



Parent Handbook



WELCOME MESSAGE

It is my pleasure to welcome you to the big family of Sunny Bunny Montessori Infant and Child Care Centre. Thank you for choosing us to be your partner in caring and nurturing your loved ones.

In Sunny Bunny Montessori, we promise a safe, conducive and nurturing environment for your child.

This handbook aims to share with you our Vision, Mission, Philosophy and Curriculum. It also contains important information pertaining to child care issues.

In our quest to enhance services to meet your needs, we are constantly inviting feedback from you. Help us to help you see your child grow.

Mdm Ong Chai Leng (Mrs Anna Chan)
Director
Sunny Bunny Montessori



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OUR LOGO

The White Rabbit symbolizes innocence and purity that every young child possesses, waiting for us to mould and shape him or her. The Bright Orange Sun turning Red towards the centre signifies the infant developing into a child full of energy, exuberance and exemplary conduct.

OUR MISSION

We touch our young lives with LOVE, CARE and EDUCATION so that they will become INDEPENDENT LEARNERS WITH ANALYTICAL MIND, ready to embark on the long journey of Education.

OUR VISION

To be a centre in the forefront of Infant and Child Care business that possesses best practice, quality service with creative teaching for effective learning.

OUR PHILOSOPHY

Sunny Bunny Montessori Preschool uses a holistic approach in our programme. We believe in the Montessori's findings that all Children go through stages of intellectual interest and curiosity from birth to age six – the “sensitive periods”. (see the chart below) During the sensitive periods, children can learn various skills almost painlessly and unconsciously. If the children are not exposed to the right experience and stimulation at the right time, the opportunity to learn will pass. After the sensitive period, the skills can still be learnt, by then it requires years of hard work and drills. This explains why children of 2 and 3 years old learn language faster than adults. At *Sunny Bunny Montessori Preschool*, we prepare the environment according to their sensitive period for the children to learn with joy and in comfort. We invested in quality Montessori materials for your children to learn hands on. You will find that, after a period of time with us, your child will be calmer, responsible and independent. At our centre, your child will spend most of the time working with Montessori learning materials. Our

teachers will watch, assist, inspire, suggest, guide, explain and correct your child with **individual attention** as the sensitive periods vary from child to child.

Sensitive Period								
Age	0	1	2	3	4	5	6	
Sensitive Periods	Movement							
	Language							
	Small object							
	Toilet train							
	Order							
	Music							
	Grace and Courtesy							
	Senses							
					Writing			
						Reading		
						Spatial Relationship		
						Mathematics		

OUR PEDAGOGY

We strive to give children the opportunity to develop their sense of independence and recognise their increasing levels of self respect and confidence by teaching and encouraging them to do things on their own. At *Sunny Bunny Montessori Preschool*, Children are treated with respect and encouraged to learn new skills. Basic ground rules are set while children are given the freedom to explore. Ultimately, our objective is to develop all children under our care to their full potential in all aspects. We hope, by the time your child move to primary school, they have mastered the necessary practical life skills, developed their sensorial skills, with strong Mathematics and Language foundation for them to embark on their lifelong learning journey.

Our MONTESSORI Environment

In our prepared Montessori Environment,

- Our specially designed environment and programme are geared towards developing the young ones in senses, practical life skills, Mathematical skills and Language proficiency.
- All learning materials are displayed within reach of all children.
- Children have the freedom to work on materials that interest them.
- Teachers act as guide, always be there to motivate the children to investigate.
- There is opportunity for children to work with different age group.
- It emphasis on cognitive structures and social development rather than rote learning. In short, children LEARN HOW TO LEARN.
- Self-discipline is encouraged and cultivated.
- We stress on team work, the children are encouraged to teach, collaborate, and help each other.
- The children are allowed to work on an interesting challenge as long as they want without being interrupted.
- Children will find learning a reward by itself.
- Multi-sensory "hands on" materials are used regularly.
- The children can choose their own favourite spot to work.
- Children develop the self-confidence to be quiet, sociable, and agreeable.

