

Early Learning Years & Primary

FAMILY HANDBOOK

2024-2025



STELLA MUNDI
BRIGHT KIDS BRIGHT FUTURE





STELLA MUNDI
BRIGHT KIDS BRIGHT FUTURE

I/We have read and understood the Family Handbook. I/We agree to accept and adhere to the rules, policies, procedures, mission and other requirements of the School as noted in the Family Handbook and other school notices.

Mother

Father

Date

WELCOME TO SEKOLAH STELLA MUNDI.

Thank you for allowing us to spend our days with your children. We seek to inspire a passion for excellence and to nurture curiosity, creativity and imagination.

Our goal is not only to give students knowledge, but to prepare them with critical thinking and leadership skills needed to succeed in the ever-evolving work force of tomorrow. But more importantly, they are filled with self-confidence and doing things that are important to them, while being mindful of their responsibility to protect the environment and to have compassion for others less fortunate.

We know that this goes beyond the scope of traditional education, but then, Sekolah Stella Mundi is a rather unusual school. We are a progressive school, meaning we use research-based best practice methods in teaching your child above the mastery of academic standards. We want our children to learn that school can be a wonderful and fun experience. By providing opportunities for the children to experience meaningful learning, we are setting the stage for future success.

We also believe that your child's success in school is related to our partnership with you, the parent. We strive for open lines of communication and invite you to ask any questions at any time. We also hope you will join us at many informative events designed to help our children through their many developmental stages.

This handbook is an informational resource that is intended to guide you through your child's educational journey at Sekolah Stella Mundi. Please read this handbook carefully and feel free to ask us about anything that you do not fully understand.

We hope you and your child enjoy your time with us.

Warmest regards,



Sabrina Tumewu, LLB, B.A, PGCertPT.

Ketua Yayasan Stella Mundi Indonesia



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ABOUT SEKOLAH STELLA MUNDI

OUR MISSION

To nurture and develop curiosity and wonder in the modern child for lifelong learning and creative thinking in a changing global environment.

To support our mission, our work here will be guided by these principles:

- Acknowledge and treat children as unique individuals;
- Create a safe, welcoming and stimulating learning environment to encourage thoughtful play and strong academic rigour;
- Promote secure attachments and warm trusting relationships and interactions;
- Seek to strengthen resilience, critical thinking and informed risk taking;
- Promote communication and problem solving skills, together with social learning and awareness, and a capacity to express and acknowledge feelings.

Working in partnership with parents and families we will:

- Acknowledge the extensive and varied growth and development that has occurred in the home;
- Share knowledge and promote confident parenting;
- Seek to develop and maintain positive relationships based on trust and mutual respect, two-way communication and participation in service decision-making;
- Respect and value the individual backgrounds and unique culture and customs of families;
- Building genuine reciprocal relationships between children, families, staff and educators that are strengthened and sustained over time.

As a community of learners we:

- Develop a caring, trusting and sharing climate that supports and stimulates self-initiated learning;
- Document children's experiences, and share these with children, parents and colleagues;
- Value and promote sharing of information and expertise between parents, staff and educators;
- Reflect on our practice, commit to continuous quality improvement, and support each other's ongoing professional and personal development.

With regard to our wider community we:

- Connect children and families with each other and local child and family support services;

- Be an advocate for high quality early childhood and primary education, and share our expertise with the field;
- Welcome members from the community as valuable co-contributors to a rich and vibrant shared experience;
- Seek to inform and influence government decision-making;
- Promote the value and contribution of our services within the community.

OUR VALUES

We believe the best way to work with you and your child is by building a mutually trusting and caring partnership. To do this we want you to feel you are given plenty of information about what is happening and you are asked for your views.

At our School we are guided by four core values: **respect, caring, collaboration** and **support**. We strive to ensure these values are upheld with every action we perform. Families and the school community are also asked to adopt these values through their interactions within and outside of the School.

CODE OF CONDUCT

We aim to stimulate and develop the learning abilities of young children as well as support their physical, emotional and social development, so they can reach their full potential.

As stated, our core values are respect, caring, collaboration and support. The behavior of our staff, the children, families and any others who contribute in any way to the educational program are guided by these values.

To show **respect**, we will:

- Respect the dignity and rights of each child, family member and member of staff;
- Encourage respect for the environment through our own behaviour and our education program;
- Model and encourage acceptance of the individuality of each child and family and their cultural and social backgrounds and beliefs.

To demonstrate **caring**, we will:

- Build an environment where children, families and staff know and care about each other;
- Utilise a guidance approach to behaviour teaching and management, with consistent expectations and consequences supporting the behaviour choices children make;
- Use language that demonstrates friendliness, kindness and courtesy.

To engage in **collaboration**, we will:

- Facilitate open and honest communication and trust between staff, children and families;

- Encourage families to participate in all aspects of children's learning;
- Involve the child in planning activities and other decisions that involve them.

To provide **support**, we will:

- Endeavour to foster high self-esteem in each individual child by understanding and valuing their thoughts and achievements;
- Facilitate relationships between staff and families based on trust and cooperation;
- Ensure that staff and families engage constructively and supportively for the child's benefit if a problem is suspected or identified.



Java

Ice Cream
Fan

like to eat

The Slobber

sew.

Writers W

CURRICULUM, PROGRAMS AND TEACHING PEDAGOGY

CURRICULUM—EARLY LEARNING CENTRE

Our curriculum is primarily adapted from the Australian Early Years Learning Framework and Cambridge. We have divided this framework into three key components to suit the specific needs in Bali: the child, the community and the environment. The following are the main objectives:

Children have a strong sense of identity

Children are connected with and contribute to their world

Children have a strong sense of wellbeing

Children are confident and involved learners

Children are effective communicators

Our teaching methodology for the early years is play-based, which as research proves, is the most effective way of educating the very young learners. It uses the interests of the child and their natural inclination to play as the basis for more meaningful, educational interactions. Through the use of a number of play centres both in and outside of the classroom, alongside monthly, thematic and educator-led activities our early learning program beautifully combines theory with practical applications that help your child to develop best.

If your child's educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g., speech therapist. It is always your decision to follow this up. Educators are always willing to discuss any aspect of development with parents.

CURRICULUM — PRIMARY

Preparing your child for the challenges of tomorrow is what a good primary education should provide. At Sekolah Stella Mundi Primary we have created a curriculum that we believe will help each and every student become confident, independent learners capable of handling the rigours of education through secondary school and beyond.

Our Primary curriculum is a marriage between the Indonesian Kurikulum 2013 and Cambridge International Curriculum for English, Mathematics and Science. There are also a number of co-curricular and enrichment programs we offer to encourage a well-rounded education for your child. Below is a breakdown of our curriculum and its constituent parts:

Core Subject Areas	Enrichment Programs	After School programs
Languages: English, Bahasa Indonesia, Bahasa Bali	Global Citizens	Mandarin
Numeracy	Character Building	Tennis
Science	School Kitchen and Garden	Robotics
Social Studies	Buddy Programs	Capoeira
Physical Education and Health		Music (Piano, String)
Religion		Ballet and Modern Dance
Counseling		
Fine Arts and Culture: Smart Art, Dance, Music, Drama		

Play-based Programs for Grades 1-2

Your child will engage in a diversity of learning experiences across a range of transparent and transformative learning spaces. Through investigative play and inquiry-based learning, your child will be able to apply the theory they learn in class in a practical and fun way in our Investigative Play Centres. We place importance on developing intrinsic motivation among students, rather than rewards-based systems, as this will be key to them experiencing success in the foundation years of formal education and throughout their lives.

Project-based Programs for Grades 3-6

Your child will learn to apply the skills, knowledge and experiences they have acquired through the previous years, in Educational Research Projects (ERP). Sekolah Stella Mundi ERPs are cross-curricular, require high levels of collaboration, critical thinking and creativity. With each project a range of learning areas are identified and targeted including literacy, numeracy, social and emotional development, scientific enquiry and physical skill acquisition.

