



BUDS INTERNATIONAL SCHOOL PHUKET

Parent Handbook

Academic Year 2023-2024

ENROLL NOW

Our Core Values

Behavior. We teach our children how to behave in a society of other children as well as their teachers and nannies. This develops the social skills that are so important in today's competitive world. Emphasis is on sharing and politeness.

Understanding. Each child is different and learning their individual likes and dislikes as well as their individual strengths and weaknesses are keys to our helping them grow and develop into more rounded individuals.

Development. The real joy of running a Primary School is watching and helping our children grow and develop. We assess their progress on a monthly basis and give our parents a monthly report on their child's development. Our small classes of no more than 18 children ensures a good learning environment. We schedule parent – teacher meetings three times a year.

Safety. We take very seriously our responsibility for the care and safety of the children entrusted to our care. We have a trained nurse on staff, padded play areas, locked gates, CCTV cameras, and most importantly, pupil to staff ratio is 4 to 1.

Mission Statement

We believe each and every child has the potential to bring something unique and beneficial to the world. Buds International School will help children to develop their full potential by believing in them as capable individuals. By assisting children in discovering who they are, they can express their own opinions and nurture their own ideas. We have a vision of a world where people learn to respect, accept, and embrace the differences between us. This is the core of what makes life so fascinating. Teach them well and let them lead the way...

Every classroom presents a unique community of learners that varies not only in abilities, but also in learning styles. Teachers at Buds give children the tools with which to cultivate their own gardens of knowledge. To accomplish this goal, we will teach to the needs of each child so that all learners can feel capable and successful. A curriculum that involves the interests of the children and makes learning relevant to life. Buds incorporate themes, integrated units, projects, group work, individual work, and hands-on learning in order to make children active learners. Finally, we will tie learning into the world community to help children become caring and active members of society.

Our classrooms are a caring, safe, and equitable environment where each child can blossom and grow. Buds allow children to become responsible members of our classroom community by using strategies such as class meetings, positive discipline, and democratic principles. In showing children how to become responsible for themselves as well as their own learning, we give them the tools to become successful in life, to believe in themselves, and to love themselves and each other.

Attendance and Punctuality

Children should always be punctual. Please be sure that your child gets adequate rest to ensure their highest level of learning each day. Late school arrivals are unsettling for the teacher, class and for the child who is arriving late.

If you have arranged transport with the school and your child is not at the desired pick up point at the assigned time, a late fee will be charged.

Children arriving after class registration will be marked as late. If a child has to be absent from school due to illness or some other cause, parents or guardian should inform the school before the 8am school arrival time.

Your child will receive a class schedule for each term. Attendance and punctuality are registered as each class. The curriculum states your child must attend at least 85% of assigned school days. Please see the term calendar at the back of the handbook.

Child Behavior

High standards of behavior, self-discipline, manners and dress are expected at Buds.

Relatively minor misbehavior can result in sanctions such as removal of playtime, detention, extra class work or loss of other special privileges. Teachers and staff at Buds will determine the appropriate disciplinary sanctions if inappropriate behavior occurs.

If you have any concerns that your child suffers from bullying, please report this to the school principal, teacher or administration immediately. Buds operates on a zero tolerance policy for bullying, which includes verbal, physical or psychological misconduct.

A child may be expelled or suspended from Buds International School if the student continues to disrupt classroom activities.

Parents will be required to attend a meeting with the school principal to discuss any actions that need to be taken to address their child's behavior.

Curriculum

Class teachers and specialist subject teachers deliver a diverse curriculum which is based on American Common Core Curriculum which includes:

- ✓ English
- ✓ Mathematics
- ✓ Science
- ✓ History
- ✓ Geography
- ✓ Art
- ✓ Social Studies
- ✓ Music and Drama
- ✓ Physical Education
- ✓ Swimming
- ✓ Foreign Languages: Chinese and Thai

Subjects are taught on a three term basis, and not all subjects are taught each term. We offer a range of extra-curricular activities for your child's comprehensive education.

