



Stamford American
INTERNATIONAL SCHOOL



WELCOME PACK

**EARLY LEARNING VILLAGE
INFANT CARE TO KG2**

WELCOME

Welcome to the Stamford American Community!

To help you get ready for the first day of school, this Welcome Pack includes all the essential information you'll need.

Have any questions? We're here to help!

Feel free to reach out to us at **+65 6653 2949**
or **admissions@sais.edu.sg**

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ENROLMENT REQUIREMENTS

The following tasks must be completed for your child to start school.
Please ensure they are submitted before their first day!

- Completed Forms:
Student Contract, Health Declaration, Pre-Course Counseling
- Copy of Valid Visa, please see below for requirement based on your visa type:
Student Pass Visa or Long Term Visit Pass - Digital copy in PDF format
Dependent Pass - Copy of front and back of card
Immigration Exemption Order - Copy of FIN number paperwork issued by Ministry of Foreign Affairs
Permanent Resident - Copy of valid Re-entry Permit
- Invoices Paid
- Parents Local Contact Phone and Address details; please complete this [form](#) for updates
- Emergency Contact - A third person that is not a parent and contactable in case of emergency
- Immunization Record copy (proof of 4 DTP Shots + 2 MMR required)
- Latest Academic Transcripts from most recent completed school year



If you have any questions about these checklist items, please contact your **Admissions Manager**. Or you can contact the Admissions Office at +65 6653 2949 or admissions@sais.edu.sg



ONLINE PARENT PORTAL - MYSTAMFORD

MyStamford is Stamford's online parent portal, where you can find information about school uniforms, catering, transport, after-school activities, school news, events, and more.

If you have already signed your student contract, your account will be activated within 3-4 business days. If you've missed the activation period, please submit a request using the provided link in the email. Please check your email inbox or spam/junk mail for the activation link.

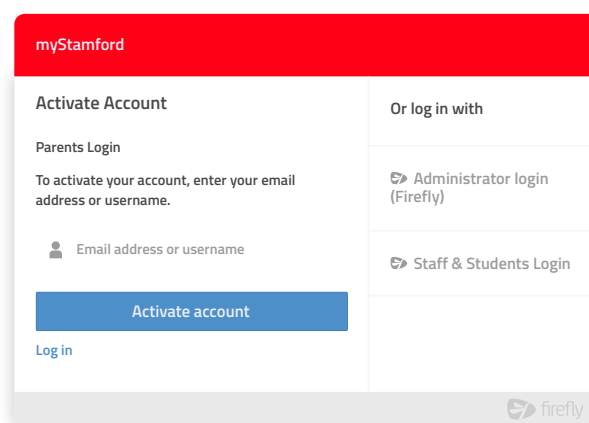
1 Go to [MyStamford Parent Portal](#)

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 **email address that you provided to the school**

5 After account activation, you will receive a **link via email** to set your password to login



If you encounter any issues with MyStamford, please email ict.support@sais.edu.sg

IMPORTANT LINKS

[MyStamford](#)





THE SCHOOL DAY FOR PRE-N TO KG2

SEMESTER DATES

Semester 1:
August 14, 2024 - December 13, 2024

Semester 2:
January 6, 2025 - June 11, 2025

SCHOOL HOURS

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

2024/2025 SCHOOL TERM DATES

SEMESTER 1	SEMESTER 2
Aug 9: National Day	Jan 1: New Year's Day
Aug 13: School Orientation Day	Jan 6: New Student Orientation
Aug 14: First Day of School	Jan 7: Quarter 3 Begins
Sep 30: Professional Development	Jan 29 - 31: Lunar New Year
Oct 17 & 18: Learning Conferences*	Feb 17: Professional Development
Oct 21 - 25: Fall Break	Mar 27 & 28: Learning Conferences*
Oct 28: Quarter 2 Begins	Mar 31: Hari Raya Puasa
Oct 31: Deepavali	Apr 1 - 6: Spring Break
Nov 8: Professional Development	Apr 7: Quarter 4 Begins
Nov 28 & 29: Thanksgiving	Apr 17: Professional Development
Dec 13: Semester 1 Ends	Apr 18: Good Friday
Dec 16 - Jan 6: Winter Break	May 1: Labour Day
Dec 25: Christmas Day	May 2: Professional Development
	May 12: Vesak Day
	Jun 6: Hari Raya Haji
*Formerly called Parent Teacher Conferences (PTC)	Jun 11: Last Day of School (Half-day)

CAMPUS SECURITY

At Stamford, the safety and security of our students are our top priority. Therefore, we have implemented strict measures to ensure that all staff, students, parents, guardians, and helpers have the necessary identification to enter the campus and wear it at all times.

