



# RAINTREES PARENTS' HANDBOOK

# Introduction



## Welcome to Rain Trees

Rain Trees provides a caring, fun & friendly environment for children aged between 2 and 6 years. At Rain Trees children learn through play, hands-on activities, discussion and discovery.

We offer well rounded programmes that provide a strong learning foundation for our younger children and prepare our older children for a successful transition to an international primary school.

Rain Trees Kindergarten was established in 1999 and is now conveniently located on Kheam Hock Road between Adam Road & Stevens Road. We have a wonderful environment for our children with a spacious and secure integrated indoor/outdoor setting.

It is a great privilege to be entrusted with the education and care of a child. It is a responsibility we take seriously and we are committed to providing a great start to their school life.



For further information please visit [www.raintreeskindergarten.com](http://www.raintreeskindergarten.com) or call us on +65 6474 6181

## Our Approach



### At Rain Trees each child is able to learn at their own pace

We believe we have created a warm, inviting and well-equipped environment where your child can happily play and learn at his/her own pace. As parents you are your child's first and probably most important teacher and as such are aware of the value of play.

At Rain Trees we aim to provide a creative environment, which is both stimulating and challenging. Children learn best through doing and we give ample opportunities to explore, experiment and discover with hands-on equipment and materials in an adult directed setting.

Our curriculum has been carefully tailored to meet the specific needs of young children with developmentally appropriate themes and activities to spark a child's natural curiosity, interest and enthusiasm.

We offer an excellent staff to student ratio. This enables us to give each child the individual attention that is so important at this age.

Even with the benefit of small groups, it is necessary however, to understand that children will develop and progress at their own rate. Whilst all children will be encouraged to participate in on-going activities, some children will take longer than others to do so.

We will be proud if you choose to send your child to Rain Trees Kindergarten and look forward to ensuring that his/her days with us are interesting, educational and full of fun.

We use the phrase "Caring. Exploring. Fun." to summarise our approach to educating children at Rain Trees.





# Our Programmes



## Our optional programmes provide flexibility to parents and children



We offer 5 classes at Rain Trees. We have a small school environment and total enrolment is limited to 80 full-time children.

### **Ladybirds (Age 1 to 2.5 years old)**

We run Parent and Toddler as well as Helper and Toddler classes each week.

### **Butterflies (Age 2 to 3 years old)**

Butterflies attend for mornings only – a choice of 2, 3 or 5 days is available. Class hours are 8.45am to 11.45am. There is an optional English or Mandarin afternoon session until 2.30pm, once their midday nap has been dropped

### **Fireflies (Age 2.5 to 3.5 years old)**

Children have the option of 3 or 5 mornings if they are 2 years old. Once they turn 3 they are required to attend 5 mornings. Class hours are 9.00am to 12.00 midday. There is an optional English or Mandarin afternoon session until 2.30pm, once their midday nap has been dropped

### **Dragonflies (Age 3 to 4 years old)**

The Dragonflies attend 5 mornings a week. Class hours are 9am to 12 noon. There is an optional English or Mandarin afternoon session until 2.30pm.

### **Busy Bees (Age 4 years plus)**

Busy Bees attend 5 full days a week (9am to 2.30pm). This class is for children who are at least 4 years old.

### **Which Class?**

Children are allocated to grades according to their year of birth and personal development, subject to availability.



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## A Typical Day



The School Day is structured to provide a familiar timetable for the children – this example is for our Butterflies Class.

| Time             | Activity   |
|------------------|--|
| 8.45 to 9.00     | <b>Arrival of children.</b> Free play at various stations e.g. sand tray, water tray, play dough table, painting, large/small scale construction toys and imaginative play in the role play area.  |
| 9.00 to 9.15     | <b>Circle time.</b> Welcome children and discuss activities of the day.  |
| 9.15 to 10.15    | The children work/play in small groups with an adult. Activities will vary according to the current topic but will include numeracy, pre-reading/writing, science, art and craft and cooking. There will be 3-4 planned activities and the time spent on each activity will be approximately 15-20 minutes per day, so 3-4 activities per day. |
| 10.15 to 10.30   | <b>Break &amp; Snack.</b> Children use the toilet and wash their hands. They will be served fruit or vegetable sticks and biscuits/crackers. Snack time offers opportunities for language development, mathematics, social interaction, table manners etc. Sometimes the children will eat a snack they have prepared earlier.                 |
| 10.30 to 10.50   | <b>Outside play.</b> The children may choose from climbing frames, sand pit, ride-on toys, balls, hoops, stilts etc.   |
| 10.50-11.20      | <b>Mandarin.</b> The children have Mandarin everyday – the Mandarin teacher joins the class and teaches in an informal setting alongside the children whilst they continue with various activities within the classroom (our older children have a more formal lesson).  |
| 11.20 to 11.50   | <b>Learning Stations.</b> Directed activities will vary in small groups according to current topics / reading time / music & movement / art & craft.   |
| 11.50 to 12 noon | <b>Story/Drama.</b> Story and good-bye song.   |

