



2026 Parent Handbook

Together Building Excellence in Kids!



WELCOME TO TADIKA JUARA CERDIK

This Parent Handbook outlines TJC's values, policies, routines, and expectations to ensure clear and consistent communication between the school and parents.

We believe that education is a shared responsibility between parents, teachers, and the child's community. Through partnership and mutual understanding, we are committed to supporting your child's development and preparing him or her for future learning.

Tadika Juara Cerdik offers a kindergarten programme based on the FunGates system for children aged 3 to 6 and is a fully licensed kindergarten under the Ministry of Education since 2009.



FROM THE PRINCIPAL

RACHAEL CHAN
PRINCIPAL



Thank you for enrolling your child in **Tadika Juara Cerdik**. It is a privilege to partner with you in nurturing and educating your child, together with our dedicated teachers.

We believe in building strong foundations for life, guided by the proverb: *"Train a child in the way he should go, and when he is old he will not turn from it."* With this in mind, we encourage open and ongoing communication as we work together to raise confident and capable children.

Tadika Juara Cerdik (TJC) is the educational arm of **Damansara Utama Methodist Church (DUMC)**. As such, Christian values and teachings are incorporated into our curriculum.





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Our Vision

To empower every child to grow with confidence, curiosity, and character, fostering a lifelong love of learning and preparing them to flourish beyond the classroom. We aim to set the standard in early childhood education, becoming the trusted choice for parents seeking a strong foundation for their children's future.

Our Mission

Our mission at Tadika Juara Cerdik is to nurture each child's potential through student-centric, engaging, and fun learning experiences. We are dedicated to fostering honour, responsibility, truthfulness, obedience, and attentiveness in every child, creating a strong foundation for their future. We are committed to work with parents as their trusted partner in raising young learners with a strong moral compass.

Our Promises

- Character Comes First
- Solid Tri-Lingual Curriculum
- Well-Equipped Spaces
- Authentic Parent-Teacher Collaboration
- Passion-Driven Educators

Our Core Values



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.

Meet Our Team



Ms Rachael
Principal



Ms Poh Lyn
Deputy Principal



Ms Natasha
Age 3 & 4



Ms Grace
Age 5



Ms Pey Keng
Age 6



Ms Jesmine
ASP



Ms Marylim
Administrator



Ms Pei San
Administrator



Ms Mary Jane
Digital & IT Support



Ms Heidi
Gastronomy & Wellness

SPECIALISTS

ADMIN & SPS

Meet Our Team



Ms Teassy
Daisy



Ms Syaril
Orchid



Ms Jasmine
Lavender



Ms Gloria
Rose



Ms Jekelly
Sunflower



Ms Grace
Buttercup



Ms Ermey
Iris



Ms Jane
Lily



Ms Cassandra
Fuchsia



Ms Yee Leng
Hibiscus



Ms Christine
Petunia

Meet Our Team



Ms Joy
Age 3 & 4



Ms Glorina
Age 3 & 4



Ms Pey Yee
Age 5 & 6



Ms Evelyn
Age 5 & 6



Ms Arace
Age 6



Ms Joanne
ASP

NON-CLASS
TEACHERS



At Tadika Juara Cerdik (TJC), we believe that punctual arrival and regular attendance are essential for young children's growth and well-being. Our daily schedule balances learning, play, rest, and exploration, and arriving on time ensures children start the day with friends and lessons, develop good routines, and build important life skills. We understand that delays can occasionally happen; in such cases, please inform the school in advance.



School Hours & Drop-Off / Pick-Up Policy

01 Preschool Main Session

¹ 8:00 AM – 12:00 PM (Age 5–6)

² 8:30 AM – 12:00 PM (Age 3–4)

02 Morning Drop-Off

7:45 – 8:30 AM (Late arrivals require prior notice)

03 Afternoon Pick-Up

¹ 12:00 PM – 12:30 PM (Main Session)

² 3:45 PM – 4:15 PM (ASP Core)

³ 6:00 PM – 6:30 PM (ASP Extended)

04 After School Programme

¹ 12:00 PM – 03:45 PM (ASP Core)

² 12:00 PM – 06:00 PM (ASP Core & Extended)

05 Pick-Up Authorization

¹ Only authorised guardians with a **security card** may pick up the child

² Collection without a security card, will only be permitted after verification with the parent/guardian.

Drop-Off Policy

- Teachers and staff begin each day with devotion and prayer, attending to children from 7:45 AM.
- For children arriving before 7:45 AM, parents are responsible for ensuring their safety within the school compound.
- If arriving after 8:30 AM, parents must notify the school in advance.