SECURITY ID CARDS

Parents, Guardians and Helpers are required to have a family ID card. **Every household is entitled to a maximum of 3 ID cards.**

► How to Apply

Please apply for your ID cards on [MyStamford](#). **Family IDs will be take up to 14 days to process and an email with collection details will be sent once ready.**

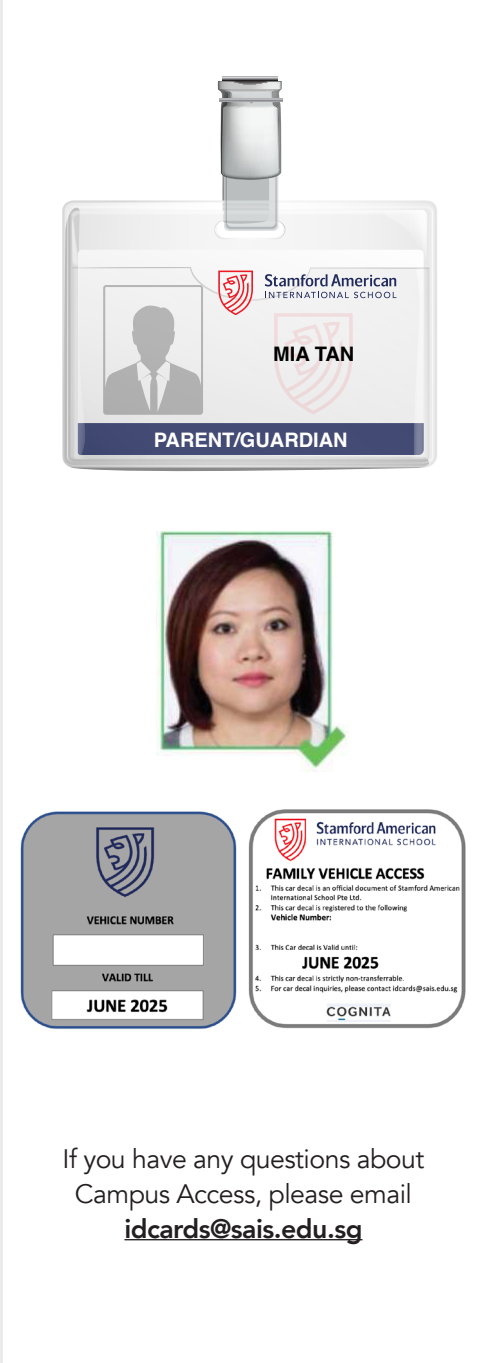
► Photo Requirements

To apply for a Stamford ID card, you need to provide a digital passport-style photograph that meets the following criteria:

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

► Vehicle Access

All vehicles entering our campuses must be registered, and car decals must be displayed on the front windshield. **Car decals can be applied on [MyStamford](#) and an email with collection details will be sent once ready.**



If you have any questions about Campus 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 is located on **Circle Line**. **Proceed to 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 Woodlands Transport Solutions to provide bus services at the Early Learning Village.

Please take note:

- Registrations process is compulsory for all new riders.
- There will be a 2-week processing time from the time of application.

IMPORTANT LINKS

[ELV Bus Application](#) |
[ELV Bus Fares](#) | [Taxi Baby](#)

Woodlands Transport Solutions

WTS Bus Fares are posted on [MyStamford](#). Fares are invoiced quarterly and are based on the distance to/from school. **Please submit your WTS application for your child [here](#).**

WTS can be reached by phone at **+65 6602 4145** or email at sais.transport@elv.edu.sg

Child Safety Restraints

With reference to Stamford's Transportation Policy for School Buses, 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 TO ELV STUDENT TRANSFER SERVICE

The school is pleased to offer free Student Transfer Service for ELV-enrolled students aged 2 years and above living around the Stamford Woodleigh Campus and/or having siblings attending at the Woodleigh 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 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.

To register for this service, please complete the registration form [here](#).



STAMFORD NURSING DEPARTMENT

The Stamford Nursing Department collaborates closely with the school administration to foster an environment that prioritizes optimal wellness and safety for all students. The Health Center offers personalized healthcare for students needing immediate attention, while also promoting health education and encouraging healthy lifestyles within the Stamford community.

Roles and Responsibilities of the Nursing Department:

- 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 students, parents and staff
- 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 standard best practices
- 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](#)



WHEN TO **STAY AT HOME**

Deciding whether your child is too unwell for school can be challenging. We kindly request that parents only send children to school if they are feeling fine and healthy. If you have concerns about your child's health, we recommend consulting your physician or one of our school nurses.

During school hours, if a child becomes unwell, a nurse will assess their condition and provide necessary treatment. If a child is deemed too unwell to remain at school, the nurse will contact the parent or guardian to arrange for their prompt collection, as per school policy (within 1 hour).

