

# Yayasan Pendidikan Mutiara Bunga Bangsa Jayakarta Montessori School

## I. Philosophy

### *Whereas Jayakarta Montessori School believes:*

- That a child learns best when he has a positive self-image and when he is accepted as an individual with his own strengths, weaknesses, and potentials.
- That learning is maximized when a child is provided with repeated opportunities to discover, explore, be challenged, think, and reason through direct experiences;
- That if given diverse choices, a child will develop independence, self-confidence, self-discipline, and a sense of responsibility.
- That a rich environment stimulates and accommodates a child's total development, individual needs and interests.

## II. General Background

*Jayakarta Montessori School* is a private school located in Jakarta, Indonesia. *Jayakarta Montessori School* was licensed by the Indonesian Ministry of Education and Culture to provide a comprehensive and enriched program of education for Indonesian and expatriate children.

As a natural continuation of the development of the Srikandi Montessori International School, founded in 1981 by Gloria Kalff Thio, the *Jayakarta Montessori School* continues to provide quality education to its students. Since its inception, the program has grown to meet the educational needs of the children, both Indonesian and expatriate, from ages 18 months to 12 depending on their ability.

The idea of a Montessori Elementary School arose from the expressed need for a continuing program based on the Montessori concept for children over the age of six. With the adoption and implementation of the national curriculum, older children have the opportunity to benefit from this system of education regardless of nationality, religion or race.

The school provides instruction at pre-school and elementary levels. Its faculty members are fully certified Indonesian and expatriate teachers with an average of well over 12 years of successful teaching here and abroad.

The school is equipped with specially designed Montessori apparatus and materials from the Netherlands, the center of Montessori education. The student body at pre-school and elementary levels is comprised of Indonesian and expatriate students of several nationalities, making the social environment culturally rich and stimulating.

### **III. Curriculum**

#### **Early Childhood**

The Montessori preschool is made up of children of mixed ages, ranging from two, three and four year-olds. The mixed age grouping of children corresponds to Maria Montessori's theory of child development. In the multi-age setting, the children learn *from* each other, and they learn *because* of each other. Younger children get a chance to look ahead and see what is coming next by watching the older children. Older children have the opportunity to reinforce their knowledge by sharing with the younger children.

Because of their constant interaction, the children learn to take responsibility for themselves and for each other. They also learn to get along with children of different ages and abilities, to respect each other's work space, and to treat each other with courtesy. They learn to excuse themselves, to greet each other, and to phrase requests politely. They also take an active role in maintaining their classroom by, among other things, putting materials away in their proper place, ready for the next child to use. In short, the classroom becomes a thriving community where children are treated with respect and dignity and want to treat others with the same respect and dignity.

In addition to being a child-centered community, the Montessori preschool is also a "prepared environment". It is Maria Montessori's concept that the environment can be designed to facilitate maximum independent learning and exploration by the child.

The Montessori preschool classroom emphasizes spoken language as the foundation for all linguistic expression. Throughout the entire Montessori environment, the child hears and uses precise vocabulary for all the activities, learning the names of textures, geometric shapes, composers, plants, mathematical operations, and so on. In addition, certain materials in the language area are particularly supportive of spoken language.

#### **Kindergarten**

The program is developmental, and it prepares the children for a smooth transition to elementary. It includes the enhancement of basic skills including fine and gross motor skills, creative thinking, reading readiness, number awareness, computation, and behavioural development.

#### **Elementary**

The elementary objectives are different from the preschool. The child is directed towards abstraction, away from the pedagogical materials. The mature imagination of the six-year-old embraces larger ideas, which go beyond the immediate environment. The curriculum is interdisciplinary, allowing science, social studies, the arts, language, and math to converge in studies guided by the child's own questions. Emphasis is placed on the connections between the different areas of study, not on the mere presentation of detail.

