



GOLDEN MIND ACHIEVERS
International School

STUDENT HANDBOOK





FOREWORD

Dear Parents,

Welcome to Golden Mind Achievers International School! The School Administration, Teachers, and Staff are happy and proud to accept your child as a member of the Golden Mind Achievers family.

We hope and pray that you have every reason to be happy and proud to belong to this growing family.

This PARENT-STUDENT HANDBOOK introduces to all students the procedures, policies, and regulations of this school and reminds older students regarding these matters.

Students enrolled in this school are bound by the policies, rules, and regulations contained in this HANDBOOK which are enforced throughout the school year.

Parents and students, therefore, expected to know all the information and provisions in this HANDBOOK. If you have any questions or clarification concerning its contents and provisions, the administration, concerned faculty, and staff are there to help you.

May you have a gainful and enjoyable time at Golden Mind Achievers International School.

Together, we nurture children to become compassionate, independent, lifelong learners!

The Administration, Teachers, and Staff
of Golden Mind Achievers International School

Revised and Updated
-August 2024
-June 2025



PRESIDENT'S MESSAGE

It is with joy that I welcome you to Golden Mind Achievers International School! We are a school that supports children to develop skills necessary to construct their own knowledge, prepare them for their next school environment and encourage them to become lifelong learners.

Our program uses current best practices in early childhood. Golden Mind Achievers International School program practices a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skills development. Golden Mind Achievers

International School has a safe, supportive, and nurturing environment where children feel safe, respected, and cared for.

Moreover, our program provides an innovative curriculum with materials, experiences, teaching methods, and strategies that are basically grounded in the Montessori principles of child development including age and individual appropriateness.

Lastly, please review the Parent-Student Handbook which is designed to provide you with useful information pertaining to the school's policies, rules, and regulations. Kindly study all information stipulated in this handbook to ensure that you understand your responsibilities, privileges, and rights as parents and students of Golden Mind Achievers International School.

Experience for yourself the joy of learning that happens in our school. Always remember that the entire Golden Mind Achievers International School community is here to support you. Thank you!

CATHERINE BRIONES TAN

School President

General Information

About Doctor Maria Montessori

It Maria Montessori (1870 – 1952) had an educational background based in scientific study. She received a Doctor of Medicine degree in 1896 — the first female in Italy to achieve this status. Dr. Montessori's early work focused on the children of the asylums in Rome. Through this work, Dr. Montessori, unlike others working with children in the asylums, recognized the children's capacity for learning.

Because of her success with the children in the asylums, Dr. Montessori was appointed by the Minister of Education in Rome to run a school for "deficient" children from the schools of Rome and mentally disabled children from Rome's asylums. Dr. Montessori utilized the scientific method in order to develop the means of teaching these children. She spent much of her time each day observing the characteristics of the children. At night, she would write out her notes, analyze them, and make materials for use in her classroom. The following day she would test these new materials at the school. Again, she would use her skills of observation to decipher which materials and which lessons appealed to the nature of the children. The children in Dr. Montessori's first school, despite their disabilities, tested at the same academic level as the children in the traditional schools of Rome.

Dr. Montessori continued to use the scientific method to develop a method not only for educating young children, but also for educating elementary aged children.

In 1929, Dr. Montessori founded the Association Montessori International (AMI) to establish training centers to prepare teachers for her method. Montessori, who received three nominations for the Nobel Peace Prize, died in Holland in 1952. Her discoveries regarding the characteristics of the child have influenced scientists, educators, and most importantly, the many fortunate children who have had the opportunity to attend Montessori schools.



Source: American Montessori Society Website

GMAIS Vision, Mission and Philosophy Statement

Vision

Golden Mind Achievers International School is committed to the holistic formation of the young for nation building and the betterment of humanity.

Mission

Golden Mind Achievers International School commits to providing an enlightening and nurturing learning environment to educate and support each individual child in building a foundation for life-long learning and the betterment of humanity.

Philosophy

Our holistic vision of education focuses on the child's cognitive, social, emotional, and physical needs. The main elements of this approach include individualized experiences that encourage children to become self-directed learners and innovative problem-solvers, multi-age classes within which children support and learn from one another, and a focus on nurturing respect for oneself and others.

Do not copy

Our programs are designed to support children in their most important work: to become independent, compassionate, lifelong learners.

Goals

- To provide your child with a satisfying learning atmosphere and a well-balanced mix of Montessori and International curricula.
- To promote a positive self-concept in each child through supervision, and social, emotional, and intellectual development with tender and loving care.
- To establish a great relationship between parents and teachers.
- To ensure that classroom activities are safe, teacher-directed, and child-oriented in order to train them on how to perform individually in large and small groups with manner, love, and care.
- To provide exposure to different cultures through education, games training, videos, and field trips to every child to develop their skills to their fullest potential.



School Values

Grateful

Golden Mind Achievers affirms the good in the world, gifts, and benefits we’ve received and identifies some amount of goodness in our lives, and appreciates where that goodness comes from.

Moderate

Golden Mind Achievers aims to balance activities and academics to prioritize the development of the full potential of its learners.

Achievement

Golden Mind Achievers is committed to excellence and aiming high for quality education.

Independent and Self-Reliant

“Montessori is an education for independence, preparing not just for school but for life.” – Maria Montessori.

Do not copy

PROGRAMS OFFERED:

In each of our programs, we provide a strong curriculum with dedicated teaching staff who are trained and skilled to meet the specific needs of the age group.



