



**MerryStar**

Kindergarten

✓ BILINGUAL KINDERGARTEN



# **MERRYSTAR KINDERGARTEN PARENT HANDBOOK**

[www.merrystar.edu.vn](http://www.merrystar.edu.vn)



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**Nurturing a generation of  
happy and successful  
global citizens!**

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# PREFACE

*Welcome parents and children to  
MerryStar Bilingual Kindergarten!*

**"It takes a village to raise a child"**

This wise saying is why **MerryStar** always believes that in addition to the school's care and educational activities, your interest, involvement, support and companionship is a prerequisite to build the best educational environment for children's healthy development - Together we manifest a "village" where children witness trust, respect, empathy and commitment among members in the care and education of children.

We understand that starting at a new school can be daunting for many children. With this in mind, we created a team of highly qualified teachers who educate with love and enthusiasm, so that MerryStar can always be a reliable place to help children be safe and to quickly adapt to the new environment.



Thank you for entrusting MerryStar to facilitate amazing possibilities for your child's future. We are honored by your trust and we will do all that we can to help your child feel safe and happy and also help them develop, balance, and optimize their Body – Heart – Mind.

## ” MERRYSTAR -

*Nurturing a generation of happy and  
successful global citizens!*

### VISION:

MerryStar Bilingual Kindergarten aims to be an early childhood education organization, where each child spreads happiness to the whole family, thereby becoming a "place to spread happiness" to society.

### MISSION:

Our mission is to nurture generations of happy and successful children with the educational philosophy of Body - Heart - Mind.

## EDUCATIONAL PHILOSOPHY:

# BODY - HEART - MIND

At **Merrystar Kindergarten**, we believe that in order to lead a balanced and happy life, each child and adult must care for, nurture and foster ourselves physically, mentally and spiritually. Therefore, MerryStar Bilingual Kindergarten is pioneering the utilization of the educational philosophy of Body - Heart - Mind as the guideline in the school's educational and caring activities. Body - Heart - Mind is the educational philosophy of:

- *Educating from core values:* **Heart** - the inner driving force of each person;
- *Strengthening children's health, stature, physique, will and determination:* **Body**;
- *Mind education:* **Mind** - opening their worldview to be limitless.

The educational philosophy of Body - Heart - Mind emphasizes the three elements of human balance, creating a balanced educational environment and a strong launching pad for children from an early stage to propel them through primary school.

### We will accomplish our mission by:

- Facilitate fun and joyful activities designed to develop young bodies to be physically healthy and energetic (**BODY**);
- Educating children to cultivate their hearts and show how to express their love, care and respect for themselves, their family, their friends and our living environment (**HEART**);
- Develop critical thinking, decision making, creative thinking and linguistic thinking (**MIND**).

*The educational philosophy of **Body - Heart - Mind** is reflected throughout our curriculum, daily activities as well as in every decision made by us.*

## ” CORE VALUES





# EARLY CHILDHOOD LEARNING

"The first days of school are the  
most important stage in early childhood learning  
for children and parents."





For both children and parents, the first days of school are a crucial part of early learning. The school always strives to provide maximum support so that children can quickly adapt to new environments, develop self-confidence and independence as soon as possible. However, this depends on each child and the cooperation of parents during this important stage. Children's development will achieve the best outcomes if children receive the united support of the school, parents and community.

The purpose of this handbook is to provide essential information about school routines and expectations. Please take time to read through the information so that you can be better prepared to support your child before going to school. If you have any questions after reading this handbook, please contact the school principal or the school office for help.

When necessary, the School reserves the right to update the Terms and Conditions for Parents. *For terms and conditions of Admission and Financial Regulations of the School, please see documents in the link below:*



Admission regulations



Financial regulations

The school issues a code of conduct for all Teachers, School staff and student's parents upon entry and exit.

