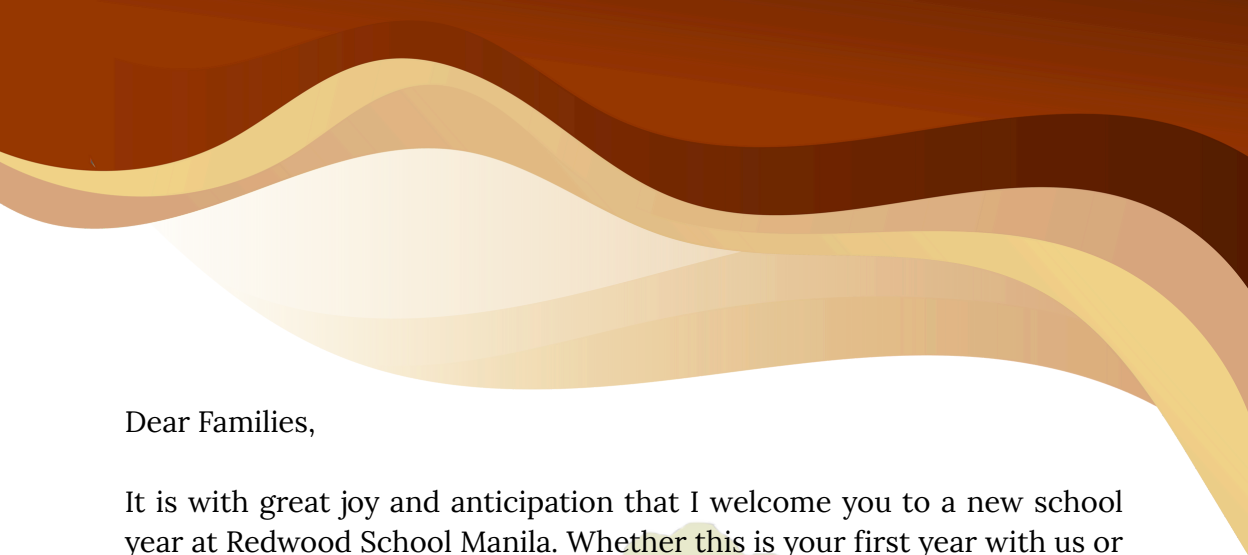




Student Handbook

2025 Edition



Dear Families,

It is with great joy and anticipation that I welcome you to a new school year at Redwood School Manila. Whether this is your first year with us or you are returning, we are honored that you have entrusted us with your child's early learning journey.

Our mission is to create a safe, nurturing, and inspiring environment where children can grow not only in knowledge, but also in character. Here, learning is joyful, play is purposeful, and every child is valued for their unique gifts and potential. Guided by our core values, we work together as a community to cultivate curiosity, kindness, and confidence.

This handbook is designed to serve as your guide throughout the year. It outlines our policies, procedures, and expectations, helping us work in partnership to provide the best possible experience for your child. I encourage you to read it carefully and keep it handy for reference.

Thank you for joining hands with us in shaping bright minds and kind hearts. I look forward to a wonderful year of learning, laughter, and growth for our students and families alike.

With warm regards,

Teacher Denise Zara
Curriculum Head/Partner

TABLE OF CONTENTS

Philosophy	1
Vision/Mission	2
Who is Redwood School Manila?	3
The Core Values of Redwood School Manila	4
General Policies	6
Learning Policies	14
Communication Protocols	16
Privacy and CCTV Policies	18
Assessments and Conduct	19
Fees and Payment Policies	22
Parent Commitment	24

PHILOSOPHY

A new kind of preschool where all kinds of children are given a chance to succeed and learn. We strongly believe each child who comes to us carries with his/her a whole set of unique experiences that will help shape the way we will nurture the whole child.

We use the Vygotskian Approach which believes that learning happens when the new skills and concepts being taught are just on the edge of emergence or what is called the zone of proximal development. The child does not simply acquire new knowledge but actually makes progress in his or her own development.

