



# EARLY CHILDHOOD ACADEMY PARENT HANDBOOK

HOME OF THE LITTLE COMETS



# T.I.S Philosophy

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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. Students achieve a sense of self-worth and fulfillment by becoming interconnected, capable, and contributing members of society.

# T.I.S Mission

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TEDA International School was established by the governing body of the Tianjin Economic Development Area to provide outstanding education to the students of all nationalities. TEDA International School endorses the principle that a good education is a means of realizing individual potential, of succeeding in the modern world, and of transforming society.

# A. POLICIES AND PROCEDURES

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## ***PARENTAL INVOLVEMENT***

Parents are the student's primary educators. We ask that parents support the philosophy of the school. TEDA International School encourages parents to take an active role in the development of school policies and activities, whenever possible, and to foster a rich learning environment in the home. The Faculty strives to understand the various cultural backgrounds of the students, and to reinforce family values wherever possible, while broadening the outlook and experience of students and their families.

We ask that parents please follow the parent protocol outlined below. In this way they can contribute to the smooth running of our school.

## ***PARENT PROTOCOL***

It is expected that parents will observe the following:

- Please read all notes and messages send home by the either the teacher or the school.
- Report to the office on entering the property. Classes should not be disrupted once in session. At no time should a Parent or Guardian enter the classroom without permission.
- Seek assistance from their child's teacher in the first instance should they have any concerns, before requesting an interview with the Early Childhood Coordinator, or Head of Primary.
- Inform the school immediately if there is a change of circumstances, telephone number, cell phone number or address.
- Support the school Homework Policy.
- Exercise extreme discretion when volunteering if they are privy to issues involving other children.
- Contribute to the morale and unity of the school community by actively discouraging the destructive influences of slander, gossip and back-biting.

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

Parents and teachers are automatically members of our PFA, but anyone who is interested in invigorating our school family and in building community spirit in the TEDA area is welcome to introduce themselves to the school community and apply to play an active role in the PFA. At TIS, the PFA has built a proud

history within our school and traditionally is very active. The PFA is the main venue through which parents contribute to the vitality of the school community, and participate actively in making TIS a "community school." Two non-voting representatives of the PFA sit on the school Steering/Policy Committee. Please contact the school office for more information.

### ***COMMUNICATION AND WEEKLY BULLETIN***

In order to keep TIS parents informed about school and community issues and events, a weekly newsletter will be sent home every Wednesday. TIS also has a website ([www.tedais.org](http://www.tedais.org)) where this bulletin, the Parent-Student Handbooks, and other important school-related information can be found. In addition, parents may be contacted through letters and e-mails.

To help in the communication between the school community and the school, every effort will be made to ensure letters sent home from the school's administration will be provided in the languages spoken by the majority of our community.

Letters sent home from The Early Childhood Department will almost always be sent home in English, unless a more serious issue needs to be addressed to the parents of the students.

### ***VOLUNTEERS***

Volunteers are always needed and welcome for a variety of purposes, including helping out in the library, reading with ECA students, supporting ELC students who have recently transitioned to the mainstream, and helping out with clubs and after school activities. If you are interested in assisting at the school, please call the office and ask for the primary principal or her assistant. Your help will be greatly appreciated.

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

Sudden or planned school closure will be indicated on the school website. [www.tedais.org](http://www.tedais.org)

In cases of extreme weather during school hours ECA students will be kept inside for recess and/or lunchtime, where they will be supervised by their teacher, or may go to the indoor play structure in the cafeteria with an adult supervisor.

### ***LOCKERS AND BACKPACKS***

Early childhood students all have cubbies or lockers outside of their classrooms. Outdoor clothing, umbrellas and backpacks can be left outside the classroom in these lockers that are provided.

### ***VISITORS***

All visitors to the school must pass through the front office, sign in and receive a visitor's pass.

### ***VALUABLE POSSESSIONS***

The school is not responsible for lost or stolen articles. Valuable possessions must not be brought to school. Jewelry, expensive toys, electronic devices such as mp3 players, and other unnecessary items should also be left at home.

