



Welcome to Woodbridge.



Director's Message

It gives me great pleasure to welcome you to a school year of memorable firsts and significant milestones that mark the beginning of your child's journey towards academic excellence and strength of character.

For over twenty years, it has been our mission to bring out the best in each child – to awaken, nurture, and empower each one's uniqueness. We are committed to this goal and feel honored by the privilege of your choosing us to play this vital role in your child's life.

With you, my dear parents, I am confident that we can provide your child with the best quality preschool education possible.

Teacher Lulu
Mrs. Lourdes Yusay-Abelido
Director

PRESCHOOL LIFE

The Curriculum

At Woodbridge, we are guided by an eclectic philosophy. The Woodbridge Way of Learning is a conglomeration of various learning techniques that employs developmentally-appropriate strategies that promote the child's smooth transition into the big schools. This is attained by providing age-appropriate activities that build self-confidence through achievement. Specifically, the curriculum contains a thorough introduction to the following fundamental concepts:

Reading

The letters of the alphabet, pre-reading skills enhancement, sight reading and reading comprehension exercises, including basic skills such as recitation, singing of nursery rhymes, and storytelling.

Language Arts

A combination of Language and Science which includes vocabulary-building exercises on varied topics pertaining to proper care and understanding of one's self, others, and the environment. In Pre-K and Kindergarten, the basic concepts on grammar are introduced.

Math

Colors, shapes, and numerals, simple math equations and problem solving skills, and common forms of measurement (fractions, time, and money).

Filipino

(For Pre-K and Kindergarten only) Vocabulary-building exercises pertaining to certain topics such as the Alpabetong Filipino, courteous expressions, colors, and shapes.

Arts & Crafts, Writing, and P.E.

Incorporated into the curriculum to ensure a more holistic and well-rounded approach to the child's early learning development. These activities make learning fun and enjoyable; thus, leading to a more positive and eager attitude towards schooling.

The Virtues

Integration ProgramTM

Spanning the entire Woodbridge Academy curriculum is the Virtues Integration Program (VIP), specifically developed to help build character in each child. The VIP, through its unique process, ensures that virtues and values do not simply become a subject but a way of life.

The School Uniform

Below is an illustration of the official school uniform. The school uniform should be worn along with black leather shoes with white socks from Mondays through Thursdays.



P.E. Uniforms

T-shirt and shorts (bearing the school logo) are to be worn every Friday. Also, please take note that the school discourages the wearing of expensive jewelry and accessories to school. Any loss of such valuables will not be held liable to the school or any of its personnel.

The Progress Report

Parents are informed of their child's performance in school through three ways:



Parent-Teachers' Meeting (PTM)

These meetings, which are held twice a year, offer an avenue for one-on-one discussions between the parents and the teachers regarding their child's progress in class.



Special Meeting

Aside from regular PTMs, a teacher or parent may request for a special meeting to discuss some concerns that may have arisen during the school year. This meeting may be arranged anytime through the Head Administrator at the front desk.



School Report Card

A report card containing the child's academic and psychosocial performance is released at the end of each grading period and must be promptly returned with the child's parents' signature the week after.

Understanding Your Child's Report Card

The report cards of the Playgroup and Toddler levels contain an enumeration of positive behavioral traits and tasks that are usually achieved at these levels. The report cards of the higher levels, on the other hand, contain more detailed descriptions that are divided into two (2) sections:

Academic Performance

A child received letter grades (see section below) for his performance in all the subjects taught at each grade level.

