changing rooms.

Swimming Pool Health Rules

Students who have diarrhea or are vomiting must not swim until all symptoms have been gone for at least two days. Students with flu like symptoms are advised not to swim and if a student has been unwell they should be free of fever for at least 24 hours. Students with uncovered open sores, conjunctivitis, red eye or similar conditions will not be allowed to use the pool. Teachers and DaAi Mama and staff are permitted to check the swimmers body temperature at any time.

Any student scheduled for a swimming lesson who cannot participate for any reason, can have other activity designed by Teachers.

Medical Care and Clinic

The School Nurses will be on duty during school hours to give first aid as required and offer advice about health.

First aid materials will be kept in the Clinic, and Classes. A first aid kit will also be available for activities that take place outside the campus.

Student Health

Parents are required to complete and submit an up to date medical form for their child at the start of each academic year. Parents are requested to contact the School immediately should any changes occur.

Allergies

If any student suffers from allergies, it is vital that this information is made available to the School alongside any medication required in case of emergency eg. Epi-pen.

Sickness or Injury during the school day

Any student who feels unwell should first report this to their class teacher, who will then direct them to the Clinic or call the Nurse.

If the student is not well enough to continue in class through illness or injury, parents will be contacted immediately and asked to pick up their child with a suggestion to see a doctor. Students who are unwell will be accompanied to the Clinic by another adult or student.

In an emergency, the child may be taken for immediate treatment to the nearest hospital at the discretion of the Principal or Vice Principal. If the student cannot be moved without special care, a doctor and/or ambulance will be called.

Parents keeping children away from school

Many infectious diseases begin with common symptoms and at this early stage these diseases are most contagious. Parents are therefore requested to keep their child at home if they have the following symptoms:

- High temperature and/or fever
- Drowsiness

- Red or inflamed eyes
- Rash
- Vomiting
- Diarrhea
- Excessive coughing
- Swollen glands
- Fever
- Infectious diseases, eg : hand foot mouth disease, chicken pox, etc.

If any disease is confirmed by a doctor, parents should inform the school immediately. Please allow at least 24 hours with no symptoms before returning to school. **The doctor's certificate must be produced when the student returns to school.**

The following chart (adapted from American Academy of Pediatrics) gives some more information about common diseases which are communicable. Students should not return to school until a doctor approves:

Disease/Condition	Features	Incubation period	How transmitted	Exclusion
Chickenpox	Fever and rash that may appear on head and spread to body	2-3 weeks	Spread by direct contact or air borne	Until all scabs are dry
Conjunctivitis or Pink eye	Red eyes with some discharge	1-3 days	Contact infected areas, clothing etc	Until treatment by antibiotic
Fever	Temperature of 38°C			Until no fever for 24 hours
Head lice/ nits	Severe itching; small eggs on hair, rash on neck	2 weeks	Direct contact with infested others, clothing, hats	Until treated and free lice/ nits
Flu	Fever, sore throat, muscle ache, cough, headache, runny nose	1-3 days	From person to person by droplets from coughing/ sneezing	Until free for 24 hours
Impetigo	Blisters, scabs on skin which are flat and yellow may be weeping	5-10 days	Direct contact and on contaminated items including hands	Until treated and clear 48 hours

Measles	High fever. Red eyes, cough, spots on tongue and mouth, body rash	1-2 weeks	Droplets through coughing, sneezing from infected person	Until treated and clear after rash
Mumps	Fever, swelling, tender glands on neck. Pain when chewing.	12-15 days	Droplets from infected persons saliva	Until clinically better. Usually about 10 days.
Ringworm	A fungal infection. Flat, ring shaped reddish lesions on skin	4-10 days	Contact infected people or animals	Until treated. No swimming until clear.
Scabies	Small red bumps on skin with itching	2-6 weeks		Until treatment finished
Strep Throat	Fever, sore throat, tonsillitis, tender glands	10-20 days	Contact with droplets from infected person	Usually treated and then 2 weeks
Tuberculosis or TB	Weight loss, loss appetite, sweating, swelling glands	3-12 weeks	Airborne droplets	2 weeks after treated
Typhoid	Fever, headache, weakness, sore throat, diarrhea	1-3 weeks	Food, water, fleas	Until treated and regain strength
Gastroenteritis	Nausea, vomiting, stomach pain, dehydrated	1-3 days	Person to person through unwashed hands	Until symptoms removed and full health

Medication

Medication should be given at home. However, if your child needs to take medication during school hours, the nurse will require written permission from the parents containing precise instructions from the doctor about the name of medicine and the dosage. Any such medicine should be in the original container and taken to the Clinic.