### ***RESOLVING ISSUES***

If an issue of dispute arises and the parent has talked with the teacher(s) and the issue has not been resolved, she/he should then make an appointment to talk with either the Early Childhood Coordinator or the Primary Principal. Making an appointment allows the Teacher and Coordinator/ Principal to prepare for the conference and prevents disruption of class. Parents are respectfully reminded that they are discouraged from interrupting class routines or delaying the beginning of morning classes to speak with a teacher.

If the matter is not resolved following the steps described above, the Headmaster may then be contacted.

## **B. THE LEARNING ENVIRONMENT**

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### ***EARLY CHILDHOOD COORDINATOR***

The Early Childhood Coordinator is responsible for the administration of the Early Childhood Academy. Her duties include the development and overseeing of policies, rules, programs, procedures, schedules and planning all events related to the ECA, in collaboration with the Primary Principal. The Early Childhood Coordinator also has responsibility for the care of all the ECA students. Since the Coordinator also teaches class in the mornings, it is best to schedule an appointment in the afternoon. Issues concerning Early Childhood students should be brought to the Early Childhood coordinator prior to seeking help from the Principal or Guidance Counselor.

## ***CLASSROOM TEACHERS***

The most important person for your child is the Early Childhood classroom teacher. The teacher is professionally trained, and because of the time spent with students he or she is the most accurate source of information about the child's progress. She/he is responsible for the daily management of the class, planning lessons, delivering the curriculum, ensuring that school policies are followed, and assessment and reporting. The classroom teacher is also responsible for the emotional, social and academic welfare of the students in his/her class.

Parents who have questions or concerns about any area of their child's school life should make an appointment to see their child's teacher. Appointments can be made directly with your child's teacher.

## ***ENGLISH ONLY***

TEDA International School Primary and High school programs have an **"English-Only"** policy. This requires students to commence using English as soon as they are on school grounds. The policy applies to all students on school property and at school-sponsored activities. This is the foundation of our identity as an international school. TEDA International School teaches all its classes (except Chinese) in English. However, another, perhaps even more important reason for this policy relates to the fact that with a multi-national student body, English is the only language that all students have in common. Speaking English is therefore a powerful tool in unifying the school and ensuring that no one is left out in class, at lunch, or on the playground.

In the Early Childhood Academy, we know that children enter our program without prior knowledge of English. We understand that you will need to use your native language to communicate with your child when they start school at TIS. When you see that your child is beginning to develop their skills in English, then you may start using English with them to communicate on a basic level. As their abilities grow, your increased use of English while on campus will further motivate them to speak in English at school. You will see that this approach will improve their spoken English a great deal.

## ***CARE FOR OUR LEARNING ENVIRONMENT***

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

- Place litter in appropriate receptacles: recycling bins for paper and plastics, garbage bins for everything else.
- Remember that chewing gum is not allowed.

- Respect school property, employees and one another.
- Walk inside the school building.
- Use a quiet speaking voice in public areas.
- Honor the code of conduct

### ***SCHOOL HOURS AND CALENDAR***

The school day for students is from 8:05am to 2:55. You may bring your child to class as early as 8:00am. If you arrive sooner than this, please wait in the entryway.

The regular school year is 185 days (of which a minimum of 180 are student contact days) divided into two semesters of two terms each. The school calendar may be found online at [www.tedais.org](http://www.tedais.org). School holidays, parent meetings, report cards and other important information are listed on the school calendar and it should be referred to regularly. While every effort is made to avoid changes to the calendar, this is sometimes necessary, and notification will be made in the weekly bulletin or by a letter sent home.

### ***TEXTBOOKS AND OTHER SCHOOL SUPPLIES***

The school provides students with small readers during the school year. These materials remain the property of the school. It is expected that these books, along with any library books, be returned in good repair each week.

### ***SPECIAL EVENTS AND ACTIVITIES***

In the Early Childhood Academy, we participate in many school-wide events, such as: United Nations Day, Walk-a-thon, Chinese Culture Day, Book Fairs, Winter Show, Summer Show, and Dragon House Days (Days on which we have events and fun activities that help each dragon house win points for their team). We also have events unique to our department. Some of these include:

- Monthly Assemblies
- Monthly Theme Spirit Days
- Halloween
- Sports Day
- Pizza Day
- Picnic Days
- Water Day
- Children's Day/Water Day

## ***HOMework***

It is important to spend some time reading to your child each day. Having children listen to stories is very important for their understanding of language structures, their vocabulary development and in building their knowledge. Reading to your child in English and in your mother tongue is both beneficial and encouraged. At the beginning of the school year, your child's teacher will give you a vocabulary list for your child's grade. This resource will promote consistency between the language that is being used at school and at home in order to assist with your child's adjustment to the Early Childhood Academy.

