

CH

Parents & Students Handbook-revision June 2019

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

I. Academic

1.1. Administration Office

The office opens Mondays to Fridays from 7.30 am to 4.00 pm. During public holidays, the office will be closed.

- **CH email address:**
info@cendekiaharapan.sch.id
- **CH website:**
www.cendekiaharapan.sch.id
- **CH Academic Information System:**
www.balichildrenshouse.com/myCH
- **CH Academic App (in Play Store/App Store):**
MyCendekiaHarapan
- **CH Online Learning Courses:** <http://e-learning.balichildrenshouse.com/moodle/login/index.php>
- **CH Facebook:**
www.facebook.com/bambini.balichildrenshouse
- **CH Instagram:** childrens.house
- **CH Radio App (in Play Store/App Store):**
CH Radio Education
- **CH Store (in Play Store):** CH Mart
- **CH Contact Number & CH Liaison Centre**
+62 361-702121 / +62 812-3291-9233

1.2. Attendance

A student’s attendance requirement is 80% of the total effective school days in an academic year. Should a student’s absence or needs to leave during school hours, the parents are required to apply a *Sick or Excused Request Form* in the CH Academic Information System or through My CH App

(<http://www.balichildrenshouse.com/myCH>)

An absence without any information to school is regarded as “alpa/no reason” absence (a warning letter will be issued to the parents when a student reaches 10% of “alpa/no reason” absence).

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 3 times, a written warning letter from the Headmaster/mistress will be issued.

Students must be picked up from the school on time or within 10 minutes after pick-up time. After which, the students are fully under their parents supervision. Facilities such as the swimming pool, school yard as well as the computer room will be locked after school hours. Should the children be in the school area after the minutes grace period, we will call the parents to pick up the student. To avoid any inconvenience, students who are repeatedly picked up late will be reminded by a written warning letter from the Headmaster/mistress. Please inform the class facilitator or office if you make any changes to your child’s pick up routine.

1.3. ID-Card Regulation

Children’s House takes your child’s safety seriously. Students are to be picked up only by their parents. Should their parents or guardian cannot pick the students, the nominated persons **must show the student’s ID Card to the Security Officer.**

1.4. Change of Address or Telephone Number

Please notify the officer in the foyer immediately of any changes in your address, contact details, or your nominated emergency contact, as well as changes related to your child’s administrative documents.

1.5. Discipline

All members of the school community, including the parents should uphold high standards of behavior, friendliness, 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 and parents are encouraged to learn to express any feelings in a more positive, respectful manner.

Students and parents are expected to uphold the value of CHILDREN: Creative, Honest, Intelligent, Loveable, Discipline, Respectful, Eager, and Naturalist.

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

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 parental support of the consequences employed as a result of breaches of the 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: MP3 Players, iPods, Walkman/CD/iPod, Game Console or any other electronic devices. Students that need electronic input devices (esp. Upper Primary – Advance Students) such as Laptops, iPads, Tablets, Phones for academic purposes, are allowed to bring their own device. However, if these devices are used for other than academic purposes, the disciplinary action will be made by facilitators. For emergency situations needing to call their parents, students may request to use a telephone at the main office.

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 for all students.

Any leftover items at school will be handled by our High School Student's Council (OSIS SMP and SMA) who will charge fine for ones letting the

stuffs at School. All of the fine will go to the fund of OSIS to be used for OSIS development and also CHILDREN character development in our students. The items will be kept in Recycle Bin in Recycle Room for maximum three days and after that will be recycled or donated.

1.5.1. Cyber Misconduct, Cyber-Bullying

Cyber misconduct involves the use of information and communication technologies such as e-mail, text messages, instant messaging, defamatory personal web site, and defamatory online personal polling web sites, to deliberately support hostile behavior by an individual or group that is intended to harm others, will be dealt with accordingly. CH takes all cyber misconducts seriously.

1.5.2. Harassment – Physical, Verbal, and/or Cyber Bullying

Harassment, which in some cases may be described as bullying involves psychological and physical. Harassment is considered as repeated acts. However, a single action may also be considered as harassment.

