



## Welcome to AIS Kemang – A small school with a BIG heart

Welcome to the AIS Kemang community! We hope that you will be as delighted with the spirit of friendship that greets you as you are with the fabulous staff, wonderful educational opportunities and lovely facilities at our school.



## What is the P&F Association?

The Parents and Friends (P&F) Association is an informal group of parents which offers support and feedback to the teaching staff and school management at AIS Kemang. All parents or primary care givers are welcome to join.

## What does P&F do and how can it help you?

The P&F also welcomes new families into the AIS community and explains "how things work" outside the classroom. It offers several opportunities for families to get to know each other:

- New Parents Welcome Coffee morning.
- Regular Coffee Mornings throughout the year.
- Parents and Teachers Quiz Night.
- Annual Family Fun Day.

The P&F also has Korean, Japanese and Indonesian representatives to help families from those countries.

## How does P&F work?

The P&F has regular meetings, usually once a month, to discuss different matters. Funds raised by P&F throughout the year are used to supplement classroom resources, teacher development, fund social welfare projects and host community events. As a new parent, you are encouraged to attend the meetings as it gives you a chance to meet other parents and get involved in the school community.

Meetings are usually scheduled after "Drop Off" or before "Pick Up" to facilitate maximum attendance.

You can also be part of the mailing list of the P&F group to receive minutes of meetings and regular updates. The P&F also appoints Class Parent Representatives (Class Reps) at the start of each year to ensure effective communication with the parents at a Class or Year level.

The P&F has written this booklet as a guide to your child's new school. Should you have any feedback, comments or amendments please feel free to let us know.

# CALENDAR 2017

January						
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31						

## 2017 Public Holiday

1 Jan	New Years Day
28 Jan	Chinese New Year
28 Mar	Nyepi Saka New Year
14 Apr	Good Friday
24 Apr	Isra Miraj
1 May	Labour Day
11 May	Vesak Day
25 May	Ascension Day

1 Jun	Pancasila Day
25-26 Jun	Eid Al-Fitr
17 Aug	Independence Day
1 Sep	Eid al-Adha
21 Sep	Muharram
1 Dec	The Prophet Muhammad's Birthday
25 Dec	Christmas Day

## Legend

- Public Holidays
- School Holidays
- Induction Day (New Teacher only)
- Staff PD Days
- AIS Staff Conference on 19-20 January

Term 1	24 Jan - 31 March (48 days)
Term 2	18 Apr - 22 Jun (43 days)
Term 3	25 Jul - 29 Sep (46 days)
Term 4	16 Oct - 15 Dec (44 days)
total	181 days



## SCHOOL HOURS

- At AIS Kemang, school runs Monday to Friday 08:00-14:00.
- Children generally arrive at school from 07:30 onwards. They are welcome to play in the main playground starting at 07:30 when there is a teacher on duty.
- The first school bell "sings" at 08:00 at which time the children line up with their classmates in designated areas and await their teachers.

Normal school day table is structured as follows

07:30 - 08:00	Teacher supervision in the playground
08:00 - 10:00	Lessons
10:00 - 10:20	Snack & playground time
10:20 - 12:20	Lessons

12:00 Pre-school 3 children go home

12:20 - 12:35	Lunch in classrooms
12:35 - 13:00	Playground time
13:00 - 14:00	Lessons

14:00 Bell rings for school dismissal (See Pick Up and Drop Off Section)



## SCHOOL NEWSLETTER

The weekly school newsletter called "**Kemang Bytes**" or "**Bytes**", is sent out electronically every Friday. Along with news of events at school, the newsletter contains the calendar for the remainder of the term.

Please ensure that the Administration office has your correct email address. If you do not receive the newsletter, please, contact Administration immediately.

"**Bytes**" is also available via the school website. Select "**Kemang Campus**" on [www.ais-indonesia.com](http://www.ais-indonesia.com) website to find the link to the newsletter.

## CLASS NEWSLETTER

Teachers circulate a regular newsletter (electronically) or maintain a blog for their class detailing what is being studied and various class events.

Please contact your child's teacher to ensure that he/she has your correct email address.

# Communication at school

## WEBSITE

[www.ais.indonesia.com](http://www.ais.indonesia.com).

The school website is a good source of information.

