



Tadika Juara Cerdik

Together Building Excellence In Kids

Parent Handbook

2025



A warm welcome to Tadika Juara Cerdik

We trust that life at Tadika Juara Cerdik will be a pleasant, successful and enriching experience for your child.

This booklet aims to help you familiarise with the school values, rules, and schedules. We hope that you will take every opportunity to join in the various activities associated with the school.

We believe that education is a joint responsibility involving parents, teachers, the child and his/her community. We will do our best to meet our part in this responsibility knowing that we share with you a commitment to one very special person – your child.

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FROM THE PRINCIPAL

Thank you for enrolling your child in Tadika Juara Cerdik. I look forward to sharing both the privilege and responsibility of educating and building excellence in your child with the help of our teachers and your partnership.

I believe in the wise proverb which says, "Train a child in the way he should go, and when he is old he will not turn from it." With this in mind, I welcome you to keep an open channel of dialogue with us as we partner together in raising excellent kids.

Tadika Juara Cerdik (TJC) is an educational arm of Damansara Utama Methodist Church (DUMC). Therefore, there will be some christian teaching elements as part of our curriculum conducted in TJC.

VISION

To build and train children for a spirit of excellence through positive, fun and motivating learning experiences.

CORE VALUES

We have identified these values as the cornerstone of our school value system. They are:

- Honour : Respecting those in leadership because of the higher authorities they represent.
- Responsibility : Knowing and doing what is expected of me.
- Truthfulness : Earning future trust by accurately reporting past facts.
- Obedience : Quickly and cheerfully carrying out the wise direction of those who are responsible for me.
- Attentiveness : Showing the worth of a person or task by giving my undivided concentration.

2025 STAFF



Principal

Rachael Chan

Deputy Principal -
Operations &
After School Program

Poh Lyn



Administrator

Pei San



Administrator

Marylim



IT Administrator

Joseph



Food & Beverage

Aunty Heidi

Supervisors

Teacher
NatashaTeacher
Poh LynTeacher
Nyin YinTeacher
Jesmine

Teaching Staff



Teacher
Cassandra



Teacher
Yee Leng



Teacher
Pey Keng



Teacher
Christine



Teacher
Ermey



Teacher
Grace



Teacher
Jane



Teacher
Syarilpey



Teacher
Ong



Teacher
Pei Shuen



Teacher
Teassy

Teaching Staff



Teacher
Arace



Teacher
Pey Yee



Teacher
Evelyn



Teacher
Charmaine



Teacher
Jekelly



Teacher
Glorina



Teacher
Joy



Teacher
Galoria



Teacher
Florence



Teacher
Joanne

TJC SCHOOL RULES AND REGULATIONS

● School Hours

Age 3 & 4	8:30am - 12:00pm
Age 5 & 6	8:00am - 12:00pm
Enrichment programme:	12:30pm - 5:00pm

● Punctuality

Morning Session

Children of Age 5 and 6 must be in the school by 8:00am.

Children of Age 3 and 4 must be in the school by 8:30am.

*Teachers and staff start the day with devotion and prayer daily. we will attend to your child at 7:45am.

*For children who reach school before 7:45am, we seek parents' cooperation to ensure safety of the children within the school compound.

At Tadika Juara Cerdik (TJC) we believe that children can only learn effectively if they attend school regularly. It is important that children arrive and leave school on time. Children who arrive late are greatly disadvantaged because they miss starting the day with their friends and the beginning of lessons.

It is also important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please ensure the school is informed.

● Dismissal

Children are to be picked up no later **than ½ an hour after school dismissal.**

All late pick-ups will be imposed a late fee of RM10 each time thereafter.

When you're late, kindly park your car at a parking lot and proceed to Block C to pick up your child.

● Early Collection of Children

Parents who wish to collect your child before dismissal, must inform the school office beforehand. Parents are required to fill in the record book provided, upon collection. Early collection is 11:30am.

● Security Card

Children will only be released to parents/guardians and to authorised person(s) with a security card. Collection without a security card, will only be permitted after verification with the parent/guardian.

*On days, if the regular person is not able to pick your child up, please call the school to provide info of the alternative arrangement.

● Placement of the Security-card

Please place the security card on your car's dashboard (tilted up), to enable teachers on duty at different stations to call out your child's name.

