



RAMAKRISHNA MISSION
SARADA KINDERGARTEN

— *Nurturing life long learners* —

HANDBOOK

Our School Prayer

God! Bless us, make us pure and all loving.

May we not accuse, demand, or complain,

But love, respect, cooperate with all.

May we not find faults with others,

but try to find our own faults.

May we not treat others as strangers,

But learn to make them our own.

May we feel the whole world to be our own.

Peace, Peace, Peace be unto all!

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General

Introduction

Welcome to the Ramakrishna Mission Sarada Kindergarten!

Our doors were opened on 4th January 1993 to our first cohort of Kindergarten children. Since then, we have grown from strength to strength.

We are committed to enhancing our teachers' skills and competencies, improving our curriculum and pedagogy, and consistently upgrading the physical facilities of our kindergarten. Our aim is to provide our children with the optimal learning environment to support their growth and development.

In the midst of acquiring knowledge and skills; and learning to work with peers, our children are nurtured to have the desire to explore, question and to confidently persevere in a wonderful setting of Sarada Kindergarten.

As your child enters a new phase of life in Sarada, we encourage you to play an active role in your child's learning journey.

This handbook provides essential information about our school policies, procedures and practices. Please read this booklet carefully.

Swami Satyalokananda
Manager

Vision

A thinking and caring community rooted in values

Mission

- Nurturing curious, creative and critical learners;
- Caring for oneself, others and our environment; and
- Creating a happy place.

Core Values:

Respect Kindness Honesty

Objectives

The aim of Sarada Kindergarten is to provide a developmentally appropriate pre-school programme to promote the holistic development of children.

Kindergarten Hours

8.30am to 11.30am (1st Session)

12. 00noon to 3.00pm (2nd Session)

Teacher-Child Ratio

Nursery - 2:20

K1 - 1:20 or 2:25

K2 - 1:25

Staff

We have 25 teaching and 4 non-teaching staff in our Kindergarten. Our teaching staff are trained and experienced in pre-school education and are registered with ECDA (Early Childhood Development Agency).

Communication:

Parents are required to maintain **one** valid/default email. All circulars and correspondences will be sent to parents via our portal only.

Parent-Teacher meetings will be held twice a year in April and August. This will be a face-to-face meeting held in school. April meeting will be held on a Saturday and August meeting will be held on a weekday (school will be closed on this day).

Parents can use our class DOJO app to message and communicate with the teachers directly.

For enquiries, purchases, administrative and finance matters please contact our admin staff at admin@sarada.edu.sg or at office@sarada.edu.sg

Parents can also contact the office at 62885288/ 63835766 to speak to our admin staff or teachers. Please take note that teachers can only return your call after school between 3.30pm and 4.30pm.

Building Partnership with parents:

It is our belief that the education of our children is a joint responsibility of Sarada Kindergarten and parents. As such programmes and activities are organized for parents to be a part of Sarada through:

- Talks, workshops and webinars on topics of interest to parents.
- Encourage parents to volunteer during fieldtrips, school events and festival celebrations.
- Take-Home kits
- TAPAS (Teachers and Parents Association of Sarada) was formed as a platform for parental involvement in Sarada.

Consent:

Parents are requested to grant consent to the following upon admission to Sarada :

Personal Data Protection Act

1. In line with the Personal Data Protection Act (PDPA), I have been expressly informed that in furtherance of Sarada's vision of "A thinking and caring community rooted in values" Sarada needs to collect, use and disseminate personal data, including photography and filming of my child/ward while he/she is in the kindergarten.

2. I understand that Sarada reserves the rights for the use of these materials as and when determined by Sarada, including local and international academia, for the purpose(s) described above, throughout the duration of my child/ward's education at Sarada.

3. From time to time, there may be photography/filming of my child/ward while he/she is in school for use in school publications, training videos, student profiling and related publicity in print and/or electronic form. As such I give permission for my child to be observed, photographed and/or videoed by Sarada Kindergarten teachers and student teachers for such purposes.

4. I give permission for my child's photographs and artworks to be displayed in Sarada's website and/or Facebook, portfolio work, in-house training materials, flash drives for sale to parents, and publicity materials (including the publication of desktop calendars) for appeals for donations in kind.

5. I also understand that the photographs, videos, and other material will be used for training, educational, student care/safety, publicity, advocacy and communication purposes. I further understand that Sarada will ensure responsible use of the same that are in keeping with the Sarada's core belief in maintaining dignity and showcasing the abilities of all students. I have been informed that should I wish to withdraw my consent for photography and filming, I am to inform Sarada in writing at admin@sarada.org.sg. Otherwise, my consent herein is deemed to continue for the duration of my child/ward's enrolment at Sarada.