Students should not carry any medicine with them unless it is for a life threatening condition.

If you have any concerns or questions at all about procedures and how the school will support your child, then please contact the nurse immediately.

Asthma

Students needing inhalers are allowed to carry their inhaler with them for immediate use at all times.

Part 3: The School Curriculum

Academic aims of the school

We aim to create an outstanding learning environment that:

- Provides excellence and the opportunity for high achievement and the development of 21st century skills.
- Provides an education that creates the opportunities for progression to further education.
- Provides an education suited to the specific needs and strengths of all learners.
- Develops life-long learners who are knowledgeable, effective communicators and enjoy learning through challenging situations.
- Encourages active learning, open enquiry, critical and creative thinking.
- Develops students understanding and responsibility for their own learning.
- Fosters intercultural understanding and actions.
- Provides clear assessment tasks, monitoring, recording and analysis of all learning to improve student achievement.
- Ensures a continuum of learning.
- Offers a rich extra curricular activities program.
- Recruits, retains and develops top quality teachers.
- Integrates technology to enhance the learning situation.
- Develops, maintains and upgrades facilities for the community to enjoy.
- Undergoes regular self-review and critical analysis.

Curriculum Outline

Tzu Chi Early Childhood Program is composed of Nursery 1 - Kindergarten 2. For academic work, Early Childhood follows the Indonesian National Curriculum imparted with Tzu Chi Humanistic Education

2013 Curriculum Outline for Early Childhood Education

The curriculum is specially designed for the unique learning needs of students aged 2-6 (Nursery 1 - Kindergarten 2) at the time when they need to develop excellent learning skills and habits, whilst developing self-confidence and an understanding of their academic subjects. This is called a 'student centered approach' that builds on traditional learning approaches in the classroom and

combines it with the latest educational practices that high quality students are known to exhibit.

The outlines of early childhood curriculum are development programs that consist of:

1. Development programs for religion and moral values which include creating learning environment that will encourage the development of good behavior which comes from the students' religion and moral values and social life in playing context.
2. Development programs for physical-motoric which include creating the environment for kinesthetic development in playing context.
3. Development programs for cognitive which include creating the environment for logical thinking process development in playing context.
4. Development programs for language which include creating the environment for linguistic development in playing context.
5. Development programs for social-emotional which include creating the environment for the development of sensitivity, attitude and social skills and also emotional maturity in playing context.
6. Development programs for art which include creating the environment that will enable the students to explore, express and appreciate art in playing context.

Students study a wide range of subjects (PE, Computer, Art, Workshop, Gardening) with an emphasis on the core subjects of Maths, Languages and Science.

The core competence of 2013 Curriculum for Early Childhood is an illustration of early childhood development achievement standard at the end of the early childhood education program at aged 6, which are:

1. Spiritual manners -accepting the student's belief / religion
2. Social attitude -having a healthy behavior, curiosity, creativity and aesthetic, self-confidence, discipline, independent, caring, able to respect and show tolerance to others, responsible, honest, humble and polite in interacting with family, educators, and friends.
3. Knowledge-understanding about self, family, educators, environment, religion, technology, art and culture at home, play area and school by: observing, asking, gathering information, logic, and communicating it through play.
4. Craftsmanship - explaining the things that the students' feel, need and think through language, music, movement, and productive and creative art products.

Ren Wen Curriculum Outline

Ren Wen activities and education will remain a central part of our learning. Students will have a discreet lesson on their timetables in which they will follow the carefully designed curriculum from the Foundation.

Ren Wen will be enhanced by teachers drawing upon Ren Wen ideas in their lessons and planning.

