



**TEDA**  
**International School**  
Tianjin • China

# Pre-Kindergarten

# Parent Handbook

# 2024-2025

# A WELCOME FROM THE EARLY YEARS TEAM

Dear Parents:

Our students come from over twenty different countries, each with a different educational experience. The way we do things here at TGA might be different from what you have experienced in the past, but you will find our approach and our programs are based on proven, sound educational principles. We aim to provide a high-standard, quality education in an international setting which will empower our students to become citizens the world needs. TEDA International School provides a unique opportunity for families of diverse cultural and national backgrounds to associate and foster the tolerance and cooperation that must become the hallmarks of a global culture.

We believe that the role of the parent is an integral part of this experience since it is the parent who is a child's first teacher. It is hoped that the information in this handbook will encourage you to support our school and hence your child. We are willing and eager to work with you to ensure a worthwhile and enjoyable educational experience for everyone concerned.

We hope that you will find this publication useful. As you read you will begin to understand a little of how our school works, and what makes it run smoothly day by day. You will see that your child's health, safety and educational experience are of paramount importance to us. Please do not hesitate to contact the appropriate offices as outlined in this handbook to have your questions answered and to receive assistance when necessary. Kindly note that the school reserves the right to make changes, as needed, at any time.

Sincerely,

Cindy Li

Pre-Kindergarten Principal

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# INTRODUCTION

## TIS PHILOSOPHY

TEDA International School is founded on the basic principle that education is both a means of realizing individual potential and a powerful force in the transformation of society. Our students are regarded as mines rich in gems of inestimable value. At TEDA International School, we believe that education alone enables the individual to manifest his or her innate treasures and enables mankind to benefit there from. Each child is acknowledged to be fundamentally a social being capable of harmonious interaction with others. We embrace the concepts that all people are worthy and deserving of respect, regardless of native origin, socio-economic status, or ethnicity, and that students achieve a sense of self-worth and fulfillment by becoming interconnected, capable, and contributing members of society. The ESLRs (Expected School-Wide Learning Results) are the foundation of our school's educational philosophy.

## TIS VISION

Empowered to become citizens the world needs

## TIS MISSION

TIS serves a culturally diverse community and facilitates the growth of each student's unique capacity through high academic standards and real-world application, practical leadership opportunities, character-building and opportunities to serve our local and global communities.

## CORE VALUES

There are 4 school-wide core values that guide all components of the TIS curriculum, instruction, and assessment programs at all grade levels. The core values lay the foundation on which all curricular, co-curricular and extracurricular programs are built at TIS. The four core values are:

**Connected:** We build connections through inclusivity, awareness, and effective communication.

**Curious:** We demonstrate curiosity through being reflective, creative and inquisitive.

**Caring:** We demonstrate caring through acts of empathy, respect, and altruism.

**Courageous:** We demonstrate courage through acts of integrity, boldness and perseverance.

## LIFE SKILLS

Our school believes character education is an important component of an instructional program that addresses the needs of the whole child. In Pre-Kindergarten, in addition to addressing traditional academic subjects, the HighScope Curriculum promotes independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving thus ensuring that the core values are introduced within the classroom in age-appropriate manner. Learning is seen not as adults giving information to children, but rather a process of shared control in which children make discoveries through direct experiences with people, objects, events, and ideas while engaging in supportive adult-child interactions.

During the school year, the students participate in many activities that build character and promote service for the good of the community. Our goal is that all our students will be responsible, respectful and positive, both in school and off campus.

## **UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD**

TIS supports the rights of children to have the freedoms listed in the UN Convention on the Rights of the Child. We also believe that a safe learning environment is essential for all children, and work to support that belief. We ensure that children have access to information and material from a diversity of national and international sources. We take measures to encourage regular attendance at school, and our discipline policies are consistent with maintaining the child's human dignity. This handbook has numerous sections which support Article 29 regarding the education of the child.

<http://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf>

## **ACCREDITATION**

TEDA International School receives accreditation from the Western Association of Schools and Colleges (WASC) as well as the Council for International Schools (CIS).

## **CLASSROOM TEACHERS**

Our teachers and co-teachers are professionally trained and committed to the academic, emotional and social well-being of each child. We value each member of the team and expect that our students will be equally respectful and attentive to both. Parents who have questions or concerns about any area of their child's school life are encouraged to make an appointment with the class teachers. Appointments can be made directly with the homeroom teacher.

