



Parents' Handbook

Welcome message

Welcome to the big family of Sunny Bunny Montessori Preschool. 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 our childcare.

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

The Management of Sunny Bunny Montessori

CONTENT

WELCOME MESSAGE	2
OUR LOGO	5
OUR MISSION	5
OUR VISION	5
OUR PHILOSOPHY	5
OUR PEDAGOGY	5
OUR OBJECTIVES	6
OUR MONTESSORI ENVIRONMENT	8
OUR CURRICULUM	9
OPERATING HOURS	15
CENTRE CLOSURE	16
ADMISSION PROCEDURES	16
FEES PAYMENT / FEES STRUCTURE	17
Registration	
Deposit	
Our Fees	
Other Chargeable Fees	
Government Subsidy Eligibility	
Government Subsidy Rates	
Centre-Based Financial Assistance Scheme for Childcare (CFAC)	

TRIAL PERIOD	19
MEALS	19
PARENTAL INVOLVEMENT PROGRAMMES	20
WELL-BEING AND HEALTH OF OUR CHILDREN	21
SAFETY	22
HYGIENE	23
PERSONAL ITEMS	23
1. GENERAL INFORMATION	24
Progress Report	
Late Departure	
Withdrawal	
Change of Type of Programme	
Photo-taking and Usage of Photographs	
Jewellery and Valuables	
Celebration of a Special Event	
Absence from School	
Change in Particulars	
Confidentiality	
Acceptance and Termination of Enrolment	
Rules and Regulations	
Website	
Feedback	

OUR LOGO

The White Rabbit symbolizes innocence and purity that every young infant 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. Sunny Bunny Montessori shares your aspirations and anxiety.

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 uses a holistic approach that begins at infant age. 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 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 but may require more effort. This explains why children of 2 and 3 years old learn language faster than adults. At **Sunny Bunny Montessori**, we prepare the environment according to their sensitive period for the children to learn with joy and in comfort. A large range of Montessori materials is available for your children to learn

through play. At our centre, your child will spend most of the time handling Montessori learning materials. Our teachers will watch, assist, inspire, suggest, guide, explain and correct your child with **individual attention** and **individual teaching** as the sensitive periods vary from child to child.

As you can see from the chart, the sensitive period of Language begins as early as from birth. Infants at our centre will be talked to very frequently and Phonics will be taught at age as young as 2 years.

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 OBJECTIVES

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 by themselves. At **Sunny Bunny Montessori**, children are treated with respect and encouraged to learn new skills. Basic ground rules are set about behaviour and cleanliness while children are given the freedom to learn.

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 leaves our centre at the age of six that they have master the necessary practical life skills, developed their sensorial skills, with strong Mathematics and Language foundation built for them to embark on their lifelong learning.

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 an opportunity to choose work that interests them.
- Teachers act as guide, always there to motivate the children to investigate.
- There is opportunity for children to work with different age group.
- It emphasises on cognitive structures and social development rather than rote learning. In short, children LEARN HOW TO LEARN.
- Self-discipline is encouraged.
- We stress on team work, the children are encouraged to teach, collaborate, and help each other regularly.
- The children are allowed to work on an interesting challenge 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

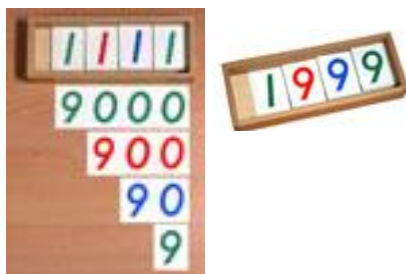
As soon as your child is able to move independently, your child will be given space for **movement**, space for **individual work** and space for **group activities**. Everything in the environment is proportionate to the child's size and is designed to be safe and aesthetically pleasing for children. 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.

CHILD CARE

Our Child Care curriculum comprises of these 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)**

- 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
- Phonics
- Hanyu Pinyin (K2 term 4)

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
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- **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
- Tying of shoelace



- **Grooming**

- Attire checks
- Hair combing
- Hair brushing

- **Self-independence**

- 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/glass cleaning
- Watering plants

- **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

- Table setting
- Snack time set up
- Saying good-bye
- Greeting others
- Asking help from adult who is busy
- How to observe another
- Knocking of 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	7am to 7pm	Morning Session	7am to 1pm
		Afternoon Session	1pm to 7pm

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 **eight** 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. We will also be broadcasting centre closure date via our WhatsApp channel to remind parents.

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 completed registration form.
- A completed enrolment 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

FEES PAYMENT / FEES STRUCTURE

Registration Fee

A one-time non-refundable registration fee of S\$400 per infant/child must be paid to confirm a placement in the centre. The centre reserves the right to allocate the place to another child on the waiting list in the event the child did not attend the centre 2 weeks after the date stipulated in the enrolment form.

Deposit

A deposit equivalent to a one-month's school fees (before subsidy) must be paid upon confirmation of a place in the centre. The deposit is only refundable when one **calendar** month's written notice is given to the centre after the enrolment of the child. However, the fee is still payable up to the last day of withdrawal. The centre reserves the right to forfeit the deposit if notice of withdrawal is not served by the parents. When a deposit is paid to secure a place for more than one month, the child must be enrolled for the period equivalent to the number months the place was reserved. Failing which, deposit will not be refunded.

Our Fees

Due to inflation and increasing operations fees, fees may be revised upwards annually. We strive to keep fee affordable and predictable.