A complete Montessori education provides the child with an integrated, individualized, and academically challenging program that meets his changing developmental needs from year to year. Computer science, offered as a course, is also used as an integral tool to help enhance skills across the curriculum. The curriculum is enriched with Mandarin lessons, physical education, art, music, and co-curricular activities.

The low pupil-teacher ratio allows for the careful monitoring of the student's needs and potentials through individualized guidance following the Montessori philosophy.

#### **IV. General Policies and Procedures** (Listed Alphabetically)

##### **Absences and Tardiness**

Absence from school **may be excused** for the following reasons:

1. The student's illness,
2. a medical, dental, or immigration appointment;
3. Severe illness or death in the student's family.

In any of the above cases, it is mandatory that:

- a. the parent/guardian informs the office in the morning by means of a letter or a phone call before school starts, or
- b. an excuse slip signed by the parent/guardian or physician is presented by the student to the classroom teacher upon his/her return.

In cases of excused absences, the student may decide to do make-up work within a reasonable period of time, with the teacher's assistance. **(see Make-up Homework, p.9)**

##### **Extended holidays are considered unexcused absences.**

In cases of unexcused absences, the student will be required to do make-up work without the teacher's assistance. He/she may execute this at home or during completion time **(See Completion Time, p.6)** at the teacher's discretion. In cases where this is known in advance, extra work may be requested from the teacher during an extended period of absence in order to keep up with the class.

**Tardiness** means arriving after the commencement time of a regular school day.

In case of tardiness, the student must report directly to his homeroom teacher. Habitual tardiness affects the classroom performance of a student and eventually reflects on his/her grades. Make-up work will not be the responsibility of the teacher.

##### **Attendance**

Students are required to attend classes everyday of the school year unless excused for specific reasons. **(See Absences and Tardiness, p.3)**

##### **Academic Year and the School Day**

Preschool to Grade school classes start in the **middle of August.**

The School Year is administratively divided into two semesters: August to December and January to June. It consists of three academic trimesters ending in October, February and June.

The School Day for grades 1-6 begins at 7:30am and ends at 2:00pm. Prep-1 classes begin at 7:30am and ends at 1:00pm. At the pre-school level, school begins at 8:00am and ends at 12:00pm.

## Admission Policy

### For Indonesian students:

All Indonesian student applicants must present their birth certificate. If the student is applying for grade school, he/she must also present his/her latest school transcript. The birth certificate and/or the transcript must be attached to the Student Application form.

### For non-Indonesian students:

All non-national student applications must have valid semi-permanent stay permits for Indonesia. Those who carry visitor or tourist visas cannot be enrolled. Original passports and KITAS cards of both prospective student and the student's father must be presented and a photocopy of these submitted to the office at the time of application. (**Note:** Whenever the stay permits are renewed, they must be presented again and a photocopy submitted).

## Admission Procedures for New Students (All Levels)

### A. Prior to assessment, Jayakarta Montessori School requires:

1. The completion of:
  - a. Parent Statement
  - b. Student ApplicationThis must be attached with the following documents:
  - aa. latest school transcripts (Grade School students only)
  - bb. Birth certificate (Indonesian Nationals only)

*For non-Indonesian students, the passports and KITAS cards of both the prospective student and the father must be shown and a photocopy of both must be attached to the application form at the time of application.*

2. The submission of all of the above,
3. The payment of the assessment fee.

### B. Assessment procedure

After Section A above is complied with,

1. An appointment will be set for the student to attend one full day's observation and evaluation;
2. After the assessment, the parent may have an informal conference with the teacher who conducted the assessment. This will give the parents an indication of the student's performance in the assessment, but not necessarily his/her final placement.