These include daily extra-curricular clubs, foreign languages, field trips, concerts, sporting and house competitions.

Uniform and Dress Code

All students must wear full school uniform from Monday to Thursday, and ensure their presentation is of a high standard. This includes, but is not limited to: hair pulled back and kept neat and clean and minimal jewelry. Every Friday, students can wear casual clothing at their convenience.

Sports shoes are preferred; however, students can wear regular-colored sports shoes.

Sport shoes and a sports uniform set, which includes sports shirt and top, are required for physical education. A hat and sun cream must be worn during sports activities.

Swimsuits should be available on days when swimming is required.



Items to Bring to School

A School Bag:

- Pencils
- Erasers
- Colored Pencils
- Ruler
- Calculator

Personal Items:

Water bottle, complete change of clothes, cup, toothbrush, toothpaste, shampoo, sunscreen, swimming cap, goggles and swimsuit (no bikinis)

Do not allow your child to come to school with expensive toys, money, or potentially harmful items.

Tablets/ Mobiles/ Cell Phones are discouraged. If necessary, they must leave it in the office during school hours.



Meals

Breakfast and lunch are included in the fees. Parents are welcome to pack their child's food.

Monthly menu can be seen on the bulletin board.

If your child has any special dietary requirements, please talk to the office for safety purposes.

*For Muslim children we will substitute a non- pork meal.

Please note.

Drinks and sweets with high sugar content are not permitted in school and will be confiscated.



Registration and Enrollment

Primary

A **one-time admission fee** of 10,000 THB is assessed. This fee covers placement testing and student assessment and one uniform.

An **enrollment fee** of 20,000 THB must be paid before the child's first day in school to secure the child's placement at Buds. This fee is valid for three consecutive school years.

A **yearly maintenance fee** of 10,000 THB will be charged for all students. This will include books, writing notebooks, art supplies, school field trips, computer use and meals.

Tuition for a second full time child from the same family will receive a 10% discount.

A third child will receive a 15% discount.

All fees are non-refundable.

All application forms must be completed and submitted to the school office, as well as any other related documents, prior to your child's admission to school. We require copies of the parents and child's passports, previous school reports and documentation of any special needs.

All new students are placed in their classes by their ability, not age. This will be determined by the placement examinations and an interview with the school principal and any other relevant staff.

For short term and summer school students, please contact the office.

Kindergarten and Nursery

A **one-time admission fee** of 10,000 THB is assessed. This fee covers placement testing and student assessment and one uniform.

An **enrollment fee** of 20,000 THB must be paid before the child's first day in school to secure the child's placement at Buds. This fee is valid for three consecutive school years.

A **yearly maintenance fee** of 10,000 THB will be charged for all students. This will include books, writing notebooks, art supplies, school field trips, computer use and meals.

Sibling discount of 10% will be given for a second full time child from the same family, third child will receive 15% discount.

All fees are non-refundable.

All application forms must be completed and submitted to the school office, as well as any other related documents, prior to your child's admission to school. We require copies of the parents and child's passports, previous school reports and documentation of any special needs.

All new students are placed in their classes by their ability, not age. This will be determined by the placement examinations and an interview with the school principal and any other relevant staff.

For short term and summer school students, please contact the office.

Kindergarten Tuition Fees

| Kindergarten Tuition 3-5 years old | Daily | One Month | Semester (4 Months) |
|--|--------------|---------------|------------------------|
| Full time 7:30-4:30 | 1,500 | 15,900 | 49,600 |
| After School Class (3-4 pm) | | 2,500 | 7,500 |
| After School Homework (small class) | | 4,500 | |
| After School (4-5 pm) (one on one) | 600 | | |
| Swimming class (kindergarten only) | | 1,500 | 5,000 |
| Tuition Nursery Only 1 to 3 years old full time | | 16,900 | 49,600 |
| Full time 4 Days/week | | 15,900 | 47,000 |
| 5 days per week to Noon | | 12,900 | 44,000 |
| 4 days per week to Noon | | 10,900 | 40,000 |

*Tuition and fees are subject to change without prior notice.