PROGRAMS
Little GMA Class
Little Isaac Newton Class
Little Charles Darwin Class
Little William Shakespeare
Little Albert Einstein Class
Kindergarten

Hours and Days of Operation:

The school is open year-round from 6:00 AM to 6:00 PM but the office hours are from 9:00 AM to 5:00 PM only, Monday through Friday. No transaction in school beyond 6:00 PM.

1. The school standard operating hours shall be as follows:

(a) Monday – Friday (excluding U.S. Federal holidays): 9:00 to 15:00.

2. Extended usage hours shall be as follows:

(a) Early morning extension: 6:00 to 9:00 *

(b) After-hours care: 15:00 to 18:00

* Additional fees apply.

3. Individual contract hours may be requested for changes by the guardians. Golden Mind Achievers International School observes ALL American-Federal holidays and will be closed on the following:

- a. New Year's Eve,
- b. New Year's Day,
- c. Martin Luther King Jr. Day,
- d. Labor Day,
- e. President's Day,
- f. Memorial Day,
- g. JuneTeenth,
- h. Independence Day,
- i. Veteran's Day,
- j. Thanksgiving Day,
- k. Day after Thanksgiving,
- l. Christmas,

Moreover, the school also provides a yearly calendar every year in which additional days that the school will be closed are stated. Parents are requested to refer to the school's yearly calendar for all the dates that the school will be closed. Furthermore, school events and activities are also included in the school yearly calendar.

In the event that a new or additional federal holiday is announced after the publication of this handbook, the school will review and determine how to observe the holiday. This may include the closure of the preschool or adjustments to the class schedule.

GMAIS will notify parents and guardians of any schedule changes related to these new or additional holidays through official communication channels, including emails, notices, or the school's website. It is important for families to stay informed and check for updates regularly.

If a federal holiday falls on a scheduled school day, the school may close or offer an alternative arrangement based on the nature of the holiday. Specific details will be shared in advance to help families plan accordingly.

METHOD OF TEACHING

Innovative Blend

While Our fundamentals are based in Montessori, we are not pure Montessori school; we have chosen to implement a modified – Montessori curriculum. Thematic and other non – Montessori approaches to learning. We take a “best – practices” approach, recognizing that good teaching is good teaching, wherever it may have originated. This is why our curriculum is constantly evolving, and so as we are educators. We recognize that because the brain is developing. It is through our flexibility in our educational approaches, as well as our emphasis on learning through play and exploration, that our students are among the most – prepared for Kindergarten and Elementary. This is how they develop joy in learning!

Monthly Themes

We have monthly themes that are established and coordinated by our team. They are designed to enrich all student’s understanding of the world. The themes have educational, social, cultural, and emotional value.

Circle Time

Circle time provides the students with the opportunity to interact with each other as a group. During this time, they learn about the calendar, the weather, the seasons, and the months. They sing songs, learn about the materials, read stories and learn about each other. This allows the children to engage in conversation and learn new skills through role-play. The teacher also prepares the students for the day and reviews the theme of the week.

Arts and Crafts

Most of our projects are focused on the seasons, holidays and monthly themes. Arts and crafts projects stimulate the student’s mind to be creative. These activities also assist in the development of fine and gross motor skills. Students also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the student to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the students develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age.

The children are in the process of learning. It is the “process not the product” that is important. Please keep this in mind and treat all of your student’s projects as masterpieces!



Admission Procedures and Requirements

Golden Mind Achievers International School is non-discriminatory in its admission policies. We believe in equal attention and care for all children without regard to sex, race, color, creed, religion, or beliefs.

To help us provide the best support, we encourage parents to share any relevant information about their child's learning or developmental needs during the application process, if they feel comfortable. This helps ensure our environment is a good fit for their child's growth and well-being.

Enrollment at Golden Mind Achievers International School indicates the family's agreement to follow all school rules and policies.

In some cases, if we observe that a child may benefit from additional or specialized support beyond what our program can offer, we may kindly suggest that families explore other educational options that may better meet their child's needs. as our goal is to ensure that every child receives support and an environment most conducive to their growth and well-being.

Golden Mind Achievers International School accepts applications for enrollment from children ages six (6) weeks to six (6) years old, year-round. A new family interested in enrollment at GMAIS should first schedule a tour and observation with the class in which they would like to enroll.

- 1.Student who wish to use the school shall prepare the necessary documents for school usage and submit them to the school.
- 2.Parents who wish to enter the school shall obtain a health examination upon enrollment that is valid for 3 months.
- 3.If there are deficiencies in the documents submitted by the parents or in the payment of fees, the school may refuse the use of school services.

Tuition Payment

Tuition payment is every 18th until the 25th of the month. Tuition is always two weeks in advance. Six hundred fifty yen (¥650) late fee will be charged if payment is made after the 25th .

Enrollment fees and tuition fees are non-refundable. If you plan to withdraw less than six months, please consult the administration regarding the annual fees before making any payment.



Academic Procedures



Promotion Policy

Upon enrolling at Golden Mind Achievers International School, student will be placed in a class depending on their age. The process of determining whether a student is promoted to the next class is based primarily on age, observations and assessments made by the classroom teachers and school principal.

In some cases, inputs from the teachers and parents are discussed prior to the promotion. When it becomes time for a student to be promoted, parents will receive notice through a Transition Letter.

This letter will give parents important information about their child's new daily schedule, items requested to be brought, and who the child's new teacher will be. In the weeks prior to the promotion, we will have the student meet the new teachers, visit the room, and even participate in activities in the new room in small time increments.

General Procedures

Attendance

Parents should notify us when a student will get absent, not be attending preschool for a long period of time due to fever, vomiting, illness, sudden family circumstances or when they take a holiday so that we can organize ourselves accordingly. The best way to notify us is through the Official Facebook Page or E-mail of the school. You may inform the school office of the child's absence as soon as possible through **Tel: 098-989-9808 for GMAIS-Chatan and 098-989-6867 for GMAIS-Uruma**. Our school does not provide make-up days for absences due to illness, long-term vacation or other reasons.

