



**TIA INTERNATIONAL SCHOOL
PARENTS POLICY PACKAGE AND
HANDBOOK**

WELCOME

TIA International School of Phnom Penh welcomes you and your child to our school. We are delighted that you have chosen TIA as your child's educational home. The experiences of this new school year will be memorable, exciting, and enriching. Through joint efforts with school staff and a rich curriculum, each stage of your child's growth will be rich, full, and satisfying. Because we realize that you want only the best for your child, TIA has prepared this handbook of information, which may help to make this experience most meaningful for you and your child. We hope that you find the information contained in this handbook helpful and instructive. If you have further questions or concerns, please feel free to contact our school office.

ABOUT US

TIA International School is in partnership with North Texas Academy, accredited homeschool in America that has a long history of success in children's educational development in Plano, Texas, America. The advantage of this partnership is that it allows TIA International School to use directly and the same accredited curriculum as the one used by North Texas Academy to teach children in America. Furthermore, TIA is fully accredited by the Cambodian Ministry of Education, Youth and Sports.

OUR PHILOSOPHY

We believe that school is one of the most prominent places that can provide an opportunity for continuous growth and development of young children. Furthermore, we believe children change as they grow. The rate of development differs among individuals; however, growth always occurs in orderly stages. Every individual child is unique. In planning a program for young children, this uniqueness must be respected. We also believe children should receive their school experiences in a positive climate that is conducive to physical, intellectual, emotional, and social growth. We further believe a well-equipped classroom staffed with enthusiastic, warm, supportive, well-trained personnel can make immeasurable contributions to the educational lives of children.

OUR VISION

At TIA, we all believe that our role as a school is to provide the best intellectual breeding ground to all students for them to achieve their fullest potential in their academic years and beyond.

OUR MISSION

TIA is committed to promoting educational excellence, personal responsibility, and intellectual development, thereby helping students to discover and develop their talents and to fulfill their best potential. In sum, as a school, our goal is to equip our students with the necessary tools that they will need to succeed academically and professionally.

OUR VALUES

Excellence, Responsibility, Creativity, Honesty, Leadership, Diversity, and Responsive relationship.

Admission Procedures

Parents applying to enroll their child at TIA must provide the below documents upon registration, as well as paying the enrollment fee to the office administrator. When all the documents have been given to the office, the administration office will then review the application. If enrollment is not accepted the enrollment fee and all documents will be returned to the parents. Parents will be informed of their acceptance within 5 working days. Students enrolling into the elementary grades will also be asked to complete a placement test.

To enroll at TIA parents must provide the following documents:

- Photo of student, size (3x4) 4 copies
- Photo of parent, size (3x4) 4 for each parent
- Photo of other adults, size (3x4) 2 for each person who will pick up the student from school
- Copy of passport or Identification card of parent
- Copy of birth certificate
- Copy of vaccination report
- Copy of school record/report from the previous school

Withdrawal & Re-enrollment

Parents who wish to withdraw their children from TIA are asked to notify the office in writing at least one week in advance, to enable the office to process all the necessary documentation. For

parents who wish to re-enroll their child at TIA, must pay the enrollment fee and complete the full re-enrollment process if the absence has been greater than 1 year. The enrollment fee can be waived if parents have informed the school in writing of their intent to re-enroll before withdrawing their child.

Class Placement

The placement of new students is primarily based on their age to provide for a student's social and emotional growth by ensuring they are placed in a class of their peers. However, consideration is given to English language skills, prior schooling, and a student's academic history. Students who wish to enroll in primary and secondary school (First grade and above) undergo a placement test and the results of this are also taken into account when considering placement. TIA retains the right to refuse enrollment based on a child's academic, social, or behavioral conduct.

Payment Tuition Fees

In addition to tuition fees, TIA charges a one-time enrollment fee for the new students, plus an administration fee, which is paid annually. These are paid upon enrollment, and are non-refundable.

Tuition Fees: cover tuition and other cost payable by term, semester, and year.

Enrollment Fee: is payable once, on a first-time enrollment of each new student. This fee holds a child's place at the school for 10 working days only, during which time parents must complete all requested forms and payments. After the 10th working day, we cannot guarantee to hold a space for the child.