The security is to be displayed in the morning upon entering Dream Centre. Also to be displayed when you pick your child up in the afternoon.

● Absences

The Department of Education requires a letter for all absenteeism to be kept in the school records. The Principal and class teacher must be notified beforehand if your child will be away for more than a week.

● Consultation with Teachers

Parents are welcome to discuss any concerns with teachers in school. However, to avoid undue interruptions to the school, appointments must be made with the respective teacher for a mutually acceptable time.

● Birthday Celebration

Parents who wish to celebrate their child's birthday in school will need to fill in a birthday party request form. Forms must be completed and handed in to the class teacher with at least 7 days notice. Requests must be approved by the school office. Parents are required to provide serviettes, paper plates, plastic cutlery, matches/lighter and birthday candles.

Parties are permitted only from Monday to Thursday.

● Belongings

Parents are to ensure that belongings are labeled with your child's name.

We do not encourage children to bring any valuables to school.

Jewelry of any sort (including toy) are not permitted.

The school reserves the right to remove any article worn by any child which may pose harm to the child or to others.

● Things to Bring

The following are to be brought to school daily:

1. School bag
2. Water tumbler & lunchbox/snackbox
3. Extra clothing
4. Handkerchief
5. Hand Sanitizer (Teacher will keep in the school for the younger children).
6. Stationeries (Pencil box, pencil, colour pencil, scissors, glue)

*Please label your child's name on these items.

● Homework Pouch

Homework or messages from school will be kept in the homework pouch. Please ensure that the completed homework or signed messages are returned with the homework pouch.

● Book Replacement

Responsibility is one of the character traits that we want to instill in our children. Therefore, children are encouraged to take good care of their school books. If lost or misplaced the book must be repurchased/replaced.

● Snack

Biscuits will be given to your child daily for snack. Please ensure that your child brings a water tumbler to school everyday.

Water tumblers must be unbreakable. Cans and glass bottles are not permitted. Milk bottles are not permitted in school.

● Liability

While reasonable care will be taken, the school, staff and teachers, will not be held responsible for any loss of valuables, accident, injury or mishap that happens to the child while in school.

SCHOOL FEES

Terms & Conditions

1. School term will be stipulated by the Ministry of Education from **February 2025 to December 2025** (11 months).

2. An initial payment of **RM1,000.00 (Non-Refundable)** is payable upon confirmation of registration/enrolment. This initial payment will be credited toward the Term 3 fee.

3. There are **3 payment terms** as follows; subjected to Ministry of Education's (MOE) calendar:

The academic year fee is structured and thoughtfully calculated, taking into account the number of school days, holidays, and special events throughout the year. The fee is divided into three equal payment terms, due in February, June and October.

Term 1: February

Term 2: June

Term 3: October

Structural Fee and Term Fees are to be paid before the commencement of every Term. Term fee consists of Monthly Tuition Fee & Semester Fee.

4. Upon the commencement of the Academic Year 2025, the following must be paid

- Administrator Fee
- Books
- Insurance & Uniforms

5. Withdrawal of Enrolment

We requires one (1) month written notice or one (1) month Term Fee in lieu of notice of your intention to withdraw your child. Unused Term Fee will be refunded. The following will not be refunded. Administration Fee, Books, Insurance & Uniforms, and Term 1 (Structure Fee and Term Fee)

6. A late fee of **RM15** will be applied to any outstanding balance after the 7th of each month.

7. Payment can be via cheque (payable to **Dream Academy Sdn Bhd**), or bank transfer (**Public Bank A/C No: 3200061904**). For bank transfer payments, please notify us once the transaction has been made via email at

admin.tjc@dreamacademy.edu.my or Whatsapp at HP: **010-317 7152**.

● School Programmes

Parents are encouraged to support their children by attending all or most of our school events.

● Parent Teacher Meeting

At the end of each semester, parents will meet with the respective class teacher on the progress of your child(ren). A notice will be sent out beforehand.

● Excursions/Educational Visits

The school will organize excursions/outings which are an integral part of the overall school curriculum. Classroom activities are developed both before and after excursions. Therefore, it is beneficial for all children to participate with their classmates in the outings. This is seen as important both socially and educationally.