Regular attendance and punctual arrival at school are two practices that dramatically impact student's achievement. Absences and tardiness are disturbing to students, disrupt their schedules, require readjustment to the class routine, and diminish learning. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for students at times outside the school day.

Even if the student is absent for one week or more within a month, the equivalent tuition fees will still apply. If the absence exceeds two weeks, parent will be required to pay fifty percent of the monthly fee to reserve the spot.

Medication and Student Health

Parents who wish to enter into a monthly contract with the school shall obtain a **health examination upon enrollment** conducted by a doctor and submit the issued medical certificate to the school.

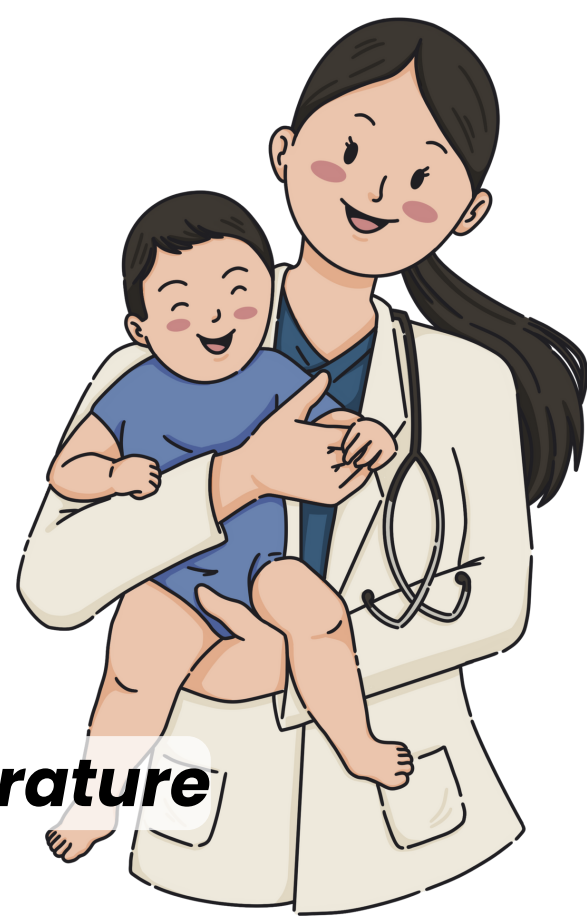
The parent is responsible for making the appointment and arranging for the student's examination. There is no specific format for the document to record the examination results. Please note that the cost of the health examination is borne by the parent. (Alternatively, a copy of the Maternal and Child Health Handbook; Boshite-cho may be submitted for this purpose.) The school may contact the examining doctor by phone or other means to confirm any information considered necessary based on the results of the pre-enrollment health examination.

The Japanese Government is requiring the school to submit medical checkups twice a year. The school provides a medical check up in March and September by our own contracted doctor. Aside from medical checkups to be submitted upon enrollment. Please make sure to see your local family doctor or other health care provider to make sure you **provide the medical record every six (6) months**. Parents are requested to make their own appointments and have their children examined by a doctor.

Our parents are vital partners in helping maintain a safe and healthy environment for the students in our school. The most important thing parents can do to assist the school in creating a healthy environment is to keep the students home if they are ill. This reduces the spread of illness and allows students to fully recuperate. Students may not attend the school until they have been symptoms free if they display any of the following:

- Fever of 100 degrees Fahrenheit or more-must be fever free from twenty four (24) hours with no fever reducing medicine before returning to school.
- Vomiting, diarrhea or stomach upset
- Skin rash
- Head lice
- Symptoms of communicable disease

We will call you to pick up your child if body temperature reaches 37.5°C or 99.5°F



Please be reminded that if your child has recently been ill, we require a medical certificate confirming that they are fit to return to school. This certificate must be submitted before your child can be readmitted to class.

Additionally, if your child requires medication during school hours, you will need to complete and submit the Medication Permission Form. This form allows us to safely administer the required medicine to your child. You can download the form from the Parent's Portal on our school website.



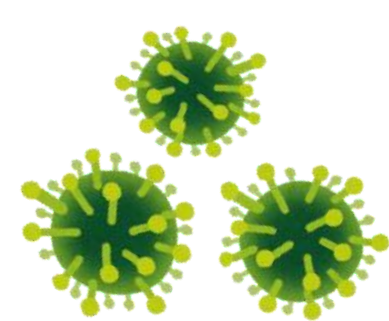
ILLNESS POLICY



Name of disease		Required documents
Influenza		Doctor's Note or Medical Certificate Influenza Progress Report
Rubella, Chicken pox	Measles	Doctor's Note or Medical Certificate
Epidemic Keratoconjunctivitis	Pertussis	
Mumps	Tuberculosis	
Pharyngoconjunctival Fever, Pool Feve	Covid-19	
Acute Hemorrhagic Conjunctivitis		
Enterohemorrhagic E. Coli Infection, O157, O26, O111, etc.		
Infectious Myelomeningocele Infection		
Hemolytic streptococcal infection	Herpangina	Attendance Notification *To be completed by parent/guardian
Mycoplasma pneumonia	Shingles	
Hand, foot, and mouth disease	Exanthema subitum	
Erythema infectiosum, Fifth disease	Pinworm	
Respiratory syncytial virus	Impetigo	
Viral gastroenteritis, Norovirus, Rotavirus, Adenovirus, etc.)		

*Each form can be printed from the website, or you can ask at the office.

