



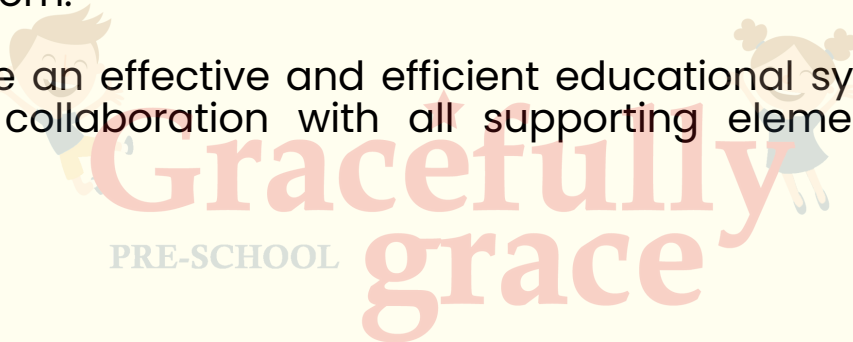
**GRACEFULLY GRACE PRE-SCHOOL  
PARENT'S HANDBOOK 2025-2026**

## OUR MISSION

Committed to becoming a high-performing early childhood education institution that nurtures children to be of strong character, creative, talented, and environmentally conscious.

## OUR MISSION

1. Formulate a distinctive Gracefully Grace Pre-School curriculum that aligns with the developmental stages of children across cognitive, affective, and motor domains.
2. Provide human resources committed to integrated learning that encompasses all areas for the development of students' knowledge and character.
3. Create a creative and innovative educational atmosphere that aligns with early childhood development and is rooted in local wisdom.
4. Manage an effective and efficient educational system while fostering collaboration with all supporting elements of the school.





## **OUR CORE VALUES**

1. Commitment
2. Integrity
3. Independent
4. Passion
5. Professionalism
6. Positive Thinking
7. Team Work

## **OUR SLOGAN**

Rejoice Learning!



## FIRST DAY OF SCHOOL

Parents of newly enlisted pupils are allowed to wait at the waiting bay. Crowding at the windows/doors to give instructions to the child/teachers is truly unnecessary. Parental cooperation in this area will help the children to be more independent.

## UNIFORM

All Gracefully Grace Pre-School & Primary students must wear :

- Monday - Thursday  
**Sailor Uniform**
- Physical Education Day (based on timetable)  
**Physical Education Uniform**
- Friday  
**Indonesian Batik**

### **Black shoes and white socks are wear everyday**

We encourage parents to provide easy to wear kind of shoes and plain design. Shoes with light, heels, wheels are prohibited.

During the school events you will be notify if there is any costume needed.

## **ATTENDANCE, PUNCTUALITY & EARLY RELEASE**

It is the responsibility of the parent to inform the school if the child is unable to attend school. Absence will need to be substantiated with a medical certificate or written notification. Punctuality is important to ensure minimal disruption is made to the daily programme. Also, please be prompt in picking your child up as supervision is not provided beyond the normal school/care hours. For security reasons, please provide us with the details of the individuals who will be fetching your child from our centre.

### **PICK UP CARD**

The school will provide a pick up card for each child. Your child will only be released to an adult who has the pick up card.

### **LATE PICK UP**

Please pick up your child on time. You will be given a reminder letter after 3 times late pick up.

### **SNACK AND LUNCH**

SWEETS, CANDIES ARE NOT ALLOWED AT SCHOOL PREMISES. Birthday cake with low sugar only during birthday celebration at school. Baby bottle is not allowed at school, kindly provide your child drinking water bottle with straw instead.

## FIELD EDUCATION: EDUVISITS

Gracefully Grace Pre-School organizes field trips i.e. EduVisit once a term and Excursion once a semester. Such Outdoor Learning Experiences (OLE) are designed to complement the lessons delivered in the classroom. This learning advantage allows our children to experience meaningful education beyond the centre that will positively broaden the children's socio-cultural horizons. A nominal fee will be charged for personal expenses. While the school will do its level best to ensure the safety of the children during such outings, the school will not be held liable or / and responsible for any mishap in any way.

Unless indicated otherwise in writing, the centre assumes that permission is granted for the child to experience the outdoors and participate in any outing / outdoor activity in connection with the learning programme at the school. Where appropriate, consent forms will be distributed to parents prior to the outings. Should your child be unable to participate in such experiential learning trips. The child needs to stay at home. However, when your child does not participate in such school outings, he / she is missing relevant learning experiences and opportunities.



