



Parents & Students Handbook

We hope that you and your child find your experience at Children's House as a satisfying and rewarding one. As part of our efforts to ensure a smooth operation at school, we request that parents may read and then discuss all relevant aspects of this Handbook with children.

I. ACADEMIC

1.1 School Structure

Principal	: Dr. Lidia Sandra, M.Comp.Eng.Sc.
Preschool Headmistress	: Dyah Andiani, S.S.
Primary Headmaster	: I Gede Saman, S.Pd.
Secondary-1 Headmaster	: I Gusti Bagus Jayantha, S.Pd.
IGCSE and Advanced Headmistress	: Juwaria Muqtadir, S.Si.
HRD & Finance Dept. Head	: Andre H. Sutanto, S.E.
Librarian & Administration Officer	: Jie Kae Min, S.E.

1.2 Administration Office

The office opens from Monday to Friday at 7.30 am until 4.00 pm.

School telephone numbers are 0361-702121.

Email addresses are

info@balichildrenshouse.com &

academic@balichildrenshouse.com

School's website is www.balichildrenshouse.com

FB: <https://www.facebook.com/cibali.juniorhigh>

BBM: 20EF2793

During public holidays, office will be closed.

1.3 Attendance

The student's attendance requirement is 80% of total effective school days in an academic year. Notice of student's absence should be provided through a telephone call, letter, email or text message to the school's academic administration officer. An absence without any information to school is regarded as "alpa/no reason" absence. Summon Letter will be issued to parents for 10% "alpa/no reason" absence.

When a student needs to leave school during school hours or days, parents is required to fill out a request form in Administration Officer and submit it to the class facilitator.

Students are expected to arrive at school on time. Repeated late attendance is subjected to disciplinary actions. Verbal warning and other consequences will be imposed. Should this be repeated for 3 times, a written Warning Letter from the Principal will be issued. After the third Warning Letter, Summon Letter will be issued.

Students must be collected from school on time and or maximum of 15 minutes after pick up time. After that time, student are fully under parents' supervision. Facilities such as swimming pool, school yard as well as library will be locked after school hours. Should the children be in school area after 15 minutes of tolerance, we will call parents to pick up the student. To avoid inconvenience, students who are repeatedly picked up late will be reminded by written warning letter from the Principal. Please remember to let the class facilitator or office know if you have changed your child's pick up routine for a particular day.

1.4 ID-card Regulation

Children's House takes your child's safety seriously. Student are to be collected only by parents or other nominated persons **by showing Student's ID Card**. Officer will match the ID Card with children's ID Card. For your child's own safety, please do not distribute the code in the ID Card to other parties.

1.5 Change of Address, Email Adress or Telephone

Please notify the office immediately of any change in your address, email address or telephone or any contact details or the details of the person you nominated to be contacted in an emergency as well as changes related to child's administrative documents.

1.6 Discipline

All members of the school community, including parents uphold high standards of behavior, friendliness as well as courtesy and are expected to demonstrate thoughtful regard for others at all times. No violence in any form is allowed within the school community and no bad language is tolerated.

Students are expected to be the real CHILDREN who own the character to be Creative, Honest, Intelligent, Lovely, Disciplined, Respectful, Eager, and Naturalist.

At the beginning of each school year, class rules are established with both facilitators' and students' input. It has been shown that children are less likely to break rules that they themselves have helped establish.

We endeavor to ensure our discipline policy remains a proactive, positive and fair policy. We acknowledge that parents will be informed of any transgressions of this policy by their child. We expect parents' support of the consequences employed as a result of breaches of our school rules.

Students are advised not to bring money (other than for official school activities), toys, games, sharp instruments or anything unrelated to learning, such as: Hand phone, MP3 Players, iPods, Walkman/CD/I-pod, Game boy, PS or any other electronic devices. A student who possesses cell phones and/or beepers, MP3 Players, iPods or any other electronic device will be told that these must be turned off and not used during class time or in classrooms during the school day for transmission or reception. For emergency situations to call their parents, students may request to use a telephone at the main office. Exception is given only for Secondary students who are encouraged to bring their own laptop or gadget responsibly and not to be used for other purpose except finding information and doing the projects

Prohibited items will be confiscated by the facilitator and kept in the school office until collected by a parent or guardian. Parents should be aware that suitable and severe consequences, such as suspension or exclusion could be enforced. Unannounced inspections will be done periodically to the students.

