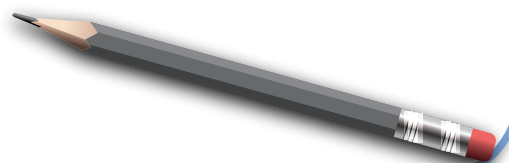
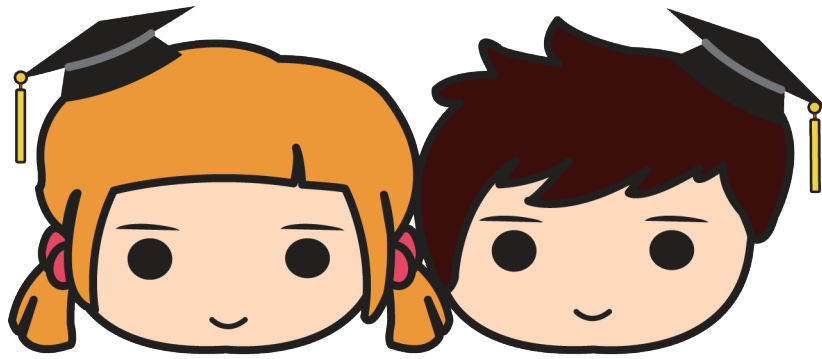


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“ ... cultivating
the
**child’s
own
natural desire
to
Learn**”

Dr Maria Montessori



W. H. I. Z. K. I. D. S.

W: Wisdom

H: Honesty

I: Integrity

Z: Zest

K: Kindness

I: Inquisitive

D: Determination

S: Stimulating



OUR PHILOSOPHY

At Whiz Kids Montessori,

- ~ We believe that every child has rights and should be given opportunities to develop their potential.
- ~ We believe that children's experiences shape their motivation and approaches to life-learning.
- ~ We believe that educators, parents and community should work together on partnership to benefit the development of the children.



OUR VISION

Whiz Kids Montessori endeavors to:

"...provide a holistic preschool education based on the principles of respect, responsibility, and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum..."



OUR MISSION

Whiz Kids Montessori's mission is to provide developmentally appropriate opportunities in environments that are conducive for children aged 2 to 6 years old, so as to cultivate in them their own natural desire to learn.

Our curriculum is based on the proven and well established Montessori Methodology coupled with Project Approach component seamlessly infused together.

Message from Our Management

Dear Parents,

Whiz Kids Montessori Pte Ltd has been providing quality preschool education for children from 18 months to 6 years old. Parents can choose from various services, i.e. childcare and enrichment programmes. These programmes are anchored in the methods and beliefs set forth by the world renowned early childhood educator, Dr. Maria Montessori.

Dr. Maria Montessori's famous statement - 'the most important period in life is not the age of university studies but from birth to the age of six' - has been endorsed by many scholars and early childhood professionals over the years. Like Dr. Maria, we believe deeply that each child is a unique individual and must be properly understood, groomed and respected. With proper training and coaching, they can be developed holistically to become our future leaders with a resilient mindset and positive spirit.

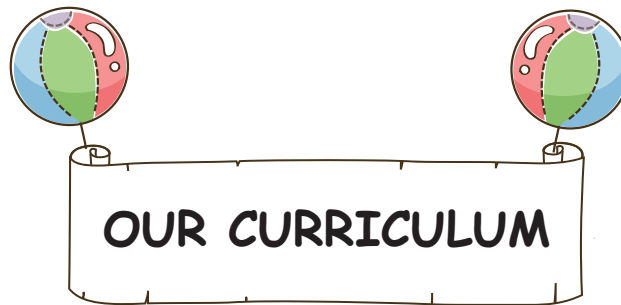
In our unique approach to early childhood education, we have integrated 'Project Approach' discussion into our Montessori curriculum. This bold deviation from 'pure' Montessori has proven to be successful; as we see our kindergarten children fearlessly explain, discuss and debate their ideas with one another. The Project Approach requires children to actively engage in social interaction and through it, they gain confidence, learned mutual respect and develop pro-social behaviour.