### C. Enrolment Procedure

- A. After section B above is complied with, the parents will receive:
  - a. **Reservation and Tuition Agreement/Acknowledgement of Receipt of Parent Handbook** (signed and submitted to the administration);
  - b. **Tuition Invoice**;
  - c. **Directives on Modes of Tuition Payment** (for reference);
  - d. Copy of the **Parent Handbook** (to be read and kept for future reference);
  - e. **Waiver Statement** (to be read, signed, and submitted to the administration);
  - f. **Release Form** (to be read, signed, and submitted to the administration);

- g. **Student's Medical Questionnaire and Emergency Card** (to be filled up and submitted to the administration);
  - h. Sketch/specifications of school uniform.
- B. Four ID pictures (3x4) placed in a labelled envelope and have to be submitted.
- C. Tuition fee is then paid.
- The child is officially enrolled and is welcomed to the family of Jayakarta Montessori School.

#### **D. Semester Payment**

Tuition paid by semester will include the **supplementary fee** (please see the **Tuition Fee** structure for the appropriate academic year) paid in full, with the **tuition fee** paid in half for the first semester (August – December). For the second semester, (January – June) only the remaining second half of the tuition fee is to be paid.

#### **Birthday Parties**

*Jayakarta Montessori School* strictly prohibits the celebration of birthdays or the distribution of birthday give-aways in school. The teachers will be glad to facilitate the passing out of invitations to the children for a party outside of the school. Elaborate birthday cakes are also not allowed, however you may distribute simple cupcakes on the day for your child's classmates to eat during snack time. Please inform your child's teacher ahead of time in order for us to prepare snack for this occasion, and avoid cupcakes with too much artificial colouring.

#### **Change of Address and/or Telephone Number**

The school should be advised immediately in writing of any change of address or telephone number/s so that the school can update the child's emergency card (**see Emergency Health Cards p.7**).

#### **Chewing Gum**

Chewing gum is not a healthy or an environmentally sound practice. Chewing gum is banned within the premises of *Jayakarta Montessori School*.

#### **Communications**

Parents who have any concerns about their child's progress or behaviour at school should communicate directly with the teacher concerned. Before the parents see the teacher however, an appointment should first be arranged (**See Office Hours p. 11**). If, after talking with the teacher, parents feel that further discussion or action is necessary, they should feel free to contact the head teacher to discuss the matter.

#### **A. Parent Conferences**

Parent Conferences are an integral part of the reporting system of grades and performance. They are held in conjunction with the presentation of the progress report for the first two trimesters (ending in October and February). Progress reports are sent home prior to the personal conference.

Conference appointments with parents are scheduled. Should a parent be unable to meet with the teachers on the scheduled date and time, they should make arrangements with the teachers for a meeting after the regular conference days.

In addition to the two scheduled parent conferences, parents are welcome to discuss their child's progress with teachers at any time. However, an appointment must be made in order to establish the best time possible when the teachers are free of other responsibilities.

## **B. Telephone**

Students have access to incoming and outgoing calls only in emergency cases. During school hours, the school will only receive messages for teachers or students. Neither will be called to the phone, as it is disruptive to classes.

Parents are requested to call their child/ren's teacher before 7:30am or after 3:00pm. Teachers have duties to perform and children to watch. Between 7:30am and 3:00pm, your message will be received by an answering party and passed on in writing to the teacher concerned. Between 3:00pm and 4:00pm however, your phone call will be answered and return-calls made. Parents are requested to refrain from calling the teachers at home since they too, have personal family duties to attend. Furthermore, teachers need to turn in early to be at school by 6:30 or 7:00am.

## **Completion Time**

If homework (both for English and National Programs) is not accomplished or is incomplete, the student will have to do it during recess after lunch. If he/she is unable to finish the work during lunch recess, he/she will continue with the work either during computer, art, or P.E. class. (This will be referred to as **Completion Time**). Completion time ends when the student submits his/her finished work to the teacher concerned. Please note that the students will not be detained after school hours.

## **Computer**

Students will participate in computer studies each week. Appropriate behaviour in the computer lab is expected and will be strictly enforced. Under no circumstances are CD's to be brought home, or brought to school without prior permission. In addition, no programs/CD-ROMs of the school may be copied without the specific approval of the administrator.

