



INTERNATIONAL  
KINDERGARTENS  
國際幼稚園

Wu Kai Sha

*Inspired to think, explore, achieve*

# Parents Handbook



ESF International Kindergarten (Wu Kai Sha), Level 1, 599 Sai Sha Road, Ma On Shan, Shatin, Hong Kong  
t: +852 +852 2435 5291 e: [kinder@wks.esf.org.hk](mailto:kinder@wks.esf.org.hk) w: [www.wks.esf.org.hk](http://www.wks.esf.org.hk)





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## Mission Statement

*"In partnership with families we aim to develop confident, creative, knowledgeable children who respect all others and participate actively within the school community. We strive to provide an engaging and enriching environment that stimulates children's curiosity and supports and develops a lifelong love of learning."*





# CONTENTS

Foreword: ESF International Kindergartens Hong Kong:  
Mission Statement



## PAGE

1. 'All About Me' Booklet
1. Absenteeism
1. Birthdays and Special Occasions
2. Bus Service to Kindergarten
2. Refundable Debenture - Withdrawal/Graduates from Kindergarten
2. Change of Pick-up Details for Single Days
3. Child Arrivals and Departures
4. Communication between Kindergarten and Home
  - email address record form
5. Curriculum – Enquiry Based Learning Through Play
6. Discipline at Kindergarten
6. Excursions and Visits
6. Family Information Changes
7. Helping at Kindergarten – Parent Volunteers
7. Learning at Home
8. Kindergarten Calendar
8. Kindergarten Rules – Always remember to ...
8. Kindergarten Spare Clothing
9. Language Enrichment
10. Late children – Arrival and Departure
10. Medical Information
  - Medical Information - Child Illness Policy
  - Medical information form
  - Temperature Record Sheet
  - Incident/Accident Form
  - Exclusion list
  - Child development – Hearing and Sight
14. Name Badges
14. Naming all Belongings
14. Personal Toys
15. Photographs in Kindergarten – photo permission form
16. Primary Schools – ESF Foundation and  
ESF Private Independent Colleges (PIC)
17. Priority of Access to:
  - ESF International Kindergartens, ESF Foundation Primary Schools and PIC
  - Private Independent Colleges
18. Putonghua
19. Reports and Assessment
19. Security Cards - security card photo request – 2 photos required

- 20. Sessions and Hours of Kindergarten
- 20. Session Timetable – a typical kindergarten session
- 21. Settling-In Procedures
- 21. Snack
- 21. Staff Qualifications
- 22. Staff Ratios
- 22. Sun Protection Outdoors
- 22. Toilet Independence
- 23. Uniforms
- 24. Weather Information
- 27. What to Bring To Kindergarten Each Day
- 27. Special Educational Needs
- 27. In Conclusion

\* Please return to Kindergarten in the first day of attendance





# PARENT INFORMATION

## 'ALL ABOUT ME' BOOKLET

Please make this a fun activity for your child and complete it together. Encourage drawings or cut out pictures from magazines to fill in this booklet. Your help will be vital where writing is needed: we don't expect your child to know how to write yet! However, please use capital letters only where they would **normally** be found, eg. To start their name – Matthew, Jasmine.

Once completed, please bring the booklet back to kindergarten. The information will help us enormously in getting to know your child and helping him or her to settle in happily with us.

*\* Please fill out WITH your child and give to your child's teacher during the settling-in time.*

## ABSENTEEISM

If a child is going to be absent from kindergarten for any reason, please inform us via your child's communication book if you know in advance, or telephone **PRIOR** to 8.30 am / 12.30 pm on the day. The kindergarten phone number is 2435 5291. Please try not to use e-mail on such occasions as they may be overlooked.

## BIRTHDAYS / SPECIAL OCCASIONS

1. ***Birthdays*** - birthdays are very important to children and we always enjoy celebrating them in the kindergarten. Class teachers ensure that each child's birthday is acknowledged by singing 'Happy Birthday' as part of their class circle time. **Parents are requested NOT to send in birthday cakes, candy or other foods as many of our children have specific dietary needs and/or allergies and may be distressed if unable to eat the food. 'Party loot' bags are also not acceptable as a gift to take home.** As an alternative, parents may wish to provide a class gift – a book or a puzzle.



2. ***Special Occasions*** – we invite parents into kindergarten to share from the various topics we learn about. We celebrate such occasions as Chinese New Year, Diwali, Christmas and others. An invitation is sent out to encourage parents to visit the kindergarten and join in the learning celebrations throughout the academic year.



## **BUS SERVICE TO KINDERGARTEN**

Supplier: Yang May Lee Travel Services Limited  
Flat C, 15/F, Kiu Wang Mansions, Hok Yu Lane,  
Ho Man Tin, Kowloon  
Tel: 9495 3693 9839 8020 6128 6084  
Fax: 2762 8049

For enquires please contact:

Mr. Joe Wong on Tel: 6128 6084 / Email: [schoolbuservice@hotmail.com](mailto:schoolbuservice@hotmail.com)

To ensure the children are safe at all times, staff will help the children on and off the bus and check that all children are securely fastened in their seat belts.

As this bus service is a private arrangement between parents and the bus contractor, any enquiries, changes or complaints need to be addressed directly to:

**Yang May Lee Travel Services Limited**



## **REFUNDABLE DEBENTURE – WITHDRAWAL / GRADUATES FROM KINDERGARTEN**

The refundable debenture will be redeemed on either the date of your child graduates from Kindergarten (normally at the end of K2), or at the expiry of two months' notice in writing to the Kindergarten of the child's withdrawal from the Kindergarten, provided that all fees due have been paid. If you do not give two month's notice, you will forfeit your refundable debenture.



Please note: When securing enrolment from K1 to K2, parents are asked to pay the September fee in advance (in August), then they pay again in October.



## CHANGE OF PICK-UP DETAILS FOR SINGLE DAYS

Kindergarten **MUST** be notified of **ANY** arrival and pick-up changes – either via your child's communication book or by telephoning the kindergarten before 10am or 2pm on 2435 5291. This is another instance when e-mail is **not** the most effective communication.

Please **TRY NOT** to assume anything – when in doubt call to ensure we know your plans.



Please note – this is an example of when parents **must also** contact the bus company directly, but, daily changes will **only** be acted on if kindergarten has also been included in the instructions!