We congratulate you for having made the decision to send your child to Whiz Kids Montessori. We look forward to working closely with you to help your child achieve his/her ultimate potential.

Your child deserves the best and in Whiz Kids Montessori we stop at nothing to ensure your child receives the best according to the best of our ability.

Yours in Partnership,

Whiz Kids Montessori Pte Ltd



We provide preschool educational programmes in the **MONTESORI METHODOLOGY integrated with PROJECT APPROACH, FLASH CARDS AND MULTIPLE INTELLIGENT RESOURCES.**

MONTESORI STARTERS (18 mths to 3 years old)

This class offers children who are 18 months onwards an excellent introductory Montessori programme which focuses on the total development of the child.

It is designed to give children individualized skill training which will help them transit to mainstream school effectively. It is expected that after their introductory year in the Starters class, they will be promoted to the Nursery and Kinder programmes.

MONTESORI NURSERY (4 years old)

This comprehensive Montessori programme is for children aged three to four years old. The prepared environment in the preschool allows children the freedom to learn and carry out their activities in a focused and orderly manner. It aims to nurture the children's independence, self-esteem and self-discipline while introducing them to the basics of academics.

MONTESORI KINDER JUNIOR (5 years old) and MONTESORI KINDER GENIUS (6 years old)

Kinder Junior and Kinder Genius are specially tailored for the five and six year old children. These programmes cover the whole spectrum of the Montessori curriculum within a more structured classroom teaching environment. It gives children more exposure to group learning, board work; project approach discussions and worksheet assessments.

Apart from acquiring the basic skills of the English Language and Mathematics, these programmes help children to develop confidence through sharing, public speaking and role playing. There will be emphasis on spelling, writing, creative thinking and problem-solving skills. These will help prepare and enable them to meet the challenges and expectations of formal school education in their later years.



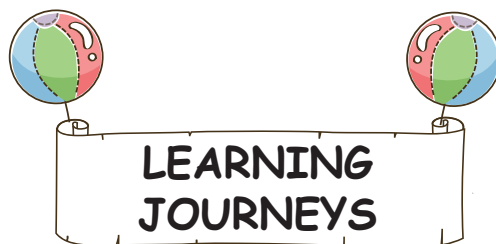
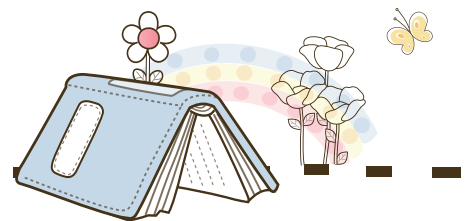
Teachers will do daily observations of the children in their classes. Each teacher will record the child's process of discovery and capture the learning moments during these observations. Teachers will compile a portfolio that includes assessment checklists and written observation where applicable.

A progress report will be given to parents on a half-yearly basis.

The teachers will assess the needs and strengths of each child in the areas of emotional, social, intellectual and physical development. These reports will be returned to the parents when the child graduates from the Centre. Teachers may call parents or vice-versa regarding the progress and development of their child/children.

Parents-Teacher Meetings (PTM) will be organized in May and November to discuss your child/children's progress and development.

Both parents (where applicable) should attend the PTM. It is advisable that you do not bring your child/children to the PTM or within the school premises unless accompanied by an adult who is not participating in the PTM. Our teachers and staff will not be responsible for supervising children during the PTM and /or outside school hours.



To enhance the children's education and development, Whiz Kids Montessori may from time to time, bring the children out of the school premises to visit places of interest or places relevant to the curriculum. These visits will reinforce the learning and form an integral part of their learning experience.

Parents will be notified in writing regarding these outings/excursions. Letters of consent from parents are required for all outings to indemnify the school and staff against any liability in the event of any mishap or accidents during the outings/excursions.

OUR TEACHERS' ACCREDITATION

“The goal of the early childhood education should be to cultivate the child’s own natural desire to learn”

- Dr Maria Montessori

Our teachers are certified and trained in the Montessori Method of Early Childhood Education and/or has obtained a Diploma in Preschool Education. Over and above their valuable experience and skills, they are specially selected for their passion for children. Our teachers aim to nurture and guide your child in a safe and stimulating environment where every child can excel in life and be an enthusiastic lifelong learner.