## ***LIBRARY USE***

### **A. Third Floor Library in Main Building**

As a community school, TIS 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. All those who wish to borrow from the library will be issued a photo library 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.

No food or drink is permitted in the library.

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 which have been 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 used at all times so others are not disturbed. Our library times are as follows:

Monday - Thursday 7:45 am - 5 pm

Friday 7:45 am - 4:00 pm

### **B. Early Childhood Academy Library**

Library rules are the same, but hours are different. The ECA Library is open every Friday from 2:45 pm to 3:15 pm. Books may be returned every Friday to the Teacher on duty, or can be dropped off in the drop-off box in the entryway

under our Dragon Cards table. (Building 2) As it can be confusing to remember the library to which your book needs to be returned, you may want to choose one library for borrowing books.

### ***SCHOOL INTERNET USE***

The T.I.S campus has been set up for Wi-Fi internet availability as an integral part of its learning program.

Students in the Early Childhood Department, however, will not have access to the internet in the same capacity as the Primary students. They instead would use special instructional programs that only allow child-friendly learning games on their computer. A teacher will always be present during their computer time.

### ***BIRTHDAY PARTIES/INVITATIONS***

Birthday celebrations are encouraged at TIS. If you would like to have a party for your child at school, this is acceptable as long as you plan the date for the party with your child's teacher. The celebration may or may not fall on the exact day of your child's day of birth, depending on the class activity that takes place during that day, but you will be allowed to celebrate.

When planning a party at home, students are discouraged from bringing invitations for distribution at school unless either the whole class is invited or it is limited to one gender. It can be very hurtful to a young student if they are one of the few who might be excluded.

If you would like, you may donate a book to our ECA library on your child's birthday. Please inscribe the book as a donation and write/allow your child to write their name. This gives children a sense of ownership of our library, encourages reading and interest in books, and helps our library grow for students to come!

### ***TOYS***

In PK1/2 and PK2, if your child needs a comfort toy, they may bring it to school.

In PK3, PK3/4, and PK4, your child is welcome to bring their own toy to play with at school on the day that your child's teacher has scheduled "Show and Tell". Please keep in mind that if your child brings a toy to school, it must be shared with other children. Each child must keep track of their toy, and it should not be taken outside, as it could get lost.

## C. HEALTH AND SAFETY

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### *HEALTH*

It is expected that parents will complete a student health questionnaire upon admission. Any illness or condition which could impact learning must be disclosed. Any changes (e.g. New allergies, surgery or illness) should be reported to the school immediately.

Parents are encouraged to ensure that students follow a healthy life style; sensible eating, enough rest and plenty of exercise. These are all considered important contributors to the acquisition of learning. Should teachers identify a student who is inattentive in class due to lack of sleep, he/she will be sent home.

General norms of cleanliness, paying particular attention to hair, nails, and clothes are required

For student well being TIS recommends that all students have an annual physical exam performed by their physician for eye sight, 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 to Hepatitis A, Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella (chicken pox), Meningococcal, and Encephalitis.

### *ILLNESS*

UNDER NO CIRCUMSTANCES should a student with a fever (Temperature >37.8 degrees or >98.6 degrees) BE SENT TO SCHOOL as other healthy students and staff members may be made ill. In addition, please keep your child home if they have a suspicious rash or spots, is vomiting, has diarrhea, a common cold, or is not feeling well in general and is not his/her usual happy self (i.e. sneezing, coughing, runny nose). Students displaying any of the above mentioned symptoms will be sent to the school nurse and their parents will be contacted immediately.

A student who is not well enough to participate in ALL of the day's activities, 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.

A student who is taking antibiotics for an infection may only return to school 24 hours after taking the initial dose.

