



菲 律 濱 中 正 學 院
Chiang Kai Shek College

Progress through education.

Chiang Kai Shek College
Preschool & Kindergarten Department

Parent Handbook

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The Chiang Kai Shek College-Preschool & Kindergarten Parents' Handbook
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Table of Contents

Vision-Mission, Objectives and Brief History	3
Philosophy and Curriculum	5
Day Care.....	7
Staff Qualifications	7
Confidentiality	7
Communication	8
Admissions	10
Nondiscriminatory Policy.....	10
Enrollment and Withdrawal.....	10
Tuition	10
Positive Discipline Policy	11
Birthdays & Class Parties	12
Arrival and Dismissal	13
Parking.....	15
Illness	15
Inclement Weather Policy	18
Emergencies.....	18
Field Trips	19
Playground	19
Parent/ Guardian Volunteer Opportunities	20
References.....	26





History

Vision-Mission Statement

Education for excellence geared towards a united Filipino-Chinese community, equipped with the basic academic skills, wisdom, and virtues of propriety, righteousness, incorruptibility, and honour, committed to nation building and international concern

Institutional Objectives

1. To train bright and capable leaders of society
2. To prepare people for the task of building a better and stronger nation
3. To harvest and share great ideas from Eastern and Western cultures
4. To enhance friendship and understanding between Filipinos and Chinese

Brief History

Chiang Kai Shek College is the first institution of higher learning in the Philippines founded by overseas Chinese-Filipinos. It offers education in all levels from preschool to graduate school.

In June 1939, Chiang Kai Shek High School was founded by prominent and hardworking Chinese in Manila like *Mr. Wong Chun Seng* and *Mr. Yu Khe Thai*. It was named after Generalissimo Chiang Kai Shek to inspire young Filipino-Chinese to emulate the great personality and spirit of the late President. It initially offered a six-year program in Chinese and a four-year program in English. Three years later, the school bore the brunt of World War II– it was heavily damaged and fourteen teachers and students were killed for participating in underground activities. The school reopened in December 1945. Under Principal Wong together with the support of the Chinese community, moved to its new site in August 1948.

In 1958, the Wong Chun Seng Memorial Preschool was established.

In November 2000, the Preschool and Kindergarten Department started offering the Montessori Class, and in June 2009 it opened the Day Care Center to provide respite for working parents.

With the implementation of the K to 12 Curriculum by the Department of Education under President Benigno Aquino on year 2012, the Board of Trustees





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appointed Dr. Dory Poa as Consultant of the Board for Curriculum Development and Chairman of the Special Task Force on K+12. Five year old children in the Philippines are mandated to study Kindergarten. In June 2013, Dr. Bee Ching Ong Kian Koc retired and Dr. Dory Poa was appointed as the new College President.





Our Philosophy and Curriculum

Progressive, Child-friendly and Developmentally-appropriate

We offer progressive, child-centered and developmentally-appropriate early childhood education programs for children 2.5-6 years old.

We develop children holistically (physically, cognitively and socio-emotionally) through an integrated curriculum and meaningful, relevant and interesting experiences. We balance child-centered and teacher-guided activities to create the best learning atmosphere for the child. Our whole learning environment from the teachers, staff and facilities are supportive and responsive to the child's needs, taking into consideration the children's age, interests and socio-cultural background.

We offer two internationally regarded early childhood education programs. Parents may enroll their child on the program which they think suits their child best.