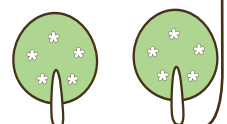
OPERATING HOURS

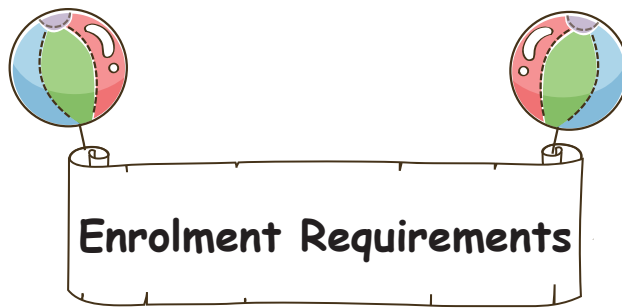
Monday to Friday
7.00 am – 7.30 pm

Full Day Programme

Our Centre Closures:

- Saturday, Sunday and Public Holidays
- 5 ½ days of designated closure (2 ½ days for staff development)
- Parents will receive a copy each of our calendar stating the designated closure dates at the beginning of each year.





Prior to admission, parents are required to meet up with our staff who will explain the procedures for admission and the details of the school programmes.

Children must be at least 18 months old at the time of admission to playgroup.

Applications for admission will be considered on a first-come-first-served basis subject to availability of space in the respective age groups.

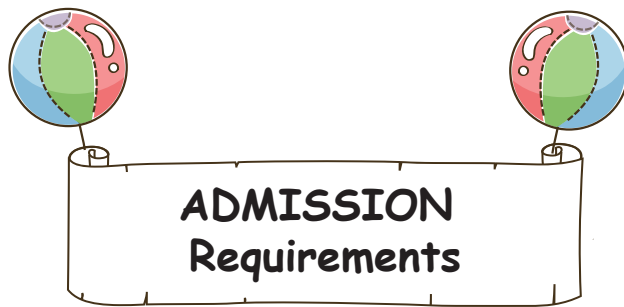
Children must be at the minimum age of entry at the time of admission.

Visiting Hours

Visits to the centre are by appointment only. **Visiting hours are from Mondays to Thursdays from 9.30am to 11.30am only.**

Our teacher-child ratio for the centre is well within the guidelines set by Early Childhood Developing Agency (ECDA)

	Ratio set by ECDA	WKM Ratio
~ 18 months to 2½ years	1 : 8	1 : 5
~ 2½ years – 3 years	1 : 12	1 : 8
~ 3 years - 4 years	1 : 15	1 : 8
~ 4 years – 5 years	1 : 20	1 : 10
~ 5 years - 6 years	1 : 25	1 : 10



Age Groups

Whiz Kids Montessori accepts children between the ages of 18 months to 6 years.

The age requirements for children to register for the following classes are as follows:

- Playgroup (18 months to 2½ years old)
- Nursery 1 (3 years old)
- Nursery 2 (4 years old)
- Kindergarten 1 (5 years old)
- Kindergarten 2 (6 years old)



CONFIRMATION OF ENROLLMENT

NEW STUDENTS:

A letter will be sent to the parents confirming a place for the child in the centre. Parents will then be invited to come down to the centre personally to register and make the necessary payments

EXISTING STUDENTS:

Parents who would like their child to continue their education in Whiz Kids Montessori will need to confirm their place with a payment equivalent to half a month of school fees. This fee must be paid by the end of September of the current year, and will be used to offset the first month school fees for the following year. This is to ascertain the overall vacancies available for new student enrollment for the following year.

REGISTRATION

The Registration Form needs to be filled up and a fee of is \$150 per child is payable upon confirmation of a place. Please note that the registration fee is NON-REFUNDABLE.

DEPOSIT

A deposit equivalent to one (1) month of school fees is payable. This deposit cannot be used to offset your child's current school fees.