*Please follow the link below:*



Internal regulations of MerryStar Bilingual Kindergarten

# 1. HOW DO CHILDREN LEARN?

At **MerryStar Bilingual Kindergarten**, we believe that every child is a special and unique individual. Based on numerous research studies on the mental, physiological & social development of children aged 0-6, MerryStar believes that children will achieve the highest learning outcomes when teachers/parents/communities have a positive impact on important factors such as:

Curiosity and eagerness to learn in every child.

Children learn best through play. Play is not only fun for children, but also important for their healthy development. Play will help them learn more about the world around them.

Diversity is made up of differences within each child. It is the difference in personality, knowledge, skills, needs, family culture and natural stages of development of each child.

## 2. OUR PRINCIPLE

MerryStar's curriculum is an outcome-based education program with carefully and creatively selected contents based on the rules, standards, and guidelines from the Ministry of Education and Training and Cambridge International Education Program. MerryStar's Academic Board continually researches, updates, and innovates our curriculum, applying advanced research from world leaders in early childhood education such as Finland, New Zealand, Singapore, the US and following standards of Council of International Schools (CIS).

**WE TRY TO CREATE POSITIVE IMPACTS ON THE QUALITY OF CHILDREN'S LEARNING BASED ON 7 PRINCIPLES:**

- Be student-centered;
- Encourage children to learn through social interactions with friends, teachers and people around them;
- Emotions play an important role in the quality of children's learning;
- Recognize each student's uniqueness;
- All Students have challenges that are fit for them;
- Regular assessments are conducted to improve children's learning;
- Knowledge, skills and fields of study are interconnected in depth and breadth;

*To learn more about the curriculum and teaching methods at MerryStar, please refer to the following:*



Education curriculum



Teaching methods



# 3. PREPARING FOR CHILDREN'S FIRST DAY OF SCHOOL



Early childhood education is the first important milestone in a child's learning journey. When children begin to get used to new experiences, environments, daily routines, teachers and new classmates, parents need to actively provide them with physiological and psychological support from a very early age to help them have a positive attitude towards their first learning environment.

## 3.1 Psychological preparation for children and family members

### ★ Psychological preparation for children

*Talk to your child about the school and take him/her on a tour around the campus:*

- You should spend quality time talking to and creating excitement for your child when he/she is near school age. Tell them about all the friendships they will make and the interesting activities they could be part of. Your child will start to develop a positive mental image of the school and will become eager to explore the new environment.
- When faced with an unfamiliar environment and different routines than at home, children tend to feel anxious and insecure. Parents should actively introduce their children to the new environment by taking them to visit the school and experience the learning space, meet teachers and friends. At MerryStar, we always create opportunities to welcome children to the school to get acquainted, parents should also talk with teachers about their children's habits and personalities so that teachers can understand them better. Frequent interactions between families and the school are very important during the first days of school.

### ★ Mental preparation for family members

When your child is about to go to school, it is also very important for family members to be psychologically prepared. First, the family needs to agree on the right time for the child to go to school. In fact, parents sometimes disagree with grandparents about when to send their children to school. Therefore, if grandparents are the ones who regularly take care of the children, parents need to share and inform grandparents about when the children are going to school. Furthermore, family members should keep a calm and relaxed demeanor. Children are often unconsciously intune with their caretakers and will usually mirror the emotions they pick up on. It is important for each family member to act positively around your child for them to pick up on positive signals and be ready to adapt to a new environment. You can trust that your child will have interesting experiences, nurturing social interactions and will develop better cognitive skills and emotional capabilities.

### ★ Set up reasonable schedules of activities

At school, children will have to get used to completely new schedules of activities. To help them adapt quickly, parents should arrange children's eating, playing, and sleep schedules scientifically and in accordance with the schedules of activities at school. By getting your child into routines that mirror the school's daily timetable, this will ease the adjustment period to the new environment without taking too much time. It is also crucial and age appropriate to help the child to start practicing self-care skills such as: putting on clothes, shoes, putting away toys, washing hands, feeding themselves, etc.