1.5.3. 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.

1.5.4. Insubordination

Insubordination is refusing to obey orders from any of CH staff member (including administrator, teacher, school driver, care taker, etc.) which is considered a disrespect towards authority.

At the discretion of the Headmaster/mistress, the student may face the following consequences: detention (s) and/or community work with a written apology by the student and signed by the parents.

1.5.5. 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 the first period. Should a student fall ill during school hours, he/she must go to CH Children's Hospital to get further treatment and is requested to go home (especially for infected illness) for the interest of the health of the entire school

population. The parents/guardian again must sign out before leaving.

1.5.6. Damaging of Individual or School Property and Stealing

At the discretion of the Headmaster/mistress, students will face the following consequences: one or more after school detentions where parents are informed, parents/guardians will be responsible for the reimbursement and/or replacement of stolen/damaged items.

1.6. Uniform

CH is reaffirming its commitment to the highest possible standards of student conduct and dressing. Clothing should be clean and in good condition. All CH parents are asked to support the school's code of dressing by seeing that their child is properly attired when leaving home in the morning.

1.6.1. Preschool Uniform

- Monday and Wednesday: CH Preschool Uniform
- Tuesday: formal attire and CH Preschool Vest
- Thursday: sport uniform
- Friday: fun clothes (fantasy, unique, naturalist theme)

1.6.2. Primary Uniform

- Monday: National uniform, cap, tie and belt
- Tuesday, Wednesday, Thursday: CH shirt, red plaid skirt/short, CH red vest, tie and belt
- Friday: Pramuka clothes and complete attributes

1.6.3. Secondary Uniform

- Monday: National uniform, cap, tie and belt
- Tuesday: National uniform, CH tie, belt, CH navy vest
- Wednesday: CH uniform
- Thursday: Formal attire, CH navy vest, tie
- Friday: Pramuka clothes and complete attributes

1.6.4. Advance Uniform

Grade 9-10

- Monday: National uniform, Cambridge tie, Cambridge blazer

- Tuesday: National uniform, Cambridge tie, belt, Cambridge vest
- Wednesday: White shirt, CH blue plaid skirt/short, Cambridge blazer
- Thursday: Formal attire, CH navy vest, tie
- Friday: Pramuka clothes and complete attributes

Grade 11-12

- Monday: National uniform, Cambridge tie, CH grey blazer
- Tuesday: National uniform, Cambridge tie, CH grey vest
- Wednesday: White shirt, CH plaid skirt/dark pants and CH grey plaid vest
- Thursday & Friday: Formal attire, CH vest, tie.

Additional Remarks on Uniform:

- Sports Uniform is worn on PHE day. Students must change into uniform day clothes after PHE activities and are suggested to bring changes clothes during extracurricular activities
- Students must be dressed in appropriate uniform attire at all times while on the school premises. This includes while travelling to and from school
- Only black dressed shoes and white or black dressed socks are allowed for Primary and above. The socks must cover the ankles. No slippers or sandals are allowed unless supported by a doctor's advice.
- All uniform items worn must be clean and well-maintained. Any student wearing a uniform item that does not meet the standard of the uniform policy will be required to comply to CH standards
- The final determination as to whether any item of a student's uniform is acceptable remains in the sole discretion of the Principal or the designate
- Any student not in proper formal uniform will be required to go to the Foyer and change into a loaned vest, dress shirt, tie, and dress pants and will pay Rp. 50.000 (per day and per item) fine for handling and cleaning.

1.6.5. Students and Parents Dress Code and Appearance Guidelines

Students and parents should wear clothing that reflects a positive learning environment free from distraction at any occasions. It is expected that students wear appropriate, neat, and clean clothing at all times. Students are not allowed to wear above-knee skirts and shorts. Clothes should be free of denim fabric, holes, rips, or frays. Stomach, chest, and back may not show through clothing at any time. Midriff, cleavage, and lower back must be covered whether sitting, standing, bending over, leaning, or stretching. Undergarments may not be visible at any time.