## PERSONAL BELONGINGS

Please refrain your child from putting on jewellery as well as bringing cash, and valuable personal belongings to the school. We shall not be liable for any loss of these items. Also prohibited, are such items as toy knives, cosmetics, video games, etc. You are encouraged to label your child's school bag, water bottle, uniforms (where relevant) and other belongings for the purpose of identification.

## HOME-SCHOOL COMMUNICATION

We are pleased to inform you that all school communication and updates regarding your child will now be delivered through a more efficient and convenient system. Daily updates and important information will be shared via the **Illumine Application**, while a comprehensive report will be provided every two weeks. We encourage you to check the Illumine App regularly to stay connected with your child's learning journey and overall development. Should you have any concerns about your child's well-being, you are welcome to reach out through the app or directly contact the teacher.

Teachers will not be able to leave their classes to take calls from parents during teaching hours. Kindly leave a message for the teacher concerned including your name, the child's name and class. All calls and messages will be recorded in the log book for the staff reference. The teacher in-charge or the principal will return your call and attend to your concerns. Parents are encouraged to attend conferences with the principal / teachers during the Parent Teacher Conferences to discuss your child's progress.



## **UPDATED PARTICULARS**

Parents should update the school of any changes in their personal details including contact numbers, home and work address. This is essential in the event of any emergency.

Kindly update of any changes of authorized person who picks up your child.

## **CORPORATE PRINT**

We would like to inform you that

- Photos/videos, taken of your child involved at school events may be published on school's official media platforms (eg. Internal newsletter, school website, school's Facebook or similar platforms)
- Similarly, student work produced by your child may be used in school publications, school's official media platforms (eg. Internal newsletter, school website, school's Facebook or similar platforms)

To this end, we would like to obtain your consent for the use of the above.

If you do not allow for this, please provide us with a letter informing us of your intent, which will then be regarded as non-consent.

PRE-SCHOOL

Graciously  
grace

## **ISSUE RESOLUTION**

Parents should attempt to resolve any arising issue through amicable dialogue and discussions with the teacher involved and the Principal. If you are unable to resolve the issue in this manner, you may submit a formal complaint to the Principal so that the matter can be addressed accordingly. Displays of aggression or hostility are not appropriate.

## **BIRTHDAY CELEBRATION**

Birthday celebrations can be made via appointment and informed at least a week in advance so programme schedule can be adjusted accordingly. Please provide your own serviettes, paper plates and forks for the celebration.

## **GIFT AND CELEBRATION**

We appreciate your kind gestures and thoughtfulness. Should you wish to give a token of appreciation to any staff member, simple and modest gifts are welcome. We kindly ask that gifts are not excessive or of high value, in keeping with the spirit of fairness and sincerity.

## **POLICIES ON FINANCIAL MATTERS**

### **COLLECTION OF FEES**

Your child's Payment due before the payment dateline given. All fees paid are non-transferable and non-refundable.

### **LATE PAYMENT & RECOVERY OF OUTSTANDING FEES**

If we do not hear from you at the end of fifth day of the new term, a reminder letter will be sent to you.

### **WITHDRAWAL**

Should you wish to terminate your child's preschool arrangement with us, please note that your child's last day must be the last day of the term. You will need to provide us with a written notice of withdrawal at least one month prior to your date of departure. Please forward your withdrawal letter by hand, fax or email. Alternatively, you may wish to complete a Withdrawal Form obtainable from our admin office.

Upon receiving your notice of withdrawal, our Principal shall contact you for a follow up. You shall be asked to clear any outstanding payment. Your withdrawal application will then be processed.



## **DISCONTINUATION**

We reserve the right and absolute discretion to discontinue your child from our services in the following cases:

- Non-settlement of late fees despite written reminders.
- Disruptive behavior which may be considered dangerous to self and/or others.
- Special needs that require specialized attention beyond our means of provision.

