



Stamford American
INTERNATIONAL SCHOOL



WELCOME PACK

Early Learning Village
Infant Care to Kindergarten 2

WELCOME

Welcome to the Stamford American family!

To help you prepare for the first day of school, this Welcome Pack contains all the useful information you'll need to know.

Still have a question? We're here to help!
Don't hesitate to contact us on **+65 6653 2949**
or **admissions@sais.edu.sg**

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ENROLMENT REQUIREMENTS

The following must be completed in order for your child to begin school.
Please be sure to submit before their first day of school!

- ☐ Tuition fees paid
- ☐ Student Contract, Health Declaration Form, Pre-Course Counseling forms submitted
- ☐ Complete Immunization Record (from birth) submitted
- ☐ Pass/Visa details submitted (Student Pass ID, Dependent's Pass IPA or ID, Re-entry permit or refer to Immigration Exemption Order FIN paperwork) – including copy of the front and back of pass
- ☐ Emergency local contact number and local address (These should not be the parents of the student)
- ☐ Parent/Guardian photos submitted (required for Security IDs, please see Campus Access section)
- ☐ Local contact number and address (parents)

If you have changed your address, email and/or phone number, please email admissions@sais.edu.sg

If you have any questions regarding any of these checklist items, please do not hesitate to contact your **Admissions Manager**. You can also reach the Admissions Office at +65 6653 2949 or via email at admissions@sais.edu.sg.



PARENT ONLINE PORTAL — MYSTAMFORD

myStamford is Stamford's online parent portal. Here you will find everything you need to know about school uniforms, catering, transport, after-school activities as well as school news, events and more.

If you have already signed the contract, your account will be activated after 48 hours. If you forgot to activate and the activation has lapsed, you can submit a request with the link provided to activate your account. Please look out for the activation link in your spam/junk inbox.

- 1 Go to: myStamford.edu.sg
- 2 Be sure you are on the **Parent Login Page**
- 3 **Activate account** - look for the green button at the bottom of the page
- 4 Your username is the **e-mail address that you provided to the school**
- 5 After you've activated your account, you will receive a **link via email** to set your password to login



Stamford American
INTERNATIONAL SCHOOL

Should you have any difficulties with myStamford, please email ict.support@sais.edu.sg

IMPORTANT LINKS

[myStamford](https://myStamford.edu.sg)



THE SCHOOL DAY FOR PRE-N TO KG2

SEMESTER DATES

Semester 1:
August 14, 2023 - December 15, 2023

Semester 2:
January 9, 2024 - June 6, 2024

SCHOOL HOURS

Grades	Campus	Start	End
Pre-N to KG2	Early Learning Village	9.00am	Half Day: 12.10pm Full Day: 3.30pm

2023/2024 SCHOOL TERM DATES

SEMESTER 1	SEMESTER 2
Aug 9: National Day	Jan 1: New Year's Day
Aug 10: School Orientation Day	Jan 8: Professional Development
Aug 14: First Day of School	Jan 9: Quarter 3 Begins
Sep 15: Professional Development	Feb 10 - 13: Lunar New Year
Sep 29: Global Be Well Day	Mar 8: Professional Development
Oct 6: Professional Development	Mar 27 & 28: Learning Conferences**
Oct 12 & 13: Learning Conferences**	Mar 29: Good Friday
Oct 16 - 20: Fall Break	Apr 1 - 5: Spring Break
Oct 23: Quarter 2 Begins	Apr 8: Quarter 4 Begins
Nov 10: Professional Development	Apr 10: Hari Raya Puasa
Nov 12 & 13: Deepavali	Apr 19: Professional Development
Nov 23 & 24: Thanksgiving	May 1: Labour Day
Dec 15: Semester 1 Ends	May 22: Vesak Day
Dec 18 - Jan 5: Winter Break	Jun 6: Last Day of School
Dec 25: Christmas Day	Jun 17: Hari Raya Haji

CAMPUS SECURITY

At Stamford, we take security very seriously and want to ensure that all parents, guardians, helpers, as well as students and staff, have proper identification needed to enter campus.