## **SCHOOL CONTACT INFORMATION**

Main Reception: 22-6622-6157 or 22-6622-6158

Pre-Kindergarten: 22-6622-6157/8 Contact Main Reception

Primary Office: 22-6517-2709

Secondary Office (Middle and High School): 22-6622-6298

<b>Need assistance with:</b>		<b>PreK/Primary</b>	<b>Middle/High School</b>
Absence or illness	➔	WeChat Message to the Class group or call Main Reception	Secondary Office
Classroom or academic concern	➔	Classroom teacher by Seesaw or appointment	Classroom teacher by email (Secondary Office)
Medical or health issue	➔	Health clinic (Main Reception)	Health clinic (Main Reception)
Update contact information (phone, email, ID, passport)	➔	Admissions	Admissions
Food service or cafeteria	➔	Business Office (Main Reception)	Business office (Main Reception)
Financial issues	➔	Finance Office (Main Reception)	Finance Office (Main Reception)
Bus service	➔	Transportation Office (Main Reception)	Transportation Office (Main Reception)
Parent ID cards	➔	Records Manager (Main Reception)	Records Manager (Main Reception)
School safety issues	➔	Facilities (Main Reception)	Facilities (Main Reception)

ADDITIONAL RESOURCES:

Health Clinic/Nurse (Meili Zhang): Contact Main Reception

Admissions: 22-6622-6297 or [teda.admissions@tedais.org](mailto:teda.admissions@tedais.org)

Guidance Counselor (Joanna Cui or Effie Sun): Contact Main Reception

Academic Advisor (Sharon Li): 22-6622-6295

Library: 22-6622-6291

# STUDENT LIFE

## SCHOOL AND HOME COMMUNICATIONS

TGA is an active community. There are various ways in which we communicate with parents you can stay informed about the life of our school.

- TIS website ([www.tedais.net](http://www.tedais.net))
- TIS Weekly Bulletin (English, Korean, Chinese)
- Parent-Student Handbooks
- TIS We-Chat channel where we share daily updates on student learning
- Class We-Chat groups
- Seesaw Family App

## PARENT-TEACHER COMMUNICATION

### Seesaw Communication

Seesaw is an online companion tool that parents and teachers can use to interact and communicate about student work. The extent of this tool being used will differ for each class. Through this program parents can connect with teachers via messaging and expect responses within 24 hours. More information will be provided by your homeroom teacher.

### Class WeChat Group Policy

WeChat is an efficient means of communication between the class teachers and parents. Each class has a WeChat group for use by the primary caregiver/guardian to post and reply to general classroom procedures and activities. It is our goal to maintain a respectful WeChat environment.

Please note:

- Messages received after 7pm will receive a response the following day
- Class WeChat groups are not used for personal messages to other parents or the staff
- Please do not use individual student names other than reporting absence or tardy

### Conversations with the Teacher

**For other matters regarding your child's academic progress or wellbeing, please contact the classroom teacher directly via Seesaw or email.** It is best to make an appointment so that your conversation is given full



attention and does not interrupt daily classroom learning. If your concerns continue, the Primary Principal is available to meet with parents whenever necessary.

## **PARTNERING WITH PARENTS**

TEDA International School is a multi-cultural community, and we value the unique cultural heritage of each child. We believe that children progress best when we work together. We encourage you to take an active role in your child's learning at school and at home.

### **Workshops and Training**

Throughout the year, TIS Primary will host regular events for parents on a range of topics to do with child development, transition and learning. All parents are invited to suggest topics of interest to us.

## **PARENTS AND FRIENDS ASSOCIATION (PFA)**

The PFA has built a strong tradition of active participation in the school community. Parents and teachers are automatically members of the PFA and are invited to participate in a range of social, informational and fund-raising activities. Representatives of the PFA are selected each year to be members of the school Steering Committee which is responsible for recommending and reviewing school policy. Please contact the PFA [pfa@tedais.org](mailto:pfa@tedais.org) for more information on the services they provide.

## **VOLUNTEERS**

Volunteers are always needed and welcome for a variety of purposes, including helping in the library, reading with students, supporting language learners, and helping with classroom activities, clubs and co-curricular activities. If you are interested in assisting at the school, please contact the homeroom teacher via Seesaw or WeChat group and leave details. Your help will be greatly appreciated.

## **SCHOOL HOURS AND THE CALENDAR**

The school day for PK students is from 8:00am to 4:00pm. Families can choose either 4:00 or 4:45 to dismissal, the 4:45 dismissal includes dinner. Classes follow a regular schedule. There are opportunities for student-led activities, small group activities and large group activities. Each class has a scheduled snack and mealtimes. The PK2/3 afternoon schedule includes a nap followed by large group time activities. The PK4 afternoon schedule includes specials (music, art, library, dance/PE, Chinese) and an afternoon nap.

The regular school year is comprised of two semesters of two terms each. The school calendar may be accessed online at [www.tedais.net](http://www.tedais.net). School holidays, parent meetings, report cards and other important information are noted on the school calendar, and it should be referred to regularly. While every effort is made to avoid changes to the calendar, changes are sometimes necessary, and parents will be notified as soon as possible. Information regarding the school community and any changes are regularly updated on the school website.