**Programmes** - All classes incorporate the following

- ✓ Mandarin for 30 minutes a day (45 minutes a day for Busy Bees)
- ✓ Art and craft and music activities on a daily basis
- ✓ "Splash Time" on a Friday, is where the children play with water in the garden once a week (swimsuits needed!)

## Orientation



### Every new student gets special attention to ensure they settle into their new school

Before school starts we will invite you and your child to an orientation day so that you may meet your class teacher and familiarise yourselves with the surroundings. It will also give you the opportunity to meet some of the other children.

On orientation day would you kindly bring with you 2 passport photos of your child with his or her name on the back.

#### Items Required For Your Child Starting School

When starting school the children will require the following:

- ✓ A back-pack (named)
- ✓ A plastic bag containing a change of clothes (named)
- ✓ A sun hat (named) to remain in school for outdoor play
- ✓ A water bottled (named)
- ✓ Nappies/Diapers if still needed
- ✓ Wellington boots / gum boots for outdoor play

Please send your child to school wearing sensible shoes. Rubber flip-flops and slip-on shoes are dangerous on the ride-on toys and climbing

equipment. As a guideline your child should not be able to shake their shoes off their feet.

#### Snack

We will provide a healthy snack for the children every day. Typical snacks would consist of a combination of the following: fresh fruit, crackers, cheese, biscuits and water to drink. Occasionally the children will eat buns, cakes or bread they have made during a cooking session. If your child has any allergies please can you inform us and provide your own snack.

As children may have a severe allergic reaction to peanuts we are a "nut free" school.

#### Packed lunch

Children on the full days need to bring a healthy packed lunch. We are unable to reheat food for children, but generally food put in a thermos/tiffin carrier stays warm until lunchtime.

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### Parental involvement

We believe that parental involvement is invaluable in a child's education and to this end we encourage parents to sign up as class helpers during the term. Your child will be very happy to have you in class and it will give you a first-hand opportunity to see how your child spends his/her day with us.

Don't be upset if your child seems clingy or over excited the first time you come in to help. This is perfectly normal and will soon pass.

After the initial settling in period we hope that one parent in each class will volunteer to be the Class Parent. This involves co-ordinating with the other parents to establish a roster for helping in the class, putting those parents who wish to car-pool in touch with each other etc., and (possibly) organising a social gathering/activity each term.

### Class Library / Book Corner

We want to encourage the children to value and care for books. Children can change their books regularly throughout the week. Each child will be provided with a Rain Trees book bag to transport their books to and from school. We understand that with children of this age accidents will happen, however, we would appreciate if parents could either replace or pay for any lost or damaged books.

### Discipline

All children at the kindergarten will be encouraged to be individuals and develop independence. Children of this age group however, need a safe, orderly environment in which to work and play. We will discourage any behaviour that threatens the safety of the other children or the harmony of the school in the following ways:

1. Mainly

Re-direction by distracting or removing the child from the particular situation

2. Occasionally for our older children

Time-out where the child will be removed from the situation for a short period to an area detached from the main group. We will explain to the child what is and is not appropriate behaviour and help them to recognise alternative means towards more positive behaviour.