Eating and drinking are strictly prohibited in the computer lab.

## **Dismissal Safety**

During dismissal time:

- a. Students must remain at the loading zone to be picked up or be escorted to the car by an adult;
- b. The student's name-card which will be provided by the school must be placed on the dashboard where it can readily be seen by the staff (**See Pick-up Cards p.12**)
- c. The driver must remain in the vehicle in order to avoid accidents brought about by the unattended vehicles. Furthermore, should emergencies arise; waiting vehicles can easily be moved to give way to incoming/outgoing cars.
- d. Parents and/or drivers who pick up the child must strictly observe the pick-up procedures of queuing up until the loading zone. This rule is applicable to both private and public vehicles such as taxis and *bajajs*.
- e. The school expects that you pick up your child on time. The school shall be responsible for your child only up to 30 minutes after dismissal time.
- f. Should there be changes in your child's regular pick-up arrangements; the school should always be notified by means of a **written note or phone call** from the parents brought by the child.

## **Emergency Health Cards**

Annually, parents are required to complete an Emergency Health Card to which the school can refer in case of the child's sudden illness or in case of an emergency. The Emergency Health Card shall be filled

up by the parent/s annually at the start of the school year or upon the student's enrolment. It should contain a complete listing of:

- a. Contact telephone numbers of both parents;
- b. An emergency third party's telephone number (in case either parent cannot be reached),
- c. Any information regarding unusual health situations (such as allergies, maintenance medications, etc.)

In case of an emergency, your child will be taken to the AEA. You will be notified of the situation.

### **Escorting Children to the Classroom**

Parents and servants of Prep-1 and Grade School students will not be allowed to escort the children to their classrooms. If they have more than one bag to carry upstairs, the children can bring the bags up one at a time.

### **Gifts/Gratuities**

It is the school's policy that teachers and aides are not permitted to accept any gifts or gratuities in cash or in kind. Gestures of appreciation must be limited to inexpensive tokens.

## **Grade Level Placement**

### **A. Pre-School and Kindergarten (Prep-1) Levels**

In the pre-school and kindergarten levels, placement is primarily determined by the child's social, emotional, and mental readiness.

### **B. Elementary Level**

For the elementary level, academic ability, previous schooling performance and English proficiency are the principal gauge for placement.

### **C. Accelerated Placement**

A child's placement may be reviewed and an accelerated placement may be endorsed after a period of observation and assessment by the classroom teacher/s. The teacher's assessment will include the following factors which will be given equal importance: social adjustment, psychological readiness, and academic ability. In such a case, the school will advise the parents regarding the proposed acceleration. Should the parents agree to the upgrading of the child, a fee will be levied of the difference between the tuition fees of the original placement, and that of the level to which he/she will be moved up. No acceleration however, will be recommended during the second semester.

### **D. Retention**

The school reserves the right to make retention a pre-condition to enrolment for the following school year if the teacher feels that promotion to the next grade level would be detrimental to the child. Fully aware of the various social, emotional, and psychological factors associated with retention, the administration and the teachers will advise the parents as early as the second semester on the child's difficulties in meeting the grade level expectations. His/her case will be constantly monitored and the parents will be advised accordingly.

## Grading Periods

The school year is divided into three academic trimesters ending in October, February, and June. A progress report on the child's performance is distributed to the parents at the end of each trimester. A curriculum overview of the previous trimester may be examined by the parents during the conference (**See Parent Conferences, p.5**). Under no circumstances may the overview paper be taken home.

## Guardianship

If personal or business commitments cause the parents to leave Jakarta temporarily, thus making them entrust their child to a guardian, it is necessary for the parents to notify the school. The school should be informed in advance of the following **in writing**:

- a. The guardian's full name and complete address;
- b. The guardian's telephone number/s;
- c. The calendar dates of the parents' absence;
- d. Other pertinent information regarding arrangements with the guardian which the school should know of.