Clothing should be non-threatening and should avoid the display of offensive language or references to drugs, alcohol, or violence. Students may not wear jewelry except for a watch and simple earrings for the girls. Special permission may be given to a student to wear a piece of jewelry for a particular reason upon receipt of a written request from the parents. No tinted contact lenses will be allowed.

Nails are to be kept clean and short at all times. Nail polish, putting on make-up, any form of body piercing and tattoos (temporary or permanent) is not allowed.

Hair must be neat in appearance to avoid any distraction during learning time. No fanciful haircut and dyed is allowed. Girls whose hair touched the lower collar must tie it up neatly with a black elastic band. Loose hair or fringe must be neatly pinned up and should not touch the eyebrows. Meanwhile, boys' hair must be cut short, neat and clean-shaven. Hair should not touch the collar and ear. Loose hair or fringe must not touch the eyebrows when combed down. Please see the attachment about hairstyles and uniform for girls and boys.

1.6.6. Penalties

Any students not adhering to the dress code will be required to go to CH Mart and change into a loaned school uniform which is missed and will pay a IDR 50,000 (per day/per item) fine for handling and cleaning.

1.7. Further Treatment for In-Diciplinary 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. Other treatments might be implemented consistently and fairly in line with the in-diciplinary action done. This will clearly communicated to students and parents. These can include: extra work or repeating unsatisfactory work until it meets the required standard.

1.8. Food and Health

We suggest parents to bring healthy food/snack that is beneficial for their child's physical development, learning process, and student's concentration. The most effective food for this are those that are 60% alkaline such as fruits and grains. It is also important that the students drink 6-8 glasses of water a day. Bringing tooth brush and toothpaste every day, plus apron and cap for meal time for Preschoolers is a must to keep the highest standard of healthy and hygiene habits.

The following foods are considered to be "Brain Busters" and we suggest to not bring any food that has the following contents:

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

All food and beverage containers should be made of materials that do not impart toxicity to food (SNI/FDA certified). It should be ensured that ingredients used for cooking such as food grains, pulses, vegetables, cooking oil and condiments, are free from adulteration, contaminants, pest and infestation.

Some catering businesses may be involved in outside catering operations or supplying their products to CH students. If you supply hot or chilled food to other retail/catering businesses, care should be taken to prevent food being contaminated during transport and distribution.

Online food delivery is allowed yet the safety and risk will be on students and parents' own.

We encourage you also practice those healthy habits at home, such as washing hands properly, always brushing teeth after meals, short nails, flushing after toileting, throwing tissue in the rubbish bin to keep the toilet dry as always.

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 the parents could not be contacted, the student will remain in the clinic for the rest of the day.

If a student is suffering from an infectious disease such as a cold, cough, runny nose, measles or chicken pox, head lice the parents must inform the school as soon as possible. It is expected that they 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 a student who has above normal temperature or an indication of fever, diarrhea or vomiting to stay at home.

Should a student incur an injury within the school premises, all efforts will be made to handle the situation and the parent(s) or guardian will be contacted. Medical assistance will be sought based on the school's recommended list: KASIH IBU Hospital, PRIMA MEDIKA, SOS, or BIMC if more medical assistance becomes necessary after first aid has been administered at the school.

All teachers at CH are first aid certified by BIMC.

1.9. Reporting System

Students' progress and final report are available daily in CH Academic Information System through MyCH app. All students have their own account and able to take the account information from homeroom teacher.

An appointment will be made at the end of the school semester.

1.10. Withdrawal of Children

Three months notice in writing must be given to the Academic Officer before withdrawal of a student from the school, **including withdrawal at the end of the year**. Failure to give such notice will incur a penalty payment of three months tuition fees. Parents should fill in the resignation form in the CH Academic Information System application. All fees that have been paid are non-refundable and non-transferrable.