## **ATTENDANCE**

Regular attendance at school is crucial for optimal learning. It is important to attend school every day and to be on time so that students can participate fully in the opening activities which begin immediately after the 8:00 arrival. Arriving late can be disruptive. Students who arrive later than 8:00am will be noted as tardy. If your child will be absent for the day, please notify the homeroom teacher via the class WeChat group or email. If for some reason your child will be absent from school for three (3) or more consecutive school days, parents are requested to inform the coordinator of PreK and notify the homeroom teacher.

Parents are advised that students may not leave during the school day or be dismissed from school early for any reason without an authorized form signed by both the homeroom teacher and parents. Medical, dental and legal appointments or family responsibilities should be arranged for after school hours whenever possible. Holiday time should be arranged according to the school calendar, which is available from the Office or on the school website, [www.tedais.net](http://www.tedais.net)

## **ARRIVAL AND DISMISSAL PROCEDURES**

The TIS Campus opens at 7:45am each morning. Students arriving prior to 7:45am are asked to wait outside the front gate or in the reception area until that time. Pre-Kindergarten students may enter the building when the bell rings and go directly to their classroom. Students are not permitted in the hallways or classrooms until that time. On days that are unusually hot, wet or cold students may wait in the entry foyer of each of the Pre-Kindergarten Buildings until 8:00am after which time they may enter their classrooms.

All Pre-Kindergarten parents are required to accompany their child to their classroom/cafeteria. Parents are respectfully reminded that they should refrain from delaying the beginning of the morning routine to speak with a teacher at length. They are welcome to schedule an appointment with the teacher at a more convenient time.

The school gate closes at 8:10am. Students who arrive after this time will enter the school through Reception.

TIS issues ID cards to a maximum of four designated adults per family for the purpose of accessing the campus and collecting children from school. An ID card will be provided for each designated adult. ID cards are not transferable. All Parents/designated adults must show their ID card to enter through the school gate or through reception. Parents without an ID card must sign in through reception regardless of arrival time and will be issued a temporary Parent Card which must be worn on campus and returned to the receptionist when leaving.

In Pre-Kindergarten, all doors have security access machines. Only parents and caregivers of those in Pre-Kindergarten have ID cards that have permission access for the doors.

In Pre-Kindergarten, parents are requested to pick up their child directly from the entrance of the PreK building or cafeteria/playground. Pre-School dismissal time is 4 p.m. Monday through Thursday, and 3 p.m. on Friday.

Children will not be released to an adult who does not have an ID card. This is a safety requirement of our school, and your cooperation is appreciated. In the event that a non-designated adult (without a TIS Parent ID card) is requested by a family to collect a child from school, the family is required to notify the relevant

Classroom/Homeroom teacher ahead of time. The collecting adult will need to show personal identification to the receptionist and to wear a temporary Visitor Card.

If you need to take your child off campus during school hours, we require you to notify the classroom teacher in advance and complete the leave authorization form which is to be signed by both the homeroom teacher and the parent. Your child's safety is our utmost concern.

## **SCHOOL CLINIC HOURS**

**The school nurse will be in the clinic until 4:45pm Monday to Friday. After 4:45 pm, there will be one first aid kit available in Reception. Parents are responsible for supervising their child closely in the playground.**

## **SUPERVISION BEFORE AND AFTER SCHOOL**

Parents of Pre-Kindergarten students are expected to supervise them closely both before and after school. The school is responsible for students from classroom drop off at 8:00 a.m. until classroom pick up at 4:00p.m or 4:45p.m each school day. Supervision is not provided outside of those times.

## **STUDENT STORAGE**

Pre-Kindergarten students have cubbies to store their belongings. Indoor/Outdoor shoes, spare clothing, outdoor clothing, raincoat and backpacks should be left in the cubbies. Home snacks should be taken and stored in student's backpack.

## **VALUABLE POSSESSIONS / LOST AND FOUND**

The school is not responsible for lost or stolen articles. Valuable possessions **must not be brought to school**. Students should not bring any toys or games to school without prior approval from the class teacher. PK2 children are welcome to bring a comfort toy if needed for the first few weeks of school. PK3 children who have a cuddly toy for naptime, are encouraged to bring these. A duplicate kept at school is highly recommended.

The Pre-Kindergarten classrooms have access to Smart Boards and Smart TVs. PK4 classes are equipped with iPads for the students to use. Failure to respect the AUP guidelines may result in limited access to technology resources for a specified period of time. Parents will be contacted if this is the case.

## **MEALS**

The school provides 2-3 meals and 2 snacks and service for Pre-Kindergarten students. All students are issued with a lunch card/library card which can be pre-loaded and topped up in the cafeteria before or after school. Parents will be able to cancel the meal orders up until 12pm midnight the day before via the cafeteria WeChat group. The cafeteria will take care of cards for Pre-Kindergarten students. Parents can request a report of card usage directly from the cafeteria as needed. A list of payments will be sent home each time the student's card is recharged.

Orders for the school meals service should be placed with the cafeteria WeChat group every Thursday for the following week. Please note that orders for the following week may be cancelled no later than Monday 7:00 a.m. and only for the whole week, not daily.

