

GGs Summer School 2024 Registration Form (for New Enrollment)

This summer school registration pack is for children who are not currently enrolled at Gecko Garden School. Please note that the Healthy Kids Kitchen Registration form found on the school's website must also be completed and submitted together with this package to info@geckogardenschool.org

Please check the box of your desired payment package, and dates, for the summer program. The school will provide a 5% younger siblings discount on summer school fees. The summer school tuition fees exclude snack fees and lunch fees. One form is needed for every child.

For children who are new to Gecko Garden School, the first week of enrolment serves as the trial week. The child's teachers will carefully observe the child and decide if the following weeks of the program can be offered. The office will inform the family about the decision before the end of the trial period.

Summer School Enrolment Options	Number of Weeks	Half Day Fee 8:00 am - 12:00 pm	Full Day Fee 8:00 am - 2:30 pm	Full day + Twilight Garden Fee 8:00 am - 5:00 pm
<input type="checkbox"/> Weekly Fee	<input type="checkbox"/> \$100	<input type="checkbox"/> \$135	<input type="checkbox"/> \$165

Please note that changes cannot be made to the original applied weekly schedule and all fees are non-refundable. Thank you!

* Please select the weeks for which you would like to enroll your child:

<input type="checkbox"/> Week 1 : June 10 - 14, 2024	<input type="checkbox"/> Week 3 : June 24 - 28, 2024	<input type="checkbox"/> Week 5 : July 8 - 12, 2024
<input type="checkbox"/> Week 2 : June 17 - 21, 2024	<input type="checkbox"/> Week 4 : July 1 - 5, 2024	

1. Student Information:
 First Name Last Name Middle Initial

2. Date of Birth: Gender: Male Female
 Month Day Year

3. Does your child have an older sibling currently enrolled at GGS? Yes No

If yes, please provide the sibling's name

4. Student nationality/nationalities: Language (s)

5. Parent/Guardian 1:
 Last Name First Name

Relationship to Student: Phone Number:

Email:

6. Parent/Guardian 2:
 First Name Last Name

Relationship to Student: Phone Number:

Email:

7. Signature of Parent/Guardian Name of Parent/ Guardian Date

GGG Summer School Confidential Student Health Information

All information in this section shall be kept confidential. The following information can be shared with the School Office, Teachers, School medical and health care team, Health Care professions and School representatives for purposes of reference and/or for a medical emergency. The student health form must be updated every year for each child. Parents will have to complete this form prior to the child's first day of school.

1. Full name of child:
Family Name First Name Middle Initial

2. Confidential Student Medical Information

a. Please list any health conditions, allergies or illnesses which affect your child:

b. Do any of the above prevent participation in physical activities? Yes No

If Yes, please explain:

c. Is your child on any medication? Yes No

If Yes, please list and state illness:

3. Emergency Medical Treatment

a. Family Physician:

b. Clinic name:

c. Clinic Phone Number:

4. Do you have private medical insurance for your child? Yes No

If Yes, please state the company name and phone number:

5. In case of an emergency both parents/ guardians will be notified immediately. Please provide an alternative emergency contact if both parents/ guardians cannot be reached.

Name

Phone Number

6. Authorization for Emergency Medical Treatment. In the event of an emergency requiring urgent medical attention, I hereby authorize the staff of Gecko Garden School to seek immediate medical care for my child, with the understanding that I will be notified as soon as possible. I understand that the school will make every effort to take my child to the physician/clinic identified below. In the event my nominated clinic is not possible for reasons of distance or others, I authorize the staff of Gecko Garden School to use the closest available medical center registered with the Ministry of Health (most likely Embassy Medical Center). I accept that any charges incurred will be directed to me unless covered by Gecko Garden School's insurance policy.

Yes, I so authorize.

* In the event of an accident or emergency, I hereby acknowledge that Gecko Garden School shall not be liable for any injuries incurred. In case of a life-threatening situation, children will be taken to the closest, most suitable hospital. At the time parents will be notified as quickly as possible.