## **SAFETY & DISCIPLINE**

### **ACCIDENTS, INJURY & MEDICAL EMERGENCIES**

We take every precaution we can to see that your child does not get hurt at the school. However, preschoolers may not always display good judgment and look where they are going. As such, accident with children may just happen despite all efforts to prevent it. In case of emergency / accident, our staff will first attend to the injured child by administering First Aid, summon emergency transportation to the nearest clinic / hospital, notify the parent and complete an incident report. Our school has a team of teachers who are first-aid certified and are trained to attend to minor injuries such as scrapes and small cuts. That said, parents can be rest assured our staff will put the children's safety first at all times, and that all our school have proper procedures for ensuring this. Expenses incurred under such a situation will be borne by the child's family. While we will exercise all necessary care and precaution while the children are in the school's care, we will not be held responsible for any mishaps, personal injuries and / or accidents and that parents will indemnify the centre against any such claims, lawsuits and damages.



## BITING

Biting is an age-related concern that usually happens during the toddler years. While some children bite or bite often, others may never. Most incidents of biting are not done with malice.

The teacher will comfort and administer First Aid to the bitten child. She will clean the bite with an antiseptic wipe and cover the wound with band-aid. Ice may be applied to minimize bruising and swelling. The child who bite will be encouraged to comfort the bitten child and apologize if he / she is old enough to do so. The teacher will notify the parents of the child who did the biting and the child who was bitten. However, the name of the child doing the biting will not be revealed.

The child who bites will be carefully observed and a log to track the frequency of the biting will be maintained. This may help to identify precipitating events and prevent recurrences. Where possible, the teacher will take steps to separate the child who bites so as to control the situation. However, there are times when a child bites even though he has not been provoked or the child is too quick for a teacher to intervene.

If there has been a total of two or more biting incidents by the same child within a period, we will have a conference with the parents to discuss a home-school approach to remedy the situation.



## DISCIPLINE PHILOSOPHY

Discipline is not punishment. At Gracefully Grace Pre-School, we believe, the goal of disciplining is to provide behavior guidance to the children. This way, children will acquire self-control and grow up to care about others and themselves. Physical punishment has no place in our programme. Our educators are made aware of the centre's discipline philosophy during their induction and regular staff training.

**Redirection:** Children who are misbehaving at a particular learning station will be guided to another area or activity station by the teacher.

**Class Rules:** This helps children to understand and recognize what appropriate behavior is expected. The rules are few and simple to understand. For the younger children, the rules will be accompanied by pictures which describe the rule or expected behavior.

**Parent Conferences:** If a behavioral problem persists, the parent(s) will be scheduled a conference to discuss a team approach to remedy the problem. In rare cases, the school may not be the proper placement for the child and alternate child care arrangements will be discussed.

**Parents Involvement in School Discipline:** In the event of disputes, quarrels or even fights among children, we seek your understanding to allow our teachers to handle the situation. We will do our best to resolve all issues amicably and work with parents if necessary.



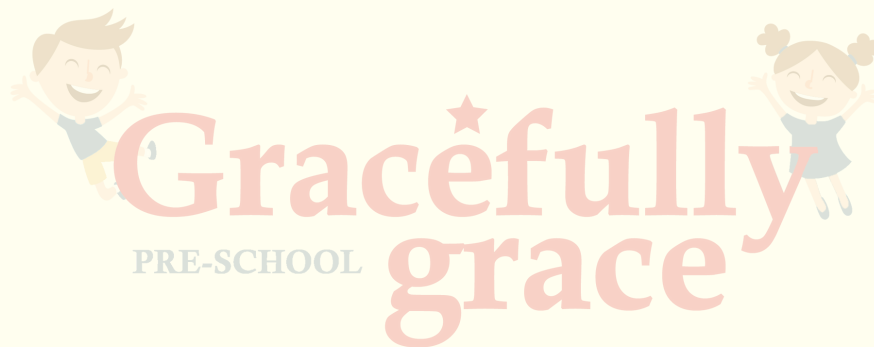
## **HEALTH , HYGIENE & CHILDHOOD ILLNESSES**

### **HEALTH STATUS OF CHILD**

Before being enrolled at the school, each child should have received the appropriate immunizations for his / her age. It is the responsibility of parents to declare the health status of the child to the centre during enrollment.

### **HYGIENE PRACTICES**

Our School's teachers will conduct health check daily upon the child's arrival. The child is also supervised with the use of hand sanitizer at our health check station. Staff members are trained to recognize the common signs of communicable diseases and in hand washing and disinfection procedures. A comprehensive cleaning procedure has been put in place to ensure that teaching materials, toys and toilets etc are cleaned and sanitized daily and weekly.