The guardian should be a responsible adult who can communicate with the school if needed. This is a very important factor that will ensure the safety and well being of the child.

## Homework

### Homework Guidelines

Homework is an integral part of the education program of *Jayakarta Montessori School*. It provides the student with opportunities for independent practice, skills reinforcement, research, time management, and developing personal responsibility.

To ensure that homework assignments remain manageable, the school has developed the following guidelines for overnight work:

- |                       |                                      |
|-----------------------|--------------------------------------|
| a. For Grade 1        | - 30 minutes to an hour on homework; |
| b. For Grades 2 and 3 | - 45 minutes to an hour;             |
| c. For Grades 4 and 5 | - an hour to an hour and a half;     |
| d. For Grades 6 and 7 | - an hour and a half to two hours.   |

The time guidelines are estimates only. Occasionally, work may take the students longer or shorter than the prescribed time because total homework for any given night varies with the subject and the topic currently being studied. Furthermore, children do not work at the same pace.

It should be remembered that the Homework Guidelines are set with the average student in mind. It would be unrealistic to expect every student to spend the exact time cited in the guidelines. Furthermore, the amount of time spent doing homework should be such that a child is not deprived of family life or the opportunity of pursuing interests other than those that stem from the school.



Special homework (such as research, reports, or special projects) is assigned one to two weeks prior to submission to give the child sufficient time to accomplish this. Since the execution of special homework will take several days, the children will be given a timeline to follow. Parents are encouraged to oversee the progress of the child's work to avoid a last-minute rush.

Research involves reading and selecting relevant materials and expressing these in the student's own words. Therefore, copying long extracts should be discouraged as this defeats the purpose of research projects.

Parents will be notified of such long-range assignments.

### **Forgetting Homework Materials/Textbooks/Workbooks**

If a student is not able to do his/her homework because he/she forgot the material, textbook, or workbook, he/she can come to school very early in the morning to be able to submit his/her work on time. If the time before class is not sufficient, then the work can be completed during Completion Time. **Under no circumstances will a driver or maid be allowed to get a book or workbook a child has forgotten in school. Neither will a child be allowed to call home to have homework he/she forgot at home brought to school.**

### **Homework Log Book**

The Homework Log Book which is issued to every student in the school is designed to record all homework set by teachers. Parents are asked to sign the Homework Log Book everyday.

Parents are encouraged to write comments or short notes in the Homework Log Book.

### **Make-up Homework**

In cases of excused absences, the student may do make-up work within a reasonable period of time with the teacher's assistance. The time and manner of make-up work will be at the teacher's discretion.

In cases of unexcused absences, the student will be required to do make-up work (**See Completion Time p. 6**) without the teacher's assistance. (**See Absences and Tardiness, p. 3**)

### **Unaccomplished/Incomplete Homework (See Completion Time, p. 6)**

### **Leaving the Campus**

Students are expected to remain in the campus for the duration of the school day. Students who have a legitimate excuse to leave campus before dismissal time should present a letter from their parents which states the reason for leaving early and get the approval of the homeroom teacher.

### **Library**

The school provides for a library period during which time the students learn about the library and library procedures. Library attitudes and responsibility for the care and the return of books are established early. Following are the library rules:

1. Books must be kept in a safe place at home.
2. Books must never be put into a bag containing any food or drinks.
3. Books may not be read while eating or drinking.

4. **All** borrowed books must be returned to the teacher/librarian on the assigned day the following week.
5. In the elementary level, the students are allowed to check out up to five books each week. If they wish to keep a book longer, they may renew the book. If the student fails to return all the books that they previously borrowed, they will be allowed to borrow only as many books as they have returned.
6. Parents will be charged for any book that is lost or damaged at double the list cost of the book to cover shipping and ordering charges.
7. Two weeks before the end of each semester, the library closes for inventory taking. At the end of each trimester, report card of students with outstanding borrowed books will be withheld until the books are returned or the replacement fees are paid.

