

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 16 months to 6 years, depending on their ability.

Currently, the school provides instruction at Toddler and pre-school levels. Its faculty members are fully certified Indonesian teachers with an average of 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.

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.
4. Family travelling abroad or out of town.

In any of the above cases, it is mandatory that the parent/guardian informs the office in the morning or prior by means of a phone call or message before school starts.

Attendance

Students are required to attend classes everyday of the school year unless excused for specific reasons.

Academic Year and the School Day

Preschool 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 all Toddler / Preschool levels is 08.00am to 12.00pm. Prep-1 classes begin at 08.00 am and end at 1:00pm.

Admission Policy

For Indonesian students:

All Indonesian student applicants must present their birth certificate, KTP and KK of both parents. These must be attached to the Student Application, Parent and Student Details forms.

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. Photos or copies of passports and KITAS of both prospective student and the student's parents must be presented at the time of application. (**Note:** Whenever the stay permits are renewed, they must be presented again).

Admission Procedures for New Students (All Levels)

A. Prior to admission, Jayakarta Montessori School requires:

1. The completion of:
 - a. Admission Form
 - b. Student Details Form
 - c. Parent Details Form

This must be attached with the following documents:

- 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 tuition fee

B. Assessment procedure

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.
3. If proceeding with enrolment, all forms and requirements from Section A must be complied with.

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. **Waiver Statement** (to be read, signed, and submitted to the administration);
 - d. **Social Media consent form** (to be read, signed, and submitted to the administration);
 - e. **Student's Medical Questionnaire and Emergency Card** (to be filled up and submitted to the administration);
- B. 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 distribution of birthday cake at school. The teachers will be glad to facilitate the passing out of invitations to the children for a party outside of the school, or to have the parents attend during snack time on the day for photo taking with friends. You may also distribute simple cupcakes or goodie bags on the day for your child's classmates to bring home at dismissal. Please inform your child's teacher ahead of time in order for us to prepare 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.6**).

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.

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.9**)
- 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.

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, and prior notification given to administration.

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. The birthday cut off dates for each level are as follows:

ORANGE Group (Toddler): 16 months – 3 years old, or turning 2 by **October** of starting academic year.

(Children can start at any time during the academic year, provided they are younger than 3 by October)

GREEN Group (Preschool 1): 3 years – 4 years old, or turning 3 by **October** of starting academic year

RED Group (Preschool 2): 4 years – 5 years old, or turning 4 by **October** of starting academic year

Prep-1: 5 years to 6 years old, or turning 5 by **October** of starting year

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.

B. 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 November, 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.

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 Preschool level, the students are allowed to check out up to 3 books each week, 4 books for the Kindergarten/Prep-1 level. 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. 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.
 - 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 breaks. 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.

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.

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 parents 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, parents must 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 be readily 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. One cannot resort to making a non-legitimate card due to negligence.

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.

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. Comfortable casual wear;
2. Footwear: clean shoes with rubber soles (fastened); no rubber sandals or thongs;
3. No jewelry is permitted;
4. A complete set of spare clothes 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.

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.

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.**

Telephone (See Communications, Telephone p. 6)

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.

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.