



PARENT HANDBOOK

HUI XIN CAMPUS





**Hui Xin Campus Parent Handbook
(School Policies & Evacuation Appendix)**

Last revised, February 2015.

Parent Handbook

LIST OF CONTENTS

All Newton families, prior to filling out and signing the acknowledgement of school policies on the registration papers must agree to comply with all school policies as found in this parent handbook, on www.internewton.com/hxj/, in your registration papers and fee structure as well as amendments in your child's communication book.

NO.	TITLE	PAGE
A.	Introductions	
A1.	What is Newton?	4
A2.	Services & Curriculum	5
A3.	Admissions	6
A4.	Waiting List Priorities	7
A5.	Withdrawal Procedure	8
A6.	Events & Parent Participation	9
A7.	School Items & Parent Preparations	10
B.	Policies & Rules	
B1.	Entrance Guidelines	11
B2.	Entrance ID Pass	12
B3.	School Bus Policy	13
B4.	Naptime Regulations	16
B5.	Assumed Acknowledgement Agreement	17
B6.	Health & Medication Policy	18
C.	Additional Information	
C1.	AQI, Exercise & Outdoor Play	19
C2.	Pick-up & Parking	20
C3.	Student Contact Info	20
C4.	Urgent School Updates	20
C5.	Evacuation Procedures *appendix	21
C6.	School Meals	23
C7.	Student Photographs	23
C8.	Miscellaneous	23
	Swimming Pool Rules	26
	Events & Posters	29
	Evacuation Routes *appendix	36

Introductions

A1. WHAT IS NEWTON?

Newton Kindergarten is a multinational institution, that caters to the needs of both Chinese and international families, currently with five locations, Zhangjiagang campus, Shangjun campus, Bayside campus, Hui Xin campus & Casa Dei Bambini Nursery at Crowne Plaza.

At Newton we incorporate an individualized international and bilingual program and aim to give the best possibilities for all students under our care. From the moment the students arrive in the morning and until the time they leave in the afternoon they will be in the company and supervision of genuinely caring and experienced teachers and assistants who are ready to nurture and support each child's gradual steps of learning.

Young children are likely to forget what they are told, but remember and value what they discover through their own involvement and efforts better. Early learning is best realized through the constant incorporation of creative and physical elements that helps to draw a child's attention and thereby creating an interest in learning. **Explore, Play, Learn & Grow** is our motto and our goal as we strive for our students to approach learning, through exploration and play and thereby develop their own individuality.

Explore:	Children are encouraged to explore the world that surrounds us at Newton and to question things. Through class centers and activities, the scientific method will be developed in unison with the child's own motivation and interests.
Play:	Sensorial and tactile development at an early stage is achieved through physical activities and play. Being a team-player and part of a group while understanding game rules is not only essential for physical play, but for a child's social development as well.
Learn:	At Newton we produce independent and confident life-long learners. Physical, social and academic development is essential and encouraged through a vast variety of activities that encourage free expression.
Grow:	Through exploration, play and our yearly events, children will be guided by our excellent teachers to learn and grow into confident and independent world citizens, who are ready for the challenges of tomorrow.

Pre - Nursery:

- Exploration.
- Language Development (English & Chinese).
- Group Interaction.
- Acquire Self-help Skills.

Nursery:

- Exploration.
- Language Development (English & Chinese).
- Music & Movement.
- Social & Emotional Development.
- Gross Motor Skills.
- Arts & Crafts Development.

K1 & K2:

- Language (English & Chinese).
- Mathematics.
- Music & Movement.
- Arts & Crafts
- Indoor/Outdoor Activities.
- JMC, Junior Music Course.

Newton Kindergarten presents a healthy learning environment for all children (18 months to 6 years old) and follows the widely recognized American SCHOLASTIC curriculum.

Introductions

A2. SERVICES

Newton Kindergarten provide services for children between 18 months to 6 years of age. Currently, the Hui Xin campus is nominated for a total of 450 students arranged in 4 groups #1 Pre-nursery (under age 3), #2 Nursery (3-4 year olds), kindergarten 1 (4-5 year olds) and kindergarten 2 (5-6 year olds). Teacher / Student ratio in Pre-nursery is 1:6, Nursery 1:8, Kindergarten 1 1:10 and Kindergarten 2 1:12. *When a class reaches its maximum size it is up to the kindergarten administration to decide whether a new class will be opened up. The availability depends solely on the class arrangements.*

A2a. BRIEF PHILOSOPHY

For children, it is imperative to find their way in the social arena that is today's society. By attending our international programs children learn from an early age to understand differences and celebrate similarities, to work together, play together and make those everlasting important first discoveries.

A2b. CURRICULUM

Newton International follows a two language learning program, a Mandarin program for early education developed by Nanjing University and an International English curriculum provided by Scholastic USA. Scholastic is a leader in children's literature and provides Newton parents with an English book club option, where parents can order books on a regular basis.