School Faculty will not administer medication to students. Medications are not allowed in classrooms or in lockers. In such cases, antibiotics and other medications (ADHD) will be administered by agreement with the school nurse.

The administration should be informed immediately if a child is kept at home with a contagious illness.

The teacher should also be informed any time a child is not coming to school.

### ***LUNCH AND SNACKS***

Lunches and Snacks are not provided by the school. Each class has a regularly scheduled snack time and lunch time. Please prepare a balanced snack and lunch and send it to school in two separate labeled containers. In addition, please send your child with a labeled water bottle every day. Their lunch will be heated, as necessary, at school. Cutlery and plates are available to use at the school.

Water bottles should be taken home daily to be washed.

### ***CANDY***

Please do not send candy, or sugary sweets and drinks to school with your child on a daily basis. Snacks and lunches should provide your child with a healthy balance of protein and complex carbohydrates for healthy growth. Sometimes children want to give small gifts to their friends at school.

This is acceptable as long as their "gifts" are small items such as stickers, trinkets or small toys rather than candy and sweets.

### ***STUDENT SAFETY***

#### ***A. During School hours.***

Teachers are responsible for the safety and well-being of the students from the time they enter the school until they leave, unless otherwise arranged with the administration. Occasionally non-teaching chaperones and adult volunteers will be given limited responsibility for a particular event.

Duty rosters are arranged for morning snack, recess, lunch, and naptime/quiet time duty. 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.

B. Before and after school.

The school is responsible for students from 8:00 a.m. - 2:55 p.m. each school day. After that, unless a special event is being hosted by the school, no supervision is available.

Students should not be dropped off at the school before 8:00, as supervision is not provided until then. The guards will keep the gates closed until 7:45, when students will be permitted into the school grounds. Pre-K1/2 - PK4 students may enter the building at 7:55. Students are not permitted in the hallways or classrooms until that time. However, on days that are unusually hot, wet or cold students may be permitted to wait in the entryway of either building 2 or building 3.

Parents of students in the ECA who show a TIS pick-up card may enter through the gates to pick up their child. If a parent forgets their child's pick-up card, they must sign in at reception.

Students in ECA and Primary grades 1-3 may not go home unescorted and will only be released to the custody of a designated adult (who may be required to show identification). Students are to be picked up after school at the ECA building. Young students who are not picked up by 3:15 will be taken to Reception by the class TA who will stay with them until the parent or guardian arrives.

Parents of students in ECA will be issued an ID card with their child's photo on it. That card must be shown to the teacher on duty if you want to pick up your child. The card may be given to whoever is authorized to pick up a child; without it the child will not be given to anyone but the child's mother or father.

If a peer is picking up your child from school, arrangements must be made with the child's teachers ahead of time to ensure your child's safety.

Security codes for the ECA buildings are for parents only and are not to be shared with care-givers or Ayis.

## ***PLAY AREAS AND EQUIPMENT***

The indoor play structure is exclusively for the use of Pre-K1 - grade 2 students, and may only be used when an adult is supervising. The outdoor play area enclosed by the white fence is exclusively for the use of Pre-K1 - Kindergarten students. The other play equipment (swings, teeter-totters, and climbing frames) outside the fenced area is only for students in grades 1-6.

## ***RULES FOR PLAY***

These are the expectations of students during playtime:

### Outside Play

- Will play in the designated areas only and be clearly visible to staff at all times.
- Will use equipment for the purpose it was designed
- Play sensibly while respecting others
- Remember that snowballs are not to be thrown at or near other people.

### Inside play

- Will not push others as the area for the indoor playground is smaller.
- Will not climb the yellow net
- Play in the designated areas only and be clearly visible to staff at all times.
- Will use equipment for the purpose it was designated
- Play sensibly while respecting others

## **D. STUDENT ASSISTANCE/SUPPORT**

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At the Early Childhood Level it is expected that there will be a strong relationship between the school and the home. Teachers at TIS are committed to ensure that this exists for every student. Part of the teacher's role is to offer pastoral care to all students in the class. It is hoped that a climate of trust will develop between students, teachers and parents so that any issues or problems may be resolved immediately. Should further emotional support be necessary, TIS has a counselor who is able to work with students and the family.

