



Parent Handbook

2020/21 School Year

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

- To educate the whole child in a nurturing, vibrant and international community.
- To cultivate individuals of character, compassion, courage and competence.
- To inspire the next generations to be 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

Dear Parents,

Welcome to Small World Christian Kindergarten! We are so glad that you—returning and new families—are here! We are looking forward to another delightful year of partnering with you in nurturing your child during these important early years of learning and development.

Our kindergarten has over 30 years of providing early childhood Christian education in Hong Kong, with a focus on whole-child development and learning through play. We believe that every child has unique, special gifts and talents as well as an intrinsic desire to learn. Small World is committed to supporting each child in their journey of learning, providing a solid foundation which leads to an increasing understanding of themselves, others, God and His creation. We are hopeful that the next generation of Small World learners continues to be nurtured, thriving to develop into individuals of character, courage, compassion and competence.

This handbook serves as a reference for our parents and school community, providing essential information about our kindergarten including policies and guidelines.

With joy and enthusiasm, we look forward to your children flourishing under our care.

With blessing and affection,

Tess Baguio



Overview and History of Small World Christian Kindergarten

Small World Christian Kindergarten was established in Hong Kong in 1986. Ms. Gail Maidment, our Founders, 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 morning class of eight children to over 230 children across morning and afternoon classes. 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.

Through our programme, students who do not come from Christian backgrounds are learning to trust God with their lives and the lives of their families. We facilitate parenting courses and workshops to help support our community in their desire to learn and understand how to create a happy, successful family life. We also offer integrated classroom experiences for children who are developmentally delayed or at risk and provide an Early Years Learning Support Service.

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 Corinthians 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 (Philippians 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 (Ephesians 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 (Isaiah 40:31, Lamentations 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, Nehemiah 8:10, Isaiah 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.

Play and Learning at Small World Christian Kindergarten

Play

Play is a creative and enjoyable process which takes many forms; it is often free from externally-imposed goals and can also be purposeful, as well as guided and scaffolded.

Learning

Learning at Small World 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)."*

School Curricula

Our programme is based on the IEYC (International Early Years Curriculum) and Biblical Foundation curricula, supporting your child's learning and development through play. Children develop best when they can follow their own interest in an enabled learning environment coupled with timely scaffolding by teachers, where each child can discover new knowledge and skills at their own pace.

Through units of interest, children are provided with learning experiences and opportunities that help them to develop personal qualities of enquiry, adaptability, resilience, morality, communication, thoughtfulness, cooperation, and respect. We aim to help each child grow in wisdom (academically), in stature (physically), in favour with God (spiritually), and in favour with man (socially), just like Jesus Christ did.

Each class will cover different topics from the International Early Years Curriculum (IEYC) and parents will be provided with regular learning updates and opportunities for involvement in their child's learning.

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.

For more information please visit the Fieldwork International Early Year Curriculum website (<https://fieldworkeducation.com/curriculums/early-years>)

Mandarin Curriculum

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

Online School Learning Programme

Early Years Online School Learning Programme will be used when kindergarten classes are suspended by the Hong Kong Education Bureau due to the COVID-19 pandemic. Our complete online school learning programme mirrors the regular on-campus schedule for full half-days from Monday to Friday.

It is focused around real-time, live interaction between children and teaching team via the Zoom platform (secured with each child's unique Small World email account) with plenty of meaningful opportunities for learning through child-initiated and guided play: language and literacy, including singing, stories, sharing and letters and sounds; numeracy; creative arts; enquiring; and physical and well-being. See introductory video below:



Settling Weeks

The first few weeks when a child is settling into an early years setting is a time of crucial importance to their later happiness in the setting. Whilst some children will adjust fairly easily to the new environment and new routines, others will take longer to feel comfortable and secure. Research shows that when the settling in period is positive for the child, it impacts their happiness throughout their time at the kindergarten and also on how the child views future transitions. Children who have a positive start to their new environment are more likely to feel comfortable, relaxed and valued, feel good about themselves as learners and have a sense of belonging to the school community.