*Both a medical certificate issued by the hospital or the form designated by the school are acceptable.



Withdrawal Policy

In the event that parents or guardians need to terminate the contract with the school before the scheduled withdrawal date, parents or guardians must notify the office in writing (withdrawal notice) at least one (1) month in advance. If the notice of withdrawal from the parents/guardians is given less than one (1) month, the parents or guardians are required to pay a 10,000 yen fine and the payment that was made in advance is non-refundable.

Tuition Policy During Student Absences

The following is the tuition guidelines related to student absences:

Attendance of 10 days or More:

- If a student is attending school for 10 days or more in a given month, full tuition is required for that month.

9 days of Attendance or Full-Month Absence:

- If a student attends only 9 days or less during the month or is absent for the entire month, half tuition will be charged.

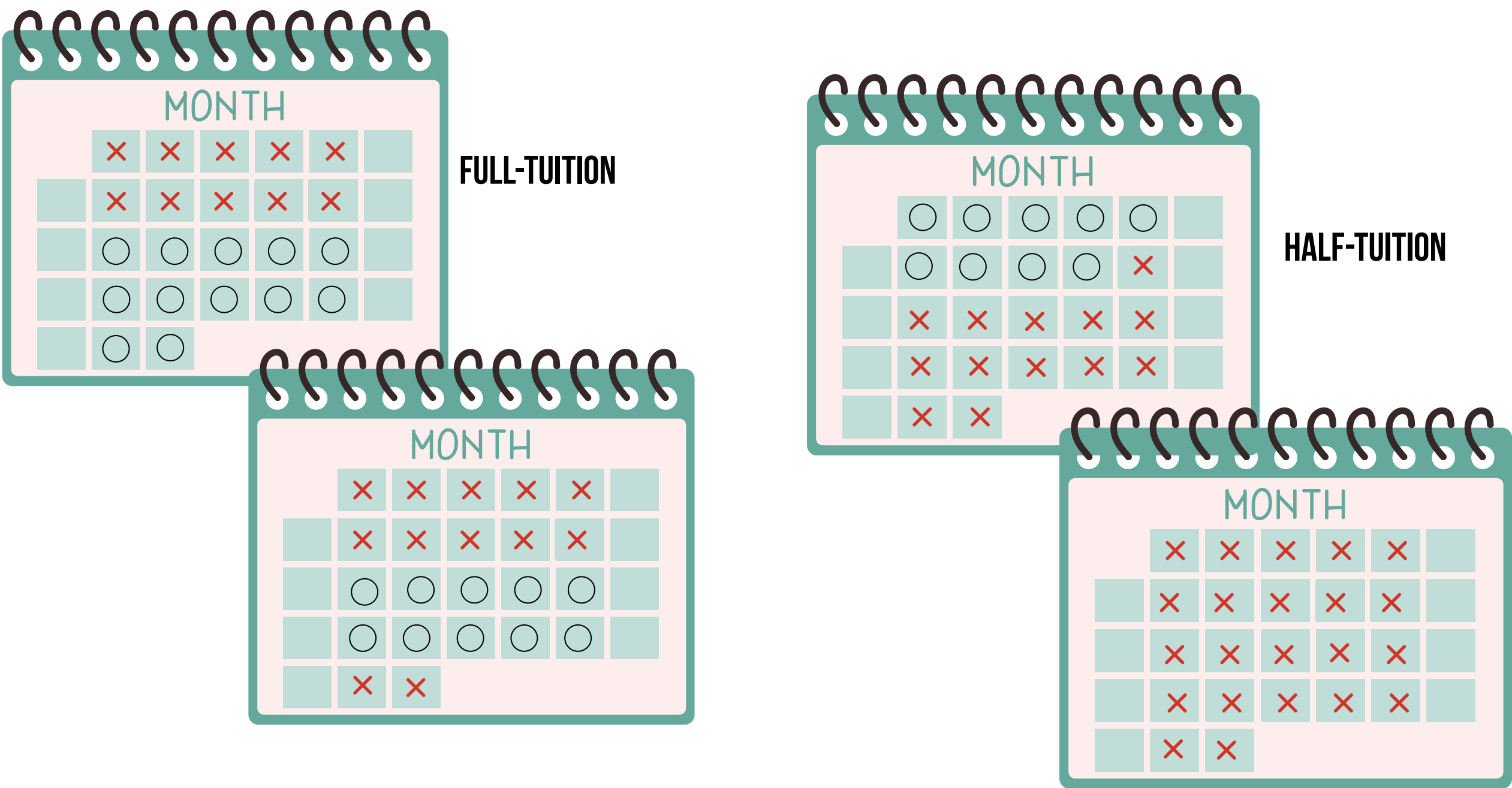
Note: Tuition is still due even if your child does not attend during this time. This is because tuition helps secure your child’s spot in the program, which cannot be held without payment.

Make-Up Classes and Carry-Over Policy:

- Missed days cannot be made up, and absences cannot be carried over into future weeks or months. Tuition is based on enrollment, not attendance.

Examples:

- A student attended for 10 days in that month → Full tuition applies.
- A student attends only the first 9 days of that month. → Half tuition applies.
- A student is away the entire month → Half tuition applies.





Arrival and Dismissal

The person dropping off and picking up must use the QR Code Scan of the child IN and OUT every day. Student will be released only to either their parent/guardian or a person who is authorized to pick them up. We must be notified in advance if someone else is to pick up a child. We must be given the name, a photo (or a physical description), and the telephone number of that person. Ideally, we will require parents to inform the office through letter or private message in our facebook page. If we do not know the person picking up the student, the school principal will call the parents first and confirm that the person is authorized to leave with the student. If we cannot get in touch with the parents first, then the student will have to stay with us until we can contact them.