Pick-Up Policy

- Children must be picked up no **later than ½ hour** after school dismissal.
- A **late fee of RM10** will be charged for each instance of late pick-up.
- If you are late, please park your car in the parking lot and proceed to Block C to collect your child.

School Rules and Regulations

Consistency, structure, and adherence to school routines are key to creating a safe and supportive learning environment at TJC. By following our guidelines, children learn responsibility, respect, and social skills while enjoying a positive and enriching school experience.

01 Early Collection of Children

Parents who wish to collect their child before dismissal must inform the school office in advance. Upon collection, parents are required to record the details in the book provided. **Children must be picked up no later than 11:30 am.**

03 Placement of the Security Card

Please place the security card on your car's dashboard (tilted up) to enable teachers on duty to call out your child's name. The card should be displayed in the morning upon entering Dream Centre and again in the afternoon at pick-up.

05 Consultation with Teachers

Parents are welcome to discuss any concerns with teachers. To avoid interruptions to the school schedule, please make an appointment with the respective teacher at a mutually convenient time.

02 Security Card

Children will only be released to parents/guardians or authorised persons presenting a security card. Collection without a security card will only be permitted after verification with the parent/guardian.

If the regular person is unable to pick up your child on any day, please call the school to provide details of the alternative arrangement.

04 Absences

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

06 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 Rules and Regulations

07 Birthday Celebration

Parents wishing to celebrate their child's birthday in school must complete a **Birthday Party Request Form** and submit it to the class teacher **at least 7 days in advance**. Requests must be approved by the school office.

Parents are required to provide serviettes, paper plates, plastic cutlery, matches/lighter, and birthday candles. Birthday parties are permitted only from **Monday to Thursday**.

09 Things to Bring

Children should bring the following items to school daily:

1. School bag
2. Water tumbler & snackbox (unbreakable; no cans, glass bottles, or milk bottles)
3. Extra clothing
4. Handkerchief
5. Hand sanitizer (kept at school for younger children)
6. Stationery (pencil box, pencil, colour pencils, scissors, glue)

Please label all items with your child's name.

12 Snack

- Biscuits will be provided daily for your child's snack.
- Please ensure your child brings a water tumbler to school every day.
- Water tumblers must be unbreakable. Cans, glass bottles, and milk bottles are not permitted.

08 Belongings

All belongings should be clearly labeled with your child's name. Children are **not encouraged to bring valuables to school, and jewelry of any sort (including toy jewelry) is not permitted**.

The school reserves the right to **manage and safeguard children's belongings as necessary**.

10 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.

11 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.

13 Medication

Staff cannot give oral medication. Parents must provide a consent form with prescription and instructions, and inform teachers of any ongoing medication.

Terms & Conditions of Admission

1. Academic Year & After School Programme Schedule

The **Academic Year** will align with the Ministry of Education and is expected to run from **January (Month 1) to December (Month 12)** inclusive of public & school holidays (subject to directives from the Ministry of Education). The **After School Programme will begin two (2) weeks after** the commencement of the school term and will end one (1) week before the school term concludes.

2. Registration & Enrolment

A child is **officially registered** once the non-refundable initial payment has been made in full. This initial payment will be offset against the Term 3 fee. **Registered students are expected to remain enrolled for the entire school term.**

PROGRAMME A	PROGRAMME B	PROGRAMME C
Preschool Main Programme RM1000	- Preschool Main Programme RM1000 - ASP Core RM650	- Preschool Main Programme RM1000 - ASP Core & Extended RM800
RM 1000	RM 1650	RM 1800

3. Academic Year & Term Fee Payment

The academic year fee is calculated taking into account the number of school days, holidays, and special events throughout the year. Annual Fees shall be payable in full prior to the commencement of the Academic Year. The **term fee shall be divided into three (3) equal payment terms**, each payable in advance, prior to the commencement of the **1st, 5th, and 9th months of the Academic Year.**

4. Annual Fee

The Annual Fee is a **one-time payment**, due before the commencement of the Academic Year and is non-refundable once the year begins.

5. Term Fee Structure

The Term Fee [I, II, III] covers structural and curriculum components for the Academic Year and is calculated based on school days, with holiday periods – including the 12th month (year-end) holiday – excluded. The total shall be divided into three (3) equal instalments, payable in advance before the 1st, 5th, and 9th months of the Academic Year.

This **fee cycle is strictly for fee payment purposes** and do not correspond to the school's academic learning terms. All fees are payable in full regardless of the student's absence.