## CHILD ARRIVALS AND DEPARTURES

The safety of your children is of paramount importance which is why our kindergarten has such a systematic procedure when it comes to arrivals and departures of your children. For the safety of all children who will be taking school buses, please note that **no parking** is allowed at the front entrance on the first floor of the school between the school bus hours.

1. **Bus Children** – these children **arrive** and **depart** through the kindergarten's front door. They will be greeted and escorted off the buses and safely into kindergarten, and again escorted onto the buses at the end of the session, then safely seat belted into the bus ready for the journey home. Adults collecting children from the buses need to show their security cards to the *bus mother* in order to receive the child.
2. **Walking Children – arrival** - children who are 'walkers' will use the lift and enter by the side door. Children are then encouraged to walk into class, being welcomed by the staff. Adults are requested to say goodbye **before** the children enter into kindergarten.



On **departure**, adults wait at the side entrance until such time as they are invited in to school. Security cards will be checked (these cards are colour coded for each class – see 'security cards' for more information). Adults wait outside the classroom and children will be sent out one by one.

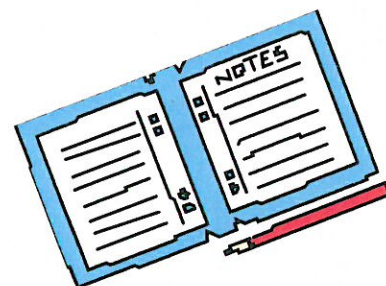
3. **Latecomers** – although we urge you to be punctual, occasional delays occur. Late walking children should use the side entrance and inform Reception of your arrival. As we now use an electric registration program and your child will not be counted as present after 8:45 am / 12:45 pm unless you sign them in.

At departure time, walking adults enter and exit through the side door. Each adult picking up must keep their child with them.



### Please note:

Staff members have a busy time during the collection time of the children in their care. Should you wish to talk with your child's teacher, an appointment needs to be made for a mutually convenient time. Thank you.





## COMMUNICATION BETWEEN KINDERGARTEN AND HOME

Good communication between kindergarten and parents is vital in the care and education of children.



When children start in kindergarten, they are given a 'Communication Book'. This is a small notebook which travels to and from kindergarten **EACH** and **EVERY** day. This is the best form of communication between kindergarten and home regarding events, requests, incidents, meetings and much more. These books are checked at the start of every session by class teams and parents are asked to check **every** evening for notes from kindergarten.

**\*Please be diligent about checking this book. Once it has been filled, another will be issued.**

Other appropriate measures of communication include:

- initial orientation process
- arranged parent / appointments / consultations
- open days
- newsletters
- questionnaires
- email (*Please update us by filling the 'Email Address Record Form'*)
- Moodle login for e-portfolio
- gateway login for reports



## CURRICULUM - INQUIRY BASED LEARNING THROUGH PLAY



All four ESF kindergartens are candidate schools of the International Baccalaureate (IB) Primary Years Programme (PYP). The PYP is a curriculum designed for children aged 3-11 and aims to develop intelligent, well-rounded people who are life-long learners. The PYP enables children to be active in their learning and engage with concepts and questions that interest them. This is an inquiry based curriculum where children learn through a combination of exploration, hands-on experiences, play and focused teaching. Children develop deep understanding of important concepts.

Kindergarten classes study under four units of inquiry each per year and the teaching of skills such as mathematics and literacy is integrated into the units or taught alongside. The units of inquiry are organised under trans-disciplinary themes and teachers plan a variety of experiences in order that children acquire new skills and understandings. Each child is considered individually in their learning journey as they may be at a different stage in their understanding and development to their peers. The curriculum takes a holistic view and all aspects of learning and development are given equal emphasis. The six curriculum domains are:

Language (listening & speaking, viewing & presenting, reading, writing)

Mathematics (data handling, measurement, shape & space, pattern & function, number)

Science

Social Studies

Personal, Social & Physical Education

The Arts (visual arts, dance, drama, music)

Children are encouraged to develop the attributes of the learner profiles through all experiences at school and in their daily life. The PYP learner profiles are: Risk-takers, Thinkers, Communicators, Knowledgeable, Inquirers, Principled, Caring, Open-minded, Balanced and Reflective.

We expect children to develop the ability to be

- independent and motivated thinkers and learners,
- willing to try new experiences and ideas and make mistakes
- able to communicate with adults and peers clearly and willingly
- considerate, caring and respectful of others.





## DISCIPLINE AT KINDERGARTEN

Like any other skill, social skills need to be learned and practised. When a child finds a situation difficult we support them and guide them in a positive way. Of course we need to keep every child safe so there are limits for behaviour that apply to everyone.

We deal with situations as they happen. In cases such as biting you will be advised about it and how it has been dealt with, but we do not identify the children involved except to their own parents. Persistent disruptive or violent behaviour will be dealt with in consultation with parents.

Parent behaviour Include



## EXCURSIONS AND VISITS

In Kindergarten we sometimes organise trips to support themes.



We sometimes use the immediate neighbourhood in and around the Kindergarten itself. For such short-distance visits extra help from adults is often requested. This is to help boost adult/child ratios, but not **every** child requires a one-on-one.

Normally Kindergarten will also organize annually excursion to farther afield. In this instance, you will be asked to provide a one-on-one adult accompaniment.

Prior to any out of school trip or activity, we will issue a parental consent form for completion. You will also be issued with full details, together with a request for help should it be required.

## FAMILY INFORMATION CHANGES

It is imperative that our records are kept up to date. Please notify kindergarten immediately if there is a change of:

- Home address or phone number
- Work address or phone number
- Family circumstances
- Emergency contacts
- Email addresses and fax numbers

To allow us to provide the best possible care for your child and so that we feel confident in being able to contact you if needed, please inform relevant staff if you will be 'somewhere different' for the day. This can be written in your child's communication book or phoned through to the kindergarten on 2435 5291.



## HELPING AT KINDERGARTEN – PARENT VOLUNTEERS

Parents are a child's most important teacher and care givers. It is when there is close co-operation and participation between parents and staff of kindergarten that the needs of your child will be fully met. We appreciate that time is valuable to working parents, but if it is possible, we would love to have you involved on site.

We take our parent volunteers very seriously and ask for a commitment of time in this programme wherever possible rather than just 'here and there'. A meeting is held prior to the volunteer programme starting, for any interested parents to talk about and give out helpful information about being a parent volunteer in our kindergarten environment. Parents of K1 children will be invited to volunteer from November once children have settled in.