Signature of Parent / Guardian 1: Name and Date:

Signature of Parent / Guardian 2: Name and Date:

Full name of child:

Gecko Garden School SY 2023-2024 Procedures, Health Precautions & Code of Conduct Agreement

Gecko Garden School (GGS) has a number of procedures in place to create a healthy and joyful school experience for our children and families. This document outlines the school’s general procedures, as well as specific precautions the school takes to help prevent the occurrence and/or spread of COVID-19 in our community, and our expectations for families in how they will participate to support the measures taken by the school. All families and faculty joining GGS will be required to read, sign, and submit this document prior to beginning school or entering the school premises. The school community will be notified immediately of any changes.

1. Drop-off and pick-up guidelines

- Children must wash their hands with soap and water for 40 seconds prior to entering the school.
- All staff, children and visitors will have their temperatures checked at the gate prior to entering the school. Temperatures in excess of 37.5C/99F will not be allowed into school. Parents/caregivers may wait 5 minutes and test again if they feel the child may be hot from getting to school. If the temperature exceeds 37.5C/99F twice the child may not enter school.
- Parents and caretakers will not be invited into the preschool/kindergarten to drop-off children. Head teachers will receive the children at the gate. To support this transition “family visit” days will be scheduled outside of school hours prior to the child beginning school, when the family may become comfortable with the classroom and teacher.
- **No children will be accepted on the campus after 9:00 AM, when the first class goes out to the garden.**
- The school assesses a financial penalty of \$5.00 per 30 minutes for late pick-up after the second event that the child has been picked up late within the school year.
- To avoid congestion at the school entrance there are designated arrival and pick up times for each class. Siblings may be dropped off / picked up together at the earlier class time assigned. Please be guided as follows:

Class	Drop- off Time	Pick-Up Time for Half Day	Pick Up Time for Full Day
Early Bird Arrival (All Classes)	7:30 AM		
Kindergarten Chantou	8:00- 8:15	11:30-11:45	2:15 to 2:30 PM
Kindergarten Krovan	8:15-8:30	11:45-12:00	
Preschool Pka Chhouk	8:00-8:15	11:30-11:45	
Preschool Champa	8:00-8:15	11:30-11:45	
Preschool Malis	8:15-8:30	11:45-12:00	
Preschool Romdoul	8:15-8:30	11:45-12:00	
Twilight Garden (All Classes)	--	--	2:30 to 5:00 PM

2. Snack, Lunch, and Water

- Helping the children build strong, healthy relationships with food is a pillar of our program. It is important that the children eat the same thing for snack and lunch, so that there are no distracting unhealthy or alternative options, and all children are given equal opportunity to develop healthy habits of eating fruit, vegetables, healthy grains, etc.
- Per MoEYS requirements, GGS may not serve lunch and snack to the children this year. All families must sign up with Healthy Kids Kitchen, our snack and lunch providers, who provide safe, healthy food, in a way that is COVID- 19 safe and government compliant.
- Children may not eat snacks from home on the campus. Teachers are able to hold snacks for children until the end of the school day but the best choice is to send a snack with the parent/caretaker who receives the child from school. Junk food and carbonated drinks are strictly prohibited.
- Drinking water is available in all classes and at the back of the school.
- Children and staff must bring their own water bottles. Water bottles must be labeled. Water bottles may not have any cartoon figures on them, to help ensure children do not argue over the bottles, or drink from each other's bottles. Any water bottle found without a name will be disposed of.

3. School Communications

The school uses email and WhatsApp to communicate updates and events to families. If you have not been added to the WhatsApp group for your class or are not receiving emails, please let your class teacher know.

4. Class Parents

Each class has one to two designated Class Parents. These parents volunteer to assist the teacher in organizing field trips, potlucks, and other events during the year, a cake for the teacher's birthday and class gift at the end of the year. Please consider volunteering as a class parent!