ENRICHMENT PROGRAM

Your child will eventually become a global citizen - professionals, leaders, employers, employees, educators and caretakers of our world in the future. We believe that it is our job as an educational institution to help children prepare for adulthood by equipping them with the broad skill sets, beyond mastery of academic standards, they need to take on challenges and opportunities that we can't yet even imagine. Sekolah Stella Mundi enrichment programs are designed to do just that.

Intrinsic Motivation

"Intrinsic motivation occurs when we act without any obvious external rewards. We simply enjoy an activity or see it as an opportunity to explore, learn, and actualise our potentials." (Coon & Mitterer, 2010)

Our child-focused philosophy and teaching pedagogy means that we work with your child on a daily basis to teach him/her that success is not instant. They need to be determined and continue to work hard in the face of adversity and without any immediate reward system.

Active Global Citizens

Each week the children start thinking about issues that the modern world is facing and how they can contribute to make a difference, small or large, in their community.

Future Leaders of Character

Weaved into our core curriculum are project-based, specific teachings of character traits: attentiveness, availability, compassion, conservation, courage, determination, diligence, enthusiasm, flexibility, forgiveness, generosity, gratefulness, honesty, loyalty, obedience, orderliness, patience, respect, responsibility, self-control, tolerance and wisdom.

Addressing and Preventing Bullying

This is a research-based curriculum that engages children to identify, prevent and respond to anti-social behaviour in and out of the school environment from a young age.

Fine Arts, Dance and Music

Our program teaches children to appreciate art in all shapes and forms. They will be exposed to master artists, painters, illustrators, architecture, dancers and other artists from around the world. Children then learn to recreate some of their work and will also learn that art requires passion and patience.

School Kitchen and Garden

This program introduces children to the wonderful world of food: where it comes from; how to prepare it for eating and how to cook it properly. Your child will also be taught about healthy eating habits and the different food groups which provide us with our daily energy needs.

AFTER SCHOOL PROGRAMS

We have partnered with specialised schools and professionals to offer extracurricular programs that complement your child's education at Sekolah Stella Mundi.

After School Programs start from 3pm. Some of these extracurriculars may be part of the Sekolah Stella Mundi Primary program and included in the tuition fee.

All programs encourage the development of close friendships, self-discipline and good sportsmanship.

Contact the Office for more information.

TEACHING PHILOSOPHY AND PEDAGOGY

Sekolah Stella Mundi embraces the teaching philosophies of Walker Learning. It is an Australian-designed teaching and learning approach (pedagogy) that authentically personalises learning and is developmentally and culturally appropriate. Learning is real, relevant, and meaningful for all children regardless of their age, culture, family context, socioeconomic background, or geographical position.

Walker Learning has been developed over twenty years using an action research model. Walker Learning is the first pedagogy to be designed for schools, successfully providing teaching and learning that:

- Personalises and engages learners in active learning alongside explicit and formalised instruction;
- Is culturally and developmentally appropriate across all demographic regions of the country from remote communities to elite independent schools;

We place the child at the center of their learning and use developmental psychology, biology, and neurology alongside cultural and environmental influences as the basis for practical application across the local and global settings.

SCHOOL SESSIONS

Nursery, Playgroup and Kinder A 09:00 — 14:00

Kinder B 09:00 — 14:30

Primary Grades 1 — 6 08:00 — 14:45

CONFERENCES, EVALUATIONS AND REPORTS

For children enrolled in our Early Learning Centre, Initial Assessment and Observation (IAO) will be released in the first two months of your child's enrolment at Sekolah Stella Mundi. Following that, a quarterly Individual Observation and Planning Record and a semesterly Observational Checklist will be released.

For children enrolled in our Primary School, a semesterly Student Report will be released alongside additional reports for Cambridge.

These reports will be used in Parent-Teacher Conferences or PTCs. PTCs are scheduled at the end of each semester. When possible, both parents should attend.

Each fortnight you will be invited to attend a Focus Child Meeting after school. This is a very brief 5 minute meeting with your homeroom educator (or specialist teacher in Primary) to discuss your child's progress and areas for improvement. This should not take the place of a more formal conference and if you wish to discuss any concerns or issues in more depth another meeting

must be scheduled.

A meeting with the Homeroom Educator and/or Principal can be arranged any time that you have a concern or question. Please feel free to call the school to set up an appointment. Also, please let us know of any changes in your home situation that might affect your child in school.

STANDARDISED TESTING

For Cambridge, checkpoints will be administered in-house each term. Standardised Progression Tests will be administered in-house from Grade 3 until Grade 5. The Cambridge Primary Checkpoint will be administered the same year as Ujian Nasional (UN) in Grade 6.

Individual test results are strictly confidential and we will only share your child's results with you at a conference or through the mail. The results will also become part of your child's school records that are only released with your written consent. The school may publish average or aggregated results for the various age groups.



ADMINISTRATIVE MATTERS

THE OFFICE

The administrative office handles the school's overall business affairs, correspondence, and telephone calls. Please call with any questions or concerns you may have.

Formal office hours are:

Early Learning Centre: Monday — Thursday, 08:30 — 16:00 and Friday, 08:30 — 14:00

Telephone: +62 361 4747 326

Primary School: Monday — Friday 08:00 — 15:30

Telephone: +62 361 4747 407

Email: contact@stellamundi.net

Web Address: www.stellamundi.net

FAMILY — SCHOOL COMMUNICATION

What is the best way to communicate with you? Everybody has a different communication style and different availability times for communication. We understand that mornings and afternoons can be a little rushed, and not always the best time to discuss your child. We have many types of communication we use for families in the School.

Ways we will be communicating the events of the School:

- Face to face verbal interactions at arrival and departure times;
- Daily notifications via school Apps (Brightwheel (ELC) and Compass (KB/Primary));
- Focus Child Meetings: fortnightly meetings with homeroom educator;
- Parent meetings can be held where parents can raise any issues or topics they feel relevant and contribute to decision making;
- Notice board where various messages and notices are displayed presenting current issues and upcoming events;
- A Communication Box is located in reception. Parents are able to leave more detailed written messages, for the purpose of expressing concerns, positive or evaluative input that they feel they need to let educators know about. These can be anonymous;
- Occasionally, the educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics;
- Policies will be regularly reviewed and kept up to date.

NOTICES

News and notices are distributed primarily through our school Apps (Brightwheel (ELC) and Compass (KB/Primary)), letters sent home, via email, or communication boards in the front lobby and/or each classroom. You can write a message to educator or staff through our school Apps, email and/or by dropping one in our Communication Box.

SCHEDULE CHANGES, INTERRUPTIONS AND HOLIDAY PERMISSION (NEW)

Holidays planned during the school year interrupt the continuity of your child's education. We strongly suggest that you time your vacations to coincide with Sekolah Stella Mundi's holiday calendar. You can download our Academic Calendar on our website or sync your Google calendar with ours.

In particular for our Primary students, the months of November/December and May/June are particularly important as this is the time they must complete their semesterly assessments. The school strictly asks parents to ensure their children are in school for these assessment periods.

Maintaining a consistent daily routine will help your child develop his/her physical and intellectual abilities to the fullest. There will be no substitution of days due to holidays, family vacation, other family situation or medical conditions that may cause a child to be absent from any of the School's programs.

TUITION FEES

All families will be sent an invoice on the 23rd of every month and payment is due on the 30th of every month for the following month, for example: billing date of August 30th is for your child's tuition from September 1st – 30th. An exception is the month of February when the invoice will be due on the 28th (or 29th).

If you are overdue 1 month on your bill, you will accrue finance charges. These charges will keep accruing until the balance is paid in full. If you are overdue for more than one month, your child(ren) may be refused entry to school until tuition is paid in full.

Note: Tuition is calculated on the basis of your child attending the entire school program for one year. The monthly payments are instalment plans established for the convenience of the parents. (They are not payments for a specific month) Regular monthly instalments must be made even if your child does not attend school. See our Tuition Fees Schedule for more details.

GRIEVANCES, COMPLAINTS AND FEEDBACK

If for any reason you are not happy with the level of care or care environment, we would like to know immediately. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to

discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period.

You can write an email to contact@stellamundi.net.