The progress report card at the end of every month ongoing communication between home and school is encouraged to support student learning and development throughout the school year. * Breakfast and Lunch included in the tuition.

Primary Tuition Fee per Term

| Term 1 | Term 2 | Term 3 | One school Year |
|--|---|---|--|
| 59, 700 Baht | 59, 700 Baht | 59, 700 Baht | 179, 000 Baht |
| 4th September 2023 to 22 th December 2023 | 5 th January 2024 to 17 th April 2024 | 17 th April 2024 to 28 th June 2024 | 4 st September 2023 to 28 th June 2024 |

***Tuition and fees are subject to change without prior notice.**

- **The progress report cards for primary are given at the end of the term to those who have completed the number of school days at Buds.**

Tuition Fees

PLAN A: Short Term Plan

| Tuition Payment plan | Nursery 1-3 years old | Kindergarten 3-6 years old | Primary 6-12 years old |
|----------------------|-----------------------|----------------------------|------------------------|
| Weekly | 5,500 THB | 5,200 THB | 5,500 THB |
| Monthly | 16,900 THB | 15,900 THB | 19,900 THB |

*** NOTED. SHORT TERM STUDENT NOT ELIGIBLE FOR STUDENT VISA AND BOOKS SUPPLY.**

*** NO REGISTRATION FOR KINDERGARTEN AND PRIMARY.**

The tuition fee is to be paid in full no matter how long or short the number of days of the month there are.

PLAN B: Long Term Plan

| Tuition Payment plan | Nursery 1-3 years old | Kindergarten 3-6 years old | Primary 6-12 years old |
|----------------------|-----------------------|----------------------------|------------------------|
| Daily | 1,500 THB | 1,500 THB | 1,500 THB |
| Per Semester | 49,600 THB | 49,600 THB | 59,700 THB |

*** REGISTRATION: Application fee, Enrollment fee and Student Visa Support 30,000 THB.**

The tuition fee is to be paid in full no matter how long or short the number of days of the month there are.

Term and Payment

To ensure your child is enrolled and is able to attend school, term tuition fees must be paid by the due dates listed below:

| Term | Term Start Date | Term End Date | Payment Due By |
|-------------|-------------------------------|--------------------------------|--------------------------------|
| Term 1 | 4 st Septemer 2023 | 22 th December 2023 | 15 st August 2023 |
| Term 2 | 8 th January 2024 | 17 th April 2024 | 15 st December 2023 |
| Term 3 | 17 nd April 2024 | 28 th June 2024 | 15 st March 2024 |
| Summer Camp | 1 th July 2024 | 30 th August 2024 | 15 st June 2024 |

Late Payment

A late payment fee of 200 Baht per day will be charged for each day past the payment due date. If total payment is not paid by the start of the term, your child will be unrolled from the school and cannot attend classes. If you choose to re-enroll your child in school all tuition fees and payments will be due upon re-application fee of 10,000THB.

When fees are unpaid or when the child does not finish the term, the school reserves the right to withhold school documents, paperwork and transcript and to take legal action. In addition, the child will not be accepted in class unless all fees have been settled.

Force Majeure

In the event of force majeure, closing of the school or other adverse circumstances that the school could not reasonably be expected to predict or control, no fees will be refunded. Lost days will only be rescheduled if deems it necessary to ensure that educational objectives are not compromised.