During settling weeks, class teachers will provide assistance and support to young children (and caregivers, too!) to help them familiarise and transition into their new routines. Here is a short video clip for your child to watch as he/she prepares for next

week's first day of online school learning. We hope that you will have a joyful and smooth transition into our Small World Christian Kindergarten!



Tips on Home Strategies

Enabling the Environment for Learning (click to enlarge the image)



Tips on Home Strategies for Early Years Online School Learning

small world
CHRISTIAN KINDERGARTEN

The enabled environment

Having a designated space, for example, a cozy rug with cushions at a corner of the living room, a small table with a chair, or a corner at the dinner table, and suitable materials for your child's stage of development, will help your child associate that space with school time.

A bit of recommended age appropriate learning materials will be shared with you by the class teachers in due time. This may include a few books, toys and tools that you already have at home.

A child friendly timetable will be sent to you by the class teachers which you can make visible for your child at home. Children benefit when they know what is expected from them and, with our assistance, continue to develop in their understanding of time.

A technological device for accessing Zoom will be needed. A bigger screen (eg. computer, digital tablet or tv screen) is preferred over a smaller screen (eg. a phone) as that children can view their teachers and classmates more readily and see details on a screen better. As always, safety being above, so there, we understand, however, that a large screen may be unavailable, and we welcome children's participation no matter what device is used.

Regular learning routines & in-time also guidance will be sent through Tapestry, as all teachers can prepare materials about or time. Our aim is to keep the materials needed simple and easily accessible, as well as sustainable for the environment.

Routine for the learner

Children thrive when they follow a daily structure. Knowing what to expect during the day provides a sense of security.

It's important for the child to practice dressing up for school—putting on their shoes and socks and their apron, and washing their faces and brushing their teeth, encouraging them to do this independently, with some assistance and no rush.

Healthy snacks promote health & well-being.

The learner is expected to attend online classes every day. If there are reasons that make it difficult for the child to join in the classes, the parents should please communicate with the class teachers about it.

Encourage the child to bring the school bag and go to the designated learning space. This gives your child a sense of beginning the school day.

Having a routine of sleep is essential for development and growth. Children around this age will need from 10-12 hours of sleep at night plus a nap, sometimes, during the day.

Healthy snacks promote health & well-being.

Support from and for the caregiver

The school-home partnership is crucial for supporting our children's learning.

Tapestry is an online journal that enables parents and teachers to share photos, observations and comments to build up a record of the learning and fun that takes place in the classroom, both for your child's online and on-campus experiences.

Provide supervision and support for your child during the online Zoom session, especially during the writing weeks and work towards more independence.

Communication & support

Parent-Teacher Link is important to us and we will always be in contact and in collaboration with you to continually improve the programme for our learners. Your teachers e-mail address will be shared with you soon - we are just a call away.

Attend school workshops & collaboration sessions for more understanding of learning in the early years.

<https://smallworld.edu.hk/> | 2525 0922

Parent Portal

To Access Small World's Parent Portal, please follow the steps below:

1. Go to our website
2. Click on Parent Portal Login at the bottom right corner
3. Enter password (refer to placement/re-enrolment confirmation email) and click Submit

Student Email Account

An unique Google email address that will be for your child's use for our online school learning programme. To start using the email address, please go to Gmail and enter in your Student Email Address and Login password.

You are also encouraged to [set up a Zoom account](#) using this email address for your child on the technological device that he/she will be regularly using for the Online School Learning Programme.

An activation email will be sent to you and class teachers will communicate with you on when to commence the use of this school-home link!

School Year Calendar

The 2020/21 school year calendar is available on the Parent Portal, kindly take note of the key dates.

Term Dates

Term 1 – 24th August to 15th December 2020

Term 2 – 12th Jan to 26th March 2021

Term 3 – 12th April to 25th June 2021

Beginning of the School Year

Orientation

Students are assigned to classes during the summer break. Class teachers will be in touch regarding details of the one-hour orientation structure. Returning 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.

Settling Period for Panda and Koala Classes

During the first week of school, Monday, 27th August to Friday, 31st August, students in Panda AM and Koala AM Classes will be coming for 1.5 hour sessions from 9:00 AM to 10:30 AM, 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 10:30 AM and 2:30 PM respectively. Regular class hours from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM will start on Monday, 3rd September.

