



Loving for Today • Learning for Tomorrow • Living for Eternity

Parent Handbook

2014 - 2015

Our Mission

We are dedicated to cultivating individuals of character, courage, competence and compassion by inspiring our students to pursue academic excellence within an engaged and nurturing community, creating a global people of Christian faith, a people serving others.

Our Motto

Loving for Today Learning for Tomorrow Living for Eternity

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Message from the Principal

Small World has been dedicated to providing children and families in Hong Kong with Christian kindergarten education focusing on whole-child learning. We adhere to the belief that each child entrusted to us has been created with unique and special gifts and talents. Our kindergarten is committed to helping each child begin their journey of learning with a firm foundation, built upon faith in God, themselves and respect of others. We offer a curriculum that builds a child's confidence - igniting their desire to learn at this foundational level. After 28 years of operation, we have seen the success of our model proven over and over again.

Our school community also supports our ethos from parents, staff and alumni! We have been privileged to hear beautiful stories and testimonies of former students who have become leaders in their respective fields, while bearing witness to lesson learned at kindergarten which formed a basis for their self-esteem and confidence.

These stories are a key indicator that God is blessing our efforts for your children. That as we strive to continue to provide sound foundation lessons focusing on intellectual, physical, social/emotional and spiritual aspects of each child, we gain future life-long learners who strive to do their best in all areas.

We look forward with joy and enthusiasm as your children blossom under our care.

Blessings,
Tess Baguio



The History of Small World Christian Kindergarten

Small World Christian Kindergarten was established in Hong Kong in 1986. Gail Maidment, our Executive Director, was given a vision for the education of young children during her training with Youth with a Mission (YWAM) an interdenominational Christian mission organization. Since 1986, the school has grown from one class of 8 children in the morning, to over 250 students across our morning and afternoon classes. Through our curriculum, students who do not come from Christian backgrounds or families are learning to trust God with their lives and the lives of their families. We have enrolled students who have particular special needs and launched a model special needs classroom integration program for kindergartens. We offer parenting support and classes through our extra-curricular parent and helpers courses, and continually reach out to community organizations opening our doors to help them serve their particular constituents and beneficiaries.

In January 2011, the sponsoring body's name legal name was amended from Small World Christian Kindergarten to *Generations Christian Education*. This newly named sponsoring body encompasses the vision of the entire organization—to see generations of children in Hong Kong receive quality education based in sound biblical, moral foundations.

Our Core Values

Christ Centered (John 15:1)

That in all we do and say, we will embody the mission and ministry of Christ; who through the constant messages of love, grace and truth, inspired and transformed those around him to seek excellence.

Loving (1 Cor 13:7)

That we will love each other deeply, being motivated to serve all people, and be mindful of their interests and concerns. Love comes from God. It is more than mere feeling, it is a determination to empathize with others and act for their good. It is self-sacrificing and unconditional.

Excellence (Phil 4:8)

Through our collective actions and thoughts, we will strive for what is excellent. We will seek to do our best and try our hardest, not for self-promotion or praise, but that in our doing so we all reach and reflect the best standards to the world around us.

Community (Acts 4:31-32)

We will reflect the essence of community, where acceptance and respect are our standards, in light of God's love and truth. We will love and care for each other, tolerating our differences and guiding each other towards all truth, being mindful that God first loved each of us and desires us to be in relationship.

Service (Eph 6:7)

As true leaders we will serve, beginning with a self-denying acceptance of the call to serve others. Imitating Jesus, we will submit to God in faithful expectation, as He then equips us to use our talents and skills creatively to serve others.

Hope (Isa 40:31, Lam 3:25)

We will demonstrate that our hope is in God, He enables us to be courageous, assured and able to persevere. Hope is the end result of displaying perseverance. Confidence in the future comes from a person, Jesus, the "living hope".