Deposits will only be used to offset the last month of attendance, upon receiving a letter of withdrawal. A letter of withdrawal must be given with one (1) complete calendar month's advance notice of withdrawal. Thereafter, the deposit amount will be used to offset that last month's fees, once all outstanding fees have been paid in full

COLLECTION OF SCHOOL FEES

Fees are payable within the first week of the month and payments can be made via the Child Development Account (CDA) upon approval, GIRO deduction or by cheque. If payment is received later than the 5th day of each month, a late payment charge of S\$35.00 will be levied on top of the monthly fee.

CDA form will be given together with the admission forms.

Cheques should be crossed and made payable to **"Whiz Kids Montessori Pte Ltd"**.

NOTICE OF WITHDRAWAL

Any withdrawal from the school MUST BE MADE IN WRITING. Parents must give ONE COMPLETE CALENDAR MONTH notice of withdrawal and the letter must reach us before the withdrawal month.

The Centre reserves the right to forfeit the deposit if parents do not meet all the above conditions.

PRESCHOOL STARTER KIT

Each child will receive a preschool starter kit at the beginning of each school year while they are with Whiz Kids Montessori Pte Ltd.

Children will receive the following:

- Parent and Teacher Communication Book (Green Book)
- Skills Readiness Record Book (Yellow Book) – PG, N1 and N2
- Progress Record Book (K1 and K2)
- Red bag

~ Parent-Teacher Communication Book will be issued to your child after enrolment and at the start of a new year. This is our way of communication between parents and teachers. Your child will bring this book to school every day. The teachers will check the book for any messages and will reply as soon as possible.

~ Skills Readiness Record Book will be given to your child one month after enrolment. This booklet serves as a mean of communication between teacher and parent concerning your child's cognitive development on a weekly basis and will only be returned to the parents on the last day of each week (Friday). It is to be returned to the teachers on every Monday.

REFUND POLICY

- ~ No refunds for registration fees
- ~ School fees are non-refundable, except in the following cases:
- ~ When a written notice of withdrawal is received by the Centre one (1) month prior to the child starting lessons, and payment of school fees has been made;
- ~ When a child's continued attendance at Whiz Kids Montessori is considered unsuitable by the Centre. In this instance, a pro-rated fee will be chargeable based on the number of days the child has attended school and the balance thereof will be refunded (refer to Termination clause);
- ~ When there are confirmation fees for the following year, in which case one month's written notice is still required.

SUBSIDIES

Government Child Care Subsidy is available to children attending licensed childcare centres. It is extended to both working and non-working mothers who are Singapore citizens.

For Children who are Singapore citizens aged 18 months to below 6 years old

18 months to 6 years	Working	Non-working
Full Day Care	\$300	\$150
Half Day Care	\$150	\$150

SIGNING IN / SIGNING OUT

All parents are required to sign in and sign out at the foyer everyday to ensure the safety of your children. It is a mandatory requirement by Early Childhood Developing Agency (ECDA).

SECURITY

For security reasons and to ensure minimal interruptions to school activities, parents who wish to enter the classrooms are kindly requested to inform the office or administrator two (2) days in advance before doing so.

PICK UP ARRANGEMENTS

Parents who wish to bring their children home are requested to do so before the start of the next lesson. If this is not possible, please call the office to make the necessary arrangements.

If you intend to bring your child home earlier, kindly inform the office in advance. Both you and the authorized person should not enter the classrooms as this may disrupt the ongoing lessons.

To ensure your child's safety, please provide a photograph of the person/persons who will be picking up your child. If someone else is picking up your child, please inform the office early and submit the person's identity card number and contact number. We will not release your child to another person if no prior notice has been received.

Parents are requested to fetch their children before 2.00pm (for half day) and before 7.30pm for full day school.

LATE PICK UP CHARGES

Late pick up charges are applicable if parents fetch their child/children after the above cut-off time.

~ \$10.00 is payable for pick-up immediately after the stipulated cut-off time.

~ \$1.00 is payable for every minute thereafter.

However, please understand that we would rather that you be punctual in picking up your child/children instead of us imposing the late pick-up charge.

MEDICAL REQUIREMENTS

Upon registration, please provide all necessary details pertaining to the child's medical record book so that we can help your child should he/she require immediate medical attention.