Do not copy

It is important that parents come and pick up their child before the preschool closes at the end of the day. If parent come late, it will not only distress the student and it will also keep the staff from leaving on time. 10 mins Late pick-up fee for school after hours will be charged and collected amounting to one thousand one hundred yen (¥1,150) per half an hour.

Calling to Leave Messages for Students

No phone calls are put through to classrooms. Please make arrangements for carpools, appointments and after school care the student comes to school. Teachers are assigned duty during lunch break, so messages may not be received before students are released. However, parents may call the office to leave a message for the student in case of emergency.

Calling to Pick Up a Student Early

Parents should call not more than fifteen (15) minutes before arrival to pick up the child. The office will then call to have the student waiting in the office for parent. Sending a note to the teacher on the morning the student will leave early is also highly recommended.

Arrival, Dismissal and Parking Lot Safety Reminders

To ensure the safety of all children, parents and guardians are required to follow the school's drop-off and pick-up procedures carefully. The school premises, including parking areas and hallways, are shared spaces where students may be present and vulnerable to accidents.

Supervision and Responsibility

- Parents must personally ensure that their child has entered the classroom and is safely under the supervision of school staff before leaving the premises.
- If a child is injured or endangered while still on school property, and not yet under staff supervision, the parent or guardian may be held liable for negligence.
- Children must not be allowed to run unsupervised, particularly near hallways, entrances, or the parking lot, where they may be at serious risk of harm.

Pick-Up Procedure

- Children must not leave through the front exit without an accompanying adult.
- Students should hold hands with a parent or guardian and walk calmly while on school grounds.
- Please avoid calling or waving children to run toward a vehicle or across the parking lot on their own.

Driving and Parking Safety

- Parents are strongly encouraged to drive slowly and cautiously on and near school grounds.
- Students may be difficult to see from a driver's perspective, especially in tight corners and blind spots.
- Slowing down and staying alert are among the most effective measures to prevent accidents.

The safety of all students depends on the cooperation and responsibility of every adult on campus. Your commitment to helping us maintain a safe and caring environment for all children is truly valued.



Classroom Access During Drop-Off and Pick-Up Times

To create a safe and organized environment for all students, we kindly ask parents to remain outside the classroom during drop-off and pick-up times. Parents are welcome to wait at the door, where teachers will bring and endorse the students out. It helps in several important ways:

1. Supporting a Focused Start and End to the Day: When students enter and exit the classroom with minimal distractions, it allows them to transition smoothly and focus on their daily routines.

2. Promoting Safety and Security: Limiting access to the classroom to students and staff ensures a safe and secure space, where teachers can closely supervise the children and ensure everyone's well-being.

3. Teacher Responsibilities: During pick-up time, teachers are actively engaged in caring for students inside the classroom. This includes preparing students for pick up time and ensuring that everyone is accounted for, making it essential for them to remain inside during this time.

We value open communication with parents and are happy to arrange time at most convenient time or through our school communication platforms.



Breakfast Policy

Students who bring breakfast from home may eat it at school, but only until 8:15 AM.

This policy ensures that:

- Students have enough time to eat without rushing.
- There is a smooth transition into the school day.
- All students are ready to begin class preparations by 8:15 AM, as classes officially start at 9:00 AM.

Important Notes:

- Students must arrive early enough to finish breakfast before 8:15 AM.
- Any uneaten or leftover breakfast will be returned home as-is, unless the parent or guardian has specifically instructed the school to dispose of it.
- This approach respects each family's preferences regarding food waste and hygiene.

We kindly ask parents to ensure that children who bring breakfast arrive early enough to finish eating by this time. Breakfast will not be allowed after 8:15 AM so that students can focus on getting ready for the day.

Breakfast



Daily Report Notebook

Parents are requested also to read and sign in the daily report notebook. All requests and instructions must be in writing form aside from verbal. The school will provide a case for a daily report notebook but in case of lost, parents are requested to pay 500 yen (¥500) to buy a new one.

Clothing/Uniform

Students are required to wear school uniforms. Please remember to send sweaters, jackets, or raincoats when necessary. The student's name should be placed on all clothes either with a permanent marker or label. In addition, an extra set of clothes must be kept in each child's cubby should a change be necessary. When used, the clothing will be placed into a bag to be taken home and washed, and parents will be informed. Teachers are not responsible for lost or damaged clothing.

Monday and Friday Green shirt with jumper shorts/skirt

Tuesday and Thursday Yellow shirt with jumper shorts and skirts

Wednesday Civilian Day

Indoor closed shoes are required for the student. Outdoor shoes will be removed in the cubby area and they are required to change them with their indoor shoes.

Students are encouraged to adhere to the proper wearing of uniform at all times including fixing the hair of the child in coming to school.

Foods and Drinks

Food provided for meals and snacks is optional with extra fee. The school serves nutritious meals as much as possible. The school provides a balanced menu that gives the student the best possible chance to thrive and flourish. The school cook and prepare food from scratch in the kitchen. The school try to introduce a wide variety of ingredients and flavors to the students so that students can grow up being healthy and feeling positive about trying new foods. If the student consistently does not appear to have an interest in food, teachers will discuss it to parents. The school also encourage the students to bring their own water bottles and drink water throughout the day.

Naps

Following lunchtime, there is an opportunity for students to nap or rest. Parents should provide a bed mat or blanket for their child and it should be labeled properly. Blankets and bed mats will be sent home every Friday for laundry.