School Hours

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 11:50 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 3:50 PM

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.

Transportation

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 patrol the area and issues tickets.

Daily Life at Small World

Attire

The school uniform of a pinafore for girls and a tunic top for boys can be worn over casual play clothes. 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, and IEYC 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 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 Materials

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 at 2525-0922 after class sessions. 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 a written note from their parent at least three hours prior to Dismissal Time.

Graduation

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

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.

Parent Involvement

We encourage parents to be involved in their 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.

Class Parent Representatives

Class parent representative has a pivotal role in supporting the work of the school and their child's class. Through instant communication platform e.g. Whatsapp, class parent representatives transmit specific information from the class teachers or Principal, whilst engaging other parents to support their child's class and school community.

Parent Volunteers

If you are interested to volunteer in your child's class, please contact the class teachers; see *Contacting Class Teachers* in the subsequent section.

Communications

School Newsletters

This is a school-wide newsletter sent to parents via email regularly during the school year. These newsletters can also be found on our Parent Portal.

Student Absence

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.

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

Updating Student Record

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 your class teachers know if both parents are 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.

Behaviour Management Policy

This policy has been developed with the children's safety and well-being in mind, in reference to the United Nations Conventions on the Rights of the Child.

At Small World Christian Kindergarten we believe that building on positive relationships and letting children know what is expected of them beforehand prevents undesired behaviour. We aim to create an atmosphere of clear expectation and understanding, which will foster a joy for learning and loving one another. The children are allowed to either practise the behaviour or give feedback of what they think is expected. Teachers practise and model the expected behaviour to the children. Our teachers/staff are:

- warm and loving, fostering a sense of belonging in children
- sensitive and responsive to the children's needs, feelings and interests
- just and provide age appropriate consequences
- consistent in setting clear boundaries to the children
- kind, patient, respectful, and firm like Jesus Christ
- forgiving and understanding

We encourage children to:

- use kind words
- make thoughtful age-appropriate choices
- show respect to themselves and others
- follow safe, hygienic practices

We strongly encourage parents and teachers to collaborate and work in partnership to understand and jointly manage children's behaviour.

Child Health and Safety

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 11:50 AM and from 1:10 PM to 3:50 PM. Please ring the bell if you need to enter the school during these times.

Illnesses

A student who is sick or unwell should stay home and/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.

Health Guidelines

Certain guidelines should be observed for the health and wellbeing of your child, his/her teachers and other children in the school.

If your child is suspected of or has any conditions/symptoms of illness, the child should not be sent to school but rather an opinion from your family physician or paediatrician should be sought.

Below is a inconclusive list of more common conditions/illness:

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

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.

Health Precaution in relation to COVID-19

The health and safety of your child and the Small World community remains our priority. In preparation for the on campus school learning resumption, we ask that you please read the following with special care.

Health Precautions for Resumption of On Campus School Learning

A. Campus Cleanliness and Hygiene

Small World will maintain good environmental hygiene and conduct on-going, thorough cleaning to ensure that the school environment is in a safe condition. We have increased the frequency of cleaning and disinfecting equipment and high contact areas including door knobs and handles, water dispensing machines, chairs, tables and washrooms.

B. Please keep your child at home if he/she:

- show symptoms of respiratory infections, including fever, sore throat, runny nose, frequent sneezing, coughing or shortness of breath.
- have travelled to *areas with active community transmission of Covid-19 in the last 14 days;
- have physically contacted (1) persons who have fever or show symptoms of respiratory infections or (2) suspected/diagnosed patient(s) of Novel Coronavirus; (*please visit the website: www.chp.gov.hk for the updated list of the areas)

C. Health Condition and Travel History Declaration

Please complete an online Declaration Form for travel history & health status for your child before the start of school (you only need to fill in this form once). Those with fever or respiratory infection symptoms will be advised to seek medical advice immediately. We ask affected individual(s) not to enter our school to avoid cross-infection.