## COMMUNICATION BOOK

Children in younger classes have a "**Daily Planner**" or "**Communication Book**" in their schoolbag. Please check it every day as it is an excellent way of communicating with your child's teacher.

## CLASS REPRESENTATIVE

The Class Parent Representative (Class Rep) is a parent volunteer responsible for informal communication with parents. The Class Rep will introduce her/himself to you and ask for your contact details. She/he may contact you with reminders about school events (such as when your child is required to bring a contribution for Cake Stall) or an invitation to get together with other parents in the class. If you do not know who your Class Rep is, please contact your child's teacher or the P&F.

## PARENTS

Other class parents that you see in the school yard at drop off and pick up are a good source of information about the school and life in Jakarta in general. Please feel free to approach any of us.

Parents and Friends Association (P&F) – see page 3.

## IMPORTANT NUMBERS

If you have any queries about the school, the following people are useful points of contact:

Administration (Admin) staff at the front desk:

- +62 21 7179 2949
- +62 21 7179 0937 (Fax)
- Email: [kemang@ais-indonesia.com](mailto:kemang@ais-indonesia.com)

## DROPPING OFF YOUR CHILD AT SCHOOL

The Vehicle Drop Off area is at the Main Entrance on Jl. Kemang Timur. The side gate is for children and parents entering **BY FOOT ONLY. DO NOT STOP VEHICLES** at the side gate of the school at any time.

### POINTS TO REMEMBER

- Enter the Main Gate from Jl. Kemang Timur. Ensure you have your window down while entering the front gate and the Drop off/Pick Up card is displayed on the dashboard.
- Drive up to the main security area and drop off your child there.
- If you wish to escort your child inside, please wear your ID badge, provided by the school, or ask the security for a visitor's badge.
- Parking space is only provided for self-drive parents but this is limited. Cars are not allowed to wait for long in the school premises due to security reasons and traffic jams. Drivers are requested to park outside the school premises.

### NOTE

- Only a parent or guardian with an ID card is allowed to escort children into or out of the school grounds.
- The Drop Off/Pick Up cards issued are colour coded according to the child's year level. Please contact Admin to get these done on the first day. (See pg 9 for details)
- If your child arrives late for school, he/she needs to obtain a Late Note from Admin to be given to the teacher.
- If your child uses school bus service, you can contact Ms. Windy for registration and enquiry. This is done through Reception.








## PICKING UP YOUR CHILD AT SCHOOL

The vehicle Pick Up area is at the Main Entrance on Jl. Kemang Timur.

The children are brought to the seating area near the security post inside the school. There are always teachers supervising them.

School Year	Timing	Color Code
Preschool 3	12:00	
SSC-Preschool 4 to year 2	14:00	
Year 3 & 4	14:10	
Year 5 & 6	14:20	

### POINTS TO REMEMBER

- Enter the Main Gate from Jl. Kemang Timur. Ensure you have your window down while entering the front gate.
- Ensure that the Pick Up card is displayed on your car dashboard.
- As the car approaches the security post, the security officer reads the name of your child on the Pick Up card, calls your child and escorts him/her to the car.
- If you prefer to pick up your child on foot, you may enter the school by the side gate. Please note that the road servicing the side gate is very narrow so cars **cannot stop at anytime**. Please assist us by only approaching the side gate on foot, for the safety of our children and the community.

### NOTE

- If you have children in different year levels, ensure that you have a card corresponding to the youngest child so that your children can leave the school at the same time.
- If your child needs to leave the school early, please notify their teacher and ensure that he/she obtains a permission slip from Admin.
- If your child is travelling home with another family, please inform both the class teacher and Admin in advance, so they can issue a **"Change of Transport Form"** which needs to be given to the security guards.



### SCHOOL ASSEMBLIES

- Every Friday, between 0800 and 0900, students, staff and parents gather in the Multi Court for Assembly.
- Assemblies are run as a whole school community event where parents and friends are encouraged to attend.
- The program for the assembly may include a class (or other) presentation, merit awards presentation, information regarding upcoming events, etc.
- Assemblies provide parents the opportunity to see what the children have been learning and to become familiar with teachers and other parents.

