

# Parents Handbook 2018



Royal Words

There are only two true disciplines:

General discipline: the rules laid down in the body of the law and other regulations. Self-discipline, which should govern each individual to be sincere. One must behave oneself in accordance with the sincerity of one's heart, showing character and determination, making a covenant with oneself. This is regarded as true discipline, appearing to be more effective and surer than the code of law. It is also one of the keys that contributes to the ability to comply with the code of law. It is essential that this discipline be birthed from one's conscience, wisdom, intelligence and thorough contemplation until the true cause-and-effect is realised. When this discipline has been filtered through wisdom and intelligence, one will become conscious of good and evil. It is sacred, able to protect and safeguard the one who practises it against dangers and decline in morality. It protects both the heart and the mind, and leads to prosperity, dignity, honour and power....

(Unofficial translation) Royal Address of His Majesty the King

On the Occasion of the Presentation Ceremony of the Swords to Graduates from  
Chulachomklao Royal Military Academy, Royal Thai Navy Academy and Royal Air Force Academy

Wednesday 25 March B.E.2524 (1981)

Dear Students and Parents,

It is with great pleasure that I welcome you to the 2013-2014 academic year at Ambassador Bilingual School.

The last scholastic year proved to be a year of excellent academic achievement for our students with not only successes in national competitions but also outstanding results in both our internal and national examinations. The school continues to grow in numbers, size and variety: Our teaching staff has been supplemented with new and additional Thai and foreign staff. Our amenities are being expanded to include new basketball facilities, a new administration building and covers for the swimming pool and elementary school playground. Our student body and teaching staff now include many nationalities from across Asia and the rest of the world, giving our students an advantage in becoming global citizens of the future.

No matter how we grow in variety and number, the school maintains the priorities of student-centred education. We will continue to provide our students with challenges in the classroom and in our extra-curricular activities, challenges intended to encourage them to reach their full potential academically, socially, emotionally and physically.

I am also pleased to be able to announce that, during the coming year, the school will add more facilities and provide further opportunities to support our students development in the arts and. Specifically, we will be introducing music into the curriculum, building a full size basketball court and completing a new classroom building for the more senior grades.

At ABS, we seek to instil tolerance, dignity and respect for others. We strive to ensure that our students act both responsibly and independently, whether at school or within their own community at large. These aims continue to form the foundation for all of our efforts both inside and outside of the classroom.

I would like to join with the academic and support staff and the school administration to wish our students a most successful and enjoyable year.

Yours sincerely,

*Amporn Garmolgomut*

Amporn Garmolgomut

Principal and Manager of Ambassador Bilingual School

Ambassador Bilingual School (ABS) was founded in 2009 by Amporn and Chugait Garmolgomut. The Garmolgomuts are award winning teachers and school administrators with more than 20 years' experience as educators.

ABS originated in response to the needs of parents of children attending Little Stars. A bilingual kindergarten established by the Garmolgomuts, Little Stars on Sirimangkalajarn Road remains a sister school to ABS with many children being promoted to Grade 1 at ABS. Little Stars opened its doors to welcome their first 15 students in 2001, there are now regularly between 80 to 100 children attending the school.

Many parents at Little Stars expressed a desire for their children to continue beyond K3 whilst still enjoying the caring and holistic approach taken by the school. Consequently, in 2009 ABS opened at the new campus in Sarapee, Chiang Mai.

ABS began with classes from Nursery up to Grade 4 and then expanded gradually to include Grade 5 in 2010, Grade 6 in 2011, Grade 9 in 2012 and finally Grades 10-12 in 2014, allowing children to progress seamlessly from nursery level all the way through to the completion of secondary school (high school).

ABS is registered with the Ministry of Education of Thailand and the school also holds a Private School Licence issued by the Director of Educational District 4, Chiang Mai

ABS has developed a curriculum to promote proficiency in Thai and English to the highest level. Additionally ABS continues to foster outgoing characteristics, ethics and morality as well as the ability to thrive in an international learning environment.

ABS continues to develop the traditions and ethos established at Little Stars. The development of the school, in terms of curriculum, organisation and infrastructure, is always guided by the long term objectives and philosophy behind the desire to provide students with a rounded and complete education.



Name of School (Thai) Yuwathut Suksa Patana School (Y.S.)