5. Celebration of festivals and birthdays

GGs will take reasonable precautions in planning community celebrations of festivals, but we do hope and expect to meet as a community more frequently. Birthdays are celebrated within the classrooms. Please coordinate with your class teacher to know the appropriate time to arrive for the celebration. Parents may bring or send a healthy treat (special fruit or honey cake is preferred) for their child. Siblings within the school may attend the celebration.

6. Possible School Closures

GGs expects to be in session as laid out in our school calendar for the duration of the school year. In the event of unexpected school closures, the school's approach is to implement Learning Circles. These are small groups that meet at the homes of Gecko Garden families and are led by Gecko Garden teachers. In these circles the children can safely play, families can safely socialize, and the community can together support the learning needs of the children while mitigating the risk of their exposure to infectious disease. In the event a school closure is announced the College of Teachers will meet to discuss the health and legal implications of implementing learning circles and will update the school community via the WhatsApp groups on progress.

7. Minimal Screentime for Small Children

The Waldorf curriculum followed by Gecko Garden School emphasizes the healthy development of a child's sense of self, as well as their physical development and movement. Watching films, playing games, and consuming other media on screens has been shown to influence children's sense of self; give them an inaccurate or incomplete view of human nature and the natural world in which we live; and reduce their movement. GGS asks that families keep to a minimum the screen time for small children under the age of seven years, instead encouraging storytelling and imaginative play with natural toys.

8. Healthy Rhythm

Families are encouraged to maintain a gentle and consistent school-day rhythm for the children, with an early bedtime and a consistent start to the day. Studies and our own experience show that children have a much happier and socially healthier day at school if they arrive on time and are able to settle into the day's play and work with the other children. Children should have eaten breakfast by the time they arrive at school.

9. School Leadership

The school is led primarily by the teachers, represented by the College of Teachers, and supported by the school's Administrative Team. A Board of Trustees, consisting of generous parent volunteers, oversees and advises on legal and financial matters. For more information on the school's leadership or if you are interested in getting involved, please do not hesitate to email the Admin Director at Administration@geckogardenschool.org.

10. Guests, Visitors, and Meetings

Visitors are restricted to outside of school hours. If you wish to have a guest (e.g. a grandparent) visit the school, please notify the office well in advance and schedule a time. Anyone without an appointment will not be allowed into the school.

11. COVID-19 and related medical expenses

- GGS is responsible for the medical expenses for any faculty or staff found positive for COVID-19.
- Each family will be responsible for the medical expenses for their own child/children in the event they are found positive for COVID-19.
- The school community will be notified immediately should any child, faculty or staff test positive for COVID-19. Appropriate measures will be taken, which could include asking an affected "bubble" to self-isolate, and undergo testing.
- In the event that a child or member of staff has direct contact with COVID-19, the family is asked to exercise caution and stay home until they are sure they do not have COVID.
- If a child or staff member tests positive for COVID, they must observe 7 days quarantine. They may return to school after 7 days AND testing negative for COVID.
- The school is not able to provide refunds or reimbursement for days of school missed due to illness or government-mandated school closures.

12. Plan for illnesses and monitoring

- Teachers may, upon their discretion, check a child's temperature any time throughout the day to ensure that the child is feeling well.
- If a child develops these symptoms while at school, their parent will be called and asked to collect the child immediately. The child will be kept in the Health Room with one teacher while waiting for their parent. The parent should call when they arrive at the gate, and the teacher will deliver the child to their parent with appropriate precautions.
- Any staff with a fever, cough or runny nose must stay home. Any staff who have developed these symptoms while at school will be asked to rest at home immediately.
- Faculty with children or family members with these symptoms must stay at home until the symptoms have cleared.
- An updated medical/health form must be provided for each child, faculty, and staff. This form includes a voluntary disclosure of vaccinations of household members against COVID 19.
- Illnesses and symptoms will be tracked by Head Teachers and compiled each week. Trends of interest will be reported to MoEYS and the GGS community, and appropriate measures will be taken.

- Families are encouraged to take a COVID-19 test if they show signs of infectious illness consistent with COVID-19. The most common symptoms of COVID-19 include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite.
- Children with symptoms of fever, cough, and/or runny nose must be kept at home.
- Children with household members with these symptoms must stay at home until the symptoms have cleared.

