



## Information for New Early Years (EYFS) Parents

### Start during the year

1. **School hours:** 7:45 am – 2:00 pm

2. **Office and School shop opening times:**

<b>Term Time</b>	7:30 am – 4:00 pm
<b>School holidays</b>	9:00 am – 3:00 pm
<b>Public holidays</b>	School and offices closed

(For school term dates, please refer to the school calendar on [www.bangkokprep.ac.th](http://www.bangkokprep.ac.th).)

3. **Uniform:**

<b>Available at school shop</b>	<b>To purchase from outside of school</b>
<ul style="list-style-type: none"> <li>➤ School uniform</li> <li>➤ PE uniform</li> <li>➤ Swimming costume (Reception only)</li> <li>➤ House T-shirt (houses will be assigned after school start)</li> <li>➤ Backpack (recommended)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Black leather type shoes for regular school – Please note smart, black trainer-style shoes are acceptable without colour or visible logos</li> <li>➤ Non-marking sole trainers for PE</li> <li>➤ White socks</li> </ul>

Please note an appointment is required, please contact Miss Ben [chayapaksornt@bkkprep.ac.th](mailto:chayapaksornt@bkkprep.ac.th)

4. **School Meals:**

Three meals per day	Morning snack / Lunch / Afternoon snack
Weekly menu	Posted on Firefly and the School info board

5. **Upcoming Fees:**

- Two weeks after initial payments are made, the remaining fees, i.e., tuition fees, meals, school bus and special support (if any) will be invoiced to the parents from the school's Finance office.
- Fees to be invoiced will be based on the fee structure for the new school year, which will be announced on 1<sup>st</sup> of May every year.

- 6. Meet Teachers:** Parents will meet with the teachers at the orientation session on the first day of school.
- 7. Class-List:** These will be posted on Firefly two days before school starts.
- 8. Timetable:** These will be given to students and posted on Firefly on the first day of school.
- 9. Books:** These are provided by the school, no purchase required.
- 10. Extra-curricular Activities & Training Programmes:** No ECAs are offered for Early Years
- 11. Transport to & from School:**

<b>Transport</b>	<b>Description</b>	<b>Details</b>	<b>Timings</b>
<b><i>Car</i></b>	Travelling to/from school by private car or taxi	A parking sticker is required for private cars to park. Request forms available from Admissions office.	Parking is available from: Morning 7:00 – 8.15 am Afternoon 1:00 – 4:00 pm
<b><i>BTS</i></b>	BTS Thong Lo Exit 1 and 2	2 minute walk to Primary Campus	All day
<b><i>Express Pick-up</i></b>	Drive by pick up service. Details available on Firefly.	Complete request form available at the Admissions Office	2:00 – 2:15 pm
<b><i>School Bus</i></b>	Door to door transport service, private buses with safety belts and bus monitors. Cost depends on location.	Complete a School Transport request form available at the Admissions Office. Service is subject to availability.	Departure time: 2:10 pm after school

**12. Things to Know:**

❖ Valuable items

- No valuables, expensive electronics devices, mobile phones, iPads, iPods should be brought to school.
- The school is not responsible in the event of loss or damage to such items.

❖ Document requests

<b><i>Academic Documents</i></b>	School Report Transcripts	<ul style="list-style-type: none"> <li>➤ Request at the Primary Office</li> <li>➤ Ready in 5 working days</li> </ul>
<b><i>Non-academic Documents</i></b>	Letter of Enrolment Non-Ed, Guardian visa Travel visa, etc.	<ul style="list-style-type: none"> <li>➤ Request at the Admissions Office</li> <li>➤ Ready in 3 working days</li> </ul>

Should you have any questions please contact the Primary Coordinator, Miss Supaksiri:  
[supaksirip@bkkprep.ac.th](mailto:supaksirip@bkkprep.ac.th)