



Barker Road Methodist Church

Kindergarten

"What happens early, matters for a lifetime."

Parents' Handbook

Barker Road Methodist Church Kindergarten

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This handbook contains important information regarding the routines and procedures in the Kindergarten. To help you and your child achieve a secure, positive and caring environment, please familiarize yourselves with the contents of this Parents' handbook.

For our principal, teachers and staff to carry out their duties, BRMCK would require your strong support in strictly complying with these terms and conditions.

Please refer to a separate document for BRMCK Financial & Administrative Policies.

Thank You.

Welcome

The management, principal and staff of Barker Road Methodist Church Kindergarten (BRMCK) extend a warm welcome to you and your child. Thank you for the trust you put in us to journey with your child in his / her growth and development.

Vision of BRMCK

But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
Luke 18:16

We welcome all children regardless of race, nationality and religion. Our vision is to reach out to all children and their families and direct them to Christ that they may know and partake of the richness of life that is in Jesus Christ.

Mission of BRMCK

Train a child in the way he should go, and when he is old he will not turn from it.
Proverbs 22:6

We are a church-based kindergarten and an outreach arm of Barker Road Methodist Church. Our mission is in accordance with the Christian Bible. We endeavour to nurture Christ-likeness, alongside strong intellectual and high academic standards to prepare children for the 21st Century.

Our Curriculum Statement

We are effectively bilingual, communicating in English and Chinese daily. Our nursery children are exposed to 70% Chinese and 30% English in the curriculum, while the kindergarten children have a balanced 50% English and 50% Chinese exposure in their daily lessons.

As we move into the 21st century, we want our children to have an inquiring mind. They need to be open-minded and have strong communicative skills. Children will have many opportunities to explore and ask questions.

We want our children to be balanced. We focus on six domains – Literacy, Numeracy, Environmental Awareness, Arts and Aesthetics, Physical and Motor Development as well as being socially and emotionally adequate to be happy and well-adjusted. We also ensure that our children are prepared well to enter primary school in Singapore.

We use a thematic approach supported by learning corners. Children will use these learning corners independently or in small groups. They will be actively learning new concepts in a "playful" way. We will engage children in projects to facilitate hands-on inquiry-based learning. They will participate in authentic

learning experiences and apply their knowledge in different transdisciplinary situations.

Being a kindergarten anchored in the principles based on the Bible, we want to develop children who are principled and caring. Our character and moral education is based on the teachings in the Christian Bible. We endeavour to nurture in our children the fruits of the Spirit – love, joy, peace, patience, kindness, faithfulness, gentleness, and self-control (Galatians 5:22-25). We have daily assemblies and devotions incorporated into everyday lessons.

In order to ensure that the processes for inquiry-based and transdisciplinary learning happen in our school, BRMCK has applied to be a candidate school of the International Baccalaureate World School.

General Information, Routines & Procedures

1. School Terms

- 1.1 The Kindergarten follows the Ministry of Education's school calendar.
- 1.2 There are 4 terms in a calendar year.
- 1.3 Each term consists of approximately 10 weeks.

School Terms		Holidays
Term 1	10 weeks (Jan – Mar)	1 week (Mar)
Term 2	10 weeks (Mar – May)	4 weeks (May – Jun)
Term 3	10 weeks (Jun – Sep)	1 week (Sep)
Term 4	10 weeks (Sep – Nov)	6 weeks (Nov – Dec)

2. School Hours

- 2.1 BRMCK offers 2 sessions: AM Session and PM Session.
- 2.2 Our sessions are 3 hours each, Mondays to Fridays.

Level	AM Session	PM Session
N2, K1 and K2	8:30 am to 11:30 am	12:00 pm to 3:00 pm
N1	8:30 am to 11:15 am	12:00 pm to 2:45 pm

- 2.3 N1 students are dismissed 15 minutes earlier for both AM and PM sessions.

3. Admission

- 3.1 Admission for any academic year is governed by the age stipulated by the Ministry of Education.
- 3.2 Age is calculated based on 2 January of the year of admission.