Please keep your child at home if they are unwell and displaying any of the following symptoms:

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 characterized by fever, sore throat, ulcers in the mouth and throat, and a rash with small blisters (3-7mm) on the palms of the hands and soles of the feet. Children must obtain a clearance letter from their medical doctor before they can return to school.

Vomiting and Diarrhea

Vomiting and diarrhea are often caused by viral or bacterial infections. Please consult a physician if your child appears dehydrated or exhibits these symptoms. Children may return to school 48 hours after their last episode of vomiting and/or diarrhea.

Flu-like Symptoms

Children who experience persistent coughing and sneezing should seek a physician's consultation if there is no improvement, to rule out potential infectious diseases such as Mycoplasma.

Impetigo (School Sores)

This contagious skin disease is marked by spreading pustular lesions (sores filled with pus-like fluid) and requires medical treatment. While in school, all sores must be kept covered. Antibiotic therapy must be completed for 48 hours before students can return to school.

Head Lice

Head lice are tiny insects that cause severe itching of the scalp. Children with active head lice should refrain from attending school until they have been effectively treated at home. Upon their return, a nurse will verify that there are no remaining active head lice.

Conjunctivitis

Presents as itchy, red, and inflamed eyes with excessive discharge. Antibiotic treatment must be started before a student can attend school.



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 refer to the **graphics on the following page** for a guide to optional and required uniform items for various school sections.

- ▶ **Shoes and Socks:** Students may wear any closed-toe shoes (typically sneakers or trainer shoes) and socks in any color.

Lim Meng Keng Department Store

Student uniforms may be purchased from Lim Meng Keng Department Store (Lims) which is located in Holland Village.

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

Operating Hours:

Monday-Saturday, 10.30am to 7.15pm
Sunday and Public Holidays, 10.30am to 6.00pm

Online Ordering

All uniforms are available for online purchase. Please visit Lim's **online store** to browse uniform options as well as sizing charts. Item purchased will be delivered directly to the preferred location.



UNIFORM GUIDE

PRE-NURSERY TO NURSERY

Stamford students are expected to maintain a personal appearance that reflects respect for the school and the international community. Therefore, all students should wear the complete school uniform at all times, including during field trips and while on the school bus.

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)
- Backpack (optional)



UNIFORM GUIDE

PRE-K TO KG2



Stamford students are expected to maintain a personal appearance that reflects respect for the school and the international community. Therefore, all students should wear the complete school uniform at all times, including during field trips and while on the school bus.

Uniform Items

- Navy Polo Shirt
- Junior Navy Shorts or Skort
- Red PE T-Shirt
- Navy PE Shorts
- School Hat - mandatory for outside activities
- Swimsuit or Swim Shorts (recommended for Pre-K to KG2)
- Swim Rashie (recommended for Pre-K to KG2)
- Backpack (optional)



MEALS AND CAFES

Pre-Nursery to Kindergarten 2 at the Early Learning Village

Lunch is provided for all full-day ELV students. Meals are delivered to the classroom, where students enjoy eating together in a family-style setting with their Teacher and Teaching Assistant.

Lunch options include a standard meal or a vegetarian option. Please inform your child's class teacher of their meal preference. For any food allergies, please discuss these with the nursing team at elv.nurse@sais.edu.sg.

WATER BOTTLES

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

STAMFORD CAFES

The Early Learning Village has an Aspretto cafe 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 on Meals and Cafes, please reach out to Sodexo at sodexo@sais.edu.sg or +65 6602 7263

IMPORTANT LINKS

[Sodexo](#)



CO-CURRICULAR ACTIVITIES & AFTER SCHOOL ACTIVITIES

CO-CURRICULAR ACTIVITIES (PRE-K TO KG2)

Stamford offers a diverse **Co-Curricular Activities (CCA) Program** encompassing sports, arts, technology, volunteering, and more. For the latest information on ELV CCA availability, please contact the CCA Administrator at elv.cca@sais.edu.sg.

Additional details can also be found on [MyStamford](#).

MUSIC (PRE-K TO KG2)

Students interested in booking music lessons or joining ensembles are encouraged to visit the Music Department section on [MyStamford](#) or email musiclessons@sais.edu.sg for more information and to inquire about availability.

ELV CCA TIMINGS

Season 1: Sep 2 to Nov 7, 2024 (KG1-KG2)

Season 2: Nov 25, 2024 to Feb 21, 2025 (PreK-KG2)

Season 3: Mar 10 to May 16, 2025 (PreK-KG2)

Time: 3.40pm - 4.20pm

**IMPORTANT
LINKS**

[CCA | Music](#)





THE SCHOOL DAY FOR INFANT CARE

TERM DATES (2024/2025)

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

Semester 1 (2025):
January 7, 2025 - June 20, 2025

Semester 2 (2025):
July 8, 2025 - December 12, 2025

SCHOOL HOURS

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 8.00am to 6.00pm, and that Stamford Infant Care does not operate during public holidays. For the full Infant Care calendar, please click [here](#).