SECURITY ID CARDS

Parents, Guardians and Helpers are required to have a Family Security Card. **Family cards are limited to 3 per household.**

► How to Apply

You can apply for Family Security Cards on [myStamford](#). Please submit your Card ID application by **20 December 2023**, in order for them to be ready during Orientation Day. For submission received after 20 December 2023, the ID cards will be sent home with your child when it's ready.

► Photo Requirements

To apply for ID, you will need a digital passport-style photograph. This must be:

- In color, taken against a white background
- In JPG format
- Taken within the last 3 months
- Show the full face

► Vehicle Access

Vehicles must be registered and car decals must be displayed on the front windshield of your vehicle in order to gain access onto both campuses. **Please apply for your Card Decal online. Please apply before 20 December 2023 for your car decal to be ready for collection during Orientation Day.** For submissions received after 20 December 2023, the car decal will be sent home with your child when it's ready.



If you have any questions regarding access, please email idcards@sais.edu.sg



IMPORTANT LINKS

[ID Card Application](#) | [ELV Car Decal Application](#)

GETTING TO AND FROM SCHOOL

BY CAR

The Early Learning Village campus is located at **3 Chuan Lane** and entrance for cars including those wishing to park, is via **Gate 4**.

BY PUBLIC TRANSPORT

► By MRT:

Lorong Chuan MRT stop on the **Circle Line**. Take **Exit B**, walk beside St Gabriel's Primary School towards 1 Lorong Chuan. **Turn right to 1 Lorong Chuan** and continue along to go to **3 Chuan Lane (towards Gate 4)**.

► By Bus Numbers:



BUS TRANSPORTATION

Stamford works with local bus contractor BT & Tan to provide bus services at the Early Learning Village.

Please take note:

- Registration for 2023-2024 transportation will be available from 11 December 2023 (Monday) at 8am and will close on 24 December 2023 (Sunday) at 5pm.
- This registration process is compulsory for new riders.
- If you miss the deadline, there will be a 2-week processing time.

IMPORTANT LINKS

[Bus Travel Application](#) |
[BT & Tan Bus Fares](#) | [Taxi Baby](#)

BT & Tan Transport Pte Ltd

The cost for the BT & Tan bus service to/from Early Learning Village is directly related to the pick-up/drop off address for each student, so is not a predetermined set amount. **Please visit myStamford to view sample fares and submit the application for your child.**

Child Safety Restraints

Per Stamford Policy, students in Kindergarten 2 and below (all Early Learning Village students) are required to have a Stamford approved Child Safety Restraint (CSR when taking any of our bus services.

They may be purchased online via **Taxi Baby** or other CSR outlets. Parents may request to have their child's CSR delivered directly to their residence or to the Early Learning Village Transport Office, if purchased from Taxi Baby.

WOODLEIGH ↔ ELV STUDENT TRANSFER SERVICE

The ELV Student Transfer Bus Service is a complimentary bus service offered only to students who attend the ELV campus. The service allows parents to put their child(ren) on a supervised bus service from the Woodleigh Campus to ELV at the beginning of the school day, and then from ELV back to the Woodleigh Campus at the end of the school day. Child Safety Restraints will be provided by the ELV Transport Office.

This service is provided to Stamford parents who have younger children in the ELV with elder siblings in the Woodleigh Campus, or parents who live nearby the Woodleigh Campus, to make drop-offs and pick-ups of their children at only one location – the Woodleigh Campus.

Please note students must be a minimum of 2 years old to use this service. [Click here to submit the SAIS ELV Student Transfer Service Registration Form.](#)



STAMFORD NURSING DEPARTMENT

The Stamford Nursing team works directly with school administration to provide an environment that promotes optimal wellness and safety for all students. The Health Center provides individualized quality healthcare for students requiring immediate care. In addition, the Health Center supports health education and promotes a healthy lifestyle for students, staff and families.