Nursery 1	Year that the child turns 3
Nursery 2	Year that the child turns 4
Kindergarten 1	Year that the child turns 5
Kindergarten 2	Year that the child turns 6

4. Child-Teacher Ratio

Level	Child - Teacher Ratio	No. of Children per Class	No. of Teachers per Class
N1	8:1	max. of 24	3 (1EL + 2CL)
N2	9:1	max. of 27	3 (1EL + 2CL)
K1	15:1	max. of 30	2 (1EL + 1CL)
K2	15:1	max. of 30	2 (1EL + 1CL)

*EL = English Language; CL = Chinese Language

5. School Uniform & Forbidden Items

5.1 BRMCK students are expected to come to school in their full BRMCK uniform consisting:

- BRMCK polo t-shirt and shorts or culottes
- BRMCK bag
- BRMCK socks
- BRMCK sun hat
- BRMCK cardigan
- white canvas shoes with velcro

5.2 Boys' hair should be cut short and neat, not touching the collar.

5.3 Girls with long hair must have it tied up neatly. Hair accessories should be light blue or pink in colour, harmonious with school colours.

5.4 Students are required to put on their sun hats for all outdoor activities. Our 'No Sun Hat, No Outdoor Play' rule will be enforced.

5.5 Uniforms can be purchased from the Kindergarten Administration Office during school hours. Payment is by cheque only.

5.6 Uniforms can also be purchased from our uniform supplier: 'Bibi & Baba Pte Ltd.'

Address: 545 Orchard Road #02-28 Far East Shopping Centre, Singapore 238882.

Telephone: 6732 7022

5.7 **Forbidden items:** jewellery, cash and toys. BRMCK shall not be responsible for any misplaced or lost belongings, personal items or cash brought by students.

6. Arrivals and Dismissals

	AM session	PM session
School Hours	08:30 - 11:30 am	12:00 - 03:00 pm
Student Drop-off	08:00 - 08:30 am	11:45 am - 12:00 pm
N1 Dismissal & Pick-up	11:15 - 11:45 am	02:45 - 03:15 pm
N2, K1 & K2 Dismissal & Pick-up	11:30 - 11:45 am	03:00 - 03:15 pm

- 6.1 For the safety of our children, parents are to observe the following drop-off (arrival) and pick-up (dismissal) times at the ACS Transport Centre diligently.
- 6.2 No staff will be on duty before and after the above stipulated times to supervise or escort students.
- 6.3 Parents are to refrain from entering the centre or classrooms when school is in session to allow students and teachers to settle down to the day's work, and also for security reasons.
- 6.4 Parents or visitors who need to enter the school premises must make prior appointment with the Administration Office. Arrangements for temporary car park coupons can be made at the ACS Transport Centre, subject to availability.
- 6.5 **Daily health check.** BRMCK conducts a brief health check of each child upon arrival at the drop-off centre before the parent or guardian leaves. If a child appears to be ill, the parent or guardian will be required to take the child home or to the doctor / clinic as appropriate.
- 6.6 **Older siblings (N2, K1 & K2) of Nursery One students** will be dismissed together with their N1 sibling. N1 form teachers will make the necessary arrangement.
- 6.7 **Changes to transport or pick-up / drop-off arrangements.** Parents are responsible for informing the child's teacher, in writing, of any transport arrangement change, even if temporary, at least 24 hours ahead of time. This includes change in drop-off or pick-up time and caregiver / chaperone. BRMCK, its staff and / or the child's teacher, will not be held responsible for any failure to comply with instructions on new transport arrangements without prior formal notification, or in the event of any mishaps / negative circumstances arising from either lack of and / or last minute information or instructions.
- 6.8 **Early dismissal.** Parents are required to sign an Early Dismissal Form before collecting their child / children. Parents who need to pick up their children early from school on a regular basis can request for a BRMCK Parents' Entry Pass and an early dismissal car label through their class teachers. Both Early Dismissal Car label and Car decal must be clearly displayed on the top left corner of the vehicle's front windscreen (driver view).
- 6.9 **Waiting area for student pick-up after enrichment classes (3 to 4 pm).** Parents or other family members are required to wait for their children at the transport centre lift lobby near the security guard reception, and not outside the Administration Office or along the corridor outside the classrooms. This is to minimise disruption to programs running and for security reasons.
- 6.10 **Late pick up.** Parents are given 15 minutes grace period to pick up their children after school. Parents who pick their children after