Redwood places great emphasis on self-regulation or self-help skills integrated in rich and mature make-believe play carefully prepared by MKOs (More Knowledgeable Others) like our teachers, adults, environment, experiences or materials. In addition, teachers create a unique learning plan for each child with goals that are targeted every week. Moreover, a study buddy is also assigned to them weekly with small group interactions that are critical in learning Reading, Math, Language, Writing and Science concepts. All of which are woven into the curriculum where individual guidance take place.

Our programs are practiced by learning through play like academic readiness, imaginative play, arts and crafts, children learn by doing, community engagement, health and wellness, electives and choices, and self-regulation using conscious discipline.

II.

VISION / MISSION

Our goal is to provide children a learning environment where they are free to be themselves lovingly guided by knowledgeable adults that can help foster their social, emotional, cognitive and physical domains. Together with the child's family and community, we aim to develop life-long learners who are enthusiastic, responsible, independent, empathic and good citizens of the country.

Redwood also envisions children who are close to nature so they develop genuine concern, appreciation and love for it.

Finally, it is also our mission to provide a working environment where people are valued and their ideas respected. Redwood School Manila aims to be a place of professional and personal growth for everyone who steps into our doors.

III.

WHO IS REDWOOD SCHOOL MANILA?

We are a group of lifelong friends, parents, and teachers united by a shared dream: to give children the kind of education they truly deserve, one that brings out their best and prepares them for life.

Rooted in love and purpose, we opened a school for families in the South who need a safe, capable, and joyful learning space that is close to home.

Our name, Redwood, reflects our vision: like the mighty redwood trees, we aim to grow strong, tall, and grounded, nurtured by deep roots and a solid foundation.



IV.

THE CORE VALUES OF REDWOOD SCHOOL MANILA

1. Respect for Self and Others

We cultivate an environment where every individual—regardless of ability, background, or identity—is treated with dignity and compassion. Students are encouraged to value their own strengths and challenges while showing empathy and appreciation for the uniqueness of others.

2. Integrity in Actions and Words

We uphold honesty, fairness, and accountability in all aspects of school life. Whether in academic work, social interactions, or decision-making, students and staff are guided to act with sincerity and speak with truthfulness, fostering trust and ethical behavior.

3. Collaboration and Community Spirit

We promote teamwork, shared responsibility, and inclusive participation. Through cooperative learning and community engagement, students learn to listen actively, contribute meaningfully, and celebrate collective success—building a sense of belonging and mutual support.



4. Lifelong Love for Learning

We inspire curiosity, creativity, and resilience in every learner. By nurturing a growth mindset and providing differentiated, student-centered instruction, we empower students to pursue knowledge with enthusiasm and confidence, both inside and beyond the classroom.

5. Care for the Environment and Surroundings

We instill a sense of stewardship and responsibility for the world around us. Through sustainable practices, environmental education, and respect for shared spaces, students learn to value nature and contribute to a healthier, more mindful community.

GENERAL POLICIES

Admission & Enrollment Requirements

To ensure a smooth and secure enrollment process, all incoming students must submit the following documents and forms. These requirements help us provide appropriate support and maintain accurate records for each child's educational journey.

- **Required Documents:**

- a. Completed Registration Form
- b. Photocopy of Birth Certificate
- c. Photographs: Two (2) recent 2×2 ID photos and one (1) 1×1 photo for school records and identification purposes.
- d. Medical Form & Health Records
- e. Family Photo & Fetcher Identification

- **Additional Requirements for Students with Special Needs**

- a. Developmental Pediatrician's Report or Recommendation
 - i. The latest evaluation helps us tailor educational and therapeutic support to each child's unique needs.
- b. Therapy Forms
 - i. Documentation of current therapies (e.g., OT, SPED, Speech) to coordinate with school-based services and goals.

- **Consent & Agreements**

- Signed Data Privacy Act Agreement Form & Consent Form
 - Ensures compliance with legal standards for data protection and confidentiality.
 - Photo/Video Use Consent (Optional)
 - Allows the school to include the student in class and school activity documentation, such as newsletters, presentations, and social media posts.
-

Attendance and Punctuality Guidelines

To support optimal learning and development, all Kindergarten and Grades 1–3 students are expected to maintain regular attendance. In accordance with Department of Education (DepEd) guidelines, students must be present for at least 80% of the total school days within the academic year.