Services provided:

- To develop and implement emergency response plans for all children with moderate/ severe allergies and medical concerns
- To monitor students' immunizations
- To act as a resource for faculty, parents and students
- To provide individual health counseling by servicing emotional and physical health needs, and to refer any appropriate professional community resources as needed
- To evaluate and monitor communicable diseases
- To work closely with the Ministry of Health to ensure standards of best practice
- To conduct health-related classroom instruction
- To provide educational and promotional activities for healthy lifestyles of our students and staff

IMPORTANT LINKS

[Parent & Guardian Responsibilities](#) |

[Allergy Management](#) |

[Allergy Awareness FAQ](#) |

The Stamford Nursing team can be contacted at
elv.nurse@sais.edu.sg



WHEN TO **STAY AT HOME**

Deciding when a child is too unwell for the Infant Care Centre can be difficult. We ask that parents assist by not sending unwell children to the ELV. If you have any concerns regarding your child's health we advise that you seek advice from your physician or any of the Nurses at the school.

If children are unwell during school hours, a Nurse will conduct a medical assessment and provide treatment. If the child is too unwell to remain at Infant Care, the nurse will contact the parent/guardian to make the necessary arrangements for students to be collected. Children are to be collected within 1 hour as per school policy.

Please keep your child at home if unwell and presenting with any of the following:

► **Fever**

Defined as above 37.5C as per Singapore Ministry of Health. Children may only return to school after being fever-free for 24 hours **WITHOUT** the use of fever-reducing medications, such as Panadol or Neurofen.

► **Hand Foot and Mouth Disease (HFMD)**

Usually denoted by a fever, sore throat, ulcers in the throat, mouth and tongue. Typically a rash with vesicles (small blisters 3-7mm) on the palms of the hands and soles of the feet are present. Children will not be able to attend ELV and Infant Care until a clearance letter has been obtained from their medical doctor.

► **Vomiting and Diarrhea**

Vomiting and Diarrhea are commonly caused by viral or bacterial illnesses. Consult a physician for any child who appears dehydrated or has the above symptoms. Children can attend Infant Care 48 hrs after the last episode of vomiting and/or diarrhea.

► **Flu-like Symptoms**

Children that present with prolonged coughing and sneezing, are to seek a physician's consultation if no improvement in order to rule out any potential infectious disease i.e Mycoplasma.

► **Impetigo (School Sores)**

This is a contagious skin disease characterized by spreading pustular lesions (sores filled with purulent fluid) and medical treatment is required. While in Infant Care, all sores must remain covered. Antibiotic therapy is to be in use for 48 hrs before students can return to school.

► **Head Lice**

Head lice are small insects which cause intense itching of the scalp. Children who have active head lice should not come to Infant Care until they have been treated effectively at home. Upon return, the Nurse will ensure that no active head lice remain.

► **Conjunctivitis**

Presents as itchy, red and inflamed eyes with excessive discharge. Antibiotic treatment needs to be in use before a student can attend the Infant Care Center.



SCHOOL UNIFORMS

School uniforms are a mandatory requirement for all school students in Singapore. Students must arrive in their school uniforms on the first day of school.

UNIFORM REQUIREMENTS

Please see the **graphics overleaf** for a guide to optional and mandatory uniform items for different school sections.

- ▶ **Shoes and Socks:** Students can wear any closed-toe shoes (most students choose trainers) and socks in any color.

Lim Meng Keng Department Store

You can try on and collect school uniforms from our school uniform provider Lim Meng Keng Department Store (Lims) which is located in Holland Village. Lims is conveniently open on weekends and also on public holidays.

Address: #02-18 Holland Road Shopping Centre (Above Cold Storage) 211 Holland Avenue, Singapore 278967 Phone: +65 6468 3655

Operating Hours: Monday-Saturday, 10:30 am to 7:15 pm
Sunday and Public Holidays, 10:30 am to 6:00 pm

Online Ordering

All uniforms are available for order online. Please visit Lim's **online store** to browse uniform options as well as sizing charts. Purchases can also be delivered directly to your home.



UNIFORM GUIDE

PRE-NURSERY TO NURSERY

The personal appearance of Stamford students should reflect a respect for the school and the international community so all students are expected to wear the full school uniform at all times including on field trips and on the school bus.