the 15 minutes grace period from the official dismissal time will be charged an administrative fee. Please refer to BRMCK Administrative & Financial Policies for the charges.

7. **Transport**

7.1 Parents are responsible for making their own transport arrangements to and from school for their children.

7.2 **School Bus Service.**

Transland Singapore Pte Ltd
Ms Carrie Lee, 65608032

Please note that due to the logistics in Transport Centre Management, BRMCK uses the same bus company as ACS (Barker Road). In order to ensure better security and safety of all students on the campus, only ACS approved school buses are allowed entry into the Transport Centre. Please note that BRMCK does not manage the school bus company. It is the sole responsibility of parents to liaise with the bus operator if they wish to engage its service. All payments, enquiries and / or concerns with regards to the bus service should be directed to the service provider and not to BRMCK. Engagement of bus service is strictly optional and subject to availability. BRMCK makes no representation, warranty or guarantee as to the quality of service and / or actions of the bus company.

7.3 **ACS Transport Centre.** Anglo Chinese School (ACS) Barker Road manages the Transport Centre. The security guards at the Transport Centre report to ACS. BRMCK does not interfere in the management policies of the Transport Centre and its security guards. Parents are to give full cooperation to the officer on duty at Transport Centre.

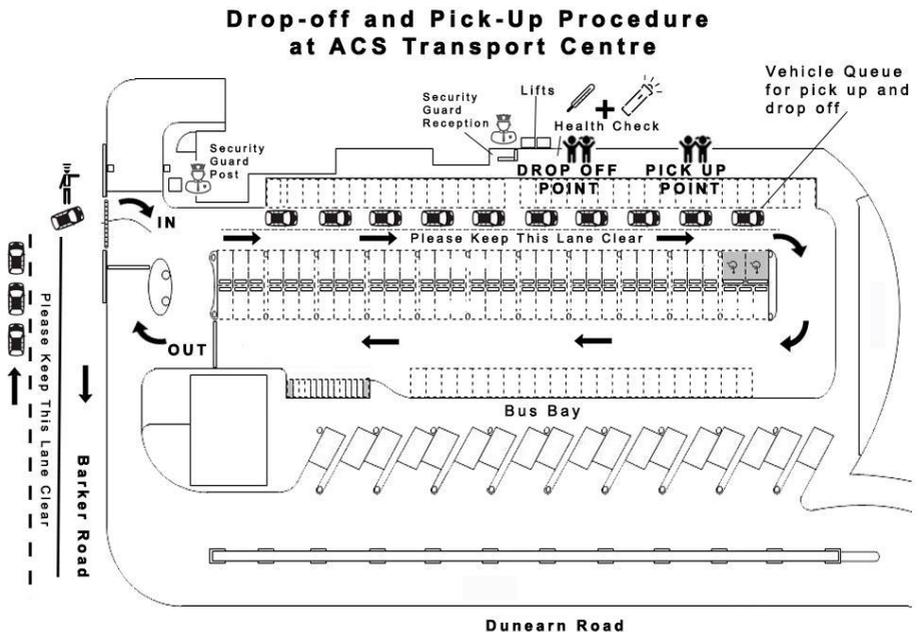
7.4 **Security Pass.** All parents or caregivers authorized to send or pick up students from BRMCK are required to apply for a Security Pass. Please refer to BRMCK Administrative & Financial Policies for the charges.

