



Parent Handbook

Updated August 2024



About Generations Christian Education

Since our beginnings in 1986, Generations Christian Education has served families in Hong Kong by providing nurturing, whole child international education based on Christian foundations.

We are a not-for-profit organisation that is focused around the needs of children and families, and we strive to hold true to the vision, mission, and values that make us a unique presence in Hong Kong's educational sector.

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

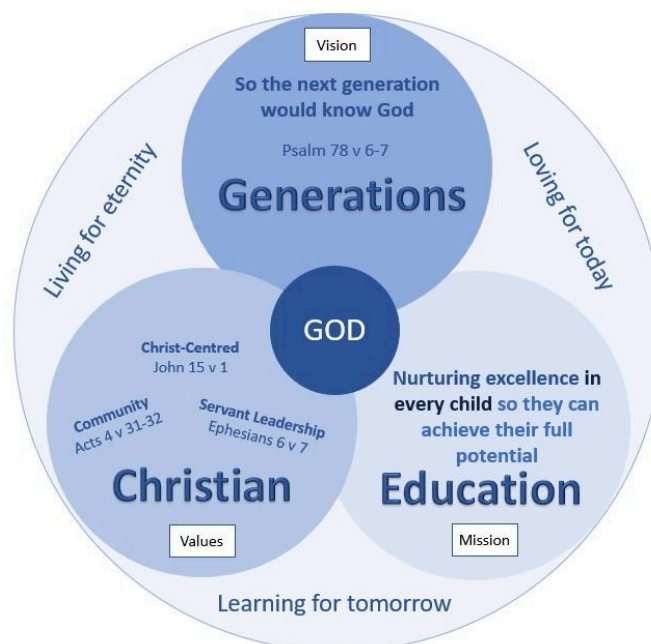


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Message from the Principal

Dear Parents,

Welcome to Small World Christian Kindergarten! We are so glad that you — returning and new families — are all 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 almost 40 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 learning 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 founder, was given a vision for the education of young children during her training with Youth with a Mission (YWAM), an interdenominational Christian mission organisation. Since 1986, the school has grown from one morning class of eight children to over 230 children across morning and afternoon classes in some of our peak years. Small World also grew in scope to establish a wider family of schools: Generations Christian Education. Having taken over the management of Norwegian International School in 2010, and having established Island Christian Academy in 2012 in collaboration with the Chinese YMCA of Hong Kong (in operation until 2022), Small World and Generations continue to see generations of children in Hong Kong receive quality education based on sound biblical and moral foundations.

Through our programme, students develop the personal goals of becoming respectful, a collaborator, a thinker, empathetic, ethical, resilient, a communicator and adaptable. Our aim is to help each child grow in wisdom (cognitively), in stature (physically), in favour with God (spiritually), and in favour with man (socio-emotionally), just like Jesus Christ did.

Additionally, 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 an integrated Early Years Learning Support Service through the OPRS (On-site Pre-school Rehabilitation Services) in partnership with Watchdog.

Our Values

Servant Leadership (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.

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.

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.

Shared Vision

small world
CHRISTIAN KINDERGARTEN

Shared Vision

reviewed and revised on August 2024

Building on our vision, mission, motto and values, Small World Christian Kindergarten has developed the following Shared Vision for our children which informs our day-to-day approach to guiding their learning and development.

In order to...	LOVE for Today	LEARN for Tomorrow	LIVE for Eternity	LEAD the Next Generations
Small World students aim to be...	Daisy The Respectful  尊重	Oscar The Thinker  探索	Leo The Ethical  美德	Penny The Communicator  溝通
	Eddie The Collaborator  合作	Cooper The Empathetic  同理心	Olivia The Resilient  毅力	Charlie The Adaptable  適應力
	Watson The Internationally-Minded Whale 國際視野 		Barry The Globally-Competent Bee 全球素養 	
	So that they develop, demonstrating a growth mindset, in a holistic way, as Christ did... "Jesus grew in wisdom (cognitively) and stature (physically), and in favour with God (spiritually), and man (socio-emotionally)." Luke 2:52 			

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 (cognitively), in stature (physically), in favour with God (spiritually), and in favour with man (socio-emotionally)."*

School Curricula

Our programme is based on the IEYC (International Early Years Curriculum) and Biblical Foundation (Journey 2:52) curricula, supporting your child's learning and development through play. Children develop best when they can follow their own interests in an enabled learning environment coupled with timely scaffolding by teachers, where each child can discover new knowledge and skills at their own pace. We also provide opportunities for children to learn Chinese language daily through story-based approach and meaningful play.

Through units of interest, children are provided with learning experiences and opportunities that help them to develop personal qualities of being respectful, empathetic, ethical, resilient, adaptable, a thinker, a collaborator, and a communicator. We aim to help each child grow in wisdom (cognitively), in stature (physically), in favour with God (spiritually), and in favour with man (socio-emotionally), just like Jesus Christ did.

