DUSIT CAMPUS

TRILINGUAL MONTESSORI
ESTABLISHED 1984

KORNKAEW MONTESSORI SCHOOL

Playgroup

Parent Handbook

A first taste of Montessori, side by side

A two-hour morning session your child explores with you alongside them

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01 WELCOME

A morning to explore together

Playgroup is a gentle first experience of our Montessori environment, and one your child does not have to take alone. One parent stays alongside each child for the whole session, so there is no goodbye at the gate and no rush to settle.

The morning is unhurried by design. Children move between the activities at their own pace, choosing what draws them and staying with it for as long as it holds their interest, while our educators are close by to guide and to answer questions. It is a relaxed way for a child to meet the classroom, and for a family to see how Montessori learning actually feels.

THE SESSION AT A GLANCE

- One parent per child
- 10:00 to 12:00
- Montessori activities
- A snack box from home

Because a parent is on site throughout, a few of the rules in this handbook are about grown-ups rather than children. They are there to protect every family's privacy, and we are grateful for your care with them.

The Playgroup session

Playgroup runs as a single two-hour session. Arriving and leaving together keeps the morning calm for every child.

PLAYGROUP TIMETABLE

09:50–10:00 — **Arrival**
Soi Ranong 2 gate is open. Please arrive within this window.

10:00–12:00 — **Playgroup activities**
Your child explores the prepared environment with you alongside them.

12:00 — **Playgroup ends**
No children remain on the premises after 12:10.

The gate is open from **09:50 to 10:00** only. Arriving inside that window means your child starts the session settled, rather than joining a room that is already busy.

03 EACH MORNING

Arrival & entry

Entry is only at the **Soi Ranong 2 gate**, open from **09:50 to 10:00**.

Please park on the street. There is no parking inside the school.

One parent per child may enter the school to join the Playgroup.

All children have a temperature check on arrival. Any child at **37.5°C or above**, or showing signs of illness, will be asked to return home.

A child who becomes unwell during the session will also be asked to return home.

Parents remain within the designated Playgroup area, and are always accompanied by a member of staff when moving elsewhere on the premises.

The parent who attends **stays on site for the whole session** and is responsible for supervising their child throughout. The school cannot be held responsible for accidents or injuries during a session.

Other children's privacy: short courses run alongside Playgroup, so you may pass children who are not part of your session. Please do not interact with them, observe them, or photograph them. They are in our care, and their families have the same right to privacy as yours.

04 END OF THE MORNING

Departure

Departure is only at the **Soi Ranong 2 gate**.

The session ends at **12:00**. All children leave the premises by **12:10**.

If you need to leave before the session ends, please tell a member of staff, who will walk you out.

Parents and children do not move around the school unaccompanied at any time.

DEPARTURE TIMES

12:00	**Playgroup ends**
12:10	**No children remain on the premises**

What to bring

A little preparation helps your child feel settled and ready for the morning.

PLEASE LEAVE AT HOME

- Snacks, sweets or any food meant for sharing
- Toys, electronic devices and gadgets

PLEASE BRING

- A backpack
- A water flask
- 1–2 cartons of milk
- A snack box, for your own child only
- Mosquito repellent
- A spare set of clothes and socks

Food is not shared at Playgroup. Children eat only what their own family has packed, so that allergies and dietary needs stay safe. Please label all belongings clearly with your child's name.

General school policies

Photographs of Your Child

A designated member of staff takes photographs during the session for educational and promotional use, including the website, printed materials and social media. There are two choices, which you set in the consent form at the end of this handbook: allow photographs to be taken and used as described, or opt out, in which case no photographs of your child will be taken at all. Your preference will be fully respected.

Photography by Parents

Parents may not take photographs or video anywhere on school premises, at any time. Other families' children are present, and they have not consented to appear in your pictures. The staff photographs above exist so that you do not have to.

Other Children & Safeguarding

Short courses run alongside Playgroup. If you pass children who are not part of your session, please do not interact with them, observe them, or photograph them, and do not approach another child or family directly. Please raise any concern with staff or management instead, and we will look into it sensitively.

CCTV

Closed-circuit television operates in designated areas to support safety and security. In line with child-protection and privacy rules, footage is confidential and cannot be viewed by parents.

Thank you for helping us maintain a respectful, caring environment for every member of the Kornkaew Montessori School community.

07 STAYING IN TOUCH

Communications

We are always glad to hear from you. So that messages reach the right person quickly and nothing is missed, please use our official school channels below.

School Phone
+66 (0) 63 185 7118. For urgent contact and time-sensitive matters.
Mon–Fri
07:30–17:00

LINE: @kornkaew
General enquiries, admissions and administration.
Mon–Fri
07:30–17:00

Email
admin@kornkaew.com. For reports, feedback, documents and payment receipts.
Anytime

For everyone's privacy and a clear record, please do not contact school staff through personal LINE accounts or phone numbers. All communication should go through the official channels above.

Policy & media consent

POLICY AGREEMENT

I confirm that I have read and understood the Kornkaew Montessori School Parent Handbook, and I agree to follow the rules and policies it sets out, on behalf of my child(ren).

I understand that these policies exist to keep every child, family and member of staff safe, well and respected, and to protect a positive school community. The school may update them from time to time and will let families know of any significant changes.

I accept responsibility for the conduct of my child(ren), my family, and anyone in my care while on school premises, and I understand that I am responsible for supervising my child(ren) throughout each session.

I understand that places in the Playgroup are arranged by booking, and that the school may decline future bookings for my child(ren) if it believes that continuing would not be in the best interests of the child or the wider school community, for example after serious or repeated conduct affecting the safety, wellbeing or dignity of children, families or staff. The school will give the family reasonable notice of any such decision.

PHOTO & MEDIA CONSENT

If I give consent below, I understand the school may take and use photographs and videos of my child(ren) for educational and promotional purposes, including on the school's website, printed materials and social media. This consent is voluntary, and I may withdraw it at any time by writing to the school. A withdrawal takes effect once the school has received and acknowledged it in writing, which it will do promptly, and applies only from that point onwards; photographs and videos taken while my consent was in place remain covered by it, and anything already printed, published or shared will not be recalled. The school will handle these images in line with its privacy policy and the Personal Data Protection Act (PDPA).

- ☐ **I give consent** for photographs and videos of my child(ren) to be taken and used as described above.
- ☐ **I do not give consent** for photographs or videos of my child(ren) to be taken or used.

YOUR DETAILS & SIGNATURE

Parent / legal guardian name _____

Child(ren)'s name(s)

1. _____
2. _____
3. _____

Signature _____ Date _____