Administration fees: are paid annually either upon enrollment of new students, or at the end of the school year (generally by July 30th) for students who are going to the next academic year. This fee is used toward administration services.

Other fees: These fees are charged only when services are required. For example, a replacement fee of USD 5 is charged when parents request a new Pick-Up Card, Student ID Card, or a new student communication Book. These fees are set by TIA and explained on the fee schedule. TIA reserves the right to change or alter fees without prior notice. All fees are non-transferable and non-refundable. Make sure you contact the school administration office before making any purchase of these items since they are subject to change in price.

Parents will be notified of the due dates through invoices, which are sent via student bags, email, or telegram if requested before the end of each term. Parents are required to regularly check their child's bag and follow up with the school. In the case where the invoice is lost or damaged, a new invoice can be sent out again upon request by parents.

Pro-rated Tuition Fee

Any student who is enrolled in the middle of a term or after the start of the term will receive a pro-rated tuition rate calculated by the number of days into the term he or she is enrolled.

Late payment

Late payment of tuition fees is penalized at \$10 per day. To avoid the \$10 per day late charge, parents are expected to contact the school before the due date to arrange late payment of fees. After two weeks without payment from the invoice due date, the student will automatically be withdrawn from classes and will no longer be able to attend classes until the payment is received in full and this includes all the additional late fee charges.

On the first day of the school year, no student will be permitted to attend class without full payment of all annual fees. Returning students who have not paid their annual fees, and have not confirmed with the school regarding their intent to return are not guaranteed a place for the following year.

Refund Policy

All fees are non-refundable and non-transferable.

Late Pickup of Student

All students are expected to be collected from school by **5:00 pm** at the absolute latest. Any student pick-up after this time is considered late (unless they have been attending after-school activities). On the 3rd and subsequent late pick-up parents will be charged \$5 per time regardless of how much time has elapsed after 5 pm and be invited to meet the principal/director.

Attendance Expectations

Children are expected to attend class and all mandatory school functions during school hours. We understand that families have unpredictable schedules, but we stress the importance of regular attendance as a pathway to steady growth, and we recommend that family vacations be scheduled when school is on leave. However, should this be deemed not possible and a leave of 3 school days or more is required, the child's parents must inform the school at least three days in advance of the intended vacation. This will allow the teacher time to prepare work for the student while they are away. Students are expected to make up all missed work when they are absent for medical or personal reasons. The maximum number of days a student can miss without prior consent from the school for medical reasons are 15 days per year. If the yearly limit is exceeded the child is in danger of being held back in the same grade for the following academic year.

Tardiness

Any students who arrive at school after 8:00 am are considered late. A student who is late should be brought to the office by a parent to complete a late form, which the student then takes to their teacher. It is important to be consistently on time, as tardiness is disruptive to the entire class and the student misses out on valuable learning time.

Parents of students who are late more than ten times in one term will be called for a conference with the Principal/Director and will be asked to sign a pledge to bring their child to school on time. If tardiness continues, after the 15th late arrival per term the situation will be presented to the School Board for consideration. The School Board has the option of terminating a child's enrollment at TIA, or requiring the student to repeat the year if deemed necessary.

Illness and Absence

For reasons of safety, it is important to notify the office when your child will be absent. A note of absenteeism, or an explanation, either by phone or in person, by the parent is requested to explain the absence. If an instance arises when we do not receive a call, we will attempt to confirm the whereabouts of the student by contacting a parent. Students who are absent from school with no explanation from their parents will be unable to make up work or tests. Continued unexplained absences from school will result in a conference with the Principal/Director. After 10 unexplained absences in one term, the situation will be presented to the School Board for consideration. If a

child misses more than 20 days per year, explained or otherwise, the child may be required to repeat the school year. The School Board has the option of terminating a child's enrollment at TIA, or requiring the student to repeat the year.

When students are absent due to illness, arrangements can be made by the family to collect homework and any notices/letters. The students will also be able to make up any missed tests once they are healthy enough to return to school.

TIA has the duty to protect the well-being of all students and therefore students with any contagious illness will not be permitted to stay in school.

Students need to stay at home when they are ill, even if they want to come to school, particularly if they are coughing or have diarrhea or a fever. Parents/guardians are asked not to bring any child to school who has been vomiting or had diarrhea until at least 24 hours have elapsed since the last attack.