Name of School (English) Ambassador Bilingual (ABS)

Type of Education General Education (Bilingual Program)

Level of study Pre-school to Secondary Levels

Location No. 222 Chiangmai-Lampang

Super Highway, Tambon Nong-pheung, Amphur Sarapee, Chiangmai



### Executive Board

Mrs Amporn Garmolgomut

Position: School Licensee/Manager

Mr Chugait Garmolgomut

Position: Executive Committee

Mr Preecha Supaganjanapan

Position: School Director

## **Vision**

Ambassador Bilingual School aims to provide comprehensive, progressive bilingual education to help students develop into fully functioning members of both Thai and English language communities throughout the world. We seek to break down the language and cultural barriers between Thai and non-Thai speakers to help promote a more harmonious, peaceful and positive society.

## **Mission**

- \* To develop proficiency in Thai and English language skills.
- \* To enhance students' life skills, virtues, morality, and behaviour.
- \* To enhance students' Information and Communication Technology skills.
- \* To encourage students' to be kind and caring to others.
- \* To enhance students' health (both physical and mental) with physical activities.

## **Motto**

“Building Character through True Values”

## **Concept**

The curriculum at Ambassador Bilingual School is based on the overarching Thai Government standards (the Basic Education Core Curriculum B.E.2551) combined with the Californian, American Curriculum for core English subjects (English Language, Mathematics, and Science). It is based on the principle that each learner has wisdom, virtue, and is ingrained with the ability to learn and develop to reach his full potential.

## **The goals**

We aim to help all our pupils develop to their full potential across a range of skills so that they can grow into happy, successful people. Citizens who are able to contribute to society through the work they do the leisure activities they engage in and their sense of justice, morality and respect for others. In order to implement such ideals we have the following goals;

## **Character**

- Foster positive self-esteem and self confidence in our pupils
- Help our students to have self-discipline and a strong sense of morality: knowing the difference between right and wrong
- Provide opportunities for our students to develop life skills by pursuing their interests through a variety of after-school activities (clubs) and through these activities develop the ability to excel, to win and also how to lose gracefully. To be an individual and also how to be a member of a team.
- Know how to take care of themselves by knowing how to stay safe, eat healthily and exercise regularly

- Think of others before themselves: to be a good friend, brother or sister. To show consideration and respect for parents and relatives. To help those who are less fortunate than ourselves
- Develop leadership ability and an understanding of what makes a responsible citizenship
- Respect and understand their own religion as well as the religions of others
- Have a knowledge of their own (non-Thai nationals) and Thai history
- Help preserve Thai language, culture, customs folk lore, natural resources and our environment
- Understand the principles that underpin a democratic way of life and constitutional monarchy
- Feel a sense of love and dedication to the country, its community and to contribute to society academically
- Have a life- long thirst for knowledge and learning
- Acquire literacy skills such as reading, writing and creative thinking: to have a ‘love of books’
- Be bilingual in English and Thai and to use both languages for communication and learning
- Develop the mathematical skills and processes that will allow them to be successful in later life
- Foster a sense of wonder and a quest for greater understanding of the world in which we live through an activity inquiry based approach to the teaching of science
- Be able to express themselves creatively through the visual arts, music, dance or drama
- Be able to harness the power of Information Communication Technology as a tool to assist them in their learning, to understand and embrace new technologies and be able to cope with and thrive from change
- Exhibit a sense of pride in their own and others work
- Have the ability to think critically and use creative approaches to problem solving

**Mission Statement: It is our mission to**

### **1. Student Development**

- 1.1 Organize activities that cultivate morality, ethics, and good values
- 1.2 Organize activities that cultivate love and pride of Thai culture, Thai lifestyles, and Thai democracy with its constitutional monarch
- 1.3 Help pupils to develop self-discipline and be aware of their rights and duties and those of other people so that the pupils will learn how to lead and be led
- 1.4 Motivate pupils to improve themselves, to respect themselves and others, and to have a love of learning
- 1.5 Encourage pupils to admire their own work and others' by publicizing works produced by YP teachers and students in the school and sometimes in public
- 1.6 Provide a creative learning environment in which pupils can develop knowledge, learn how to analyze, use critical and systematical thinking skills to find solutions, and develop to their full potential
- 1.7 Help pupils develop proficiency in Thai and English as an efficient tools for communication and seeking knowledge
- 1.8 Teach pupils to contribute to the community
- 1.9 Encourage participation, learning, thinking, managing and practicing so that pupils can discover their own talents and methods, and can learn happily
- 1.10 Ensure security and hygiene in school
- 1.11 Help pupils develop a good personality and maintain good health

