



## **PARENT HANDBOOK**

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### **Introduction**

Welcome to Small World. We are delighted that you have joined our school community and look forward to a wonderful time together while your child is at kindergarten. This Parent Handbook will help you with information regarding the school.

**1) When I drive my child to school, where do I take him/her?**

Before the first day of school you will be notified as to where your child's class meets. Most will meet in the classroom but in good weather some classes will meet in the playground.

We have four car parks marked with "SWCK" outside the building. If they are all occupied, we ask parents to be considerate when parking near the school.

From time to time, there are police patrolling. Please note that there is parking available on Bowen Road.

**2) Snack**

Please give your child a small healthy snack and drink to bring each day for school with no candies or fizzy drinks please. The snack containers need to be clearly labeled with your child's name so they can be returned home each day. Water is available for your child to drink through the day.



**3) How do you celebrate birthdays at Small World?**

To celebrate birthdays the birthday child will receive a special birthday crown and card to make them feel very special! Due to some life threatening allergies parents are asked **not** to bring any birthday cakes or food .We do not want to put any child at risk. We also ask that parents refrain from bringing gifts for the children. Thank you for your understanding and cooperation.

**4) Class Events**

From time to time classes **may** have a party to celebrate Christmas, Easter, etc. Detailed information will be sent to you. Parents and/or helpers are invited to these parties and maybe be asked to provide food. If your child suffers from allergies, we require you or your helper to attend the party to monitor the food your child will eat. Thank you for your understanding in this matter.

**5) Can my child bring toys to school?**

Good question. At the risk of getting lost ... and possibly damaged. We encourage toys to stay at home except for show-and-tell special days. These days will be noted in the monthly class calendar that comes to you from each of the teachers. We encourage books as these can be easily shared. (No scary books please). Please label items. You may order labels through [www.stuckonyou.biz](http://www.stuckonyou.biz)

**6) If my child is feeling sick what should I do?**

Please keep them at home and call the school office and let us know. Young children are often susceptible to the "germs" that spread through the school. Since SAR's the Health Department stresses that children do not come to school with temperatures above 37.5 C or 99 F. At school we help children practice the importance of hand washing. For more information about common childhood diseases see: <http://www.cdc.gov/ncidod/diseases/children/index.htm>



**7) Bus Services**

The "Castle Brothers Ltd." bus company operates independently of Small World. All questions related to the bus service should be made to Robert Mu, Manager of "Castle Brothers Ltd.", directly.  
Mobile: 9032 7434 Pager: 7322 4157 Fax: 2518 8288 / 2868 3275

**8) Traveling Parents**

Please let us know if one of you is going to be out of town for more than a week. It is likely that your absence will affect your child and knowing this helps us to be sensitive to your child's needs.

**9) Communication**

The **schoolgramme** is a wonderful source of information sent out from the office by email at the end of the month ready for the new month. Please remember there is a copy of the class calendar in your child's folder on the last Friday of the month. This calendar highlights any special class events and any items they may need to bring in from home! **It is very important that you read the monthly schoolgramme and class calendar which can all be found on our website: [www.swck.edu.hk](http://www.swck.edu.hk).** Please find a place on your fridge or somewhere appropriate so that you don't miss any special events. We don't want your child to feel left out.



**Email Updates** are sent out regularly. Please let us know immediately if there are any changes to your email accounts so you won't miss out on any important information.

**For teacher or class** related matters please email your class teachers.

e.g. [k1@smallworld.hk](mailto:k1@smallworld.hk) , [d1@smallworld.hk](mailto:d1@smallworld.hk)

**For office** related matters please email the administrator [office@smallworld.hk](mailto:office@smallworld.hk) who will deal with the matters or pass them onto the Principal.

**Notice Boards** are upstairs & downstairs in the hallways with information for you.

**10) Attendance**

If your child is away from school, please call the school, especially if you are out of Hong Kong for extended holidays or your child is sick.

### 11) Dress

It is important to dress your child in play clothes which wash easily. Please dress children in clothes which they may easily take off and put on when they go to the toilet. We are teaching them to be more independent. Long dresses are dangerous, especially on the outdoor equipment, as is jewelry. It is also not practical for children to wear bracelets and belts (especially 3 year olds). The school uniform is like a pinafore for the girls and tunic top for the boys.



### 12) Toilet Training and 'Wet Reports'

At Small World children are encouraged to go to the toilet by themselves. If you have any questions or concerns about your child please call your child's teacher.

Should your child have a little 'accident' we will pin a 'wet report' to their uniform. You will then know to look in their bag for wet clothes. Please ensure that a fresh set is placed in their cubbies the following day.

For more information about toilet training please click on the link on the Parent Handbook webpage.



### 13) Going Home with Other Friends

Children are so clever at arranging their social calendars. However, children will not be allowed to go home with other children unless a note is pinned to their uniform and the office is notified.

### 14) Lost and Found

We have a Lost and Found rattan box downstairs next to A3 cubbies for items which were found in the school area. If you have lost anything, you can go and look for it there.

### 15) Learning Equipment

From time to time, small items such as beads, shapes, pink towers pieces etc., slip into children's pockets. If any of these come home, please return them to school. No questions asked!