II. PARENTS INVOLVEMENT

2.1. School Committee

The school committee (SC) is the Representation of the parents, teacher, community, and educational expert whose objective is to facilitate the development and further improvement of the school by using available resources of parents, facilitators, and the community, in keeping with the vision and mission of the Foundation.

We encourage parents to take an active role in Children's House by joining the SC. The School Committee also needs to align with certain roles and functions determined by the Government of Education.

2.2. Communication Procedure

Parents and Facilitators are to communicate when the need arises. We suggest you to direct any questions or feedback to the right channel. Line of communication is through Liasion Center *Whatsapp* number at +62-812 3921 9233. *Whatsapp* Class Group is only for academic purposes, so any personal concern representing only individual or group of people, direct it to the number above, Lots of activities are posted on the Children's House Facebook and Instagram page.

In order to make an appointment with the appropriate person, the school requests that an appointment request is sent to Liasion Center *Whatsapp* number at +62-812 3921 9233. Please make all appointments three days in advance and within the school hours operation.

2.3. Child's Birthday

On a child's birthday, the child may bring a cake to school, to share with his/her classmates during their 30 minutes 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 in the class are included. It is best to use other means of distribution for any out of school party. Should you have the birthday party celebrated at the school, please ensure all the goodie bags and food are healthy ones for our children.

2.4. PALS Program

PALS is a community of Parents and Teacher 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 activities.

2.5. Beauty and Courtesy

To respect the prepared environment for children, it is a must that parents entering CH area wear proper outfits. We provide CH *Syal* for ones we see are not wearing proper outfit.

2.6. Driving in CH School Zone

School zones are put in place to ensure the safety of children in and people around *Sektor Bunga* area. All children should be able to walk or bike to and from school without fear of being hit by passing vehicles. **All parents and drivers should drive slowly (max 20 km/hour) around *Sektor Bunga* area and must respect and strictly follow the School route as instructed.**

III. School Program

3.1. Homework and Home Reading Program

Routine Homework Assignment play an integral role in your child's education at Children's House. Your understanding of and attention to the role can make a critical difference in how your child approaches his/her homework. Homework is not only important in reinforcing the work completed at the 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 homework, yet it is not acceptable to do the homework for them.

3.2. Excursion

Field trips/excursions/live-in occur throughout the year and are planned to enrich topics that are taught at school. Information regarding the field trip/excursion and permission form will be sent home several days prior to any trip.

3.3. Festivities

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

3.4. Graduation

The Graduation Ceremony is held at the end of academic year for the graduates and their parents. The ceremony is arranged by the school. The graduates of CH are students who finish their study in each level of education in CH.

IV. School Fee

4.1. Kinds of Fee

1. Initiation Fee

The initiation fee is used for the school's building and facilities development. 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.

2. Yearly Fee or Replenishment Fee

This covers child insurance during school hours, class and office facilities, working materials, classroom instruments and equipment, sports and playing equipments and maintenance, library books and technology resources. This fee is to be paid once a year.

3. Book Fee

This covers all text and workbooks to be used by the student throughout the year. This fee is to be paid a term before to guarantee a smooth order of books for the upcoming academic year. The 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 will be worn by the student.

Please note that all fees are non-refundable and non-transferrable in any circumstances. All fees mentioned above are not applicable for Secondary above.

4.2. Late Fee

All late payments of the tuition fees after 5th of every month is subject to a penalty of IDR 50,000 per day. Temporary exclusion from class will be done for overdue payments of 10 days. Until it is fully paid will the student be allowed to rejoin the class.

4.3. Method of Payment

CH method of payment is cashless, any and all payment should be transferred to the account below:

- Account Name : Yayasan Griya Anak
- Account Number : 772 049 9511
- Account Bank : Bank Central Asia
- Account Name : Yayasan Griya Anak
- Account Number : 028 345 1631
- Account Bank : BNI

V. NO TIPPING/GIFT FOR TEACHERS AND EMPLOYEES

As we highly emphasize our commitment to the fullest development of all children, CH applies the “No Tipping/Gift for Teachers/Employees” rule. Each child is treated specially and uniquely according to the child’s individual needs, and CH wants to keep a fair and harmonious atmosphere in the school. Should you wish to give appreciation to the School or the Teachers, please direct your appreciation with something useful for all children.