## **2. Education – Knowledge Development Sources**

- 2.1 Provide and develop teaching materials
- 2.2 Encourage instructors to create new teaching materials and introduce innovation to students
- 2.3 Provide information technology and teach students how to use English as a tool to explore, select and manage information efficiently
- 2.4 Organize activities, e.g. music, arts and sports, that respond to pupils' personal interests, aptitudes and abilities, in addition to the core courses, in order to ensure the well-rounded development of pupils
- 2.5 Encourage pupils to be appropriately outgoing and creative
- 2.6 Promote the application of the local knowledge

## **3. Activities – Participation in Community Development**

- 3.1 Motivate pupils and all school employees to serve, develop and contribute to their community
- 3.2 Hold language activities in school and public stages so that pupils can display their abilities, music talents, and stage performance skills
- 3.3 Organize inter–school contests to challenge pupils and expand their vision
- 3.4 Provide opportunities where pupils can sacrifice for and contribute to community development

**4. Human Resource Development**

- 4.1 Recruit both Thai and foreign staff with high quality both in morality and qualifications
- 4.2 Improve teaching skills by providing workshops and training to teachers
- 4.3 Improve the staff ’s English skills for communication, administration and management
- 4.4 Encourage technology usage

**5. Operation Management**

- 5.1 Build good relationship between the school and community
- 5.2 Encourage parental investment in school activities.
- 5.3 Promote improvement in administration and management and provide staff and teachers with a good welfare program
- 5.4 Organize regular meetings of the school board
- 5.5 Organize parent meetings at least once a semester
- 5.6 Promote good relationships with other offices and schools

**6. Building Management**

- 6.1 Develop an atmosphere and environment in the school that facilitate learning English, by providing various interesting play areas such as children’s garden and zoo, learning and play corners with educational games, books, movies and storytelling on audio CDs
- 6.2 Maintain clean and safe classrooms and buildings to facilitate learning and teaching activities
- 6.3 Provide convenient facilities in school

**Regulations for admission and fees**

Level	Age	Qualifications
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Nursery	18 months-2 years	Physically healthy and free of contagious disease.
Pre-school	2 years	
Kindergarten 1	3 years old on or before 16 May of the current academic year	Possessing age-appropriate self-help skills
Kindergarten 2	4 years old on or before 16 May of the current academic year	
Kindergarten 3	5 years old on or before 16 May of the current academic year	

**1) Documents required:**

- Birth certificate (original)
- House registration (original)
- Birth certificate (certified true copy)
- House registration of child, father, mother, guardian (certified true copy)
- 2 Photos of child (1 inch)\*original and 2 copies

**\*\*Notes\*\***

\*\* Copies of passport (both child and parents) are required in case of non-Thai citizens.

\*\* In case of adoption, copies of adoption documents are required.

Application form can be obtained and submitted at the Director's Office Building.

**Withdrawal and Termination**

**1. Withdrawal during the school year**

Students, who wish to withdraw in the middle of the school year, should follow the guidelines below.

- (1) Student who wishes to withdraw will need to have the parents contact the reception and must not have any outstanding fees.
- (2) Withdrawal form can be picked up at the reception.
- (3) Once the withdrawal form is completed, the finance office will check on any outstanding fees.
- (4) A completed withdrawal form together with 3 photos (1 or 1 ½ inch) must be submitted to the registrar/reception.

Remark: In case of resignation in the middle of the educational program, withdrawal must be filed within the first two weeks after the new term has started. Failure to do so will result in student having to pay a full tuition fee.

## **2. Termination by the school applies to the following:**

1. Graduation
2. Withdrawal
3. Decease
4. Expel

## **3. Request for Certifying Letter**

To obtain a certifying letter from the school, student has to follow the procedure below.

1. Obtain the relevant form from the registrar at reception.
2. Complete and submit the form together with two 2- inch photos
3. Appointment will then be made for document collection

## **Student's assessment**

Student's report will be issued twice a year (school year). Picked up at the school. The report will show the examination results, the grades acquired in each semester together with student's GPAs throughout the year. Parents will be required to affix their signatures on their child's report as an acknowledgement.