### CAKE STALL FRIDAY

- A cake stall is usually held approximately every two weeks during the term, on a Friday morning. Children have the opportunity to purchase homemade treats at snack time.
  - **Please refer to the Cake Stall schedule for actual dates.**
- Classes take turns supplying the treats for Cake Stall. You will be notified when it is your child's turn (usually once per term) to provide Cake Stall goodies (e.g. popcorn, small macaroni & cheese, cupcakes, sushi, cookies, etc.).
  - **Please do not send food containing nuts, pork, alcohol or candy to the Cake Stall.**
- Alternatively, you may contribute a minimum of Rp 50,000 for items ordered from external suppliers.
- Children are asked to bring no more than RP 20,000 to spend at Cake Stall. Each student is limited to two items.
- If your child plans to purchase items from the Cake Stall, please ensure that they have small notes.
- Parents are welcome to come and help out at Cake Stall. Proceeds from the Cake Stall go towards funding P&F activities. (Please see Pg 3 - "How does P&F work")

## SCHOOL CANTEEN

Children may order snacks or lunch from the school Canteen or bring their own food from home.

### School Canteen

The Canteen is operated by an external provider: "The Playground" (which is operated by a mum at the School). It provides a variety of snacks and meals for all students and staff.

### MENUS AND ORDER FORMS

- Menus and Order Forms are available either:
  - As an attachment to "Bytes", the weekly school electronic newsletter.
  - From the Administration counter in the foyer.
  - From the Uniform Shop in the Canteen area.
- Menus are available by Friday morning for the following week (you can pick one up after the Friday assembly).

### PRE-ORDERING

- To pre-order, parents, children, nannies or drivers must go to the Uniform Shop window and submit a completed order form and cash payment.
- Parents are encouraged to pre-order for the whole week, to help the Canteen manage quantities, although same-day orders are allowed.
- Both snacks and lunches can be pre-ordered.
- Orders must be placed before 0830 each morning.
- If your child has pre-ordered lunch but is absent, please contact the Canteen before 0830, so that a refund can be made. No refunds will be given if you do not inform the Canteen. (Canteen contact no: 0878 8402 2264)

## DIRECT PURCHASES

- The Canteen operates on a voucher system - no cash is accepted.
- Vouchers are available for purchase at the Uniform Shop, either in advance or daily.
- A child wishing to purchase a snack from the canteen must first buy vouchers.
- Direct purchases of snack items and drinks are allowed by children from Foundation and above.
- Direct purchases of meals at lunchtime by students is discouraged, as there is no guarantee that there will be any food left over once the pre-orders are filled. Families are encouraged to organise meals in advance.

## DELIVERY/PICKUP SYSTEM

- For Preschool 3 to Year 2, Teaching Assistants collect snack/lunches orders and the food is eaten in the classroom together with classmates.
- For Year 3 to 6, children collect their orders from the Canteen (in a covered lunchbox) and take them back to their classrooms so they can eat together with their classmates.

## HOME FOOD

- Children may bring food from home for their snacks and/or lunches.
  - **Due to allergies, please do not send any nuts or nut-based products (e.g. Nutella or peanut butter) to school.**
- Please note there is no facility to warm up food at school. If you wish, you may drop your child's lunch at the front gate by 11:30 and it will be delivered to their classroom.

## ABSENCES AND REFUNDS

- In order to cancel and receive a refund for pre-orders from the Canteen, the Canteen must be notified by phone on 0878 8402 2264 by 08:30.
- Refunds will be given in the form of vouchers. Canteen staff will place refunded vouchers into a sealed envelope and give it to School Administration staff, who will have it delivered to the child's class.
- Teaching staff will then send the vouchers home in the child's school bag.

## BIRTHDAYS AT SCHOOL

- If you would like to celebrate your child's birthday at school, please speak to the class teacher in advance to establish how you can best do this.
- Please do not send large cakes, nut-based products and/or candies to school for birthdays. Cupcakes or individual servings are acceptable.
- Please remember, as with Cake Stall, **DO NOT SEND FOOD CONTAINING NUTS, PORK, ALCOHOL OR CANDY** for birthday celebrations.

## UNIFORM

- The Uniform Shop is located in the Canteen area.
- The school uniform must be worn everyday unless there is a special dress day.
- Black shoes are required and hair accessories should be in school colours.