*\* Enclosed with this booklet is a brochure all about 'Helping in Kindergarten'.*



## LEARNING AT HOME

The best learning has little to do with textbooks and exercises but it can be guaranteed to help children become better learners and happier human beings.

Here is the home learning that really makes a difference:

- Lots and lots of family conversation – story telling, jokes, discussions about anything and everything
- Shared bedtime stories with mum and dad
- Family games, activities and hobbies
- Regular visits to the local library
- Outings to all kinds of places
- The kind of imaginative play that comes naturally to children of all ages
- Talk to your child about kindergarten and what they like doing
- Value and display paintings and things your child brings home from kindergarten
- Share books, comics and newspapers with your child
- Talk to your child about things you see in the environment or on television
- Encourage them when they are mark making and drawing at home
- Chat with them in any language about what they like and dislike
- Look at photo albums together, remembering fond memories
- Playdates with other children





## KINDERGARTEN CALENDAR

ESF International Kindergartens operate within the same terms as ESF Primary Schools. For extra details, please look at the website ([www.esf.edu.hk](http://www.esf.edu.hk)).



We have 3 terms per year:

- Autumn (August – December)
- Spring (January – March)
- Summer (April – June)

Please note however, that Kindergarten children's last day during each of the above terms is the final **full** day. Traditionally schools finish at lunchtime on the very last day of term, but not only would this **always** be unfair to our afternoon group, but it would not allow sufficient time for all the myriad of cleaning away of the workstations, or enable vital planning for the following term to take place.

## KINDERGARTEN RULES

We have rules at kindergarten for the purpose of safety and sanity!

- WALK indoors
- Be kind to each other and share toys
- Take turns
- Ask politely for what you want
- Use normal quiet voices with one another
- Take care of kindergarten toys and equipment and put them back where they belong when you have finished
- Leave our toys in kindergarten when you go home
- Keep your hands and feet to yourself
- Always wear a hat outside
- Always wash hands before eating snack or after visiting the toilet



## KINDERGARTEN SPARE CLOTHING

If your child goes home in kindergarten clothes, please return them, washed and clean, as soon as possible as our supply is limited.

If your child has out-grown their uniforms, knickers or underpants, white or navy socks, we would welcome these as spare clothes too. Shoes are not accepted due to health regulations.

## LANGUAGE OF INSTRUCTION

The development of spoken English is an important part of our kindergarten programme. The children need to be able to communicate confidently with their friends, adults and visitors.

English is the primary language of instruction at Wu Kai Sha International Kindergarten. Through instruction activities we encourage the ability to communicate in a variety of modes. We strive to develop language and communication skills such as listening, speaking, reading, viewing, non-verbal communication and presenting, as delivered through the International Baccalaureate (IB) Primary Years Programme (PYP), and outlined in the IB Language Scope and Sequence document. At Wu Kai Sha, we recognise that many children have English as an additional language and that learning a language is a complex developmental process and have therefore developed and implemented intervention programmes that identify the language learners individual needs and provide additional support for learner where deemed necessary.

However we do believe in the importance of families maintaining a child's first language, as well as celebrating their family and culture. We understand the importance of successful English language and literacy outcomes in early childhood education and how the foundation of learning empowers learners in later schooling and the wider community. It is critical that the role of the teacher (and parent) scaffolds children's language – building their English language and literacy skills using current knowledge of their mother tongue. The importance of collaborative partnerships between teachers and parents is paramount to the successful educational outcomes of our young learners.

In order to support young learners in their transition from mother-tongue to English, Kindergarten tries where possible to group children together according to their dominant language. This can be supported by members of staff too, who can help children understand what is happening or explain difficult concepts to them.





## LATE CHILDREN



1. **Arrival** – after the children have entered in their respective class groups through the front/ side entrance. Late families must let the office know. This door is usually open until 8.40/12.40. If you are later than this, you will need to enter through the front door, escort your child to class as all doors will be closed and all staff will be busy with the day's learning. Children who are repeatedly late miss out on an invaluable part of the programme. You are therefore urged to be responsible and have your child arrive in time to enter with his or her classmates.
2. **Departure** – should you be late in picking up your child, please telephone kindergarten so we can reassure your child and we do not worry. Sometimes situations can be out of your hands, but please try to be on time and try not to be late as it can be distressing for your child.

## MEDICAL INFORMATION

Children with any of the following conditions can **not** attend kindergarten. In our kindergarten's open-plan environment, sickness can spread quickly, so **PLEASE** keep your child at home until he or she is fully well. Mask wearing is **not** allowed in Kindergarten. Our very young children are not yet responsible enough to adequately manage wearing them. Anyone who needs to wear a mask to stop coughing or sneezing over other people simply should not be in Kindergarten at all. Air-conditioning is always on and a through-flow of fresh air is maintained between sessions. Regular deep cleaning and overhauling is undertaken on a systematic basis.



**Illness** - any sickness and/or associated symptoms that affect the child's normal participation in the programme.

- Children who are unwell with fever, coughing, influenza and the like, and who are required to take antibiotics, analgesics/antipyretics and any cough medicine at regular intervals, are required to stay at home until they are fully well and able to participate independently in the kindergarten programme.
- If a child becomes unwell during the session, the parents will be called and are required to come and collect their child before the end of the session.

**Infectious disease** - a disease which is transferable to others through the air, touching common surfaces and/or by being in close proximity.

**Medication** - any substance (prescribed by a doctor or not) which is administered for the treatment of an illness or health condition.

- Children who have a medical condition such as asthma, eczema and allergies are required to fill out a '**Medical Authorisation Form**' which is available from the office. This form must be filled out in full and signed by the parent **BEFORE** this medicine can be given to your child.
- These medications need to be kept in a cupboard in the child's classroom. **NO** child should carry, or have any medication in their school bag at **ANY** time. **PLEASE** ensure all medications (including creams), be handled by **adults** only – i.e. walker adult gives to teacher lining up outside, or bus mother to give to teacher/nurse upon arrival at kindergarten.

### 1. Temperature Record Sheet

The Education Bureau (EDB) strongly urges all children attending kindergarten to have checked their temperature **prior** to coming to kindergarten, **each and every day**. This is to ensure all children are fit and well to access all areas of the kindergarten's daily programme, and to alert you to the signs of the onset of illness.