7.5 **Car Decal.** All vehicles entering the Transport Centre at the Barker Road Campus are required to display car decals. Only parents of BRMCK students may apply for the car park entry decals. Please refer to BRMCK Administrative & Financial Policies for the charges. The car decal / label must be prominently displayed on the left of the front windscreen and **centre** of the back of your vehicle.

7.6 The decals / labels allow parents' vehicles to enter and exit the ACS Transport Centre Level 1 on weekdays only, and for the sole purpose of drop-off and pick-up. They do not entitle the holder a car park space.

7.7 Both the Security Pass and Car Label must be returned to BRMCK when your child graduates or when you withdraw your child from BRMCK.

7.8 **Traffic Flow at the Transport Centre.** In order to avoid the complex traffic challenges at the very busy Transport Centre, we strongly encourage parents to be patient when using private transport. Refer to the Transport Centre Map below for compliance.



7.9 Safety at the Transport Centre

- Refrain from overtaking another vehicle as this is dangerous and compromises the safety of all concerned.
- Do not parallel park at all times and under no circumstances. Vehicles parked in unauthorized lots and / or spaces will be wheel clamped by the Transport Centre authorities. Drivers / owners of such vehicles will need to report to the ACS Admin Office to pay the Wheel Clamp fine.
- Waiting vehicles must not be left unattended in the vehicle queue during arrival and dismissal, and engines must be turned off.
- Parents / visitors with appointments with the principal or teachers may seek the assistance of the security guards on duty. Avoid these busy periods if possible: 07:15 - 09:00 am & 11:00 am - 03:30 pm.
- Children should not be left unattended at the Transport Centre or outside BRMCK premises at all times.

- To allow BRMCK staff to attend to the safety of the children, they will not be able to attend parents' queries at the Transport Centre. Appointments can be made to meet with them at their office or classrooms.
- 7.10 The Transport Centre Authorities reserve full rights to:
- Refuse entry of vehicles whose drivers do not comply, cooperate and / or are abusive in any manner to the security guards and BRMCK staff on duty.
 - Report and refer abusive / uncooperative / dangerous drivers to LTA / police.
 - Effect the immediate and permanent removal of abusive drivers and their vehicles from the Transport Centre.
 - Wheel Clamp vehicles which parallel park and / or which are parked in unauthorized spaces. We deeply regret that the BRMCK will not be able to assist in the event your vehicle is wheel clamped at ACS Transport Centre and / or when you receive Summons / Fines from the Traffic Police or LTA. BRMCK is not able to resolve any transport centre issues which BRMCK parents / guardians may or may not encounter neither will BRMCK liaise with LTA on BRMCK parents' / guardians' behalf any traffic issues which they may or may not encounter on public roads outside the Barker Road campus .

8. **Attendance / Punctuality**

Regular attendance is expected of all students, except in the event of illness or urgent family matters. Punctuality, respect and good work habits are valued and developed at BRMCK with parents' support.

9. **Health & Safety Issues**

9.1 BRMCK adheres to all the guidelines from Ministry of Health and Ministry of Education / ECDA for the prevention and spread of infectious diseases. All parents are required to comply with their recommendations. It is the responsibility of all parents to keep their children at home in the event of illness and to inform the school of such infections.

9.2 **Illness, allergies, medical certificates.** Parents are required to keep their child at home if he or she has a cough, cold, fever, or any suspected signs / symptoms of any infectious disease. It is the responsibility of all parents to keep the school updated of any illnesses and / or allergies to any substance / food. BRMCK shall not be held responsible in the event that vital health information regarding the child has been withheld by parents.

9.3 **Student Travel Forms.** In compliance with MOH and MOE's regulations in the prevention of infectious diseases, parents are

required to duly fill in Student Travel Forms which must be submitted to BRMCK before the start of school holidays.