Terms & Conditions of Admission

6. Withdrawal of Enrolment & Refund

We require **two (2) months' written notice or two (2) months' Term Fee in lieu of notice** of your intention to withdraw your child. Only unused Curriculum Fees will be refunded. The following fees will not be refunded: Annual Fees (Administration Fee, Books, Insurance & Uniforms) and Term Fees (Structural Fee).

7. Late Payment

Late payments may incur a penalty and could affect the student's enrolment status. **A late fee of RM15 or 0.5% of the amount due (whichever is higher)** will be applied to any outstanding balance after the 7th of each month.

8. Punctuality & Late Pick-Up

Parents must cooperate in ensuring the student's punctuality to school. Parents will accept and respect the decision given by principal with good manners. **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 RM 10 each time thereafter.**

9. Care of School Property & Responsibility

Student will reimburse item(s) which student intentionally or unintentionally damage to school property. **Behavior of destruction of school property will NOT be tolerated and will face dismissal if student persists in such behavior.**

10. Payment Methods & Notification

Payments can be made via:

- **Cheque** – payable to Dream Academy Sdn Bhd
- **Bank Transfer** – Public Bank A/C No: 3200061904

For bank transfers, please notify the school once the transaction is completed via:

- **Email:** admin.tjc@dreamacademy.edu.my
- **WhatsApp:** 010-317 7152

13 TJC 2026 Schedule

01 School Programmes

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

03 Excursions / Educational Visits

Excursions and outings are an integral part of our curriculum. Classroom activities are planned both before and after excursions, so it is beneficial for all children to participate with their classmates. Notices will be sent prior to the excursion, and it is essential that the consent form is signed and returned. Children without a signed consent form will not be allowed to join.

07 Name Tags

- **Clip-on:** To be worn during the first month of school.
- **Sew-on:** To be sewn onto school uniforms and PE attire as shown in the photos. Sew-on name tags will be provided together with the uniforms and PE attire.

Instructions:

- After receiving the school uniforms, PE attire, and sew-on name tag, please **sew the name tag in the location indicated in the photos.**
- The clip-on name tag will then be kept by the class teacher for future use.

02 Parent-Teacher Meeting

At the **end of each semester**, parents will meet with the respective class teacher to discuss their child(ren)'s progress. A notice will be sent beforehand.

04 Bible Devotion

Bible devotion sessions are included as part of our school curriculum.

05 School Timetable

A copy of your child's timetable will be provided by the second week after the start of the school year.

06 Uniforms

- Uniform must be worn daily.
- Shoes and socks must be worn at all times; **sandals are strictly discouraged.**
- PE attire is to be worn on the designated PE day (for Age 3: Playground day).



Health and Safety

01 Medical Emergency

In the event of an illness or accident requiring immediate attention, the school will take the following steps:

- Provide first aid as deemed appropriate.
- Make all reasonable efforts to contact the parents or guardian.
- If necessary, or in emergency situations, the child will be sent immediately to the nearest clinic or hospital. All medical expenses will be borne by the parents or guardian.

Important: Parents are required to inform the school of any medical conditions your child may have that require special attention, including food and other allergies.

02 Infectious Diseases

- **Children must not attend school if unwell**, including fever, cold, runny nose, Hand, Foot & Mouth disease, influenza-like symptoms, eye infections, chickenpox, measles, cough, diarrhea, or any other contagious illness.
- **Morning temperature checks** will be conducted by the teacher on duty. Children with a temperature above 37.5°C will be sent home.
- **Parents are required to notify the school** if their child is absent due to illness, so we can monitor and manage the spread of viruses or seasonal illnesses within the school community.
- **Return to school after illness:** A valid **medical certificate (MC)** or clearance from a licensed healthcare provider is required. Without an MC, students must follow the quarantine period outlined in the TJC Handbook.

03 Safety

We encourage children to develop good safety habits, including:

- Knowing their full name.
- Crossing roads safely.
- Never running from behind parked cars or inside school.
- Not talking to strangers or accepting rides from strangers.
- Staying within school grounds during school hours.
- Not throwing sticks, stones, or objects that could harm others.
- Not handling sharp objects unsupervised.

15 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 of 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.



Table of Infectious Diseases

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, sneezes, or talks. 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

Strong Foundations

03

Age

English

Recognition of letters, letters formation (sand paper letters) & pre-writings, Alphabet Songs, 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 & Gym Time, Water, Choice Time, Hands-on & Messy playtime, Music & movement, Show and Tell.

Moral

Manners, Values, Character Curriculum, Disciplines, School rules



Exploration

04

Age

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 Discovery, 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

05
Age

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.