1.6.1 Cyber Misconduct, Cyber-Bullying

Cyber misconduct involves the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Such acts are considered harassment and criminal acts and will be dealt with accordingly. CH takes cyber misconduct seriously and student taking part in cyber-bullying will be dealt with severely.

1.6.2 Harassment - Physical, Verbal, and/or Cyber Bullying

Harassment, which in some cases may be described as bullying, can be psychological or physical. Generally, harassment consists of repeated acts. However, a single action may also be considered to be harassment.

1.6.3 Fighting - Violent Behaviour

Students who fight, assault or verbally abuse other people may be suspended. The length of suspension will depend on the severity of the incident and the degree of involvement of the individual student..

1.6.4 Insubordination

Insubordination is a willful disregard of directives issued by a staff member (administrator, teacher, aide, bus driver, care taker, etc.). It is a blatant disrespect towards authority.

At the discretion of the principal or students may face the following consequences: detention(s) and/or community work, with a written apology by the student and signed by the parents. Possible conference with the principal and teacher or any other staff member involved, if necessary, including parents.

1.6.5 Leaving School without Permission

A parent/guardian requesting that their child be excused at a time earlier than regular dismissal time must submit a parental note to the academic staff prior to first period. This note must contain the reason for early dismissal as well as the time the student will be leaving. The student must sign out at the administration staff before he or she leaves the building. Since the hours spent in class are most important to the student's educational success, it is urged that early dismissals be confined to matters of urgency and necessity that cannot be handled outside of school hours.

Should a student fall ill during school hours, the student is requested to report to the office. Authorization from administration is required before a student may leave the building. The student again must sign out before leaving.

1.6.6 Damaging of Individual or School Property and Stealing

At the discretion of the Principal, students will face the following consequences: one or more after school detentions and parents informed. Parents/guardians will be responsible for reimbursement and/or replacement of stolen/damaged items; depending on the severity, a meeting with the principal and the student's parents.

1.7 Uniform

CH is reaffirming its commitment to the highest possible standards of student conduct and dress. Clothing should be clean, and in good repair. All CH parents are asked to support the school's code of dress by also dressing up properly in school area and seeing that their child is properly attired when leaving home in the morning. Any students not adhering to the dress code may be sent home and will be expected to return to the school properly attired as soon as possible.

CH uniform consists of National Uniform for Monday or Batik uniform for Preschoolers, CH Uniforms for Tuesday until Thursday and Pramuka uniform for Friday or Free Clothes for Preschoolers. IGCSE and Advanced students are to wear certain attire that will be announced separately. Please also bring sports uniform on PHE Day.

Comfortable shoes are compulsory for children as well as socks. Students are suggested to bring a change clothes every day in their bag, especially for extracurricular activities. Suggested black color for shoes and white for socks.

Students may not wear jewelry except for a watch and simple earrings for girls. Special permission may be given for students to wear a piece of jewelry for a particular reason upon receipt of a written request from parents. Long hair for girls must be tied back for reasons of hygiene. Tattoo (temporary or permanent) is prohibited.

Students should wear clothing that reflects a positive learning environment free from distractions. It is expected that students wear appropriate, neat and clean clothing at all times. Students are not allowed to wear micro skirts and short-shorts.

1.8 Further Treatment for In-Disciplinary Action

1. Verbal Warning
2. Warning Letter
3. Summon Letter
4. Suspension
5. Exclusion

Three times repetition of each in-disciplinary action in a certain period will lead to further treatment.

1.9 Food and Health

We suggest parent to bring healthy food/snack that is beneficial for physical development as well as learning process and student's concentration. The most effective foods for this are 60% alkaline such as fruits and grains. It is also important that the students drink 6 – 8 glasses of water a day.