Students are welcome to bring their own snacks. Snacks sent from home are not refrigerated nor heated. All containers should be labeled with your child's name. All food sent in should be ready to eat i.e., fruit peeled, sliced, etc. and easy to eat. Cutlery and extra plates are provided by the school.

Students are supervised by staff who will ensure that snacks and meals are eaten properly, and that appropriate table etiquette is observed. Lunchtimes are an opportunity for students to develop independence. Students are expected to clean up after themselves and push in their chairs. If you have concerns about your child's lunchtime procedures, please inform your child's teacher.

TIS is committed to providing healthy options for snacks and meals in conjunction with Kind-Kids, the cafeteria provider. We welcome continuing and constructive feedback from parents. Ms. Tina Yang, the cafeteria liaison can be contacted by email [tina@tedais.org](mailto:tina@tedais.org) or by phone 66226157 ext. 6201.

The school provides bottled water dispensers for drinking water. Students are required to bring a personal water bottle to school each day. All water bottles should be labeled with the student's name. **Candy is not a suitable snack. Chewing gum is not permitted anywhere on school property.**

## **TOILETING FACILITIES**

Each Pre-Kindergarten classroom area has its own bathroom facilities. Children entering PK3 are expected to know how to use the toilet. Children will receive assistance, if necessary, but should be able to pull up and down their clothing on their own. Please teach your child to communicate with their teachers/TA when they need help using the bathroom.

## **NAP TIME**

PK2/3 students nap after lunch. PK4 students nap after the special class every day. Each child has their own regular sleeping space. Bedding should be prepared as per [APPENDIX A](#). Bedding will be sent home every second week for washing or as needed.

## **FAMILY VISITORS**

Family is important. If you have family visiting from abroad, please contact the Pre-K coordinator for permission to visit the campus and participate in activities as appropriate. We welcome visitors to the school who can contribute to the program in some way. All visitors to the school must enter via the front office, sign in and receive a visitor's pass which must be worn on campus and returned to the receptionist when leaving. Casual visitors are discouraged as their presence may disrupt the daily program.

## **BIRTHDAY PARTIES/INVITATIONS**

Birthday celebrations are encouraged; however, it is expected that parents will consult with the individual classroom teachers well in advance to arrange a suitable day to bring cake or treats to share during morning snack. Please note that this might not necessarily be on the birthday date.

We request that when birthday invitations are distributed at school, they include all the students in the class. Other acceptable options would be all boys or all girls, or a small number of students that is no larger than half the class. It is very hurtful to a young student if they are one of a small number who are excluded from a birthday celebration.

## **ADJUSTING TO THE NEW SCHOOL ENVIRONMENT**

When a child first enrolls in school or moves to a new classroom, there may be an adjustment period before they become comfortable in their unfamiliar environment. Some children come to school eager to participate while others may be scared or nervous and will cry, sometimes for several days. Each child has his/her own individual personality and needs. Parents must not compare their child to other children but be sensitive to the unique needs of their child and offer the support and comfort needed to help him or her make the adjustment to school.

If your child enters the class happily, then say good-bye and let them start their day. If your child is distressed or crying in the mornings, help them ease into their new environment. Walk with him/her into the classroom and play or read a book to him/her for a brief time. At the beginning of the year, you may even stay for longer periods. Teachers can guide you in finding the right balance for your child. Eventually, it is best if you leave after they have begun to work on an activity. Let your child know that you understand that he/she loves you and may feel a little sad that you need to leave, but that you are glad he/she will be safe and have fun during the day. Then cheerfully wave good-bye and trust the classroom teachers to support your child from there. Sometimes when we, as parents, extend our good-byes, we only extend their tears.

Please turn to your child's teacher for assistance in creating an acclimation plan for your child. Once you have gone, you can be assured that if there are any urgent problems, illness, or unusual behavior, we will call to let you know, and if needed, you can come back to comfort or pick-up your child.

# STUDENT SERVICES

## **INSTRUCTIONAL SUPPORT SERVICES**

TIS provides support for any student who is struggling with a particular aspect of learning. Any student identified as needing extra support will be referred to the Student Support Panel. This consists of the Pre-Kindergarten Coordinator, the Counselor, Learning Support teacher and the Primary Principal. Cases are discussed on an individual basis and detailed recommendations are made within the scope of the school's resources. This might take the form of support for language, academic studies, developmental, behavioral, or emotional needs depending on the situation. All decisions regarding support will be communicated to parents and interviews arranged if deemed necessary.

In some cases, staff will work with parents to develop a Student Support Plan. Once a support plan is implemented, it is essential that parents work cooperatively with the school to fulfill the interventions and adaptations required. If parents are unable to follow the school's requirements or if the student's circumstances are deemed outside the scope of the school's resources, the school may exit the student.

The school's Learning Support staff is available to assist students, teachers, and parents in providing the best possible support for learning.