Alternatively, you can file a complaint anonymously by filling out a Family Feedback form or other and drop it in our Communications Box at reception. You can also use the same form to share positive feedback and comments on our School.

COURT ORDERS

Parents must notify the School of any Court Orders affecting residency of their children and provide copies to the School. Without a Court Order we cannot stop a parent collecting your child.

EMERGENCY SCHOOL CLOSINGS

The best source of information about school closings, delays and early dismissal is the school App (Brightwheel (ELC) and Compass (KB/Primary)). Please make sure you have Brightwheel or Compass installed and updated on your mobile. We would also strongly advise you to regularly check our communications boards and/or website www.stellamundi.net

PROFESSIONAL DEVELOPMENT DAYS

As the School continues to develop its curriculum and educational program, our educators will spend several days each year in professional workshops and seminars. These Professional Development (PD) days represent an essential investment in our educators' continuing education. Whenever one educator in a class is away from school for a Professional Development day, the other educator(s) will stay in school to manage the class with a substitute educator.

PERFORMANCE REVIEW (New)

It is a part of our professional development to support our staff and teachers performing well for the school community. Thus, all parents will be involved in giving a performance evaluation for our educators and staff in regards to their teaching, communication, professionalism, and service. Parents will receive a Classroom Educator Evaluation Form for Parents/Guardians and are asked to return it to the Office. This feedback and evaluation is important in ensuring we meet the highest standards in education and service.

HELP WITH PICK—UP AND DROP—OFF IN THE FRONT OF SCHOOL

Special conditions may come up and as a school community; we understand that there may come a time where you need assistance dropping off or picking up your child (sick infant in the car/ sick parent/ pregnancy, etc). The school will make an extra effort to help during this time. Please contact the front office for more information.



PREPARING FOR SCHOOL

CLASS PARENT (NEW)

Each classroom has a Class Parent who has agreed to help new parents. Perhaps you have already called this parent for a reference; perhaps you will never feel the need to call him/her. In any case, if you have a question, Class Parents are prepared to assist you. If you do not have the name and telephone number of your class parent, ask one of your child's educators. If you are interested in becoming a class parent, please contact our office.

Each class has at least 1, if not 2, class parents. The class parent(s) serve as a liaison between the classroom/school educator and the parents. Main responsibilities include:

- **New parents liaison:** Become one of the points of contact for new parents and assist them with general information about the school where appropriate. Encourage parents to sign up to our Community Hub, Brightwheel/Compass applications and WhatsApp groups which will allow parents to keep up to date with information regarding the school.
- **Support teachers and school events:** Support your educator(s) and school-wide events by volunteering or finding volunteers for excursions, communicating to the parents information as requested by the educator, special planning and arranging class social events (e.g Potluck for Learning Journey Presentations, Appointing Charity for Giving Party, Stella Mundi Readathon, donate food and drinks for Staff and Class Parents Appreciation Tea Party, End-of-Year Class Parties etc).
- **Communication link between school and parents:** Serve as critical link in communicating feedback and information between parents and educators. As a representative for your class, parents may approach you about concerns and ideas they would like to share with the school. Educators may solicit your feedback regarding grade-level events and changes, as well as ask you to disseminate information regarding the class. You may be asked to facilitate informal or formal feedback requests/polls/surveys on behalf of the CPC or School Administration.

MEET THE EDUCATORS AND PRIMARY ORIENTATION

All children have the opportunity to meet their educators and some of the children who will be their friends during the coming year. They also learn basic classroom protocol.

During the orientation week of school, a day is set aside for a general parent orientation. The Principal begins the meeting with a brief discussion on the purpose of Sekolah Stella Mundi programs and a summary of the school's goals for the year. The Director will go over simple rules that are expected throughout the year, for example dress code, daily schedules, parent participation, etc.

Following these comments, parents are invited to go to their children's rooms to visit the Principal

and the other parents. Each Homeroom Educator will address the parents as a group to review the room layout, identify key pieces of equipment the children are using and to present his/her personal class goals for the year. Educators will also give you Sekolah Stella Mundi vocabulary so that you can have meaningful conversations about school with your children. If you have two children, it is strongly suggested that each parent visit a different classroom and that you share notes later that day.

PREPARATION FOR SCHOOL

1. Have a positive attitude. Your child will quickly pick up on any negative feelings you may have.
2. Prepare yourself to leave your child. Trust the person your child will be with.
3. Inform your child of where you are going, what you will be doing, and most importantly, that you will return to pick him/her up at dismissal time.
4. A reassurance such as, "I will be back after quiet time" (for Early Learning Centre students), that can be practiced ahead of time with a sitter or a friend, can help your child better understand.
5. Upon returning, a comment such as, "I am back. I am so happy to see you" — indicates that your child has been missed by you, as much as you have been missed by your child. "I want to hear all about your day and how wonderful it was," tells your child your thoughts have been of him/her.

ONCE AT SCHOOL

1. Greet your child's educator, then say goodbye cheerfully and depart.
2. It is best to let your child watch for a while and assess the group situation. Our educators will allow each child time and space to settle in.
3. Our educators give your children a chance to initiate action before offering direction. Remember, some children need longer to adjust than others.
4. If the tears flow and your child is unhappy, an educator will comfort your child with reassurances that you will return. Distraction, with a piece of classroom material or activity, may be attempted.
5. It will be the educator's initial goal to help your child understand that one of the most important factors in coming to school is to be happy.

SEPARATION ANXIETY

There is no formula for easy parting. Some children do it better than others. Some children do it earlier than others. For a very few, it is very hard, and for them it usually takes a little longer. If parting is difficult for you or your child, please let us help you. There are many tried and true strategies, and, together, we can select one that feels most comfortable to you.

CLASSROOM RULES

1. Walking Feet: students are to walk inside the class and terrace areas to prevent them from any injury caused by the school property (i.e: tables, chairs, shelves) or others.
2. Inside Voice: students must talk with an appropriate level of voice inside without screaming.
3. Gentle Hands: students take care of class or others' property by keeping it safe, tidying up, and taking care of things nicely.
4. Say 'Thank You', 'Please', 'Excuse Me': students show socially acceptable manners whenever they get something, ask for help and enter a room.
5. No touching or showing private parts: students keep their private parts safe from any harassment or abuse and learn to say 'NO' to anyone who may make inappropriate comments or advances.
6. Anti-Bullying: all students have the right to attend school freely and without the negative effects of bullying. It is important for the development of children to feel safe and comfortable in school so they may learn effectively.

SAYING GOODBYE

1. Be positive! Show your child your confidence with a warm smile, kiss and hug. Just saying, "I love you! Have a great day!" tells your child that you want him/her to be happy.
2. Remember: our educators will not compete with the parents for a child's affection. They will support you, as the most important person in your child's life.
3. Feelings of guilt or sadness about leaving your child will result in similar feelings in your child. Your expressions of happiness and excitement for him/her will insure your child's enjoyment of every minute at school. Remember: the process of education will only begin when your child feels happy and secure.
4. All lingering trepidation will quickly vanish when, upon your return, your child jumps into your arms, eager to share his/her happy experience.

Remember, you are always welcome to come and see what is going on in the classroom through our many windows. Stop by the office first; someone there can help you see without being seen and without causing a disruption in your child's day.

SCHOOL PICTURES

Official school pictures are taken in semester two and are expected to be ready in time for the end of an academic calendar year. You will receive an individual and a class group photo for each child.

APPLICATION FOR ADMISSION FORM

No child can be admitted to school unless all the required forms are filled out and on file with the office. If we are missing a form, we will contact you.

ACADEMIC CALENDAR

The school calendar is included in your welcome pack or back to school package. Please keep it handy and refer to it for holidays and special school events. This calendar is also available on the school's website. Please check your email, school Apps and the communication boards in the front lobby for last-minute reminders/changes about the calendar.



SCHOOL POLICIES

PUNCTUALITY

It is essential that you drop off and pick up your child according to the school day schedule. **Early pick up and tardiness disrupts the classroom and affects all members of the class.**

ARRIVAL AND DISMISSAL

Upon entering and exiting the parking areas, please drive slowly. Park your car in a marked parking space. You are responsible for escorting your child to and from the building. Children in the Primary program may walk into the school by themselves, but must report to Sekolah Stella Mundi Primary's assigned person at the gate or their Homeroom Educator.

