



Loving for Today • Learning for Tomorrow • Living for Eternity

Parent Handbook

2017-2018

Our Vision

So the next generation would know God,
even the children yet to be born, and they in turn would tell their children.
Then they will put their trust in God and will not forget his deeds
but will keep his commands.

(Psalm 78:6-7)

Our Mission

We are dedicated to cultivating individuals of character, compassion,
Courage and competence; by inspiring our students to pursue academic
Excellence within an engaged, diverse 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 Christian Kindergarten is 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 – fostering their intrinsic desire to learn at this foundational level. Over more than 30 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 and staff to 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 lessons learned at our 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. As we strive to continue to provide sound foundational 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



Overview and History of Small World Christian Kindergarten

Small World Christian Kindergarten was established in Hong Kong in 1986. Gail Maidment, the Executive Director of Generations Christian Education, 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 individual learning needs and launched a model special needs classroom integration program for kindergartens. We offer parents support and classes through our extra-curricular parenting 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 was officially 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 on sound biblical and moral foundations.



Our Core Values

Christ Centred (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 a 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.

Learning at Small World Christian Kindergarten

At Small World Christian Kindergarten, learning is a joyful, motivating, fun, and engaging exploration that opens up a world of wonder for young children where their curiosity and personal interests can flourish. With developmentally appropriate, teacher-scaffolded and child-initiated experiences, each child may develop, at their own pace, their knowledge and skills, leading to an increasing understanding of themselves, others, God and His creation.

We aim to develop the whole child, using Christ's development, as summarised in Luke 2:52, as our model: He grew "*in wisdom (academically), in stature (physically), in favour with God (spiritually), and in favour with man (socially).*"

The Four "Cornerstones" of Small World's Biblical Curriculum

Children can know:

- God our Creator
- that God is our heavenly Father
- that Jesus is God with us
- the Scriptures (God's word)

These foundations underpin the overall learning experience at Small World.

International Early Years Curriculum (IEYC)'s Four Learning Strands:



Independence and Interdependence

This strand focuses on developing personal, social and emotional development. It is linked to the IEYC's eight Personal Goals — *enquiry, adaptability, resilience, morality, communication, thoughtfulness, cooperation and respect*, and to the IEYC International Dimension — experiences that enable children to develop knowledge and an increasing understanding beyond that related to their own nationality and identity and of the independence and interdependence of people, countries and cultures.

Communicating

This strand focuses on developing a broad range of communication skills including language development, early literacy, early mathematics, ICT and computing, expressive arts and creativity.

Enquiring

This strand focuses on developing the skills of enquiry through exploring people and the world.

Healthy Living and Physical Well-Being

This strand focuses on developing a positive attitude to health, self-care and physical activity.

Mandarin Curriculum

Children have daily opportunities to develop their listening and speaking skills through role-play, song, games and conversation. We aim to inspire a joyful, practical approach to learning in Mandarin, laying the foundation for further language development in later years.

2017-2018 School Year Calendar

August

August 24 to 25 – Orientation Days

August 28 – First Day of Term 1

September

September 15 – Coffee Sessions for All New Parents

September 22 – Meet the Teachers Evening

September 29 – Teachers Only Day (No School)

October

October 2 – Public Holiday – National Day of PRC Observed

October 3 to 6 – Mid-Term Break

October 13 – Information Session for Senior Classes and Playgroup Parents

October 14 – Open Day

October 19 – Parenting Course begins

October 20 – Dad's Date for All Classes

October 27 – 2018/19 Play Visit for Siblings

November

November 20 to 21 – Ear Screening

November 24 – Parent Teacher Conferences for AM Classes (No School)

December

December 1 – Parent Teacher Conferences for PM Classes (No school)

December 4 to 7 – Christmas Play/Party Week

December 14 – Last Day of Term 1

January

January 2 – Teachers Only Day (No School)

January 3 – First Day of Term 2

January 11 – Helper's Course begins

January 13 – Small World's 32nd Birthday

January 22 to 23 – Vision Screening

January 29 to 30 – School Photo

February

February 14 – Chinese New Year Celebration

February 15 to 23 – Chinese New Year Holiday

March

March 2 – Taste of Culture

March 16 – Parent Teacher Conference for AM Classes (No School)