Assessment

Purpose

The main purposes of assessment are to help students improve continuously explaining why students have achieved a certain level of performance using the information gathered about their learning, improve teaching, evaluate the effectiveness of the curriculum, provide summative information, inform students and parents about progress and to gain qualifications to move onto the next stage of education.

Procedures

Tzu Chi has formal procedures and defined criteria to effectively and regularly assess and review the impact of learning strategies and the level of student performance. Its purpose is to motivate all developmental aspects such as intellectual, creative, physical, emotional and social development of students. Tzu Chi aims to have systems that track, analyse and report student performance giving a profile of the student highlighting strengths, areas for improvement and suggesting strategies for improvement. Students' performance may 'regress' as well as 'progress' from one report to another. This may reflect the different skills being judged or a more difficult stage of the course.

Parent Teacher Conference. Parental conferences are encouraged. Regularly scheduled conferences are scheduled at the end of every term (3 months). Full reports be issued showing the level the student has reached at that time, with a **written comment** explaining 'why' and 'how' this grade was reached alongside the skills displayed. **Goals** will be identified suggesting clear strategies/ actions for improvement.

Portfolio, a collection of the student efforts that shows their progress and accomplishments in several areas in a particular curriculum. Class teachers will keep the portfolios in their classroom. The portfolio will be given to the parents at the end of the term.

It is essential that all student's are happy and that parents have full confidence in the School. If there is any reason that you may have a concern, we encourage you to come into school and discuss the issue with us or simply contact the student's form teachers.

Principles

Tzu Chi School follows these principles:

- Teachers will share a common understanding and commitment to school assessment philosophy and practices.
- Assessment criteria will be shared with students and parents throughout the learning process.
- Assessment will be meaningful, challenging, age appropriate and guided through regular assessment opportunities.
- Assessments will lead to the identification of Learning Targets to action plan for improvement and lead to increased student self-confidence in their learning.
- Assessments will be varied in nature being both informal and summative (portfolio, homework, class work, written and oral, self directed, peer directed, teacher led etc).
- Assessments will be fair, transparent, valid and reliable.
- Assessment information will be communicated regularly and accurately through reports and marking of student work.

Homework

Tzu Chi aims to create an environment that encourages holistic development and allows students to lead a balanced life between work, rest and play. Homework is an essential part of school life because:

- It enriches, supports, consolidates and improves the learning that takes place in the classroom enabling students to make greater academic progress.
- It offers extension activities and greater opportunities to apply knowledge and skills outside the classroom.
- It enables students to meet the specific needs of completing coursework and projects that are part of the assessment.
- It prepares students for focused study required in preparation for primary level and later life.
- It enables teachers to assess student's knowledge and skills in a different situation.

- It enables parents with an opportunity to take part in their children's education and to keep them informed about the work students are doing.

Parents can help to ensure that time is set aside and that there is a quiet place of study for their children. Homework set by teachers is meant to be developmental and the School will issue Homework for Early Childhood Students.

Realistic deadlines will be set for the completion of homework and the amount should be consistent and manageable for students.

Teachers expect homework to be completed and handed in on time. Parents will be notified should a student repeatedly fail to submit school work or homework to help give support.

Types of Homework

These will vary according to the age and grade level of each student. It should be varied and challenging. It could be reading, preparation for an upcoming class, reviewing the class just covered, or doing extension work.

We advise parents to provide a quiet working area free from distractions. Overall, homework should be purposeful and enjoyable.

The Library

The Library will become one of the key learning areas in the School. It will include flexible learning areas for group and whole class activity. The Librarian will be available to help students with their learning. This Library will be available for the whole students, teacher, staff to access and the opening times will follow school hours. The Library will build up its collection of books (fiction and nonfiction), as well as periodicals. A selection of CD's and DVD's will be available with multimedia opportunities.