### 16) Taking Work Home

The teachers will accumulate your child's artwork in a school folder. Every Friday the artwork and any written work will be given to your child to take home. **Please return the empty art folder every Monday.** When your child brings home his or her creative artwork we encourage you to say to your child "Tell me about your art work". Don't be surprised if they don't say what it is (such as the sun or a house). He or she may just be exploring with the art materials and what they have drawn

or painted may just be a mixture of colors. For example yellow and red make orange. Mem Fox, a famous Australian children's author and teacher trainer encourages parents to read to their children fifteen minutes a day. This will put your child well on the road to reading and enjoying books. For more information <http://www.memfox.com/welcome.html>. This website gives parents some very helpful advice in working with their children.

### **17) Graduation**

We hold 'Graduations' when children leave Small World. A special certificate is given to keep as a memory of their time at School.



### **18) Parent Involvement**

We encourage parents to be involved in their child's class through reading stories to the class, special projects such as baking, field trips etc. We will update you on opportunities via the schoolgramme or email updates. Parents can contact their child's teacher for more details.

### **19) Photos**

School photos are scheduled annually in January or February.

### **20) Screenings**

Annually, we give parents opportunity for their children to have Visual Screening and Ear Screening. Further communication will be provided about these professional services offered through the year.

### **21) Building Security**

The ground floor gate is closed from 9.30-11.30 in the morning and 1.30-3.30 in the afternoon. If you and your helper need to come between these times, please use the main entrance where the Carmel Security guards are based. The security guards may require you to show your ID.

### **22) Primary School Admissions**

It is important for parents to make necessary arrangements for applications to primary schools as soon as possible to ensure you are on the appropriate waitlist. The school office has several books on different schools for you to peruse. We usually have the ESF schools come and visit Small World to meet the children and talk to the teachers.

### **23) Typhoons and Rainstorm Warnings**

The observatory issues early warning notices when Hong Kong is threatened by severe weather conditions. In typhoons, kindergartens close at signal three. For rainstorm warnings Red and Black schools are shut. On occasion the Education Department will supercede these guidelines and close schools. Please check the HK Observatory Website [www.weather.gov.hk](http://www.weather.gov.hk) , Local TV and Radio for updates on the

weather as well as the school's web site for school closure information.

### Tropical Cyclones

Please note the following table:-

Weather conditions	Action to be taken
When tropical cyclone warning signal No 1 is issued	All schools including kindergartens are to operate as usual.
When tropical cyclone warning signal No 3 is issued	All kindergartens are to close. If the signal is issued during school hours the school will remain open until the end of normal school hours. The school will ensure that conditions are safe before allowing students to return home. If parents would like to collect their children from school please advise the school office.
When tropical cyclone warning signal pre-No 8 or above is lowered to signal No 3	All kindergartens are to remain closed.
When tropical cyclone warning signal pre-No 8 / No 8 or above is issued	All schools are to close.
When tropical cyclone warning signal No 3 is lowered to signal no 1 or when all signals are cancelled by 11:30 am	All afternoon classes are open.

### Heavy Persistent Rain

It is important to regularly check the latest Television or Radio announcements during rainstorms. Please note that the EDB will override some directives when the weather deteriorates.

Please note the following table:-

Rainstorm warning	Action to be taken
Amber	Unless the EMB has made special announcement on closure of schools, all schools, including kindergartens will operate as usual.
Red or black	<ol style="list-style-type: none"> <li>1. When the signal is issued before 6.15 am and between 9 am there will be no school for the morning session.</li> <li>2. When the signal is issued between 11 am - 1 pm there will be no lessons for the afternoon session.</li> <li>3. If the signal is issued during school hours the school will remain open until the end of normal school hours. The school will ensure that conditions are safe before allowing students to return home. If parents would like to collect their children from school please advise the school office.</li> </ol>

## 24) Health Guidelines

During their early days, most children come into contact mainly with family and members of the household, with only occasional, brief exposure to strangers, especially in large numbers.

The immune system of the child is immature and is stimulated to maturity. It is therefore quite natural that for the first few months after the commencement of school your child may come down with frequent colds and a runny nose, this is due to exposure to a foreign environment and to other children who may have colds. This is not unhealthy and in fact is instrumental, in most cases, in strengthening your child's immune system.

However, there are certain guidelines, which should be observed for the health and well being of your child, his/her teachers and other children in the school. The exposure to minor viruses and illnesses is inconsequential; however, exposure to major illnesses, infectious diseases and other conditions is NOT recommended.

Should your child have the following conditions, or should you suspect that he/she is suffering from the following conditions the child should NOT be sent to school but rather an opinion from your family Physician or Pediatrician should be sought:

- fever greater than 37.5°C (99°F)
- rash
- head lice
- jaundice
- gastroenteritis (vomiting and diarrhea)
- tonsillitis/pharyngitis/sore throat
- bronchitis/wheezing/hacking cough
- conjunctivitis
- impetigo/boils
- hand, foot & mouth disease



- ♦ **Viral illness with rash:**
  - measles
  - rubella infantum - baby measles
  - rubella (German Measles)
  - chicken pox
  - glandular fever
  
- ♦ **other illnesses:**
  - scarlet fever

- mumps
- croup
- ringworm
- exposed molluscum contagiosum - viral infection
- abdominal pain, especially if associated with other symptoms (vomiting, temperature, diarrhea)
- ear pain

Your family Physician or Pediatrician will advise on the nature of the complaint, its management and whether your child can return to school immediately or at a later date.

Please advise us if your child is known to be suffering from particular conditions (e.g. hepatitis B carrier) as certain precautions are necessary should there be accidents involving minor cuts and scratches.

These simple guidelines will help ensure the safety, health and well being of your child in his/her early school years.