March 23 – Parent Teacher Conferences for PM Classes

March 29 – Last Day of Term 2

April

April 16 – First Day of Term 3

May

May 1 – Public Holiday – Labour Day

May 2 – Teachers Only Day (No School)

May 5 – Open Day

May 11 – Mum's Date for All Classes

May 22 – Public Holiday – Buddha's Birthday

June

June 18 – Public Holiday – Dragon Boat Festival

June 21 – Last Day of Term 3

Beginning of the School Year

Orientation

Parents are notified of their child's class, class teachers and orientation schedule via the August Schoolgramme. Students are encouraged to attend the one-hour 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 Monday, 28th August. Students will assemble 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 and Koala Classes

During the first week of school, Monday, 28th August to Friday, 1st September, students in Panda AM and Koala AM Classes will be coming for 1.5 hour sessions from 9:00AM to 10:30AM, and Panda PM and Koala PM Classes from 1:00 PM to 2:30 PM.

For school bus children, parents will need to make arrangements for pick up at 10:30AM and 2:30 PM respectively. Regular class hours from 9:00AM to 12:00PM and 1:00 PM to 4:00 PM will start on Monday, 4th September.

Students

Arriving at School and Leaving School

Morning Session

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

Afternoon Session

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

Parents are encouraged to bring their children to school 10-15 minutes prior to the start of the 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.

Illnesses

A student who is sick or unwell should stay home or see a doctor for diagnosis and treatment. If a student becomes ill during the school day, teachers will notify parents to make appropriate arrangements for the student's care and/or 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 directly to their Manager, Mr. Robert Mu, at 9032 7434.

Bus service is suspended under severe weather, please refer to "Typhoons and Rainstorm Warnings" for more details.

Parking

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

Attire

School uniform is to be worn over casual, play 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 clothes they can easily take off and put on when using the washroom. In order to encourage independence, long dresses, jewellery and shoes with laces are not recommended as they can cause danger in the playground. It is also not practical for students to wear bracelets, watches and belts.

Art Folder

Teachers will place monthly class calendars and some of your child's work in your child's 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/her creative artwork, we encourage parents to say to your child "tell me about your artwork" rather than "what is this?", as he/she may just have been exploring with the art materials colours.

Snack

Please prepare a small portion of healthy snack and preferably water for your child to bring to school each day. No candies, nuts or fizzy drinks please. The snack and drink containers need to be clearly labelled with your child's name so they can be returned home each day, and easy for your child to open it and close it with some independence. Water is available for your child to drink throughout the day and will be encouraged by his/her teachers.

Class Events

From time to time, classes may have a party to celebrate special occasions, e.g. Christmas, Taste of Culture, Easter, as we start a new IEYC unit (Entry Points). Detailed information will be sent to you via email and in your child's art folder. Parents and/or caregivers are invited to attend these parties and may be asked to provide a dish of food. If your child suffers from allergies, we will require that you or your helper attend the party to monitor the food choices for your child.

Birthday Celebration

To celebrate student birthdays, birthday boys and girls will receive special crowns and cards. Due to some life threatening allergies, parents are asked not to bring any birthday cakes or food. We would not want to put any child at risk. We also ask that parents refrain from bringing gifts for the students.

Learning Equipment

From time to time, small items such as beads, cubes, cylinders and other school learning materials may slip into student's pockets. If any of these items are discovered at home, please return them to school immediately.

Bringing Toys to School

Toys brought from home are at risk of getting lost and possibly damaged! We encourage you to keep your child's toys at home except for show-and-tell days. These days will be indicated on the monthly class calendar that is distributed at the end of each month in your child's art folder.

Lost and Found

We have a Lost and Found box in the kitchen on the ground floor for misplaced items found in the school premises. If you have lost any unlabelled item, please have a look in there.

Toilet Training and 'Wet Report'

At Small World, children are encouraged to use the washroom 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 a plastic bag in the child's school bag. Please ensure that a fresh set of clothes to leave in the cubby is sent to school on the following day.

Play Dates or Going Home with Friends

Children sometimes arrange their social calendars themselves! However, they will not be allowed to go home with other children unless the school office is notified by e-mail or letter from their parent at least 3 hours prior to Dismissal Time.

