



*Changing the world,
one student at a time...*



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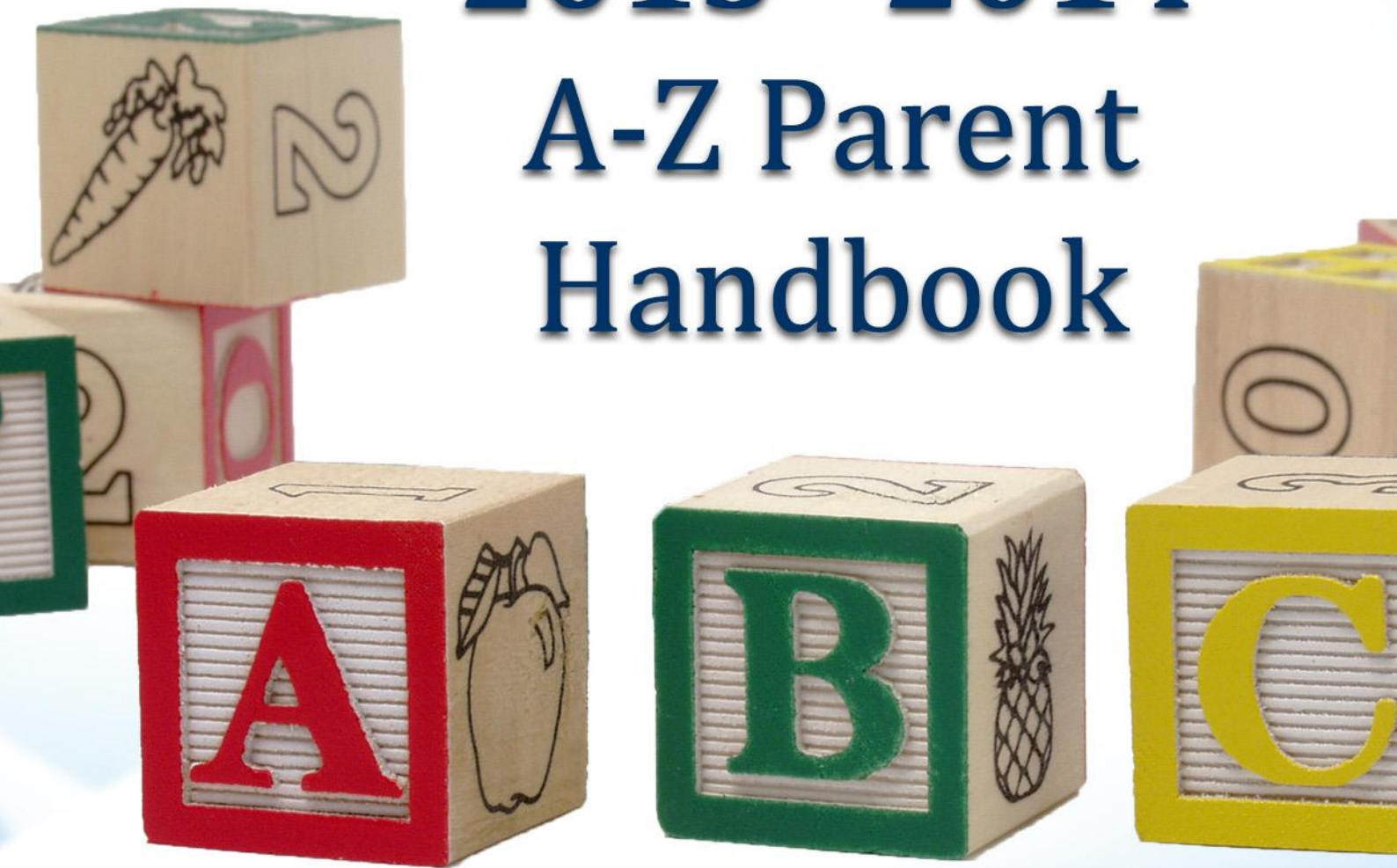
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2013 - 2014

A-Z Parent Handbook



THONG LOR CAMPUS

Nursery - Grade 2

02-662-5980-2

wells51@wells-school.com

ON NUT CAMPUS

Grades 1 - 12

02-730-3366

wells85@wells-school.com

BANGNA CAMPUS

Nursery - K3

02-746-6060

wells62@wells-school.com



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Wells International Kindergarten

Welcome to Wells International Kindergarten! We thank you for choosing to be part of the Wells family, and we hope that you will help us in providing the best possible education for your child. Children learn best when they receive reinforcement not only at school, but also at home. In order to support their growth, we ask that you familiarize yourself with some of the basic Wells policies and procedures. This handbook is intended to provide you with some of that information in a simple, entertaining format. Should you ever have any additional questions or concerns regarding official Wells policy or your child's well-being, we highly encourage you to contact us directly. Thank you again, and enjoy a year of engaged learning!