## **Kindergarten Classrooms**

- Nursery            1 Classroom in total
- Pre-School        3 classrooms
- Kindergarten 1 (K1) 5 classrooms, 4 bilingual and 1 international class.
- Kindergarten 2 (K2) 6 classrooms, 4 bilingual classes and 2 international classes.
- Kindergarten 3 (K3) 4 classrooms, 4 bilingual classes and 2 international class.

## **Student-Teacher Ratio**

ABS has excellent pupil-teacher ratios. Each class will have 1 Thai teacher, 1 Native speaker which will take turns in teaching. Children will learn with both of them. Additionally they have 1 teaching assistant. ABS has low class sizes with between 18-20 students in each classroom.

## **Teachers**

Our teachers are qualified and dedicated. English teachers are native speakers from the USA, UK, Canada, and Australia. Training is ongoing throughout the year to update our teachers with the latest teaching approaches and technology.

## Personal belongings to be brought to school

### **Nursery – K2**

1. Pyjamas (These will be returned daily for washing. Parents should prepare a new set of pyjamas for their child to be brought to school every day.)
2. Bed set (This will be returned on the last day of the week for washing. Parents should send the bed set to school at the start of the week.)

### **Nursery – K3**

1. Milk/juice - 2 boxes daily
2. Bottle of drinking water (once finished, it will be replenished during the day)
3. Toothbrush & toothpaste (at the start of the term)
4. Plastic mug
5. Towel (large for Nursery & Pre-School)
6. Slippers

Note: All personal belongings must be labelled with your child's name.

The School provides snacks in the morning and afternoon for all students. We do ask that parents bring 2 boxes of milk or juice for break time but please refrain from bringing snacks from home for your child.

## School hours

- Monday – Friday, 08.00 – 15.00 hrs.
- Students are expected to arrive in time for morning assembly at 8.30 hrs. Students can be picked up after 15.00 -17.00 hrs.
- School closes on Saturday and Sunday, every term break, and public holidays.

## There are 2 semesters in a year.

- ★ 1<sup>st</sup> Semester : May – September (20 weeks)
- ★ 2<sup>nd</sup> Semester : October – March (20 weeks)

## Dress code

### 1. Personal Appearance

- 1.1 Girls with long hair must have it tied up and braided.
- 1.2 Students are not allowed to wear jewellery, such as earrings, necklaces, rings, etc.
- 1.3 Students are not allowed to bring valuables, such as mobile phones and expensive toys to school.
- 1.4 All personal belongings must be properly labelled with the child's name.



Polo shirts with the school logo are available in 5 colours:



- Monday - Yellow
- Tuesday – Pink
- Wednesday – Green
- Thursday – Orange
- Friday - Blue

Girls wear a skirt, shorts or trousers (pants). Boys wear shorts or trousers (pants). Comfortable shoes are advisable.

**Physical Education (P.E.) Uniform**



P.E. Uniform (blue & white

Shirt with ABS logo and blue shorts)

1. When there is P.E. class, students wear normal uniform to school.
2. They are required to bring P.E. uniform to change into at the school.
3. Students should wear socks and trainers during P.E. classes.

\*\*\*\*\* **The following co-operation is politely requested from parents** \*\*\*\*\*

Parents should read the Student Manual /Agreement and regulations carefully.

- Parents should send their child to school in time for the morning assembly, ie 08:45, and pick up their child after 15:00. Students can be picked up after 15:00, but no later than 17:00. If you cannot pick up your child before 17:00, please contact the school office. An extra fee may be charged to cover the costs of having a helper stay overtime.
- Photograph-taking without school's permission is prohibited. Any photographs taken by the school's authorized staff will be the school's property.
- Parents should notify the school, preferably before 09:00, if they know their child will be absent from school for any reason.
- Parents should check their child's schoolbag daily, check the communication book and homework and make sure that their child's stationery is in good condition.
- Students should bring a toothbrush and toothpaste for use at school.
- Students should bring a spare set of clothes for changing into at school.
- Cooperate in partnership with the school and the class teachers to improve student development and performance.
- Parents are welcome to make positive suggestions for the interest of the school.
- If you need to enter the school during school hours please contact the office first to receive a visitors pass

### **Nutrition**

Providing lunch and food supplements for all students daily. We have some healthy snacks and milk for sale at the front gate after school or you can go to see our selection of freshly baked goods and refreshing cool drinks at our Connection café in the car parking lot.

### **Disciplinary Action;**

The school does not believe in corporal punishment, but has certain guidelines for handling misbehaviour.