TEDA International School provides many opportunities to discuss any questions,

concerns or problems. A student may bring any issue to, or seek help from any teacher he/she has confidence in. Some examples are: the Counselor, the Early Childhood Coordinator, or the Primary Principal.

### ***INITIAL ENROLLMENT AND CRYING CHILDREN***

When a child first enrolls in school, there is an adjustment period that a child can sometime pass through before they are comfortable in their class. Some children come to school ready to participate and learn and rarely shed a tear. But you must not compare your child to other children. Each child has his/her own individual personality and needs. If your child is one who is having trouble or crying in the mornings, please help them by getting them ready for class. Assist in taking off their coat and shoes can help them make the transition from home to school. Initially, if you see your child crying, walk with them into the class and help them start their activity. At the beginning of the year, you may even stay for longer. Eventually, it is best if you leave after they have begun to work on their table activity in the morning (PK3, PK3/4, PK4) so that they have a definite idea of when you leave. Let the child know they will be safe and that they should have fun during the day. Sometimes when we as parents extend our good-byes, we only extend their tears. You can be assured that if there were any problems, illness or unusual behavior, we would call you to pick up your child, otherwise, they would stay with us throughout the day, and your child's teacher will let you know what happened at school at the end of the day.

In PK1/2 and PK2, the parent/Ayi may wish to stay the first day to let their child adjust, but only if necessary. Another option is that the parent/Ayi stay just for the initial playtime and leave promptly at the time indicated by the teacher. This may be after your child has begun to eat his/her snack.

If your child enters the class happily, then it is best to just say good-bye and let them start their day. Sometimes lingering for a happy child causes them to have 'guilty' feelings about their independence and can confuse them.

### ***PLAYTIME WITH THE PARENTS AT SCHOOL***

In the PK1/2, PK2 and PK3 classrooms, we have a special time called "playtime with the parents". This time is on the last period of your child's class on a Friday. One Friday a month is reserved for the monthly assembly at 11:00am. This will be the only time the "playtime with parents" will be cancelled. Use this time to interact with your child and have them show you what they do at school during the day. Please do not get caught up in conversations with other

parents or the teacher. A separate time can be scheduled to talk to the teacher and conversations with other parents can take place after school.

### ***ADMISSION AGES***

School policy for enrollment is as follows:

PK1/2, a child must be an active and confident crawler.

For PK2, a child must turn 2 by September 1<sup>st</sup>.

For PK3, the child must turn 3 by September 1<sup>st</sup>.

For PK4, the child must turn 4 by September 1<sup>st</sup>.

Exceptions have been made on a Child-by-Child basis, according to what is best for each child. Although as parents, we are sometimes influenced by what other parents do, keep in mind that what may be good for another child won't necessarily be good for your child. If a concern arises, a committee would need to meet and discuss the needs of your child and make a decision that will benefit his/her progress in school.

### ***COOPERATIVE DISCIPLINE***

TIS is committed to helping students develop respect and self-respect together with a healthy interaction with their peers. Naturally, there will be those students who will need extra help and encouragement in order to achieve this.

The Cooperative Discipline approach encourages a positive 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 actions. A student is also encouraged to examine the outcomes of their behavior in terms of positive or negative consequences. At TIS we prefer to see mistakes as a learning opportunity. It is our wish that the ultimate outcome will be an improvement in self-esteem.

Teachers are responsible for maintaining a positive learning environment in their classroom. Should intervention be deemed necessary for any student, they will formalize a plan in collaboration with the Primary Head, Early Childhood Head of Department, and/ or the school counselor. Parents will be informed immediately should there be a need to support their child. It is expected that the parent will form part of the team. The Primary Head/ Early Childhood Coordinator will monitor all disciplinary actions taken in the school, and will act in a supervisory role in the use of "time-out", "detentions", parent-teacher conferences, behavioral contracts and other strategies which support the Cooperative Discipline approach.

### ***ADDITIONAL SUPPORT SERVICES***

Any student who is identified by the classroom teacher as needing extra support will be referred to the Student Support Panel. This consists of the Early Childhood Coordinator, the school counselor and the Head of Primary. Cases are discussed on an individual basis and the relevant intervention is recommended. This might take the form of support in English, academic support or emotional support or a combination of all three depending on the need. All decisions regarding support will be communicated to the parents and interviews arranged between the key players if deemed necessary. In some cases, the teacher will work with the parents to formulate a behavior modification plan or an Individual Education Plan.