Children with contagious infections such as Conjunctivitis and Chickenpox are not permitted to attend school. Parents/guardians are asked to keep their children at home if they have any infection and to inform the school as to the nature of the infection. This will allow the school to alert other parents as necessary and to make careful observations of any other children who seem unwell. All information shared with other parents will keep the infected child's information

strictly confidential. If a child comes to school and appears to be feeling well but is still contagious, they will be sent home.

Students who have not been vaccinated, or who have no record of vaccinations, can be sent home at the discretion of the school management if there is an outbreak of a disease, which is contagious but can be vaccinated against. Examples of such diseases are Measles, Mumps, Polio, and Rubella. TIA also reserves the right to close the school in case of an outbreak of a contagious disease where there is no vaccination, such as tuberculosis. School closings will only take place in extreme circumstances and must be Board mandated. TIA strongly recommends that parents vaccinate their children for MMR and other necessary vaccination accordingly.

TIA will do monthly school-wide lice checks. Any child with lice or lice eggs will be sent home as lice is highly contagious. Head lice must be treated before a child can return to school.

Students taking antibiotics should stay at home until the treatment is completed unless a note from the doctor permits them to attend school. Cuts or open sores, whether on adults or children, will be covered with Band-Aids or other dressing. Any child who has sustained a serious injury should be kept at home until their safety at school can be assured. If a child is deemed too sick to attend school by TIA staff, then parents will be notified and arrangements will be made for the child to return home promptly.

Please see the chart below for information as to how long children need to stay home with contagious illnesses.

Name	Symptoms	How long contagious
Pink eye (conjunctivitis)	Eyes are red; children can complain that their eyes are painful, itchy, watery, irritated, and possibly sensitive to light	Until eyes are clear
Measles	Cold-like symptoms, cough, high fever, red rash on head, hands, and feet	4 days after the rash appears
Mumps	Swollen glands in the neck, headache, fever, breathing problems, stiff neck	3 days before swelling in the neck, and 4 days after
Rubella (also called German Measles or 3-day Measles)	Swollen glands, fever, rash (spreads from head to trunk to feet and hands)	5 days after the rash appears

Chickenpox	Fever, figure, lesions/spots on the skin (blisters that eventually scab)	Scabbed over (usually takes 5-6 days after the rash appears)
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Pick-up safety

In some circumstances, it is necessary for parents to travel while leaving their children in the care of other family members or friends. To keep all children safe, we require parents to inform our office in advance if this is the situation. We also ask parents to provide contact details and photographs of the people who will be responsible for caring for the student. Only the approved pick-up people on the student pick-up card will be able to pick up a student. The only exception to this rule is if the parents call in and give the office their personal password.

For younger students, it is especially helpful if teachers are aware of parental absences as this may affect the child's behavior, and teachers are better equipped to reassure and support the student if they are informed.

Accidents, Injuries, and Health Problems

TIA staffs are always attentive and attempt to keep all students safe from harm, but some injuries are unavoidable. TIA staff have received first aid, fire safety, and CPR training and can provide

hygienic and prompt care to any student in need. TIA staff make written reports of incidents or injuries requiring attention, and a copy of the report is sent home in the child's Student Communication Book.

It is important to remember that while our staff are trained in basic first aid and CPR, we are not trained as medical personnel. Therefore, TIA does not have trained nurses among our staff or present on the school premise.

In an emergency situation, TIA will first attempt to contact parents, then will try the emergency contacts given at enrollment, and finally, the school will take any medical action necessary, including taking a student to a nearby clinic if deemed necessary. In cases of extreme and critical urgency, TIA retains the right to seek the closest medical attention without contacting the parents. TIA is not financially responsible for medical costs.

It is also the right of TIA to send any child home for the day if he/she is exhibiting symptoms of illness, or has a fever of 38 degrees or higher. This is to ensure the health and well-being the student and his/her peers.

Emergency Contact

In case of an emergency, TIA will make every effort to contact parents first. However, if we cannot contact the child's parents, we will telephone the emergency contacts listed on the enrollment form. Parents are required to provide this information upon registration. If there are any changes

to the information parents must inform TIA office staff, so that parents and emergency persons can be contacted when necessary.