Joy (Psalm 5:11, Neh. 8:10, Isa. 55:12)

Joy is a deep sense of delight, largely unseen, which remains regardless of circumstances. It is based on our hope in Jesus Christ.

Our Programme

Christian Studies

A Biblical Foundation for Early Childhood Education, created to speak to the heart of a young child, was published by YWAM's University of the Nations. Used for 30 years, A Biblical Foundation for Early Childhood Education helps you

- Nurture a young child's relationship with God
- Instill Biblical values deeply into a child's heart
- Build a Biblical foundation precept by precept
- Create an environment where children are loved and valued

The International Primary Curriculum for the Early Years



The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum with a clear process of learning and with specific learning goals for every subject, for international mindedness and for personal learning. It is one of the fastest-growing curriculums in the world and is endorsed by schools, authorities and governments alike.

The IPC has been designed to ensure rigorous learning but also to help teachers make all learning exciting, active and meaningful for children. Learning with the IPC takes a global approach; helping children to connect their learning to where they are living now as well as looking at the learning from the perspective of other people in other countries. The IPC is used by more than 1,400 schools in 77 countries around the world.

Learning experiences are grouped under 10 categories:

- Practical Life/Sensorial Activities
- Problem Solving and Thinking Skills
- Language
- Numbers
- Creation and Science
- Bible
- Physical education (Indoor and Outdoor)
- Music and Movement
- Art and Creativity
- Mandarin Exposure

We are an English medium of instruction kindergarten, providing daily Mandarin lessons tailored to the young learner.

2014-2015 School Year Calendar

August

August 25 to 26 - Orientation Days

August 27 - First Day of Term 1

September

September 9 - Public Holiday - The Day after Mid-Autumn Festival

September 19 - Coffee Morning/Afternoon

September 26 - Meet the Teachers Evening

October

October 1 - Public Holiday - National Day

October 2 - Public Holiday - Chung Yeung Festival

October 10 - Dad's Date for AM Classes

October 13 -14 - Ear Screening

October 17 - Dad's Date for PM Classes

October 20 to 24 - Mid-Term Break

October 29 - Parenting Course begins

November

November 14 - No School - Teacher Only Day

November 21 - Parent Teacher Conferences for AM Classes

November 28 - Parent Teacher Conferences for PM Classes

December

December 8 to 12 - Christmas Play/Party Week

December 18 - Last Day of Term 1

January

January 5 - No School - Teacher Only Day

January 6 - First Day of Term 2

January 13 - Small World's 29th Birthday

January 14-15 - Eye Screening

January 21 - Helper's Course begins

February

February 5 to 6 - School Photos
February 13 - Chinese New Year Celebration
February 16 to 20 - Chinese New Year Holiday

March

March 6 - Taste of Culture
March 20 - No School - Teacher Only Day
March 27 - Last Day of Term 2

April

April 13 - First Day of Term 3
April 17 - Mum's Date for AM Classes
April 24 - Mum's Date for PM Classes
April 30 - No School - Teacher Only Day

May

May 1 - Public Holiday - Labour Day
May 25 - Public Holiday - Buddha's Birthday

June

June 12 - Parent Teacher Conference for AM Classes
June 19 - Parent Teacher Conferences for PM Classes
June 25 - Last Day of Term 3

Beginning of the School Year

Orientation

Parents will be notified of their child's class and one-hour orientation schedule via Summer Schoolgramme early July. Students are encouraged to attend the orientation by themselves; meanwhile parents are welcome to enjoy a cup of tea or coffee in our kitchen located on the ground floor.

First Day of School

The first day of school is on Wednesday, August 27th. Students will be assembled in their classrooms. Parents may drop off students at the front of the school or in their classrooms. Teachers will be welcoming students upon arrival.

Settling Period for Panda & Koala Classes

During the first week of school, Wednesday, August 27th to Tuesday, September 2nd, students in Panda AM/PM and Koala AM/PM Classes will be coming for 1.5 hour session from 9:00AM to 10:30AM.