→ Example of sticker in communication book:

## Temperature Record Sheet

If the temperature is **over 99.5°F or 37.5°C (orally) / 100.4°F or 38°C (by ear)**, (s)/he should not attend school and should consult a doctor promptly.

Parents/Guardians should record their child's temperature and sign on the record sheet daily.

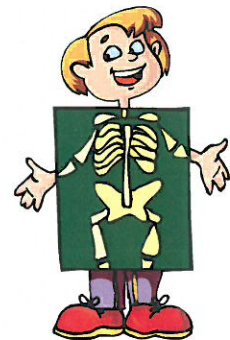
The record sheet should be kept up to date at all times. Please, also complete on week ends and holidays.

Date	Temperature	Signature	Date	Temperature	Signature
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

### 2. Medical Information

It is **highly important** that the kindergarten staffs are fully aware of all children's medical conditions and needs, so as to fully cater for them. Please ensure you fill this form in correctly and parents sign where appropriate.

Children with conditions and allergies will have an additional name tag in the back of their colour coded regular name badge to alert all staff of these needs.



### 3. Incident/Accident Form

Should there be an incident or accident deemed 'serious' involving your child in kindergarten, paperwork will be filled in and sent home in your child's communication book, letting you know what has happened and how the incident/accident was treated. Should the kindergarten deem the act to be of a semi serious nature, we will telephone you.





#### 4. Exclusion List:

##### RECOMMENDED SICK LEAVE PERIOD FOR CHILDREN WITH COMMUNICABLE DISEASES

- Periods of exclusion presented in this table, and any stated requirement to present a 'medical certificate of recovery' before being re-admitted to kindergarten, are non-negotiable.
- 'Medical certificate of recovery' refers to a written letter, provided on original letterhead, issued by a certified medical practitioner, specifically stating that the child is no longer infectious, and is fit to return to kindergarten.
- Kindergarten Onsite Management reserves the right to require parents to obtain a 'medical certificate of recovery' if any doubt exists regarding the child's infectious status and/or wellness to return to kindergarten.
- A child still taking prescribed medication is unable to return to kindergarten until the full course is finished, **even if the symptoms of the illness no longer appear apparent.**

Source: Department of Health – Hong Kong

Published: 2008

Communicable Disease	Incubation Period (Days)	Recommended Sick Leave Period
Amoebiasis ( <i>Entamoeba histolytica</i> )	2 - 4 weeks	Exclude until diarrhea has ceased.
Bacillary Dysentery (Shigellosis)	1 - 7 days	Exclude until clinically fit, and 'soft' discharge ceases. Bacteriological tests may be required
Campylobacter	1 - 7 days	Exclude until diarrhea has ceased.
Chickenpox	14 - 21 days	Exclude for six days (minimum) from onset of rash, and until no open/weeping spots/blisters are visible.
Cholera	1 - 5 days	Medical certificate of recovery is required, based on the commencement of antibiotics and 'clear' bacteriological tests.
Conjunctivitis ( <i>Acute infectious</i> )	5 - 12 days	Exclude until discharge from eyes has fully ceased.
Diarrhea		Exclude until diarrhea has ceased or until medical certificate of recovery is produced.
Diphtheria	2 - 5 days	Medical certificate of recovery is required.
Food poisoning (including Salmonellas)	2 - 48 hours depending on the cause	Exclude until diarrhea ceases. Medical certificate of recovery is required.
Giardia	7 - 14 days	Exclude for 14 days after symptoms evident, Medical certificate of recovery is required.
Gastroenteritis (viral)	1 - 10 days	Exclude for 48 hours after last episode of diarrhoea.
German Measles (Rubella)	14 - 21 days	Exclude until fully recovered or for at least four days after the onset of rash.
Hand, Foot and Mouth disease	3 - 7 days	Exclude until all blisters have dried. Medical certificate of recovery is required.
Hepatitis A	15 - 50days commonly 28 days	Exclude for a minimum of seven days from the onset of jaundice or illness. Medical certificate of recovery is required
Herpes (cold sores)	The usual incubation period of the virus (time before any symptoms show) is approximately two to twelve days after the first exposure to the virus.	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.



Human immuno-deficiency virus infection (HIV/AIDS)		Exclusion is not necessary unless the child has a secondary infection.
Impetigo (school sores)	1 – 3 days for streptococcal bacteria and 4 – 10 days for staphylococcal bacteria.	Exclude for 2 - 3 days after treatment has commenced. On return, all visually evident affected areas must be covered by a watertight dressing.
Influenza and influenza like illnesses	Usually 2 - 5 days.	Exclude until no signs of fever, coughing/ sneezing, body aches or nasal discharge.
Intestinal Worms		Exclude if diarrhea evident.
Measles	10-15 days Commonly 12 days to onset of illness and 16 days to the appearance of a rash.	Exclude for seven days from the onset of a rash.
Meningococcal Infection (Meningitis)	2 - 10 days Commonly 2 - 5 days	Exclude until clinical recovery.
Mumps	18 - 21 days	Exclude until swelling has subsided (a minimum of seven days).
Pediculosis (headlice)		Exclude until 24 hours after treatment has commenced, and no live lice are evident.
Poliomyelitis	3 - 21 days	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm (on the body)	2 days to 2 weeks	Re-admit the day after appropriate treatment has commenced. Cover the area (if possible) until no longer visible.
Ringworm (on the scalp)	10 - 14 days	Re-admit the day after appropriate treatment has commenced. Cover the area (if possible) until no longer visible.
Severe Acute Respiratory Syndrome (SARS)	Uncertain Believed to be less than 10 days	Exclude until medical certificate of recovery is produced.
Scabies	Usually between 2 to 6 weeks; can be as little as 1 to 4 days in people that have been sensitized by prior exposure	Medical certificate of recovery is required. Check for re-infection every 4 days.
'Slapped cheek' (fifth disease)	4 - 20 days	Exclude until rash clears (usually 7-10 days). Medical certificate of recovery is required.
Streptococcal infection (sore throat, scarlet fever etc)	2 - 5 days	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tinea Pedis (Athlete's Foot)	Not known but thought to be 2 - 3 weeks	Exclusion from barefoot activities. Hands need to be washed immediately after handling feet, socks or shoes. Treatment is recommended.
Tuberculosis (Primary)	4 - 6 weeks	Exclude until confirmed by a doctor as non-contagious. Medical certificate of recovery is required.
Tuberculosis (secondary)	variable	Exclude until confirmed by a doctor as non-contagious. Medical certificate of recovery is required.
Typhoid Fever	7 - 21 days usually 14	Exclude until bacteriological tests are clear. Medical certificate of recovery is required.
Paratyphoid Fever	1 - 10 days	Exclude until bacteriological tests are clear. Medical certificate of recovery is required.
Verrucae Plantaris (pantar warts)		Exclusion from swimming and other barefoot exercises - all warts must be covered.
Whooping cough (pertussis)	7 - 10 days	Exclude for 21 days after the onset of complaint.