- 9.4 **Medical Clearance to Attend School after an Illness.** In the event of an illness and / or a suspected incubation of an infectious disease, parents / guardians are responsible to bring their child / ward to seek medical attention, followed by written medical clearance from a certified medical practitioner before sending their child / ward back to school.
 - 9.5 **Medical Certifications / Clearances.** Due to conflict of interest, BRMCK does not recognize Medical Certifications from the student's own parents regardless of circumstance and / or the specific professions of their parents. This means BRMCK students are required to obtain medical certifications / clearances from a professional medical practitioner who is not the student's parent.
 - 9.6 **Updates on Infections.** In the event of the occurrence of any infection, BRMCK shall inform parents of children within the same cluster, namely the class group of the infected child. BRMCK works closely with the Ministry of Health and Ministry of Education / ECDA in monitoring infections. In order to prevent unnecessary worry and panic, BRMCK reserves the right to give updates of a school wide situation as and when it deems fit.
 - 9.7 **Head Lice.** In the event of head lice, parents are required to observe, with due diligence and compliance, Ministry of Health's standard operating procedure of thoroughly cleansing the affected child's head with medication. The whole family is also required to do the same. The child must be kept at home until written clearance is given by a medical practitioner before he / she is allowed to return to school.
 - 9.8 **Administration of Medications.** Please be informed that BRMCK does not administer medication to students.
 - 9.9 **Preventive Measures against Dengue and Other Mosquito-Borne Diseases.** For the protection and promotion of the health and well-being of both students and staff, BRMCK has put in place the necessary measures to prevent mosquitoes from breeding in our premises, both indoors and outdoors. While these measures are in place, BRMCK is not able to give any guarantee that that your child will not be bitten by mosquitoes while on our premises.
10. **Student Meals**
 - 10.1 Although school fees do not include student meals, BRMCK provides the following with compliments: one serving of morning snacks per student in the AM Session, and one serving of a simple lunch per student in the PM Session.
 - 10.2 All food served at BRMCK does not contain pork or lard.

- 10.3 **Students with special dietary requirements** and / or food preferences will have to bring their own home packed meals as the school is not able to specially cater to personal food preferences and / or special dietary requirements of individual students.
 - 10.4 **Food Containers and Utensils:** All BRMCK food is served in standard plastic / steel / melamine containers and utensils.
 - 10.5 **No Heating of Home Packed Meals:** BRMCK staff will not be able to heat up food brought from home as we do not have such facilities in our classrooms. BRMCK is not responsible to wash and / or to ensure maintenance and / or be responsible for any loss / damage of containers / utensils which students bring from home.
 - 10.6 **Indemnity.** While all due reasonable care is rendered in the planning, preparation and serving of free student meals, the BRMCK management, principal and staff will not be held responsible for all types / manners of food consumed at BRMCK. Please note that student consumption of food at BRMCK is based solely on the informed and voluntary approval of students' parents.
 - 10.7 **School Menu.** BRMCK will not be serving any food with hot gravy and / or soup in Term 1. BRMCK reserves the right to change the school menu as and when it deems fit.
 - 10.8 **Fruit.** BRMCK endeavours to nurture healthy eating habits and a love for eating fruit in our students. As such, all BRMCK students are required to bring an uncut fruit such as an apple, orange or pear to school every Monday to share with his / her friends. Please do not send in fruits which can be easily bruised such as bananas.
11. **Orientation Day for New BRMCK Parents**
 - 11.1 Orientation Day for new BRMCK parents is held in Term 4 of the preceding year, usually in the month of October. As this orientation is solely for parents, parents are requested to make arrangements for child care at home.
 - 11.2 On Orientation Day, parents will meet the principal and their children's class teachers. They can also purchase school uniform and enquire about school bus service.
 - 11.3 The principal will be happy to meet with students and parents on a one-to-one basis upon request. Appointments can be made with the Administration Office at 6255 8430.
 12. **Settling-in Process for N1 Children**
 - 12.1 **Parent-Child-Teacher Conference.** To allow N1 children to ease into their school routine, each N1 child, together with his / her parents will meet with the class teachers for a 15-minute conference at the start of the new school year. N1 teachers will assign each child's parents / guardians a personal time slot on Orientation Day. To facilitate the flow of conference with all parents

and N1 children, parents / guardians are strongly encouraged to keep to their allotted time.