Graduation

We hold graduation ceremonies in the classrooms when children leave Small World. A special certificate and a Children Bible are given to each child as a gift and memory of their time spent at Small World.

Parents

Schoolgramme

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

School Memo

This is a weekly reminder sent via email to inform you of 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.

Monthly Class Calendar

This document is sent home via the art folder at the end of each month, from September to May. It highlights any special class events and items the children 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 you will access on a regular basis, so that you don't miss out on any special events. We wouldn't want your child to feel left out, especially on Dress-up and Show-and-Tell days!

Parent Involvement

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

Mem Fox, a famous Australian children's author and teacher trainer, encourages parents to read to their children for fifteen minutes a day. This will put your child well on the road to reading and enjoying books. For more helpful advice on reading with children, please visit www.memfox.com.

Contacting Class Teachers

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

For office related matters, please email office@smallworld.edu.hk – our administration staff will be happy to assist you.

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 9:15AM to 11:45 AM and from 1:15PM to 3:45PM. Please ring the bell if you need to enter the school during these times.

Updating Student Information

If there are any changes to the information provided to the school, e.g. family address, student personal details and guardian contacts, etc. kindly inform the school office in writing promptly. You may send an email to office@smallworld.edu.hk.

Travelling Parents

Please let us know if one of the parents 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.

Voluntary Paid Services

This refers to optional services parents may acquire, including school photos, vision and hearing screening and parenting and helpers courses. These services are organised once a year and interested parents may sign up for your child. Further information about these voluntary paid services will be provided via Schoolgramme and in advance.

Primary School Admissions

According to the admissions policy of Generations Christian Education, graduating students of Small World Christian Kindergarten may be eligible for priority admission to either one of the primary schools within the Generations family—that is, Island Christian Academy (IslandCA) and Norwegian International School (NIS). For further information about admissions procedures at IslandCA or NIS, please contact the school of your choice directly. Whether applying to a Generation or other school, it is important to make necessary and timely arrangements for applications to primary schools as soon as possible to ensure that your child is able to secure a place at a primary school.

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, and very common, that for the first few months after the

commencement of school, your child may come down with frequent colds and a runny nose 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.

If your child has any of 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 and 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 contagious viral infection
- abdominal pain, especially if associated with other symptoms (e.g. Vomiting, temperature, diarrhoea)
- ear pain

Your family physician or paediatrician 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 any 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 his/her early school years.

Typhoons and Rainstorm Warnings

The Hong Kong Observatory (HKO) 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 Bureau will supersede these guidelines and close schools. Please check the HKO website www.hko.gov.hk, local TV and radio for updates on the weather as well as the school's web site for school closure information.

The following general arrangements will apply and the EDB will make announcements accordingly:

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 issued*	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 5:30AM (For AM and Whole-day schools) / 10:30AM (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 for children with physical disability and schools for children with intellectual disability will 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 Education Bureau will override some directives when the weather deteriorates.

Rainstorm Warning	Action to be taken
AMBER	Unless the EDB has made special announcement on suspension of classes, all schools, including kindergartens will operate as usual.
RED or BLACK	
Issued before 6:00 AM	Class for AM and whole-day schools are to be suspended all day. Schools are required to activate contingency plans and arrange for staff to look after students who might arrive and ensure that conditions are safe before allowing students to return home.
Issued between 6:00 AM and 8:00 AM	Classes of AM and Whole-day schools are to be suspended. Schools are required to ensure that their premises are open until the end of the normal school hours and arrange for 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. Students who have not left for school should stay home.
Issued between 8:00 AM and 10:30AM	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.
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>Issued between 11:00 AM and 1:00 PM</p>	<p>Classes of PM schools are to be suspended.</p> <p>PM schools are required to ensure that their premises are open until the end of the normal school hours and arrange for 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 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>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>

Bus service is suspended when a T3 or higher typhoon signal and/or Red or Black rainstorm warning is still in place at 12.00 noon (morning session) or 4.00 PM (afternoon session). The school will advise parents to collect their children from school.

Students will not be allowed to return home, including on a school bus when a Red or Black Rainstorm Warning is issued. Upon request of a parent, students may be released to a parent or authorised individuals.