The school requests the parents to encourage the child to be responsible for and have respect for books. Replacement of books is costly. More importantly, love and care for books are habits and attitudes that should be imbibed by the children.

### **Lunch Program**

1. Purified drinking water is available at all times.
2. At Pre-K level, the school provides a light snack consisting of fresh fruits, sandwiches, and biscuits. For this reason, parents are requested **NOT** to give their children food or drinks to take to the school. Parents are requested to inform the school if a student has any food allergies or medical problems, which is diet-related.
3. At Kindergarten level, the school provides mid-morning snacks. However, they have to bring their own lunch. No refrigeration is available. If demand is met, catering services are offered to those who wish to avail of hot lunch.
4. At the elementary level, the students bring their own snacks and lunch. No refrigeration is available.
  - a. Carbonated drinks are not allowed.
  - b. Students are not allowed to share food.

### **Maids**

Maids are not allowed on campus. They may wait outside the campus to pick up students at the end of each school day. They may not enter the school grounds to assist children during break or lunch time. The school fosters independence in children and this cannot be achieved effectively in the presence of servants.

### **Marking System**

**In Pre-K level**, a report outlining the child's social, emotional and readiness skill is used to evaluate each student.

**In the Kindergarten level**, a narrative of the child's development provides a detailed evaluation of the child.

**In the Elementary level**, a letter grade is implemented. The grade scale is based upon the standard set by the school. Student grades will be based on individual performance, which includes trimesterly exams, chapter tests, quizzes, special projects, class participation, attitude, and execution of homework. A narrative report on every subject the child participates in complements the letter grades.

## **Medical Policies and Use of Medication**

*Every Jayakarta Montessori School student must have an **annual** student medical examination report on file in the school office duly completed and signed by the examining physician. This is a government requirement.*

Current Tuberculosis Tests are required annually by Indonesian law.

*Head lice are a problem indigenous to the area in which we live. It is not a reflection of hygiene habits in any way. To prevent its spread among the children however, a child suffering from this will not be admitted to school until the problem is entirely cleared. The clearance will be declared by the teacher in charge. The school stands fast on this policy.*

Any medication to be administered during the school day must be sent to the class teacher with full instructions and proper labeling. No medication will be stored at school for an extended period without the expressed approval of the administration.

In cases of highly communicable diseases (like measles, chicken pox, H-fever, etc.), the child will not be allowed to return to school without a written clearance from their attending physician.

## **Office Hours**

Office hours are from 7:30am to 4:00pm from Monday to Friday. Incoming calls will be answered during this time. Office is closed on weekends.

**Note: As teachers and administrators, we have little private and personal time when we can “escape” from school matters. Our weekends, of which we generally spend at least one day at school, are important to us as our evenings. We will highly appreciate your observance of school and office hours.**

## **Parent Conferences (See Communications p. 5)**

## **Parking**

Parking at our Kemang Campus is very limited. Drivers are requested to arrive at Kemang for pick-up of the child as close to dismissal time as possible. It is requested:

1. That drivers be instructed not to double park outside the school;
2. That drivers be instructed not to blow the car horn on campus;
3. That drivers should move at the direction of the staff at all times.

## **Passport and KITAS Requirements**

For expatriate students enrolled at Jayakarta Montessori School, the **original KITAS and passports of the father and the student** must be seen by the school. The school maintains a photocopy of the same. (See Admission Procedures, p. 4)

## Pick-up Cards

In order to make sure that our students ride in the car with the authorized driver and/or maid of the family, we issue Pick-up Cards annually to all our families. Each Pick-up card has the school logo printed on it and will bear the name of the child in large print for easy reading.

