

# Mont'Kiara International School



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## Early Childhood Education Parent Handbook

KINDERGARTEN PREPARATORY  
KINDERGARTEN PREPARATORY ADVANCED  
KINDERGARTEN

## TABLE OF CONTENTS

Welcome Letter .....	3
Welcome Letter - Principal .....	4
School Mission Statement .....	5
Expected School Wide Learning Results (ESLR's) .....	5-6
Early Childhood Philosophy Statement.....	6-7
Uniforms.....	7
Transportation.....	7
Student Supplies.....	8
Description of Daily Activities.....	8-9
Bathrooms.....	9
Discipline.....	9-10
Library/Media Center .....	9-10
Ways We Communicate .....	10-11
Birthdays .....	11
Attendance.....	11
Early Dismissal .....	11-12
Sickness.....	12-13
Parent Involvement.....	13
Recycled Materials Needs .....	13



Dear Parents or Guardian,

On behalf of our Early Childhood Education Department, may we take this opportunity to welcome you to Mont'Kiara International School and community.

The purpose of this handbook is not only to help you as parents become better acquainted with our school and its operation, but also to help your child experience a successful transition into Mont'Kiara International School. This handbook addresses matters which both teachers and parents have discussed in the past.

Mont'Kiara may be your child's first encounter with a formal school setting. The first year of school can be one of the most important and exciting experiences in a child's life. This coming year will help form the foundation for future success in school and we are anxious, like you, for your child to get a good start in school. Our primary purpose is to help each child develop a positive self-concept and attitude toward learning.

The following pages contain information to help your child have a rewarding school experience. The best approach for you is to be involved, informed, patient, interested and positive. By working together, we can ensure an exciting and productive year for your child.

Sincerely,

The Early Childhood Education Team

### **WELCOME**

Welcome! These are exciting times! This will be a stimulating and rewarding year for your child.

The impressions made, friendships formed, and the knowledge gained will lay the foundations for your child's future. For many children this is their first experience in a group setting away from home. Our aim is to make this transition as smooth as possible. This handbook will provide you with some information and answer some questions you may have about our Early Childhood programs.

If you have any questions, concerns or comments, please see your child's teacher. They are the first point of contact for you regarding any questions or concerns you may have.

The Early Childhood Education Team



## Letter from the Principal

Dear Parents,

Welcome to Mont'Kiara International School, a dynamic learning organization composed of students, parents, teachers, administrators, and community members. Situated in the capital of Malaysia, Mont'Kiara International School is as vibrant as the city of its location, Kuala Lumpur. We are pleased that your family has chosen to become members of our school. We very much look forward to working with you as a team to educate your child or children.

The spirited and vigorous school program at M'KIS is the result of families, teachers, administrators and community members working closely together as a learning community. The combined efforts of our creative and dedicated teaching staff, and the continuously active Parent Association compliment our academic and extracurricular program to the benefit of every child.

We are aware of the importance of you being well informed about your child's school. This handbook was created to answer many of the questions you might have about the Elementary School, and how the school program supports the school mission and Expected Schoolwide Learning Results (ESLRS). Should you have any other questions or concerns beyond these pages, please ask your child's teacher as they are your first point of contact for information. The faculty and staff are always eager to assist you.

Your support, interest, and involvement in your child's educational program are welcomed and encouraged. As we work together as members of the M'KIS learning community, I am confident that your child will have a memorable and dynamic school year filled with rewarding learning experiences.

We look forward to working with you.

Sincerely,

Paul B. Sicard, Ed. S.  
Elementary School Principal and the  
M'KIS Faculty and Staff

## **SCHOOL MISSION STATEMENT**

The Mont' Kiara International School community is committed to enhancing the creative, social, emotional, and academic talents of the individual child by providing a world-class education within a compassionate environment. As life-long learners, our students will acquire the skills and attitudes necessary to be caring, independent, productive, and responsible citizens ready to meet the challenges of a rapidly changing world.

### **M'KIS BELIEF STATEMENT**

#### **We Believe that ...**

- Learning is a life-long process
- Learning best occurs in context and when connected to previous experiences
- Individuals are responsible and accountable for their choices and actions
- Individual and cultural diversity enriches life
- Appreciation of diversity of ideas, culture, gender and age contributes to a strong society
- Honesty, integrity and mutual respect are essential character traits
- Open, honest and respectful communication is essential to mutual understanding

### **EXPECTED SCHOOLWIDE LEARNING RESULTS**

#### **Upon graduation, M'KIS students will be**

##### **Critical thinkers who ...**

- Identify, evaluate and use resources effectively for the purpose of problem solving
- Apply problem-solving skills to facilitate learning
- Gather, analyze and process information from a variety of sources
- Solve problems using a variety of strategies

