

VISION

A Christ-centered school community
growing in the love and friendship
of Jesus Christ in His Church
and striving for peace
in the social and ecological order.



MISSION

We, in Basic Education, commit ourselves –
to Transformative Education
as a Christ-centered school community
dedicated to the integral formation of persons
empowered to promote justice, peace,
care for creation and solidarity.

Live Fully as God's Beloved!
School Thrust 2017-2018

June 23, 2017

Dear Kinder Parents and Guardians,

Peace in Christ! We welcome you to the Assumption Family.

Here are some guidelines to facilitate a productive year in Kinder. Kindly **file this at home** for your reference throughout the school year.

1. SCHEDULE OF CLASSES

Section	Regular Schedule	Half-day Schedule
Kinder – A and B	7:20 a.m.–11:00 a.m.	7:20 a.m.–9:00 a.m.
Kinder – C and D	11:20 a.m.–3:00 p.m.	9:20 a.m.–11:00 a.m.

Attendance will be **strictly recorded**. Please observe **punctuality** at all times.

2. ARRIVAL and DEPARTURE

Section	ARRIVAL	DEPARTURE
Kinder A and B	Preschool Waiting Area Nursery House Backdoor	Preschool Waiting Area Bayugo Gate Waiting Area
Kinder C and D	Preschool Waiting Area Bayugo Gate Waiting Area	Preschool Waiting Area (for private vehicle riders) Bus Service Waiting Area (for bus riders) Bayugo Gate Waiting Area

Bring students to the Preschool Waiting Area not earlier than **7:00 a.m. for AM sessions and 11:00 a.m. for PM sessions**. Teachers will fetch the students at 7:10 a.m. and 11:10 a.m. respectively. Please be on time as walking with the class provides the “warm-up” your child needs to start her day in school.

**NOTE: Parents/Guardians/Caregivers are NOT ALLOWED to stay at the Preschool Area, Cafeteria/Bookstore, Multi-purpose Building, and Preschool Waiting Area during class hours except for official business.*

3. SCHOOL ATTIRE

Monday to Thursday	Complete school uniform , black leather shoes , plain white socks
Friday	P.E. uniform , rubber shoes, plain white socks

4. SCHOOL MATERIALS

a. Notebooks, folders, and books are to be labeled with the following codes:

School Material	Code	Title
Notebooks	AN	Assignment Notebook
	J	Journal Notebook
Folders	CIR	Circular Letters
	IPC	Individual Progress Chart (short folder)
	TF	Test Folder
Books	EGG	Enjoying God's Gifts
	RC	Read and Communicate

Labeling instructions:

- Print CODE on the upper right hand corner of the cover.
- Print CHILD'S COMPLETE NAME, LEVEL & SECTION centered on the lower area of the cover.
- Labels should be approximately 1-inch in height and printed clearly using black marker.
- Please follow sample.

Sample:

AN
Ana I. Lim K - A

b. Writing Materials

Keep the following materials in the Red Assumption Backpack and bring to school daily:

- Clear Pencil Case: with an eraser and four (4) sharpened* Mongol no.2 pencils
**Note: Always sharpen pencils at home not in school.*
- Red Art Kit: with a box of crayons (16's), scissors, Elmer's glue stick, water color

Please label items individually with your child's name, level, and section. Books, notebooks, folders, and writing materials should be brought to school on **June 29, Thursday**.

c. Personal Kit

Place the following items in a **medium-sized shoe box or container with lid**:

baby cologne	2 shirts with sleeves	1 kid-sized apron
baby powder (optional)	1 pair leggings	2 small trash bags
face towel	2 pcs.underwear	1 hand sanitizer
hair brush/comb	1 pair of socks	1 insect repellent

Please label items individually with your child's name, level, and section. Send the Personal Kit on or before **July 10, Monday**.

d. Other Items

Place the following items in a paper bag:

1- 2x2 photo	1 English storybook	1 hand towel
1- 3R family picture	1 Filipino storybook	2 rags
1 Grade 1 Writing pad	1 bath soap /liquid soap	1 big box of facial tissue
		2 rolls of toilet paper

Please label items individually and send on or before **July 12, Wednesday**.