Excursions / Outings

6. I authorize my child to be taken on routine excursions or outings and will not hold the school responsible for any unforeseen mishap/accident. (Ample notice of such excursions or outings will be given to parents via SKG Portal).

Change of Address

7. I shall give adequate advance notice (at least 3 (three) months) before any change to my child's residential address. If Sarada is unable to offer transportation to my child at the new address due to a lack of school bus service or if the bus serving the route is full, I will make my own transportation arrangements for my child to continue attending Sarada. If alternative

transportation is not feasible, I will have to seek alternative schooling arrangements.

Suitability / Right to review admission of child/ward

8. I further fully appreciate and understand that Sarada is a mainstream kindergarten that endeavours to be inclusive. However, Sarada reserves the right to determine, in the best interest of my child and/or the other children in the kindergarten that it would NOT be conducive for my child/ward to continue as a student in Sarada. We agree to attend any counselling sessions, and ultimately work towards alternate schooling for my child/ward if necessary.

Medical / other emergencies

9. I consent, that in the event of a medical and/or any other emergency, Sarada is authorized to bring my child to the nearest hospital or any other medical facility as deemed appropriate by Sarada.

Meals

All children will be served a vegetarian snack. If a child has dietary restrictions and it is endorsed by a doctor, a child may bring food from home, however, this has to be vegetarian. The menu will be uploaded termly on SKG portal.

AM Session – 20 minutes (9.10am/9.40am)

PM Session – 30 minutes (12.30pm/1.00pm)

Curriculum and Pedagogy

Our curriculum is aligned to the NEL Framework (Singapore) and our pedagogy is based on Child-Centred-Approach which is designed to develop and prepare children holistically for challenges and opportunities of today and tomorrow.

The day-to-day learning is *integrated* across the five learning domains as stated in the NEL framework and is differentiated to encourage every child to develop to his/her fullest potential. Children have opportunities to explore, experiment, interact, voice their thoughts and work cooperatively. These experiences make their learning authentic and develop them holistically.

Other Supporting Activities that promote children's holistic development:

1. Field trips

- promote peer interaction
- create more awareness about the environment and how it impacts them
- broaden their general knowledge

2. Festival Celebrations

- expose children to customs of different racial groups in Singapore
- instil moral values

3. Games Day

- team spirit
- positive self-esteem
- confidence
- risk taking
- physical development

4. Stage Performance /Annual K2 Graduation Concert

- opportunity to encourage children to express their talent and/or interest.
- develop language proficiency
- inculcate values, build character and confidence

Assessment

We closely track your child's growth and development through:

Formative Assessment: These entail a compilation of artefacts such as learning stories, work samples and photos. These provide insights into the various aspects of your child's development.

Summative Assessments: We conduct end of term evaluations and provide Holistic Reports each semester.

All learning stories, evaluations and holistic reports are sent to parents via the SKG portal.

Children must maintain a minimum attendance rate of 75% during the assessment period.

Teachers will discuss children's development with their parents via telephone conversations and parent-teacher meetings. Where necessary, with the consent of parents, the assistance of the Wings Counselling Centre will be requested.

Children with developmental needs

Ensuring an optimal learning environment for our children entails placing them in an educational setting that provides the appropriate level of support and resources. Children who exhibit higher developmental needs during their initial weeks at school will undergo the following process:

- Our teachers will carefully observe and document the child's developmental progress to gain a comprehensive understanding of the child's requirements.
- We will involve parents and collaboratively create a plan to assist and support the child both in school and at home.
- If deemed necessary after one term, the school may recommend that the child undergo a developmental assessment to gain further insights into their needs
- Though we will strive to continue to offer complete support to every child, the Kindergarten reserves the right to terminate a child's enrolment if we cannot adequately address the child's needs. Subsequently, parents will need to arrange for alternative schooling options.

Administration

Upon your child's enrolment into Sarada Kindergarten, parents are to provide a copy of the current immunisation records which includes vaccination against measles and diphtheria (under the Infectious Disease Act).

Change of address and contact numbers

Please inform the office **immediately** if there is any change to your address and contact numbers. This is to enable the Kindergarten to contact you in case of an emergency.

Choice of Mother Tongue

The choice of Mother Tongue cannot be changed after accepting our offer.

Guide Books/Readers

Parents will be advised as and when text books or readers (Tamil and Hindi) are issued to the children. The charges for these will be added on to term fees.

Stationery Items

All K1 and K2 children are to bring their personal pencil case which should contain pencils, a ruler, a sharpener, and an eraser. Additionally, each child should have a small box of colour pencils or crayons.