- **Arrival and Dismissal Protocols**

- Drop-off: Students may be dropped off no earlier than 10 minutes before the start of class to ensure proper supervision and safety.
- Pick-up: Students must be picked up no later than 5 minutes after dismissal to avoid unnecessary delays and ensure smooth transitions.

- **Extended Absences**

- In cases of prolonged absence, class advisers may provide make-up lessons or homework to help the student stay aligned with the curriculum and minimize learning gaps.

- **Communication of Absences or Schedule Changes**

- To maintain accurate records and ensure student safety, parents or guardians are required to inform the school if their child will be:
 - Absent for the day
 - Arriving late
 - Leaving school early

Notifications may be sent via phone call, email, or text message to the school office or the child's adviser. Timely communication allows the school to provide appropriate support and maintain a secure environment for all students.

Suspension of Classes

The safety and well-being of our students are our top priorities. Class suspensions will be implemented based on official weather advisories and local government announcements. The following guidelines apply:

- **Weather-Related Suspensions**

- Signal No. 1 (Typhoon Warning): Early Childhood classes will be suspended.
- Yellow Rainfall Warning: Early Childhood classes will be suspended.
- Orange Rainfall Warning: Early Childhood and Grades 1–3 classes will be suspended.

- **Government Announcements**

- Classes will be suspended if declared by the Local Government Units (LGUs) of Muntinlupa, Las Piñas, or Bacoar, regardless of weather signals.

- **School-Initiated Suspension**

- The school reserves the right to suspend classes at its discretion when conditions pose a risk to student safety, even in the absence of official advisories.

Parents and guardians will be notified promptly through official communication channels in the event of class suspensions.

Uniform and Personal Items

To promote a sense of community, comfort, and readiness for learning, students are expected to adhere to the following guidelines regarding uniforms and personal belongings:

- **School Uniform**

- On Mondays, Wednesdays, and Fridays, students must wear the designated school uniform:
 - RSM collared shirt
 - RSM shorts
 - Rubberized socks
 - White Velcro shoes
- This attire supports ease of movement and ensures consistency across the student body.

- **Daily Essentials**

- Students must bring their Thinking Kit and school supplies every day. All items should be clearly labeled with the child's name to prevent loss and ensure proper organization.

- **Freshen-Up Kit**

- Each student should have a Freshen-Up Kit in their bag, which includes:
 - A change of clothes
 - Extra underwear
 - A small towel
 - Basic toiletry items (e.g., wipes, tissue, hand sanitizer)
- This kit helps children stay clean and comfortable throughout the day, especially after active play or unexpected spills.

- **Personal Items**

- To maintain focus and minimize distractions:
 - Toys and electronic gadgets are not allowed in school, except during Show-and-Tell Fridays.
 - Jewelry is discouraged, with the exception of simple stud earrings for safety reasons.
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Snacks and Nutrition

We encourage families to support their child's health and energy levels by providing nutritious snacks for school. While healthy snacks are highly encouraged, they are not mandatory. Our goal is to promote mindful eating habits and introduce children to a variety of food groups in a fun and engaging way.

- **Suggested Weekly Nutrition Focus**

- To help guide snack preparation and reinforce balanced nutrition, we suggest the following daily themes:

(See table on the next page.)

DAY	FOCUS FOOD GROUP	EXAMPLES
Monday	Protein	Eggs, chicken, tofu, beans
Tuesday	Fruits	Bananas, apples, mangoes, grapes
Wednesday	Dairy	Yogurt, cheese, milk-based snacks
Thursday	Vegetables	Carrot sticks, cucumber, corn
Friday	Grains	Whole wheat bread, crackers, rice

- These themes are intended to inspire variety and help children explore different tastes and textures. Parents are welcome to adapt based on their child's preferences and dietary needs.