Please refer to this list of uniform items

- Grey Round Neck T-Shirt
- Pull Up Navy Shorts
- School Hat - mandatory for outside play
- Swimsuit or Swim Shorts (optional)
- Swim Rashie (optional)
- Back Pack (optional)



UNIFORM GUIDE

PRE K TO GRADE 5

The personal appearance of Stamford students should reflect a respect for the school and the international community so all students are expected to wear the full school uniform at all times including on field trips and on the school bus.

Please refer to this list of uniform items

- Navy Polo Shirt
- Junior Navy Shorts or Skort
- House T-shirt
- Red PE T-Shirt
- Navy PE Shorts
- School Hat - mandatory for outside activities
- Swimsuit or Swim Shorts (recommended for Pre-K to KG2, mandatory for G1-G5)
- Swim Rashie (recommended for Pre-K to KG2, mandatory for G1-G5)
- Back Pack (optional)





MEALS AND CAFES

Pre-Nursery to Kindergarten 2 at the Early Learning Village

A lunch is provided for all full-day Early Learning Village students. Meals are delivered to the classroom and students enjoy eating their food **family style** together as a class group with their Teacher and Teaching Assistant. The lunches will be a standard meal or a vegetarian meal. Please advise your class teacher of the meal preference. If your child has any food allergies, please discuss this with the nursing team.

WATER BOTTLES

Please provide your child with a refillable water bottle labeled with your child's name and class code.

STAMFORD CAFES

The Early Learning Village also has an Aspretto café for parents and teachers. In addition to refreshing and energizing Fairtrade beverage options, the café also serves scrumptious snacks and nourishing hot meals.

If you have any questions about Cafe meals, please contact Sodexo at
sodexo.elv@elv.edu.sg or
+65 6602 7263

IMPORTANT LINKS

[Sodexo Information](#)



CO-CURRICULAR ACTIVITIES & AFTER SCHOOL ACTIVITIES

CO-CURRICULAR ACTIVITIES (PRE-K TO KG2 ONLY)

Stamford runs a comprehensive Co-Curricular Activities (CCA) Program with activities in sport, arts, technology, volunteering, and many more. For the most up-to-date information about ELV CCA availability, please contact the CCA Administrator at

elv.cca@sais.edu.sg.

More details are also available on [myStamford](#).

MUSIC (PRE-K TO KG2)

Families interested in booking music lessons or joining ensembles are invited to visit the Music Department section of myStamford or email musiclessons@sais.edu.sg for further information and availability.

ELV EXTRA-CURRICULAR TIMINGS

Season 2: 4 December 2023 - 23 February 2024 (3.40pm - 4.20pm)
(Pre-K to KG2)

Season 3: 11 March 2024 - 17 May 2024 (3.40pm - 4.20pm) (Pre-K to KG2)

**IMPORTANT
LINKS**

[Music Department](#)





THE SCHOOL DAY FOR INFANT CARE

SCHOOL HOURS

TERM DATES (2024)

Semester 1 (2024):
January 9, 2024 - June 21, 2024

Semester 2 (2024):
July 9, 2024 - December 13, 2024

Grades	Campus	Start	End
Infant Care	Early Learning Village	8.00am	6.00pm

Stamford Infant Care observes an open-door policy which allows parents to do drop-off or pick-up flexibly within our operating hours. Kindly note that Infant Care does not cater to requests for late pick-up or early drop-off with the operating hours being strictly 8 am to 6 pm, and that Stamford Infant Care does not operate during public holidays. For the full Infant Care calendar, please click [here](#).

2023/2024 SCHOOL TERM DATES

Monday, 9 January 2023	Staff Professional Development Day
Tuesday, 10 January 2023 - Friday, 23 June 2023	Semester 1 (8am - 6pm)
Monday, 20 February 2023	Staff Professional Development Day
Monday, 26 June 2023 - Friday, 10 July 2023	Holiday - Infant Care CLOSED
Monday, 10 July 2023	Staff Professional Development Day
Tuesday, 11 July 2023 - Friday, 15 December 2023	Semester 2 (8am - 6pm)
Friday, 10 November 2023	Staff Professional Development Day
Monday, 18 December 2023 - Monday, 8 January 2024	Holiday - Infant Care CLOSED
Monday, 8 January 2024	Staff Professional Development Day
Tuesday, 9 January 2024 - Friday, 21 June 2024	Semester 1 (8am - 6pm)
Monday, 24 June 2024 - Monday, 8 July 2024	Holiday - Infant Care CLOSED
Monday, 8 July 2024	Staff Professional Development Day
Tuesday, 9 July 2024 - Friday, 13 December 2024	Semester 2 (8am - 6pm)