Extended Enrichment Program (EEP)

Extended Enrichment Programs is a form of extracurricular activities to enhance learning in different aspects. This Extended Enrichment Program is for Kindergarten 2 students held once a week. Each child is only allowed to participate in one of the programs offered. There are free of charge programs (those taught by school teachers) and outsourced programs (which will require

additional payment). The fee will be included in school fee and will not be refunded after confirming the enrichment class. The EEP will begin at term 2. Through EEPs we aim to:

- Enrich and extend what the school curriculum has taught
- Give experiences in new activities
- Develop personal leadership, team work and social skills
- Increase opportunities especially for Music.
- Have fun!

Please ensure to provide vegetarian lunch for your child. Bring it before 12.00 noon and pass to our security / Staff in the 1st Floor Early Childhood lobby with the child's name and class written on the packaging besides filling the form prepared in the security / staff.

Part 4: Student and Community Wellbeing

General Assembly

Students will attend Assembly once a month in the 3rd week.

The purpose of assembly is to:

- To build students' patriotism of their country
- Recognize, celebrate and reward positive behaviour, academic effort and achievement
- Educate further about Ren Wen characteristics when appropriate
- Provide an opportunity for groups of students to perform for their peers something related to their studies.
- To communicate important information to the school community

Valuing Student Achievement and Contributions

At Tzu Chi we like to recognize and reward positive actions by our students. We ask staff to be vigilant in rewarding instances that are observed.

To encourage students to do good deeds each and every day, teachers will give smiley stamps in their award book. The smiley stamps can then be redeemed for stickers or stationary items at the end of each term. (this reward system starts in Nursery 2)

During an event, class with good performance will be given a "Five-star" award certificate. This certificate can also be collected and then the class can have a party at the end of the school year.

5 certificates	Pizza Party
4 certificates	Biscuit Party
3 certificates	Milk / Juice Party

Language Use

The School will maintain its policy of offering a Tri-lingual program for students in Mandarin, Bahasa Indonesia and English.

School Fieldtrips

Activities off school are part of the enriched educational opportunities that students participate in. The School will apply an agreed set of 'Standard Operating Procedures' for all such activities that ensure an adequate level of planning, communication and health and safety checks have been undertaken in advance and during the trip.

The purpose and arrangements for a particular fieldtrip will be determined by the Teacher. Parents are informed at least seven (7) days in advance of the field trip. In some instances, parent representatives (Da Ai Mama) may be invited to assist as chaperons. Parents who are helping to supervise during the fieldtrip are not allowed to bring children who are not members of the class.

The cost of the fieldtrip is calculated and conveyed to the parent before the trip. Parent's permission is required for all fieldtrips and parent should note the school's policy of non-liability. All trips will be made in contract or school leased vehicles. A Teacher must travel in each vehicle.

Student Code of Conduct

Tzu Chi aims to develop individual responsibility and open-mindedness in our students aiming to make the community a value-based environment based on honesty, trust and principled actions.

The Student Code reflects the spirit of the School and gives a foundation for appropriate actions:

- Think about others and show respect for their rights in a courteous, responsible and polite manner.
- Behave in a manner that keeps yourself and others safe at all times.
- Respect yourself and represent your parents and the School well in the community.
- Be honest with yourself and others.
- Be ready to learn and engage in learning activities completing all work to the best of your ability.
- Think about the environment and how we can improve every day.

Inside the classroom we want productive learning environments that students deserve, so some basic rules are helpful in showing students what our expectations are and the standards of behaviour students can achieve.

Classroom Rules

- Arrive on time ready for learning with the right equipment
- Walk in the school building properly and to move quietly between classes
- Respect yourself, the teacher and others at all times
- Follow the directions given
- Pay attention, participate and ask questions.
- Do not distract or interfere/ talk to others unless asked to by the teacher
- Ask questions
- Drink enough amount of water in class
- There are no bathroom breaks during a lesson without the teachers permission

Self Discipline

As a community, we must aim to have a high level of personal behaviour so that we all create a happy and positive environment. Each incident is specific and so the response will be judged accordingly.

We have high expectations of Tzu Chi students both inside and outside school. If it comes to our attention that inappropriate behaviour has taken place that directly impacts on the reputation of the School, then we reserve the right to consider taking disciplinary action. Any loss of or damage to school property will be charged to the student account to purchase a replacement at full cost.