\* Notification of these communicable diseases to the Department of Health is required by law.





### 5. Child Development – re: Hearing and Sight/Speech

Often kindergarten invites specialists into kindergarten to check children's development should parents so desire. Parents are sent home notes regarding this service, offering access to specialists. Permission notes, a fee and a returned, completed and signed form are required before the children are seen. Such visits are usually in the 2<sup>nd</sup> or 3<sup>rd</sup> term of each academic school year.

*\* Please ensure all your medical forms have been filled out correctly and returned to kindergarten on **your child's first day**. These forms will be kept in the children's files.*

### NAME BADGES

All children will be given a name badge with their first name, as well as family name, printed in a large font, together with their class logo.

- K1 children will be yellow
- K2 children will be blue

For children with allergies or medical conditions, a further label on the back of the child's name badge alert staff to these needs.



This badge **MUST** be worn in kindergarten **EVERY DAY**. Please ensure your child is wearing it **BEFORE** entering the classroom, or **BEFORE** you put them on the school bus. Also, **NO STICKERS** are allowed **anywhere** on your child's name badge as they obscure vision to important information.

*\* Please advise us of your child's preferred name so your child's name badge is correct at the start of term. A form will be available for you to complete before your child starts at kindergarten.*

### NAMING ALL BELONGINGS

It is extremely important to **name every piece** of clothing your child brings to kindergarten. As all children wear kindergarten uniforms, it is very difficult to know whose coat / hat / socks / cardigans etc belong to who! Young children don't always put their belongings inside their school bag after use, especially after discarding them due to weather conditions!

We encourage independence within kindergarten, and it can be extremely frustrating for teachers, as well as upsetting for children, when items of clothing go missing.

*\* We have flyers for 'STUCK ON YOU' label company. The uniform company Aston Wilson Ltd. also can provide name labels.*

### PERSONAL TOYS



We ask families to **not** bring along toys from home with your child to kindergarten. Often toys brought from home invariably become the centre of arguments, upsets and jealousy during the session. There is also much more chance of them being lost or broken than if kept at home.

Here at ESF International Kindergartens we are fortunate to have many quality educational toys and we therefore would prefer to encourage the children to play with these during the day.

If the children have a special birthday present or they would like to bring in something from nature or of educational value (eg. books, science items, etc) we would welcome this. Guns, swords and other toys that are for combat or harm are **NOT ACCEPTABLE** at any time.

However, any child who needs a 'comforter' such as a soft toy or blanket, to help settle into kindergarten, is more than welcome to bring this item. However, this must be discussed with the class teacher first. Unless the items fall into this category, there is really no need for toys from home to be brought in.



## PHOTOGRAPHS IN KINDERGARTEN

1. Once every academic year, we invite a professional photographer into kindergarten to take class photos as well as individual portraits.
2. Other photographs within kindergarten are taken by staff members who will use these photos for the children's portfolios. These photos will be used as evidence of developmental achievement and learning milestones. Sometimes, they simply show friends having fun.
3. Kindergarten also takes photographs of children involved in planned curriculum activities to make a photo album. This album will be kept on kindergarten premises and used for purposes such as staff training, parent open days and evidence of quality education for any educational authority or inspection.
4. Photos taken in kindergarten can sometimes be used in any ESF International Kindergarten advertising materials, in websites or press articles.

*\* Please fill out the permission form and return to kindergarten – for either YES or NO.*





## ESF FOUNDATION PRIMARY SCHOOLS and ESF PRIVATE INDEPENDENT SCHOOLS



[www.esf.edu.hk](http://www.esf.edu.hk) offers links to all the ESF Schools and Private Independent Schools (PIS).

ESF International kindergartens give no guarantee to their families that they will **automatically** get an interview at an ESF Primary or PIS School. However, in saying this, we are proud to say that all ESF kindergarten children at Wu Kai Sha have to date, received an interview. This is because ESF Primary schools and PIS offer a priority to ESF Kindergarten children, meaning that they are considered for interview **AHEAD** of children who attend other kindergartens. Children must pass an interview in order to be accepted by the ESF school you apply to.

**\*\*** Those children eligible for interview are those who become 5 years old during the calendar year during which they will start Primary school/PIS ... (January to December) - ie. any child born 2008 will start Primary School in August 2013.



### ***How and When to Apply for an ESF Primary or PIS School Place***

The parents of children attending an ESF International Kindergarten will be given many opportunities to learn about how and when to apply for a Primary school place. A meeting for all parents of K1/K2 children is organized annually by the kindergarten when the process is clearly explained. An outline of how the interviews are conducted is also shared with parents. See the ESF website for further information on the criteria for entry to ESF Primary or PIS.

Normally, applications are received at ESF Centre early in the Autumn term, within specific advertised dates. The dates are issued to all kindergarten parents as well as being readily available from the ESF website ([www.esf.edu.hk](http://www.esf.edu.hk)).

Parents are encouraged to refer to the ESF website and PIS's own websites for full details of the entire admissions procedure. Parents are entitled to make application for one Foundation school, the Private Independent Colleges OR both types of school simultaneously. However, specific choice of a particular Foundation Primary School is not possible. You are also encouraged to apply to other HK local or international schools too.

### ***What is the difference?***

ESF Foundation schools are purely for the Primary age range, whereas the colleges are all through schools, so children automatically stay through until the end of secondary school. Also, home addresses normally determine the zone for a Foundation School whereas the PIS's do not have such constraints and anyone from any area may apply.

### ***Then What Happens Next?***

ESF Foundation Primary Schools:

- All Foundation Primary schools will send out the invitations for interview on the same date – usually late November or the beginning of December.
- Representatives from the various schools make visits to the kindergarten to observe the children in a familiar environment, alongside their own teachers.