After School / Extra Activities

After School Classes are offered from 3pm to 4pm and Activity Club from 4pm to 5pm.
These include:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Extra English | <input checked="" type="checkbox"/> Extra Math | <input checked="" type="checkbox"/> Music | <input checked="" type="checkbox"/> Dance |
| <input checked="" type="checkbox"/> Extra Thai | <input checked="" type="checkbox"/> Science | <input checked="" type="checkbox"/> Homework Club | <input checked="" type="checkbox"/> Art |
| <input checked="" type="checkbox"/> Drama | <input checked="" type="checkbox"/> Football | | |

Fees are outlined below depending on whether your child attends. After School class from 3pm to 4pm or continues to Activity Club until 5pm.

| Extra-Curricular | Term 1 | Term 2 | Term 3 | Monthly |
|---|---|-------------|-------------|------------|
| Regular After School 3pm – 4pm | 7,500 Baht | 7,500 Baht | 7,500 Baht | 2,500 Baht |
| Special Class 4-5 PM | 15,000 Baht | 15,000 Baht | 15,000 Baht | 5,000 Baht |
| Swimming | 5,000 Baht | 5,000 Baht | 5,000 Baht | 1500 Baht |
| Activity Clubs Football One on One class 4pm – 5pm | Football 2,500 Baht/ Month. Dance/Music – 3,000 -4,000 Baht/ Month Math/English/ 600 baht/ hour | | | |

Transportation

Buds International School Phuket provides school bus transportation.
Fees are determined by geographical location.

| Area | Chalong | Rawai Sai Yuan | Rawai Beach | Nai Harn Patong | Kathu Kata/Karon | Phuket Town |
|--------------|------------|-------------------|----------------|--------------------|---------------------|----------------|
| Per Month | 2,500 Baht | 3,500 Baht | 4,000 Baht | 5,000 Baht | 4,000 Baht | 3,500 Baht |

***Single One-Time trips are charged by distance**

Parents are expected to be at the agreed location, unless prior arrangements have been made. Parents are to provide phone contact so we can contact you for delays due to traffic, weather or road conditions.

If you require your child to be transported back home in an irregular schedule of our buses (7am -8am and 3pm to 4pm), 2-hour notice must be made and extra charge may apply.

For children to arrive at school on time, please ensure your child is at the agreed location on time.

School Uniform

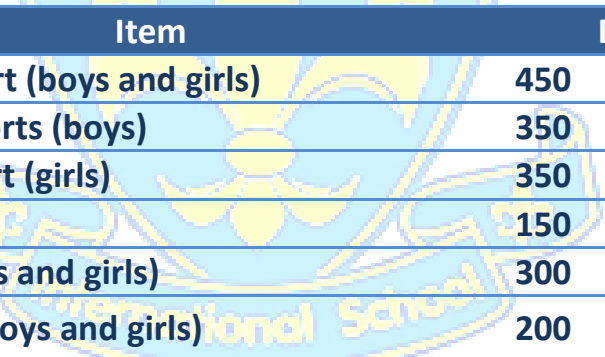
School uniforms can be purchased at the office.

General uniforms

- Primary / Kindergarten students must wear uniform from Monday to Thursday.

Physical Education (PE) uniforms

- wear on class schedule.



| Item | Baht |
|--------------------------------|------|
| General shirt (boys and girls) | 450 |
| General shorts (boys) | 350 |
| General skirt (girls) | 350 |
| School tie | 150 |
| PE top (boys and girls) | 300 |
| PE shorts (boys and girls) | 200 |