Health & Safety Protocols

The school is committed to maintaining a safe, clean, and nurturing environment for all students. The following protocols are in place to ensure the health and well-being of every child:

- **Daily Hygiene & Sanitation**

- Classrooms are cleaned and sanitized daily to uphold high standards of hygiene.
- First aid kits are readily accessible in all learning and activity areas.

- **Incident Reporting**

- Minor injuries or health concerns are documented and communicated to parents via Ouch Reports, sent home through the Parent Communication Notebook.

- **Medical Concerns**

- For urgent health matters, parents will be contacted immediately.
- The school nurse has the authority to send a child home if they exhibit signs of illness during the day.

- **Return-to-School Requirements**

- Students who are absent for three or more consecutive days must present a medical certificate and doctor's clearance upon return.
- Children recovering from coughs or colds must also present a doctor's clearance and wear a face mask while in school.
- The school nurse will conduct a brief health check before the child rejoins class.

Fetching & Campus Access

- Students will only be released to authorized fetchers. Once released, the child becomes the guardian's responsibility.
- Fetching and drop-off times are strictly observed to maintain a safe and orderly flow.
- Limited seating is available inside the campus and is reserved for students, senior citizens, pregnant women, and persons with disabilities (PWDs).

Special Notes on Student Life

We value inclusivity and sensitivity during celebrations and special events:

- For birthdays and other special occasions, parents must distribute invitations directly to other parents. This ensures that all families are informed and can make decisions based on allergies, dietary restrictions, or religious considerations.
- As a reminder, we appreciate a phone call, email, or text message if your child will be absent, arriving late, or leaving school early.

LEARNING POLICIES

Homework: The Choice Board

To foster independence and meaningful learning, our Choice Board replaces traditional worksheets. It is designed to reinforce—not introduce—lessons taught in class.

- **Key Guidelines:**

- Distributed every Monday, submitted by Friday.
- Students complete tasks independently; parents may guide but must not answer for them.
- All submissions must be the student's original work.

- **Purpose of the Choice Board:**

- Reinforces knowledge, skills, and values learned during the day.
- Builds wholesome and effective study habits.
- Strengthens the connection between school and home.
- Reminds children that parental support shows pride in their academic journey.

- **Parent Involvement:**

- Parents are encouraged to monitor, support, and check their child's work.
- Siblings, household helpers, and other adults must not complete homework for the child.

SPED, Inclusion & Learning Support

We believe in inclusive education tailored to each child's unique needs.

- **Support Structures:**

- Individualized Education Plans (IEPs) for SPED students
- Mainstreaming and inclusion with appropriate modifications to meet shared learning goals
- Collaborative efforts among SPED specialists, classroom teachers, and parents ensure holistic support

- **Learning Enrichment**

- We bring learning to life through hands-on experiences and creative exploration.

- **Experiential Activities:**

- Real-life simulations: grocery shopping, ATM trips, community helper visits.
- Thematic learning centers that connect classroom lessons to everyday life.

- **Club Day Fridays – Electives:**

- STEM Explorers
- Movement & Dance
- Stories & Paintbrushes
- Little Scientists

VII.

COMMUNICATION PROTOCOLS

We value open, respectful, and timely communication between home and school. To ensure smooth coordination and support for your child's learning journey, please take note of the following guidelines:

- **Communication Channels**

- Parents may reach the school or teachers through the following platforms:
 - Parent Communication Notebook
 - ClassDojo
 - Email
 - Mobile call or text
 - Facebook Messenger
 - Instagram Direct Message (IG DM)

- **Weekly Updates**

- A summary of the weekly lesson scope is sent via ClassDojo to keep parents informed of classroom activities and learning goals.

- **Speaking with Teachers**

- If you wish to speak with a teacher:
 - Please keep conversations brief and wait until after class.

- **Written Correspondence**

- Notes and messages may be sent through:
 - Parent Communication Notebook
 - ClassDojo
 - Email

PRIVACY AND CCTV POLICIES

The school is committed to safeguarding the privacy and safety of all students, staff, and visitors. Our use of CCTV is guided by strict legal and ethical standards.