The first days of school are challenging for children and parents. Before leaving, don't forget to say goodbye: "I know that you will have a great day at school. I'll come pick you up soon! Saying goodbye is a very important "etiquette" because if parents leave without their children knowing, the child will feel insecure and will be afraid to go to school.

### ★ Be patient while your child is adapting to the new environment

During the first few weeks, your child will learn to adjust to his/her new environment. This period may be short or long depending on each child. During the first days of school, children may show symptoms such as sleeping unwell, crying or being more clingy to parents at home. To help children quickly adapt, parents are encouraged to spend extra time being close, encouraging, and talking about their school day. In addition, parents should also update information about your children's situation at school through teachers and coordinate with them to help children get used to school early.

At MerryStar Bilingual Kindergarten, we understand that every child needs to be cared for and nurtured with love especially during the early years of life. Therefore, fostering a culture of love through a close Family-School connection is always one of the top priorities at MerryStar. Parents can rest assured that each school day will be filled with interesting and meaningful experiences for your children in the joyful educational environment at MerryStar.

## 3.2 Children's school supplies (Clothing/personal belongings)

- 1-2 spare sets of clothes. Sometimes children's clothes may get dirty during activities, therefore will need a change of clothes;
- A cloth laundry bag for dirty clothes, they will be sent back home to parents;
- A soft hat for outdoor activities;
- A personal water bottle;
- A personal pillow and a blanket. Familiar items such as pillows, blankets and favorite teddy bears in the first days of school help children feel safe and fall asleep easier;
- Diapers for children who are still using daily diapers.

*For children's personal belongings, parents need to embroider or write the child's name on them to avoid confusion and loss at school.*

*Children are not recommended to bring jewelry, money or valuables to school. The school is not responsible for any loss or damage to children's personal belongings. For their safety, parents should not let children wear small earrings or necklaces to school.*

## SCHOOL UNIFORM

Children are encouraged to wear uniforms during festivals, events and field trips.

Parents should prepare soft hats for children to participate in outdoor activities. A broadbrim hat is recommended for protection from the sun.





# GENERAL INFORMATION

Early childhood education is the first important milestone in a child's learning journey. When they begin to get used to new experiences, environments, daily routines, teachers and new friends at school, parents need to actively provide them with physiological and psychological support from a very early age to help them have a positive attitude towards their first learning environment.



### 1.1 School year calendar

The school year is divided into 2 semesters: 1st semester from June to December, 2nd semester from January to May.

From time to time, the school calendar can be modified to adapt to the needs of our school community. If such a case arises, parents will be notified in a timely manner.

*For more information, please refer to the school year at the link adjacent:*



School year calendar

### 1.2 Children's daily activities

The school opens at 7:30a.m and children will start a new day with exercises and a nutritious breakfast at the beginning of the day.

Lessons will start at 8:45a.m (for toddlers) and 8:30a.m (for preschoolers). Depending on the curriculum and age, children will be able to participate in different activities.

Time for personal hygiene, lunch and lunch break in class is from 10:45a.m to 1:45p.m (for toddlers) and from 11:15a.m to 1:45p.m (for preschoolers).

From 1:45p.m to 3:30p.m, children will wake up, do personal hygiene, prepare for snacks and participate in afternoon activities.

Before the end of a class, children will participate in the "end of the day" activity and plan out the activities for the next class together. Children will gather around the classroom or the school library from 4:00pm to 5:30p.m. Parents will pick their children up during this time.

*For more information about the typical learning plan, please refer to the link above:*



Typical learning plan

### 1.3 Extracurricular/outdoor activities

Outdoor activities at MerryStar are designed with the aim of enhancing practical experiences of knowledge and skills that children have learned in class. There will be 3-4 field trips per year, depending on weather conditions. The school will set a schedule for a field trip and notify parents at least 1 week in advance. Field trips are part of the school's mainstream study program and are free of charge.

Extra-curricular activities such as clubs will be organized at weekends depending on the needs, interests and wishes of each child and family. Club activities will be charged based on parents' registration.