Psychosocial & Motor Performance

More importantly, a child's attainment of positive behavioral traits and age-appropriate developmental tasks are reported as follows:

O	Outstanding	the child can perform the task exceedingly well
VS	Very Satisfactory	the child can perform the task sufficiently well with little to no supervision
S	Satisfactory	the child can perform the task fairly well with little supervision
MS	Moderately Satisfactory	the child can perform the task with much supervision
NI	Needs Improvement	the child can perform the task only with constant supervision

SCHOOL REGULATIONS

Payment Policies

1. A child is not officially enrolled until all required fees for enrollment have been paid.
2. Should the parents decide on paying tuition on a monthly basis, the **tuition fee is due every 5th of each month** and is not subject to any adjustments due to excessive absences brought about by illness or family obligations.
3. On Refunds: Reservation fees are absolutely non-refundable and non-transferable. The rules on refunds on enrollment fees are as follows:

1 WEEK AFTER CLASSES START
10% DEDUCTION

2 WEEKS AFTER CLASSES START
20% DEDUCTION

3 WEEKS AFTER CLASSES START
NO REFUND

School Hours

1. The Preschool and Kumon Center are open during the following hours:

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PRESCHOOL

7:30 AM to 4:30 PM
(Weekdays)

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KUMON CENTER

10:00 AM - 6:00 PM (Weekdays)
9:00 AM - 12:00 NN (Saturdays)

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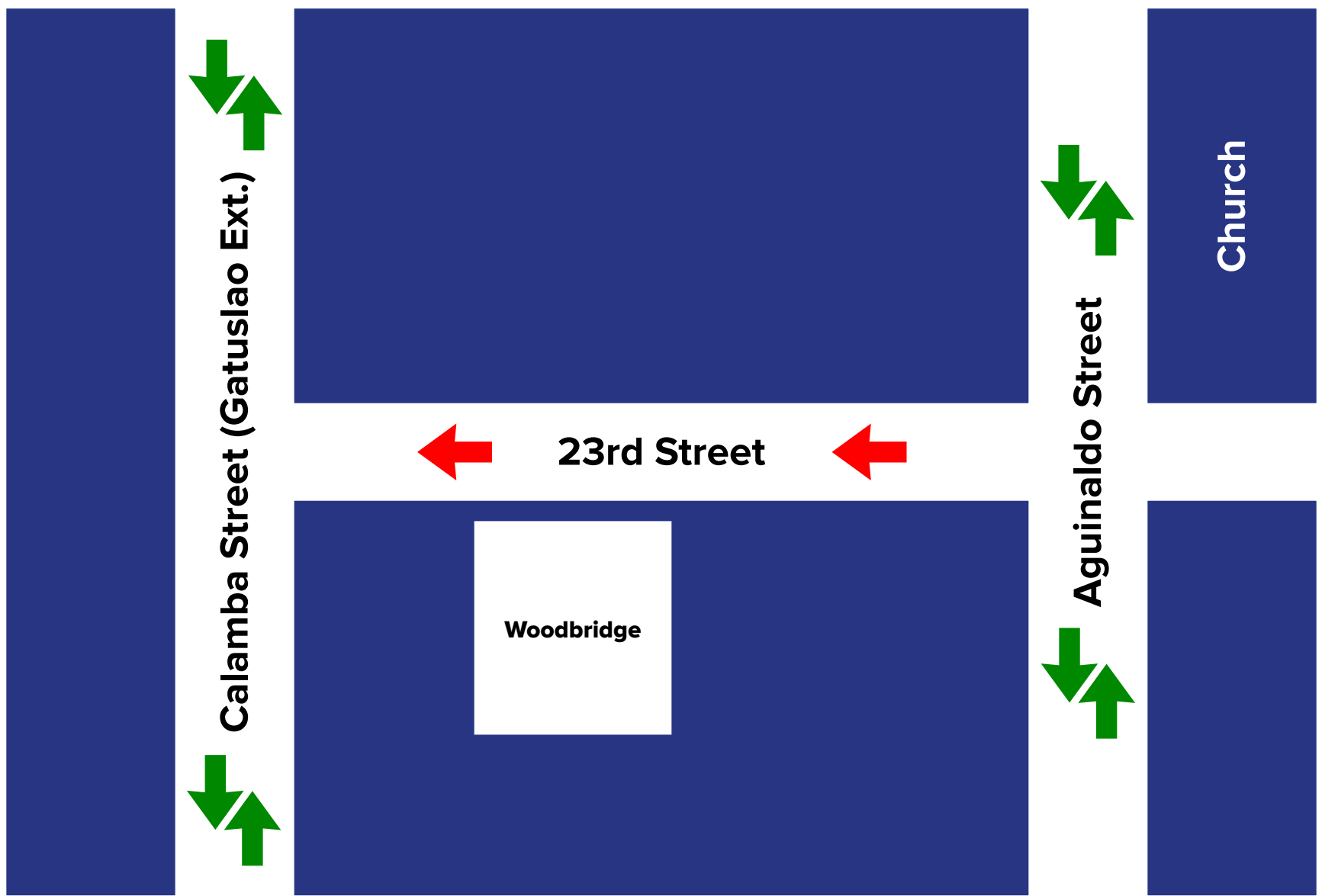
2. The main gate officially opens for an hour from **7:30 to 8:30 AM** to allow entry of the first batch of children (8:00 AM classes) and remains closed until 10:00 AM. All children brought to school before 7:30 AM must be accompanied by an adult until a school personnel takes them to class.