Weekend Readers

All children will select a story book on Friday to read or to be read to. This story book is to be returned on Monday.

In the event that a book is lost or damaged, parents will be charged a standard replacement fee of **\$25.00 (incl GST)**.

Bus Transport

All transport arrangements are co-ordinated through Sarada Administration. Payment for transportation is handled directly with the bus operator and shall be subject to the financial terms agreed prior the start of the service.

Any changes to the pick-up or drop-off point must be coordinated through the bus operator.

The child must be sent and picked-up at the stipulated timing by an adult. Parents/Adults who are fetching your child must be at the pickup point 5 minutes before the stipulated time.

If your child is unable to come to school, please notify the kindergarten office and the bus driver.

~~Punctuality~~/ Personal Pick-up

Please send your child on time to school. If you are picking up your child personally, please inform the office and the bus drivers before 10.00am for the am session and before 2.00pm for the pm session. If any other person other than yourself is picking up the child please provide us with his/her name, relationship, last 4 digits of NRIC number and contact number.

Insurance

An insurance policy covering Personal Accident is issued to each child. It covers the child for any accident during school hours or during field trips or outside activities organized by Sarada Kindergarten. The policy covers medical treatment and/or hospitalization.

The insurance premium is payable by parents upon children's enrolment and subsequently on an annual basis.

In the event of an accident, parents are required to submit original copies of the medical claims to Sarada within 30 days and the claims are subject to the terms and conditions of the policy. Sarada will notify parents of the outcome of their claims.

Dress Code

Children must come in school uniform with black shoes (Velcro straps, no shoe laces) and white socks. Boy's hair must be neatly cut (the traditional style) and girls' hair neatly tied up. Your child **must** wear his/her school badge, as it facilitates the boarding of the school bus and student identification. The replacement cost of each school badge is \$3.00 (incl GST).

Jewellery is **NOT ALLOWED** to be worn to school. However, earrings (which should only be small ear studs) are allowed. Please take note the school will not be responsible for any loss of valuables.

Only blue or black hair bands or ribbons are allowed for girls.

Health, Illnesses and Emergencies

Sarada makes a concerted effort to maintain a safe and hygienic environment for our children. We conduct health checks daily. This includes taking the temperature; sanitising their hands as they enter the school and regular handwashing throughout the day. Children are also checked for HFMD, lice and nits or any physical symptoms.

Parents have to advise Sarada of your child's doctor. If there is a change in your child's doctor it is imperative that Sarada Kindergarten is advised.

Parents are requested to keep their child at home if he/she is unwell so that the child can recuperate quickly and completely. If your child is found to be unwell during school hours, parents will be contacted and you are required to fetch your child immediately.

If your child is found to have lice or nits, you will have to fetch your child immediately and the child can only return to school when there are NO traces of lice or nits.

Children who are unwell or found to have lice and nits cannot ride the school bus home.

In the event of an outbreak, Sarada Kindergarten will increase the frequency of health and temperature checks as well as monitoring the children closely for any symptoms of the disease.

Parents are required to notify Sarada Kindergarten immediately via email and MUST seek medical attention if your child has contracted a communicable disease, such as hand-foot-mouth disease (HFMD), mumps, rubella, chicken pox, measles or COVID. If your child has been absent due to a communicable disease, your child can only return to school after the expiry of the medical certificate and with a doctor's clearance certificate (except for COVID).

Holding Enrolment

Holding of current or future enrolment in the absence of a child is subject to all fees payable for the duration of the absence.

Transfers

A child who is enrolled for a particular school session will continue to remain in the same session throughout the child's stay in Sarada Kindergarten. Transfer to another session will be based upon the availability of vacancy in both class and bus. An administrative fee of \$20.00(incl. GST) is chargeable.

Similarly, transfer between buses (due to a change of residence) is also subject to availability of vacancy in the bus.

Notice for withdrawals:

Notice for withdrawal must be in writing or via e-mail.

1. Current Enrolment

Notice Period

1 term – given at the beginning of the previous term

Less than 1 term

Contra or Refund Policy

100% of deposit used to contra fees or refund of 100% of deposit

No refund of deposit

Eg.:

If a child is withdrawing in Term 3, and notice of withdrawal is given at the beginning (week 1) of Term 2 – deposit is refunded.

If a child is withdrawing in Term 3 and notice is given after week 1 of Term 2 – deposit is forfeited.

2. New Enrolment

At the point of accepting the offer of a place in Sarada Kindergarten the non-transferable deposit of \$500.00 is payable together with the Registration fee.

If the application is withdrawn before the commencement of term 1 fee collection, the deposit is refunded in full.