##### **Academic Achievers who ...**

- Demonstrate progress in all curricular areas
- Demonstrate personal responsibility for self-assessment in their learning
- Access information from a variety of sources
- Demonstrate technological literacy and the use of technology as a tool for the efficient and creative completion of a project

##### **Involved Citizens who ...**

- Seek to improve the lives of others in their community
- Demonstrate care and concern for their environment
- Demonstrate responsibility in active decision-making
- Interact respectfully with people of diverse cultures
- Demonstrate awareness and respect for the rights of others

### **Effective Communicators who ...**

- Demonstrate their creative talents to convey ideas
- Incorporate/Utilize technology as a tool for communication
- Listen respectfully and ask questions to facilitate understanding and achieve insight
- Demonstrate the skills of effective collaboration
- Collaborate with others in appropriate learning situations to achieve group goals
- Understand and convey written, oral and visual information using appropriate mediums
- Demonstrate awareness of the role of audience

### **Self-Directed Learners who ...**

- Value learning and the many benefits derived from the skills, information and knowledge they acquire
- Participate in a wide variety of co-curricular programs and activities which develop social, emotional and physical talents
- Take creative risks in developing untried ideas
- Demonstrate competency in goal setting, time management, and organizational skills
- Develop, prioritize and continually revise personal goals
- Apply practices that promote and support the safety and health of self and others

## **EARLY CHILDHOOD EDUCATION STUDENT EXPECTATIONS**

Students will:

- value learning and the many benefits derived from the skills information and knowledge they acquire.
- demonstrate progress in all curricular areas.
- think critically and apply problem solving skills.
- accept more responsibility for their education and be involved in assessing their achievements.
- demonstrate their creative talents.
- learn to be responsible for their actions and for the decisions they make.
- participate in a wide variety of co-curricular programs and activities.
- demonstrate honesty and integrity.
- respect both individual and cultural diversity.
- respect the rights of others and seek to improve the lives of others.
- demonstrate care and concern for their environment.

## **EARLY CHILDHOOD PHILOSOPHY STATEMENT**

The Early Childhood Education Program at Mont' Kiara International School is committed to the education of the whole child and provides learning experiences that are developmentally appropriate in a stimulating, challenging, and creative environment.

The program seeks to foster each child's intellectual, physical, emotional, social, cultural, and aesthetic growth. Our basic philosophy is that children learn best by doing. Their discovery is concrete and is based on experiment with hands on materials. Their work is their play.

As well as experiential, the Early Childhood Program is child centered and flexible. The curriculum is integrated and introduces meaningful themes which spark children's natural curiosities, interests and enthusiasm. The program is developmental. We believe children go through sequences of growth within which they each have their own pattern of growth, personality and learning style. We maintain that education for young children develops in ever widening concentric circles. Skills are sequentially built from KP through to Kindergarten. Each year the curriculum builds on what the children have learned the year before, beginning with their exposure and introduction in KP, to review, expansion, and extension in Kindergarten.

In our Early Childhood Program, each child is appreciated and accepted at his or her own maturity and ability. Students are given the opportunity to learn, grow, and develop in a climate of support and warmth, in their own time, and in their own unique way.

### **UNIFORMS**

Students of Mont' Kiara International School wear uniforms. The uniform consists of a light green T-shirt and dark green shorts which are worn to school daily. Kindergarten children should wear the gray P.E. T-shirt during their P.E. classes only. Hats are required for outdoor play and art smocks for art/craft and messy play are required.

It is recommended that SENSIBLE FOOTWEAR be worn (no slippers). All footwear needs to have the toes covered and have a back restraint for safety. Please label ALL items of clothing! Please send in an extra change of clothes in a clear plastic bag labeled with your child's name to be kept at school if needed. "Croc" footwear is ok for school but has been deemed unsafe for school field trips and PE, running shoes are preferred.

### **TRANSPORTATION**

If you require bus service, please obtain and complete a bus form available in the Main Administration Office. Please read over the bus safety rules that are attached to the form when you register and encourage your child to follow these guidelines at all times. It is advisable that you familiarize your child with their bus and bus driver. A member of staff will accompany your child from the bus area to class every morning, and to the bus every afternoon. They will also ensure your child is on the correct bus with their seat belt fastened.

Children will be dropped off ONLY at the school in the mornings and their own home in the afternoon. Children may ride home on a friend's school bus if the class teacher is informed and arrangements have been made with the school bus driver.

Parents of KP, KPA, and Kindergarten children are required to ensure that someone meets the bus on arrival at home from school.