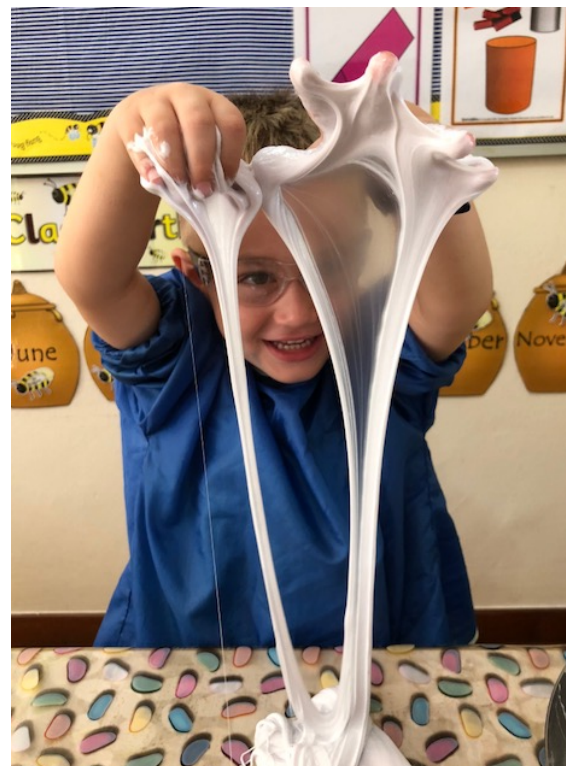
### Medical illness and emergencies

You will be asked as part of the registration process to provide medical information to ensure we can safely look after your child.

In consideration of the other children and staff, please do not send your child to school if he/she is unwell. If your child is suffering from any of the following symptoms kindly keep him/her at home until 24 hours after they have disappeared: a temperature (more than 37.5°C), diarrhoea, vomiting, a rash, a heavy nasal discharge or discharge from the eyes or ears.

Whilst we fully intend to take every possible precaution to safeguard your child, it should be understood however that all eventualities cannot be predicted. In the case of an emergency (and) if yourself or all of the people you have designated for us to contact are unavailable to give consent, the school principal, or her representative, may authorise medical examination of your child or the removal of your child to hospital. All expenses incurred thereby will be met by the parents.

Every morning every person entering the school needs to have their temperature checked and hands sanitised. Keeping our children safe is very important to us. Any child with a temperature over 37.5°C will be sent home.





# Terms and Conditions



## Please read carefully – we strive to keep the formal rules to a minimum

1. **Minimum & maximum age.** In accordance with our Ministry of Education license all children must be 2 years old before they are admitted to the Kindergarten. Maximum age should be less than 6 at the start of the school year.
2. **Attendance.** Butterflies can attend 2, 3 or 5 mornings a week. Fireflies under 3 years old can attend 3 or 5 mornings. Fireflies over 3 years old and all Dragonflies attend 5 mornings. Busy Bees attend 5 days a week. Full details are in the fee schedule.
3. **Fee levels.** Fees are laid out in the fee schedule. **Fees will be increased once a year at the start of a new calendar year.** For children attending 2 or 3 days a week then fees are calculated on a pro-rata basis. As of July 2018 G.S.T is added to our fees
4. **Fee payment.** Fees are paid by term and in advance – at least one month in advance of the commencement of each term. **No refunds, full or partial, are provided in the event you withdraw your child from school for whatever reason. Children with fees outstanding are unable to attend Rain Trees unless by prior agreement for exceptional cases.**
5. **Pro-rated fees.** For parents joining during the term, the school may, at its discretion, offer a place for the rest of the term. In these cases the fees will be pro-rated according to the number of weeks your child will be attending before the end of the term.
6. **Registration Process.** Registration fees are not refundable. Registration forms must be signed & completed before your application is processed. Your registration will be processed as soon as all information is provided and the registration fee is paid. With the exception of siblings, who are given priority, your child's position on the waitlist will be strictly arranged in accordance to the date on which the registration was processed.
7. **Changes to waiting list.** After a place has been offered you may choose to accept, decline or defer entry. In the event that you choose to defer entry your application will be at the bottom of the waiting list for the new starting date.
8. **Acceptance deposits.** Acceptance deposits are required to secure your place. Deposits are fully refundable **provided three months' written notice of withdrawal is given (referenced to the end date of the last term they will be attending).** The refundable deposit is not deductible from the fees and it is not transferable to other children. Refunds will be made within 7 days of your child's last day at the kindergarten.  
Please note: Deposits will not be refunded, regardless of circumstances, if the required **written notice** is not provided by the withdrawal deadline date.

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