## EXTRA CURRICULAR ACTIVITIES (ECAs)

- ECAs are fun activities (such as crafts, sport, dance, science and more) that your child may OPTIONALLY participate in after school.
- ECAs are usually run 3 afternoons per week on Monday, Tuesdays and Thursday from 14:10 to 15:10 (unless otherwise specified). ECAs usually commence a week after the school term commences and end a week before the terms ends.
- ECA registration is done via the School's website. The list of ECAs for the following term will be emailed to all parents before the previous term ends. Deadline for ECA registration will be communicated in the email.
- Places for certain activities are limited, so don't delay your registration as registration is on a first sign in basis. Once registrations have been processed, you will receive confirmation on the ECAs your child may attend. Payment is required once the ECAs have been offered to secure your child's place.
- The after-hours swimming ECA is a "learn to swim" program (AIS Nippers) and leads to a more competitive swim squad (AIS Piranhas).
  - For the AIS Piranhas swim squad, information and registration forms are available at Admin. Parents should email the provider to arrange for their child to attend a training session so he/she can be allocated to the appropriate training group.
  - The swimming program runs every day of the week, with lessons Mondays to Wednesdays, and Piranhas training up to 5 days per week.
  - Please register promptly to ensure your choice of day, particularly for the lessons.





## DROP OFF PROCEDURES FOR SWIMMING AT PEJATEN

- Parents of children enrolled in the swim program who are swimming at the High School pool will be given a swimming placard for display on the dashboard of their car (similar to those used for students pick up, but in bright yellow) to allow them access to the High School.
- Drop-off point for the Pejaten pool during certain times is via an alternate school gate rather than the main high school gate. This alternate gate is down the last street before the high school on the left hand side (Jl. Pejaten Barat 4) if you are travelling towards Pejaten Village. A map is available from Admin.
- Alternate school gate will be opened between 14:30 and 15:30.
- No access into the main high school carpark will be allowed for swimmers between 14:40 and 15:15, Monday to Friday. During these times, all access to the pool must be via alternate gate, for both drop off and pick up.
- Placards should be used for swimmers to gain car access via both gates.



## HOUSE TEAMS

KOMODO



NAGA



GARUDA



SEMPATI



- The School has a system of House Teams. All children are put into one of four different houses (see above) and need to purchase the correct colour t-shirt from the Uniform Shop. These shirts are also used as the Sports Uniform.
- Siblings are grouped into the same house team as each other. Children will remain in the same house team for the duration of their time at AIS.

*The best way to describe the house system is that it is the same as at "Hogwarts School" in the "Harry Potter" series of books.*

- House teams are used throughout the year to earn points. Points are gained in various ways such as sports days, good behaviour, various school events and competitions throughout the year. At the end of each week, each term and at the end of the school year, the House Team with the winning total will be announced.
- If you don't know which house your child/ren is in, then please ask the class teacher. At the beginning of the year, the process of allocating children to house teams may take a couple of weeks.

## CONTACTING THE TEACHER

- If you have any concerns about your child, it is best to make time to speak with their teacher outside of school hours. To make an appointment with the teacher, initial contact should ideally be through email. Using email, you can set up a meeting to discuss concerns or the general progress of your child.
- Before contacting the Head of Campus (HOC) or Deputy Head of Campus (DHOC) to discuss an issue about your child or the teaching process in your child's class, we ask you to contact the relevant teacher first.
- Should this not resolve the issue or provide relevant information, then you should make an appointment to discuss the issue with the HOC or DHOC.
- In some cases, the teacher may refer you to the HOC or DHOC for further clarification or action.