A2c. PARENT PARTICIPATION

Parent/ teacher meetings are held on a yearly basis. However when necessary meetings will be arranged throughout the year on either teacher or parents' initiative. Communication between parents and teachers is crucial when working with children, by sharing information about social, physical and cognitive development we can achieve a better understanding of the individual child and work together towards meeting that child's development needs in partnership.

- If your child will be absent for any reason, parents are required to call the kindergarten office and leave a message for the class teacher. If the child will be late we also want parents to call.

- In the event your child is ill you are required to inform the school. In case of a contagious illness teachers and school nurse will keep the class under observation.

- If you wish the school nurse to administer medicine to your child, you must fill out the "Medicine administering form" as found in your child's communication book. The kindergarten will not administer any medicine without the "medicine administering form" being completed (name of medicine, dosage & time) and signed. A note from a physician is often required for the nurse to administer certain medicines.

Introductions

A3. ADMISSION POLICIES

A3a. PRE-ADMISSION

Prior to enrollment at Newton Kindergarten, parents must fill out the enrollment papers, including the emergency contacts and present valid ID and passport copies of both parents and child. Immunization/Vaccination records of the child being enrolled are necessary as well. A registration fee per enrolled child is required, together with the registration deposit and appropriate school fees. The registration deposit is refundable upon graduation.

A3b. USEFUL INFORMATION

When a child enter his/her class they will be given room to store schoolbag and outdoor shoes and a parent/teacher communication book to bring home every day and back to school the following day (read assumed acknowledgement policy further).

Notices as well as teacher communication will be written or posted in the child's communication book. Parent questions directly related to the child's every day in school or important relevant to the class teacher should be written in the communication book.

Our website www.internewton.com/hxj/ features frequent updates of our events at campus as well as urgent updates, our policies and menu's can be found under the their own sections.



In regards to emergency weather conditions it is parents' responsibility to stay updated through our website's update section at own judgment!.

A3c. WHO TO SEE:

<u>Principal:</u>	Management matters. anders@internewton.com
<u>Admissions:</u>	Enrolment & withdrawal of students. admissions-hxj@internewton.com
<u>Accountant:</u>	Regarding school fees. acct-hxj@internewton.com
<u>Nurse:</u>	Regarding medicine, vaccinations, health checks etc. nurse-hxj@internewton.com
<u>Logistics Manager:</u>	Regarding bus services, facilities etc. transportation-hxj@internewton.com
<u>Teachers:</u>	Regarding day-to-day communication, events, holidays etc.

Introductions

A4. WAITING LIST

Order of Priority

As the demand for high quality kindergarten services at Newton kindergartens have been growing year on year, we have seen it necessary to adopt a waiting list priority policy.

1. **Internal movement:** Newton's own students that will move from one level to the next are guaranteed a placement, unless withdrawn by parents according to withdrawal policy (refer to fee structure).
2. **Paid leave:** Parents can choose to secure a place for their child during an extended leave, if they continue to pay tuition as regular.
3. **Previously enrolled children:** Children that has attended Newton kindergarten previously, but with an approved leave of absence is seeking re-enrollment.
4. **Siblings:** Siblings of a child currently enrolled.
5. **Waiting list:** In order of "first come, first served". However, you must confirm your desire to remain on the waiting list monthly, directly with admissions.



Siblings of enrolled children at Newton have a priority status on the waiting list in order that we may better serve their families.

Introductions

A5. WITHDRAWALS

PARENT NOTICE OF WITHDRAWAL

to discontinue attendance at Newton Kindergarten, please follow the steps below.

- Withdrawals should be notified 2 months (60 days) before last day of attendance (not incl. holidays)
- Inform your class teacher or Hui Xin admissions & ask for a “withdrawal form”.
- Return “withdrawal form” to the teacher.
- When the “2 month notification” policy has been observed, you will qualify for deposit refunds.

NEWTON’S TERMINATION OF CARE SERVICES

The kindergarten reserves the right to cancel child care services in the event of following.

- Non-payment of fees by parents.
- Failure to provide the required health, immunization, and/or emergency information.
- Abusive behaviors and/or verbal threats toward staff, children, other parents or property of Newton.
- Inability of Newton staff to care adequately for or to meet the child’s needs, such as the child demonstrating behavior that is harmful to self or other children.
- Lack of cooperation from parents with the program’s efforts to resolve differences and/or to meet the child’s needs through parent/school meetings.
- Outdated, incomplete or incorrect numbers under the emergency contact section of the child’s profile, resulting in no one being reachable within an hour for the third time in a calendar year.
- Disruptive behavior toward Newton Kindergarten.



A written notice from Newton will be sent to the parents as soon as possible after the occurrence of any of these events.