VISITATION

You are welcome to drop-in to see your child whenever you wish. However, it is natural for a young child to want to go home once they see their parent. Therefore, if you do not plan to take your child home after your visit, please come by the office and someone will help you see your child in private. That will eliminate unnecessary tears in the classroom.

Parents are invited to observe their child in their classroom any time by scheduling an appointment. There is a specific protocol for observations that will minimise your "presence" so that you can get the best understanding of daily life in Sekolah Stella Mundi classroom. Please remember that an observation does not include an educator conference unless you specifically schedule a conference in conjunction with the observation.

TRANSPORTATION

Parents wishing to arrange carpools may request a student list identifying parent's names and suburb they live in from the office to determine if other students live in their neighbourhood. The school does not distribute phone numbers or addresses. If there is a change in your child's pick-up routine, we recommend that you remind your child where he/she is going after school and/or who is driving the carpool on that particular day.

FORCE MAJEUR

In the event that the School, for any length of time as a result of a casualty or other force majeure event, shall postpone classes for the academic year or disrupt instruction during the academic year there will be no refunds of tuition for the time. By signing the Terms of Agreement on the Application for Admission Form, parents acknowledge the policy and, regardless of any such

postponement, cancellation or disruption, agree to pay tuition according to their Admission Terms of Agreement.

PICK—UP AUTHORISATION (NEW)

The individuals you identified on the Application for Admission Form are the only individuals authorised to take your child home from school each day. In Brightwheel, we require all parents and authorised pick up persons to set up the check in/out code and it can be something that you can remember. You can also edit the code or randomise it at any time. Please be advised that the code is personal. Otherwise, you will be asked for the last 4 digit numbers of your phone.

If anyone other than an authorised individual is to pick up your child, it is mandatory that the parents provide prior notice in writing to the office. We must have written and dated notes for any changes in authorisation. Children will not be released to an unauthorised person. Any authorised pick-up person must have Brightwheel App and put in their pin code before we can release the child.

In primary, we provide a Security Card with unique QR code that you must bring to check-in and check-out of your children. If, somehow, you lost the card, please inform our primary staff so they can help order new one. You will be charged a IDR 100.000 fee for replacement cards.

EARLY ARRIVAL AND LATE PICK—UP

There is a 15-minute grace period for early arrivals and a 5-minute grace period for late pick-ups up based on your child's schedule. If you drop off your child earlier (before 0830 for Early Learning Centre, 0730 for Primary School) and pick-up later, you will be charged for the additional service at a rate of IDR 1000 per minute unless you have made prior arrangements with the office at least 48 hours in advance. Pick-up time is the time the child is picked-up from his/her classroom not the time the parent entered the building.

The academic portion of the school program for Early Learning Centre runs from 09:00 to 14:30 and 08:30 to 14:45 for Primary School. If you drop-off or pick-up your child during those hours, you will cause a disruption in the classroom. Please plan to drop-off and pick-up on time. If there is an emergency and you need to pick-up/drop-off your child during class, kindly call the office so arrangements can be made.

The School regulates attendance of students in grades Kindergarten and up. If your child is late for school (10 minutes after start time), it will be reported as a "tardy" and your child will need to obtain a tardy slip at the front office prior to entering the classroom. A student who is tardy five times will receive a warning slip. Continued late attendance will prompt a meeting with the Principal.

NOTE: Primary children who arrive after 08:10 may have to stay in the front office and wait until the end of the first lesson or activity to join the class. Office staff will be able to make arrangements to work with children during this time if parents cannot wait with their child.

ATTENDANCE

If your Kindergarten or Primary student will be absent from school you must inform the office. If your younger child will be absent from school we encourage you to call the office so we can inform your child's educator.

IMPORTANT: There are approximately 200 school days in the academic year. For school age children (i.e., Grades 1-6), attendance is taken daily and becomes a part of your child's official school record. All students are required to have at the very least an **85% attendance record**. Any student who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year is "Truant". Sekolah Stella Mundi classifies a child with <85% attendance (or approximately 30 absences) in any given academic year as "chronically truant".

Absences from school can severely impact your child's learning. Your child will be excused from school when the parent provides a written note describing the following reasons for absence:

personal injury or illness, death in the family, religious observance, family emergency, and school sponsored field trips, court appearances, suspension.

If your child misses an excessive number of school days because of circumstances beyond your control, Sekolah Stella Mundi requires that you make arrangements to maintain the same level of academic achievement as if he/she had attended school. The school may help in providing information about specific learning goals and materials your child's Homeroom Educator is working on in class.

REQUIRED SCHOOL STARTING AGE

The Government of Indonesia recommends that children must be turning 7 years old when they start Primary Grade 1 or will be turning 7 years old during the Academic Calendar.

To be accepted entry into Sekolah Stella Mundi Primary your child **must be 6 and a half years old on the 1st of July** of the year they will be entering Grade 1. This requirement may affect decisions made for children enrolled in our Early Learning Centre (i.e., some children may be required to repeat a year or part of a year until they are of age to commence formal education).

CLOTHING — EARLY LEARNING CENTRE

Sekolah Stella Mundi provides three sets of uniform, including one hat and a bag (for Nursery students). Parents are advised to pack extra comfortable, inexpensive clothing. The children need to be able to move around during their play period and should not be restricted by clothing. While paints and the like will come out in the wash, accidents do happen, so it is best to send the children along in everyday casual clothing.

- Please **label your child's clothing** and replace name tags if they fade in the wash. Ensure clothing is weather appropriate. Please ensure that toddlers have about three complete changes of clothing and plenty of training pants.
- Clothing is expected to cover the torso, the midriff, and all undergarments.
- Shorts, skirts and dresses must be long enough so that they reach the fingertips when the wearer's arms are extended straight down. This includes slits in skirts and dresses.

The following items are not allowed to be worn in the building:

1. Torn, tattered, wrinkled, or dirty clothing
2. Pants touching the floor
3. Inappropriate pictures, symbols, or language, including messages about drugs, alcohol, smoking or of a derogatory sexual or racial nature



CLOTHING — PRIMARY

For Primary students, two sets of formal uniform; one set of sports uniform and a hat (and ribbon for girls to tie their hair) will be provided upon admission. If a Primary child comes to school more than twice in clothes that do not adhere to the guidelines, they will be asked to leave school and change. The third time a child comes to school out of compliance with the dress code, the parents will be asked to meet with the Principal and the child may be suspended from school until compliance with the code can be achieved.

Parents are advised to pack extra comfortable, inexpensive clothing on days when students will be engaging in Smart Art. While paints and the like will come out in the wash, accidents do happen, so it is best to send the children along in everyday casual clothing.

Please label your child's clothing and replace name tags if they fade in the wash.

CLOTHING SAFETY

Please do not dress your young child in clothing with cords, e.g., shorts, hats, etc., as these have the potential to become caught on equipment and may cause serious harm to your child.

STRINGS ON JACKETS AND JEWELLERY ON CHILDREN

Strings on children's jackets are responsible for many injuries and deaths from strangulation of children (strings get stuck in climbers, trees, school busses and even family pets have strangled children by pulling on coat/hood strings). Please do not buy clothing with loose strings for your children and remove strings from any clothing with strings. If you forget to remove the strings and we see them, we will cut them off.

Children are not permitted to wear jewellery, other than pierced earring studs, at school. Necklaces, bracelets, rings, earrings and other jewellery can get caught during your child's busy day. For young children, jewellery can be a distraction to their real purpose for being at school, their learning activities! Children who wear jewellery to school will be asked to remove it. The school is not responsible for jewellery that is lost either before or after it is removed.

CHOKING HAZARDS

Toddler/Preschool: As a rule of thumb, objects that can fit through a paper towel tube represent a potential choking hazard. Please make sure that your child does not bring small objects to school that might find their way into their mouth or the mouth of a friend. Favourite small objects that children bring from home are coins and miscellaneous toy pieces.