OUR CURRICULUM

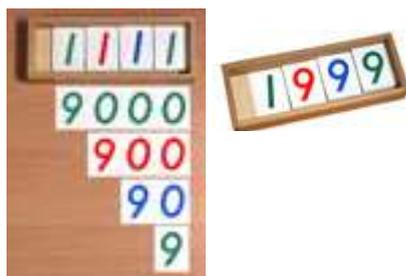
As soon as your child is able to move independently, your child will be given space for **movement**, space for **individual work** and space for **group activities**. Everything in the environment is proportionate to the child's size and is designed to be safe and aesthetically pleasing for children. They are given opportunities to work in the development of language skills, art, music, sensorial and practical life skills. We give special emphasis in Practical Life skills as it gives your child the chance to develop skills to care for themselves and their environment in the

Programme

Our Programme comprises of five main areas, namely Mathematics skills, Language (both English and Chinese), Practical life skills, Sensorial motor development and Social skills. At our centre, children will learn through experience. With all the experiences, what the child learns will be imprinted in them for life.

MATHEMATICS SKILL

- Numeration
- The golden beads
- Numeration beyond ten
- Addition
- Subtraction
- Multiplication
- Division
- The Stamp Game
- Bead Frame
- Fraction
- Geometry



LANGUAGE (ENGLISH & CHINESE) SKILL

- Nomenclature
- Opposites
- Rhyming Objects
- Go-together
- Classification of objects
- Beginning sounds
- Ending sounds
- Middle sounds
- Matching objects to picture or outline
- Matching shapes
- Matching Alphabet Letters to Model
- Sandpaper Letters
- Movable Alphabets: Word Building
- Reading
- Hanyu Pinyin (K2 after Graduation Ceremony)



PRACTICAL LIFE SKILLS

■ Elementary Movements

- Small muscle movements:
 - Pouring
 - Squeezing
 - Twisting
 - Sorting
 - Art activities
- Large muscle movements
 - Playground activities
 - Ball throwing
 - Walking on the line
 - Walking with Cup filled with water
 - Dancing
 - Balancing
 - Using screw driver and screws
 - Operation of Nuts and Bolts
 - Operation of locks and keys
 - Hammering
 - Clothes washing
 - Ironing



■ Personal hygiene

- Blowing nose
- Drinking water at a water fountain
- Washing hands at sink
- Dressing and undressing
- Putting on an apron
- Bathroom procedure

■ Dressing skills

- Buttoning
- Zipping
- Snapping
- Fixing hooks and eye
- Buckling
- Bow tying
- Safety pin
- Tying shoe lace



■ **Grooming**

- Shoe polishing
- Hair combing
- Hair brushing
- Hair braiding
- Nail buffing
- Nail clipping

■ **Care of Environment**

- Carrying a tray
- Carrying a bucket
- Using a book
- Table manner
- Carry a chair
- Carry a table
- Opening and closing door
- Cleaning up spills
- Sweeping
- Table cleaning
- Dish washing
- Folding
- Mirror cleaning
- Watering plants
- Flower arrangement



■ Cookery

- Nut cracking
- Bread slicing
- Carrot cutting
- Apple cutting
- Juicing orange
- Spreading jam and butter on bread
- Sandwich making

SENSORIAL-MOTOR DEVELOPMENT

- Following rhythm
- Stacking
- Sorting
- Colour differentiation
- Colour graduation
- Rough and smooth surface
- Fabric differentiation
- Sound identification
- Smell identification
- Musical sounds



SOCIAL SKILLS

- Holding of chopsticks
- Table setting
- Snack time set up
- Saying good-bye
- Greeting others
- Asking help from adult who is busy
- How to observe another
- Knocking on door

The above are just some of the experiences your children will go through at our centre. We will constantly improve our methodology and create new learning materials for your children to experience.