The morning (AM) and afternoon (PM) session classes will cover different topics from the IEYC and parents will be provided with regular learning updates and opportunities for involvement in their child's learning.

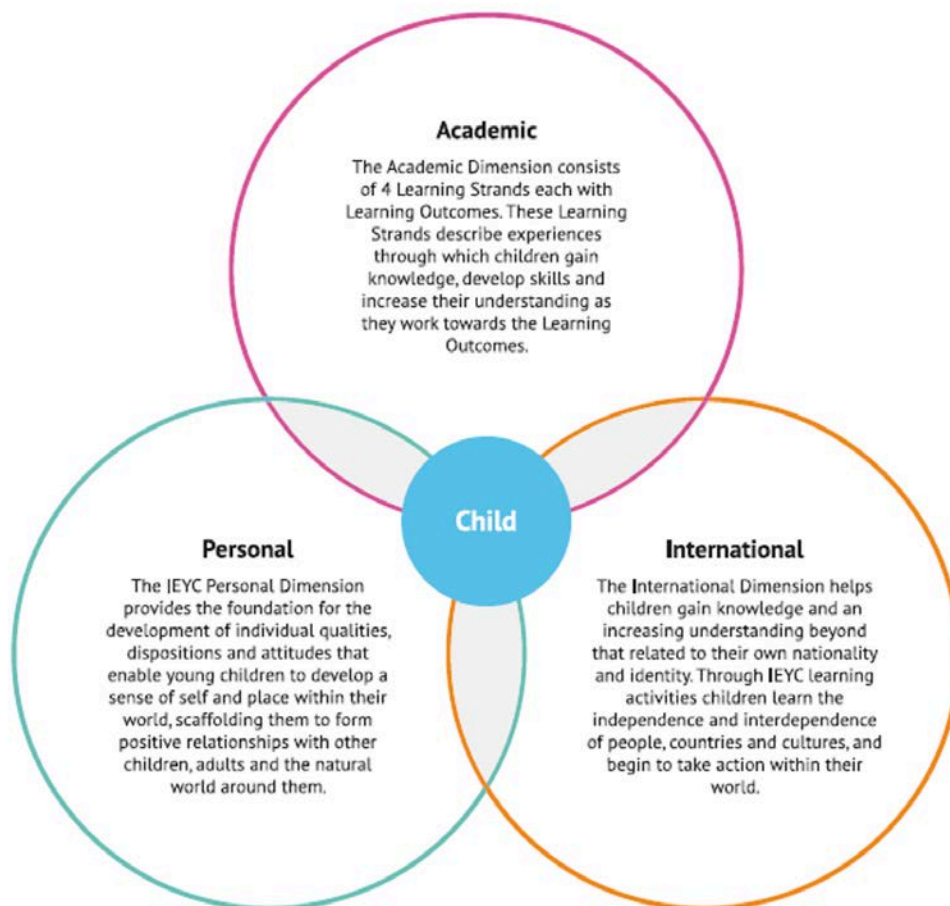
IEYC (International Early Years Curriculum)

The IEYC focuses on 3 types of playful learning, encompassing the key domains of learning within the earliest years of life.

Playful Learning Experiences

- are social; children play alone and with others.
- are meaningful, allowing children to explore thematic learning, and interests and ideas.

- unfold, nurturing and stretching creativity and capabilities as children express their learning.
- persist, providing opportunities and possibilities to extend experiences within and across learning spaces.
- contribute to pathways of learning within which children explore, express and extend their learning and development.



Personal Dimension

The Personal Dimension identifies 8 (eight) Personal Learning Goals or character and attitudes that children can develop such as becoming adaptable, ethical, (a) collaborator, resilient, (a) communicator, respectful, empathetic and (a) thinker.



Academic Dimension

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

1) Independence and Interdependence

This strand focuses on developing personal, social and emotional development.

2) 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.

3) Enquiring

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

4) Healthy Living and Physical Well-Being

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

INDEPENDENCE & INTERDEPENDENCE	COMMUNICATING	ENQUIRING	HEALTHY LIVING & PHYSICAL WELL-BEING
Focuses on developing personal, social and emotional development. This strand links to: <ul style="list-style-type: none">• The IEYC Personal Goals• The IEYC International Dimension	Focuses on communicating, in English and Mandarin, through <ol style="list-style-type: none">1. Speaking and Listening2. Reading3. Writing4. Number5. Shape and Measures6. ICT and Computing7. Expressive Arts and Creativity	Focuses on developing the skills of enquiry through exploring: <ul style="list-style-type: none">• People• God• The world	Focuses on developing a positive attitude to: <ul style="list-style-type: none">• Health• Self care• Physical Activity

* Adapted by Small World, integrating the Biblical Foundation Curriculum and Mandarin Language Immersion Approach within the four IEYC Learning Strands (June, 2020).

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

International Dimension

The International Dimension helps children gain knowledge and an increasing understanding beyond that is related to their own nationality and identity (international-mindedness) and through international learning, they will learn the independence and interdependence of people, countries and cultures, and begin to take action within their world (global competence).