#### **Examples of Inappropriate Behaviour**

- \*Saying rude words; being rude to parents
- \*Bullying -aggressive behavior to the teachers/ Showing no respect
- \* Being a hooligan or make physical attack
- \*Destroy school's or public property

## **Possible Disciplinary Action Criteria for offence and punishment**

- 1<sup>st</sup> – warning/ record and inform the parents
- 2<sup>nd</sup> – parents must be aware/record and parole
- 3<sup>rd</sup> – heavy punishment and invite the parents

## **School Services**

### **1. Health**

#### **Our procedure for student health check in the Kindergarten by the entrance**



Time 08.00 – 08.05 A.M.

- Nurse prepares equipment for the best performance.

Time 08.50 – 09.30 A.M.

- Start checking procedure by the Kindergarten entrance; we will pay most attention to children with the clearly visible sign of runny nose but every child will be checked before entering. The infrared thermometer can check body temperature without having any contact with the child to prevent spreading germs. The parents of children with temperatures over 37.5 centigrade will be contacted to take their child home and return to school once symptoms have gone. This procedure is for preventing spreading illness such as flu, hand foot and mouth disease and RVS virus and other diseases in small children. These illness usually start with high temperature, not feeling well, followed by runny nose etc.

At 08.10 – 09.30 A.M. if any children become unwell and the nurse is unavailable (treating other injured/unwell children outside the nurse room) the class teacher or teaching assistant who is responsible at the time will take over.

## **2. Policy and Procedures**

### **1. In case of an outbreak (in and outside school)**

1.1 Before period of any illness or outbreak for example; in winter nurse will send letter out to parents warning of all possible illnesses usually occurred at that time. We will inform about any signs and ask parents to keep their watchful eyes on their children. If parents notice any signs, we will ask for the children to be at home.

Nurse will write a letter then it will be translated and proofed by Aj. Heather and Aj. Joy before sending it to get acknowledgement from Aj. Preecha and head of each building before going out to parents.

1.2 At any point if we found possible signs of any illness outbreak on the children at school; Such as high temperature, runny nose, cough, sneezing or clear rash on hands and in the mouth. We will separate the child from the rest of the class. We then will contact parents to pick up their child/children. Doctor certified the illness certificate is needed.

In case of parents aren't available to pick their child/children up. We will separate him/her from their classmate to wait in the nurse's room until their parents come to pick them up.

### **Outbreak Procedures**

- Check detail, amount of children affected.
- Issue letters to parents, asking for an approval from Aj. Preecha and Head of that building to close school.
- Once letter is approved, nurse will inform Chiang Mai Department of Education district 4 and Health Promotion Hospital Nongphueng Sub-district
- Communication within the school, informing Head of that building and staff of situation.

### **Cleaning Procedures**

- 1) Wash with clean water.

- 2) Use disinfected floor cleaning product in ratio of 5cc: 1/2 liter of water.
- 3) Use mixture of chlorine and water in ratio of 5cc:1/2 liter of water. (leave it for 1 hour before use).
- 4) Wash with clean water.
- 5) Use mixture of alcohol and water in ratio of 5cc:1/2 liter of water.
- 6) Wash with clean water.

### **Equipment cleaning procedures**

- 1) Cleaning all toys, mattresses, books and equipment with chlorine solution then wash it with water every time.
- 2) Take apart fans and air-conditioning units for cleaning.
- 3) Wipe clean all door and window seals and every board.
- 4) Clean shoes rack.

### **\*Cloths contaminated with chlorine cleaning product must not mix with other cloths.**

- 1) Separate other cleaning cloths from cloths contaminated with chlorine.
- 2) Soak them in Chlorine product for 1 hour.
- 3) Wash separately.
- 4) Dry all cleaning cloths in hot sunlight. (Note: during cleaning process, staff must wear protection mask and gloves at all times. Next day school will operate an ozone cleaning procedure. By outside organization.

### **Health Protection**

- 1) Children suffering from breathing problems are advised to take a rest at home and wearing a protecting mask.
- 2) Keep up with hygiene by washing hands correctly and frequently.
- 3) Don't share face and hands towel with anyone.
- 4) Keep student away from anyone with signs of cold or flu.
- 5) Plenty of rest and exercise.
- 6) Avoid crowded places.
- 7) Frequently clean equipment or places shared with others. Such as door handles, doors, phone, staircase, computers, toys etc., at least 1-2 times a day.