During the year you may have an occasion where your child will not ride the bus home. Please write a note in the communication book to inform your child's teacher of the alternative arrangement. Failure to notify the teacher may result in your child being put on the bus and taken home as usual. If your child is sick, you are also advised to notify the bus driver and Elementary Office to avoid the bus waiting for pickup and being delayed unnecessarily.

## **STUDENT SUPPLIES**

Classroom teachers have determined specific instructional materials and school supplies for individual grade levels. Our school store maintains these supplies throughout the year but supplies may be purchased at any bookstore in the area. Paper items for each grade level will be packaged and available for purchase in the student store located next to the Café. Please label all items with the student's name after purchasing supplies. If students start school after Dec 31, please contact the teacher prior to purchasing supplies to determine what is needed for classroom use till the end of the school year.

## **DESCRIPTION OF DAILY ACTIVITIES**

### **SCHEDULE**

The KP and KPA school day begins at 8:30 a.m. and ends at 1:30 p.m. Kindergarten classes end at 3:00 p.m. Please note that teachers use the morning time before school begins for classroom preparation. We request that you do not send your child to school before 8:15 a.m. An adult will be at the playground to supervise the early childhood students who arrive to school before 8:15 a.m. This supervised duty begins at 8:00 a.m. and ends at 8:20 a.m. when all early childhood students are welcome into their classroom. Please be prompt in collecting your child to avoid any upsets. If you are late the teacher will have your child wait with an assistant.

### **ARRIVAL**

Children riding the school buses are greeted by teaching assistants and taken to their classrooms. Children are then welcomed by their teachers and asked to place their belongings in their cubbies, put their communication book in the basket and then their day begins. Parents are advised to leave the Early Childhood area immediately after drop off/pick up.

### **ACTIVITY TIME**

This is an important time for children to learn to initiate their own activities and take responsibility for their learning. Activity choices include: dramatic play, construction, books, play dough, drawing/writing, and manipulatives.

### **PLAYGROUND**

Tricycles, climbing frames, balls, and slides help develop gross motor skills. Sand, water, and dramatic play areas enhance our students' creativity and provide opportunities for experimentation and constructing knowledge. Children are not to play in the playground when they are not with their class – Adult supervision is required, and we ask that siblings young and old stay in their appropriate play areas or with their parent.

### **CIRCLE TIME**

Students go to their respective classrooms and meet on the carpet. It is a time for greeting each other, singing songs, doing finger plays, giving and receiving information, listening, sharing ideas, learning new names, developing a sense of community, telling a story, reading a book, and giving children an opportunity to express themselves in a large group. Please ensure that your child is to school on time as to not interrupt classroom activities which start promptly at 8:30 a.m.

### **LEARNING CENTER TIME**

Thematic centers are planned to provide children opportunities for problem solving, decision making, creative expression, and social interaction. Children are encouraged to explore all the centers.

Centers include: home corner, blocks, writing/drawing, math, manipulatives, art and crafts, easel painting, computer, sensory activities, cooking, language arts, science, social studies and other activities.

### **STORY TIME**

Children listen to and actively respond to a variety of books, poems, felt board, and white board stories. Each class has its own collection of books and teachers also borrow books for the classroom from the school's Library/Media Center.

### **SNACK/LUNCH**

The KP, KPA and Kindergarten children eat their snack and lunch under supervision in the outdoor area. Parents should send their child's snack/lunch in a lunch box clearly marked with the child's name. A snack may consist of fruit, crackers, yogurt, and cheese. Lunch ideas include sandwiches, noodles and rice. An ice pack and insulated lunch pack are recommended to keep your child's food fresh. PLEASE DO NOT SEND IN CANDIES, CHOCOLATES, ETC., IN YOUR CHILD'S SNACK/LUNCH. At M'KIS we encourage a healthy diet for your child. Please avoid sending in snacks and lunch items with peanuts in them because we have some students with severe allergies.

### **TOYS/PERSONAL PROPERTY**

Please make arrangements with your child's teacher if a toy or personal property is brought to school. We welcome such items for sharing only and discourage them coming to school at other times as they are easily lost and/or misplaced.

### **SPECIALS**

Children have several rotating "specials" each week. The specials include: library/media center, P.E., computers, cooking, dance, and music for the KP and KPA classes. Kindergarten students have specialist teachers for art, library/media center, information technology, music and physical education.

### **BUS DISMISSAL**

Children will be escorted by a responsible adult to their school bus. This is to ensure that students arrive safely to their school bus. Before their dismissal to the bus, each child will pack their own belongings.