Medication Policy

All of our staff have been trained in CPR, First Aid, and Fire Safety training. While we are trained in these three areas, it is important to remember that we are not medical professionals. At TIA it is our policy not to administer any medication stronger than **Paracetamol** to any student.

We believe that if a child is unwell and still taking medication for an illness, it is best to keep the child at home to stop the spread of the illness. If a routine medication needs to be administered, a parent or an approved adult must come to the school during break times to administer medication.

TIA reserves the right not to administer any medication, which has not been identified. In case of a medical emergency or an allergic reaction by a child, TIA must be able to inform a doctor of any medicine given. We also request that medicine that is known to cause drowsiness, e.g., antihistamines or cough/cold medicine not be given to a child during school hours, as this will interfere with their schooling.

TIA will not administer vitamins or supplements, and we reserve the right to request that a parent come into the school to administer medication if we deem this necessary.

Contacting Parents

In case of illness, parents will be called to pick up their child. It is the right of TIA to send any child home for the day if she/he is exhibiting symptoms of illness, or has a fever of 38 degrees or higher. This is to ensure the health and well-being of all our students.

If a parent takes more than 90 minutes to pick up a child the school will contact the next adult listed on their child's enrollment form as an emergency contact.

Homework

Homework is sent home so students can practice and reinforce what they have learned at school. Teachers will make every effort to send homework that builds on work done in class and therefore, should be able to be done by the student with minimal help. While homework is an ideal opportunity to share what your child is learning and we welcome parents' help and involvement. We ask that parents do not complete the homework for their child. We also ask that tutors hired outside of TIA do not complete homework on the child's behalf or work ahead in any textbooks sent home. Please encourage your child to do their homework to the best of their ability and support them by making time and space for them to do so at home.

The amount of homework a child receives will be at the teacher's discretion and will depend on their grade level. Please find below a rough guide of how much homework your child should be receiving each week. At times, teachers may decide to set extended homework within reason, and

this should be noted in your child's Student Communication Book. The parent is required to check the student's bag daily in case there is homework that needed to be signed by a parent.

Preschool- Homework on Fridays

Pre-Kindergarten- Monday, Wednesday, and Friday

Kindergarten- Monday, Wednesday, and Friday

Grade 1 and up Daily

Healthy Snacks & Lunch

Every student is required to bring a snack to school every day unless they sign up for the school snack program, in which case a healthy snack will be provided. Parents are urged to help their children choose a well-balanced, nutritious, and appropriately sized snack that gives the student extra energy to concentrate and focus in class.

Suggested healthy snacks are:

Fresh vegetables and fruit

Milk, Yogurt, Cheese

Dry Crackers or Cereal (no salt, or sugar preferred)

Eggs, dried fish, or other meat

Rice

Sandwich, pasta, soup

Please do not send these food items to school:

Chips, Fried Foods, Cookies

Soda or Other Energy Drinks

Sweets, Candies, Chocolates, and Chewing

Gum

Sweet and sugary foods can leave students feeling tired, shaky, or unfocused. These items will be confiscated and in the case of continuing infractions of our Healthy Food Policy, we reserve the right to not return these items to the student

Items to bring to school

TIA provides all the necessary stationery for your child to be successful at school. At the beginning of each term, students will receive their school supplies in class. Students are expected to leave these at school, in the place specified by their class teacher. Below is a list of other things that your child should bring to school each day.

- Water bottle with name on it
- Change of clothing in case of accidents (kindergarten and below)
- Swimsuit and towel (on swimming days)
- PE clothing (shorts, T-shirt, socks, and sneakers)
- Extra clothes

Please send water bottles, and/or a refillable container with your child's name clearly marked on it, so that we can refill drinking water for your child at school.

Additional items to bring to school

In Preschool and Kindergarten, we ask that parents send to school a grooming kit. This kit should be kept in your child's bag and include:

- A comb
- Hand sanitizer
- Tissues
- Toothbrush and toothpaste (for full-time students)

Please check the kit regularly to see if any items need to be replenished. We hope that by students having their own items we can further prevent the spread of germs.

Uniform/Field Trip Clothing

Students are required to wear their uniforms to school daily. Uniforms can be purchased from the school office. Extra clothes are suggested in case students get his/her clothes dirty.

