



**NURTURING CREATIVE THINKERS**

## **ADMINISTRATIVE INFORMATION SCHOOL YEAR 2023-2024**

### **The School Year:**

The school year is divided into 2 semesters and a summer term.

- ❖ **First Semester:** 15<sup>th</sup> August - 15<sup>th</sup> December 2023
- ❖ **Second Semester:** 9<sup>th</sup> January - 19<sup>th</sup> June 2024
- ❖ **Summer School:** 24<sup>th</sup> June - 26<sup>th</sup> July 2024

### **The School Day:**

- ❖ **School Hours:** 8:30 a.m. - 12:30 p.m. (Half-Day)  
8:30 a.m. - 2:30 p.m. (Full-Day)

Students arrive at school between 8:00 and 8:50 a.m.

For the afternoon, we have supervision until 3:30 p.m. only.

- ❖ **After-School Activities:** 2:30 p.m. - 3:20 p.m.

For children staying for after-school activities, the supervision is until 3:45 p.m.

### **Class Placement:**

Approximate Age	Class Level	Class Name
18 - 24 months	Pre-Nursery	Buzzing Bees
2+ years	Nursery A	Fantastic Foxes
	Nursery B	Playful Pandas
	Nursery C	Delightful Ducklings
3+ years	Kindergarten 1A	Creative Caterpillars
	Kindergarten 1B	Cheerful Cheetahs
	Kindergarten 1C	Precious Penguins
4+ years	Kindergarten 2A	Happy Hippos
	Kindergarten 2B	Enchanted Elephants
	Kindergarten 2C	Gifted Giraffes
5+ years	Kindergarten 3	Terrific Tigers

*The ages shown are only a guideline as children develop at different paces.*

**Kids Kingdom Ruamrudee International Kindergarten**

Tel.: 02-253-8515, 063-624-6152 (School Office) & 081-130-0764 (Dr. Lek) Fax: 02-252-5610

Email: [kidskingdomruamrudee@gmail.com](mailto:kidskingdomruamrudee@gmail.com), [dr.lek@kidskingdom.ac.th](mailto:dr.lek@kidskingdom.ac.th)

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### Requirements for Enrollment:

Kindly submit the following documents to the school:

- |  |   |
|--|---|
| <input type="checkbox"/> Application Form                                  | <input type="checkbox"/> Photocopy of Parents' Passport (Visa, if any)            |
| <input type="checkbox"/> Medical Information Form                          | <input type="checkbox"/> Photocopy of the child's immunization record             |
| <input type="checkbox"/> Photocopy of Child's Birth Certificate / Passport | <input type="checkbox"/> Photocopy of Child's House Registration (for Thai only)  |
| <input type="checkbox"/> Two passport size photos of the child             | <input type="checkbox"/> Photocopy of most recent school academic report (if any) |

### Important Notes:

- ❖ **Enrollment:** We accept enrollment at any time during the year.
- ❖ **Discount:** Discounts on registration and tuition fees will be applied for siblings who are in the school at the same time.
  - 2<sup>nd</sup> Child: 10,000 baht off on registration fee and 5,000 baht off on tuition fees/semester
  - 3<sup>rd</sup> Child: 20,000 baht off on registration fee and 8,000 baht off on tuition fees/semester
  - 4<sup>th</sup> Child: registration fee waived and 10,000 baht off on tuition fees/semester
- ❖ **Late Entry:** For students entering school after the first 3 weeks of the semester, the tuition fee is calculated from the date of enrollment.
- ❖ **Student Withdrawal:** A written notice of 30 days prior to formal withdrawal is required. If this notice is not provided, payment of full fees will be expected.

### Successful Tips on How to Win the First Day of School Anxiety:

- **Choose a day when you do not have a busy schedule in the morning.** Your child can sense you are in a hurry or under pressure. We suggest that you arrive between 8:45 a.m. and 9:00 a.m.
- **Stay for a short time.** From our experience, we have found that the continued presence of a parent (longer than 15 minutes or so) delays the adjustment of the child to his/her new environment. As long as you are present, your child will not come to us, and this is only natural.
- **Bid a short goodbye to your child before leaving.** A quick, unemotional goodbye will help your child adjust. Assure him/her that you will come back to pick him/her up at a specific time.
- **Pick up at the promised time.** During the first week, please try to pick up promptly at 12:15 p.m. or even a few minutes earlier so your child will not worry as he/she sees his/her new friends being picked up.

If at any time problems arise, we will immediately give you a call. For more information, please refer to the [Parent Handbook](#).

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### About Kids Kingdom Ruamrudee International Kindergarten

#### Our Mission Statement:

Our mission is to provide the community with a balanced quality education of an international character delivered through the predominant medium of English in a safe and nurturing environment.

#### Our Vision:

Kids Kingdom's vision is to become the "Building Block" of each child's future. This is reflected in our aim to nurture each child's development, interaction, competence, and language development through a rich, intentionally planned curriculum and promote each child's sense of self-worth, accomplishment, confidence, and independence.