- 8) Leave windows and doors open for good ventilation.

### **3. Transportation**

The school operates school bus service in Chiang Mai and in Lamphun. Our school bus, which carries the name, address, and telephone number of the school, is regularly maintained to ensure complete safety for your child. Our drivers are experienced, polite and well-trained. For your child's comfort and enjoyment whilst on the bus, there is a school bus assistant, or 'bus monitor', on board. Her role is to take care of the students. Each bus is equipped with a First-Aid kit, drinking water and a mobile phone in case of emergency.

### **4. Newsletter**

A weekly newsletter is sent out to parents and teachers and staff to keep everyone updated on school activities. If a reply slip is required, parents should complete the attached form and return it to the class teacher.

### **5. Safety and Security**

The safety and security of our students is of the utmost importance to us here at ABS. Therefore, we would like to request the help of all parents to educate their children never to talk with or follow people they do not know. All classes will be talking about what to do if approached by a stranger this week.

#### **Please note our school policies for picking up students;**

- If entering the school during business hours 09.30-14.30, visitors should show identification e.g. ID card or passport.
- We request that all parents attach a vehicle ID badge issued by the school's security staff to their car (Please contact the office to receive vehicle ID badges).
- Cars must be parked in the allocated car parking areas - not obstructing gateways.
- Speed limit within the campus is 20 km/hour.
- Please pick up your child between 15:00 to 16:30. If you are collecting your child after this time please inform the office so the teachers on duty are aware. The school gate will close at 18:00.
- Please ensure your child is supervised at all times once you have collected them from the teacher.
- Please inform the school if someone other than the parent or guardian will collect your child and give us their name and ID info. We will request identification before allowing students to leave with them.
- The school campus is monitored constantly via surveillance cameras at the exit and entrance area and in the school buildings.

- During school hours all visitors (including parents) should report to the office reception. Direct access to classrooms will not be permitted for student safety and to avoid class interruptions.



Dear Parents/Guardians,

The school has a focus on the health of our students therefore we have safety measures in place to prevent the spread of germs and diseases. We are seeking the cooperation of parents/guardians to read and sign the preventative measures in our policy as listed below in order to prevent sickness/diseases from spreading to other students in the school. As we work together toward the same direction in the health of all our students.

**Policy and measures to prevent the spreading of germs/diseases in the Kindergarten Building**

1. Students should wear socks to school daily.
2. Children should avoid playing in the play area at department stores or public places; if they play in these areas, they should wash their hands immediately after playing.
3. Students should wash their hands immediately after activities or playing in the playground.
4. Students, teachers, and staff should wear slippers when walking around the school building.
5. Students should wash their hands before entering the classroom, throughout the day, and before going home.
6. The school's nurse will give the children a basic health check-up every morning before students enter their classrooms.
7. Do not share personal items such as handkerchiefs, bath towels, drinking cups, or utensils with others.
8. If the teacher notices symptoms of sickness such as fever, runny nose, coughing, or sore throat the student will be sent to the nurse's room and the parents will be notified immediately to pick the child up and take them to the doctor.
9. If the student shows any symptoms of sickness or fever please do not bring them to school. Students should have a medical certificate from the doctor confirming they are able to return to class as normal.
10. The school uses a cleaning solution of chlorine, alcohol, and water to clean the classrooms regularly.

11. Air purifiers are rotated in each of the classrooms in the main building of the Kindergarten.

12. The school schedules ozone cleaning for the disinfection of the classrooms.

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Please return the reply slip to your child's homeroom teacher by Friday 18<sup>th</sup> May, 2018. Thank you for your cooperation.

I Mr./Mrs./Miss..... Parent/Guardian of .....Grade: .....

I understand and agree to follow the school's policy on illnesses

Signature

Date



Dear Parents/Guardians,

Please read through our school rules, regulation and procedures below and sign the attached form to acknowledge and accept our terms and conditions. We strive to make ABS a safe and fun learning environment for everyone involved. Thank you for your co-operation.

1. **Code of Conduct:** We teach and encourage students to be polite, follow class rules and directions from teachers, play nicely and gently with classmates and respect the schools and other students property. If Students display undesirable behavior at school, such as repeated disobedience, rudeness, aggressiveness and violence and so on, there are 5 stages of penalties to help remedy behavior.