- Interviews are then held in January and February, and **the first rounds** normally completed by Chinese New Year (or just after, depending on the calendar).
- Groups for the interview **usually** comprise small groups of children from the same class and session being interviewed together.

ESF Private Independent Schools:

- Close liaison with these colleges is also maintained throughout their application and admission process, although approaches to interview may vary slightly.



### **When will you know the Results?**

- All families of children in the **first round** of interview should know if their child has been successful within specific timescales following the interview having taken place.

### **Priority for Admission**

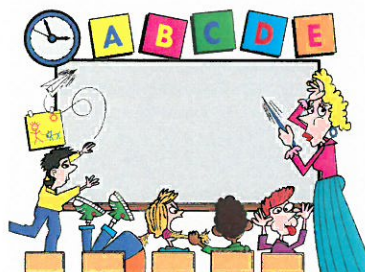
Students applying for enrolment to an ESF school are placed on a waiting list. Priority for an admissions interview/assessment will be based on the following ranked criteria; students who are able to benefit from an English medium education and who (in order):

1. Are the children of full-time staff at ESF or ESF Educational Services Ltd
2. Are siblings of students already attending an ESF primary or secondary school or Jockey Club Sarah Roe School
3. Are Nomination Rights holders
4. Are the children of former students who have attended an ESF school for a minimum of 3 years or are former ESF students returning from a period overseas
5. Are other applicants who can benefit from an English-medium education

*Note:-*

*For Year 1 central applications made in September 2013 and September 2014 only, children enrolled in ESF International Kindergartens will be prioritised for interview, subject to having attended the kindergarten for a minimum of two terms prior to the applicable January Year 1 interview period.*

For further information, please look at **the** website (<http://www.esf.edu.hk>).



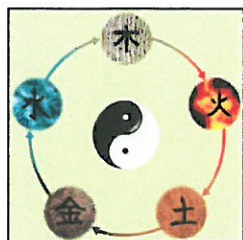
### • **ESF PRIVATE INDEPENDENT SCHOOLS**

There are no specific categories operating within admission criteria for the PIS's. However, the same priorities are applied.



## CHINESE

This is an introduction to Putonghua only, but you will be very impressed at how much the children learn – and more importantly, enjoy it.



At ESF International Kindergarten Wu Kai Sha, we have two Putonghua assistants who visits each class in turn for welcome songs, the weather, days of the week, birthdays etc at the start of session, OR at the end of session when she reads a familiar story in Chinese and sings favourite songs.

Focus activities are carefully planned to encompass such areas of language development as greetings, Chinese celebrations, colours, numbers, body parts, days of the week, weather, shapes and directions. All children who subsequently move on to an ESF Primary School will continue to build upon the foundations laid in Kindergarten. Our main aim in Kindergarten is to create an atmosphere of enjoyment and a positive attitude toward learning the language.







## REPORTS AND assessment:

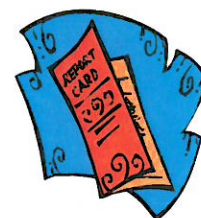
### *Early years assessment*

Assessment is carried out on an ongoing basis and covers on all areas of the curriculum. Teachers make use of a variety of strategies to assess and document children's knowledge and understanding.

Parents will have access to an electronic portfolio of their child's learning, which contains a selection of photographs and samples of the child's learning. The portfolio serves as a wonderful memento of your child's time with us and is also an important indicator of your child's progress. Approximately six samples will be uploaded per term and written reports will also be uploaded to the e-portfolio.

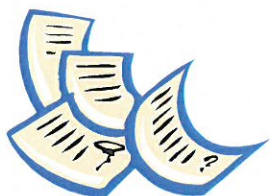
You can expect to receive reports and feedback at the following times:

1. **K1 Admissions Report** – this is written after approximately 6/8 weeks of your child starting kindergarten. It gives you, as the parent, an idea of how your child has settled, together with remarks from the teacher which we hope you will find valuable. The emphasis on this feedback is on how well your child has settled ... not details this early of curriculum learning! You will receive a written report, an opportunity to meet 1:1 with your child's teacher and the chance to add your comments to that of the teachers. Children's levels of oral English are also recorded at this time. Throughout the remainder of the autumn term, your child's teacher will be further recording information regarding the six areas of learning. This helps to provide a baseline of his/her starting points within the various aspects of the 'Areas of Learning' ... good to look back on later!
2. **End of K1 Report** – By the end of K1, even more recording will have been undertaken and so parents will be updated with regard to their child's progress. The report will be emailed home so that parents may see for themselves the gains their child has made. Recommendations will also be made at this time to access any extra curricula activities thought necessary to assist in further development. Again, a 1:1 meeting with the class teacher is organised (optional).
3. **K2 Progress Report** – An update on your child's progress, including a statement about their language development.(1<sup>st</sup> Term)
4. **K2 End of Year Report** – It is at this point that parents will receive an end of year report outlining progress made in 6 areas across the curriculum.



### SECURITY CARDS

As a security measure, we have a 'pick-up-card' system in place. Every time you, your helper or a friend collects your child from kindergarten, or the school bus, the teacher or bus mother **MUST** see this card. Over time, we will get to know you but, please bring it in case a supply teacher is in the class.



Please provide us with 2 passport size, current photos of your child so we can prepare the cards as soon as possible.

All security cards have class logos printed on them and are colour coded to assist with pick up procedures.



## SESSIONS AND HOURS OF KINDERGARTEN

ESF International Kindergarten Wu Kai Sha offers two sessions:

AM session	8.30 – 11.30
PM session	12.30 – 3.30



Kindergarten is closed for Public Holidays and set ESF school holidays.

Professional Development days for staff are also interspersed through the year, but you will always have ample warning of these.

Please see 'Kindergarten Calendar' section for further details. Please also be aware that once your child has started at Kindergarten, there can be **no** change of session without a request in writing. Such a move is too disruptive for the children, and the allocation to session is done extremely fairly at the Admission stage.

Our sessions are divided up between class times and play based sessions.

During class time your child will work closely with their teacher and EA's adult initiated.

Our programme is play based which is where children can follow their inquiries and put their skills into practice. Through an inquiry led programme which will develop skills and concepts of following the Primary Year Programme.

The children also have access to Outside Play which is another important component of our programme.