In case of emergency, we will first call you for instructions, failing which, the school will contact your child's physician/pediatrician directly. Hence, please ensure that the information given at the point of enrolment is accurate.

If we need to take your child to the nearest hospital or clinic, any medical expenses incurred during such visit will be borne by the parents.

In the event of minor incidents, all our centers are equipped with basic first-aid kits to treat minor injuries. However, if your child requires medical attention nonetheless; we will call you for instructions. Kindly fill in the enclosed authorization form for this purpose and return it to the administrator.

The Ministry of Health requires your child to stay home and away from school if your child is on antibiotics or medication for fever (37.5oc and above) and cough. If medication is to be administered during school hours, please authorize your child's form teacher to do so by completing the medication administering record book (on the 'sign in/out' table).

FOOD ALLERGIES

Please alert the principal and teacher if your child has any food allergies. You are required to fill in the section in the enrolment form under '**ALLERGIES**'



ILLNESS AND ABSENCE

1. The Ministry of Health has strictly advised that children should not be admitted to the centre if he/she has the following symptoms - fever, ear infection, vomiting, diarrhea, eye infection, and cold/flu, and nasal discharge, persistent and chesty coughs. Please keep your child at home to ensure that your child is well rested and fully recovered before resuming school.
2. If your child falls ill in school, we will contact you immediately. You are to come and fetch him/her to your Family Doctor and arrange for him/her to be taken home to rest. Please keep the principal updated on such matters.
3. When your child has contracted a contagious disease such as chicken pox, measles or Hand, Foot and Mouth Disease (HFMD), please inform the school immediately. It is crucial that you let your child rest at home until he/she has been certified fit by the doctor to return to school. In this way, we can protect the other children from cross infection and stop the spread of the infectious disease. We seek your cooperation and understanding in this matter.
4. Our teachers would be happy to keep you updated and help your child with the lessons and work he/she has missed. However, we would appreciate if you could provide us with information explaining the nature of your child's illness so that we can take preemptive measures if the sickness is contagious in nature. Such information will be very useful to contain the spread of the infectious disease.

ACCIDENTS

While the school and staff will exercise utmost care and precaution to ensure the safety of every child within the school, it is understood that accidents may still happen due to circumstances beyond our control. Therefore, in the event of such accidents, Whiz Kids Montessori Pte Ltd's liability is only limited to the Group Student Plan.

All parents agree and accept that the school and the staff cannot be held legally liable for all such incidents and they agree to indemnify the school and/or her staff against such liability.

GROUP STUDENT PROTECTION PLAN

Upon registration, each child is required to join the school's Group Accident Insurance Scheme at a yearly premium of \$5.00.

TERMINATION CLAUSE

The Centre has the right to prohibit a parent from sending the child to class in the following cases:

- When the child has been assessed by our Centre's Principal and deemed to be unsuitable for his/her current preschool programme, with regards to cognitive, language or behavior challenges, and usually such challenges would prevent the child from benefiting fully from the programme and/or may affect the dynamics of the class.
- When fees are not paid for two (2) consecutive months

COMMUNICATION



Communication between home and school is very important for a child's well-being. At Whiz Kids, we facilitate parent-educator partnership via the following:

- ~ Telephone: 68812777
- ~ Email: whizkidsmontessori@gamil.com
- ~ Daily: Child's Communication book
- ~ Weekly: Skills Readiness Book (PG, N1 and N2)
- ~ Monthly: Skills Readiness Goals reports (K1 and K2)
- ~ Half-yearly Progress Reports
- ~ Parents' Handbook
- ~ Notice Board

Other Information:

~ Please be sure to check the contents of your child's backpack each night so that you can find important notes.

~ Arrival and Dismissal – staff are required to channel their attention to the children at all times, ensuring safety. Please keep conversation brief. If there is any specific information, a written note or email is preferred.

~ If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the office to leave a message. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

~ Birthday parties: please fill up the form (obtained from the school) and adhere to the rules and regulations of served in the school premises (no pork, no beef, no lard, and no nuts)