**Penalties for Undesirable Behavior (5 stages)**

- **First Offense:** the school will warn the student and record it in the office.
- **Second Offense:** the school will invite the parents in to talk with teachers about strategies to improve behavior and create Behavior Intervention Plan (BIP) for the student.
- **Third Offense:** Parents will be invited in to talk again about behavior and student may be suspended from school for 1-2 days.
- **Fourth Offense:** Parents will be invited to talk about the behavior and the school may request that the child sees a behavioral specialist who can work together with parents and teachers. Student may be suspended from school for 1 week.
- **Fifth Offense:** If behavior continues and no steps are taken to seek help from specialist, the student's contract with the school will be terminated.

**\*Note:** We ask that parents work with us and inform us when enrolling if they suspect their child has special needs. If teachers see signs of students with special needs we will ask parents to consult with a qualified specialist to help student make the most of their learning experience with us.

**2. Helping Students Perform to Their Best Ability**

If teachers are concerned about students ability to focus during class and they are unable to keep up with class work, we may invite parents to talk about talking extra classes after school to catch up. Some things to think about at home to help your child to focus are:

- A regular routine
- A healthy balanced diet
- A good sleeping pattern

**3. Health and Safety Measures**

- We ask that you keep your child at home if illness is suspected. Look out for signs, such as lack of appetite, lack of energy, fever, cough, or running nose. Please inform teacher if student is ill to prevent spreading to other students.
- If we see signs of illness at school we will keep the student in the nurse room and inform parents to pick them up and take them to consult with a doctor.
- The school will require a medical certificate before the student returns to class.
- If someone other than the parent is collecting a student please inform the office and class teacher in advance and have them show ID upon arrival.

Best regards,

Kindergarten Department

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**ใบตอบรับ Replying Slip**

I, Mr., Miss, Mrs..... Parents/Guardians

of.....Grade.....

I have read and agreed with the school policies.

I have read and disagreed with the school policies and would like to discuss them further.

Signed..... Dated.....



Subject: Tuition adjustments for the 2019-2020 school year and proposed benefits.

To All respected Parents and Guardians,

Ambassador Bilingual School has been recognized as a model school by the Thai Education Department for the past few years. Our school has been in operation since 2009 and we would like to take this time to inform the parents and guardians that there will be an adjustment as described below which will be effective for the 2019 - 2020 school year by increasing the tuition fee by 10%.

In May, we had proposed a special offer for 150 families who would like to settle their tuition fees in advance. However, we would like to inform you that there are only special offers for 50 families remaining. If you are interested, please register to get this offer by the 29<sup>th</sup> of June, 2018 and you will receive the following benefits:

1. Pay for the first semester's tuition and other charges for the 2019 - 2020 school year, and the current 2018-2019 rate will be applied (no increase).
2. Pay for the entire year's tuition for the 2019 - 2020 school year and the current 2018-2019 rate will be applied as well as receiving an additional 10% discount.
3. Pay tuition for 2 years or more, the current 2018-2019 rate will be applied. Therefore, you will receive a 10% discount on tuition fee for the 1<sup>st</sup> year, 15% discount on tuition fee for the 2<sup>nd</sup> year, and 20% discount on tuition fee for the 3<sup>rd</sup> year.

The school would like to thank all parents and guardians for entrusting us with the education of your children at Ambassador Bilingual School. We at ABS are committed to taking care of your children and improving the quality of their education in the best way possible.

แผนกอนุบาล (Nursery – K.3)

Ambassador Bilingual School Calendar 2018 – 2019 SEMESTER 1&2

Month เดือน	Date/เวลา	Information/รายการ	
March มีนาคม	19 March -27 April	เปิดภาคเรียนฤดูร้อน	Summer School
April เมษายน	2 – 5	รับผลการเรียนระดับอนุบาล	Report Card Collection
	9 - 13	หยุดเทศกาลสงกรานต์	Songkran Festival (School Closed)
May พฤษภาคม	4	งานวันปฐมนิเทศผู้ปกครอง	Parent Orientation
	7	เปิดเรียนภาคเรียนที่ 1 ปีการศึกษา 2561	First Day of Semester 1 /2018
	29	โรงเรียนหยุดวันวิสาขบูชา	VisakhaBucha Day (School Closed)
June	14	พิธีไหว้ครู	Teachers Appreciation Ceremony
	22	วันเลือกตั้งผู้นำอนุบาล	Student Association.
มิถุนายน	29	กิจกรรมวันภาษาและวัฒนธรรมไทย	Fun Language and Culture Week
July	27	โรงเรียนหยุด วันอาสาฬหบูชา	AsarnhaBucha Day (School Closed)
กรกฎาคม	30	หยุดชดเชยวันเฉลิมพระชนมพรรษา ร.10	Substitution for H.M. The King Rama X's Birthday (School Closed)
	28 – 9 Aug	มัดจำค่าเล่าเรียนทุกระดับชั้น	Deposit Due for Kindergarten Levels
August	10	กิจกรรมวันแม่	Mother's Day Activity
สิงหาคม	13	หยุดชดเชยวันเฉลิมพระชนมพรรษา สมเด็จพระนางเจ้าพระบรมราชินีนาถฯ	Substitution for H.M. The Queen's Birthday (School Closed)