12.2 N1 students commence school one week later due to the N1 Parent-Child-Teacher Conference.

12.3 Sample N1 Parent-Child-Teacher Schedule

Term 1	Activity:
Day 1	No Parent-Child-Teacher Conference: All N1 teachers and teacher assistants are to assist in the settling in of their previous year's students into their new Nursery Two Classes.
Days 2 to 6	15-minute Parent-Child-Teacher Conference for new N1 parents and students: allotted time to be confirmed
Day 7	N1 students commence school according to class group schedule for the first month.

12.4 **First day of school.** Parents, guardians, grandparents, caregivers are not to remain within BRMCK classrooms with their children / grandchildren / charges. Accompanying adults are to leave the premises immediately after handing their children over to the teachers so as not to compromise security and prolong separation anxiety some children might experience.

12.5 **Things to bring.** For the children's comfort, parents of N1 students are to include the following in their child's school bag daily:

- clean diapers (at least 3 pieces) for children who are not fully toilet trained
- baby wipes (1 packet)
- a clean towel
- an extra set of uniform
- sleeping bag

If your child needs to nap, please send in a clean sleeping bag every Monday. Your child will take the used sleeping bag home every Friday to be cleaned and bring it back for the next week. Please write / sew your child's name and class clearly on these items.

12.6 **First month of school.** All N1 children shall observe the following hours during the first month of school:

AM session	Group 1	08:30am to 09:45am
	Group 2	10:00am to 11:15am
PM session	Group 1	12:00pm to 01:15pm
	Group 2	01:30pm to 02:45pm

- 12.7 After the first month, all N1 students shall observe the full Nursery One school hours as follows:

N1 AM Session	08:30am to 11:15am
N1 PM Session	12:00pm to 02:45pm

- 12.8 **Dismissal.** All N1 children are dismissed 15 minutes earlier for both sessions (AM and PM Session). Older siblings (N2, K1 & K2) of N1 children are to be dismissed together with them. N1 form teachers will be in charge of arranging this.
13. **Settling-in Process for New N2, K1, K2 Children**
- 13.1 **Bonding sessions.** Our teachers will arrange a one-to-one bonding session upon parental request for new N2, K1 and K2 children. This is usually held on the day before the first day of school.
- 13.2 **First day of school.** Parents, guardians, grandparents, caregivers are not to remain within BRMCK classrooms with their children / grandchildren / charges. Accompanying adults are to leave the premises immediately after handing their children over to the teachers so as not to not compromise security and prolong separation anxiety some children might experience.
14. **Communications**
- 14.1 BRMCK management, principal and staff reserve the right to communicate only with the parents and / or legal guardians of BRMCK students. Legal guardians must be verified by a legal document from a professional practicing lawyer bearing the signatories of both parents. BRMCK reserves the right not to entertain or respond to third party instructions and / or feedback under all circumstances to avoid misunderstandings and unnecessary confusion which may compromise the safety and welfare of our students.
- 14.2 **Telephone Calls / Messages:**
Telephone: 6255 8430
Mondays to Fridays (school days only)
08:30 am to 04.30 pm
- In the event that we are unable to take your call, please leave your name, contact number and your message in our Tele Mailbox. We will get back to you soonest possible. We seek your patience during the school holidays and / or public holidays as we can only respond to you when school reopens.
- Note: Our teachers are only able to speak with parents after 3:30 pm when all our classes for the school day have ended.
- 14.3 **E-Communications:** BRMCK uses technologies (email, website and apps) to update parents of the school's happenings, important

notices, children’s progress at school, etc. In order for BRMCK to communicate with parents effectively and swiftly, it is the responsibility of parents to ensure that all their contact numbers and email addresses are updated with the school.

- 14.4 **Parents’ Emails to the School:** In your emails to the school, please state your child’s full name and class details (class name, level and session).