### Issuance of Pick-up Cards

1. Our Administration Officer issues two (2) cards per child.
2. The cards are issued only to the parent who signs a statement of receipt.
3. In case the cards get damaged or lost, the parents have to make a written request for new ones.

### Use of the Pick-up Card

1. The card must be placed on the right-hand corner of the dashboard of the car where it can readily be seen by our staff. It should be on display whether the driver is by himself or with a parent.
2. In case your child/ren will go home by cab or *bajaj*, the person fetching your child/ren must show the card to our staff.
3. The school will not release your child/ren **if the card displayed in your car does not bear the logo of the school**. Your driver has to make sure the card is with him. He cannot resort to making a card by himself simply because he is negligent.

## Promotion

*Jayakarta Montessori School* considers the completion of each grade level as an important milestone in the child's development.

## Re-enrollment

At the completion of the second trimester (February), families of *Jayakarta Montessori* students will receive information pertinent to re-enrollment for the next academic year. Priority of placement is given to returning students and their place is secured until May 1. After this date, vacancies will be offered to new students. Students who have not complied with the re-enrollment procedures will be treated as new enrollees. They will be required to pay the application fee if they wish to re-enroll. **There will be no exceptions in this case.**

## Refund/Withdrawal Policy

School expenses are incurred on an annual basis and therefore most schools take the position that no refunds of charges paid can be made. The same applies to cancellations of unpaid obligations.

- a. Supplementary fees are not transferable under any circumstances.
- b. Tuition fees for the **first semester** (July through December) are **not refundable** under any circumstances. This also applies to the cancellation of the child's enrollment;
- c. A full refund of the **second semester** (January through June) will only be given when the written notification of withdrawal is submitted and is duly received by the school **before November 15**. No refunds will be issued after this under any circumstances.

- d. Refunds are not given for students who are absent for any reason during any part of the school year.

### **Release Statement**

The school cooperates with local colleges and universities in the training of teachers and other professionals. There are occasions when, as a requirement of their course of study, they request that some of our students be interviewed and/or observed. Similarly, representatives of media occasionally report on and photograph/videotape our students while at work. In this regards, parents are made to sign a Release Statement permitting their child to be involved with such activities at the discretion of the school.

### **Response Slips**

Response slips are required when urgent and important notices are sent to parents. Response slips should be signed by either or both parents and returned to the classroom teacher to make sure that the parents have received and read the memorandum.

### **School Discipline and Student Regulation**

Certain rules or laws in everyday life are imposed so that an individual does not interfere with the rights of others, and that activities run more smoothly. *Jayakarta Montessori School* has set rules designed to help each student to get the most from the school. These are explained and discussed with the students at the beginning of every school year.

### **School Dress Code**

It is the philosophy of *Jayakarta Montessori* that a student's appearance affects in part his attitude within the learning environment. School is the student's responsibility or job, and he should dress appropriately for this task.

#### **Pre-School and Kindergarten Levels**

1. Prescribed school uniform;
2. Footwear: clean shoes with rubber soles (tied up); no rubber sandals or thongs;
3. No jewelry is permitted;
4. A complete set of spare uniform must be brought in with the child everyday in case the child may need an emergency change of apparel. However, the same is taken home at the end of each day.

#### **Elementary Level**

##### **Boys' Dress Code:**

1. Prescribed school uniform;
2. Footwear: clean shoes (tied up) no rubber sandals or thongs;
3. Hair: Hair should be of one color; no bizarre cuts or long hair will be tolerated;

##### **Girls' Dress Code:**

1. Prescribed school uniform;

2. Footwear: clean shoes (tied up); no high-heels, rubber sandals or thongs;
3. Hair: No punk or otherwise bizarre hair-dos are acceptable. Girls with long hair are advised to tie their hair.
4. Jewelry: Jewelry should be modest and subdued;
5. Cosmetics: make-ups and nail polish are forbidden.

## **School Trips**

Field trips are considered an essential part of our curriculum. Each field trip will have sound academic or social goals (and direct relevance to the class curriculum).