Food Handling and Leftover Policy

To maintain transparency and support healthy communication between school and home, we follow the policy of **returning any leftover food** that is sent from home for your child. This policy applies **only to parents or guardians who provide their child's own meals**. It is in place for the following reasons:

- **Respect for Parental Effort:** We value the time and care you put into preparing your child's meals and snacks.
- **Awareness of Eating Habits:** Returning uneaten food helps you monitor how much your child eats during the day and observe any changes in appetite or preferences.
- **Health and Nutrition Monitoring:** For children with dietary restrictions or health concerns, seeing what is left helps you assess if their nutritional needs are being met.
- **Minimizing Waste:** By sending food back home, we reduce unnecessary waste and allow you to decide how to handle any leftovers.
- **Supporting Home-School Communication:** This policy helps build trust and keeps you informed about your child's routine and well-being.

Unless we have received a consent from parents or guardians to dispose of leftover food, all uneaten food will be returned in the child's lunchbox or snack container.



Care of Personal Belongings

In the event that a clothing, futon, or other personal items become soiled or contaminated during the school day (including incidents involving urine, feces, vomit, food spills, or other bodily fluids), the following policy will apply:

- Staff will not wash or clean personal items.
- This is to prevent accidental damage to items that may be delicate, expensive, or of sentimental value, and to maintain hygienic handling procedures.
- The affected item(s) will be placed in a plastic bag and either returned in the child's belongings or handed directly to the parent or guardian at pickup.
- Parents or guardians will be notified promptly about the incident so they can take appropriate cleaning measures at home.

We kindly ask parents to provide an extra set of clothes in their child's bag to help us respond quickly to these situations.

In addition, we ask that:

- Parents take home their child's indoor shoes (uwabaki) every weekend for cleaning.

These should be brought back to school on the next school day—usually Monday—unless there is a public holiday. Regular cleaning of uwabaki helps maintain hygiene and comfort for the children.

- Personal care supplies (such as a toothbrush, toothpaste, and other hygiene items[drytowel, handsoap, tissues etc]) should be brought from home and replaced every six months, or as needed.

This ensures that each child has the necessary items for daily self-care and hygiene.



Potty Training

Our program works in partnership with parents to assist in the potty training process. When parents feel their child is ready to begin potty training, we ask that this process be initiated at home. The school will follow through and support the child while in our care, provided the child is showing signs of readiness. Teachers will maintain open communication with parents throughout the process to ensure consistency between home and school. During school hours, students must be kept in underwear unless a diaper is required for nap time.

For students in our Shakespeare to Kinder class, it is expected that they be fully potty-trained, as this classroom does not have a diaper-changing facility. While occasional assistance will be offered as needed, students in this group must be able to use the toilet independently and manage most of their personal hygiene needs on their own. There is some consideration and flexibility during the transition period, and teachers will work closely with parents to encourage and support the child's progress toward full potty training.

Objects from Home and Mysterious Objects and School Material

Objects from home are welcomed on the show and tell days only (every Friday) and will be brought out only at circle time. Having toys from home during playtime can cause difficulties with sharing and they may get lost or broken. If a toy arrives from home, it will remain in the child's backpack or cubby. The school will not be responsible for any lost or broken items brought from home.

Also, many of the school materials consist of small attractive objects that are appealing to children. If you find any mysterious objects such as Montessori material or object in your child's possession, please return them to school.

Birthdays and Gifts

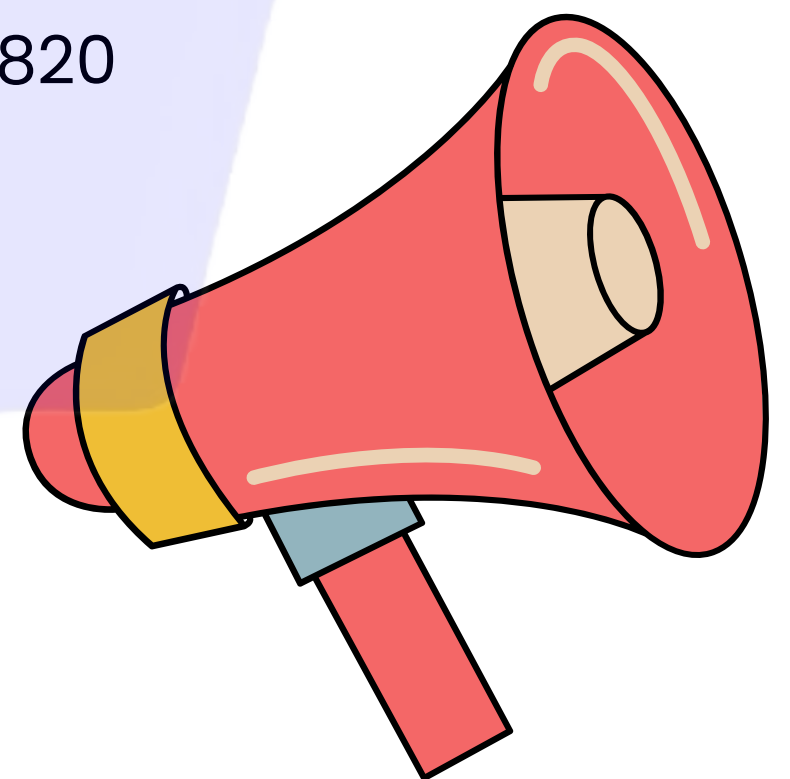


Birthdays are a special time and we like to celebrate them with all the students. The school encourage to keep the birthday celebration simple yet meaningful. Birthday celebrations will be every **Friday ONLY**. Teachers do Montessori birthday circle celebrations, so, we encourage parents to bring photos of their child from birth up to the present. We tell a little birthday story and then we sing Happy Birthday. Parents are welcome to bring a special snack particularly pizza for the student to share with all the others to consider the allergies of other students.