Email to	Matters
brmckprincipal@brmck.edu.sg	<ul style="list-style-type: none"> ● Notice of withdrawals ● Specific concerns
registrarfinance@brmck.edu.sg	<ul style="list-style-type: none"> ● Issues relating to payment and finance
communications@brmck.edu.sg	<ul style="list-style-type: none"> ● Leave a message for your child’s teachers ● Inform school of student’s illnesses / Medical Certificates.

- 14.5 **Complaints / Claims:** All complaints / claims must be brought up in writing within 3 months from the occurrence of the incident otherwise BRMCK reserves full rights to deem such a complaint / claim null and void.

- 14.6 **Mutual Respect:** All BRMCK staff endeavour to serve our students and parents to the best of their ability and with due respect. Mutual respect is expected from all parents, guardians and caregivers. BRMCK reserves full rights at its sole discretion not to admit or to deregister any student from BRMCK whose parents / guardians / caregivers and / or family members / relatives are threatening and / or abusive (verbally or physically) to BRMCK staff. BRMCK shall be entitled to report such behaviour to the police and to bar any such persons from BRMCK’s premises.

15. Special School Events

- 15.1 **Excursions / Field Trips** organized by BRMCK: Student attendance at school excursions / field trips is not mandatory. Students who do not wish to participate in excursions / field trips will have the day off from school on the scheduled day. There will be no school fee refund for this day. Parents who opt to send their children on such trips are required to give their consent by sending in the signed indemnity form.

- 15.2 **Annual Concerts:** Although we strongly encourage students to participate in our annual concerts, student participation is not mandatory.

- Students who opt out of concert participation will need to stay with their class group under the supervision of their teachers.
- Most concert costumes for stage use may not be suitable for daily wear.

- SISTIC manages the sale of BRMCK Concert Tickets. All enquiries on ticket sales are to be directed to SISTIC. Sale of concert tickets is on a first-come-first-served basis. Tickets sold are non- exchangeable.
 - Payments for concert costumes and concert tickets are strictly non-refundable.
 - Students who are not participating in the school concert will have the day off from school on rehearsal day. Please note that there are no school fee refunds for non-participants.
 - There will be a post-concert rest day for the whole school after the annual concert performance.
- 15.3 **K2 Graduation:** This is held in Term 4 usually on a Saturday at the main sanctuary of Barker Road Methodist Church. BRMCK students and their families are encouraged to join in the celebrations. There will be a post-K2 Graduation Rest Day for the whole school after this event on Monday.

16. Enrichment Classes

- 16.1 Enrolment in Enrichment Classes at BRMCK is strictly optional and subject to availability. Only Montessori Program is conducted by BRMCK. All other enrichment classes are conducted by third party service providers. For the convenience of parents, BRMCK only provides the venue for these enrichment classes. It is the sole responsibility of parents to liaise with the service providers for the program they wish to enrol their children in. It is also the parents' responsibility to be fully aware of and agreeable to the terms and conditions set by enrichment service providers before committing to the program(s) of their choice. All payments, enquiries and / or concerns with regards to the enrichment classes should be directed to the respective service providers.
- 16.2 Please note that while BRMCK holds the interest of its pupils as its top priority, BRMCK and staff shall not be held accountable or responsible for the safety of your children during all enrichment classes conducted by third party service providers. Neither shall BRMCK nor any of its staff be accountable for any other arrangements / concerns parents may have with regards to third party service providers. BRMCK makes no representation, warranty or guarantee as to the quality, suitability or fitness of any of the enrichment classes.
- 16.3 Parents are responsible to be punctual in picking up their children after enrichment classes. Enrichment service providers reserve full rights to discontinue teaching the children of parents who are persistently late.

16.4 The list of enrichment classes conducted at BRMCK is updated on a yearly basis. Please refer to the list and individual program enrolment form for details.