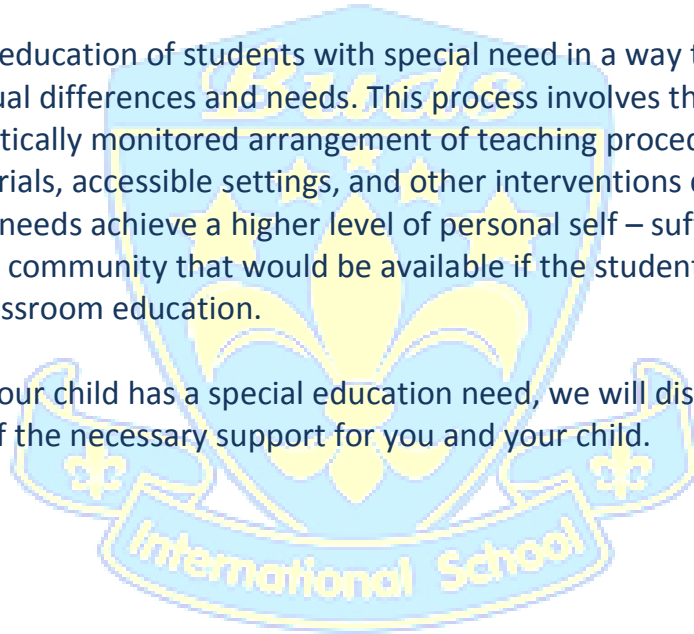
Uniforms need to be maintained, clean and soil free.

Special Education Needs (SEN)

It is our aim at Buds that all students with SEN or disabilities reach their full potential in school.

SEN education is the education of students with special need in a way that addresses the students' individual differences and needs. This process involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve a higher level of personal self – sufficiency and success in school and community that would be available if the student were only given access to a typical classroom education.

If the staff feel that your child has a special education need, we will discuss this with you and provide all of the necessary support for you and your child.



Student Visa

Buds International School offers free annual student visas. The child **must be enrolled for the full school year from Term 1 to Term 3.** Tuition payments are **to be paid in full** for the school year, or in 3 equal payments, including admission and enrollment fees. Please refer to pages 9 – 12. Buds will provide all necessary paperwork required by the immigration office.

Help with visas for Parents is also available.

Guardian Visa fee for 12 months, 23 000 baht, is **non-refundable** and must be paid in full upon signing of paperwork. 1,900 THB fee per visa will be paid to the immigration office. Paperwork Requires.

- Application form
- A letter from the school confirming child's enrolled
- Bank statement confirmation from your bank of 500,000 THB available in your account (at least one month First time guardian visa non-immigrant -O)
- A Copy of passports child and guardian, current ED visa student and guardian
- Child birth certificate translated into English if it is not English or Thai language
- Child and parent's photo (3x4)
- A copy of one year house lease contract and owner's ID card.

Accident Insurance

Buds International School Phuket is offering one year accident insurance to all students. We are insured by Chubb Insurance and the coverage covers your child from accident happen both at the school, at home, traveling, etc.

The coverage includes:

| | |
|---|--------------|
| Loss of life, Dismemberment or Permanent Total Disability | 100,000 Baht |
| Medical Expense each Accident | 10,000 Baht |
| Funeral Expense Due to Accident | 5,000 Baht |

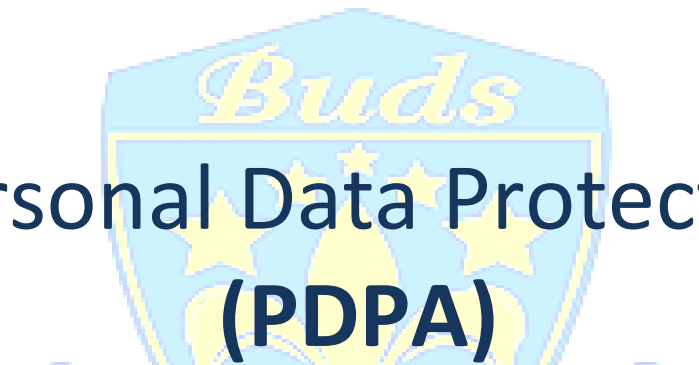
The cost per child is 900 Baht for a full year.

It is our policy that all students must be covered by our school policy.

Any accident happen to the student due to his/her negligence, the school is not liable for any expenses.

Damage Policy

In the event of damage to school property by your child while participating in school activities, while on the school premises or while being transported to or from the school, the school or school staff will not be held responsible. Upon furnishing a report and when found that it is indeed the child's fault, a reasonable damage fee shall be charged to the parents.