Wells International Kindergarten : Key Information

Wells International Kindergarten – Bang Na 10 Srinakarin Soi 62, Nongban Pravate, Bangkok 10250 Tel: (66)02-746-6060(-1) Fax: (66)02-746-6062 E-mail: wells62@wells-school.com	Wells International Kindergarten – Thong Lor 6 Sukhumvit Soi 51, Klongtan-Nua Wattana, Bangkok 10110 Tel: (66)02-662-5980-2 Fax: (66)02-662-5983 E-mail: wells51@wells-school.com
Principal: Ms. Shailly(Shanida) Sethi shailly@wells-school.com	Principal: Ms. Beena Sachdev beena@wells-school.com

School Website	http://wells-school.com/ PowerSchool: Connect drop-down menu
Campus Maps	http://wells-school.com/contact-us
Facebook Page	http://facebook.com/wellsschool
Twitter Feed	http://twitter.com/wellsschool (@wellsschool)



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Attendance – Regular school attendance is essential for your child to make the most of his/her education. Please make every effort to have your child at school on time every day. (Kindergarten: 8:40 am and Primary: 7:40 am)

Absences – If your child is absent, you must notify the school. School guidelines require that you inform us before or on the very same day that your child is absent. In cases in which this is not possible, please send a signed note to the school when he/she returns.

Accident Policy – If your child has an accident at school, you will be contacted immediately. In cases of serious accidents, if parents are not available, the child will be taken to the hospital by our school staff. An emergency telephone number of the students' parents must be on file at the school. **The school will be responsible for charges that may arise for treatment. The school will not be responsible for any accident occurred elsewhere.**

After-School Activity Classes



Time: 2:50 –3:50 pm

Offered Activities: Arts & Crafts, Ballet, Jazz and Hip Hop Dance, Piano, Sports, English Support and other activities depending on availability. (Please refer to the After-school Form in the office.)

Parents can fill out the after-school application form if they are interested in enrolling their children in any of our after-school programs.

Allergies – If your child has allergies please note it on all relevant student information forms.

Alphabet Knowledge – Basic phonics is an essential part of the Wells kindergarten curriculum. Students will learn the upper and lower letters of the alphabet and the sounds that the letters make as they begin their journey toward reading.

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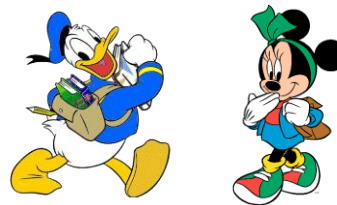


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B

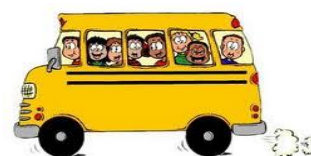
Backpacks – Your child's backpack should be big enough to hold a 1 ft. binder, class work, a library book and a daily snack. Please do not send a backpack that is too big for your child to comfortably carry.



Birthdays – We love to help celebrate your child's special day! If you would like to bring treats for the class on your child's birthday, we will be happy to serve them at snack time. Please inform us in advance about your plans. We also can arrange birthday cake for your child. Kindly contact the office for more information.

Breakfast – A healthy, balanced breakfast is essential to the students' success at school. Please make sure that your child has a good breakfast before leaving home.

Buses – Students are supervised at all times while boarding and exiting buses and all proper care is taken to ensure that they follow all safety procedures. If there are changes to your child's bus transportation time or route, we will inform promptly.



C



Calendar – A monthly school newsletter with a calendar will be sent home to keep you up-to-date with all the activities that take place at our school.

Conferences – We will give you the opportunity to schedule conferences throughout the school year. Conferences are not mandatory, but highly suggested as a positive way to discuss your child's progress and educational needs. If you feel that you would like to schedule a conference, please contact your child's teacher at the school to make arrangements.

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Computers – Computer lessons are included once a week in the class schedule from K2 onwards. Your child will be taught basic computer skills, as well as how to use educational software, during his/her computer class.



Communication – Frequent and positive communication between school and home is integral for your child's success in school. We provide several ways to communicate during the school year:

- Daily Communication Book (see “Daily Communication Book”)
- Call us at the school numbers listed on the first page of this handbook
- E-mail us at wells51@wells-school.com (TL) or wells62@wells-school.com (BN)

D

Daily Communication Book – Parents will be informed about their child's behavior, academic progress, response to activities and other general information through the daily correspondence books.