The IEYC International Dimension

The IEYC International Dimension supports young children to:

- engage with, and enjoy, the natural world,
- begin to acknowledge and accept differences,
- consider choices and long-term consequences, and
- strengthen their capacity to take action and make a difference.



IEYC International Dimension	International Mindedness	Sense of Their World
		Sense of Other
	Global Competence	Sense of Their Place in the World
		Taking Action with Others

Mandarin Curriculum

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

The Parent Dashboard

This is a gateway where parents may access various platforms to complete online forms (e.g. Student Record Form), and view practical information such as the School Year Calendar and Newsletters.

Please follow the steps below to access the dashboard:

1. Press the 'Dashboard' button on the school Website; or enter <https://smallworld.edu.hk/thedashboard/> in your browser.
2. Enter your unique access code and press 'Login'. Your unique access code will be included in an email communication prior to your child's commencement date.

HERO

Hero is an online communication platform that is available through its [website](#) as well as a mobile app. It records the fun and engaging learning experiences of the students and facilitates two-way communication between parents and teachers, providing an enhanced learning link between home and school. Please refer to your Welcome Newsletter from the principal for more information on how to login.

School Year Calendar

The up-to-date school year calendar is available on the Dashboard and the school website; please kindly take note of the key dates.

As a guide, the school year have three terms as follows:

Term 1 – end of August to mid-December

Term 2 – January to March/April

Term 3 – April to June

Beginning of the School Year

Orientation

Students are assigned to classes during the summer break. Class teachers will be in touch prior to the beginning of the school year regarding the date and time of the one-hour orientation session. Parents may accompany their child to the orientation session. Returning students are encouraged to attend the orientation by themselves.

Settling Period for New Incoming Students Born in 2021 and 2022

During the first week of school, new incoming students born in 2021 and 2022 will be coming for 1.5 hours from 9:00 AM to 10:30 AM for the morning session classes, and from 1:00 PM to 2:30 PM for the afternoon session classes.

For school bus children, parents will need to make arrangements for their children to be picked up at 10:30 AM or 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 the second week of school.

The arrangement may be further adjusted with the class teachers after the first couple of days depending on the adaptability of each child.

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 2555-2088.

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

Parking and Traffic

Unfortunately, there is no parking available on Borrett Road. Parents may quickly pick up or 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, and refrain from driving or parking on the pavement.

Please obey the traffic signals at all times - we remind drivers that driving through an amber (unless unable to stop in time) or red light are both illegal and dangerous, especially with children close by, and that police often patrol this area to enforce compliance with traffic laws.

In the interests of children's safety, we also strongly request that drivers do not block the exit to the turning loop in front of the school by queuing for the traffic signals in the turning loop. If you are unable to exit the loop by turning right because another vehicle is waiting for the traffic light, please turn left instead and then turn around at the roundabout a short distance away. This ensures that other cars can enter and exit the turning loop to pick up and drop off children, smoothing the flow of traffic and minimising the number of vehicles in the turning loop at any one time. For the same reason, we remind drivers to please pick up and drop off children quickly and safely and do not linger in the turning loop longer than necessary.

We appreciate your patience and cooperation as we work together to protect the safety of our children around vehicles on Borrett Road.

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 reminders 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 snacks and preferably water for your child to bring to school each day. No candies or fizzy drinks please. Our school has a **nut-free policy**; we ask that no nuts of any kind or traces of nuts 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.

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 and close it with some independence.

Water is available for your child to top up their bottle, and regular drinks of water throughout the day 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 as soon as practicable.

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.

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/s at least three hours prior to Dismissal Time.

Graduation

We hold graduation ceremonies in the classrooms or at an off-campus venue 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 purchase, 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 the School Newsletter 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

The 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 in volunteering 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 Dashboard.

Student Absence

If a student is away from school, please inform the School Office via Hero or 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 positive relationships and letting children know what is expected of them beforehand helps prevent 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
- 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 diarrhoea)
- 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.

Surveillance

Surveillance cameras are in operation in the common areas of the school for safety purposes.

Health Precaution in relation to Communicable Diseases

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

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.

When attending on campus school learning, children are encouraged to adhere to the following measures;

1. Hand hygiene

We encourage our learners to exercise hygienic practices through handwashing, especially after using the toilet, before and after snack time, and after their messy play or art activities.

2. School shoes

A pair of rubber-soled school shoes (for indoor and outdoor wear) that allow for children's independence should be worn while on campus. These shoes should be differentiated from the shoes that they wear to school. Crocs (and other similar types of sandals/shoes) are not recommended.

3. 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.

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 remain suspended.
Warning Signal No. 3 is lowered to Signal No. 1 or when all signals are cancelled	Classes of the next session will resume unless a 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 a 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 Generations Policy 3.161 (Fundraising).

- Staff 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 Generations member primary school Norwegian International School (NIS). For further information about admissions procedures at NIS, please contact office@nis.edu.hk directly.

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