Notices will be sent out prior to the excursion and it is vital that the consent form is signed and returned to the school. Without a signed consent form, the child will not be allowed to join the excursion.

● Bible Devotion

Bible devotions are part of our school curriculum.

● School Timetable (latest by 2nd week after commencement of school year)

A copy of your child's timetable will be given to you.

● Uniforms

Uniform must be worn daily to school.

Shoes & socks must be worn at all times.

Sandals are strictly discouraged.

PE attires are to be worn on the stipulated PE day

(Age 3 : Playground day).

● Name Tags



Children's Name

1) Clip-on: to be worn during the 1st month of school.

2) Sew-on: to be sewn on school uniforms and PE attire as shown in the photos below.
Sew-on name tags will be given out together with uniforms and PE attire.

Once you receive the school uniforms, PE attire & Sew-on name tag, please sew the Sew-on name tag at the location as shown in the photos. Then, the clip-on Name-tag will be kept by the class teacher for future use.

Health and Safety

Medical Emergency

In the event of an illness or accident needing immediate attention, the school will carry out the following steps:

1. Render first aid as deemed fit.
2. Make all reasonable effort to contact the parents/guardian.
3. If deemed necessary or in emergency situations, the child will be sent immediately to the nearest clinic or hospital, of which all expenses are to be borne by the parents/guardian.

* Parents are required to notify the school of any medical condition your child may have, that requires special attention. This includes food and other allergies.

Infectious Diseases

NO child should come to school if he/she is unwell (which includes fever, cold and runny nose, Hand Foot & Mouth disease, influenza-like sickness eye-infection, chicken pox, measles, cough, diarrhea and any other contagious illness). A temperature check will be performed by teacher on duty each morning. Children with a temperature higher than 37.5°C will be sent home. Please also be sure to notify the school when your child is not attending due to illness so we can remain aware of any present viruses or other seasonal illness prevalent in the community or school.

Students may only return to school following a contagious illness upon submission of a valid medical certificate (MC) or clearance from a licensed healthcare provider. In the absence of an MC, it is requested that students adhere to quarantine period of several days, in accordance with the guidelines set forth in the TJC Handbook.

Safety

We will help develop safety habits in children, such as the following:

- Know his/her own name
- How to cross roads correctly.
- To never run from behind parked cars.
- No running in school.
- Not to talk to strangers.
- To never accept rides in cars from stranger.
- Not to leave school grounds during school hours.
- Not to throw sticks, stones or other objects that could harm others.
- Not to handle sharp objects by themselves.

Table of Infectious Diseases:

Condition	This disease is spread by	Early symptoms	Time between exposure and sickness	Exclusion from school and early childhood centre
Chickenpox	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10–21 days after being exposed.	1 week from appearance of rash, or until all blisters have dried.
Cold Sores	The virus is spread from person to person by kissing or other close contact with sores or even from contact with apparently normal skin that is shedding the virus. Infected saliva is also a means of spreading the virus.	Swollen and irritated gums with small, painful sores in and around the mouth, sore throat and swollen glands. Producing more saliva than normal high fever, dehydration, feeling sick (nausea) headaches.	2-14 days to heal completely	Young children unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions to be covered by dressing where possible.
Conjunctivitis (Pink eye)	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is discharge.	2–10 days (usually 3–4 days)	While there is discharge from the eyes.
Diarrhea	Allergies to certain foods, eating foods that upset the digestive system, laxative abuse, medications.	Bloating in your belly, cramps, thin or loose stools, watery stools. An urgent feeling that you need to have a bowel movement, nausea and throwing up.	2-3 days	Exclude until diarrhea ceases or until medical certificate of recovery is produced.
Diphtheria	Coughing, sneezing, and poor hand washing.	Fever, chills, fatigue, sore throat, hoarse voice, cough, headache, difficulty of swallowing, difficulty of breathing, foul smelling, bloodstained nasal discharge, swollen glands (nodes) in the neck, pale and blue skin.	2-7 days	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and another 48 hours later.
Hand, foot and mouth disease	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms-rash on soles and palms and in the mouth.	3-5 days	Immediate exclusion once blisters appear on tongue and hands. Exclude at least 7 to 10 days
Head lice (Nits)	Direct contact with an infested person's hair.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC or school should be informed. Treatment recommended to kill eggs and lice.
Influenza, H1N1 and Scarlet Fever	Spread through respiratory droplets when an infected person coughs, sneezes, or talks.	Sudden onset of high fever, chills, and body aches, sore throat, headache, nausea, and vomiting and sandpaper-like rash.	1–4 days (average about 2 days)	Until well.