### **Guidance Counselor**

The school's Guidance Counselor is available to counsel students and parents on academic or personal issues that influence behavior at school. The Counselor works with administration, faculty, and parents to assist in maintaining the physical, emotional, and social wellbeing of our students. The counselor assists students in defining goals; and directs programs that help students develop values, conflict resolution strategies, social skills, and needed study habits.

# STUDENT CONDUCT

Our student conduct philosophy centers on supporting students in their learning of self-discipline and appropriate decision-making as an educational process. Our student-centered approach is based on the ethical and moral principles of honesty, integrity, equity, inclusivity, personal responsibility, tolerance, and compassion.

We support a model of positive discipline: setting clear expectations for behavior, explicit teaching of expectations, providing meaningful and timely feedback for appropriate and inappropriate behavior, and ensuring opportunities for restoration when inappropriate behavior occurs.

Students and all community members must always conduct themselves in responsible, respectful, and honest ways. If students fail to achieve these expectations, teachers and administrators will address these behaviors to preserve a safe, productive, and orderly learning environment for all students and staff.

## DISCIPLINARY FRAMEWORK

The disciplinary framework described below is intended to serve one or more of the following basic purposes:

- To protect a member of the TIS community from having his or her rights infringed upon by others;
- To help a student make responsible decisions about behavior which may affect the student's own life and/or the rights of others;
- To aid in the effective operation of the TIS community and the school's learning environment; and
- To protect the reputation of the school, our students, and the TIS community.

TIS relies on the professional judgment of its teachers and staff to respond in a fair and consistent manner. We believe that initial responses to inappropriate behavior should help students learn from their mistakes. When negative behavior is repetitive or disruptive, school administrators become involved in determining the most appropriate consequences.

Parents are important participants in the process of providing support for students who are encountering behavioral challenges at school. We believe that a strong relationship between school and home is the best means to support positive change. We invite parents to openly communicate with the class teacher if there are any issues or problems that need to be resolved.

## POSITIVE DISCIPLINE

Expectations for positive behavior will be discussed in the classroom and displayed clearly so children know and recognize appropriate behavior. The positive discipline approach encourages a respectful relationship between students, teachers, and parents. A student who is identified as needing assistance in managing his/her behavior is encouraged to make wise choices and accept responsibility for their own actions. The student is also encouraged to examine the effect of their behavior on others and to identify appropriate consequences that facilitate positive, personal growth. A mistake is an opportunity to learn.

1. Teachers will encourage good behavior through explicit encouragement and reminders

2. Behavior expectations will be discussed and clearly posted in classrooms
3. Students will be encouraged to examine the effect of their behavior on others
4. Students will be encouraged to identify appropriate consequences that facilitate positive, personal growth. Consequences
  - are decided collaboratively with the student
  - aim to solve/fix the problem
  - aim to change the thinking behind the action
  - include an apology (drawn or written depending on age)
5. Parents will be notified either verbally or in writing when a student has ongoing challenges with a particular behavior and requires a behavior plan
6. If a behavior plan is deemed necessary, parents will be required to be active participants in the process of change
7. The principal will be informed of any student who has continuing issues with a particular behavior
8. Unsafe or defiant behavior that interrupts learning will be directed immediately to the principal
9. Ongoing behavior issues will be documented by the teacher

## **CODE OF CONDUCT**

To ensure that a positive learning environment prevails in our school it is expected that students will:

- Work to exemplify the core values
- Show sensitivity to others in language choices
- Respect school property, the school uniform and school employees
- Respect each other, use the right words to solve problems
- Use an appropriate voice level in public areas
- Come prepared for learning: bring everything you need
- Make safe choices – no running inside the building
- Care for the environment
- Remember that chewing gum is not allowed
- Remember that personal technology items should not be brought to school unless permission has been given by a teacher. The school does not take responsibility for any loss.

## **DRESS CODE**

Uniforms are optional in Pre-Kindergarten. Children who choose not to wear the school uniform should ensure that their clothing:

- Is appropriate for all activities and weather (outdoor play, messy play, snow, etc.);
- Is easy to put on and take off;
- Have zippers and fasteners the child can manage.

In Pre-Kindergarten, children have indoor and outdoor shoes. All shoes should be:

- Easy to put on or take off;
- Have a covered toe;



**Jewelry:** Jewelry must be conservative and modest. Any jewelry that could cause potential injury is not permitted.

Pre-Kindergarten students may wear **Dragon House Shirts** each Friday throughout the year and for other designated days as requested.

It is essential that important items, especially those likely to be misplaced or lost, are marked with your child's name. All clothing, including hats, footwear, spare clothing and school bags should be marked with the child's name.

## ACADEMICS

### TRANSITION FROM PK TO KINDERGARTEN

Children who will be 5 years old by August 31 may apply for admission to kindergarten. Admission to kindergarten will be based on developmental readiness, the PK4 Child Observation Record (COR Report) and other criteria set out in the admission documents.