The following foods are considered to be "Brain Busters". It is suggested not to bring any food that has the following contents:

- Artificial food colouring
- Artificial sweeteners
- Soda, carbonated drinks
- Food additives and preservatives, flavored enhancer: MSG

The Principal and facilitators reserve the right to send a student home if they consider the student too ill to attend classes. In this event, the parents will be informed by phone. If parents cannot be contacted, the student will remain in the sick bed for the rest of the day.

The parents of a student who is diagnosed suffering from an infectious disease, such as cold, runny nose, measles or chicken pox, head lice are requested to inform the school as soon as possible. They will be expected to keep the child at home until the doctor states in a letter to the school that the student is fit to attend school. In the interest of the health of the entire school population, the school reserves the right to alert parents of diseases or parasites to which their child may have been exposed.

It is also suggested that student who is having temperature or indication of fever, diarrhea or vomiting to stay at home.

Should a student having an Injury within the school premises, all efforts will be made to handle the situation and parent(s) or guardian will be contacted. Medical assistance will be sought based on the recommended list such as KASIH IBU Hospital, or BIMC if it becomes necessary after first aid has been taken at school.

All teachers at CH are first aid certified by BIMC and Siloam Hospital.

1.10 Reporting System

School provides weekly report and term school report through email. Term report will be presented to parents for review. An appointment will be made by facilitator at the end of the school semester to discuss child's development throughout the semester.

1.11 Withdrawal of Children

Three months' notice in writing must be given to the Principal before withdrawal of a student from the school, including withdrawal at the end of the year. Failure to give such notice will incur a payment of three months tuition fees. Parents will be invited to fill in the exit interview form.

II. PARENTS' INVOLVEMENT

2.1 School Committee

School Committee (SC) is the Representation of Parents of Children's House whose objective is to facilitate the development and further improvement of the school by using the available resources of parents, facilitators and the community, in keeping with the vision and mission of the Foundation.

One important function of SC is to maintain good and close communication between parents, facilitators, students and community. We encourage parents to take an active role in Children's House by joining SC. School Committee also needs to align with certain roles and functions determined by Government of Education.

2.2 Communication Procedure

Parents and facilitators are to communicate when the need arises to the Facilitators straight away. Communication may be done through telephone calls or personal Whatsapp.

Lots of activities are posted in Class Whatsapp Group and Children's House Facebook Page. Parents are suggested to add Friend: <https://www.facebook.com/cibali.juniorhigh>. To achieve an optimal level of communication, we ask that parents adhere to the following guidelines:

1. Individual student or classroom-related issues should be discussed directly with the classroom facilitator(s) or to the Principal meeting by appointment.
2. Issues related to school administration or operation matters should be directed to Head of HRD.
3. Issues related to policy should be directed to Principal.

In order to make an appointment with the appropriate person, the school requests that a telephone call to the office is made. Please make all appointments three days in advance and during the hours of school operation.

2.3 Child's Birthday

On child's birthday, the child may bring a cake to school, to share with classmates during 30 minutes on lunch or meal time. Parents are expected to liaise with the classroom facilitator beforehand. Facilitators have been requested to ensure that invitations to private parties are not distributed at school unless all students from the classroom are included. It is best to use other means of distribution for any outside party. Should you have the birthday party celebrated at school, please ensure all the goodie bag and food are healthy ones for our kids.

2.4 PALS Program

PALS is a community of Parents and Teachers as Learners where they can share knowledge about any educational topic. Various activities are conducted such as seminars, book/film discussion, lunch and learn, etc. All parents are suggested to join the community and actively involved in the activity.

III. SCHOOL PROGRAMS

3.1 Home Reading Program

Collaboration between parents and school in any tasks, projects or assignments play an integral role in your child's education at Children's House. Your understanding of, and attention to, this role can make a critical difference in how your child approaches his/her other tasks. Any project, task or assignment is not only important in reinforcing the work completed at school, but is equally important in helping your child develop desirable work and study habits.

