



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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Part 1 – 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 continue to strengthen our teachers' expertise, the effectiveness of our curriculum and pedagogy apart from continuous upgrading of the hardware part of the kindergarten to ensure that our children are in the best possible environment to learn and grow.

Our vision is ***Nurturing Life-Long Learners.***

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 introduces you to our culture and details of administrative matters. Please read this booklet carefully.

Swami Satyalokananda
Manager

Philosophy

Sarada Kindergarten believe in building a strong foundation of self-confidence, independence, and a passion for learning in addition to moral values such as love, respect, courtesy and kindness in every child.

Vision

-Nurturing life long learners-

Mission

- To prepare our children intellectually to meet the challenges ahead.
- To instil in them a sense of pride in their socio-cultural heritage and their identity as Singaporeans.
- To provide them with a moral framework to guide them in their daily living.
- To nurture them with confidence to always achieve their best.

Core Values

Honesty	Kindness
Respect	Love

Objectives

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

Kindergarten Hours

8.30am to 11.30am (1st Session)

11.50am to 3.00pm (2nd Session)

Snack Time (children will have one daily snack)

All children will be served a vegetarian snack free of charge. Due to dietary restrictions, a child may bring food from home, however, this has to be vegetarian.

AM Session – 20 minutes

PM Session – 30 minutes

Teacher-Child Ratio

Nursery	- 2:20
K1	- 1:20 or 2:25
K2	- 1:25

Feedback on children's progress

Children's progress and development are continuously monitored through:

Individual Portfolio: which is a collection of items (i.e. children's work samples, photos, etc.) that reveal the different aspects of children's growth and development.

Observation notes/Anecdotal Records: are notes that teachers make through their observations of children's behaviour and relate these to developmental checklists.

Based upon the above, portfolios are uploaded on our portal. Teachers discuss children's development with their parents via telephone conversations and parent-teachers meetings. Where necessary, with the consent of parents, the assistance of the Wings Counselling Centre will be requested.

Communication

All parents are required to maintain **one** valid/default email. Circulars and correspondences will be uploaded on our portal (portal.sarada.edu.sg/login). When new information is uploaded (including portfolios/evaluations) you will receive an email alert.

All parents have to use their child's registration ID and create their unique password in order to access the portal. You will only be required to activate this once. This can be done when your child starts school. This access will cease when the child graduates or leaves Sarada.

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 seminars on topics of interest to parents.
- Encourage parents to volunteer during Fieldtrips, Sports Day, Children's Day, Talk on Occupations, etc. (*if the situation permits*)
- Parent-Child Projects
- TAPAS (Teachers and Parents Association of Sarada) was formed as a vehicle for parental involvement in Sarada.

CONSENT

Parents are requested to grant consent to the following:

- 1) Permission for your child to be observed, photographed and/or videoed by Sarada Kindergarten teachers and student teachers for training purposes.
- 2) Permission for your child's photography and artworks to be displayed in Sarada Kindergarten's portfolio work, newsletter, in-house training materials and publicity materials. This includes materials placed on our website.
- 3) Authorize your 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).
- 4) In the event of a medical emergency Sarada Kindergarten is authorized to bring your child to the nearest hospital or any other medical facility as deemed appropriate by Sarada.
- 5) If I move house and no seat is available in the class (due to a change of session) or a seat on the bus (due to full capacity), the

school will not be able to accommodate my child and I have to make alternative arrangements for schooling or transportation.

Staff

Our teaching staffs are trained and experienced in pre-school education and are registered with ECDA (Early Childhood Development Agency). Policies are in place to cater for the interests and welfare of teachers. Some of these include:

- professional development through courses, workshops, seminars and other professional activities.
- staff involvement in decision making.
- regular feedback on individual performance.
- dedicated time for staff sharing of good practices and self expression.
- opportunities for team building and development of comradeship.
- induction programme conducted for new staff.

Teaching staff continuously evaluate and review our pedagogy and curriculum to be in line with changing trends and the needs of society.

Tokens of Appreciation

Our teachers and staff are allowed to receive tokens of appreciation in the form of cards and flowers only.

Part 2 – Curriculum and Pedagogy

Our curriculum and pedagogy endeavours to nurture children to be confident, independent and self-directed learners who have good moral values.

Our pedagogical approach is the **Child-Centred-Approach** that focuses on the child as an active learner and is designed to cater for:

- Children's interest areas
- Engaging all their senses
- Extending their knowledge and skill
- Hands-on activities
- Fun

The day to day learning is ***integrated*** across six learning domains (Physical etc.) 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 Activities that promote holistic development

1. Field trips

- promote peer interaction
- relate what children learn to their environment
- broaden general knowledge

2. Festival Celebrations

- expose the 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. Annual Graduation Concert / Stage Performance

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

Part 3 – Administration

When your child is admitted into Sarada Kindergarten, parents are to provide a copy of the up-to-date 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.

If you move house, your move may necessitate a change in your child's session and/or bus. If a seat in either of them is NOT available, Sarada Kindergarten will NOT be able to accommodate your child.

Choice of Mother Tongue

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

Text 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.

Sarada Kindergarten shall ensure the principles of fair practice among the bus operators and the number of children in the buses is within the limits of the individual vehicles.

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

The child must be sent and picked-up at the stipulated timing by an adult. Parents/Adults with 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

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 11.00am for the am session and before 2.30pm for the pm session. If any other person other than yourself is picking up the child please provide us with his/her name, relationship, 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 nametag, as it facilitates the boarding of the school bus and student identification. The replacement cost of each name tag is \$2.00 (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 of the children twice a day; 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, the 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 and seek medical attention if your child has contracted a communicable disease, such as hand-foot-mouth disease (HFMD), mumps, rubella, chicken pox, measles or stomach flu. 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 or with a doctor's clearance certificate.

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.

Current Enrolment

Notice Period

1 term

Less than 1 term

Contra or Refund Policy

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

No refund of deposit

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 PRIOR to 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.

Part 4 - 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 date of notice of withdrawal or after the child's last day in the Kindergarten, whichever is earlier 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.

NETS (exceptionally): in person in our office.

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.

Financial Assistance

Sarada Kindergarten grants financial assistance 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. The decision of the Committee is final and shall be conveyed to the parents via the Manager.

Dated: 1 October 2020

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

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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