- The Daily Communication Book is to be checked and signed by parents and brought to class by students on a daily basis. It is an excellent means of communication between teachers and parents.
- Weekly Correspondence Books will be used by teachers to inform parents about the topics covered each week, and about the educational development and progress of each child.



Dropping Off/Picking Up Students – If your child does not ride the bus and arrives at school before 8:00 am, he/she should go straight to the waiting room next to the lobby. If you pick up your child at the end of the day (2:40 pm), please wait in the lobby.

E

Early Release – Students will be dismissed early at certain points during the year due to professional development sessions for teachers, holidays or other events. Please

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refer to the school calendar online, and note that parents will be reminded of these dates via SMS, e-mail or letter.

Emergency Contact Information – At the beginning of the school year you will be asked to complete forms that indicate which family members should be contacted if we cannot reach you. If any of the information you provide on the forms changes, update the school office as soon as possible.

Emergency Drills – Your child will participate in emergency drills throughout the school year. We will practice safety procedures with your child so that he/she will feel prepared in case of a real emergency.

Extra Clothing – Children should bring an extra set of clothes and underwear in their school bags in case they require it. Kindly send items in a clear Ziploc bag labeled with your child's name.



F



Fun Friday – On Fridays, children enjoy participating in a variety of fun and educationally stimulating activities with different teachers. They enjoy cooking, creative art, board games, drama and outdoor activities.



Field Trips – Field trips provide wonderful opportunities to explore the world outside our school campus and apply concepts that we have learned in the classroom. Parents will receive advance notice of any planned trips, and a signed permission slip will be required for your child to attend.

G

Good Behavior – Our behavior management system at the kindergarten level consists of simple classroom rules and procedures, appropriate consequences, and a reward system.



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H



Handwriting – From K2 onward, we include one handwriting period per week to help students practice the essential skill of basic letter formation.

Homework – Homework provides an excellent opportunity for students to reinforce the skills that they acquire in the classroom. We assign simple, developmentally appropriate homework on a weekly basis. Each grade level varies slightly in its homework policies, and parents will be informed of general policies at the beginning of each school term.

I

Illness – Please do not send your child to school if he/she has a temperature, is vomiting, has diarrhea or has any contagious illness. If your child becomes ill at school, you will be called to pick up him/her. A full-time school nurse is always on call to take care of your child for any injuries or illnesses.



K



Kids' Fun Zone – The Kids' Fun Zone, our in-door activity center, include a small slide, tricycle track, mini basketball court and several other facilities. Students have the opportunity to not only have fun, but also develop social and gross motor skills in a comfortable, safe setting.

L

Labeling Items – To avoid confusion, please label all of your child's personal belongings, including pillows and a blanket (for nursery and



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K1 only), backpacks, pencil cases, lunch boxes, socks, jackets, and extra clothing.



Lunch – Students are served lunch each day in the cafeteria. Freshly made, nutritious menu items are served at 11:40 am for kindergarten students and 11:00 am for primary students. Students are encouraged to be at their lunch tables for at least twenty minutes, and they should finish their lunches completely. Students will be closely supervised by the teachers and teacher assistants during their lunch time. If you send your child's lunch with him/her, please let us know that you intend to do so, and do not send candy or junk food.

Learning Centers – We use learning centers in the classrooms for active play, socialization and exploration. Individual centers include: reading, writing, art, blocks, manipulative, alphabet, math, puzzles, dramatic play, discovery, and listening. The items found in these centers will be changed during the school year to support new concepts that we are learning and to keep the centers interesting for the children.

M

Medications – The school advises against sending medicine to school unless absolutely necessary. In such cases, there must be clear written instructions regarding the time and dosages of the medicine. Only the school nurse will administer medication to students at school. All prescribed medication:



1. Must be in the original container
2. Must carry a prescription label with the child's name, drug name, dosage instructions, doctor's name and prescription date
3. Must be current
4. Must be accompanied by an order (note) signed by the physician specifying that the medication should be administered at school.

Money – If you need to send money for pictures, field trips, books or other expenses, please put in a sealed envelope with your child's name and grade clearly written on the outside.

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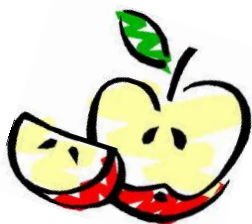
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Morning Snacks – Morning snacks are served in the cafeteria during our recess. Students are required to finish their snacks before going to the playground. Students who bring snacks from home must also eat their snacks in the cafeteria.

N

Newsletter – You will receive a monthly Wells newsletter containing important dates, special events and learning highlights from our classrooms.



Number Knowledge – To build a solid foundation in mathematics, your child will learn to recognize and write numbers and become familiar with numbers up to 100 by the time they complete K3. We will assess your child's number knowledge regularly during the school year. Number knowledge includes recognizing a number, associating it with a set of objects, and recognizing it in word form and as an ordinal number.