D. When attending on campus school learning, children are to adhere to the following measures:

1. Temperature screening

As the children are returning to on campus school learning next week, beginning on the 29th of September, please make sure that you put in your child's temperature on this online temperature record form: [Small World Student Temperature Record](#) with your unique access code <<**Temperature Record Form Code**>>. Every morning before your child goes to school, please enter your child's temperature. This is important to help keep the health and safety of our community and ensure that on campus school can remain open. This online temperature record form is also to minimise paper contact and to align with our school's sustainability practice.

2. Hand hygiene

Before entering the school and at the end of the visit, please perform hand hygiene with alcohol-based hand sanitizer for 20 seconds or wash hands with liquid soap and water properly and rub for at least 20 seconds. We will be reminding children to clean their hands with either soap and water or hand gel as regularly as possible. The school will have alcohol gel for children to use.

3. Wearing mask

Please make sure that your child has a face mask on and we expect children to keep their masks on at all times for their own safety and for the safety of others. Please keep some extra face masks in your child's school bag too in case they need a change of face mask.

4. Indoor shoes

A pair of rubber shoes that allow for children's independence and can be differentiated from their outdoor shoes.

5. Personal hygiene

Cover mouth and nose with tissue paper when sneezing or coughing. Dispose of soiled tissue into a lidded rubbish bin, then wash hands thoroughly with soap and water for 20 seconds or use an alcohol-based hand sanitizer.

6. Keeping physical distancing

Parents/caregivers may drop off and pick up their children from the school gate and may not remain in the school area to wait for the child. Children are encouraged to understand the need to stay in their own physical space or their imaginary "bubble" in school. The school will also maximise the use of our indoor and outdoor spaces to ensure proper physical distances among the children.

7. Snack

There will not be any collective snack time. For snacks, children will be having snacks on their own in school and we will not be encouraging the sharing of food.

Kindly ensure your child has a small drink (preferably water) and snack each day in a container that is easy to open and clearly labelled. We recommend healthy snacks such as fruit, vegetables and plain biscuits, etc.

Our school has a nut-free policy; we ask that no nuts of any kind be brought into our school for any reason. Please remind your child to eat his/her own snack as some children may have severe and even life threatening allergies. We thank you for helping us maintain a safe environment for all of our students.

Student Travel History and Health Status declaration

Each child who is attending Small World Christian Kindergarten must complete a travel history and health status declaration form (www.jotform.com/SmallWorldHK/declaration-form-COVID-19) before the first day your child will return on campus, (for example, before the 'Wave Hello' or the first day of school).

Weather, Air Pollution, and Heat Policy

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 website for school closure information.

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

Tropical Cyclones

Weather Conditions	Class Arrangements
Warning Signal No. 1 is issued	Classes operate as usual unless advised otherwise.
Warning Signal No. 3 is issued*	Classes are suspended.
Warning Signal Pre-No. 8/ No. 8 or above is issued*	Classes are suspended.
Warning Signal No. 8 or above is replaced by Signal No. 3	Classes will resume if Warning Signal No. 3 has been issued by 5:30 for AM classes and 10:30 AM for PM classes.
Warning Signal No. 3 is lowered to Signal No. 1 or when all signals are cancelled	Classes of the next session will resume unless previous announcement has been made to the effect that classes will be suspended for the entire day.

* As per the EDB's requirements, if the No. 3 signal is raised after children have set out, Small World Christian Kindergarten 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.

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	Class Arrangements
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	AM Classes are suspended.
Issued between 6:00 AM and 8:00 AM	AM Classes are suspended. Students who have not left for school should stay home.
Issued between 8:00 AM and 10:30 AM	AM Classes will continue until the end of the normal school hours.
Issued between 10:30 AM and 11:00 AM	AM Classes will continue the lessons until the end of the normal school hours. PM Classes are suspended.
Issued between 11:00 AM and 1:00 PM	AM Classes will continue the lessons until the end of the normal school hours. PM Classes are suspended. Students who have not yet left for school should stay home.
Issued after 1:00 PM	Classes will continue the lessons until the end of the normal school hours.

Bus service

The 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				

Gifts 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. However, in addition to a personal 'thank you', if you and your child wish to gift their 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 HK\$300 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.

Primary Admissions Priority

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 of the primary schools within the Generations family—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.

Contact Details

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