	Full Day Care	Half Day Care (AM/PM) (Monday to Friday only)	
Before Subsidy	S\$2200	Before Subsidy	\$1880

Other Chargeable Fees

- Annual insurance premium : S\$20
- Registration fee : S\$400
- Uniform (2 full day sets) : S\$140
- Pair of outdoor shoes per annum: \$10

The centre reserves the rights to review the fee structure as and when it deems necessary. However, parents will be duly informed regarding any alteration. In the event of a child being absent or away for a holiday, the centre will not offer any discount nor pro-rate the fees during that period of absence.

Under unfortunate and unforeseen circumstances, such as a COVID outbreak, which require the centre to temporarily stop operations, all paid fees are non-refundable during such closure.

The registration fee has to be paid before the child's first day of school, whilst the rest of the payments, including the 1st month school fees, and all other relevant charges is payable before or by the 1st day of school. Parents are encouraged to pay the school fees by GIRO payment. Form for GIRO payment may be obtained from the centre.

All fees are to be paid in advance and not later than 5th day of each month. A late payment charge of S\$10 will be levied to payment after 5th of each month. Please maintain sufficient funds for fee deduction in the child's CDA account if you are paying through CDA. An administrative fee of \$10 will be levied

Please pay promptly to assist us in the smooth running of the centre.

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 remains 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. We do not serve pork and beef. While every effort is made to adhere to the menu, minor changes may be made if necessary, e.g. supply disruption of ingredients.

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 inform the centre if your child has any food allergies, strong dislikes or observe religious restrictions. We endeavour to cater for these 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.

To encourage feeding the infants with breast milk, our centre also provide freezer space for storage of breast milk. Arrangement can be made to store expressed milk or that mothers prefer to feed their babies personally as facility is available for breast feeding.

One bottle-feed 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, packet milk should be provided.

PARENTAL INVOLVEMENT PROGRAMMES

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

- **Meet-the parent session:** Meetings shall be held regularly in order to for both parents and caregivers to discuss the progress of the child's development. It is also a chance to exchange ideas and refine the quality of care. Most of all, for all to communicate and enjoy each other's company.
- **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 not to be ignored! We will be organising family day, fun fair, charitable events and festive parties where all parents are encouraged to join in the fun. We are sure that these events will also serve 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 to organising charitable outings, such as a visit to old folk home. This participation will be a good role model for our children in inculcating the value of giving and sharing.

WELL-BEING AND HEALTH 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 all children at heart, any child suffering from the following symptoms is **refrained 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.

Symptoms include:

- High fever above 37° C
- Throat infection
- Diarrhoea and vomiting
- Sore eyes
- Infectious diseases, e.g., chicken pox, hand foot and mouth disease, measles, mumps, rubella and COVID, influenza.

In the event of your child showing symptoms of illness 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.

SAFETY

For the safety of our children, visitors including parents are not allowed into the centre. It is also important to adhere to the

centre's rule of keeping the door closed at all times, with the exception of pick-up and drop-off timings. Under unforeseen circumstances when parents are unable to fetch their child from the centre, please inform the staff on duty the name of the person and the last 4 digit of his/her mobile phone number. For identification purpose, the person coming to pick your child should bring along their identity card.

HYGIENE

In the event that your child's clothing is soiled, we will clean the child and rinse the soiled clothing and return to you in a sealed plastic bag. Every child will be taught the proper way of hand washing and maintain the hygiene after each toilet visit. Although all children below 3 years old will be toilet trained, we adopt a more gradual approach as we believe it is more effective to guild the child at their own pace.

PERSONAL ITEMS

FOR CHILDREN UNDER CHILD CARE PROGRAMME

Each child is to bring the following personal items:

- 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
- Toothbrush, tooth paste and a mug (for N2, K1, K2) in a sealed ziplock bag
- 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.

GENERAL INFORMATION

Progress Report

It is our responsibility to update all parents regularly regarding the general progress of their child. Photos of the child and interesting happenings will be given daily for PG and N1 children. Weekly academic report will be given on at the end of the week for children under the Childcare Programme and a more detailed report on the child's academic and overall attainment will be discussed biannually. Please feel free to express your thoughts on this matter during such sessions.

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 5 minutes and thereafter \$5 for every subsequent 5 minutes.

Withdrawal

A minimum of a full calendar month written notice must be given for all withdrawals and a withdrawal form must be submitted to the centre no later than the last day of the last month (For example, withdrawal for month of October needs to be served by last day of August). 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 social media, newsletters, brochures, progress reports and for marketing purposes.

Attire

All children attending the programme are required to be in proper 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. **The centre will not be responsible for any loss of such valuables.**

Celebration of Special Events

We welcome children to hold their special events in the centre as it gives us the opportunity to share their joy. Special arrangements can be made in advance and we will strive to support the parents in every way in the preparation of such events. Parents are to provide disposable utensils if food is to be served at these events.

Educational Trips

These trips are organised with a specific educational theme in mind. While we hope children who join the trips will enjoy them; these are also good opportunities to educate them, as children learn better in relax and enjoyable environment. Monthly trips will be organised and all pertaining details, regarding expenses together with the consent form will be given to parents well in advance. Adult companion is compulsory for PG and N1

children in these field trips. 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 maintain that. However, the centre will not be responsible for any accidental injuries sustained during these trips.

Absence from School

Monthly fee is still payable during long period of absence due to illness or holiday.

Change in Particulars

In order to effectively reach you in an emergency, please inform the centre regarding any change in your personal particulars especially your contact details.

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 the most updated information.

Communication (Number 82814249)

Events and announcement will be broadcast through WhatsApp. Therefore parents need to add our mobile number in your contact in order to be able to receive our broadcast information.

Feedback

We believe in constantly reviewing our services, and to keep improving upon what we are doing. We welcome your valuable feedback.

(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.)