The logo for Buds International School is a shield-shaped emblem. At the top, the word "Buds" is written in a yellow, cursive font. Below this, the shield is divided into four quadrants by a central yellow fleur-de-lis. Each quadrant contains a yellow star. At the bottom of the shield is a yellow banner with the words "International School" written in a yellow, cursive font. The entire logo is rendered in a light blue color with a yellow outline.

Personal Data Protection Act (PDPA)

Privacy Policy Disclosure

POLICY STATEMENT

Buds International School Phuket believes in safeguarding its community, specifically our students. In line with this, we have adopted the policy that goes with Thai and international privacy standards. Personal data that is collected about you and your child (including you and your child's identity documents, contact details, date of birth, marital status, medical information and bank information) may be collected, used, disclosed or processed for the following purposes:

- Eligibility for enrollment
- Billing and finance
- Assessments and reports on student progress
- Activities through field trips, performances and co-curricular activities
- Academic references or educational history
- Surveys for parents and students on behalf of the school to assess the performance of the school as a whole
- Safeguarding and promoting the welfare of students, parents and staff
- Making use of photographs, videos or sound recordings of students in school publications, website or other external media
- Maintaining relationships with students and parents of the school for marketing or promotional purposes by the school

- Promoting the school to existing and prospective families such through post, email or SMS (text)
- All other matters relating to your child’s enrollment and operation of the school that the school deems necessary or reasonable.

CONSENT

Under the Thai Personal Data Protection Act, the rights belong to the individual to whom the data relates. However, where consent is required as the lawful basis for processing personal data relating to students we will often rely on parental consent — unless, given the nature of the processing in question, and the student’s age and understanding, it is more appropriate to rely on the student’s consent.

You consent to the collection, use and disclosure of your personal information and your child’s personal information for the purposes set out in the section

above. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents’ rights at law or under their contract, and taking into account all the relevant circumstances.

In general, we will assume that students' consent is not required for ordinary disclosure of their personal data to their parents and in the interests of the student's welfare, unless, in the school's opinion, there is a good reason to do otherwise.

ACCESS AND CORRECTION

Parents have the right to request to access and/or correct the personal data held about you and your child by the school. This may be done by contacting the school in writing (together with proof of your identity) to confirm whether and how the school has used or disclosed your or your child's personal data (up to the last 1 year before the date of your request) and request that any errors or omissions in your or your child's personal data be rectified. Please be informed that pursuant to the Personal Data Protection Act, your request may be rejected in certain circumstances. You may contact the office or send an email to: primary@buds-phuket.com