Emergency Procedures

All administration, teachers, and staff maintain current first-aid certification and earthquake preparedness training. Emergency procedures related to fire, earthquake, and evacuation of the premises are being practiced. In case of a fire, long-term power failure, extreme weather conditions, or an evacuation of the school due to a real situation, parents will be notified as soon as possible of the alternate location of where to pick up their child. Parents will be notified by a telephone call when possible or by a notice posted at the school or official facebook page. In the event of an emergency requiring evacuation, it is crucial to proceed calmly and follow the instructions provided. Our designated evacuation sites are as follows:

- Chatan Branch:
 - Evacuation Site: Ujibaru Park
 - Address: 1107 Yoshihara, 北谷町 Chatan, Nakagami District, Okinawa 904-0105
 - Number to be Contacted: +81 80 3909 3474
- Uruma Branch:
 - Evacuation Site: Uruma Municipal Agena Junior High School
 - Address: 2-chome-18-37 Agena, Uruma, Okinawa 904-2214
 - Number to be to be Contacted: +81 90 1364 1820



Fire and Other Safety Drills

As required by law, the school holds regular earthquake, tsunami and lockdown safety drills twice a year. A fire drill is held monthly. It is expected that all students on the campus at the time of such drills participate fully. If a drill must take place in inclement weather, all attempts will be made to ensure that children are properly attired. If parents should find themselves at the school while a drill is taking place, parents can participate with the student and take the time to review and discuss the importance of such drills.

Emergency Response

It is important that the school maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the school has current contact information. If there are any changes to this information, the office must be notified promptly so that they can update their records.

1. In the event of a sudden change in a child's physical condition or any other necessary judgment during childcare, the facility shall contact the emergency contact previously designated by the parents and promptly contact the primary physician or contracted physician as necessary.
2. If a student is injured during school premises or school hours, the teachers should accomplish a fully filled out incident report to be discussed to parents.
3. In the event of a serious accident or critical situation involving a student during school hours, the school shall promptly request the parents to pick up the child, contact the relevant parties (emergency services, administration, etc.) as necessary, and collaborate to handle the situation.



Allergies or Special Dietary Needs

it is vital that parents share their child's medical history with us at the time of registration (i.e. allergies, asthma, special medication, etc.). When a student has been identified with an allergy or requires medication administration daily, the parent/guardian will be required to fill out a detailed allergy/ medication information form. We must be kept current of any changes to your child's medical condition after enrollment.

Typhoon (Tropical Cyclone) Policy

Typical typhoon season in Okinawa is from June to November. Our typhoon policy mirrors the military bases since the majority of our students are within or connected to the military community.

- School is canceled for the day if American military installations are in typhoon condition 1C, 1E, 1R or SW.
- If 1C is declared during school hours, parents will be notified to come and pick up their child/children in school.

School will be closed if American Military installations are in typhoon condition 1C, please check **your command post on status during typhoon**. Parents are requested to pick up their child/children if typhoon Condition 1C is announced during class hours.

Classes will resume 2 hours after the typhoon condition Storm Watch is announced. School cancellations will be posted on the school's **official Facebook page**.

Cleanliness Inside the School

A clean school is a happy school. The cleanliness of the school speaks well of a good sense of responsibility for the care of one's environment. The desire to grow in the sense of responsibility should motivate a parent and student to regard school facilities and things as his/her own. No littering inside the school. We also practice proper waste segregation. Moreover, there will be a monthly General Cleaning every last Friday of the month. We request the parents of the students with the extended care schedule to pick-up their child/children in school at 5:00 pm on the said day. This is for the teachers and staff to have ample time to clean and sanitize the classrooms, materials and school surroundings.

Smoking

We pride ourselves on upholding our mission of providing quality education in a collaborative environment that inspires every learner to think, achieve and care. In order to fulfill that mission, we maintain a learning and working environment that is tobacco-free. This includes cigarettes, e-cigarettes, and chewing tobacco while in your vehicle during pick-up and drop-off times. All individuals on school premises shall adhere to this policy.

Confidentiality of Student Records and Personal Information

All information contained in student's records is confidential, and anyone not directly involved with the care of the student or affiliated with state licensing, and protective services will not have access to student's records without prior written consent aside from the government inspectors who check the student's record yearly. As a parent or guardian, parents have the right to add information, comments, data, or other relevant material to student's records. Additionally, parents may request, in writing, the deletion or amendment of any information contained in student's record and the school will consider that request in accordance with any applicable court order or signed parental agreement. The school are happy to provide with reasonable access to student's on-site records within a range that does not impede the operation of the School.

The school shall retain records documenting the student's activities for a required period determined by the school even after the termination or cancellation of the contract.

After the retention period five (5), the records such as personal records except pictures posted on social media/marketing advertisement will be securely destroyed using shredders or similar means, in compliance with confidentiality obligations.

1. The school and teachers are engaged in the services based on the contract shall treat as confidential any information about students, parents, and their families obtained through their work, except when required by law, and shall not provide such information to third parties without permission. The duty of confidentiality for teachers shall continue even after their resignation.

2. The school shall make efforts to ensure the secure management of personal information, taking measures to prevent leakage, loss, or reduction of information due to negligence or oversight. The school shall handle personal information appropriately and securely to respect individual privacy.

Field Trips and Going Out trips

Field trips will be planned occasionally. Permission/Consent forms must be signed prior to the field trip one month before and will indicate: Destination, date, arrival and departure times of the field trip, and any associated costs for the field trip must be paid in advance.