Parents will not be able to claim the registration deposit refund in the event of any of the above situations.

Introductions

A6. Events, Holidays & Parent Participation

For up-to-date semesterly calendar follow this link [Hui Xin School Year Calendars](#)

Month (Approx)	Happening	Description	Parent Participation
August	1st Day of Semester	Students first day back after the summer holiday.	New students must be accompanied by parents in the morning.
October	National Week	School closed for one week	N/A
	Parent Meetings	Teachers welcome parents to join the meeting	Not Mandatory to join, but encouraged.
	Sports Day	Student & Parent Games	Mandatory (parent must join)
November	Autumn Fieldtrip	The levels will go on fieldtrip together outside	Mandatory (parent must join)
December	Christmas Party	The Christmas Party is held in the weekend.	Not Mandatory to join, but encouraged.
	Christmas Holiday	Foreign section closed 5 days	N/A
January	New Year Holiday	School closed for 1-2 days	N/A
	Charity Drive	Regular school services closed 1 day	Parent & Children visit campus together and join activities.
	Spring Festival Holiday	School closed for two weeks	N/A
February	1st Day of Semester	2nd semester students start	New students must be accompanied by parents in the morning.
March	Festival of Colors	Parents come to class to present their culture & customs	Not Mandatory to join, but encouraged.
April	Tomb Sweeping Day	School closed for 1 day	N/A
	Open Classes	Parents come to observe a regular morning in class	Not Mandatory to join, but encouraged.
May	Labor Holiday	School closed for 1 day	N/A
	Spring Fieldtrips	The levels will go on fieldtrip together outside	Mandatory (parent must join)
June	Children's Day	Parents join-up per class to perform for our students.	Not Mandatory to join, but encouraged.
	Dragon Boat Festival	School closed for 1 day	N/A
	Summer Concert	Parents are invited to the theater to observe their children perform and K2 graduate	Not Mandatory to join, but encouraged.
July	Last day of the year	Teachers, students say goodbye and send items home	Not Mandatory to join
July/August	Summer Camp	3 weeks of summer camp option.	N/A
August	School Closed	School closed for 2 weeks	N/A

Introductions

A7. SCHOOL ITEMS (PARENT CHECK LIST)

Everyday items prepared in advance by parent.

Dear parents,

We are proud to welcome you and your child to Newton Kindergarten and wish you a pleasant start.

Please bring your child in by yourself on the 1st day of the semester, arrive early so you can have a talk with teachers, but please do not linger after breakfast is served at 9:10.

Questions concerning your child and day to day school matters will be answered by your class teachers.

Parent Check-List

Please refer to your child's age group to make sure you have prepared the right items for your child to bring to school from the first day.

*Items with * are required for all pre-nursery students.*

*Items with ** are required for all pre-nursery & nursery students.*

Items with * are required for Summer Camp period (July & August) or when advised by the school via communication notice).**

ALL STUDENTS

- Newton Uniform (incl. spare uniform pants and shirts for changing).
- Indoor shoes (comfortable and easy to change into)
- Face towel
- Water bottle
- Toothbrush, Toothpaste & Cup
- Sunscreen & Cap***
- Swimming Costume, Towel & Slippers***
(check water-play schedule on the first day of summer camp).

CHILDREN WHO NAPS

(PRE-NURSERY & NURSERY NEWTON BEDDING SET - 495 RMB)**

- **Total Cost: 495 RMB** (Confirm purchase with accounting or teacher)
- School provides a good quality mattress (140 x 60 cm)
- School provides pillow, pillow case, duvet and duvet cover

*** (fits mattress provided by school 140x60cm)

PRE-NURSERY

- Diapers * (if your child is not potty trained)
- Milk / milk powder for bottle * (if your child still drinks bottled milk)
- Bib *

Day Schedule

Drop off	8:00-9:00 (do not arrive late)
Pick-up	15:45-16:25

- | | |
|-------|--|
| 8:00 | - Arrival |
| | - Morning Greetings |
| 8:45 | - Morning Exercise |
| 9:10 | - Breakfast |
| 9:30 | - Lesson & Activities incl. outside play |
| 11:30 | - Lunch |
| 12:30 | - Half-day School-bus |
| | - Nap-time |
| 14:00 | - Afternoon snack |
| 14:30 | - Afternoon Lesson & Activities |
| 15:20 | - 1 st School-bus |
| 15:30 | - Afternoon assembly |
| 16:00 | - End of day |

Policies & Rules

B1. ENTRANCE GUIDELINES

General Entrance Guidelines at Hui Xin Campus, Newton Kindergarten.

Effective from October, 2014.

SAFETY GUARDS (Ensure Gate Security & Visitor Screening).