5. PRESCHOOL SOP's

1. Student Handbook	<p>a. Student Handbook will be distributed as soon as it is available.</p> <p>b. Please read and sign the Agreement Form and return to the teacher-in-charge on due date.</p>
2. Circular Letters	<p>a. Circular Letters that contain important information from the school are sent home through the CIR folder.</p> <p>b. Empty CIR folder and return to the teacher the following school day.</p> <p>c. Parents should keep a file of all Circular Letters at home.</p>
3. Subject Matter Outline	<p>a. The SMO placed in the CIR folder is sent home at the beginning of each term.</p> <p>b. This should be filed at home as reference for your child's follow-up and review.</p>
4. Assignment Notebook	<p>a. The AN facilitates communication between school and home. This may be used for all parent-teacher correspondence.</p> <p>b. Please give teachers a day to reply to queries.</p> <p>c. Parents need to read and sign all notices daily.</p> <p>d. Please attach/staple all reply slips and payments to the AN.</p>
5. Payments	<p>a. <u>Tuition Fees</u> must be paid directly to the Finance Office.</p> <p>b. <u>All other payments</u> (check or cash) are to be placed in a sealed envelope properly labeled with the child's name, level and section, amount, and the purpose of payment. Attach labeled envelope to the AN.</p> <p>c. Unlabeled payments will be returned.</p>
6. Recess	<p>a. Bring healthy snacks for recess every day.</p> <p>b. Junk food, candies, chocolates and soft drinks are NOT ALLOWED in school.</p> <p>c. Please follow our Healthy Monday Program. Below are some healthy food that your child can bring on <i>Mondays</i>:</p> <ul style="list-style-type: none"> • rice meals • fresh fruits and vegetables • cereals • sandwiches • pasta/noodle dishes • salad/soup
7. Zero Waste Policy	<p>a. Preschool classrooms have two trash bins -- one for leftovers, one for paper/tissue.</p> <p>b. Please transfer all snacks (cookies, cupcakes) and drinks in reusable containers/jugs.</p> <p>c. In case of non-compliance, food wrappers and juice bottles/boxes will be sent home for proper disposal.</p>
8. Attire	<p>a. Proper attire during casual days must be observed--shirt with sleeves, long pants, simple rubber shoes.</p> <p>b. NO skirts/dresses, sleeveless shirts, spaghetti straps, tube tops, boots, high heels, open sandals, clogs, and rubber shoes with lights/wheels.</p> <p>c. NO jewelry except a pair of stud earrings.</p> <p>d. Only 2 pieces of black, white, or red hair accessories will be allowed.</p>
9. Attendance	<p>a. Attendance will be checked daily.</p> <p>b. Absences may be excused for reasons of illness, accidents, or family emergencies.</p> <p>c. After an absence, send an excuse letter in the AN.</p> <p>d. Submit medical certificate for prolonged absences.</p> <p>e. Missed school work due to an excused absence will be given upon the student's return to school.</p> <p>f. Submit a letter addressed to the Director for Academic Affairs at least three (3) days before a planned absence to seek approval.</p>
10. Class Suspensions	<p>a. Classes in the preschool are suspended when typhoon signal no. 1 is raised in Metro Manila, NCR, Region 4A, or Antipolo.</p>

11. Parent-Teacher Conference	a. Appointments must be made if you wish to consult with the teacher. b. Conferences will be held for academic and behavioral concerns.
12. Notes and Reminders	a. Incident reports will be written in the AN in case of physical injury, misbehavior, and the like. b. Written reminders will also be given in case of non-compliance with any policy. On the third occurrence, parents will be called for a conference to discuss about the offense.
13. Others	a. Birthday parties are NOT ALLOWED in the campus. b. Toys, gadgets, stickers, stamps, and stroller bags are NOT ALLOWED unless requested by the teacher. c. All personal items must be properly labeled with name and level/section.

6. SPECIAL ACTIVITIES

Please take note of the schedule of special activities:

- Parents' General Assembly – July 15
- Parenting Talk - August 5
- First Report Card Day – September 16
- Fellowship Day – September 30 or October 1
- Family Congress – October 21
- Preschool Week Celebration – October 23-25
- Parent -Teacher Days (to be announced)
- Kinder Moving-Up Day: March 23, 2018

** NOTE: Dates may change with prior notice.*

7. PERSONAL INFORMATION

Please fill out the *Personal Information Sheet* and reply slip on the last page. Submit on **June 27, Tuesday**.

We look forward with optimism to a dynamic interaction with you in this significant mission of educating your child.

Live Fully as God's Beloved!

Very Truly Yours,

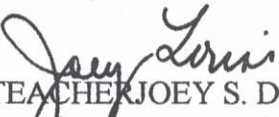
Teacher Ginger Binuya (K-A)

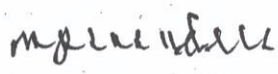
Teacher Kat Leyble (K-B)

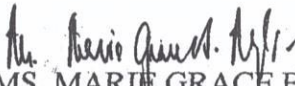
Teacher Len Trinidad (K-C)

Teacher Pauline Simpao (K-D)

Noted by:


TEACHER JOEY S. D. LARIOS
Preschool Team Leader


MRS. MARIA LUZ P. SAN ANDRES
Director for Student Affairs and Services


MS. MARIE GRACE B. MAGTAAS
School Director



Assumption Antipolo
Preschool Department – Kinder
School Year 2017 – 2018

PERSONAL INFORMATION SHEET

Name of Child: _____
(Last) (First) (Middle)

Nickname: _____ Birthday: _____ Age: _____

Complete Address: _____

Residence Telephone number/s: _____

Father's Name: _____ **Occupation:** _____

Office Number/s: _____ **Mobile Number:** _____

Email Address: _____ **Father's Signature:** _____

Mother's Name: _____ **Occupation:** _____

Office Number/s: _____ **Mobile Number:** _____

Email Address: _____ **Mother's Signature:** _____

Guardian's Name: _____ **Contact Number/s:** _____

Guardian's Signature _____

Please check: () Carpool () Bus Rider () Private Car

Name of Bus Operator

Name of Driver

Name of Fetcher/s

Contact Number

Contact Number

Contact Number

Reply Slip (Due on June 27, Tuesday)

Dear Teacher _____,

We have read and have taken note of the details in the circular dated June 23, 2017 regarding the Kinder Guidelines.

Name of Child, Level and Section

Parent's Signature over Printed Name