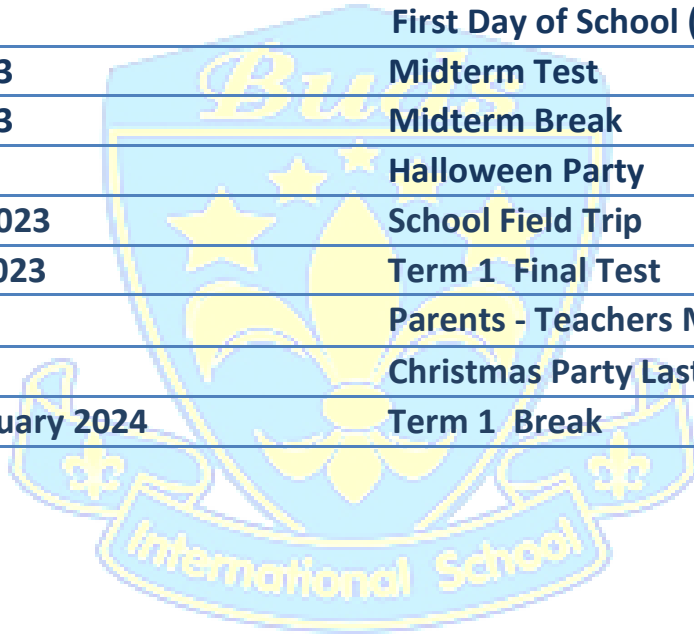
Buds International School Phuket

2023-2024 School Year

CALENDAR AND HOLIDAYS

Term 1: September 4 – Dec. 22 = 75 days

| Date | Description |
|-----------------------------|------------------------------------|
| 4 September 2023 | First Day of School (Term 1) |
| 18 - 20 October 2023 | Midterm Test |
| 23 - 27 October 2023 | Midterm Break |
| 31 October 2023 | Halloween Party |
| 27 - 30 November 2023 | School Field Trip |
| 15 - 20 December 2023 | Term 1 Final Test |
| 21 December 2023 | Parents - Teachers Meeting |
| 22 December 2023 | Christmas Party Last day of Term 1 |
| 23 December- 7 January 2024 | Term 1 Break |



Term 2: Jan 8 – April 5 = 62 days

| Date | Description |
|---------------------------|---|
| 8 January 2024 | First day of school (Term 2) |
| 12 January 2024 | Children’s Day Celebration |
| 26 - 27 February 2024 | Midterm Test |
| 28 February- 1 March 2024 | Midterm Break |
| 18 - 22 March 2024 | Field Trip |
| 1 – 4 April 2024 | Term 2 Final Test |
| 5 - April 2024 | Parents-Teacher’s Meeting/Songkran School Celebration |
| 8- 14 April 2024 | Term 2 Break |

Term 3: April 19 – June 30 = 52 days

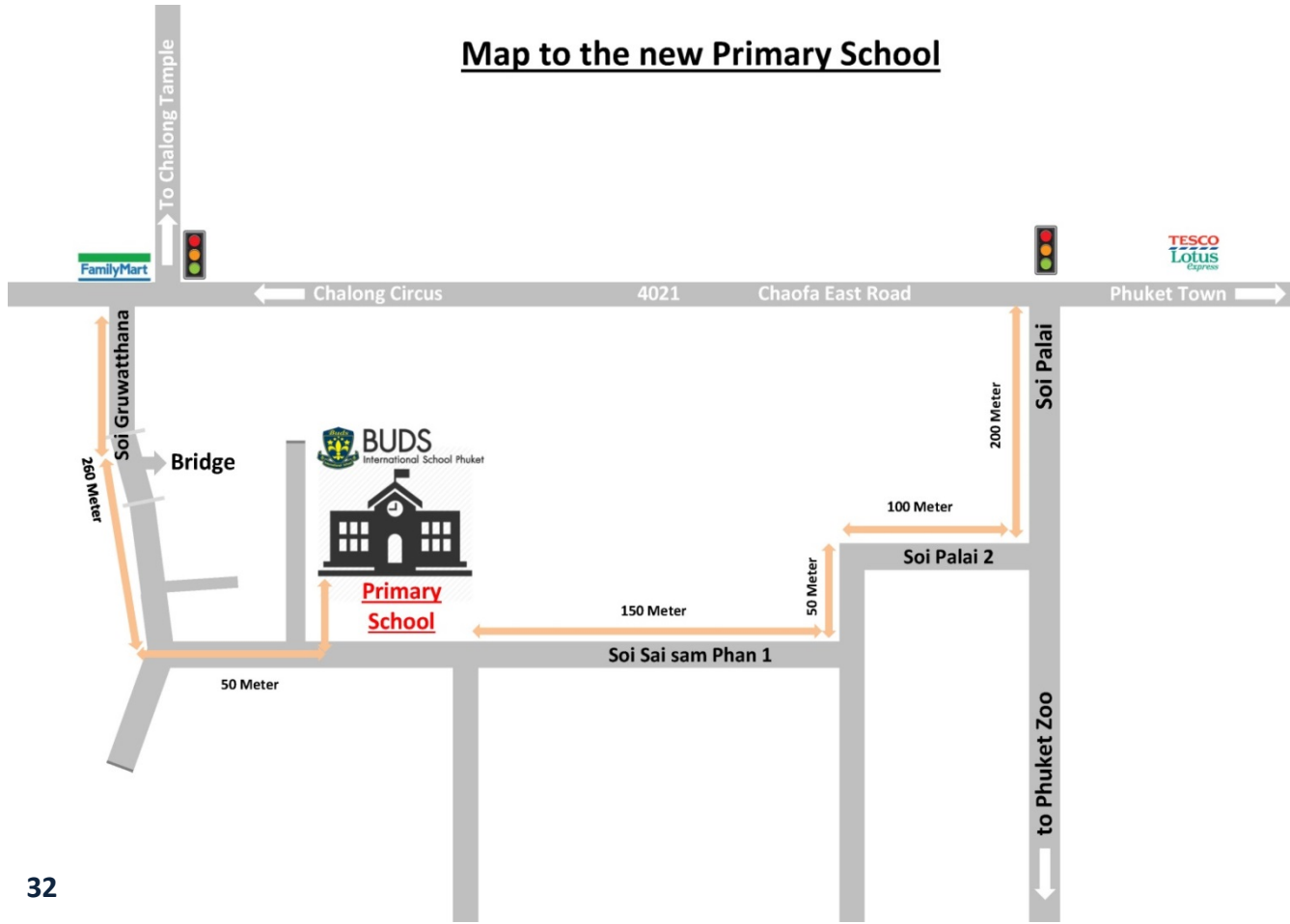
| Date | Description |
|------------------------------------|--|
| 17 April 2024 | First day of school (Term 3) |
| 30 - 31 May 2024 | Midterm Test |
| 3 June 2024 | Queen’s Birthday Celebration |
| 10 – 14 June | Field Trip |
| 24 - 27 June 2024 | Term 3 Final Test |
| 28 June 2024 | Parents – Teacher’s Meeting - Moving Up Ceremony, Last day of school year |
| 1-26 July, 5-30 August 2024 | Summer School |
| 29 July-2 August 2024 | School closed |
| 26-30 August 2024 | Application New Enrollment and Payment |