### **DISMISSAL**

Parents wait for their children outside the class. The KP and KPA children are dismissed at 1:30 p.m., kindergarten children at 3:00 p.m. Children must be collected by a parent or a nominated guardian. If alternative arrangements are made for collection of your child you must write the details in the communication book, and also, if possible, verbally inform your child's teacher. Children and parents of KP/KPA students should leave the Early Childhood area at 1:30 p.m. as Kindergarten classes are still being conducted. Extended conversations or play time should be held elsewhere so it does not disturb classes still in session.

### **BATHROOMS**

It is an expectation of M'KIS that children entering the Early Childhood program must be toilet trained. This includes being able to go through each step independently in order to go to the toilet.

### **DISCIPLINE**

Recognizing the developmental level and needs of young children, it is the policy of the school to use a variety of approaches to disciplining of our students. The need to discipline students may arise from incidents such as immature behaviors (hitting,

pushing, throwing objects), safety issues (running down stairs, jumping from play equipment) or disrespect to an adult.

### **METHODS OF DISCIPLINE MAY INCLUDE**

**Redirection:** removing the child from a particular situation by changing his/her immediate environment.

**Time-out:** a brief time-out (usually not longer than 3-5 minutes) whereby the child is encouraged to describe the inappropriate behavior, recognize alternate means of more positive behavior, and also recognize the fact that there are consequences to inappropriate behavior. At all times examples of positive behaviors will be modeled and explained to students.

### **LIBRARY/MEDIA CENTER (LMC)**

KP, KPA, and Kindergarten children visit the library once a week. They have the opportunity to look at books and hear stories. Students may check out a book from the LMC daily. Reading daily to your child helps to encourage the love of books and reading.

### **WAYS WE COMMUNICATE**

#### **BACK TO SCHOOL NIGHT**

During the first few weeks of school, your child will be busy settling into the school routine, making new friends and gaining confidence in his/her new environment. After this initial settling in process parents will have more questions about your child's day at school. Parents will hear from their child's teachers concerning their respective programs and procedures. Please understand that "Back to School Night" is not an appropriate time to hold a conference with teachers about a child's educational progress. If a conference is needed with a specific teacher, please make an appointment with him/her. Back to School Night is for parents only and therefore we appreciate efforts to make arrangements in advance so students do not attend.

#### **CONFERENCES**

Formal Parent-Teacher Conferences (PTC's) are scheduled two times a year to discuss your child's progress and participation at school. The Early Childhood Education department also invites you to request a PTC anytime throughout the school year as the need arises.

Please refer to the school calendar for scheduled PTC dates. Please feel free to comment, ask questions, or voice your concerns at any conference. If you would like to discuss something with your child's teacher please make an appointment for a time convenient to both parties.

#### **STUDENT-LED CONFERENCES**

In May, we will hold our highly successful student-led conferences. This opportunity provides children with an active and meaningful role in reviewing and reflecting on their learning as they share their work with their parents. These conferences are led by each student where he/she shares his/her successes and challenges of the school year.

#### **COMMUNICATION NOTEBOOK**

Each child will have a small notebook for parents and teachers to jot notes to each other. Your child should bring this notebook to school each day and you need to check it each afternoon when your child returns from school. The notebook should be kept in a mesh plastic bag to avoid it being damaged. Please check it daily and sign any notes you receive to ensure that the teacher knows it has been read.

## **NEWSLETTER**

An electronic version of the school newsletter (The Link) will be available each Friday to keep your family informed on school happenings. If you do not have access to e-mail or the school web page and would like a hard copy each week, please inform the M'KIS Communication's Officer at [link@mkis.edu.my](mailto:link@mkis.edu.my).

## **BIRTHDAYS**

Birthdays are a special time and if you'd like to celebrate your child's birthday at school please make arrangements with the teacher. Teachers will distribute birthday invitations only if there is an invitation for all the children in class. If you plan to bring a special treat, please note that our school promotes healthy snacks. Birthday celebrations must take place during lunch or recess time only. You are most welcome to come in and take photos on the day.

## **ATTENDANCE**

The school day begins at 8:30 a.m. and the academic day concludes at 1:30 p.m. for KP and KPA students and at 3:00 p.m. for kindergarten through grade five students. Being on time and attending school consistently sends a message that school is important to students.

The classroom environment cannot be duplicated. Academic success requires regular attendance in school. A school calendar is given to each M'KIS family before the commencement of a new school year to ensure that each student will be in class each scheduled school day. Students need to be in school unless an illness or other emergency prevents their attendance. We strongly encourage parents to plan their vacations and medical/dental visits carefully so students do not miss school.