Children are encouraged to work together and share their ideas and thoughts through the relaxed medium of play.

Below is an example timetable of a typical kindergarten session – please note this is subject to change:



## Session Timetable

8.30 – 8.50	Class arrival and registration	12.30 - 12.50
8.50 – 10.00	K1 PLAY BASED LEARNING TIME	12.50 – 2.00
	K2 CLASS TIME	
10.00 – 10.10	Story Time	2.00 - 2.10
10.10 – 11.10	K2 PLAY BASED LEARNING TIME	2.10 – 3.10
	K1 CLASS TIME	
11.10 (approx)	Singing and movement time	3.10 (approx)
11.15	Bus children ready to be picked up in lines	3.15
11.30	Walkers picked up	3.30

## SETTLING-IN PROCEDURE

There is no one answer for how each child will settle, some will seemingly settle the first day and others might need longer. **An adult must come with your child for the first few days and then in consultation with the class teacher, it will be decided when your child is ready to stay without you.** The most important thing is that your child has a positive start or it may take a lot longer for them to settle in happily. It usually does not take very long, but there are always exceptions and we are very flexible around this. If your child needs longer than others to settle, it is very important that the child does not get any negative reaction for this. Please always talk to the class teacher before you leave your child for the first time, and **never** leave without saying goodbye to your child first.



## SNACK

To encourage independence and in preparation for primary school, children should bring their own snack to kindergarten. They will eat their snack in the snack area during play based learning time. Food provided must be healthy and child friendly. We recommend crackers, biscuits and fruit.

Water is provided at school, but you may want to provide your child with their own water bottle. Please ensure it is labeled with your child's name to minimize lost property. This applies to snack boxes too.

## STAFF QUALIFICATIONS

The Education Bureau (EDB) currently requires all kindergarten/preschool establishments to employ teachers with a minimum qualification of Certificate Early Childhood Education (ECE), which is a 3 year part time course in Hong Kong. Moves are being made to raise the minimum over the next few years.

Teachers at ESF International Kindergartens exceed this always – they all are degree holders usually also having a Bachelor degree in education – (Early Childhood) which is a 3-4 year full time course. Staff are from around the world, including the UK, Australia, Canada, New Zealand, bringing a wealth of knowledge and skills with them to share with your children. It is also important to represent Hong Kong culture, and so we endeavour to employ local teachers, who also meet our high educational expectations.



## CHILD / STAFF RATIOS

Children who attend ESF International Kindergartens have the luxury of 3 staff members in most classes of 24 children ... one qualified teacher with 2 Educational Assistant (EA's). Many of our EA's have various certificated qualifications in education and some seek further study to become degree holders. We also have a PYP coordinator who will work closely with teachers and EAs to enhance learning and teaching provision.

Children who have additional needs may require an Parent Funded EA for them. This allows such children to access the programme offered and best suit their learning abilities. In these circumstances, the Principal and the child's teacher would meet with the parents to discuss the implications and costs.



## SUN PROTECTION OUTDOORS



Children must have a kindergarten uniform legionnaire's hat to play outside and to wear on kindergarten excursions. Hats are essential every day, and therefore **MUST** be in your child's school bag. Please ensure your child's hat is labeled with their name. Water is always available for children at all times.

When the weather is **TOO** hot for outdoor play, children will play indoors.

## TOILET INDEPENDENCE

Children at kindergarten need to be toilet-trained and be reasonably independent in the bathroom. Children will be encouraged to:

- maximise their toileting and independence skills;
- develop and practise good hygiene routines; and
- maintain a positive self-esteem, and status with their peers.



When children first start at kindergarten, staff are aware that some need time to settle into their new environment and therefore may have 'accidents'. Children are treated with dignity at all times and are never 'in trouble' for any accident they may have.

Please ensure you pack 1-2 spare pairs of underwear in your child's kindergarten bag.

*\* Enclosed with this booklet is a copy of ESF International Kindergarten's 'Toileting Independence Policy' for your attention.*

## UNIFORMS

Supplier: Aston Wilson Ltd.  
Room B, 8/F., Will Strong Development Building, 59  
Parkes Street  
Jordan Kowloon  
Ph: 2523 2517 Fax: 2526 4455

Open: Mon – Sat 10.00am to 6.00pm  
MTR: Jordan exit C2

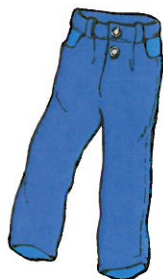


### *What should I buy?.....'must haves'*

**Please ensure your child has the following:**

School bag, school hat and an ESF Kindergarten coat.

**Since our uniform has been deliberately designed to mix and match, then any combination of the following is acceptable to us.**



Girls and boys: some suggestions  
(Summer & Winter uniform is available)

- 1-2 short sleeved polo shirts
- 1-2 long sleeved polo shirts
- 1-2 pairs French knit pants
- 1 cardigan
- 1 fleece, either jacket or vest style
- 1 windbreaker/coat

Girls:

- 1-2 skirts

Boys:

- 1-2 shorts

In addition from your own source:

- 1 pair of black, easy to fasten school shoes – **NO LACE UPS** please ... please note that trainers are NOT acceptable
- White or navy socks WITHOUT adornment or logos
- Navy or turquoise polo necks or shirts to wear UNDER the regular uniform, if necessary, in exceptionally cold weather. However, once in kindergarten, children often have to take layers off as we maintain a constant comfortable temperature indoors – thermal underwear therefore is quite unnecessary!!

We use the local area quite extensively for neighbourhood walks, and therefore it is **essential** that all children are uniformly dressed and recognisable as ESF International Kindergarten.



The opportunity to 'layer-on' the various items of **acceptable** kindergarten uniform is especially designed **to avoid** the wearing of non-uniform overcoats, raincoats, etc.

Please do comply with kindergarten requests so that all children are treated fairly and equally and are dressed in the same manner.





## **WEATHER INFORMATION**







ESF International Kindergartens have in place a carefully thought out policy that takes account of the fact that we serve such a widespread area. Parents need to be familiar with what to expect, because ESF does not always follow the news as announced on TV or radio. As well as the policy being an integral part of this booklet, you will be given a separate copy for reference. Stickers are placed inside your child's communication book, and updates are flagged on the kindergarten website. It is therefore **VITAL** that **everyone** who is involved with your child's schoolings is made aware of our rules.