INFANT CARE ROUTINES AND FOOD

SLEEP

Children sleep in dedicated sleep rooms in high or low cots, depending on the child's age and motor skills. Sheets will be provided, however if parents wish to provide an additional barrier to keep the child warm we ask that sleep sacks be provided instead of blankets. Blankets pose strangulation hazard and will be removed from cots. The room temperature sits at the comfortable 24 degree mark. If your child has a pacifier or a comfort toy, you're welcome to send these in too, however due to SIDS precautions, soft toys or pillows will not be permitted in cots under the age of 12 months old.

BREAST MILK/FORMULA

For parents who wish to send Breast Milk or Formula in with their child, a breastmilk fridge is available. Please ensure bottles are labeled with the child's name and store milk/ formula immediately upon arrival.

Staff will feed breast milk/formula according to pre-established feeding plans. There is also a nursing room available.

Infant Menu - 4 Week

FOOD

For children aged 6 - 18 months, textures will be differentiated ranging from puree to chunky, or a mix of both to accommodate developing chewing skills. Depending on the length of stay for the day, the following meals will be offered: breakfast, morning tea, lunch, afternoon tea and late snack. We also offer "First Solids Menu" to babies just starting on solid foods. The Infant Care Coordinator will work closely with families to ensure a smooth transition onto solids. The school observes a 'nut minimization' policy, so please don't send in any nuts or products containing nuts. Please see an example of the menu below:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(V) Tofu w Rice, Peas & Carrots	Beef w Mashed Potatoes, Zucchini & Carrot (Dairy)	(V) Fish with Rice, Spinach Pumpkin	Beef w Mashed Pumpkin, Zucchini & Cabbage (Dairy)	Chicken Mixed Rice Porridge, Peas & Cauliflower
Beef w Sweet Potato Mashed, Spinach & Carrots (Dairy)	Chicken & Vegetable Rice Broccoli & Pumpkin	Minced Lamb w Mashed Rice, Tomatoes & Zucchini (Dairy)	(V) Beans w Pumpkin & Carrot Mash, Peas & Broccoli (Dairy)	Fish Mixed Rice Porridge w Vegetables
Lamb Mixed Rice Porridge Carrot & Broccoli	(V) Mashed Chickpeas w Rice, Spinach & Cauliflower	Slow Cooked Chicken Risotto, Peas & Carrot (Dairy)	Fish & Vegetable Rice, Zucchini & Pumpkin	Beef w Mashed Potatoes, Broccoli & Cauliflower (Dairy)
Beef w Rice, Cabbage & French Beans	Chicken & Vegetable Rice, Peas & Cauliflower	(V) Tofu w Sweet Potato Mashed Spinach & Pumpkin (Dairy)	Beef Mixed Rice Porridge, Pumpkin & Broccoli	Fish w Mashed Potatoes Carrot & Peas (Dairy)

* No Eggs * Special Meal for those allergic to Gluten, Dairy, Egg and their products