- **CCTV Usage**
 - CCTV cameras are installed for internal security monitoring only.
 - All recordings are handled in accordance with the Data Privacy Act of 2012 and relevant Child Protection Policies.
- **Confidentiality & Legal Access**
 - Footage involving persons with disabilities (PWDs) or other children is strictly confidential.
 - Recordings will not be released to any party unless required by:
 - A court subpoena
 - A government-led investigation
- **Protection of Identity**
 - If footage is released under legal order, the faces of other children will be blurred to protect their identity and privacy.

ASSESSMENTS AND CONDUCT

We believe that academic growth and respectful behavior go hand in hand. The following guidelines ensure transparency in student progress and foster a culture of kindness and accountability.

- **Assessments & Exams**

- Student assessments and exams are returned during the distribution of report cards.
- This allows parents to review their child's performance alongside formal academic feedback.

- **Expected Conduct**

- Courtesy and respect are essential in maintaining a positive school environment. All members of the school community are expected to show politeness and consideration toward:
 - All staff, administration, teachers, and aides
 - Other families and guardians
 - Fellow students

- **Communication & Acknowledgment**

- Parents are expected to read and sign all:
 - Memos
 - Behavior reports
 - Letters sent home
- Your signature or reply confirms receipt and

acknowledgment.

- These documents will be attached to the Parent-Teacher Communication Notebook for reference.

- **Individualized Education Plan (IEP)**

- The Individualized Education Plan (IEP) is a written plan developed for students who require specialized instruction or accommodations to succeed in school. It is created by a team consisting of the parents/guardians, teachers, specialists, and school administrators, and is based on formal assessments and observations.
- Each IEP outlines:
 - Present Levels of Performance in academic, social, communication, motor, and adaptive skills.
 - Measurable Goals and Objectives with clear mastery criteria.
 - Accommodations and Modifications to instruction and assessments.
 - Related Services (e.g., therapy sessions, special education time).
 - Placement and Mainstreaming Plans with appropriate support levels.
 - Progress Monitoring and scheduled reviews.
- Implementation & Monitoring: Teachers and specialists follow the plan daily, collect progress data, and report to parents regularly. The IEP is reviewed at least once a year, or sooner if the student's needs change.

- **Conduct Expectations:** While the IEP provides necessary supports and accommodations, all students are expected to follow the school's conduct policies to the best of their ability. Positive behavior supports may be included in the IEP when needed to help the student meet behavioral expectations.
- **Confidentiality:** All IEPs are confidential and may only be shared with staff directly involved in the student's education.

FEES AND PAYMENT POLICIES

To ensure transparency and ease in financial planning, the school offers flexible payment options and clear guidelines regarding fees and refunds.

- **Payment Plans**

- Parents may choose from the following tuition payment schedules:
 - Annual
 - Semi-Annual
 - Trimestral

- **Late Payments**

- A ₱500 late fee will be charged per week for overdue payments

- **Reservation Fee**

- A ₱10,000 reservation fee is required to secure a slot
- Non-refundable
- Deductible from tuition upon enrollment

- **Withdrawals and Refunds**

- If withdrawal occurs within the first two weeks of the school year:
 - 80% of tuition will be refunded

- No refunds will be issued after two weeks, unless approved by the administration under special circumstances.

IX.

PARENT COMMITMENT

As partners in your child's education, we ask all parents and guardians to uphold the values and expectations of our school community.

- **Commitment Guidelines**

- Parents agree to follow all school policies as outlined in this handbook
- Parents are expected to maintain respectful and constructive communication with staff, teachers, and fellow families
- The school reserves the right to terminate enrollment in cases of:
 - Repeated non-cooperation
 - Serious misconduct that disrupts the learning environment or community harmony

ACKNOWLEDGEMENT

We, the undersigned, have read, understood, and agree to abide by the policies and guidelines set forth in this handbook.

Parent/Guardian: _____ Date: _____

School Representative: _____ Date: _____