O

Outdoor Activities – At Wells, we encourage students to participate in outdoor activities during morning recess and the lunch break. Physical education also takes place once a week in our spacious playground. (Also refer to “Kids’ Fun Zone.”) All activities take place under full supervision by teachers and staff.



P

Parent Orientation/Workshop – You are encouraged to attend a special orientation held at the end of the first month of each school year. Specific information on this event will be sent to you in advance.

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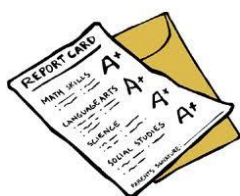
Pictures – School portraits of your child will be taken during the school year. Information on the exact day(s) they will be taken, as well as the cost, will be sent home to you.

Parties – We will host various classroom parties throughout the year. We will communicate with you in advance to request your help in making these special events happen.



R

Recess – Your child will have recess outside each morning between 9:20 am – 9:40 am (primary) and 9:50 - 10:20 am (kindergarten)



Report Cards – You will receive your child's report card at the end of each semester. For parents of students in Grades 1 and 2, you may also access PowerSchool. More details will be sent home.

Rules – A very important part of kindergarten is learning how to behave appropriately in a school setting. Every class has class rules that are discussed in class, and students are required to follow class and school rules

Reading – Please take time to read to your child each day, as well as let your child see you read. Education research has consistently demonstrated the best predictor of strong literacy skills in children is a positive reading environment at home. We recommend having many books on-hand in your home for your child to read.



Restrooms – We have several student restrooms on campus, and your child is allowed to use them when needed. Sometimes young children do have accidents! Please ensure that your child has a change of clean clothes (see "Extra Clothing").



Rest and Relaxation Time – Nursery and K1 classes include a nap time in their schedules after lunch. It is not required that your child sleep, but he/she must rest quietly or participate in quiet activities that

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we provide at that time. Your child will need a small towel for freshening up when they get up.

Required Items for School – Please provide the following items for the school at the beginning of each school term:

1. Small towel
2. Slippers (to be kept at school)
3. A mug, toothbrush and toothpaste (to be kept at school)
4. A small pillow and blanket – (Nursery & K1 only)

All items should be labeled. We will send your child's towel every Friday for washing, and the blanket and pillow home every two weeks for laundering. They should be sent back to school the following Monday.

S

Safety – Your child's safety is our top priority here at Wells International Kindergarten. We take every precaution when your child is in our care. Safety at the playground is our concern and many new programs are being implemented to reinforce safety issues here at Wells. Please make sure that the school is notified if he/she has a change in transportation or is to be picked up by someone other than you or a designated adult.

Snacks – Apart from morning snacks, students who participate in after-school activities may bring afternoon snacks. The school also provides afternoon snacks to students taking after school activities.



School Hours – Our regular school hours are 8:40 – 2:40 am for kindergarten and 7:40 – 2:40 pm for primary (Grades 1 and 2)



Shoes – It is very important that your child wears comfortable, close-toed shoes for comfort and safety.

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T

Tardiness – Students late to school (after 9:00 am) are to check in at the office before proceeding to the classroom. Please remember that learning begins as soon as the morning bell rings! When your child is repeatedly late, they miss the regular morning learning activities, as well as important socialization skills.



Transportation – If your child needs to go home in a different way than what is indicated in his/her file, you must call the school or inform us in a note. Phone calls should be made prior to 1:30 pm. For your child's safety, we will not let your child leave school with another adult or on a different bus unless you have notified the school.



Toys – Please do not allow your child to bring toys or electronic devices from home. We will occasionally request that your child bring in a small item for special activities such as show & tell.

V

Vegetarian Food – Vegetarian lunch options are provided for students who have signed up for the school lunch program.



Volunteers – We love volunteers at Wells, and have an active volunteer group for our special events. If you are interested, please contact the office for more information.

W



Water Play/Swimming Class – On days in which we hold swimming activities or classes, children are expected to carry their swimming gear, which includes a swimming costume, large towel, swimming cap, swimming goggles, slippers, plastic bags for wet clothes, and an extra set of clothes. We encourage all



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children to swim. However, if your child is not well or does not wish to participate in water play or swimming on a particular day, please inform his/her teacher in the daily correspondence book.

Y

Yearly Health Check-up – The school provides all students with a general yearly health check-up, which includes an eye examination and hearing test performed by the professional hospital staff. The summary of reports will be sent home a few weeks after the check-up.



Z

Zzzzz - Your child should get plenty of rest each night in order to be alert and ready to learn at school each day.



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