Condition	This disease is spread by	Early symptoms	Time between exposure and sickness	Exclusion from school and early childhood centre
Meningitis	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.
Meningococcal Meningitis	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. Urgent treatment is required.	3-7 days	Until well to return.
Mumps	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.
Poliomyelitis	Coughing and sneezing. Direct contact with infected person.	Fever, sore throat, headache, vomiting, fatigue and meningitis.	3-35 days	Excluded for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
Ringworm	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4-6 weeks	None, but skin contact should be avoided
Rubella (German Measles)	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14-23 days	Until well and for 7 days from appearance of rash
Salmonella	It is usually caused by eating raw or undercooked meat, poultry, eggs or egg products. The incubation period ranges from several hours to 2 days.	Nausea, vomiting, abdominal cramps, diarrhea, fever, chills, headache, blood in the stool.	Salmonella 6 – 72 hours	Exclude until diarrhea ceases.
Scabies	Contact with infected skin, bedding and clothing.	Itchy rash.	4–6 weeks (but if had scabies before it may develop within 1–4 days)	Exclude until the day after appropriate treatment.
Streptococcal sore throat	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to Rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
Whooping cough (Pertussis)	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	5 days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
Worms (Intestinal)	Uncooked or unwashed food, contaminated water or hands.	Abdominal pain, Diarrhea, Variable Exclude if diarrhea or hands. Gas or bloating. Dysentery (loose stools containing blood and mucus) Rash or itching around the rectum or vulva. Stomach pain or tenderness, Feeling tired.	Variable	Exclude if diarrhea
Covid-19	Respiratory droplets when an infected person coughs, sneezing, or talking. It can also spread via airborne particles, especially in enclosed spaces.	Fever, cough, shortness of breath, and fatigue. Less of taste or smell, sore throat, headache, muscle aches, and chills.	2-14 days after exposure	Until well

CURRICULUM OUTLINE

Age 3

Subjects	Outline
English	Recognition of letters, letters formation (sand paper letters) & pre-writings, Alphabet Song, Associated objects.
Numbers	Numbers 0 to 10 (Number Rods), Shapes, Colours, Numeral Symbols strokes (sand paper numerals) & pre-writings
Others	Thematic Activities, Art & Craft, Songs & Rhymes, Physical Exercises, Story time, Playground time, Water, Choice time, Sand & messy play-time, Music & movements, show and tell.
Moral	Manners, Values, Character Curriculum, Disciplines, School rules

Age 4

Subjects	Outline
English	Recognition of letters and phonic sounds a to z, Short vowels, Short sound blends, Sight words, initial & ending consonants, reading, writing.
Numbers	Numbers 0 to 10, More & Less, Language math (simple addition and subtraction), Shapes, Colours, Sizes.
Chinese	Simple basic strokes, words, Strokes counting in a word, Missing strokes, writing.
Others	Science, Thematic Activities, Story time, Art & Craft, Pattern book colouring, Songs & Rhymes, Playground time, Physical Developments, Innovative Games in Center.
Moral	Manners, Values, Character Curriculum, Disciplines, School rules.

CURRICULUM OUTLINE

Age 5

Subjects	Outline
English	Phonic sounds a to z, Short & long vowels, Short & long sound blends, Diagraph, Sight words, Special phonic sounds, Initial & ending consonants, reading, writing, and spelling.
Numbers	Numbers 0 up to 30, Addition & Subtraction, More & Less & equal, Number Place Value (units & tens), Language math, Time (O'clock & half past), Graph math, Ascending & Descending order, Before & After (numbers), Role counting.
Chinese	Basic Strokes, words, phrases, Strokes counting, Missing strokes, reading, writing, spelling, rhymes.
BM	Suku kata, perkataan, bacaan, padankan perkataan dengan gambar, batangkan suku kata, ejaan, tulisan.
Science	Solid, Liquid, Gas, Things that dissolve, What sink or floats, Density, Surface tension, Pressure, Magnetic Forces, Seeds can grow.
Moral	Manners, Values, Character Curriculum, Disciplines, School rules.
Others	Art & Craft, Songs Rhymes, Thematic Activities, Physical Developments, Project based learning.