Bahasa Melayu

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.

Others

Art & Craft, Songs Rhymes, Thematic Activities, Physical Developments, Project based learning.

Moral

Manners, Values, Character Curriculum, Disciplines, School rules.

Knowledge



Curriculum Outline

Launchpad for primary



06
Age

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.

Bahasa Melayu

Hurufvokal, suku kata, perkataan, bacaan, padankanperkataan dengangambar, batangkansuku kata, ejaan, tulisan, membinaayat.

Tatabahasa

Kata Nama Am, Kata Nama Khas, Kata Ganti Nama Diri, Kata Kerja, Penjodoh Bilangan, Kata Berlawanan, 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 (TJC) is designed to promote healthy self-esteem and encourage desirable behaviour in every child.



Promoting healthy self-esteem and encouraging the development of social skills



Applying positive reinforcement as part of behaviour management strategies



Establishing clear boundaries by clearly communicating expectations to both students and parents



Discussing situations and working through them collaboratively 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 guided by the values we uphold. We are committed to providing a cooperative learning environment that is consistent with our core values.

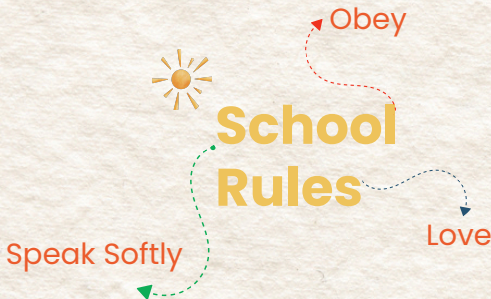
Student Responsibilities

Students are expected to:

- 01** Participate and work to the best of their ability
- 02** Share and care for school equipment
- 03** Act in a safe and responsible manner



- 04** Act in a safe and responsible manner
- 05** Follow all school rules
- 06** Refrain from bullying in any form



Suspension or Expulsion Policy

In rare circumstances, it may be necessary to suspend or expel a child from our programme on a short-term or permanent basis. We want parents to know that the school will make every effort to work closely with families to prevent the need for this policy to be enforced.

A child may be suspended or expelled if:

- The child is at risk of causing serious injury to other children or to himself/herself
- A parent threatens physical harm or uses intimidating actions toward staff members
- A parent exhibits verbal abuse toward staff members in the presence of enrolled children

Discipline Policy

Discipline is a process of reinforcing positive behaviour while teaching children how to behave appropriately. Our policy is to provide an environment of love and encouragement that enables children to resolve differences and grow in maturity and self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do, whereas positive discipline teaches children what they should do. Punishment may instil fear, but positive discipline builds self-esteem.

We use positive discipline through planning:

- Anticipating and eliminating potential problems
- Establishing consistent and clear rules that are manageable for children
- Implementing a well-planned daily schedule
- Providing structure and support for children to resolve conflicts
- Encouraging shared ownership of the classroom (e.g. our room, our toys)

We use positive discipline by intervening when necessary:

- Redirecting the child to a new activity
- Diverting the child away from areas of conflict
- Providing alternative activities
- Offering a choice between two acceptable options
- Providing acceptable ways for children to express and release their feelings

We use positive discipline by showing love and encouragement:

- Reinforcing positive behaviours
- Demonstrating respect and care for each child
- Valuing and appreciating the child's point of view

Positive discipline requires patience, repetition, and a willingness to work through challenges together.

Right to Refuse or Withdraw Enrolment

Tadika Juara Cerdik (TJC) reserves the right to withdraw a child's enrolment in circumstances where:

- The school is unable to meet the child's needs effectively.
- The child demonstrates persistent or severe behaviours that affect the safety or learning of others.
- A parent/guardian does not comply with school policies or engages in conduct that impacts the school community.

TJC will endeavour to work with parents to address any concerns prior to making such a decision. This policy exists to ensure a safe, supportive, and effective learning environment for all students, and parents/guardians acknowledge and respect its purpose.



TJC Contact Information

Please register your mobile number to receive our
WhatsApp broadcast message.



