



# **RAMAKRISHNA MISSION SARADA KINDERGARTEN**

## **STUDENT HANDBOOK**

*A Thinking and Caring Community Rooted in Values*

## **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!

**RAMAKRISHNA MISSION  
SARADA KINDERGARTEN**

<b>Index</b>	<b>Page</b>
<b>Part 1 – General</b>	
Introduction	5
Philosophy	6
Mission Statement	6
Core Values	6
Objectives	6
Kindergarten Hours	6
Snack Time	6
Teacher/Student Ratio	7
Feedback on Children’s Progress	7
Communication	7
Building Partnership with Parents	7
Consent	8
Staff	9
Tokens of Appreciation	9
<b>Part 2 - Pedagogy and Curriculum</b>	
Child-Centred Approach	9
<b>Part 3 - Administration</b>	
Change of Address and Contact Number	11
Choice of Mother Tongue	11
Text Books/Readers	11
Stationery Items	11
Weekend Readers	11
Bus Transport	12
Punctuality	12
Insurance	12
Dress Code	13
Health, Illnesses & Emergencies	13
Holding of Enrolment	14
Transfers	14
Notice of Withdrawals	14
New Enrolment	14

## **Part 4 - Finance**

Registration Fee	15
Deposit	15
Refund of Deposit	16
Fee Structure	16
Payment Schedule	16
Late Payment Penalty	16
Mode of Payment	17
Baby Bonus (CDA)	17
Donations	17
Financial Assistance	17

## **Part 1 – General**

## **Introduction**

Welcome to the Ramakrishna Mission Sarada Kindergarten!

Our doors were opened on 4<sup>th</sup> 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.

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

## **Vision**

- A thinking and caring community rooted in values-

## **Mission Statement**

- 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:**

Respect

Kindness

Honesty

## **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 (1<sup>st</sup> Session)

11.50am to 3.00pm (2<sup>nd</sup> 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 artefacts (i.e. learning stories, children's work samples, photos, etc.) that reveal the different aspects of children's growth and development.

Evaluations/Progress Cards: is an assessment of children's learning by terms and semesters

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](http://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.

We also have a Class DOJO app for parents to receive regular updates of class activities and to message class teachers.

## **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. This includes local and international academia.
- 2) Permission for your child's photograph and artworks to be displayed in Sarada Kindergarten's portfolio work, in-house training materials and publicity materials and flash drives for sale within Sarada. This includes materials placed in our website and Facebook.
- 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 via SKG Portal).
- 4) If you 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 your child and you have to make alternative arrangements for schooling or transportation.
- 5) You further fully appreciate and understand that Sarada Kindergarten is a mainstream kindergarten that endeavors to



be inclusive. However, in the event that Sarada Kindergarten determines, in the best interest of your child and/or the other children in the school, that it would NOT be conducive for your child to continue as a student in Sarada Kindergarten, you and your spouse agree to attend any counselling sessions, and ultimately work towards alternate schooling for your child.

- 6) You consent that 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.

### **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 (reviewing of curriculum & pedagogy, centre-wide practices and initiatives).

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 (Language & Literacy, Numeracy, Discovery of the World 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. 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

### **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 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**

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 school badge, as it facilitates the boarding of the school bus and student identification. The replacement cost of each school badge 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; 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 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.

## **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](http://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.

## **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: 15<sup>th</sup> October 2022

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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