Summer School: 1 July – 30 August 2024 = 40 days

| Date | Description |
|--------|--------------------------------------|
| 1 July | 1 st day of Summer school |
| | |
| | |



Map to the new Primary School





CONTACT US

Buds International School Phuket

4/6 Soi Palai Moo 2, Chaofa East Road, T. Chalong, A. Muang, Phuket 83130

Tel: +66(0)80 926 3265 WeChat, WhatsApp, Line ID (Thai & English)
+66(0)80 624 7060 English

Email: primary@buds-phuket.com,
phuketkindergarten@yahoo.com

Website: www.buds-phuket.com





Buds International School Phuket Invoice

Bank Details:



Account Name: Palai Green Co., Ltd.

**Address: 4/6 Soi Palai 2, Chaofa Road East,
Chalong, Phuket, Thailand 83130**

Direct deposit: 766-0-10028-5

Swift code: BKKBTHBK

ACKNOWLEDGEMENT RECEIPT FOR DATA PRIVACY DISCLOSURE

I hereby declare that I, _____, have read, understand and agreed to Buds International School's Privacy Disclosure Policy. I understood its contents and consent to the processing of my personal data and my child's personal data as needed and as stated in the Policy Statement. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act and other applicable laws.

Child's Name

Parents' name over signature

Date Signed



ACKNOWLEDGEMENT RECEIPT OF HANDBOOK

I, _____, have received Buds International School Phuket's Parent Handbook which includes information, expectations, procedures and consequences that I am responsible for knowing and understanding. These will be in effect for the school year 2022-2023.

I understand that I am personally responsible for reviewing and understanding the information contained in this handbook and that this handbook may be amended during the school year without prior notice.

Failure to read this handbook does not excuse me from the requirements, policies and regulations described herein.

Child's Name

Parents' name over signature

Date Signed