If the application is withdrawn AFTER the payment of term 1 fee and BEFORE the orientation the term 1 fee is refundable, but the deposit is forfeited.

If the application is withdrawn AFTER the orientation, both Term 1 fee and Deposit are forfeited.

Finance

Registration Fee

A registration fee per child (new enrolment) is payable upon being offered a place in Sarada Kindergarten. This is an administrative fee that is non-refundable or transferable.

Deposit

At the point of accepting the offer of a place in Sarada Kindergarten the non-transferable deposit is payable together with the Registration fee.

This deposit shall be used to contra the K2 Term 4 school fees.

However, if the child withdraws prior to the K2-Term 4, the deposit can be used to contra the final term's fee subject to fulfilment of notice period for withdrawal.

Refund of Deposit

Refund of deposit will be by interbank transfer within 15 days from the child's last day in the Kindergarten and after deducting all outstanding payments.

Fee Structure

(Please refer to our website – www.sarada.edu.sg for the latest fee structure) or contact our office.

Full term fee is payable **before** the commencement of the term. Partial payment is not accepted even if a child is away from school for any reasons whatsoever.

Payment Schedule

For currently enrolled Sarada Kindergarten students, the payment schedule is as follows:

Term 1	mid Nov. of previous year (*)
Term 2	Week 8 of Term 1
Term 3	Week 8 of Term 2
Term 4	Week 8 of Term 3

(*) If payment is not received by the end of the grace period, it is assumed that the student will not be continuing for the next academic year.

For other admission during a term, the first payment is to be paid at least one week prior to the child starting school.

Late Payment Penalty

Term fees are payable as per the schedule indicated above. There is a grace period of one week from the due date. Thereafter, a late payment penalty of \$30.00 (incl GST) is payable.

Mode of Payment:

Interbank Transfer: Fees are payable via interbank transfer. Payment details are stipulated in the Term Fee letters.

Cash: For uniforms and other payments cash can be placed in an envelope and sent via the bus drivers. Please mark the envelope with your child's name, class, amount enclosed and what it is for. The exact amount should be sent – no change will be given.

Children Development Co-Savings (Baby Bonus) Scheme

Sarada Kindergarten is an approved institution under the Children Development Co-Savings (Baby Bonus) Scheme. Eligible parents may use the money in the CDA to pay the fees for your child in our Kindergarten. This scheme is governed by the guidelines laid down by MSF.

Payment from Baby Bonus can be made either by approved GIRO deduction or NETs.

GIRO automatic deduction of term fees on the due dates.
There is a \$30.00(incl. GST) one-time administrative fee per child and \$40.00(incl. GST) penalty fee for each returned transaction.

If you wish to pay by this mode, please request for a Baby Bonus GIRO form from the office.

NETs payment can be accepted in Sarada Kindergarten.

Parents (Trustees of CDA account) must be personally present to execute the nets transaction.

All payments made to Sarada Kindergarten shall be acknowledged by a receipt.

Donations

All donations to Sarada Kindergarten shall be acknowledged with a receipt and accounted for in our financial system. All donations are not tax exempted.

Financial Assistance

Sarada Kindergarten grants financial assistance (FA) to current students to enable them to continue their education at Sarada. Subsidy is in the form of waiver of school fees or partial payment of school fees and is decided on a case-by-case basis. Parents may submit their request for financial assistance to the Kindergarten’s Management Committee via the Kindergarten Manager.

A child must have an attendance of at least 75% to receive the FA. Each case will be reviewed at the end of each year and is subjected to changes. The decision of the Committee is final and shall be conveyed to the parents via the Manager.

Price list

Item	Price (inclusive of prevailing GST) \$
Uniform set	23.00
PE attire set	21.00
School Cap	10.00
School Bag	12.00
School Badge	3.00
Replacement of Monitor/Prefect Badge	5.00
Replacement of weekend reader	25.00

Our School Song

We are the young ones,
we are the young ones,
we are the young ones of Sarada

We read, we write, we count,
we learn, we play, we share
at Sarada, Sarada, Sarada.

We say sorry and please,
we say thank you and smile
at Sarada, Sarada, Sarada.

Together we reach our goal
with care, laughter and love
at Sarada, Sarada, Sarada.

We are the young ones,
we are the young ones,
we are the young ones of Sarada

We are the young ones,
we are the young ones,
we are the young ones of Sarada

Dated: 23rd October 2023

As long as I live, so long do I learn.

- Sri Ramakrishna

We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.

Education is not the amount of information that is put into your brain and runs riot there, undigested, all your life. We must have life-building, man-making, character-making, assimilation of ideas.

If you have assimilated five ideas and made them your life and character, you have more education than any man who has got by heart a whole library.

- Swami Vivekananda

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