Wong Chun Seng Memorial Preschool: Creative Curriculum

Following the Creative Curriculum, teachers use knowledge of child development, individual child's needs, strengths, interests and socio-cultural context in order to plan activities in which the child will learn these core content areas:

- Language (English, Chinese and Filipino)
- Mathematics
- Science
- Social Studies
- Arts
- Technology

Teachers guide children's learning through the ff. interest areas:

- Blocks
- Dramatic Play
- Toys and Games





- Art
- Library
- Discovery
- Sand and Water
- Music and Movement
- Cooking
- Technology
- Outdoor play

CKS College Montessori: Montessori Approach

Through Montessori approach, teachers develop the whole child through the ff. key principles:

- respect for the child: the child is encouraged to choose work previously shown and to independently finish them with grace and courtesy
- self-directed learning: through self-correcting learning materials, the child is able to educate himself/herself
- absorbent mind: the 0-6 year old child learns with ease, making them teachable of enriched curricula
- sensitive periods of development: children have particular time in which they are most responsive to learning certain skills. Thus teachers observe them closely to capitalize on these golden "windows of opportunity" for maximum learning
- well-prepared environment: in an atmosphere of natural beauty and order guided by the teacher, children educate themselves in freedom and harmony

Its key learning areas include:

- Practical Life
- Sensorial
- Mathematics
- Language (English, Chinese and Filipino)
- Culture (History, Science and Geography)





Day Care

Day Care is an enrichment and childcare program that extends a child's day until 4:00 pm during weekdays. Children will eat full healthy lunch, nap and explore many topics through literature, science, and art. Napping allows them the opportunity to rest quietly. Children are not required to sleep, and may choose to look at books, listen to a story, or participate in quiet activity on their bed/ mat. This rest period allows them time to relax before beginning the afternoon activities.

Staff Qualifications

CKS College-PKD teachers meet or exceed the Department of Education (DepEd) standards. All of the lead teachers hold a four-year college degree and have completed required basic coursework/ training in early childhood education. Some teachers hold a master's degree. Every year, the supervisor and teachers complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program. In addition, our faculty and staff members truly love, understand and support children.

Confidentiality

Confidentiality is essential in promoting respect for every human person and building a strong community. CKS College-PKD makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. CKS College-PKD recommends that conversations about a child, behavior, or incident must be conducted in private, away from the child and other members of the CKS College community irrelevant to the discussed situation. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to schedule time to discuss.





Communication

Communication between home and school is important to a successful early childhood education program.

School-Wide (Non-emergency) Information:

- CKS College-PKD office communicates with parents through different ways:
- Mobile phone/ telephone
- CKS College website and Facebook page
- Parent Orientation
- Letters sent home in children's backpacks

Classroom Information:

- Weekly lesson plans, held and upcoming activities, children's artworks and other announcements posted in the classroom bulletin board
- Please check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.

Child-Specific Information:

- During arrival and dismissal times, teachers and staff must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email to the teacher or supervisor is preferred.
- Parent-teacher conference is held once after every school year. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child's teacher –send a note or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the Preschool & Kindergarten office at (02) 252-6161 local 2502, and we will relay the message. The teacher will respond as soon as possible.





- If you wish to talk to the teacher at length, personally ask after dismissal, send a note or call the office to leave a message in order to arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (e.g., parent on a trip, parent separation, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. CKS College-PKD will always respect your privacy.
- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.





Admissions

CKS College admits children of any race, color, and national and ethnic origin. There is no entrance exam, but an interview in order to personally know the child's school readiness. A short observation will be done as needed. If parents have any major educational, social, or developmental concerns about their child entering CKS College-PKD, parents need to discuss these concerns with the supervisor before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, CKS College-PKD reserves the right to place children in classes by age, gender, and developmental level. and to refer any child deemed better fit in another school.

Nondiscriminatory Policy

CKS College-PKD is nonsectarian. It admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies. However, in some cases CKS College-PKD reserves the right to refer pupils to other schools for the best benefit of the children.

Enrollment and Withdrawal

Kindly proceed to the CKS College-Admissions and Registrar's Office to enroll or withdraw your child, including inquiring about documents request or processing.

Tuition

Kindly proceed to the CKS College- Registrar's Office and Cashier to inquire about tuition fees and make payments.





Positive Discipline Policy

CKS College-PKD is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of CKS College-PKD's values including propriety and self-righteousness.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of our curriculum, and it helps children grow as successful, lifelong learners.