2024/2025 SCHOOL TERM DATES

SEMESTER	START	END
Semester 2	Tuesday, July 9, 2024	Friday, December 13, 2024
Holiday	Monday, December 16, 2024	Monday, January 6, 2025 (PD)
Semester 1	Tuesday, January 7, 2025	Friday, June 20, 2025
Holiday	Monday, June 23, 2025	Monday, July 7, 2025 (PD)
Semester 2	Tuesday, July 8, 2025	Friday, December 12, 2025
Holiday	Monday, December 15, 2025	Monday, January 5, 2026 (PD)
Semester 1 – 2026 Starts	Tuesday, January 6, 2026	

PROFESSIONAL DEVELOPMENT DATES AY 24/25

PROFESSIONAL DEVELOPMENT	DATES
Professional Development	Tuesday, 13 May, 2025 Friday, 7 November, 2025

INFANT CARE ROUTINES AND FOOD

SLEEP

Children sleep in designated sleep rooms using either high or low cots, depending on their age and motor skill development. Sheets are provided, but if parents prefer an additional layer to keep their child warm, we recommend providing sleep sacks instead of blankets. Blankets pose a risk of strangulation and will not be used on cots.

The room temperature is maintained at a comfortable 24 degrees Celsius. If your child uses a pacifier or comfort toy, you are welcome to send these as well. However, as a precaution against Sudden Infant Death Syndrome (SIDS), soft toys or pillows are not allowed in cots for children under 12 months old.

BREAST MILK/FORMULA

For parents who wish to send breast milk or formula with their child, we provide a breast milk fridge for storage. Please ensure that bottles are labeled with the child's name and that milk/formula is stored immediately upon arrival.

Our staff will feed breast milk or formula based on pre-established feeding plans. Additionally, a nursing room is available for your convenience.

FOOD

For children aged 6 - 18 months, we vary food textures from puree to chunky, or a combination of both, to support their developing chewing skills. Depending on their length of stay each day, we provide meals including breakfast, morning tea, lunch, and afternoon tea. We also offer a 'First Solids Menu' for babies beginning solid foods. The Infant Care Coordinator collaborates closely with families to ensure a seamless transition to solid foods.

As part of our school policy, we follow a 'nut minimization' approach, so please refrain from sending any nuts or products containing nuts.





STAMFORD PTA

The aim of the Parent Teacher Association (PTA) is to foster engagement and unity within the Stamford community by promoting connections among parents, students and staff, through various activities and events.

PTA Connections

We look forward to meeting you! The PTA offers various ways to connect: Parent Connection Groups cater to specific interests, and we have Country Ambassadors for those seeking connections from home. You can learn more about these opportunities [here](#) or contact us at PTA.Welcome@sais.edu.sg.

Additionally, our Buddy Program pairs you with an established Stamford family to assist with questions and facilitate your transition. Information about Grade Level PTA WhatsApp Groups can be found [here](#).

Volunteering and Events

Throughout the year, the PTA coordinates events and activities to unite the Stamford community. But we can't do it without you. We rely entirely on volunteers to make this possible. Whether you have ample time to spare or just a little, and whatever skills you possess, we warmly encourage you to get involved and help our PTA thrive.

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



IMPORTANT LINKS

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





FINAL CHECKLIST

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

<u>MyStamford</u>	Go to the MyStamford parent portal and activate your account.
<u>Contact Details</u>	Ensure the school has the most up to date parent contact information.
<u>ID Cards</u>	Parents, Guardians, Helpers and Students from Grades 5 - 12 are required to have a Security ID Card.
<u>ELV Vehicle Registration</u>	All vehicles entering our campuses must be registered, and car decals must be displayed on the front windshield.
<u>Bus Transportation</u>	Registration process required for all new riders. Please note that there will be a 2-week processing period for registration submitted after the closing deadline.
<u>Child Safety Restraints</u>	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.
<u>School Uniforms</u>	School uniforms can be purchased from Lims physical store at Holland Village or via their online store.
<u>PTA</u>	The PTA is an organization run by parent volunteers. All parents are welcome to join the PTA.
<u>School Fees</u>	Finalize your child's school fees with our Finance Team. View Stamford's school fees and fee schedule on MyStamford.
<u>ELV Student Transfer Service</u>	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.



Stamford American
INTERNATIONAL SCHOOL

3 Chuan Lane,
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Singapore 554350

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Cert No. : EDU-2-2038
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