13. General health precautions

- Avoid contact with any person with flu-like symptoms.
- Practice the proper way of coughing and sneezing (covering the mouth and nose with a tissue or elbow and disposing of tissue in trash and washing hands)
- To always carry a hand gel or alcohol.
- Wear a protective mask when leaving the house.
- Avoid traveling to places where there are cases of COVID-19.
- Ensure family's vaccinations are up to date in accordance with the school's vaccination policy.

GGS Code of Conduct Agreement

Gecko Garden School (GGS) seeks to be "a community of happy, caring, creative, collaborative individuals who are impassioned and empowered to create a safe and wholesome community for our children." We believe that maintaining this positive and collaborative community is the responsibility of everyone connected with the school. Towards this goal, below are some foundational expectations for the key stakeholders of GGS.

Expected Behaviour:

In accordance with our vision, and discipline policy, parents, staff, and students are expected to:

- Treat all members of the GGS community with respect and dignity;
- Use courteous and acceptable written and spoken language when communicating with each other;
- Treat all property with care and respect.

Unacceptable Behaviour:

For students:

- Bullying or repeated teasing (as defined in the GGS discipline policy);
- Intentional harming of another child or teacher;
- Aggressive behaviour that may result in the distress or injury of another child;
- Repeated biting of other children or teachers;
- Repeated refusal of teacher's guidance;
- Repeated misuse of toys and/or classroom materials.

For GGS Community Members:

- Any inappropriate behaviour on the campus, including the use of offensive language or any displays of aggression;
- Threatening a member of staff, visitor, parent/caregiver or child, in any way;
- Damaging or destroying school property;
- The use of physical, verbal or written aggression towards another adult or child, including your own child while on school grounds;

- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events);
- No weapons are to be carried by any persons, at any time, on the campus;
- Ignoring staff directions regarding security or safety.

**These conditions apply to parents, guardians, nannies, drivers and any other caregivers who are authorised to access the school premises. It is the responsibility of parents to inform their representatives of the GGS Code of Conduct.*

Action taken against breaches of the GGS Code of Conduct:

- Parents/guardians will meet with relevant staff members to collaboratively, and constructively, devise a Behavior Support Plan which takes into account the school's discipline expectations;
- Parents/guardians may be asked to leave the school campus;
- Parents/guardians may be banned from the school campus, temporarily or permanently;
- In case of continued or serious breaches of the Code of Conduct, enrolment of their child/children may be cancelled.

Finally, we request that parents/caregivers:

- Provide a home atmosphere conducive to the child's social, emotional and educational well-being;
- Ensure that children get adequate rest;
- Ensure that children have adequate opportunity to engage in constructive play at home;
- Limit children's exposure to media and technological distractions;

Agreement

I confirm I have read the above Procedures, Health Precautions and Code of Conduct Agreement. I confirm my family agrees and intends to follow these procedures.

Signature of Parent / Guardian 1:	<input type="text"/>	Name/Date:	<input type="text"/>
Signature of Parent / Guardian 2:	<input type="text"/>	Name/Date:	<input type="text"/>
Child's Name:	<input type="text"/>		

BACKGROUND INFORMATION OF YOUR CHILD (TEACHER'S COPY)

Please complete the boxes below to let teacher know more detail of your child information.

1. Full name of child:
Family Name

First Name

Middle Initial

2. Date of birth:
Day Month Year

Sex: Female Male

3. Does your child have any brothers or sisters? (Please provide the name and age if they do)

4. Does your child have a special blanket or other security item? When is it most often used?

5. Other languages spoken in order of fluency:

6. What time does your child go to bed at night and wake up in the morning?

7. Does your child have any special fears (e.g. clowns, thunderstorms, things that might happen when your child is at school)

8. Does your child have any health problems or allergies?

9. Feel free to use space at the back to provide us with any extra information that you think will help us better understand your child. Thank you so much. This information will help us to get to know your child quickly!