### 1.4 Birthdays/Events/Festivals

#### Birthdays:

Parents should notify and arrange with the School Management Board or the homeroom teacher about organizing birthday parties for their children at least 02 days in advance. The school welcomes children to bring their birthday cake to school and share it with their friends to celebrate their birthdays.

However, for safety reasons, Parents are advised to bring only "nut-free birthday cakes, no other foods or gift bags to distribute to classmates.

#### Events/festive days/festivals:

Events and festivals during the school year at MerryStar are organized to expand knowledge and develop social skills, especially national and international cultural events. The annual year-round events are Mid-Autumn Festival, Lunar New Year, Halloween, Christmas, New Year's Eve, community and sports activities, etc.

All children's activities and events at MerryStar will be photographed by teachers and the School Staff and the school reserves the rights to use these images for educational and promotional purposes.

## 2.1 Menus

The school meals are planned by top nutritionists and prepared by well-experienced chefs, ensuring that they are nutritious, delicious and diverse; the school meal menus are designed base on experience from developed countries to meet nutritional and micro nutritional needs;

At MerryStar, we focus on training children to eat a variety of foods, correcting unhealthy eating habits by encouraging them to eat vegetables, less salt and seafood. This will help them form a healthy eating habit. This is also very important to keep them healthy and prevent diseases for the rest of their lives. Teachers will encourage children to eat their meals by themselves, try to eat various kinds of food and to eat all of their meals. Parents and families should support your children at home by encouraging them to eat by themselves.

Menus will be posted on the school's communicating application. *For more information about the menus, please go to the following link:*



Nutritional information

## 2.2 Kitchen

The school has its own team of chefs for the school's care and nurture. The kitchen staff always ensure the rigidity in food safety procedures, menu planning, processing and food presentation so that students always have nutritious and healthy meals.

## 2.3 Instructions for additional food

To ensure food safety, all food provided by parents (food from the child's own diet, birthday food or festival food such as: birthday cakes, etc.), should have an application form (approved by the school medical room) and make sure to follow the school's guidelines for additional food reception and management.



### 3.1 Emergencies

In case of an accident or serious illness, the School will attempt to contact parents. If there are any changes in the emergency contact phone number, please always notify the school.

In case of emergency, the student will be taken to the nearest medical facility (unless the Parent wishes for a specific clinic or hospital). The School staff will accompany the student to the clinic and stay until parents arrive. A Child Injury Report will be made and kept at the school. Parents need to bring the Student's medical card for procedures and to pay hospital fees.

### 3.2 Medical procedures

A completed medical form for each child must be submitted before enrolling. This form must be updated annually so that the school has accurate records of all medical conditions. Parents must provide information if your child has a history of allergy.

Children that have asthma problems or history of febrile seizures should always bring their medication. The school should be notified if your child has asthma or febrile seizures so all staff can be aware and prepare for emergency situations.

For extracurricular activities, picnics and physical activities, children must be in acceptable health conditions in order to participate. In case a child has health problems and cannot participate, parents must notify the school promptly.

The school medical staff will take care of sick children. Parents will be contacted to come pick them up if they have symptoms of infectious diseases or high fever.

*The school has the right to refuse or take responsibility for serious medical problems in the following cases:*

- The information declared by parents about the child's medical condition and health record is not accurate. Children with infectious or congenital diseases need special care beyond the school's ability.
- The school expects all children to receive individual health insurance through their parent's health insurance plans. Therefore, the school will not pay for medical bills for accidents that occur within the school campus, except for accidents that are caused by its own negligence.

### 3.3 Regulations on medicine supplies

In case a child needs to take medicine as prescribed by a doctor, he/she will be helped to take medicine at school and following these requirements:

- Parents are required to register the use of medicine for students at school and fill out the forms given by the school.
- The school has the right to refuse to accept medicine that is without expired dates, labels, or doctor's prescription (for prescription drugs).
- The school will not accept tonics and supplements if they are not prescribed by a doctor. Only cough syrup, saline solutions, nose drops, oresol, digestive enzymes, etc. or any medicine taken during the recovery period/symptomatic treatment according to the child's prescription will be accepted.