Primary: Although Primary students generally do not put small objects in their mouths, they are more likely to sneak hard candy and chewing gum into school. Please remind your child(ren)

that these treats are not allowed in school.

SHOES

We encourage lots of outdoor play at Sekolah Stella Mundi and we require comfortable footwear for safety. Please use anti-slip sports shoes, preferably with no laces/strings for children <7 years. Footwear of any type (including sneakers) cannot have heels or soles greater than 3 centimetres.

BELONGINGS AND POSSESSIONS

Please ensure all belongings are clearly labelled, such as dummies, clothes, etc. Lost property will be displayed for parent collection in your child's room. Parent cooperation in labelling assists the School in keeping your child's belongings together. It is appreciated if personal possessions (toys, etc.) are not brought in to the School. However, a soft toy or security item is acceptable for Quiet Time. Any possessions brought in must come entirely at the parent's own risk, with regard to breakage or loss.

OTHER APPEARANCE AND BELONGING POLICIES

- Visible body piercings are restricted to ears (unless culturally significant). Earrings should not dangle or cause risk of being pulled or caught during daily activity including physical education.
- Visible tattoos are not permitted.
- Hair must be a natural hair colour. No Dyes (permanent or temporary)
- No Mohawks, spiked, hair insignia or any hair style that distracts the learning process for the student or fellow students.
- Visible cosmetics (face powder, eye make-up, lipstick, etc.) are not permitted. Plain coloured nail polish is the only exception and only for girls.
- Mobile phone use is not allowed in school. If a phone call home is needed by a student they may use school office phones.

ALLOTTED BAG SPACE

Each child may be allocated a hanging hook or locker. Please place bags on the hook or in the locker. If your child attends less than five days per week, they may share this hook with another child.

CHILDREN'S POSSESSIONS

All materials in the classroom are intended for the use of all the children. In addition, the children are encouraged to bring special items from home to share with their friends. This special sharing time allows for meaningful conversation. It is our experience that children are most excited to share an item from nature, something they have made, a souvenir from a trip, or a family hobby. Toys, Phones, iPods, iPads, Tablets, Trading cards etc, are to remain at home with the following exceptions:

Primary and Early Learning Centre students may bring a security toy to school if it helps them transition to school. For Primary children, this toy must wait for them in their bag. For Early Learning Centre children, they may bring their toy during Quiet Time.

SCHOOL POSSESSIONS

Please check the contents of your child's pockets after school for unfamiliar objects. Objects unfamiliar to you may be the missing part to a game, puzzle or School activity. Small pieces of School activities are not only expensive to replace, but while a piece is being re-ordered, the actual lesson must be removed from the schedule until the replacement piece arrives. The loss of use of a particular activity because of a missing piece affects the learning that occurs in the classroom.

LOST AND FOUND

The children and educators try to keep children's belongings from becoming lost. However, sometimes items get mixed up with other children's belongings and educators cannot identify the owners. Items that are labeled with the child's name rarely get lost. If you have lost an item that you would like to have back, please check our lost and found. The lost and found items are given to a "child friendly" organisation at the end of each academic calendar. Please leave valuable items at home as the school is not responsible for lost or misplaced items.

REST AND SLEEP

Rest time routines vary according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide mattresses and sleeping equipment for children 0-6 years. Please feel free to discuss your child's rest needs with the educators.

Quiet Time is a time to think, plan and relive experiences. Sleep is not compulsory but the opportunity for children to sleep is available. Established patterns of rest and relaxation, like good eating habits, are benefits a child can carry into later life. After a busy time of physical and mental stimulation, rest time gives a growing child the opportunity to relax and recapture vitality.

CULTURAL DIVERSITY

When children enter an educational setting, they bring with them a rich variety of cultural and social backgrounds and experiences. We recognise the individuality of each child and family. We aim to create an environment and curriculum that incorporates acceptance towards all people.

Upon enrolment please discuss with the Director any cultural or religious practices that may need consideration. We endeavour to be sensitive and responsive to these requests.

GENDER EQUITY

Sekolah Stella Mundi is committed to helping children realise their full potential regardless of their sex. We firmly believe that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to improve education and later life choices, we encourage children to participate in a range of activities, which will promote their optimal development. For example, if children choose to play with dolls, their play will be reinforced and encouraged, as they may be parents one day.

NON-DISCRIMINATION

Sekolah Stella Mundi will not discriminate against any person or family on the basis of gender, race, impairment, age, religion, trade union activity, marital status, parental status, pregnancy, political belief/activity, lawful sexual activity or any other determinant which contravenes statutory requirements.

This policy also prohibits discrimination against a child on the basis of attributes of the child's parents or anyone associated with the child (for example, the parents' marital status).

Exemptions that are particularly relevant to School environments include:

- Unjustifiable hardship (this exemption might operate where a child with severe physical disabilities seeks to enrol in an early childhood service and the cost of making structural adjustments to accommodate the needs of that child is prohibitive), and
- Public health.

OUTDOOR PLAY

Fresh air, sunshine, and exercise are good for children. Sekolah Stella Mundi children play outdoors each day. Children well enough to attend school will be considered well enough to participate in outdoor activities unless a doctor's excuse is provided.

CONFIDENTIALITY OF RECORDS

All information regarding your child is considered privileged and confidential. Except as otherwise required by law, information will not be released without parental consent.

CHANGES IN POLICY OR PROCEDURE

All policies and procedures outlined in this handbook are subject to change without notice though 30 days notice is provided if practical. When the school makes a change in policy or procedure, a notice will be posted via its communication channels.



BEHAVIOUR GUIDANCE MANAGEMENT

Sekolah Stella Mundi Educators follow a Behaviour Guidance Management Policy, which extends across the whole School, providing consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others and for property and respect for one's self.

The policy aims are:

- To give all children the opportunity to expand their experiences of life in a productive, safe environment that allows individuals the right to safety, tolerance, self-expression, cultural identity, dignity and the worth of the individual, along with honesty in dealing with peers and caregivers;
- To be taught to respect the rights and needs of others by foreseeing the outcome of their behaviour and the consequences of their behaviour;
- To encourage the individual social development of each child.
- Modelling behaviour among staff and parents are crucial for the children to adopt. If you require further information on this policy please ask the Director.

DISCIPLINE AND GUIDANCE

Discipline practices are designed to encourage appropriate child behaviour. Positive guidance techniques are used which provides a foundation for appropriate social interaction, positive self-esteem, and successful academic performance. Parents are provided with a copy of the classroom rules each school year at the first parent meeting.

Intervention includes:

- Discussing the misbehaviour with the child;
- Encouraging the child to think of alternative ways to behave;
- Suggesting alternative behaviour, if needed.

If the behaviour persists:

- The child is redirected to another station to play (or to another table/area of the room for Primary age students) with an explanation of why they cannot remain in the current play area.
- Continued misbehaviour results in loss of play time from a specific play area or rearrangement of class seating structures.

In the event that a discipline-related behaviour cannot be resolved by the classroom educators, parents will be contacted. A Discipline Report will be completed and a conference may be requested to develop a behavioural management plan appropriate for your child.

TODDLER BEHAVIOUR

In the Nursery program behaviours such as biting, pushing, hitting, etc., are not uncommon, however, the school does not take these behaviours lightly. These unwanted behaviours can become habitual and widespread very quickly if they are not addressed immediately.

The educators address unwanted behaviour(s) with the children immediately and an incident report is sent home to the parents of both students and the Nursery Coordinator at the end of the day. If there are multiple incidents in a short period of time the educators and/or the Coordinator will meet with the family of the child to devise strategies to eliminate the unwanted behaviour(s). If the behaviour(s) do not stop, the Coordinator may recommend professional counselling or suspension from school until the behaviour(s) stop.

PROHIBITED BEHAVIOUR

The following behaviours are prohibited by anyone (i.e., parent, caregiver, or child) in all school settings:

- Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain;
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment;
- Any form of emotional abuse, including rejecting, terrorising, ignoring, isolating (out of view of a caregiver), or corrupting a child;
- Use of any food product or medication in any manner or for any purpose other than that for which it was intended;
- Inappropriate disciplinary behaviour including, but not limited to, putting soap or pepper in a child's mouth; or
- Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

RESTRAINT OF A CHILD

Children shall not be physically restrained except as necessary to ensure their own safety or that of others and then for only as long as is necessary for control of the situation.