Please refer to the school website www.smallworld.edu.hk for the most updated information during severe weather.

Air Pollution

Air Quality and Health Index (AQHI) is issued by the Environmental Protection Department and accessed by appointed staff members on a daily basis. If the AQHI for General Station Central/Western is High, outdoor activities will be reduced; if it is Very High, outdoor playground will be CLOSED and students will have playground time indoors. Each classroom has an air purifier running all day to ensure clean air inside the room.

Heat Index

Playground time will be adjusted in accordance to the table below:

Reduce the length of outdoor playground time

Replace with indoor playground time

Play in the classroom

	27C	28C	29C	30C	31C	32C	33C	34C	35C	36C
40 %	27	27.5	28.5	29.5	31	32.5	34	35.5	37.5	41
45 %	27	28	29	30.5	31.5	33.5	36	37	40	43
50 %	27.5	28.5	29.5	31	32.5	34.5	36.5	39.5	42	45
55 %	27.5	29	30	31.5	33.5	35.5	38	41	44	47
60 %	28	29	31	32.5	34.5	37	41	43	47	51
65 %	28	29.5	31.5	33.5	36	39	42	46	49	53
70 %	28.5	30	32	34.5	37	41	44	48	52	56
75 %	29	31	33	35.5	39.5	43	47	51	55	
80 %	29	31.5	34	37	41	45	49	54		
85 %	29.5	32	35	39	43	47	52	57		
90 %	30	32.5	36	40.5	45	50	55			
95 %	30	33.5	37	42	47	53				
100%	30.5	34.5	39.5	44	49	55				

Gift Policy

There are many ways to express gratitude and appreciation. Often the best gift a student can give to a teacher is a sincere personal expression of gratitude. More often than not, this simple 'thank you' has greater impact than a lavish gift. However, in addition to a personal 'thank you', if you and your child wish to gift his/her teachers as a further token of appreciation, please be reminded that Small World employees are instructed to accept gifts only if they are not valued over HKD300 and are not in the form of cash. Below is the excerpt from Generations Christian Education Operational and Policies Manual:

Generations and each of its schools is bound by the Prevention of Bribery Ordinance. Any solicitation of gifts for, or on behalf of, any school may only be done in line with Policy 1.61 Fundraising.

- Staffs are to be conservative in their acceptance of personal gifts and gratuitous entertainment so as not to directly or indirectly develop a sense of obligation to the donor. The following guidelines should be applied in every school, and a Principal is empowered to develop specific procedures to implement. As a practice, the rationale, spirit and necessity of the policy should be communicated clearly to both staff and parents alike at least annually, especially in advance of typical gift giving season, such as Christmas and Chinese New Year, in order to minimise any awkward situations.

- Small gifts of appreciation may be given or received only if they meet the following conditions:
- The value of the gift does not exceed HK\$300. It is up to parents to understand the value of their gifts and to avoid embarrassing a teacher or staff member, who will be expected to return any gift valued over HK\$300.
- Group gifts can be given, provided that no individual contributes more than HK\$300 and participation by givers is entirely voluntary.
- Gift vouchers from an individual or groups up to HK\$300 per person are permitted.
- Gifts on a special occasion (e.g. wedding, milestone birthday) may be accepted, provided the value of the gift does not exceed HK\$500.
- Gifts on the occasion of retirement or resignation, provided that the value of the gift from any one person does not exceed HK\$1,000.
- Modest gifts of food hampers or other consumables may be accepted without specific financial limits, so long as it is something that will be shared openly within school.
- Hong bao is a tradition at Chinese New year, but presents potential issues since it is cash. Therefore, any hong bao received should be directed to a central collection to be used for the school as a whole or Principal agreed charity.
- Donations to charities are acceptable, up to HK\$300. The employee or the giver may choose the charity.
- Gifts are given publicly with no attempt to conceal the gift or the giver.
- Gifts are freely offered with no expectation from the giver for anything in return.

Contact Details

The School Office

10 Borrett Road, Mid-Levels, Hong Kong

Tel: (852) 2525 0922

Fax: (852) 2530 5448

Email: office@smallworld.edu.hk



A Member of Generations Christian Education