For school bus children, parents will need to make arrangements for pick up at 10:30AM. Regular class hour from 9:00AM to 12:00PM will start on Wednesday, September 3rd.

Students

Arriving at School and Leaving the School

Morning Session

- Starts at 9:00 AM and ends at 12:00 PM
- Doors open between 8:45 AM and 9:10 AM
- Children are dismissed starting from 11:45 AM

Afternoon Session

- Starts at 1:00 PM and ends at 4:00 PM
- Doors open between 12:45 PM and 1:10 PM
- Children are dismissed starting from 3:45 PM

Parents are encouraged to bring their children to school 10-15 minutes prior to the start of morning or afternoon session, which will enable them to settle in so that classes can begin as scheduled.

Absences

If a student is away from school, please inform the School Office via email office@smallworld.edu.hk or call (852) 2525 0922, especially if the family is out of Hong Kong for extended holidays or your child is unwell.

Student Illness

A student who is sick or unwell, should stay home or see a doctor for diagnosis and treatment. If a student who becomes ill during the school day, teacher will notify parents to make appropriate arrangements for the student's care and/or parent's pick up.

Bus Service

Our bus service is operated by an independent bus company, Castle Brothers Ltd. All questions related to the bus service should be made to their School Bus Manager, Mr. Robert Mu, directly at 9032 7434.

Parking

Unfortunately there is no parking facility available on Borrett Road. Parents may quickly drop off their children in front of the school to their class teacher. We ask parents to be considerate when parking and/or pulling-over near the school. From time to time, there are police patrolling in the area.

Attire

School uniform is to be worn over casual clothes on a daily basis; a pinafore for the girls and a tunic top for the boys. It is important to dress your child in play clothes, which they may easily take off and put on when they go to the toilet. We are teaching students to be more independent. Long dresses and jewelry are not recommended as they can cause danger in the playground. It is also not practical for students to wear bracelets and belts.

Art Folder

Teachers will accumulate your child's artworks and any written work in an art folder. This folder will be sent home every Friday. Please return the empty art folder to the teachers every Monday.

When your child brings home his or her creative artwork, we encourage parents 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/she may just be exploring with the art materials and what they have drawn or painted a mixture of colours. 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 helpful advices in working with children, please visit www.memfox.com/welcome.html.

Snack

Please prepare a small portion of healthy snack and drink for your child to bring to school each day. No candies, no nuts or fizzy drink please. The snack and drink containers need to be clearly labelled with your child's name, so they can be returned home each day. Water is available for your child to drink throughout the day.

Class Events

From time to time classes may have a party to celebrate, e.g. Christmas, Taste of Culture and 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.

Birthday Celebration

To celebrate student birthdays, birthday boys and/or girls will receive special crowns and cards 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 students. Thank you for your understanding and cooperation.

Learning Equipment

From time to time, small items such as beads, shapes, and other school play materials etc. may slip into student's pockets. If any of these items come home, please return to school immediately.

Bringing Toys to School

At the risk of getting lost and possibly damaged! We encourage keep your child's toys at home except for shoe-and-tell days. These days will be indicated on the monthly class calendar that is distributed at the end of each month.

Lost & Found

We have a Lost & Found rattan box on the ground floor opposite the kitchen for misplaced items found in the school area. If you have lost any unlabelled item, you may go and look for it.

Toilet Training and 'Wet Report'

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 and the wet clothes will be placed inside the child's bag. Please ensure that a fresh set is placed in their cubbies the following day.

Play Dates or 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 of the arrangements 3 hours in advance.

Graduation

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

Parents

Schoolgramme

This is a monthly school-wide newsletter send to parents via email at the end of each month during the school year. Schoolgramme can be found on our school website and is displayed on Notice Boards in school.

School Memo

This is a weekly reminder send via email and to inform the latest updates. Please let us know immediately if there are any changes to your email accounts so you won't miss out on any important information.