### 3.4. Infectious diseases

A student with an infectious disease must stay at home and present a medical certificate upon returning to school. Some symptoms that indicate that students are having an infectious disease are as follows:

**Chickenpox:** 5 days since the appearance of rashes or until all the blisters have dried. Symptoms: fever, headache, rashes/vesicles that appear on the body and spread to the face and limbs.

**Rubella:** 6 days since the appearance of rashes. Symptoms: brief red rash, enlarged glands on the neck.

**Measles:** 4 days since the appearance of rashes. Symptoms: fever, cold, headache, body rash.

**Mumps:** 5 days since the appearance of swellings or until the swelling has reduced. Symptoms: fever, swelling and tenderness of glands at angles of the jaws.

**Conjunctivitis (pink eye):** students SHOULD NOT go to school until treatment is completed. This disease is highly infectious and should be treated right away. Symptoms: itching on the eyes, eyes watering, redness and discharge from eyes.

**Hand, foot and mouth disease:** 5 - 7 days since infection or until fully recovered. Symptoms: fever, headache, sore throat, ulcers or blisters inside and/or around the mouth, sores or rashes on the palms of the hands or feet.

**Infectious hepatitis:** 7 days since the appearance of jaundice or 7 days since the appearance of symptoms in absence of jaundice. Symptoms: headache, stomachache, nausea, vomiting, often with fever. The skin and eyes may turn yellow.

Other infectious diseases such as scarlet fever, strep throat, louse (lice), impetigo, scabies, etc.

When a student has a bad cough or cold, or other common but highly contagious illness, parents are asked to keep the child at home so that the illness is not spread to other children. Timely and open communication of any communicable disease is of vital importance in keeping your child, and others, as safe as possible.

### 4.1 Absence procedures

**Before 8:30a.m.**, please contact customer support/homeroom teacher either by phone or email or using the **Kids Online app** to inform them that your child will not be attending school.

If no reason is given for their absence, then they will receive an absence mark in the attendance until we receive notification from their families. School staff will contact you on the first day of absence. When possible, please inform us on how many days your child will be absent from school.

Students who are absent from school for 10 consecutive days or more (with an application for leave on Kidsonline) will be refunded the school meal fee. This fee will be refunded at the end of the school year or carried over to the next academic year (if any).

### 4.2 Lateness

The register is taken before 9:30a.m. A note will be made on the register to indicate absent students and late comers. In case of late arrivals after 8:30, please let your child wait at the admission counter and teachers will come and pick him/her up. **From 8:30a.m to 4:00p.m, please do not enter the school campus without the consent of the School Staff.** In cases of late arrivals (after 8:30), please make sure your child has had breakfast at home to make sure they will be able to follow activities according to the school's schedule.

### 5.1 Kids Online communication app

With the desire to strengthen the coordination and exchange between parents and the school as well as helping Parents and Families monitor and accompany their children in the process of learning and developing, the School uses the **Kids Online** app for communication and management between the School - Teachers - Parents. Teachers will regularly post photos/videos on the app and communicate about children's care and education activities and their progress in class. Parents can comment and send thanks to teachers and the school using the app. The school will send login information, user account and user manuals to parents within the first week of enrollment. Please visit the Kids Online app regularly so you won't miss any important information.

### 5.2 Study reports/Parent meetings

During the school year, the school will have activities to connect with parents to improve the quality of care and education of children. Parents meetings will usually take place on 3 occasions:

**Beginning of the school year:** This meeting is held to inform parents about children's studying schedule, care and education plans and the family – school coordination activities.

**End of First Semester:** This meeting is held to report on the child's studying results and usually takes place in the form of a private meeting between Parents and Teachers (for children under 4 years old) or between Parents - Teachers - Students (for children over 4 years old).

**End of Second Semester:** This meeting is held to provide a full report on studying results and summarize the progression the child has made throughout the school year. In addition, parents may request additional meetings with Teachers or the School Management Board at any time by scheduling an appointment with the school office.