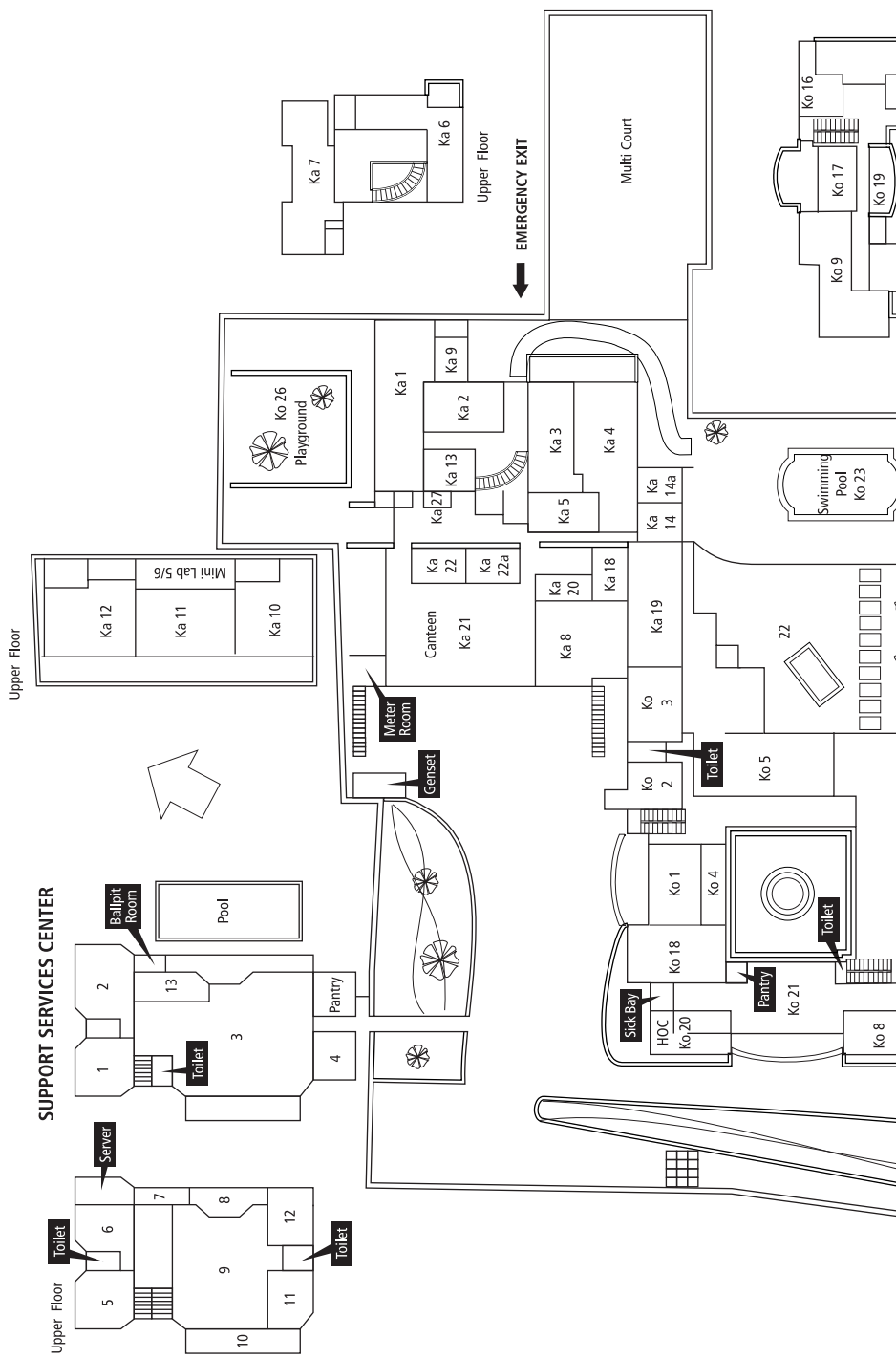
## PARENT TEACHER INTERVIEWS

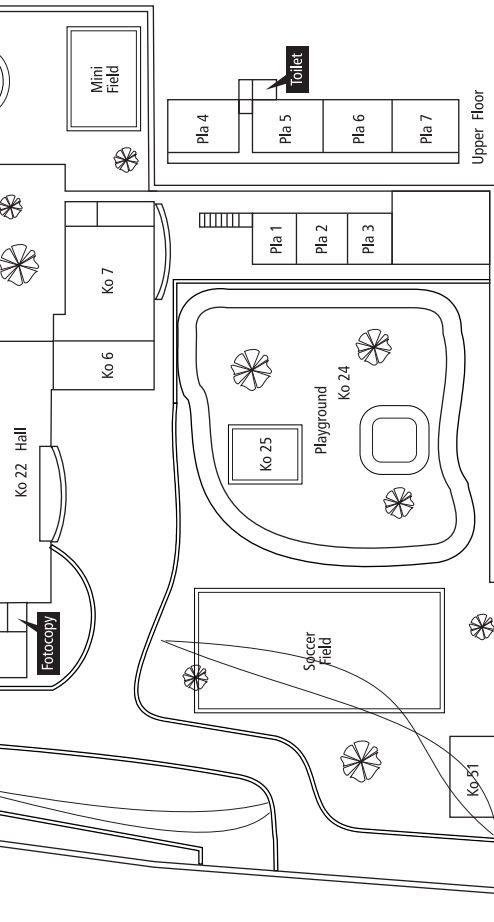
- These are held in Terms 1 and 3. However, you can request to meet with a teacher and discuss your child's progress at any time during the school year. Simply email the teacher to set up an appointment.