010-317 7152



03-7498 8484



contact@dreamacademy.edu.my

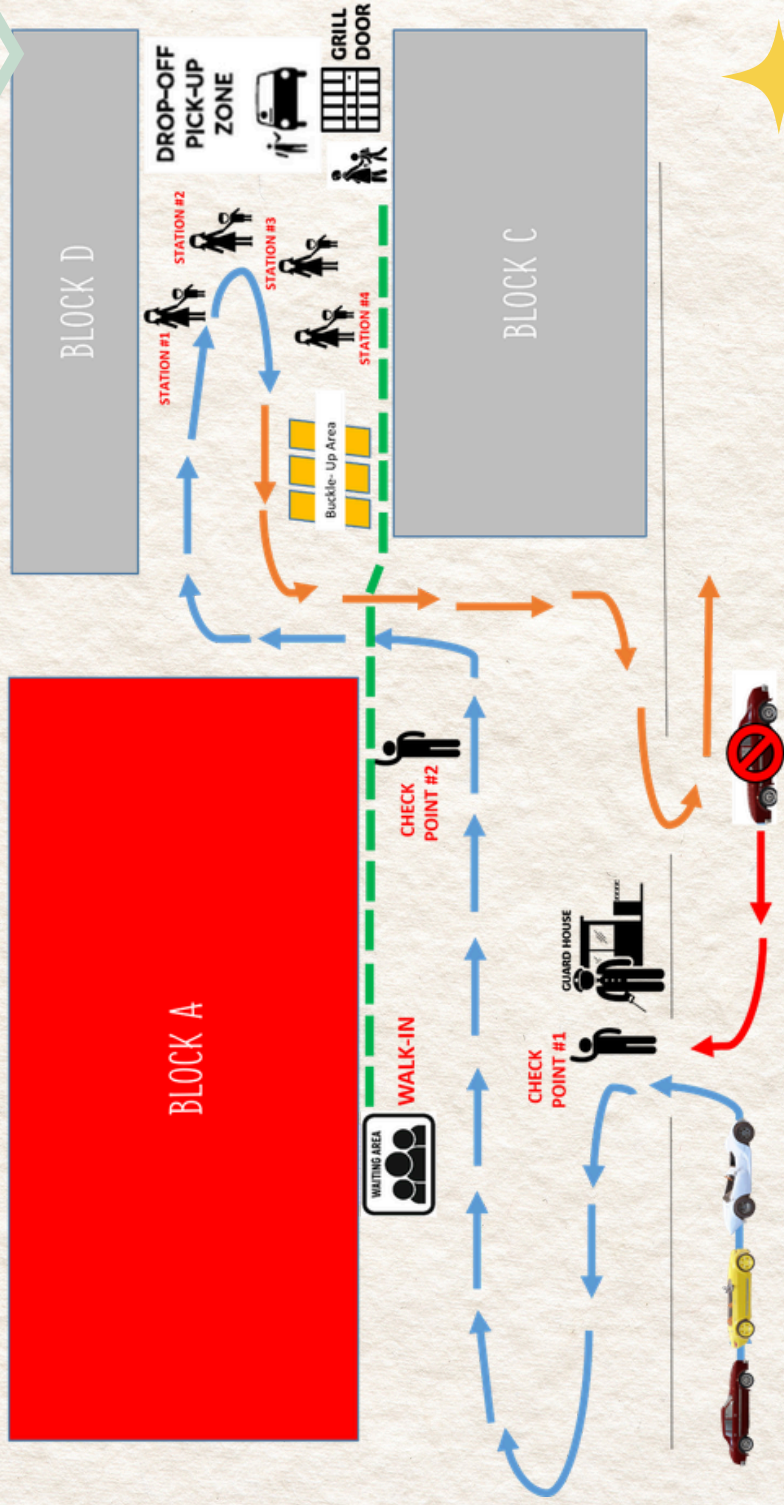


dreamacademy.edu.my



@tadikajuaracerdik

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 the 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 designated stretch of road to ensure smoother traffic flow.
- Parents are not allowed to exit their vehicles to pick up their child, and buckling up of children should not be done while in the dismissal queue.
- Please refrain from using mobile phones while driving to or leaving the school.
- If your child is running late to school, please do not speed, as safety must always come first.

My Notes:





Parent Handbook Acknowledgement & Media Consent

Child's Name: _____

Class Name: _____

Parent Handbook Acknowledgement

I confirm that I have read, understood, and acknowledged the Tadika Juara Cerdik Parent Handbook:

☐ Yes, I have read, understood, and acknowledged the Parent Handbook

Media Consent

I, the parent/guardian of the above-mentioned child, give my permission to Tadika Juara Cerdik to use my child's name, likeness, image, voice, and/or appearance in audio recordings, video recordings, photographs, print, or digital images for publicity or educational purposes.

I understand that all materials will remain the property of Tadika Juara Cerdik.

☐ Yes, I give consent

☐ No, I do not give consent

If "No" is selected, please contact the school office if you wish to discuss this further.

Parent/Guardian Signature:

Name: _____

Relationship: _____

Date: _____



Scan for e-signature