Infant Breakfast and Afternoon Snack Menu

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	(V) Avocado & Rice Cereal (Dairy)	(V) Cottage Cheese & Minced Strawberries (Dairy)	(V) Minced Apple with Yoghurt (Dairy)	(V) Overnight Blueberry Oats (Gluten, Dairy)	(V) Pear Rice Cereal (Dairy)
Afternoon Snack	(V) Creamy Banana Puree (Dairy)	(V) Mashed Creamy Peas (Dairy)	(V) Carrots & Hummus	(V) Broccoli & Pea Mash (Dairy)	(V) Yoghurt & Cornflakes (Gluten, Dairy)
Late Afternoon Snack	(V) Yoghurt with Blueberry (Dairy)	(V) Melon Mince	(V) Creamy Custard (Dairy)	(V) Banana with Yoghurt Dip (Dairy)	(V) Tzatziki & Baby Carrots (Dairy)
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	(V) Creamy Spinach (Dairy)	(V) Mashed Bean Porridge	(V) Banana & Oatmeal (Dairy)	(V) Mango & Apple Puree (Dairy)	(V) Blueberry & Banana Rice Cereal (Dairy)
Afternoon Snack	(V) Apple & Pear Puree (Dairy)	(V) Stewed Fruit w Yoghurt (Dairy)	(V) Cheesy Cauliflower & Broccoli (Dairy)	(V) Tofu & Broccoli	(V) Creamy Custard (Dairy)
Late Afternoon Snack	(V) Bean Mash	(V) Hummus & Cucumber	(V) Watermelon	(V) Cooked Pear with Yoghurt (Dairy)	(V) Carrot & Bean Dip





STAMFORD PTA

The goal of the Parent Teacher Association (PTA) is to engage and strengthen the Stamford community by facilitating connections between parents, teachers, students and faculty through activities and events.

PTA Connections

We can't wait to meet you! The PTA has many ways to connect: Parent Connection Groups are interest based and we have Country Ambassadors for those needing a connection to home. You can find out more about ways to connect [here](#) or reach out to PTA.Welcome@sais.edu.sg. By connecting with PTA Welcome or with your Country Representative, an active Stamford family can introduce you to the Stamford Community, where you can meet parents to help answer questions and ease the transition. And do sign up for one or two of our many Parent Connection Groups!

IMPORTANT LINKS

[About the PTA](#) |
[PTA Connections](#) |
[PTA Lions Den Store](#)

Volunteering and Events

Throughout the year, the PTA organizes events and activities to bring together the Stamford community. But we can't do it without you - the PTA is powered solely by volunteers. No matter how much or how little time you have or what skills you can bring, we encourage you to get involved so the PTA can continue to thrive.

If you're interested in learning more about volunteer opportunities with the PTA, please visit the [volunteering page](#) and connect with the team that interests you.



FINAL CHECKLIST

This list is a compilation of important links to our website and myStamford for easy reference.

myStamford	Please activate your myStamford account	https://mystamford.fireflycloud.asia/
Contact Details	Ensure Stamford has the most up to date Parent Contact information. Any changes please fill up this form .	records@sais.edu.sg
ID Cards	Parents, Guardians and Helpers are required to have photo Security ID Cards	https://mystamford.fireflycloud.asia/campus-access/early-learning-village/access-ids
ELV Vehicle Registration	All parent vehicles entering and parking at the Early Learning Village Campus require a car decal for identification.	https://mystamford.fireflycloud.asia/campus-access/early-learning-village/elv-vehicle-registration
Bus Transportation	Applications for bus transport should be lodged 2 weeks prior to your child's first day of school to allow processing and route planning	https://mystamford.fireflycloud.asia/bus-transportation-1/early-learning-village-buses
Child Safety Restraints	Per Stamford Policy, students Kindergarten 2 and below (all Early Learning Village students) are required to have a Stamford-approved Child Safety Restraint (CSR). They may be purchased online via Taxi Baby or other CSR outlets.	https://mystamford.fireflycloud.asia/bus-transportation-1/transport-policies/child-safety-restraints-csr-policy
School Uniforms	School Uniforms can be purchased in store or online at Lims Uniforms	https://mystamford.fireflycloud.asia/uniforms-1
PTA	Find out more about the PTA including volunteering and parent connection groups	https://mystamford.fireflycloud.asia/pta/about-the-pta
School Fees	Finalize school fees with the Stamford Finance Team	https://mystamford.fireflycloud.asia/finance
ELV Student Transfer Service	This is a supervised bus service from the Woodleigh Campus to ELV at the beginning of the school day, and then from ELV back to the Woodleigh Campus at the end of the school day. Students must be a minimum of 2 years old to use this service.	https://mystamford.fireflycloud.asia/bus-transportation-1/elv-student-transfer-service



Stamford American
INTERNATIONAL SCHOOL

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