Children will not be given medicines or drugs that will affect their behaviour. Children shall not discipline other children.

PARENT BARRED FROM ENTERING SCHOOL

Parent(s)/guardian(s) agree to accept the rules, policies, procedures, mission and other requirements of the School as noted in the Family Handbook, other school notices, the law, and the rules of common courtesy. The School reserves the right to exclude from school activities and premises family members who do not meet the behavioural standards of the School.



SCHOOL LIFE

LEARNING JOURNEY PRESENTATION

Sekolah Stella Mundi holds regular events to celebrate your child's learning journey. These events are planned at the start of each academic school year and your attendance is strongly advised. At each event, your child will have an opportunity to showcase what they have learnt through a range of performances, galleries, public speaking and other forms of expression. These events may also require you as a family to contribute by preparing food or drink items.

At the end of each calendar year in December, we host our Annual Gift Giving Party. This event involves mobilizing the School's community to donate to a registered charity that the School recognizes is making positive changes in the community. Donations are not compulsory, however the School strongly believes the event is an opportunity for your child to learn a valuable life lesson: the gift of giving.

BIRTHDAYS

At Sekolah Stella Mundi, we celebrate many things in an educational context; birthdays are no exception. Birthday celebrations vary considerably by grade so it is best to ask your educator how to prepare for your child's birthday.

Sometimes parents want to do something extra for a birthday during school hours. If you are so inclined, please discuss your ideas with your child's educator. Whatever you bring to school should be educational in nature, and it should be something that your child will be enthused about and that he/she wants to share with friends.

Your child's birthday is a special event in his/her life. To celebrate your child's birthday, we will organize a special afternoon tea.

Due to food allergies, we request parents to supply nut-free birthday cake (and healthy goodie bag). We advise parents to consult the school before purchasing goodie bags.

Sekolah Stella Mundi reserves the right to inspect and reject goodie bags that contain sugary and savory processed foods.

BIRTHDAY PARTIES DURING NON-SCHOOL HOURS

If you would like to have an entertainment-type birthday party at school with your child's classmates and/or children from outside the school community, you may arrange a traditional party on Saturday or Sunday at the School's discretion. Please contact our office for more details.

PARENTS OF SEKOLAH STELLA MUNDI

Sekolah Stella Mundi plans many events and activities for its families. These events are listed on the calendar, which all parents receive at the beginning of the school year. In addition, parents can find information about specific events and activities in the newsletters, on the Community Hub, through email blasts, on the communication boards in the front lobby, and the individual notes sent home with the children.

The School is founded on a partnership between the students, parents, faculty and administration that work together as a community. Families are encouraged to get involved with school activities and to participate on Parents of Sekolah Stella Mundi committee.

If joining a warm and welcoming community is not reason enough for you to get involved in school events, you should know that there is a growing body of research that correlates student success in school with parental involvement. That said, we hope to see you at many parent events!

CLASS PARENTS

Each classroom has one or more 'Class Parent' who serves multiple important functions in our school community. The selection of Class Parent occurs at the beginning of each semester and no parent can hold the position for 2 consecutive semesters. Some of the functions of Class Parents include:

1. Class parents are a resource to prospective families and families that are new to our community or to the classroom. Their name, phone number and email address are available from your class room educator or the office.
2. Class Parents are a resource to their classroom educators and support the educators in a variety of ways.
3. Class Parents collectively as a team coordinate a number of special events in the school.
4. The Class Parent Team is a resource to the school as it acts as a 'Parent Board'. In this capacity it advises administration in the development, modification or removal of policies and procedures.

NOTE: If you would like to join the Class Parent **Committee**, please advise your classroom educator.

PARENTS DAY IN

Each month the School invites a parent to voluntarily spend time in class with the students as part of our Parents Day In program. During this stay, parents are encouraged to give a short presentation on themselves, their family and a topic of their choice (e.g., a hobby or skill they possess such as cooking or painting). The parent also will have the opportunity to engage the children in an activity or game in keeping with the topic they have chosen.

The program's aims are to promote better communication and collaboration between parent and school including having shared understanding and respect for each other. The benefits for the children in class are plentiful: they learn to appreciate and respect diversity in families; are exposed to adults willing to share their experiences, knowledge and skills with them; and they witness the school and parent cooperating positively which has lasting effects on their own wellbeing and behaviour both in and out of the classroom.

At the commencement of child's schooling with Sekolah Stella Mundi, we would have provided you with a Parent Involvement Form. This form contains a list of ideas and ways that you can contribute to our Parents Day In program. If you have not received this form we ask you to please contact our office to fill one out.

NATIONAL AND BALINESE DAYS

Sekolah Stella Mundi recognises national holidays in Indonesia as well as important Balinese ceremonial days. These will be highlighted on your academic calendar each year, so please make note of these in your diaries as often there will be no classes held.

THE NEXT LEVEL

Although all parents are welcome to attend this meeting, it is specifically designed for parents of children who are graduating from one level to the next. The meeting begins with a brief overview slide presentation of Sekolah Stella Mundi children demonstrating the progression of learning through all grades. Presentations specific to each level follow in the classrooms and deal with developmentally related issues as well as a presentation of Sekolah Stella Mundi materials/lessons as they apply to your child. When possible, a panel of Sekolah Stella Mundi parents will also be on hand to answer questions about their experience at the School.

OPEN HOUSE

At certain times during the school year Sekolah Stella Mundi may host an Open House. This is a school promotional event and aims to attract prospective families to the school through a variety of means including but not limited to: presentations, class trials, school tours, student performances and galleries. Existing parents are welcome to attend and we ask you to also bring along a friend or family member who may be looking for a school for their children. Promotion of the school works best when it is done through those who are members of its community and can give first-hand accounts of their experiences.

COFFEE WITH DIRECTORS

We schedule a chat with the Directors and Principal to discuss issues of importance to parents. We open the meeting with a brief state of the school message and then open the discussion to topics of interest to the group. We welcome you to come with your ideas, your concerns or just to listen.

PARENT EDUCATION SEMINARS

Throughout the school year a variety of opportunities are offered to parents to learn about child development, growth, and concerns. These seminars are organised with “professionals” in the fields of discussion. The agenda is decided beforehand by the participants; therefore the issues that are discussed are matters of importance to the members of the group. We encourage all parents to attend these seminars to strengthen the parent/school/child relationship/partnership.



NUTRITION

SCHOOL LUNCH PROGRAM

Hot lunch is included for children enrolled in Sekolah Stella Mundi Early Learning Centre, but it is available for an extra charge in Primary. All meals are balanced and nutritious and submitted to a nutritionist hired by the caterer. Our goal is to serve healthy food that most children will eat. At no time will peanut butter or pork products be served.

For all Early Learning Centre programs (Nursery, Playgroup, Kinder A and Kinder B), daily meals are provided and served family style. Adults supervise the children at meal times. Meal schedules are:

- Morning Tea: 10:00am (Nursery and Kinder B) and 10:40am (Playgroup and Kinder A)
- Lunch: 11:00 (Nursery), 11:30 (Playgroup-Kinder), 12:00 (Primary)

We emphasise the importance of balanced nutrition as the primary step to lifelong wellness. Therefore, children from 18 months of age are eligible for our food program. Morning fruit/snacks and lunch are planned to ensure your child has a variety of foods, which are both wholesome and attractive.

Frozen lunches are not accepted for any age level.

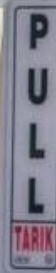
Several of our students have severe, anaphylactic reactions to peanuts. As a result, **we are a peanut free school.** Please do not include products with these allergens in your child's lunch box/bag.

If your child will not participate in the school's lunch program, you must pack a bag lunch for your child. This bag lunch should contain foods from the nutritionally balanced food plate; vegetables, fruit, and grain. Please do not send your child with treats such as candy, donuts, soft drinks or chocolate milk, these sugared snacks will be sent home with the child, (healthy "treats" include plain / fruit (not sprinkled) yogurt, popcorn, pretzels). Bag lunch beverages must be: 100% fruit juice, water or unflavoured milk.