The school welcome parents to join us for trips if needed. No classes for those who will not attend.

Grievance Procedures

If parents have any concerns regarding school policies or the care the student is receiving, the parents are encouraged to speak to the school principal and teacher. If the concern is regarding a teacher, the classroom, or your child, you should first initiate a scheduled meeting with the teacher. Many times, this approach will result in a satisfactory outcome not requiring any further discussion. If you feel that the issue merits the attention of the administration, the parents should ask for a meeting with the Principal and Administration. Any concern with financial issues may be discussed with the administration. If at any time you feel that your concern has not been addressed to your satisfaction, you are encouraged to make an appointment with the President of the School or both. Parents do not hesitate to express any concern at any time. It is the school's goal to make sure the student's experience at school is exceptional. The school prides themselves on having families who are happy and genuinely love being part of our school.

Insurance Coverage

If the facility causes serious damage to the life, body of an infant/child due to reasons attributable to the facility in connection with the provision of childcare services, the facility shall compensate the parents for the damages within the scope of the liability insurance that the facility subscribes to.

Babysitting and Tutorial

Babysitting and tutorial outside the school premises are not covered by the insurance. Any incident that happens outside of school facility or outside of school events will not be the school's responsibility. Babysitting outside of school facility is considered between the school staff and parents.

Parent-Teacher Conferences

Parent-teacher conferences will be conducted twice per year (November and May). Student do better in school when parents get involved. Attending parent-teacher conferences is one way to be involved and help the child succeed. A parent-teacher conference is a great opportunity to discuss a child's progress, work with the teacher to help your child do well in school and share your child's strengths and needs. No school for students with a 9:00am to 3:00pm schedule.



Student Behavior and Disciplinary Procedures

Repercussions will go towards student who display behavior that is unsafe to other students or that disrupts the running of the classrooms on a daily basis. A written warning and anecdotal report will be sent home each day that the child misbehaves in the defined manner. The written warning and anecdotal report will explain the misbehavior and the expected appropriate behavior. After three (3) warnings in a given month, parents will be expected to set up a conference with the teacher and school principal to discuss how to correct the misbehavior so the student and the classroom can continue working in a productive manner.

While the school does not wish to request that a student leave the school, there may be conditions outside the school's control and abilities will not allow school to work with the student anymore.

Before the student is asked to withdraw from the school, the school will work hard with the parents to help-out the student back on track and become productive. The school believes that all students are eager learners and the school's mission is to offer a safe environment that permits students to learn.

However, once a school repeatedly receives warnings, the school regretfully have to request a withdrawal for the student. The school sincerely does not want an involuntary withdrawal to happen for any student, however, teachers and staff also have a mission to fulfill all the other students.

Parent Code of Conduct

The school expect parents to observe a certain standard of conduct as part of our school community. The following items are not acceptable while inside the campus:

- Physical or verbal punishment of their own children or any other children.
- Threatening, harassing, or otherwise disrespecting staff, other parents, or children.
- Swearing, cursing, or foul language.
- Threatening or obscene gestures.
- Quarreling with other parents, teachers, or staff.
- Making disparaging comments regarding the school, teachers, staff, parents, or anyone other than Administration.
- Unauthorized taking of personal information/documents from Golden Mind Achievers International School for commercial or any other improper purposes.
- Not following policies designated to protect the safety and security of everyone at the school.

The school will respond promptly, sincerely, and in a reasonable manner—within its available resources—to any consultations about childcare, school-related requests, or complaints.

***Any violation of this policy will result in the immediate withdrawal with the school.**

Contract termination

1. Parents may terminate the contract by notifying the school in writing under the following conditions:

- The school refuses to provide student without valid reasons.
- The school breaches its duty of confidentiality.
- The school violates social obligations under laws and regulations.
- The school engages in acts that deviate from societal norms towards infants, parents, or their families.
- The school goes bankrupt.

2. In unavoidable circumstances such as closure or suspension of operations, the school may terminate this contract after providing the necessary notice period (usually three (3) months in writing and will be explained orally to the parents.

3. The school may terminate this contract by notifying the parents in writing under the following conditions:

A . Non-Payment of Fees

- If the parents delay payment of fees as specified in the school's price list and fail to make the payment even after a grace period of fifteen (15) days.

B . Serious Breach of Trust

- If the parents commit a serious breach of trust toward the school, its premises, staff members, the surrounding community, or other users (children, families, etc.).

C . Mutual Determination

- If, beyond the conditions stated above, the school principal/supervisor and the parents mutually determine that continued enrollment may hinder the student's healthy development or well-being.

Child Welfare Concerns

If the school has reasonable grounds to suspect abuse, neglect, or endangerment of a student by a parent or guardian—including statements or actions that raise serious concern for the child's safety or well-being—the school is obligated to:

- Report the matter to the appropriate child welfare authorities.

The school is committed to maintaining a safe, respectful, and nurturing environment for every child. The welfare of our students is our top priority, and we are ethically obligated to act in their best interest.

Your child's safety is our first priority.

Thank you for taking the time to read our Student-Parent Handbook.

STUDENT-PARENT HANDBOOK AGREEMENT

I have read and understand the policies and information outlined in the Golden Mind Achievers International School Parent-Student Handbook.

By signing the school contract, I hereby agree to abide by the policies and information as set out in this handbook.

At Golden Mind Achievers International School, we stay true to Dr. Montessori's method of teaching, encouraging our children to explore and take ownership of their own learning, helping them on their path to self-discovery.

Golden Mind Achievers International School children are self-motivated, self-disciplined, and confident from a very young age, through to baby and to life. Come, meet our children and see it for yourself: the spark in their eyes and smiles and minds.