### ASSESSMENT AND REPORTING

There are no formal assessments in Pre-Kindergarten. Instead, teachers record anecdotal evidence of learning taking place during each part of the school day. Anecdotal evidence enables teachers to improve students' learning by enabling them to ascertain degrees of understanding at various stages of the learning process and to plan the next stages in the learning process.

TIS Pre-Kindergarten report cards at the end of term 2 and 4. Each report assesses the child's attainment in the key learning areas and gives a general summary of the student's personal and social-emotional development.

Report cards will be withheld if school fees have not been paid or if a student has failed to return library books.

Conferences are an integral part of the reporting process, an opportunity for you to discuss your child's progress, share your child's strengths and needs, and work with the teacher to help your child do well in school. Conferences are held at the end of the first and third terms. Parents are, however, welcome to communicate with the teacher at any time if questions or concerns arise.

### WITHDRAWING A STUDENT

In order for a student to withdraw from TIS and be able to collect school records, students will be required to present a Check-Out Form, which must be signed by those listed to show that all school property has been returned and all fees have been paid.

For any refunds or information about fees, please visit our website under the tab "School Fees". If you require a reference letter for your child, please pass the request to the homeroom teacher with at least two weeks' notice.

## **LANGUAGE GUIDELINES**

TEDA International School is a multicultural and multilingual community. We acknowledge and celebrate the diversity of language within our community and strive to create an environment where students from every culture at any stage of English language development feel welcome and comfortable. We believe that every staff member and student is individually responsible to be an intentional, critical thinker about when and how they use English and their mother tongue.

This approach encourages students to:

- be intentional in using every opportunity to develop their language skills
- successfully and fully participate in all aspects of learning
- use English as the language of inclusive friendship so that no one is excluded or left out in recreational settings

TIS values the importance of maintaining and building a solid foundation in mother tongue for language learning. In play, children naturally use their own language to enjoy social activities. Pre-Kindergarten provides a language rich environment and use Chinese language to support learning in the classroom.

We encourage parents to consistently build language skills at home through reading and conversation. The school provides many resources to support language development: a list of basic communication words, library resources and parent workshops.

## **HOMEWORK**

There is no homework in Pre-Kindergarten. We ask parents to support and encourage their children by asking about their school days, encouraging them to share what they did, what interesting things they saw/heard, etc. We also encouraging their child to bring home books to read from the school library. Set aside at least 15-20 minutes a night to read together, in English or in your native language, taking time to discuss what you are reading.

## **SUPPLIES**

The school provides students with all basic classroom materials: paint, glue, paper, etc. Please see [APPENDIX B](#) for the list of additional supplies needed by each Pre-Kindergarten student.

## **LIBRARY USE**

As a community school, TGA recognizes that it is not always easy to find suitable English reading material in Teda, and so makes its library resources available not only to students and staff, but to their families as well during the hours of operation listed below. Parents who wish to borrow from the library can do so by using the parent ID card. No materials may be removed from the library without being properly checked out by the librarian. All books must be returned in good condition by their due date or no later than one week before the end of school. Charges will be levied for lost or damaged books.

When returning books, they should be placed on the cart marked for returned books or given to the librarian. They should not be left on the counter. Students should NOT re-shelve books. Books used in the library should be left on the tables for re-shelving by the librarian.

The library is a place for quiet study. Soft voices are always used so others are not disturbed. No food or drink is permitted in the library.

The TGA Library Hours are as follows: Monday-Friday: 7:45-4:30

## HEALTH AND SAFETY

### AIR QUALITY INDEX (AQI)

TGA has established procedures to follow on days when the Air Quality Index (AQI) is at an unhealthy level. On days when AQI readings are above 200 (180 in Pre-K), outdoor play will be restricted, and all physical activity will be moved indoors. If readings reach more hazardous levels of 300 or above (above 280 in Pre-K), outdoor play will be prohibited, and rigorous physical activity will be strictly limited. These procedures are designed to protect student health and are consistent with the established procedures at other international schools in Tianjin and Beijing.

### LOCKDOWN PROCEDURES

1. An alarm and verbal announcement, "LOCKDOWN", will be made to initiate the lockdown procedure over the public address (PA) system.
2. All staff and students who are:
  - In the classroom: stay in the room
  - In the hallways: go to the nearest classroom or office (Staff members should check the halls before locking doors to let anyone nearby into the room.)
  - In the library, PAR, or theater: stay in the room; move away from windows
  - In the Gym: move away from windows and doors
  - In the cafeteria: move away from windows and doors
  - Outside: go to the nearest classroom or office
3. Once inside:
  - Lock all doors; do not let anyone in or out (except emergency personnel)
  - Use window covering to cover windows on classroom/office doors
  - Turn off lights
  - Close windows and blinds/curtains
  - Move away from windows and doors
  - Keep quiet and listen for instructions
4. Staff should make a list of those students in their rooms for later accounting.