ACCEPTABLE FOOD IDEAS FOR THE LUNCH BOX

Please do NOT pack food containing nuts, processed and snack with artificial sweetener. The following is a list of acceptable lunch items:

Drinks	Main Course	Side Dish	Dessert/Snack
• Spring Water • Milk • 100% all-natural juice, soy or rice milk	• Sandwich or "Wrap" • Pasta • Omelet • Quiche • Vegetarian fried udon • Nasi Soto Ayam	• Cut vegetables • Dried fruit • Mini rice cakes	• Cut/whole fruit • Mini corn muffin • Small "Healthy" cookie like oatmeal/ raisin • Banana bread



HEALTH AND SAFETY

Sekolah Stella Mundi provides a healthy and safe environment for children, staff and families to grow and develop in. We have a health, safety and hygiene policy regarding illnesses and medications. Children with contagious illnesses are required to be kept at home and a medical certificate must be presented to prove that the infection cannot be passed to others when the child returns to school.

FOOD ALLERGIES

We are an allergy-aware, nut-free kinder. Please inform us if your child has any allergies.

ANAPHYLAXIS

Sekolah Stella Mundi aims to provide a safe environment for children who have allergies. It is our policy that an Anaphylaxis Record Plan be completed by parents/guardians in consultation with the family doctor and that the parent provides a current Epipen in case of a reaction. It is also a requirement that your family doctor review the record plan annually or as circumstances change.

Anaphylaxis Record Plan must be completed and returned before enrolment commences.

These will be available at the time of enrolment.

ASTHMA

Sekolah Stella Mundi aims to provide a safe environment for children who have asthma. It is our policy that an *Asthma Record Plan* be completed by parents/guardians in consultation with the family doctor. It is also a requirement that your family doctor review the record plan annually or as circumstances change. **Asthma Record Plan must be completed and returned before enrolment commences.** These will be available at the time of enrolment.

HAND WASHING

Hand washing is part of the daily routine for both children and staff. Hands are washed throughout the day after handling bodily fluids, before meals and snacks, after playing in water that is shared by two or more people, re-entry from the playground and after messy activities.

HEALTH POLICIES

In the event that a child is ill, parents are to call the preschool office and report the nature of the illness. When an illness is due to a contagious disease, a doctor's note is required upon the child's re-entry to school.

CHILD HEALTH

One of the most difficult decisions for the childcare staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care, while being sensitive to family needs.

Exclusion Criteria include the following:

- Fever of 37.5 degrees or above
- Diarrhea
- Vomiting
- Body rash with a fever
- Sore throat with fever
- Severe coughing (whooping sound after coughing)
- Eye discharge

When caring for children in a group setting, staff members need to take these precautions in order to protect the health and well-being of all children. Please notify the office if your child contracts a contagious disease so that parents may be notified of their child's exposure. Upon returning to school following illness, children should be symptom-free for 24 hours without preventative medication (Panadol, Paracetamol, Imodium, etc.).

"TIME OUT" FOR INFECTIOUS DISEASES

Recommended minimum periods of exclusion from the School for Infectious Diseases

Condition	Child with the infection	Persons exposed to the child with the infection
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Hepatitis A	Exclude until 7 days after the onset of the illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping	Not excluded
Impetigo (school sores)	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Bacterial meningitis and Meningococcal infection	Exclude until well and approval to return must be provided by a doctor	Not excluded
Whooping cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken 5 days of a 7 day course of antibiotics (erythromycin)	Household contacts who have received < 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days of their last exposure to the infection

Condition	Child with the infection	Persons exposed to the child with the infection
Dengue Fever	Exclude for at least 5 to 7 days until fever is gone and skin rash is dry and no longer infectious (usually 3 to 5 days).	Not excluded
Measles	Exclude for at least 4 days after the rash first appears	Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.
Mumps	Exclude for 9 days or until the swelling goes down	Not excluded
Parvovirus (erythema infectiosum slapped cheek or Fifth disease)	Exclusion not necessary	Not excluded
Ringworm, scabies, head lice	Exclusion not necessary	Not excluded
Rubella (German measles)	Exclude for at least 4 days after the rash first appears	Not excluded. (Female staff of childbearing age should check their immunity to Rubella with their GP)
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours	Not excluded
Tuberculosis	Exclude until well and approval to return has been given by a doctor	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a doctor	Not excluded unless advised by public health authority

MEDICATION

No medication will be given to children at the School. Any child who requires ongoing medication for a condition must have a parent/guardian or appointed person (after discussion with the Director) administer it to them.

ILLNESS

No child will be admitted with obvious signs of any highly contagious infection or illness. Our policy states the incubation period, symptoms and exclusion periods of such diseases. Children who are not immunised will be required to be exempt from the School.

SUN PROTECTION

We are a sun-smart School.

Our School's policy is **"no hat, no play"**. This policy will be enforced. Parents are asked to always bring a wide brim school hat to wear during outside activities. These must be named.

Children who can use sunscreen and who are enrolled in the summer program **must use sunscreen** with a minimum SPF rating of 30. If your child comes without sunscreen, a new bottle of hypoallergenic sunscreen will be provided to your child and you will be charged for it. Your child's sunscreen must have the complete set of manufacturer labels and your child's name must be written on it with permanent marker.

Although Sekolah Stella Mundi program stresses independence and care for oneself, the school staff will carefully supervise and help younger children apply sunscreen as needed. Children 9 years and older will be reminded to apply sunscreen to themselves or a "buddy". School staff are instructed not to apply sunscreen to children 9 years old and older (exceptions may be made for unusual circumstances or children with certain disabilities).

If your child is unable to use sunscreen, we require a note from a licensed doctor stating that the child may not use sunscreen as well as the specific precautions that must be taken to ensure that your child is not burned while participating in outdoor activities. In addition, the School will require a note from the parent giving the child permission to participate in outdoor activities.



ACCIDENTS

In case of an accident or illness occurring at the School, the Principal or appointed person will contact parents, if necessary. As a matter of extreme importance, parents must ensure that the School has up-to-date emergency contact numbers. An Accident/Incident Report will be completed, outlining the accident and signed by the educator who observed and administered first aid, as well as any witnesses. Signatures of the educator and parents will also be required.

EMERGENCY DRILLS (New)

Throughout the year, the School will hold emergency drills, which may occur at any given time throughout the day. Upon hearing the alarm, educators coordinate the exiting of students from their classrooms by walking in single file to the Assembly Point. The Assembly Points are as follows:

Primary Building: Multipurpose Court

ELC: The empty grass patch to the side of the hill.

It is the educators' duty to ensure all students vacate their classrooms safely. All other Sekolah Stella Mundi staff and/or parents should vacate their areas of work if safe to do so and meet at the Assembly Point also. These are carried out in a well-organised and orderly manner. You will receive notifications through Brighwheel/Compass during the drill and in the event of earthquake, fire or volcano eruption. Please stay alert with your device and pick-up your child in 30 minutes if you receive an alert message.

USING THE SCHOOL SAFELY

- Never leave children unattended in cars while collecting children from the School
- Carparks are dangerous places for children, always hold children's hands when arriving and leaving the School
- Never leave a door or gate open
- Never leave your children unattended in a room
- Children are not permitted into the kitchen and laundry areas without adult supervision

OCCUPATIONAL HEALTH AND SAFETY FEEDBACK

We welcome all feedback regarding the safety of our School. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general OHS, please contact the Director immediately.

NO SMOKING

Our School is a smoke-free zone. Staff, parents and other adults are asked NOT to smoke within the school grounds.

MENTAL WELL-BEING

Children may go through life-events that may lead to an abnormal behavioural change. Sekolah Stella Mundi is dedicated to caring for the whole child. We have an in-house play therapist that will work with educators and parents for the best therapy course possible should therapy are needed.

CHILD SAFEGUARDING & PROTECTION

Sekolah Stella Mundi is responsible to activate our safeguarding and protection policy should a child disclose an abuse in class and/or during therapy after mounting evidence. The School, as an organisation, and each school employee, individually, is trained in the prevention and detection of child abuse/neglect. Staff is responsible to report if they “witness, or become aware of, abuse or neglect of a child enrolled in the facility”.