## SHARING CLASS CONTACT INFORMATION AT AIS KEMANG

- Class lists are confidential and intended to make communication easier between parents in class.
- The class contact list may NOT be shared beyond the class community. (even across Year Group)
- Should you be approached by someone outside of your class community for contact details, please refer them to Admin.

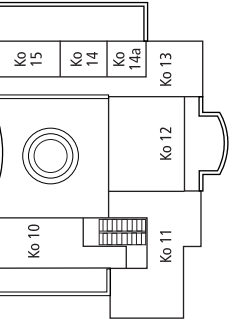
# Kemang 81 Plan





### KANGAROO BUILDING

- Ka 1 Art Room
- Ka 2 Music Room
- Ka 3 Amanda (Year 1)
- Ka 4 Ellis (Year 1)
- Ka 5 Kitchen
- Ka 6 Leanne (Year 2)
- Ka 7 Aart (Year 2)
- Ka 8 Dave (Year 6)
- Ka 9 Literacy Support
- Ka 10 Cosi (Year 6)
- Ka 11 Cam (Year 5)
- Ka 12 Jackie (Year 5)
- Ka 13 Instrumental Rooms



### Upper Floor

### KOALA BUILDING

- Ko 1 Staff Room
- Ko 2 DHOC
- Ko 3 Sinead (Learning Support)
- Ko 4 Liam (Learning Support)
- Ko 5 Library
- Ko 6 Karfina (Foundation)
- Ko 7 Vicki (Foundation)
- Ko 8 Admission Office
- Ko 9 Mo (Year 3)
- Ko 10 Yvone (Year 3)
- Ko 11 Aditi (Year 4)
- Ko 12 Rob (Year 3/4)
- Ko 13 Andhi (EAL)
- Ko 14 Counselling room
- Ko 14a Toilet
- Ko 15 Deasy (EAL)
- Ko 16 Endah (EAL)
- Ko 17 Eka (EAL)
- Ko 18 Staff Room
- Ko 19 IT Office
- Ko 20 HOC Office
- Ko 21 Admin Office
- Ko 22 Foyer
- Ko 23 Main Hall
- Ko 24 Swimming Pool
- Ko 25 Playground
- Ko 26 Play Equipment
- Ko 26 Playground
- Ko 50 Security
- Ko 51 Front Gate Pickup

### PLATYPUS BUILDING

- Pla 1 Wortel (Preschool 4)
- Pla 2 Pisang (Preschool 4)
- Pla 3 Linda (Preschool 3)
- Pla 4 Winda
- Pla 5 Foundation (EAL)
- Pla 6 Dessy (EAL)
- Pla 7 Indonesian Curriculum

### SUPPORT SERVICE CENTER

- 1 Rovanna (SSC Coordinator)
- 2 Renny (Class)
- 3 Maris
- 4 Marlon (ST)
- 5 Lyn
- 6 Sensory Room
- 7 Indah (OT)
- 8 Quiet Room
- 9 Occupational Therapist
- 10 Di (OT)
- 11 Ms. Ateek (Class)
- 12 Ms. Ateek (Class)
- 13 Sensory Room



AIS Kemang - Preschool to Year 6  
Phone: (62-21) 7179 2949  
Fax: (62-21) 7179 0937  
Finance Fax: (62-21) 7884 5666  
E-mail: [kemang@ais-indonesia.com](mailto:kemang@ais-indonesia.com)  
Website: [www.ais-indonesia.com](http://www.ais-indonesia.com)