OPERATING HOURS

Day	Full Day Care	Half Day Care (Monday to Friday)	
Monday - Friday	7.00 am to 7.00 pm	Morning Session	7.00 am to 1.00 pm
		Afternoon Session	1.00 pm to 7.00 pm

CENTRE CLOSURE

We will be closed on the following days:

-  All Saturdays and Sundays.
-  All gazetted public holidays.
-  Half day on the eves of Christmas, New Year and lunar New Year.

In addition, according to the guidelines from Ministry of Social and Family (MSF), the centre is allowed to have six closure days per annum in order to allow time for staff professional development. Centre closure dates will be given to all parents in December before new calendar year to allow parents to make alternative arrangement.

ADMISSION PROCEDURES

Admission to the centre is based on a first-come-first served basis from the waiting list although siblings of children currently or previously enrolled will be given the priority.

To register your child in our programmes, you have to submit the following document:

-  A filled out registration form.
-  A filled out Enrollment Form.
-  A copy of the child's birth certificate.
-  A copy of the child's immunisation certificate.
-  A copy of both parents NRIC (both sides).

For working mothers or single fathers, please submit either of the following original documents

Employee

- A copy of the employment letter with company letterhead which states clearly the designation, date joining and the monthly gross salary. The letter must be duly signed and stamped.

Self-employed

- A copy of current year income tax notice of assessment or
- a statutory declaration of working hours and income or
- the company profile if you are a sole proprietor

TRIAL PERIOD

A trial period of two weeks will be given for the child to adapt to the new environment. In an unlikely event of a withdrawal, the 1-month advance notice is waived and a full refund of the deposit will be duly made. However, the registration fee and insurance fee remain non-refundable. A fee equivalent to emergency care rate will be charged, for which subsidy claim is granted only if the child is with us for a minimum period of 2 weeks.

MEALS

We strive to provide appetizing and well-balanced meals for our children. These well-planned menus are approved by MSF and will be posted on our website for parents' information. While every effort is made to adhere to the menu, minor changes may be made when necessary.

Full day care: breakfast, lunch and afternoon tea are served daily

Half day care: breakfast and lunch (morning session)
lunch and afternoon tea (afternoon session)

Please indicate in our enrolment form if your child has any food allergies, strong dislikes or observe religious restrictions. We endeavour to cater for special needs as far as we can. However, we **strongly discourage** outside food and confectionery be brought to the centre unless arrangement has been made with the centre.

One bottle-feeds of milk is allowed to be served before naptime for children under 3 years old and in such cases, parents are advised to measure up the correct amount of milk powder in a labelled container and to provide a sterilized milk bottle daily. Please indicate the volume of water required for milk preparation. For children of age 3 and above, milk will only be given in a cup provided by parents.

PERSONAL ITEMS

FOR CHILDREN UNDER CHILD CARE PROGRAMME

Each child is to bring the following personal items:

- A medium size bath towel.
- A set of afternoon school uniform just to ensure that your child remains dry and clean at all times.
- A plastic bag for soiled clothing.
- A comb, toothbrush and a mug.
- A water bottle filled with **plain water** only.
- Sufficient disposable diapers (for children who are not toilet trained only)

Please ensure that all items are labelled clearly with your child's name and class.



(Quote: To repress interest is to weaken intellectual curiosity and suppress initiative.)

PARENT INVOLVEMENT

It is crucial for us to foster a strong relationship with parents, as we believe that child development is enhanced when parents and caregivers can work together. Hence, we welcome your active participation in the following activities.

- Meet-the parent session: Meetings shall be held at the end of each semester. Teachers will discuss with parents the progress of each child. It is also a chance to exchange ideas and gather constructive feedback to improve our service.
- Workshops and Seminars: We recognise that both the caregivers and parents require support in playing their roles well. The centre will collaborate with relevant authorities to organise workshops and seminars so that we can keep abreast of any advancement and new information.
- Special Events: Just as much as we believe in working hard, playing hard is important too. All parents are encouraged to participate in our family day, special events and festive parties. These events are also served to foster a closer rapport between the centre and parents.
- Voluntary Work: The spirit of voluntarism is very much appreciated by the centre. The voluntary work can range from helping out at special events, such as a visit to old folk homes and open space field trips. Your participation will be a good role model for our children in inculcating the value of giving and sharing.