It is more than acceptable to help your child with their task or project; yet it is not acceptable to do it for them.

3.2 Excursion

Field trips/excursions/live- in occur throughout the year and are planned to enrich topics that are taught in the classroom. Information regarding the field trip/excursion will be announced through Class Whatsapp group several days prior.

3.3 Festivities

To celebrate some important days, both national and international, school conducts festivities which will be held a day before the important days. On the festivities, students will learn about the philosophy and traditions of the festivities.

3.4 End of Term Activity

End of Term will be celebrated by arranging an activity by School. This activity will be a kind of performance and bazaar from the students. Parents' involvement is really expected in this activity.

3.5 Graduation Ceremony

Graduation Ceremony is held at the end of academic year for graduates and their parents. The ceremony is arranged by School.

IV. SCHOOL FEE

4.1 Kinds of Fee

1. Initiation Fee

The Initiation Fee is used for school buildings development as well as the facilities. It must be paid upon the receipt of the acceptance letter for new students. Please note that this fee is paid only on the entrance to the school and is non-refundable.

2. Replenishment / Yearly Fee

This covers child insurance during school hours; field trips, class and office facilities, working materials, classroom instruments and equipment, sports and playing equipment and maintenance, library books and technology resources. This Fee is to be paid once a year and to be paid not later than the first week of every school year.

3. Book Fee

This covers all text and workbooks to be used by students throughout the year. This Fee is to be paid a term before the new academic year to guarantee a smooth order of books for the upcoming academic year. Book Fee is only applicable for Preschool until Lower Primary students.

4. Tuition Fee

This is used for the operational costs of the school including teaching equipment, facilitators and staff salaries and other administrative costs.

5. Uniform Fee

This covers all uniforms which are going to be worn by students.

4.2 Late Fee

All late payment of tuition fees after 5th day of the due date is subject to a penalty of Rp. 10,000 per day. Temporary exclusion from class will be taken for overdue payment of 30 days, until it is fully paid then a student is allowed to rejoin the class again. Please refer to payment calendar or contact Accounting Officer if you have any questions to avoid penalty.

4.3 Method of Payment

Each student will be assigned one specific virtual account for all kind of payments effective mid July 2014.

All other payment needs to be transferred to account below:

- Account Name : Yayasan Griya Anak
- Account Number : 772 049 9511
- Account Bank : Bank Central Asia

V. NO TIPPING/GIFTS FOR TEACHERS AND EMPLOYEES

As we highly emphasize our commitment to the fullest development of all children, CH applies “No Tipping/Gift for Teachers/Employees” rule. Each of the child is treated special and uniquely according to the individual needs and CH wants to keep this atmosphere in healthy way for the strongest commitment to the education. Should you wish to give appreciation to the School and Teachers, please direct your appreciation with something useful for all children.

VI. SUPPORTING UNITS

6.1 *CH Mart*

CH Mart is one supporting unit of CH where student, employees as well as parents can fulfill their school needs. Besides selling stationeries, books and uniform, CH Mart provides healthy food called CH Meal for everyone; the transaction, here, uses CH Dollar.

6.2 *Rumah Belajar*

Rumah Belajar is created with a faithful purpose that is to help student to unlock their fullest potential. The materials of learning are different from what they have learned in the classroom.

6.3 *Children’s Republic*

Still in the path of unlocking children’s fullest potential, Children’s Republic was built since January 2013. To have the real experience as workers who will be paid in CH Dollars, all students are very excited to apply for a job they are interested in. The jobs are to facilitate student to develop their life skills and encounter problems they faced in reality. Some jobs which available in Children’s Republic are Policeman/woman, Doctor, Nurse, Artist, Journalist and Broadcaster.

VII. CHILDREN’S ETTIQUETTE

As we commit to become an excellent academic house for all nations and cultures, one of the challenges that might appear is manners and etiquettes. This happens partly due to cultural differences among our children. Yet we have defined our Students Profile in 2011, i.e.: CHILDREN. It is an abbreviation of 8 (eight) characteristics that needs to be embedded in all of our children regardless of differences of nationalities and cultures that they have.