Field Trips

TIA makes an effort to take a field trip once or twice per term to many different locations around Phnom Penh that we deem educational or promote developmental growth and learning. A letter or e-mail will be sent home one week in advance informing parents of field trip locations and times. If you wish to not include your student in a trip please inform our office.

Footwear

Students must wear socks to school daily. This is to help prevent the spread of germs caused by bare feet. During field trips, students are required to wear closed-toed shoes with good traction. Flip-flops are not acceptable footwear.

Class Schedule

Morning Session: 8:00 am – 11:00 am

Afternoon Session: 12:00 pm – 4:00 pm

Full-Time Session: 8:00 am – 4:00 pm

Gate Schedule

All students should arrive at school in clean uniforms and socks for hygiene concerns. We encourage students to arrive fifteen (15) minutes before the start of class. If a student arrives at school after the main gate is closed, you must bring your child to the front office and fill out a late slip that must be given to the teacher.

Morning Drop-Off Gate Schedule:

- Gate opens at 7:15 am
- Gate closes at 8:15 am

For any arrival after 8:15 am, students will go through Administration's entrance

Morning Pickup Gate Schedule:

- Gate opens at 11:00 am
- Gate closes at 11:30 am

For pick up after 11:30 am, students will go through Administration's entrance

Afternoon Drop-Off Schedule:

- Gate opens at 12:30 pm
- Gate closes at 1:15 pm

For any arrival after 1:15 pm, students will go through Administration's entrance

Afternoon Pickup Gate Schedule:

- Gate opens at 4:00 pm
- Gate closes at 4:30 pm

For pickup after 4:30 pm, students will go through Administration's entrance

At pick-up times, it is the responsibility of the parents to pick up their child at the gate. For your child's safety, only individuals listed on the Pick-Up Authorization Card will be permitted to pick up students. All adults, parents included, who do not have their cards will be asked to proceed to the office for identification before they can leave the school grounds with any children. Please aid us in keeping your children safe by bringing your Pick-Up Card each day.

Leaving School Grounds

No child may leave school premises during school hours unless he or she is with a parent or with an approved adult for a specific school-related activity. Parents, who need to take their children out of school during the school day, **MUST** inform our School Office at least 30 minutes in advance. Children will not be released to any change in their child's dismissal routine by visiting the School Office in advance.

The safety of the children is our primary concern. Please exercise caution, patience, and courtesy at all times when picking up students and understand that the school has a duty to care for all children to ensure their safety and safe dismissal from school.

Confidentiality Policy

Confidentiality is important to protect students, teachers, and parents of TIA. In accordance with Cambodian laws, TIA will keep all personal information (staff, student, family of staff, and students) private and confidential. Any matters relating to attendance, non-payment of fees, and student behavior will be dealt with directly with the parents or primary caregivers named on students' registration forms. Under no circumstances will teachers give out names or contact details of children, teachers, or families attending TIA without prior written consent.

We also ask that parents who visit the school do not discuss things they have seen regarding other children, and direct any concerns or worries to either the office or directly to their child's teacher.

Finally, we ask parents not to take photos of students who are not their children. Please exercise caution when posting photos of your child on social networking sites, such as Facebook, to make sure that no other students are visible in the background of your photos.

Photography Policy

TIA uses photographs and videos of students for the purpose of sharing children’s learning achievements. Your child’s image or images of your child’s work may be posted on school displays, bulletin boards, newsletters, our Facebook page, or our website. TIA will contact you if it would like to use your child’s image in any promotional material, such as a banner or brochure. If any photo of your child is used in a manner you deem inappropriate, please feel free to contact the office and the photo will be removed immediately.

Sleep Schedule

Age	Hours of sleep
1-3 years old	12-14 hours of sleep
3-5 years old	11-13 hours of sleep
5-14 years old	10-11 hours of sleep

Final Words

TIA reserves the right to interpret the information provided in this Handbook and to modify our expectations or policies at any time. Annually, we will review all of our policies and make any revisions accordingly. If you have any suggestions which you think would make this book more useful for any part of our school or services, please call, e-mail, or come by the school office any time. We welcome and appreciate your ideas.