WELL BEING OF OUR CHILDREN.

All children must be immunised before the 1st day of class and it is the parents' responsibility to ensure that the child is medically fit to attend the class.

With the best interest of the other children at heart, the Early Childhood Development Agency and Ministry of Health have stated that any child suffering from the following symptoms is to **refrain from reporting to the centre until they are fully recovered**. When your child is suffering from any infectious diseases such as Hand, foot and Mouth Disease, Chicken Pox etc, a medical clearance, in terms of a written letter by a registered medical practitioner, is required before the child will be allowed to return to the centre.

Children with following symptoms while in centre will be sent home:

-  High fever above 37.5° C
-  Throat infection.
-  Diarrhoea and vomiting.
-  Sore eyes
-  Infectious diseases, e.g., chicken pox, hand foot and mouth disease, measles, mumps, rubella and SARS.

In the event of your child being taken ill while in the centre, the parents will be notified immediately and that all necessary actions will be taken to keep the child well and comfortable while waiting for your arrival. However, the staff will NOT be allowed to administer any medication without proper medical authorisation. In an emergency, the nearest medical aid will be sought and any expenses are to be borne by the parents. Although all efforts will be made to ensure the well being of your child, the centre will not bear any responsibility for any accident or injury sustained.

SAFETY AND HYGIENE

For the safety of our children, it is also important to adhere to the centre's rule of keeping the entrance closed at all times, regardless of the duration of stay in the centre.

Under unforeseen circumstances when parents are unable to fetch their child from the centre, please inform the staff on duty the name and NRIC number of the person who will do so. For identity purposes, the person coming to pick your child should bring along their identity card.

In the event that your child's clothing is soiled due to vomiting or diarrhoea, we will clean the child. To avoid transmission of any diseases and contamination to the centre, we will immediately keep the soiled clothing in a sealed plastic bag without cleaning.

Every child will be taught the proper use of toilets and way of washing hands. To avoid frequent urinating on classroom floor which is not only unhygienic but disruptive to the lessons, Parents must provide sufficient diapers for children who are not yet toilet trained.

GENERAL INFORMATION

Weekly Report

It is our responsibility to update all parents regularly regarding the general progress of their child. Weekly report on child's learning will be given by weekend through Diibear App. A more detailed report on the child's academic and overall attainment will be discussed during parent-teacher meeting at the end of each semester. Dates of Parent-Teacher Meeting are given before beginning of academic year. Please make it a point to block the dates so that you can attend this important meeting.

Early Arrival and Late Departure

Our staff need to get the centre ready before opening the door. Children will only be allowed into the centre from 7.00 am. We kindly request that all parents observe the departure time of 7.00 pm from Monday to Friday. Our staff work long hours and have their personal commitment. Parents are expected to pay a token of appreciation of \$10 to our staff on duty for the first 10 minutes and thereafter \$5 for every subsequent 5 minutes.

Withdrawal

A one **calendar month written notice** must be given for all withdrawals and a withdrawal form must be submitted to the centre no later than the 1st day of the last month of attendance. Failing to do so, the deposit will be forfeited.

Change of Type of Programme

A one-month notice period is to be given to centre should a change of programme is desired, e.g. from half day to full day programme.

Photo-taking and Usage of Photographs

Children at *Sunny Bunny Montessori* may be filmed and/or photographed by our staff during the course of activities in the centre. These photographs or other multimedia products will remain the properties of the centre and we reserve the right to use these materials captured on Facebook, our website, newsletters, brochures, progress reports and for marketing purposes. However, parent please refrain to film or take photograph at the centre without the approval of the centre.

Attire

All children attending the programme at *Sunny Bunny Montessori Preschool* are required to be in school uniform at ALL times.