CKS College-PKD's commitment to a developmentally-appropriate curriculum ensures that activities are child-centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a behaviorally challenging time, the school encourages parents and teachers to work together and develop proper strategies. If a particular circumstance needs attention, the teacher will follow this procedure:





1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies that the teacher will implement. The teacher will discuss options with the supervisor.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with the teacher, parent, and supervisor to discuss options in order to help the child develop appropriate social skills.
5. CKS College-PKD will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include referral of the child for diagnosis with a specialist (in-house or external), removal of a child from the classroom, and/or calling the parent to take the child home. Repeated severe problems may result in excluding a child from attending CKS College-PKD.

Birthdays and Class Parties

Simple birthday snacks or giveaways may be provided by parents to recognize children's birthdays. No games or birthday programs are allowed. Please set a date with the teacher one week in advance. Less notice may result in a date other than your first choice. This time is necessary for the teachers to plan the class activities keeping the birthday celebration in mind. Be prepared to tell the teacher the snack that you would like to serve. Thank you for your attention to these matters. Advance planning is important to the safety of our children and to smooth daily classroom procedures.





Arrival and Dismissal

- Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.
- Below are assigned gates for the classes. Kindly enter and exit at your child's assigned gate at the said open times
 - Gate 3 (along Alvarado Extension Street, near corner P. Algue St.): for Pre-kindergarten and Kindergarten
 - Morning: 7:30 AM-9:00 AM and 10:40 AM-1:00 PM
 - Afternoon: 12:00 PM-1:30 PM and 3:30-4:20 PM
 - Gate 4 (along Alvarado Extension Street, near Maynilad water pump station): for Pre-Nursery, Nursery and Montessori
 - Morning: 7:30 AM-8:30 AM and 11:30-11:45 AM
 - Afternoon: 12:00 PM-1:30 PM and 3:30-4:20 PM
- You may enter or exit through the other gate (Gate 3 or 4) if you are late and your assigned gate is closed, or if your child is with his/her sibling assigned to pass through the other gate.
- Entrance and exit in Gates 1 and 2 are not allowed.

Arrival:

- The teachers will be ready to start class at 8:00 am. You must escort your child into the classroom and make sure that the teacher knows that your child has arrived.
- Early arrival: If you arrive early for your child's class, please wait in the hallway to allow teachers to prepare for the class. Teachers will welcome your child into the classroom when preparations are complete.
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When you arrive late, please go directly to your child's class drop off your child with least intrusion.





Dismissal & Pick-Up:

- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please keep CKS College-PKD's phone number, (02) 252-6161 local 2502, programmed in your phone in case you are running late so that the teacher can let your child know that you are on your way.
- Early pick-up: Please inform the teacher preferably in advance of any special reason to pick up your child. Make sure to log in with the guard.

Authorized pick-up:

- Only authorized fetchers with valid Gate Pass will be allowed to pick up the child.
- Anytime someone other than the typical fetcher picks up your child, please let your teacher know.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the Student Profile Information in order for us to be assured that the CKS College-PKD staff is speaking to the parent.
- CKS College-PKD staff wants to ensure each child's safe transition from CKS College-PKD's care to an authorized adult at dismissal time. Staff members are encouraged to observe the state of the adult picking the child up from CKS College-PKD. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's Student Profile Information.





Parking

- The streets around CKS College-Main campus (Padre Algue and Alvarado Extension Streets) are one way.
- You may not park, even for a short period of time, in the spaces along the side of the building. Only drop-off is allowed.
- Drive slowly through the streets surrounding the campus. There are children and parents who may be walking along or through the streets.
- It is against the law to leave unsupervised children in your car in the parking lot at any time.