## HOME CARE FOR SICK CHILDREN

To be fair to your child and other children, all children who are ill should remain at home as they are in need of complete rest, parental care and

medical attention. Children should not be brought to the centre if they have fever, cough, abdominal pains, vomiting, ear-ache, diarrhea, conjunctivitis, ulcers in the mouth, rashes, red spots and other flu-like symptoms. Children who are still on medication, in particular, those containing sedatives, should also remain at home. Administering of medication is strictly not allowed at school.

If you are uncertain about the nature or management of an illness, do call or consult a pediatric professional to help you determine how sick the child is and what care the child needs.

## HAND, FOOT & MOUTH DISEASE (HFMD) & CHICKEN POX

If your child is diagnosed with infectious diseases such as Hand, Foot and Mouth Diseases (HFMD) or Chicken Pox, he / she should not attend school until a registered medical practitioner certifies that he / she may be permitted to return to the school upon the expiry of the medical certificate. A letter from the registered medical practitioner certifying that your child is fit to return to the school is required when your child is on medication and displays slight symptoms of cough and cold. If a doctor is not prepared to certify that your child is fit to return to school, it is an indication that your child is still unwell and should rest at home. This is advisable because secondary infections could occur as your child's immune system is still weak.

Updates and advisory notes on communicable diseases will be posted on the school's notice board and / or issued to parents via the school circular.



## POSSIBLE CLOSURE OF CENTRE DURING HFMD OUTBREAK

Once there are two or more cases of HFMD and other infectious diseases in preschool. There are 2 possible types of centre closure during an HFMD outbreak:

### i. Mandatory Closure

Where the situation warrants a closure of our school based on the strain of viruses and the number of cases, we may be advised to close in order to stop further transmission of the disease.

### ii. Voluntary Closure

We may consider voluntary closure if we perceive a need to do so. We would conduct thorough cleaning and disinfecting of our premises, equipment, materials and toys during the closure period.

## HEALTH TALK & SCREENING

Vision screening and talk are conducted in Bumble bee and Bee Explorer levels respectively.



## STAFF MATTERS

### OUR EDUCATORS

Gracefully Grace Pre-School comprises selectively chosen teachers who are certificate-trained, diploma holders and university graduates in early childhood education.

To enhance professional development in preschool care and education, our educators have to participate in regular training in the school arena. Every year, Gracefully Grace Pre-School & Primary honors its staff who has been nominated for the Best Teacher Award and Classroom Excellence Award at the inter-branch and the intra-branch levels based on their performances during lesson observations and classroom audits.

### CLOSURE

We are open throughout the year except on Sundays and gazetted public holidays. We close for an additional 6 days annually for activities such as staff training and development, workshops and spring-cleaning. We observe half-days on the eves of New Year, Chinese New Year and Christmas. You will be notified early on the dates of our centre closure. For details, please refer to our School Calendar for the current academic year.

In the event of closure, there will be no refund of school fees, and / or any charges. Gracefully Grace Pre-School & Primary will not be liable or required to pay compensation for any loss sustained as a result of or in any way arising out of closure of the centre.



## **ATTIRE & PERSONAL GROOMING**

School uniform is compulsory for all children in Gracefully Grace Pre-School & Primary. All children must put on their Uniform every day.

Gracefully Grace Pre-School & Primary children should refrain from attending school in home clothes or partial uniform. If our school uniform is loaned to you in replacement of your child's soiled clothing, please wash and return it to us within 2 working days. You shall ensure that your child observes personal hygiene at all times. This includes putting on clean and neatly pressed attire. Boys should sport short hair above the collar. Long hair for girls shall be tied up neatly. Fingernails and toenails must be trimmed and clean.

Please provide the necessary change of clothing and towel in two ziplock bags, marked with your child's name. For safety reasons, children are encouraged to wear proper footwear to prevent any accident from happening during outdoor play. Slippers are not allowed as they hinder walking and may cause danger during running and climbing.





## **Thank You for Being a Part of Gracefully Grace**

We are honored to walk alongside you in your child's learning journey.  
At Gracefully Grace, we believe that every child is full of potential, and with your support, we are excited to nurture, guide, and grow together.  
Here's to joyful beginnings and beautiful growth ahead.

With love,  
The Gracefully Grace Team