**After 12 absences in any school year, a student may be required to present a doctors certificate for each successive absence.**

**Excessive absences may jeopardize a student's promotion to the next grade.**

## **EARLY DISMISSAL**

As marked in the school calendar, there will be days when the children are dismissed at 11:50 a.m. On these days, your child doesn't need to bring lunch. The school bus will leave at 12:00 noon. It is important that you collect your child on time, as teachers have meetings scheduled.

## **LATE TO SCHOOL**

All students are required to be in attendance at the beginning of each school day at 8:30 a.m. It is disruptive to the classroom routine to have students arrive late to class. Students who are late to school must report to the Elementary Office for an admit slip before reporting to class.

## **LEAVING SCHOOL DURING THE DAY**

Students who need to leave school for part of a day need to give a note signed by a parent to the teacher. The student needs to have a parent, guardian or designee come to the Elementary Office first to sign the student out before they leave campus. The parent must obtain a signed pass from the Elementary Office which will be given to the gate guards at the time of leaving campus. Then the parent may go to the classroom to pick up the student. The classroom teacher must also sign the student pass.

## **LEAVING BEFORE THE END OF A TERM**

It is in the students' best interest to remain in school throughout the entire term. If unusual circumstances require a student to leave before the last day of the term the student report card will be issued upon his/her return.

Students leaving M'KIS permanently need to bring a letter stating this fact to the elementary office at least two weeks prior to departure so the office personnel may compile the available student records.

## **SICKNESS**

The Health Office is located next to the Administration Office in the Administration building. It is open from 8.00 a.m. to 4.45 p.m. Monday to Friday. A professional school nurse is available to offer first aid, appropriate medical assistance to the students, health guidance and referrals to parents.

If your child is absent from school, please inform the Elementary Office. If your child requires medication to be given during school hours, inform the school nurse and class teacher personally or by letter. This should include the student's name and grade, name of medication, time to give the medication and dosage. This ensures that your child will receive the medication at the correct time and dosage as per your request. If your child is asthmatic or has allergies, it is a good idea to have extra medication that can be stored at school in the Health Office for emergencies. Be reassured that the medication will be specifically for your child and administered only by the school nurse on duty.

In consideration of other children, please **DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SICK**. Your child should be kept at home if any of the following symptoms are present:

- Fever. (Your child should have a normal temperature for 24 hours after a high fever)
- Diarrhea, Vomiting, Stomach Cramps
- A rash
- Nasal discharge. Green / Yellowish
- Eyes reddened, itchy or swollen
- Sore throat, cough
- Excessive tiredness

If your child has been exposed to a contagious illnesses he/she should be kept at home and the fact of his/her condition should be reported to the class teacher.

- Viral infections
- Pin/Tape worms
- Measles, Mumps, Chicken Pox
- Conjunctivitis or 'Pink Eye'
- Scarlet Fever
- Hand, Foot Mouth Disease
- Head Lice

Please notify the school nurse if your child has any of the above. Appropriate action will be necessary before you child returns to school.

## **Medical Health Forms.**

In your Admission packet you will find the School Health Form. A completed form including proof of immunization (in accordance with the home country schedule) and

doctor's report of a recent physical exam, is required prior to the students first day of school.

Please complete the form requirements on the front and back pages and return to the Main Administrative Office promptly. In the event of a medical emergency this file will be used as a reference should both parents and nominated emergency contact be absent. Your signature for 'authorization for medical treatment' is deemed necessary in this instance.

This form is part of the admission process to Mont'Kiara International School, and will be considered incomplete until all information and above requirements have been signed and submitted to the Admissions Officer.

An updated Health File is to be completed every two (2) years for all returning students.

**Parent(s) Traveling Outstation (form)**

If either or both parents are traveling out of the country for any period of time, it is requested that you complete the above form prior to departure. Special medical instructions should be provided as well as your contact numbers and preferred alternative emergency contacts.

Forms are available at the Main Administration Office.

**PARENT INVOLVEMENT**

The Early Childhood Program believes a child can be best educated if parents and teachers work together. Parent involvement is most welcome. We hope to have volunteers in school/class on a regular basis. Please sign up for the days and time that you can commit to helping in school/class with your child's teacher. In addition, we need class parent representative from each class to join the Parent Association. Please let teachers know at the beginning of the year if you are interested.

**RECYCLED MATERIAL NEEDS**

Many of our activities and crafts are done using recycled materials. We can use almost anything! Please save and send in : old newspapers, cans, jars, bottles, containers, cloth scraps, yarn, rugs, buttons, lace, string, zippers, milk cartons, kitchen towel rolls, dress up clothes, hats, jewelry, purses, toys, books, puzzles, wrapping paper, and ribbons.

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