<b>September</b>	<b>3-14</b>	กำหนดชำระค่าเล่าเรียนภาคเรียนที่ 2	Tuition Payment Due for Kindergarten Levels
<b>กันยายน</b>	<b>10 - 14</b>	ประเมินความพร้อม ภาคเรียนที่ 1 /2561	End of term Assessments
	<b>21</b>	วันสุดท้ายของภาคเรียนที่ 1	Last day of Semester 1 / 2018
	24 Sep –5 Oct	เปิดเรียนพิเศษกลางภาคภาคเรียนที่ 1	Holiday School Program
	24 Sep – 12 Oct	ปิดเรียนภาคเรียนที่ 1	School Break

<b>Month</b>	<b>Date/เวลา</b>	<b>Information / รายการ</b>	
<b>October</b>	10	รับผลการเรียนภาคเรียนที่ 1 /2561	Report Card Collection 1 / 2018
<b>ตุลาคม</b>	16	เปิดเรียนภาคเรียนที่ 2 / 2561	First day of Semester 2 /2018
	23	หยุดวันปิยมหาราช	King Chulalongkorn Memorial Day (School Closed)
<b>November</b>	23	กิจกรรมวันลอยกระทง	Loy Kra-thong Activities
<b>พฤศจิกายน</b>	20 - 30	มัดจำที่นั่ง(k1และG1)ปีการศึกษา 2562	Deposit Due to Reserve a Space for K1 and G1 2019-2020 Academic Year
	27 - 30	กิจกรรมทัศนศึกษา K1 – K3	Field Trip K1-K3 Week
<b>December</b>	5	หยุดวันคล้ายวันพระราชสมภพ ร.9	H.M. The King Rama IX's Birthday(School Closed)
<b>ธันวาคม</b>	10	หยุดวันรัฐธรรมนูญ	Constitution Day (School Closed)
	14	กิจกรรมวันคริสต์มาส	Christmas Activities
	17 Dec – 1 Jan	หยุดเทศกาลคริสต์มาสและวันขึ้นปีใหม่	Christmas and New Year (School Closed)
<b>January 2562 - 2019</b>			
	2	เปิดเรียนปกติ	School Resuming
<b>January</b>	7-18	ชำระค่าเล่าเรียนระดับอนุบาลปีการศึกษา 2562	Tuition Payment Due for Kindergarten Levels of 2019-2020
<b>มกราคม</b>	11	กิจกรรมวันเด็กแห่งชาติ	Children's Day Activities

	<b>16</b>	หยุดวันครู	Teacher's Day (School Closed)
	<b>25</b>	กิจกรรมกีฬาสัปดาห์	Sport Day
	28 January-8 March	ชำระเงินค่าเรียน ภาคเรียนพิเศษ	Payment Due for Extra Classes
<b>February</b>	<b>19</b>	หยุดวันมาฆบูชา	MakhaBucha Day (School Closed)
<b>กุมภาพันธ์</b>	<b>25 - 28</b>	ประเมินปลายภาคเรียนที่ 2 / 2018	End of term Assessments
<b>March</b>	<b>1</b>	กิจกรรมบัณฑิตน้อย	K3.Graduation
<b>มีนาคม</b>	<b>8</b>	วันสุดท้ายของภาคเรียนที่ 2 / 2018	Last day of semester 2 / 2018
<b>April</b> <b>เมษายน</b>	<b>3 - 5</b>	รับผลการเรียน	Report Card Collection
<p>หมายเหตุ : กำหนดการต่างๆ อาจมีการเปลี่ยนแปลงได้ตามความเหมาะสม</p> <p><b>Please Note : This Schedule is subject to change</b></p>			