Illness

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the Student Profile Information to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in the School Clinic until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
 - temperature higher than 38°
 - loss of appetite
 - nausea or vomiting
 - red, pink, or crusted eyes
 - stomach ache
 - earache
 - diarrhea
 - rash/infection of skin
 - pale or flushed face
 - headache





- thick or greenish mucus from nose
 - cough
 - loss of energy/decrease in activity/falling asleep
 - sore throat
- If your child is not well enough to participate in all aspects of the daily class schedule, PLEASE KEEP YOUR CHILD AT HOME.
- 24 HOUR RULE: any child who has shown signs of illness in the previous 24 hours may not attend class.
- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- Parent must notify the office immediately if a child:
 - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that CKS College-PKD can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that CKS College-PKD will not release the name of the child or family involved. We simply post "There has been a case of _____ reported"
 - Has any allergies or if you have any concerns about any aspect of your child's health.
 - Is taking medication, as medicine may affect your child's behavior.
 - If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.
- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.





- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Inclement Weather Policy

- CKS College-PKD follows the CKS College calendar, with a few exceptions. An up-to-date calendar can be found on the CKS College website.
- As per DepEd Order 43 s. 2012, when at least Signal No. 1 is raised by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) in City of Manila, preschool and kindergarten classes shall be automatically cancelled or suspended.
- CKS College reserves the right to close regardless of PAGASA decision, because heavy flood, local power outages or other circumstances may affect our ability to operate during inclement weather.

How to Know If CKS College-PKD Is Closed

School closings are communicated on local radio and TV stations. In addition, CKS College website (<http://www.cksc.edu.ph>) and Facebook page (<http://www.facebook.com/>) will have up-to-date information. **text**

Emergencies

- CKS College-PKD has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring condition like earthquake to a fire. CKS College-PKD educates parents about the emergency plans at Parent Orientation at the beginning of the school year. The safety of the children and staff is always the school's primary concern.
- CKS College-PKD requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training and the school runs emergency evacuation drills every year.





Communication With Parents of an Emergency Situation

CKS College-PKD will communicate with parents during an emergency through either a text message sent to mobile phones and/or a phone call from a member of CKS College-PKD faculty/staff.

Emergency Phone Contact Information for Each Child

- CKS College-PKD maintains emergency phone lists to notify parents of any unexpected events, such as a school closing through the Student Profile Information filled up during enrollment.
- It is the responsibility of the parent to keep the Student Profile Information up to date.

Field Trips

- Field trips can be an important enriching experience for our children. Teachers plan trips appropriate for their class that will provide a well-rounded experience.
- Information and permission slips will be sent home in school bags each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee.
- Any child in the class who requires any type of emergency medication (for allergic reactions, etc.) should be accompanied by one of his/her parents who will bring the child's necessary medication for the field trip.
- No siblings may accompany you and your child on the field trip. A sibling is a distraction for the chaperoning parent and for the group and can present a liability for everyone.
- A First Aid kit and Emergency Contact Information will be taken on the trip.





Playground

- CKS College-PKD playground may not be used after school hours (8:00 AM-4:00 PM).
- Whenever parents are on the playground with their child or other children, parents are responsible for supervision of their own child or children after school hours. Please do not leave a child or children alone or unsupervised on the playground at any time.
- CKS College-PKD asks that all children, under the supervision of their parents, abide by the same guidelines that we use during official class playground time. These guidelines include:
 - Children must have socks.
 - The slide is a “down” slide, so children should be going feet first—on bottoms or stomachs. No head first. Children should slide to the bottom of the slide and move out of the way for the next person and should not be standing on or jumping off the slide.
 - No climbing on top of the house.
 - If your child is on the playground, you need to be with him/her to make sure that he/she is following these rules.
- CKS College-PKD reserves the right to prohibit the use of our playground.

Parent/ Guardian Volunteer Opportunities

CKS College-PKD encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. CKS College-PKD also asks that parents share their talents and time to help make the school the special community it is. Here are some ways you can help:

- Story reader
- Guest teacher
- School beautification
- Outreach/marketing





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