**We cannot be expected to answer the telephones about this! All parents must accept their parental responsibility with regard to this matter, and act according to the policy. There will be no exceptions, and kindergarten will always adhere to the policy, so there is no need to check!**

Everything put in place related to these rules is undertaken with the children's safety in mind, and so we appreciate your total and complete cooperation.





## Weather Policy – ESF International Kindergartens

### Rainstorm and Typhoon Warning Signals raised BEFORE the start of a session

<p><b>Amber Rainstorm / Typhoon No. 1</b></p>  	<p>Kindergarten sessions will continue as normal unless the Education Bureau (EDB) announces that kindergartens are to close.</p>
<p><b>Red or Black Rainstorm</b></p>  	<p>The kindergarten will be closed for the session (morning or afternoon).</p> <p>If the warning is still in place at 10.30am, the <b>afternoon session</b> will be cancelled and the kindergarten will remain closed all day.</p> <p>If the warning is lowered before 10.30am, the <b>afternoon session</b> will proceed as usual and the school buses will operate (unless EDB announces that kindergartens are to close).</p>
<p><b>Typhoon No. 3 or No. 8</b></p>  	<p>The kindergarten will be closed for the session (morning or afternoon).</p> <p>If a T3 or T8 signal is still in place at 10.30am, the <b>afternoon session</b> will be cancelled and the kindergarten will remain closed all day.</p> <p>If the signal is lowered to T1 before 10.30am, the <b>afternoon session</b> will proceed as usual and the school buses will operate (unless EDB announces that kindergartens are to close).</p>

Note: A deadline of 10.30 is set to allow sufficient time for the buses to do the afternoon run. This timing may differ from guidance given by EDB which usually sets a deadline of 11.00am.

### Rainstorm and Typhoon Warning Signals raised when the session is in operation

<p><b>Typhoon No. 3 or No. 8</b></p>  	<p>Children may stay at kindergarten and travel home on the school bus at the scheduled time.</p> <p>Parents may arrange to collect their child before the end of the session and should inform the kindergarten of their intention.</p>
<p><b>Red or Black Rainstorm</b></p>  	<p>Children may be released to a parent (or designated responsible adult, with parental permission), however, kindergartens will not request parents to come to collect their children in dangerous conditions.</p> <p>If school buses can be arranged when the relevant signals are lowered, they should run. If not, the kindergarten will advise parents (or designated responsible adult) to collect their children from kindergarten.</p> <p>Kindergartens that lie in areas prone to flooding or landslips will monitor conditions and take the necessary precautionary measures.</p>



## Tropical typhoons and heavy persistent rain arrangements for ESF International Kindergartens

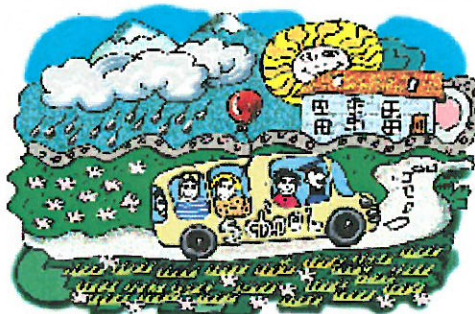
1. Parents, please be aware, that due to the widespread catchment areas served by our Kindergartens, once they have been closed, they will remain so **all day**! In some instances this will **differ** from the arrangement which may be announced on local TV or radio for **local** Kindergartens.



2. Parents are advised to tune into radio and television announcements once a tropical typhoon or rainstorm is approaching Hong Kong. The Director of Education will, if circumstances warrant it, make an announcement over local radio and television channels advising parents whether or not to send their children to Kindergarten or school. The announcement will be made in the evening or early morning, and will be timed, whenever possible, before children set out from their homes. Once a **red** or **black** rainstorm, a No. 3 or No. 8 signal is hoisted, **ESF Kindergartens will close for the remainder of the day.**



3. If students accompanied by their parent/carer have already set out for the Kindergarten when these signals are hoisted, the Kindergarten will be open to notify those arriving of the situation. Children brought by a carer in these circumstances **will however be asked to either return home immediately with the child if they live close by, or wait inside Kindergarten.** Arrangements for **arriving buses** will be to care for the children in the Kindergarten until it is safe for an adult to arrive to pick the child up. The Principal and teachers living close by will staff the Kindergarten whenever this situation occurs. Every endeavour should be made to collect children as soon as it is safe to do so, since some staff may also need to make long journeys home, or collect their own children from elsewhere.



4. If the Kindergarten is **in** session, when signals are hoisted, the children will be kept in the Kindergarten until an adult arrives to collect them - either when signals are lowered, or, if living very close by, at the adult's discretion and responsibility.
5. If all signals are lowered, then the Kindergarten will operate on the following day. Nevertheless, parents should use their discretion in sending the children if it seems that local weather, road, or transport conditions have not by that time returned to normal.



## WHAT TO BRING TO KINDERGARTEN EACH DAY

- A spare set of named school uniform in a clean plastic bag in case of an accident, plus spare underwear and socks
- Communication book
- Name badge
- Kindergarten hat
- ESF coat
- Snack

## SPECIAL EDUCATIONAL NEEDS

We are an inclusive kindergarten, but we do request that you let us know if your child has special or additional needs to ensure we can accommodate the needs of all children at the kindergarten. We ask that you submit any reports from speech or occupational therapists to enable us to be fully informed and to assist in the best placement of your child. You may be invited to discuss any concerns arising.

*\* Enclosed with this booklet is a copy of ESF International Kindergarten's flowchart for the identification of children with Special Educational Needs for your information.*

## IN CONCLUSION...

Our aim is to surround every child with a happy, stimulating educational atmosphere. We encourage the children to participate in all experiences to promote their growth and development physically, cognitively, socially and emotionally. The activities are designed to awaken a child's creativity, imagination and personal character. Every effort is made by the staff to make sure your child maintains their individuality, and makes progress at their own pace.







**INTERNATIONAL  
KINDERGARTENS**  
國際幼稚園

**ESF International Kindergarten (Wu Kai Sha)**  
Level 1, 599 Sai Sha Road, Shatin, New Territories  
Tel: +852 2435 5291 Fax: +852 2435 6322  
Email: [kinder@wks.esf.org.hk](mailto:kinder@wks.esf.org.hk) Website: <http://kindergartens.esf.org.hk>