5. When danger has passed, an announcement, “ALL CLEAR”, will be made.

## **EVACUATION DRILL PROCEDURES**

Alarm heard when class is in session: Follow the teacher’s instructions and exit by the way indicated. Make sure you walk, do not run on the soccer field. Sit down so that your teacher can count you. It is important that you do not talk but pay attention to the teacher or administrative directions.

Alarm heard outside of class (during recess, lunchtime, large group activity or after school): Walk to the field and follow the procedure listed above.

## **HEALTH AND HYGIENE**

Upon admission, every student who attends TIS must complete a health questionnaire. Any chronic illness or condition which may impact learning must be disclosed. Any changes (e.g. new allergies, surgery or illness) should be reported to the school. Students are expected to follow healthy habits of eating, sleep and exercise in order to have the necessary energy for study. Students who have not had sufficient sleep and are unable to pay attention in class may be sent home. General norms of cleanliness, paying particular attention to hair, nails and clothes are required. Students are expected to maintain an appropriate level of hygiene. Bad hygiene can affect other students, and lead to illness. Teachers, the Counselor, or the administration may talk with students who struggle with maintaining good hygiene to find strategies that the student can cope with

For student well-being, TIS recommends that all students have an annual physical exam performed by their physician for eyesight, hearing and TB skin test for exposure to Tuberculosis. Admission to TIS is not dependent on student immunization history but we recommend that students be immunized for Hepatitis A, Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella (chicken pox), Meningococcal, and Encephalitis.

## **ILLNESS AND INJURY**

Students with a fever (Temperature >37.3 degrees), suspicious rash/spots, or a common cold (i.e. sneezing, coughing, runny nose) should stay home and **should not be sent to school** as other healthy students and staff members may be made ill. A student who has vomited or shown signs of diarrhea due to illness (suspected or actual) should be kept home for 24 hours after the last sign of symptoms. Students displaying any of the above-mentioned symptoms will be sent to the school nurse and their parents will be asked to collect their child as soon as possible from the nurse’s office.

A student who is not well enough to participate in ALL of the day’s activities, including outside play, **should stay home**. A student who has had an ongoing fever must be “fever free” and have a normal temperature of 37 degrees or lower for at least 24 hours before returning to school.

If a child is unwell at school and unable to fully participate in the day’s activities, they will be taken to the nurse’s clinic. The nurse will contact the parents to collect the child from the school clinic. Symptoms of being unwell include but are not limited to lethargy, falling asleep during class time, uncomfortable stomach, diarrhea (counted as one loose stool in Pre-Kindergarten), fever, vomiting, etc.

Any child injured during the day will be taken to the school clinic to receive treatment. For basic injuries such as bumps and grazes, students will be treated and will return to class. In the case of injuries to the head or injuries that could potentially result in a broken bone, parents will be phoned as soon as possible so that they can be part of the ongoing decisions regarding treatment.

A student who is taking antibiotics for an infection may only return to school 24 hours after taking the initial dose. The administration should be informed IMMEDIATELY if a child is kept at home with a contagious illness.

Antibiotics and other long-term medications (ADHD) will be administered only by the school nurse. Students are not permitted to bring to school or to self-administer any medications. Parents are required to provide a doctor's note to the school nurse beforehand if a child requires antibiotics or long-term medication. If a parent wishes to come to school to administer medication to their child/ren, they must inform the nurse and administer the medication in the nurse's clinic. If a child requires other types of medicine during school hours, we suggest that they do not attend school until they have recovered fully. Special cases need to be referred to the homeroom teacher. Emergency medications, such as asthma pumps and EpiPens, will be kept securely in the student's home room under the teacher's supervision.

## **STUDENT SAFETY**

The safety of students takes precedence over all else. Pre-Kindergarten staff are responsible for the safety and well-being of the students from the time the parents/caregivers drop the children off in the classroom until they are picked up by an authorized person from the classroom, unless otherwise arranged with the administration. Occasionally non-teaching chaperones and adult volunteers will be given limited responsibility for a particular event. Parents will be informed of any accident which occurs at school.

Duty rosters are arranged for the bus, arrival, recess, lunch and dismissal supervision. All staff members are expected to work together to maintain school discipline at all times on the school grounds. A nurse is available in the school Clinic throughout the day and until 4:30 each day. Suggestions or comments regarding safety issues are most welcome and can be directed to the Building Manager or the Headmaster.

Access to the school campus will be strictly controlled. While TIS will work to provide parents with easy access to their child's classroom and teacher(s), access by drivers, "ayis", visitors, etc. will be strictly limited. Visitors must wear a visitor's tag while on school grounds.

Generally, medicines should not be brought to school or administered by anyone at school. If a child is so ill they require medicine during school hours we suggest that they do not attend school until they have recovered fully. Special needs cases can be discussed with the administration.