CURRICULUM OUTLINE

Age 6

Subjects	Outline
English	Phonic sounds a to z, Short & long vowels, Short & long sound blends, Consonant blends, Diagraph, Sight words, Special phonic sounds, Initial & ending consonants, reading, writing, spelling
Grammar	Nouns, Singular & Plural, Pronouns, Conjunctions, Verbs, Prepositions, Adjectives.
Numbers	Numbers 0 up to 50, Route counting up to 100, Addition & Subtraction with carrying over & borrowing concepts, More & Less & equal, Number Place value (units & tens), Language Math, Time (O'clock, half past, quarter to, & digital clock), Graph math, Fractions, Currency, Geometric Shapes
Chinese	More difficult strokes, words, phrases, sentences, strokes counting, Missing strokes, reading, writing, spelling, rhymes, and colours.
BM	Huruf vokal, suku kata, perkataan, bacaan, padankan perkataan dengan gambar, batangkan suku kata, ejaan, tulisan, membina ayat.
Tatabahasa	Kata Nama Am, Kata Nama Khas, Kata Ganti Nama Diri, Kata Kerja, Penjodoh Bilangan, Kata Berlawan, Kata Hubung, Kata Adjektif, Kata Tanya.
Science	Surface tension, Atoms & Molecules, Magnetic Field and Forces, Temperature, Thermometer, Air has volume, Oxygen, Air Pressure, Static electric charges, Plants needs water, Chemical Change, Human body, Cells, Heart, Lungs and respiratory system, Skeletal system, digestive system, sounds, gravity, light, acid & alkaline.
Moral	Manners, Values, Good Character Building, Disciplines, School rules

STUDENT CODE OF CONDUCT

The code of conduct for students at Tadika Juara Cerdik has been put together for promoting the development of healthy self-esteem and desirable behaviours in each student. Our teachers pursue these aims through:

- Promoting healthy self-esteem and encouraging social skills development
- Apply positive reinforcement in behaviour management strategies
- Establishing clear boundaries by making known the expectations of students and of parents
- Discussing and working through situations hand in hand with students and parents

We recognise that our school must provide all children with a safe and orderly learning environment that meets the needs of children at all levels. As a school community our rights are determined by the values we hold. We are committed to providing a co-operative learning environment which is consistent with our core values.

Students have a responsibility to:

- Participate and work to the best of their ability
- Share and care for equipment
- Act in a safe and responsible manner
- Respect the rights of others
- Follow school rules
- No bullying

● School Rules

- Love
- Obey
- Speak Softly

● Discipline Policy

Discipline is a process of reinforcing positive behaviour while teaching children how to behave acceptably. Our policy is to provide an environment of love and encouragement which will enable children to resolve their differences and grow in maturity and self-control. Positive Discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

We use positive discipline by planning:

- Anticipating and eliminating potential problems
- Having consistent and clear rules that are manageable by the children
- Having a well-planned daily schedule
- Providing structure and support for children to resolve conflicts
- Shared ownership of the classroom (our room, our toys)

We use positive discipline by intervening when necessary:

- Re-directing to a new activity
- Diverting child from area of conflict
- Providing alternate activities
- Offer a choice of two acceptable options
- Provide acceptable way to release feelings

We use positive discipline by showing love and encouragement:

- Reinforcing positive behaviours
- Demonstrating respect and care for each child
- Appreciating the child's point of view
- Positive discipline takes patience, repetition and the willingness to work through problems.

● Suspension or Expulsion Policy

Unfortunately, there are sometimes reasons we have to suspend or expel a child from our program either on a short term or permanent basis. We want parents to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to suspend or expel a child from this school:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

TJC Contact Numbers

	Numbers	Remark
Office Phone	03-7498 8484	N/A
Office Mobile	010-317 7152	Please register this number in your mobile phone, to allow us to use Whatsapp Broadcasting to send messages to you in the future.