17. **Discipline**

Children attending BRMCK will be disciplined firmly but kindly when necessary. BRMCK will not accept any student behaviour which compromises the safety and / or well being of its other students, as well as disrespect / disregard of the principal / teachers / elders, peers and / or school rules and regulations. In order to ensure the safety and well-being of all our students, BRMCK reserves the full rights at its sole discretion to separate a misbehaving child from his / her class group for corrective counselling and guided reflection by the teacher-in-charge. In order for our staff to work with your child / children, parents' full support and cooperation in this matter is essential. Please note that BRMCK reserves the full rights at its sole discretion to deregister students who compromise the safety and well-being of other students and who are not responsive to corrective guidance and discipline from BRMCK staff.

18. **Birthdays**

18.1 Parents may send in a simple cake for their child to share with his / her classmates on his / her birthday. Parents are required to inform their child's teachers of such an arrangement prior to birthday celebration and to provide paper plates, disposable forks, serviettes along with the cake.

18.2 If parents wish to have special birthday celebrations for their child involving the presence of parents, relatives and friends, gifts and / or goodie bags and any other form of entertainment, kindly arrange to hold this outside BRMCK. As BRMCK is primarily a preschool education institution, BRMCK does not provide any party coordination and / or liaison services of any kind / manner under all circumstances.

19. **Foreign Students**

Foreign students without a Dependant's Pass must have a valid student pass before they can attend lessons in BRMCK. Application for student pass is the sole responsibility of parents.

20. **Children with Special Needs**

On a case-by-case basis, BRMCK may be agreeable to take in one high functioning child with special needs per class. However, please note that BRMCK is not a Special Needs school and BRMCK staff are not special needs trained. BRMCK will not be held responsible in any untoward and / or negative development and / or occurrence to and / or in children with special needs who are being assisted in BRMCK classrooms. All special

needs students must be accompanied by a professional special needs shadow teacher. In the event that your child is a child with special needs but you have not informed BRMCK upon registration, BRMCK reserves the right at its sole discretion not to admit and / or to deregister your child.

21. **Admission to Primary One**

Enrolment in BRMCK does not entitle students to privileges for entry into any Methodist schools in Singapore, including Anglo-Chinese School. Please refer to MOE's regulations and priorities for Primary One registration exercise for admission to Primary One at both government-aided and government schools.

22. **Photographs and / or Video Clips of Children and Staff**

The Kindergarten reserves the right to use photographs and / or video clips of children enrolled in the Kindergarten for publicity and / or promotional purposes, which includes BRMCK website, as well as media (press or TV). BRMCK may at its discretion store and / or use all personal data and images of our child / children in all school related activities such as the school website, announcements, year books, advertisements, etc.

23. **Privacy Policy**

BRMCK complies with all applicable primary and data protection laws in accordance with the Singapore's Personal Data Protection Act ("PDPA"). BRMCK recognises the importance of the personal data that parents and / or guardians and their children, and relevant public (collectively referred to as "the Public") have entrusted to the organization. It is BRMCK's responsibility to properly manage, protect and process personal data.

24. **Security Cameras, Video Recording and Telephone Calls**

24.1 To safeguard the welfare and safety of students and staff, security cameras (both audio and visual) operate daily.

24.2 BRMCK staff on Traffic Duty video record arrival and dismissal at the Transport Centre.

24.3 All incoming and outgoing telephone calls to and from BRMCK are recorded and may be retrieved for review if necessary.

24.4 All recordings, whether audio, televideo and / or otherwise within and without the premises of BRMCK and the Transport Centre at Barker Road, are the sole property of BRMCK.

25. **Christian Emphasis at BRMCK**

BRMCK is an outreach ministry arm of Barker Road Methodist Church (BRMC). As such, the Gospel of Christ is preached. Our child / children are educated and nurtured in a church-based, Christian environment.

BRMC will send parents religious materials pertaining to the Christian faith as well as church newsletters from time to time.

26. **Amendments**

The contents of this Parents' Handbook are subject to change. BRMCK reserves the rights at its sole discretion to revise, amend, add and / or delete any or all terms, conditions, rules and regulations as and when it deems fit.