### 5.3 Communications outside business hours in case of emergency

**On Mornings:** Unless by appointment, visitors are kindly requested to arrive at the school no sooner than 8:00a.m.

**During office hours:** Teachers will spend most of their time taking care of children, organizing educational activities and will not use their phones during work. In case parents need to inquire about their child's health and studying condition, please contact customer service or the Principal at phone number 0931.683.999 for support.

**Contact outside of office hours or in emergencies:** If you need to contact the School in an emergency situation, please contact the School Principal or Customer Care at: 0931.683.999

### 5.4 Change of contact information

Communication between parents and the school needs to be maintained at all times, so please update (the school office or the admission office) if there are any changes to your email address or phone number.

Please update your home address, phone number, and emergency contact information before your child's enrollment. In case of any changes during the year, please notify the school office or the admission office.

### 5.5 Handling complaints and inquiries

Please communicate directly with the Head Teacher or the School Management Board in case of any concerns or questions about the quality of children's care and education at the School. The school will attempt to respond to parental issues within 48 hours. The School reserves the right to stop providing services to Parents who make false statements or spread false and unverified information about the School, its Teachers, Staff and Students. Parents that violate the provisions of the law, adversely affect the School's reputation, image, and brand as well as the spirit, health and honor of its teachers, staff and students or seriously violate the internal regulations of the School. Parents who do not comply with the School's Financial Regulations.



The school's top priority is to ensure the safety and security of children. Therefore, the school sets high standards for school safety and security, we also require close cooperation from parents.

## 6.1 Entry and exit security procedures

The purpose of school entrance and exit control is to ensure the safety of children and school staff, and to protect the school's facilities. Please understand the following information:

### Entry and exit procedure:

**For parents:** All parents and students are subject to face recognition-based attendance according to the list of children's pick-up and guardianship. Information about children's arrival/leave times, dropping/picking up parent/guardian is displayed and notified to parents through the School's communication software.

**For visitors:** Upon arriving at the school for an appointment, please register information at the guard's office and use the visitor's access card. Visitors are not allowed to walk around the school campus without guidance of the school staff.

On the school premises, parents should wear formal clothes, politely communicate with the school's teachers, staff and other parents. The school reserves the right to refuse to welcome those who are rude, obscene, in a state of insanity or under the influence of drugs or alcohol.

## 6.2 Playtime/Classes

The school's safety policy is "Children are always under supervision of Teachers/Staff". Children are not allowed to stay in classrooms or learning areas without adult supervision. Teachers and School Staff follow children's safety principles closely and use study materials and toys in the classrooms in a safe way. All potentially harmful materials are not stored in classrooms. Detergents are stored in a locked area and out of children's reach.

Field trips are always accompanied by a Medical staff to help ensure safety and assistance in emergency situations.

## 6.3 Fire drills, lockdowns and emergency evacuation

Fire drills, lockdowns and emergency evacuations are conducted annually for all Teachers, Staff and Students to ensure that everyone is well-aware of the exit procedures and methods. Parents will be notified about these activities. Fire alarm drills are held at least once per semester to practice evacuation.

**Lockdown:** To prepare children in the event of an unlikely major incident such as intrusion, terrorism, etc., we practice lockdown regularly so that children will know how to react sensibly and calmly in the face of potential danger. When the alarm goes off, doors will be locked and children will practice to remain quiet and orderly until the procedure is over.

## 6.4 Regulations on air quality

Outdoor activities will be conducted when the air quality is safe for children. If the pollution index rises too high, affecting children's ability to breathe, outdoor activities will be postponed until the air quality improves.

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Early childhood education is the first important milestone in a child's learning journey. When children begin to get used to new experiences, environments, daily routines, teachers and new classmates, parents need to actively provide them with physiological and psychological support from a very early age to help them have a positive attitude towards their first learning environment.



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**It takes a village  
to raise a child**



# MerryStar

Kindergarten

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