NOTE:

All Batch 2 children (10:30 AM Classes) are only allowed entry to their designated classrooms at least 5-10 minutes before the start of their classes. Their teachers-in-charge will personally assist them to class from the waiting area.

Traffic Flow

- 1. To avoid traffic congestion, motorists are required to take the westbound route–Aguinaldo Street–during drop off and pick-up time, and to exit at Calamba Street. Below is an illustration of the One-way scheme implemented on 23rd Street from 7:00 AM to 6:00 PM on Weekdays:



The Pick-up Procedure

1. To ensure security during pick-up time, the school makes use of **PICK-UP PASSES**, which are issued to all guardians authorized to pick-up the children from school.
2. The authorized fetcher must first present his Pick-up Pass to the school guard and the teacher before leaving the school premises with the child. **STRICTLY NO PICK-UP PASS, NO RELEASE.**
3. In cases where an unauthorized fetcher is to pick-up the child, a parent must inform the school in writing. Also, it is the responsibility of the parents to surrender the pass of the person no longer authorized to pick-up the child.
4. Please pick your child up on time. Unforeseen accidents usually occur after dismissal time while the child is left playing in the playground or in the waiting area unsupervised.
5. Parents are strongly discouraged from conferring with their child's teachers during dismissal time as this greatly distracts the teachers from attending to their students' needs.

HOW TO GET A PICK-UP PASS

Fill out the Pick-up Pass Info Card given out during the Parents' Orientation. Submit the filled out card to your child's teacher along with two (2) 1x1 ID Pictures of all the fetchers. Note that each child is allowed a maximum of three (3) fetchers.

Guardians

1. All guardians / yayas who choose to wait at the designated area at the back of the school are to be guided by the following rules:
 - Silence and cleanliness in the waiting area must be maintained at all times.
 - Mode of dressing must be presentable and decent.
 - Undesirable behavior such as engaging in pointless chatter or rumor mongering (gossip), peddling goods, or hanging out in the private cars across the street are strictly prohibited.
2. Should a guardian / yaya repeatedly break any of these rules, the school shall immediately notify the child's parents and eventually suspend the guardian's privilege to wait in school.

NOTE:

As the children are generally in the best of care while inside their classrooms, we suggest that all guardians leave the school premises after the children have been brought to their classrooms.

Suspension of Classes

1. Classes will be suspended upon the advise of the Department of Education and under any of these conditions listed below:



2. Suspensions during Local & National Holidays will usually be made days before the said holiday; announcements are made through the school's bulletin board.
3. Generally, a Message Cast will be sent to the mobile numbers of the parents informing them of the suspension beforehand. A call to the school is also advisable.

Absences

1. Notify the school of any absence. If your child contracts an infectious childhood illness (such as Chicken Pox or Measles), please secure a doctor's permit before sending your child back to school.

Birthday Parties

1. Only two (2) parties may be held each month in a child's classroom and will be on a first-come, first-served basis.
2. Inform your child's teacher at least two (2) weeks prior to your child's intended party date and secure a copy of the Guidelines for Birthday Celebrations notice from her.