VI. SUPPORTING UNITS

6.1. CH Mart

CH Mart is a supporting unit of CH where students, Employees, as well as parents can fulfill their school needs. Besides selling stationeries, books and uniform, CH Mart provides healthy food for everyone. The currency for the transactions is CH Dollar.

6.2. Griya Inovasi

Griya Inovasi is created with a faithful purpose that is to help students to unlock their fullest

potential. The materials for learning are different from what they use in the classroom.

Griya Inovasi products are:

1. *Rumah Belajar* courses to facilitate students who lack academically. The program operates after class time in school.
2. *Eye Level* Math and English courses to facilitate students who want to improve their critical way of thinking in Math and English. The program operates after class time in school.
3. Physical products such as *Montessori Apparatus* and *Herbal Infused Drinks* are available.

6.3. Children’s Republic

Still in the path of unlocking the children’s fullest potential, Children’s Republic was founded in January 2013, to give the students real work experience and earn profit (CH Dollars). There are various jobs available to students to apply for, and these will teach them the value of professionalism, life skills, problem-solving, as well as learn about economy.

VII. CHILDREN 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 etiquette. This happens partly due to the cultural differences among the children. We have defined our student’s profile in 2011, i.e.: CHILDREN. It is an abbreviation of the 8 (eight) characteristics that need to be embedded in all of our children regardless of the differences in their nationalities and cultures:

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

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

Some guidelines below may help us line by this profile at school, at home or in public:

Creative

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

Honest

- Children should not saying things about people that aren't true, nor should they make rumors about someone. Teach your child not to point or to stare at others just because of their religion or color. Instead, explain to your child how interesting different rituals or traditions, ethnicities, and cultures are.
- Children should not make fun of anyone for any reason. Teasing only shows weakness and bullying is cruel. They shouldn't call people mean names either.
- Encourage your child to own up their actions, even if they'll get in trouble for it.
- If your child makes a mistake or has hurt someone, teach him/her to apologize sincerely
- Children need to honestly and properly explain how a situation really happened and not.

Intelligent

- Help your child to have a balance in cognitive, social, and emotional intelligence.
- Being emotionally intelligent include anticipation of others that need help, from basic tasks to more serious events.
- Teach children to take compliments courteously by saying "thank you" at appropriate times.
- Encourage your child to read a lot of learning could be obtained through reading. Make time to read with your child every day.
- Encourage children to stay calm by modelling your calmness in responding to situations.

Loveable

- Teach your child proper manners and make sure he / she remember to say :
- 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

- Teach children to speak in turns. They need to learn patience as they wait for their turn to speak and not to interrupt when others are speaking. This also implies that when you are done, you need to give the child your full attention. Children learn by seeing. Therefore, show them to respect others by respecting them as well.
- Children are not to interrupt grown-ups who are speaking with each other unless there is an emergency.
- Always come to school on time.
- Teach your child how to keep an eye on his/her own equipment such as books, stationaries, tie, hat, etc. (always make sure that they are kept in good condition, and to not lose them).
- For children within the ages of 3-5 years old, the school discourages the longing of milk bottles and doll/toys to school.
- Students should always put stuff away after using them.
- Students should wear their complete uniform neatly every day.

Respectful

- If a child needs to get somebody's attention right away, the phrase "excuse me" is a must before entering the conversation.
- Teach your child to be grateful to the host of whoever's house they're visiting.
- Children should not comment on other people's physical characteristics, unless it's to compliment them.
- They should also always ask permission before entering a room.
- When making a phone call, introduce yourself first then ask if you could speak with the person you are calling.
- Children should learn to cover their mouth when they cough or sneeze, and to not pick their nose in public.
- When eating, they should use eating utensils properly (refer to table manners). They should not talk with their mouth full. They should also learn to use a table napkin properly.
- Children should carry their own bag, meal box, and other stuff.