Abuse includes physical, physiological, sexual and neglect. Our first step is to report the incident to the Designated Child Protection Coordinator at Sekolah Stella Mundi to talk to parents and/or guardians about the disclosure and, if deemed necessary, report to the police and contact KPAI (Komisi Perlindungan Anak Indonesia).

Definition of Abuse: A child may be considered abused who has been (A) inflicted with physical injury or injuries other than by accidental means, (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment”.

Definition of Neglect: A child is considered ‘neglected’ who, (A) has been abandoned, (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to the well-being of the child.

SECURITY PIN-CODES

A security pin code will be provided to families to obtain entry to Sekolah Stella Mundi. Security pin codes are unique and are not to be shared with anyone else.

For the safety of your child and other children in our care, please let us know immediately should there be a change in care arrangement for your child especially with employed carers and/or nannies.

SURVEILLANCE (CCTV)

The school has installed surveillance systems in a variety of locations throughout the school. These systems serve one or more purposes depending on their location. The purpose of these systems is: security (to monitor and record who enters and leaves the building and at what time); supervision of office spaces by administrators; for faculty training purposes; and for student education (Primary classrooms will collaborate in technology and other educational projects).

The images from these systems may include sound and/or sound recording and will primarily be used on the premises but they may be viewed by the School Directors over the internet through a secure connection at a remote location.

These images may also be recorded and archived in the school's confidential files for no more than 30 days unless the school has a specific need to keep specific recordings for a longer period. These images will not be available to the public nor will they be made available to parents, except, parents may observe classrooms on the monitors located in an administrators office (in the presence of an administrator/educator) and parents maybe shown selected recordings of the classroom by an administrator in an effort to resolve developmental concerns of their own child(ren).

Under no circumstance will recordings be distributed to anyone except as required by law.



ADMISSIONS

The School's fundamental objective in admissions is to find the right fit between child, family, and school. Preference is normally given to families with children already attending Sekolah Stella Mundi.

During your first visit to Sekolah Stella Mundi, prospective parents are given a tour of the school and the program is discussed. During the school year, prospective parents are encouraged to schedule a classroom observation to see how different the environment is from a traditional education environment.

When a family selects Sekolah Stella Mundi based on discussion and observation, the next step is to fill out the application and submit it to the school with the application fee. At that time, a parent/child interview visit is scheduled. The school asks that both parents meet with the Principal or Director during the interview visit.

During the interview visit, the prospective child will visit with the Principal or one or more educators who will observe the child in the classroom environment. The Principal or educators will assess the child's readiness for the program. While the child is meeting with a classroom educator, the parents are meeting with the Principal or Director. Sometimes, a child may have a bad day and will be asked to return on another day for a second observation/interview.

Children entering at the primary level are required to have a thirty minute visit in a classroom. This is an opportunity for the child to interact with the materials, other children, educators. Children must be toilet trained in order to enrol in the primary program.

Following the parent/child interview, the admissions committee will meet to discuss the interview. Parents will be notified in a timely fashion by letter with the committee's recommendation. Priority in admissions is given to families with a history of commitment to the school for the long term education of their children.

With this procedure, both the school and parents are able to evaluate if the school is a good fit for the student and visa-versa.

Following admissions to the school, all new children will be given up to a three (3) month PROVISIONAL adjustment period. If the School feels that the child has not made a satisfactory adjustment, a refund will be given only for the unused portion of any tuition prepayments.

TERMS OF AGREEMENT

Parents sign and date Terms of Agreement when returning Application to Admission form. Here is a copy of what you sign.

I/We:

1. Have viewed Sekolah Stella Mundi (hereafter called the School) and consent to the enrolment of the child (hereafter referred to as the child)
2. Understand that the person/s nominated as parent/guardian are the authorized parties to enroll, cancel enrolment, release and authorize release of the child
3. Received and read the School's parent handbook and understand any changes to such will be displayed on the School's notice board in the entrance of the School
4. Agree to comply with all Government requirements in relation to the School and its service
5. Agree that in the case of accident or injury, the School will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred
6. Agree that the School will not accept responsibility for any accident that may occur and we will not make any claim against the School in case an accident happens
7. Agree that I/we will take responsibility for any damage or destruction to the School and its property or damage incurred during authorized school excursions that is caused by the child
8. Are aware that the child will be excluded from care at the School if he/she has contracted a contagious disease or condition
9. Understand that the child will be accepted back into the School upon provision of a 'clearance certificate' for the child from a medical practitioner
10. Are aware that the School may require presentation of a medical certificate in the event of the child developing a medical disability or abnormality
11. Agree to provide the School with all information regarding the health of my/our child
12. Understand that the School may be used as a training and observation school by students aiming to/or already working with young children
13. Are aware that the School may occasionally have visitors, or volunteers at the School, and consent to my/our child being in the presence of volunteers or visitors, with the School's appropriate supervision
14. Agree to pay the monthly and yearly fees on the due day by providing the School or its appointed representative with permission to direct debit fees from my/our bank account. I understand that dishonored payments will incur a processing fee
15. Failure to pay fees is a breach of the Conditions of Enrolment and may initiate the procedure for termination of care
16. Are aware that to cancel our enrolment, we are required to give **notice in writing four**

weeks prior to the date of withdrawal; otherwise fees will continue to be charged. During this period we are aware that if our child does not attend we are liable to pay full fees

17. Are aware that fees are payable for all days, including absent days, i.e. sick days, and family holidays
18. Understand that a system of payment for late collection operates at the School, to cover overtime payments to staff, and that I/we are obliged to drop off/pick up the child as negotiated with the School. Any late collection will result in a fee being charged
19. Understand that my/our child must possess a legal, up to date residential permit/visa (not tourist visa) to attend the School
20. Agree to have an active participation in the corporate and educational life of the School
21. Understand that I/we must attend parent/educator meetings and other meetings as they arise
22. Understand that I/we will keep the School informed and updated of any changes to our contact details and that at least one parent or nominated contact be reached during the time our child is at school

I/We have read, understood and agree to abide by the conditions of this contract and all School policies, regulations and guidelines set by the Director. I/We state that all of the information given is complete and accurate. I/We will inform of any changes. The terms and conditions stated in this contract are subject to change.

WITHDRAWAL FROM SCHOOL

The student and parent(s)/guardian(s) agree to accept the rules, policies, procedures, mission and other requirements of the School as noted in the Family Handbook and other school notices.

The School reserves the right to dismiss any student who does not meet the academic and/or behavioural standards of the School or whose family chooses not to meet the academic and/or behavioural standards of the School.

In the event the Student and/or Parent(s)/Guardian(s) does not meet the academic and/or behavioural standards of the School, the Principal, Director or Education Director in his/her sole discretion, may discipline the Student or require the Student's withdrawal.

The Parent(s)/Guardian(s) agree that any decision with regard to student discipline for violation of school rules, policies, mission and procedures shall be final and that any such decision does not relieve the Parent(s)/Guardian(s) of his/her/their tuition obligations.

Both the parents and the school have the right to terminate the Enrolment and Tuition agreement for any reason according to the procedures described in the Enrolment and Tuition agreement.

NOTICE OF WITHDRAWAL

Four weeks' written notice is required when withdrawing your child from Sekolah Stella Mundi. Shorter notice may be arranged after consultation with Sekolah Stella Mundi Director.

EXIT INTERVIEW

Exit Interview is a 40-minute session with Director and/or Principal to discuss about your child's journey at Sekolah Stella Mundi. This is conducted before your child's last day of school.

RE-ENROLMENT

Every year, all families enrolled at Sekolah Stella Mundi must complete and return the Re-Enrolment Form so the School can update its student information system should there be any changes. Please note that Re-Enrolment means that you are only required to pay the Annual Fee and Monthly Fees for the following Academic Year.

CONCLUSION

We assure your child will have a happy, safe and secure relationship with Sekolah Stella Mundi and its team and that the time he or she is in our care will be a positive and fulfilling educational journey.