#### Our Aim:

- To implement and establish a high-quality program that is regularly evaluated and improved.
- To recruit and retain qualified and experienced early childhood educators who have demonstrated a commitment to teaching and willingness for lifelong learning.
- To involve parents in the learning process of their children.
- To provide a clean, safe, spacious facility that compliments early childhood education.
- To provide children with development domains and objectives for early childhood education.

#### Our Curriculum:

We are a proud member of the International Preschool Curriculum (IPC). This curriculum is based on proven and peer-reviewed concepts that include play, inquiry, and objective-based learning styles. All thematic units encompass six trans-disciplinary content learning areas designed to cultivate critical thinking, raise self-awareness, promote an understanding of other cultures, and encourage internationalism and multilingualism. These learning areas are the following:

- Language Arts
- Social-Emotional Skills
- Numeracy
- Creative and Visual Arts
- Sciences
- Fine and Gross Motor Skills

#### Our Facilities:

- A friendly, multicultural, safe, and secure environment.
- Well-equipped playgrounds covered with seamless rubber, a big sandpit, and a cycling area.
- Bright, spacious and well-equipped classrooms.
- Up-to-date and modern teaching resources.
- Others: Toddler's Playgroup Center, Multi-purpose Room (Music, Yoga Gym, Role Play), Library, Outdoor Cafeteria, Thai Culture classroom, and Parent's CCTV Viewing Room

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### Our Staff:

Our professional working team is always ready to assist you in any way we can. Our teachers are qualified and experienced. Each class has a full-time Teacher Assistant and helper. We also have specialist teachers for Arts & Crafts, Thai, English, Mandarin, P.E., Music, Yoga, Cooking, and other classes.

### Snack and Lunch:

We provide healthy and nutritious snacks and lunch to our students daily. Non-pork and vegetarian meals are also offered. All food is prepared daily on the school premises to ensure freshness and quality. Water dispensers are situated around the school, and children are encouraged to drink water throughout the day.

- Parents are requested not to send junk foods or unhealthy snacks to school.
- Snacks are also provided for students staying on or after-school classes.
- The school must be clearly informed if your child has any food allergies or restrictions.

### Resources:

Worksheets, workbooks, reading materials, etc., are provided for every student.

### Field Trips:

Students are taken on a field trip once per semester. There will be no extra charge.

### Insurance:

The school has insurance for students for medical expenses from accidents caused during school hours or while on school trips. There is no separate charge to parents for this service.

### After-School Activities:

We provide various after-school programs, such as Music and Movement, Yoga, Ballet, Soccer, Little Chef, Fine Motor Skills (Messy Play, photography, Young Scientist, and STEM Lab, along with Language classes in English and Thai.

### Security:

The school gate remains locked throughout the day. Visitors need to ring the bell to enter the school premises. No child is allowed to go beyond the school lanes/grounds.

### Pick-up:

Each parent is given a "Student ID" card to be shown to our staff when picking up the child from school. No child will be allowed to leave the school with any unregistered person. The school must be advised in writing or by phone call if there is any change to the usual routine. This is to ensure the safety of your child.

### Cars:

Parents/guardians must be aware of children at all times when driving in the school lane/grounds. Please drive slowly and do not horn except in case of emergency. This is for the safety of the children and to avoid noise and possible accidents. The gates are closed for safety between 9:15 a.m. to 12:15 p.m.

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### **Sicknesses / Absence:**

The school must be informed if your child is diagnosed with a contagious disease such as chicken pox or HFMD or has been in contact with any other infectious disease. The school must also be informed if your child will be absent on a particular day or period.

### **Contact Information:**

Phone numbers provided by parents must be reachable at all times. The school must be informed of any change of address or telephone number so that parents can be reached in case a need arises.

### **Special Events:**

Throughout the year, Kids Kingdom holds special events such as Christmas Concert, Sports Day, International Day, etc., in which parents can watch their child perform or in events, such as Parent-Teacher Conference (PTC) in which parents can learn more about their child's academic level and progress. Parents are requested to join in these special events.

### **Regulations:**

- Except for "Show & Tell" activities, no toys, books, or items of actual or sentimental value are to be brought to the school. Any such items must be labeled and brought to our attention so that we can make sure that it is returned. If these conditions are not met, we cannot accept responsibility.
- Jewelry is not allowed. There are no exceptions, as we do not accept responsibility.
- Since handkerchiefs are often lost, I request that each child deposit a box of tissues with us.
- Any parent wishing to discuss the child's progress or requesting the information is required to contact the Principal, Dr. Lek, between 8:30 and 9:30 a.m. or 12:30 and 2:30 p.m.
- Written messages are the preferred means of placing a request for actions on the part of the staff. Routine messages can be given to the teacher meeting your child at the car.

**"Parent's involvement in their child's education  
can get their child on the right track for academic success."**

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