Jewellery and Valuables

For safety reasons, children are **strictly forbidden** to put on any jewellery and/or accessories, e.g., bracelets, bangles and earrings, while in the centre. Children are strongly discouraged to put on any such valuables while in the centre. **The centre will not be responsible for any loss of such valuables.**

Birthday Celebration

We welcome children to hold their birthday party in the centre as it gives us the opportunity to share their joy.

A Montessori Birthday Walk will be conducted during Birthday Celebration. Parent are to prepare some information of your child's journey from birth to the day of birthday celebration.

Procedure of the birthday walk:

1. All of the children make a large circle around the sun that has been placed on the floor.
2. The birthday child stands beside the label that has their birth month on it.
3. The parent or teacher lights the candle to signify the moment the child was born.
4. Teacher / parent will begin reading the life story from birth. At which point, the birthday child begins the journey walking (slowly) around the sun 1 time, with the globe in their hands - stopping when they reach their birth month again. While the birthday child walks, the children in the outer circle sing (to the tune of The Farmer in the Dell):

The earth goes around the sun,
The earth goes around the sun,
The earth goes around the sun,
and then (child's name) was 1!

5. The reading of the life story continues until the age of two. The birthday child begins to walk around the sun again, and the children in the circle repeat singing the verse, changing the ending to '2'.
6. This continues on until the child's life story is complete.

Parents to note the following:

1. Time for Birthday celebration is at 4pm. Please communicate with your child's class teacher via diibear about your request a week before.
2. Avoid chocolate cake or cake with nuts as some of the children may be allergic to chocolate / nuts.
3. Provide information of source of food /cake brought for the celebration.
4. Parents should provide disposable utensils for the celebration.
5. Goody bags are optional. Food items or items with fragrance are not allowed in the goody bags.

Educational Field Trips

These trips are organised with a specific educational theme in mind. Monthly trips will be organised and all pertaining details, regarding expenses together with the consent form will be given to parents in the beginning of the year for parents to sign up for their children. Adult companion is compulsory for PN1 and PN2 children for field trips that are conducted in open spaces. Although all children are encouraged to participate in such activities, alternative care will be provided to those who choose to give them a miss. Safety of children is our top priority during these trips and we take every measure to ensure safety of children. However, the centre will not be responsible for any accidental injuries sustained during these trips.

Absence from School

Parents are to inform the centre before 9.00 am should your child be absent for the day. **Monthly fee is still payable during long period of absence due to illness or long vacation.**

Change in Particulars

In order to effectively reach you in an emergency, it is in your child's interest that you keep the centre updated regarding any change in your personal particulars especially your contact details and home address.

Confidentiality

Please be assured that all personal information given to the centre will be treated with strictest confidence. It will not be divulged to anyone other than relevant authorities for administrative purposes.

Acceptance and Termination of Enrolment

The centre reserves the right to accept or reject registration and termination in respect of any child regardless of availability of placement. Such decisions are made at the sole discretion of the centre.

Rules and Regulations

The centre's rules and regulations are subject to changes from time to time at the discretion of the centre. Parents will be duly informed of such changes.

Website

Please visit our website <http://www.sunny-bunny.com.sg> regularly for other centre's information or our Facebook page

Communication

Information and urgent messages will be sent through **WhatsApp Broadcast**. Therefore parents need to add the following mobile numbers in your mobile phone. Our broadcasted messages will not be able to reach you if our mobile numbers are not in your mobile phone.

Mrs. Anna Chan (Director): 96476828

Angela Choong (Principal): 96570208

Feedback

We believe in constantly reviewing to improve our services. Feedback forms are normally given during Parent-Teacher Meeting. Please do spend a little time to let us have your comments and suggestions. You may also wish to give us your constructive feedback anytime. It's just a phone call away! We want to hear from you!

Our Contact



Tel: 64551803
Mobile: 96476828

Sunny Bunny Montessori Preschool
680 #01 – 01 Upper Thomson Road
Singapore 787103

Email Address: director@sunny-bunny.com.sg



(Quote: Education is a process, not a frantic preparation towards something. If a child is doing something for the sake of doing it, he is not being truly educated.)