Birthday Celebrations / Gifts / Goodie Bags

Parents are advised that school does not allow birthday party at school. No presents or sweets are to be given out under any circumstances in school premises. **Securities will have authority to let parents bring home gifts / goodies or will keep all gifts / goodies without giving to students should parents still hold them at school.**

Teachers are not permitted to accept any items from parents or any relatives of children.

The Student Counselor

Students may have worries or concerns that are difficult to sort out on their own. The word counseling has many different meanings for different groups. At Tzu Chi the Student Counselor's role is to provide students with collaborative, safe, non-judgmental, friendly and fun. The Counselor will help students work through a problem to find a solution. Concerns may be emotional, behavioural, academic or interpersonal.

The Counselor is a trained professional and offers a chance for students to help understand themselves better, their own personal values and the role their values play in decision making. The Counselor will work with teachers, parents and often will have family meetings when child need help.

Parental Involvement in Tzu Chi School

Parents are a vital part of the School community and we hope that you will involve yourself in the support of your children's learning and in the development of the school.

Early Childhood Parent-Teacher Association

At the start of each academic year the School will ask for nominations from each class for a Parent Representative. Their role will provide an important function of communication between school and home and keep the school informed about any issues that might arise. All class representatives will be led by a chairman, a vice chairman, a secretary, a treasurer who will represent them. Specifically they will:

- Represent the views and ideas of all the families in the class representatives
- Communicate with the other families as necessary about school matters
- Attend a regular meeting with the Principal, Vice Principals, Coordinators where they will discuss items placed on the agenda.

Parent Teacher Association meetings will not discuss individual members of staff or students (this is an inappropriate forum for this) but will be a constructive group that meets to improve the school in all its aspects.

Parent Workshop

During the year a number of workshops will be provided for parents to attend. These will help to explain Learning and Teaching, curriculum and assessment

developments, reporting and student 'Well-Being' issues. Details of these workshops will be communicated in advance.

Parent Help

Help and support is always welcomed and opportunities are offered to join the Tzu Chi Volunteer groups, the Da Ai Mama or simply to support Learning inside classes. If you would like to become involved, please contact your child's Class Teacher who will forward your name to the relevant person.

School Fees

Payment of School fees

School Fee's for each term must be paid by the 10th of the first month through bank transfer to your child's Virtual Account. Penalty for late payments will be imposed on all outstanding balances according to the finance regulations.

Withdrawal procedure

The school must be given final, confirmed notice by the last day of term in the case of a provisional notice of withdrawal. Every student withdrawing from Tzu Chi School is required to complete a Withdrawal Form, available at the Administrative Office and Marketing.

The school will not release any transcript or other records to the student, or any other school, institution or organization until the withdrawal process is completed. Parents and students are advised not to request for an early withdrawal unless it is a genuine or emergency situation, such as serious illness documented by a medical report. Early withdrawal disrupts the academic progress of the student and may have negative consequences for the future.

School Insurance

The school fee of your child includes basic insurance which covers for accidents happening in school with the maximum coverage given per child per case amounting to **IDR 10 million**. Should parents want to ask for reimbursement of certain treatment, parents are required to follow the procedures and provide necessary documents in order to have the amount reimbursed.

The school will take immediate action to treat minor incidents, such as bruises or cuts which result from student's activities. Parent will then be notified through incident report form.

The school never makes a phone call to parent to ask for certain amount of money to be transferred in the event of incidents / accidents. It is best to call back to school (5055-6668) or to our emergency phone line at number 2931-6397 for verification of such calls.

Part 5: Acknowledgement and Agreement

I acknowledge that:

- I have received a copy of the Tzu Chi Early Childhood Education handbook for Parents.

I agree and I will:

- support the school's policies, procedures and guidelines.
- ensure that my child attend school regularly, punctuality, properly dressed and equipped.
- support my child by sharing an interest in the progress he/she is making.
- support my child by encouraging him/her in her homework activities.
- support the school by working together with the teachers if problems arise.

Name of Parent.....

Child's name.....

Child's class.....

Signature.....

Date.....