- Creative
- Honest
- Intelligent
- Lovely
- Discipline
- Respectful
- Eager
- Naturalist

“CHILDREN” is our School Standard for attitude, manners and etiquettes among our students.

Some guidelines below might help us to start having CHILDREN in our child either at school, home or public:

Creative:

- Encourage children to give opinions with their own way of thinking
- Encourage children to make breakthrough and innovation.
- Help them to show appreciation, love and sympathy with different ways, for example making a handwritten thank-you note/card for extended family rather than just saying it or email.

Honest:

- Children are not saying things about people that aren't true, not making up rumors about someone. Even teach children not to point or to stare at others just because of the different religion or color. Explain to child how interesting to see differences with different things such as rituals or traditions.
- Children are not making fun of anyone for any reason. Teasing only shows weaknesses and ganging up on someone else is cruel. Don't call people mean names.
- Ask children always to admit to their actions, even if they'll get in trouble.
- Always say “sorry”, or “excuse me” if you bump into somebody; admit if you make a mistake and asked for an apology and you really mean it.
- Children need to explain how a situation really happened, not saying something happened one way when it really happened another way.

Intelligent:

- Help children to have balance in cognitive and emotional intelligent.
- Being emotionally intelligent include anticipation of others that need help. Such actions including teach as they walk through a door, look to see if they can hold it open for someone else. Especially if they see someone bringing lots of things and need to enter a room, they can help by opening or holding the door.

- Encourage children if they come across a parent, a teacher, or a neighbor working on something to ask if they can help. If others say "yes," do so –it means they will learn something new.
- Teach children to take compliments courteously by saying "thank you" at appropriate times
- One simple way to be intelligent is by READING BOOKS. Sit together with children to read book every day.
- Encourage children to stay calm by modelling your calmness in responding to situations.

Lovely:

- When asking for something, always say "Please."
- When receiving something, always say "Thank you."
- When an adult asks for a favor, do it with a smile and without grumbling.
- Play properly and share stuffs with others
- Encourage children to queue to have their turn

Discipline:

- Ask children always to speak in turn. They need to learn patience as they are waiting for their turn to speak and not to interrupt when you are speaking. This also implies that when you are done, you need to give the child your full attention.
- Children learn by seeing so show them to respect others by respecting them.
- Children are not to interrupt grown-ups who are speaking with each other unless there is an emergency. They will notice you and respond when they are finished talking.
- Always come on time to school.
- Take a good eye on his/her own equipment such as books, stationaries, tie, hat, etc. (always make sure that it is kept well in good condition, not to lose them)
- For children of age 3-3,5y.o., encourage children not to bring milk bottle as well as doll/toys anymore to School.
- Always put stuffs away after using it.
- Wear complete uniform neatly every day.

Respectful:

- Children are encouraged to have a very low level of noise whenever working, learning or playing to respect others and not to disturb others.
- When you go into friends or relatives' house, always ask children also to thank to the host.
- Do not comment on other people's physical characteristics unless, it's to compliment them.
- Always ask permission before entering else's-Knock on closed doors/room and wait to see if there's a response before entering.
- When you make a phone call, introduce yourself first and then ask if you can speak with the person you are calling.
- Cover your mouth when you cough or sneeze, and don't pick your nose in public.

- When eating, use eating utensils properly (refer to Table manner). Do not talk with your mouth full. Keep a napkin on your lap; use it to wipe your mouth when necessary. Don't reach for things at the table; ask to have them passed.
- Children carry their own bag, meal box and other stuffs.

Eager:

- Always encourage children to learn from anything and anyone. Even if a speech, a play or an assembly is boring, sit through it quietly. The performers and presenters are doing their best.
- Always love to participate in an assembly, competition or group activities.

Naturalist:

- Always bring children to the nature to observe real object of lessons.
- Do experiential learning (experiments) at home and bring them to nature regularly; explain about science/math or other phenomena through experiencing it.
- Encourage children to directly learn from nature.