To contact your child's teachers, please email [\[class.session\]@smallworld.edu.hk](mailto:[class.session]@smallworld.edu.hk). For example, if you child is in Koala AM Class, please email koala.am@smallworld.edu.hk or if your child is in Koala PM Class, please email koala.pm@smallworld.edu.hk.

For office related matters please email office@smallworld.edu.hk, our administrators will be able to assist you.

Monthly Class Calendar

This document is send home via the art folder at the end of each month, between August and June. It highlights any special class events and items they may need to bring to school. Parents may access the calendar on our school website.

Please place the class calendar on your fridge or somewhere appropriate, so that you don't miss out on any special events. We don't want your child to feel left out.

Parents Involvement

We encourage parents to be involved in your child's class through reading stories to the class, special projects such as baking and field trips etc. Please contact your child's teachers for more details.

Guardian Passes

All Small World families are issued two guardian passes per family. A parent and/or guardian must show this Guardian Pass to collect the child either at school (for walkers) or when the child is dropped off at home (for school bus riders). Furthermore, entry to the school will be regulated with the use of the Guardian Pass. Doors are closed from 9:10 AM to 11:45 AM and from 1:15 PM to 3:45 PM, please ring the bell if you need to enter the school during these times.

Travelling 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.

School Photos & Screening Services

School photos, visual screening and ear screening are organised once a year; interested parents may sign up for their child. Further information about these professional services will be provided via Schoolgramme in advance.

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.

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 wellbeing 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 Paediatrician 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 wellbeing of your child in her/her early school years.

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 No. 3. For rainstorm warnings Red and Black, schools are shut. On occasion the Education Department will supersede these guidelines and close schools. Please check the HK Observatory website 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

Weather Conditions	Action to be taken
When Tropical Cyclone Warning Signal No. 1 is issued	All schools including kindergartens are to operate as usual unless advised otherwise.
When tropical cyclone Warning Signal No. 3 is issued *	Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to be suspended. Other schools are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is lowered to Signal No. 3	Classes of all schools are to be suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to remain suspended. Unless previous announcement has been made to the effect that classes will be suspended for the entire day, other schools are to resume if Tropical Cyclone Warning Signal No. 3 has been issued by 5:30 AM (For AM and Whole-day schools) / 10:30 AM (for PM schools)
When Tropical Cyclone Warning Signal No. 3 is lowered to Signal No. 1 or when all signals are cancelled	All schools are to resume with the next session unless previous announcement has been made to the effect that classes will be suspended for the entire day.

* If students have already set out for school when the No. 3 signal is issued, kindergartens, schools, schools for children with physical disability and schools for children with intellectual disability should activate the contingency plan to ensure the school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time. The same applies to all schools if the Pre-No. 8 / No. 8 signal is issued when students have already set out for school.

Heavy Persistent Rain

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

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	
(i) Issued before 6:00 AM	<p>Class for AM and whole-day schools are to be suspended all day.</p> <p>Schools are required to activate contingency plan and arrange staff to look after students whom might arrive and ensure that conditions are safe before allowing students to return home.</p>
(ii) Issued between 6:00 AM and 8:00 AM	<p>Classes of AM and Whole-day schools are to be suspended.</p> <p>Schools are required to ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home.</p> <p>Students who have not left for school should stay home.</p>
(iii) Issued between 8:00 AM and 10:30 AM	AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(iv) Issued between 10:30 AM and 11:00 AM	Classes of PM schools are to be suspended. AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.

<p>(v) Issued between 11:00 AM and 1:00 PM</p>	<p>Classes of PM schools are to be suspended. PM schools are required to ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have arrived at school.</p> <p>They ought to ensure that conditions are safe before allowing students to return home. Students of PM schools who have not yet left for school should stay home.</p> <p>AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>
<p>(vi) Issued after 1:00 PM</p>	<p>All schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>

Contact Details

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