## **Expenses**

Upon collection of the school trip fee and entry fees (where applicable), the children will be welcome to board the transportation chartered by the school. Drinks will be provided on all daytime field trips. Optional expenses, such as souvenirs, however, will not be covered by the school.

## **Geographical Limits**

As a rule, pre-school through grade three field trips are limited to the general Jakarta area, including Bogor Botanical Gardens and Taman Safari. Grades four through seven field trips will be limited to the general area of West Java. Overnight field trips may be undertaken by specific grade level teachers. In this case, trips will not exceed three school days.

## **Participation**

All students are encouraged to participate in field trips organized by teachers or the school. Students who are not participating in a field trip will be required to attend school where assigned work will be completed under supervision.

## **Permission Forms**

Details of the field trip, including its goals and its justification, will be sent by letter to all parents by the sponsoring teacher/s. The letter will include a form to be completed and returned by the parent. No child will be allowed to participate in a field trip unless a signed permission slip is received by the school.

## **School Liability**

The school will not be held responsible for any unforeseen mishaps or accidents that may occur during the trip.

## **Sickness/Accidents**

Students who are not feeling well should not be sent to school. An ill student will have difficulty coping with the work and maintaining the necessary concentration throughout the school day, oftentimes causing disturbance to the class. Please allow sufficient recovery time before allowing your child to return to school.

If a child falls ill during the course of the school day, the parent will be contacted immediately; hence the value and importance of the Emergency Health Card. **(See Emergency Health Card, p. 7) It is expected that parents will have medical insurance for their children for both accident and illness. The school has no liability insurance for major or minor accidents.**

## **Swimming**

Swimming is a part of the *Jayakarta Montessori School* physical education curriculum for elementary grades. All students are expected to participate in this program. Students who should not swim due to illness must bring a note from a parent explaining the reason for the child not swimming. Students who miss two consecutive lessons must bring a doctor's note if they are to miss a third session. If parents do not wish their child to swim throughout the year, they should meet with administration to discuss their special needs.

On swimming days, each student must bring appropriate swim wear and a towel, both clearly labeled with the child's name.

## **Telephone (See Communications, Telephone p. 6)**

## **Testing Grade School Department**

Regular chapter tests and short quizzes are scheduled for each subject as these provide a systematic review and evaluation of learning of the material covered. Exams are given at the end of every trimester on all subjects, except social studies, computer, art, music and P.E.

## **Textbooks and Supplies**

Textbooks are provided to students for use during the school year. Students are responsible for each textbook on loan and must pay for damaged or lost books. No report card or transcript will be released if money is owed for a book.

Textbooks and course-related materials will not be loaned to students or parents over vacation periods.

For the pre-school and kindergarten levels, all materials are provided by the school.

For the elementary level, the school provides notebooks, a homework log book, and a reading log book. All other supplies (e.g. ruler, pencils, glue, scissors, crayons, etc.) shall be the parent's responsibility.

## **Valuables at School**

The school will not be responsible for money, jewelry, or other valuables brought by the child to school.

## **Waiver of Liability Statement**

The administration, faculty, and staff of *Jayakarta Montessori School* take utmost precaution to prevent accidents beyond the school's control that may cause physical injury to any child under its care. However, unforeseen accidents may occur while a child is within the premises of the campus. As such, parents are made to sign a **Waiver of Liability Statement** that the school is not liable for any accidents.

## **Withdrawal from Jayakarta Montessori School**

Students leaving the school should inform the office as soon as they know when they will withdraw (See **Refund/Withdrawal Policy p. 13**) Early notification will enable the office to prepare the necessary leaving documents. Before the leaving documents can be released, a withdrawal clearance form listing checks on library books, textbooks, outstanding fees, and forwarding addresses must be completed.

Students who withdraw three weeks or earlier before the official closing date of the school will receive their Progress Reports by mail.