### ***GUIDANCE AND COUNSELING***

The school's Guidance Counselor is available to counsel students on school or personal issues. The Primary Counselor works with administration, faculty, and parents to assist in maintaining the physical, emotional, and social well being 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.

### ***PROBATION, SUSPENSION AND EXPULSION***

Every effort will be made to provide support and guidance to students to modify their conduct. However, should the behavior continue to negatively affect the school climate, disrupt learning for others or seriously affect the image of the school, then further steps will be taken. These may include a probationary period during which it is expected that there will dramatic improvement or a short-term suspension. Expulsion will be considered if there is no improvement over an agreed length of time. Parents will be kept informed at all times.

Students may be suspended or expelled from the school without notice or compensation for the following activities on school premises or during regular school hours or school-sponsored events:

- Harassment and/or intimidation
- Fighting or any violent and/or dangerous behavior
- Swearing or use of coarse language
- Repeated non-compliance with the school rules
- Theft or willful damage

## E. ARRIVAL AND DISMISSAL

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### ***ARRIVAL***

Classrooms will be open at 8:00am. If you arrive earlier than 8:00am, feel free to use the playground or please wait in the entrance hallway.

### ***DEPARTURE/DISMISSAL***

Children in the Early Childhood Academy will be dismissed at different times.

PK1/2 will be dismissed at 12:00pm. (Until PK1/2 is moved to its new location on the first floor, please continue to pick up your child at 11:45am).

PK2 will be dismissed at 12:00pm. In PK2, Teachers will put jackets and coats on your students and send them into the entryway/hallway; parents may enter at 11:55 to put shoes on their children.

PK3, PK3/4 and PK4 classes will be dismissed between 2:45pm and 2:55pm.

PK3, PK3/4 and PK4 students will be walked down to the entry door. PK3 students will be dismissed at 2:45pm. PK3/4 and PK4 students will be dismissed at 2:55pm.

For all classes, teachers will dismiss students as parents arrive.

A teaching assistant will supervise children until 3:15pm. If you arrive after 3:15pm please go to the teacher's office to pick up your child.

## F. EARLY CHILDHOOD FOCUS

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### ***OVERVIEW***

The Early Childhood Academy consists of half-day programs for children ages 10 months through 2 years and full day programs for children ages 3 and 4.

In the ECA classes, the focus is for the students to become familiar with the routines and structure of a school setting, to learn appropriate social skills and

to develop their receptive and expressive English language skills. Children will participate in activities which develop fine and gross motor skills, as well as early literacy and numeracy concepts. In addition, students will gain exposure to the arts in their daily programs, and also with specialty teachers during scheduled movement and music classes. PK3 will additionally have an ESL class and PK3/4 and PK4 students will have ESL and Chinese classes.

Students are exposed to activities which appeal to all types of learners and which provide hands-on and tactile experiences. All students participate in a weekly scheduled Library time, Science and Discovery room time, Sand and Water room time, and Pre-K3 and Pre-K4 students use the Smartboard once a week as well. This year PK3 and PK4 students will take a weekly PE class in the gym. And of course, creative play is always an important part of learning at the Early Childhood Academy.

### ***TOILETING***

Diaper changing facilities are provided in both the PK1/2 classroom and the PK2 classroom. Children entering the PK3 classroom are expected to be toilet trained. We strongly encourage parents to toilet train their child in PK2. Children in PK3 will receive assistance at bathroom time, if necessary. Please teach your child to communicate to their teacher/TA if they need help at bathroom time.

## **G. UNIFORMS AND APPEARANCE**

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### ***CLOTHING***

In the Early Childhood Academy, the needs of the students are different from those of the Primary students. To accommodate these needs, we have a "uniform optional" policy. You may send your child to school in uniform, since this is a very convenient option, or you may send them in other clothes of your choosing. Please keep in mind that the clothing they wear from home must be weather appropriate and comfortable. Your child will participate in activities that could be messy, and we want them to feel free to do so without having to worry about ruining their outfits. The clothing from home should also be loose enough that they can independently go to the bathroom during the day. Please do not send your child in costume; we would like you to reserve these 'fun' clothes for our Spirit Days. Uniforms are still required for school when your child moves up to Kindergarten.