Tadika Juara Cerdik

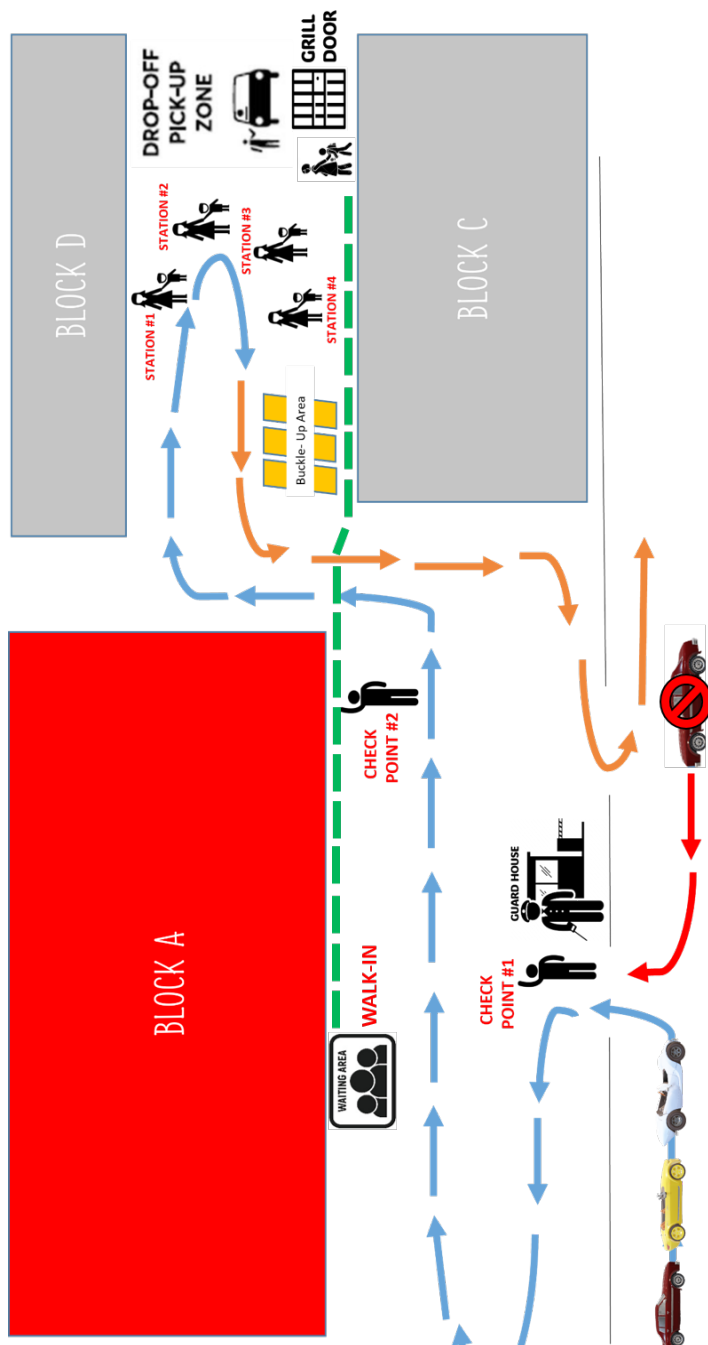


@tadikajuaracerdik

Website:

<https://dreamacademy.edu.my>

Safety, Traffic flow & Parking



Use the indicated walking path to walk to the school.
Drive slowly within the Dream Centre compound.
Turn left at the guard house during dismissal.



Here is the preferred stretch of road for queuing up before dismissal time. Please enter Jalan 13/1 from Jalan Kemajuan 12/18, and turn left to enter Dream Centre, in order to have a smoother traffic flow.

Please park at the open-air private car park across Dream Centre, Centrestage or Jaya 33.

- Queue at the preferred stretch of road for smoother traffic.
- Do not come down from your car to pick up your child, also do not buckle up your child in the dismissal queue.
- Please refrain from using handphone when driving to/leaving the school.
- When your child is already late to school, please do not speed up, because the few minutes that you try to save will not make much difference.

CONSENT FORM



I _____, (guardian/parent of _____) give my permission to use _____'s name, likeness, image, voice and/or appearance using audio recording, video recording, photographs, print, digital images for publicity or educational purposes by Tadika Juara Cerdik.

I understand that all materials will remain the property of Tadika Juara Cerdik and I am not entitled to any compensation or payment for their use.

I have read and understood the nature of the consent and release.

Signature

Date

Important Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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