## **SCHOOL LIABILITY / INSURANCE**

TEDA International School does not assume financial responsibility for a student's medical emergencies and/or accidents however, TGA does maintain basic liability insurance coverage through a Chinese provider, in the event that an accident is determined to be school related and otherwise preventable. Parents should be aware that through the regular course of school business and activities, children do become ill and unavoidably accidents do, occasionally, occur. Financial responsibility for such occurrences does not rest with Teda Global Academy.

Every parent should have a signed Assumption of Medical Responsibility form on file with the school. In the absence of a signed Assumption of Medical Responsibility form, TGA will assume that we have parent permission to take an injured and/or sick child to the TEDA Hospital to receive needed treatment.

### **AREAS THAT ARE “OFF LIMITS”**

It is important that TIS is a safe environment for all students, and high priority is given to supervising students for the entire time they are on campus. For this reason, certain areas are “off-limits”:

- the roofs of each building
- the area behind the primary buildings, pump house or any other building
- the gym, unless a supervising adult is present
- the indoor play structure in the cafeteria, the blue and green fenced in area of the playground, and the play equipment outside the white fenced area of the playground
- any area outside the perimeter fence other than the delineated pedestrian zones in front of the school gates, unless getting into or out of a vehicle

### **INCLEMENT WEATHER AND SCHOOL CLOSING**

In extreme weather during school hours, students will be kept inside for recess and/or mealtimes. If the school needs to be closed for weather-related reasons or for any other reason, the school website, [www.tedais.net](http://www.tedais.net) will indicate this.

### **INDOOR AND OUTDOOR PLAY AREA RULES**

Outdoor play is vitally important for child development. Our playground has a range of equipment to develop coordination and balancing skills, adventure and creative play, and team sports. Outdoor play provides children with opportunities to develop confidence, stretch their capacity and interact positively with others. We encourage children to play outside every day, weather permitting.

Our staff are unable to accommodate special requests to have a child stay in during outside time. Please ensure that your child is appropriately dressed for the day’s weather.

An indoor play area is provided for children from Pre-K to Kindergarten and requires adult supervision.

### **OUTSIDE PLAY**

It is expected that students will:

- Play in designated areas only and be always clearly visible to staff
- Use equipment for the purpose it was designed
- Use appropriate language during play
- Play sensibly while respecting others (no play fighting)
- Have fun and make safe choices

### **TIPS TO HELP YOUR CHILD SETTLE IN WELL**

Parents are kindly requested to observe the following:

- If you have a message for your child during school hours, contact reception. The message will be delivered at the first opportunity. **At no time should a Parent or Guardian enter a classroom without permission.**
- Follow the teacher's instruction regarding morning goodbyes. Your child will settle well if you stick to the routine and there will be many opportunities for you to share in classroom activities and discussion throughout the year.
- Ensure that your child is aware of dismissal arrangements particularly if there is a change. Be on time if the child is to be picked up.
- Seek assistance from your child's teacher should you have any concerns.
- Inform the school if there is a change of circumstances, telephone number, cell phone number or address.
- Ensure as far as possible that absences from school for any reason other than medical are kept to a minimum.
- When volunteering, respect the need for confidentiality regarding issues involving other children.
- Be a positive role model and spokesperson for TIS by actively discouraging the destructive influences of slander, gossip and back-biting.
- Supervise children closely when on campus outside of class time. This particularly applies to after school. **Stay close and always to your child.**

## BEDDING

- 1 small pillow
- Bottom and top blankets to fit school cots approximately 1.5m X 0.7m

See samples below:





# APPENDIX B

## STUDENT SUPPLIES

<b>ALL STUDENTS - PERSONAL ITEMS</b>	<ul style="list-style-type: none"><li>➤ 1 pair of indoor shoes. See <a href="#">APPENDIX C</a>;</li><li>➤ 6 small hand towels for PK2/3. See <a href="#">APPENDIX D</a>;</li><li>➤ 5 small hand towels for PK4</li><li>➤ 2 changes of weather-appropriate clothing (pants, shirt, socks, and underwear).</li><li>➤ 1 Water Bottle: Easy to open. Easy for your child to carry on their own. Clearly labeled with your child's name.</li><li>➤ Sunscreen optional. No spray bottles please.</li><li>➤ Weather appropriate hat (as needed)</li></ul>
<b>ALL STUDENTS - ITEMS TO BE SHARED</b>	<ul style="list-style-type: none"><li>➤ 3 large bags of baby wipes, 80 count per bag</li><li>➤ 6 boxes of tissues, 175+ per paper box (no plastic bags)</li></ul>

# APPENDIX C

## INDOOR SHOES

- 1 pair of indoor shoes
- Velcro fastened with a secure fit - no laces

See samples below:



# APPENDIX D

## HAND TOWELS

- 5/6 small hand towels approximately 30cm X 30cm
- All the same design
- Clearly labeled with student's name
- Loop for hanging

See samples below:



Towel with loop, approximately. 30 cm long



Towel with no loop, too long (touching floor)