Our school is divided into "Dragon Houses". Your child will be assigned to a house that has one of 5 specific colors; red, green, yellow, blue or white. You will be asked to purchase a shirt to participate in certain "House Activities" and in Primary Sports Day. They are free to wear this shirt any day of the week, and may be asked to wear it on school wide "Dragon Days".

### ***SHOES***

Please ensure that your child wears shoes that she/he can easily take off and put on independently (no laces). Shoes should also provide protection for outdoor play (no open toe sandals). Children will also need a pair of indoor shoes (not slippers).

## **H. ASSESSMENT AND REPORTING**

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Report cards are issued 4 times a year, in the week following the end of each term. Report cards are not issued for PK1/2 or PK2, but you are invited to attend a parent-conference in these grades, as well as PK3, PK3/4 and PK4, twice a year.

End of year report cards may be picked up from the school, or mailed if requested, in the week after the end of the school year.

### ***TRANSCRIPTS***

If parents need copies of reports or transcripts for transfer to another educational institution, they should seek advice from the admissions office.

## **I. SCHOOL SUPPLIES FOR STUDENTS**

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### ***PK1/2 and PK2***

- Diapers
- 2 Bags of Baby wipes
- Comfort Toy
- Pacifier
- 4 boxes of Tissue
- 1 pair of indoor shoes

- 5 Hand towels of the same design
- 2 Changes of weather appropriate clothing (pants, shirt, socks, and underwear)
- Family Pictures with Child

### ***PK3 and PK4***

- 1 Small pillow and 1 small blanket (for naptime)
- 4 boxes of Tissue
- 1 pair of indoor shoes
- 5 Hand towels of the same design
- 2 Changes of weather appropriate clothing (pants, shirt, socks, and underwear)
- Family Pictures with Child

## **J. ASSEMBLIES AND SPIRIT DAYS**

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### ***ECA ASSEMBLIES AND SPIRIT DAYS, 2011-2012***

Assemblies for ECA will always meet in the Primary Activity Room, located at the end of the hall on the first floor of the Building behind the Admin. Building. This is also building 2, not to be confused with the Early Childhood building 2. Assemblies start at 11:00am, and we ask that you please go straight to the Primary Activity Room when you arrive on campus. If your child is crying, please sit with them/perform with them. The idea behind the Assembly is to have fun and see what your child is learning in class. No one will force a sad child to perform.

Spirit (Dress-up) Days take place on the same day as the Assembly. Children can dress up for Spirit Day and everyone will get to see them in costume while they perform.

All the dates for Assemblies are on a Friday. Dates for dress-up and ECA Assembly days for the 2011-2012 school year are as follows:

September 30 - What I want to be when I grow up

October 28 - Halloween Costume (this is a special month, they get to wear their

costume again on Monday for Halloween!)  
December 2 - Pajama Day  
February 24 - Chinese Dress Day  
March 30 - Fairytale Character Day  
April 27 - Rainbow/Flower power Day  
May 25 - Hat, Tattoo and Summer Fun Day

## K. CONTACT INFORMATION

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TEDA International School

Phone: 86 22 6622 6158

Fax: 86 22 62001818

[www.tedais.org](http://www.tedais.org)

Current Classroom extensions:

PK1/2 Ms. Daisy 6161

PK2 Ms. Zoe 6009

PK3 Ms. Margie 6111

PK3 Ms. Maru 6143

PK3/4 Ms. Danielle\*

PK4 Ms. Nida/Ms. Hilary 6138

Classroom extensions after the move:

PK1/2 Ms. Daisy 6111

PK2 Ms. Zoe 6009

PK3 Ms. Margie 6138

PK3 Ms. Maru 6143

PK3/4 Ms. Danielle\*

PK4 Ms. Nida/Ms. Hilary\*

Please do not call during naptime unless it is an emergency (12:45 - 14:00)

\*Teachers will provide you with personal cell numbers and new extension numbers.