- Keep gate integrity (gate/door closed beyond open hours)
- Identify visitors, purpose of visit and inform office/teacher.
(name? class? purpose of visit? who are you meeting? what time?)
- Register all visitors (sign-in/out form & visitor pass)
- Screen or store bags when necessary.
- Uphold ID-card policy
- Inform Management of any/all violations immediately.

GUARDIANS (Strictly By Approval Only)

- Gate Open Hours for parents & guardians. (Morning 8:00 - 9:00, Afternoon: 15:45 - 16:25)
- Swipe Entrance ID card at glass door to enter.
- Students must pass the mandatory morning health inspection & go with parents to their teachers for sign-in.
- Late morning arrivals must obtain a "Health Clearance Pass".
- Be punctual and do not linger at kindergarten premises.
- No parents or children allowed after 16:25 for safety check.
- For visits outside the opening hours, arrange with your child's teacher in advance or call administration in case of emergency.

VISITORS (Strictly By Appointment Only)

- Visitations on Wednesdays & Thursdays 9:30-11:30, 12:30-14:30.
- Call Administration Mon-Fri 12:00 - 14:00 to make appointment.
- Submit name & contact number when making appointment.
- Be on time for your appointment
- Upon arrival, fill out the visitor sign-in paper and carry your "visitor pass" visible at all times.

Policies & Rules

B2. ENTRANCE ID PASS

Effective from September 1st, 2010 at all Newton campus' incl. Hui Xin.

Parents, guardians and persons permitted and registered to enter Newton Kindergarten are requested to carry the Entrance ID card and to “swipe” it at each time of entrance.

The procedure will allow us to keep a record of the number of parents who enter Newton on any given day and allow for future improvements of entrance routines.

1. The general entrance hours are 8:00 - 9:00 in the morning and 15:45 - 16:25 in the afternoon. Parents/guardians/otherwise permitted persons must swipe the Entrance ID at the gate to gain entrance into the Kindergarten.
2. Please keep in mind that there are no additional changes to the existing regulations, when having your child signed in or signed out in the afternoon.
3. The Entrance ID can only be used to enter the kindergarten and NOT as a proof for collecting your child.
4. You are not allowed to hand over your personal card to any “non-permitted” persons.
5. Parents/guardians without the Entrance ID will be refused entry if our guard deems it's necessary.
6. Parents may apply for supplementary Entrance ID's if needed, up to a maximum of 2 extra per family. Please pay a deposit per extra Entrance ID card.
7. The Entrance ID card/s must be returned to the Kindergarten once your child graduates or leaves the kindergarten. The deposit fee for additional Entrance ID cards will be returned.
8. If you misplace or lose an Entrance ID card, it is the registered owner's responsibility to inform the kindergarten immediately. An “invalid notice” will be posted in the local newspaper at the owner's expense.



We kindly ask for your support and understanding in implementing this procedure as a way to improve our record keeping and entrance security!

Policies & Rules

B3. School Bus Services & Regulations

In order to provide a safe and efficient transport to/from Newton Kindergartens, please observe the following stipulations:

B3a. APPLICATION FOR SCHOOL BUS

- Together with enrolment.

Submit written application for school bus services together with your child's registration papers, *address of pick-up must be accurate upon submission*. After the school bus administrator reviews registrations, parents will get a written notice about whether bus services can be provided (there can be some processing time, approx. 10 days, bus fees will only be charged once approved).

- After the enrolment:

Consult school bus administrator directly in person. The school bus administrator will answer by email in 3 days whether the child can take the school bus according to the school bus stops and the reservation of seats. If the answer is positive, a school bus fee notice will also be sent to parents.

-Change of bus pick-up spot:

Consult head of transportation directly in person. If your new pick-up point is on an existing route with available placement on the bus, you will receive confirmation by email.

B3b. PRINCIPLES FOR DETERMINING SCHOOL BUS ROUTES

Be aware that bus routes are settled per semester according to pick-up points and will only be changed according to school arrangements. We can accept new school bus children only if their location fits the existing routes and buses have seats available.

- School priorities when selecting a pick-up point.

Traffic safety: school bus stops must be safe for children to get on and off. At the same time, it must comply with the parking regulations of the community and traffic authorities.

Community safety: the area of the community is safe and organized.

Road safety: roads leading to the community are good.



Typically, the school will only makes changes to bus routes / pick-up points / time schedule for the forthcoming school year.

B3c. FEES & BUS CARDS

The school bus fee is RMB 3025 per child per semester (no discounts for one-way transportation). Payable per semester or remaining months of the semester depending on availability. No refund of school bus fees. When the enrolment and the information about authorized persons is complete and accurate, the school will give each child his/ her school bus card. Children, especially new students must show their card before getting on bus.

B3d. IMPORTANT INFORMATION

The school bus services involves the following staff, bus drivers, bus monitors, morning pick-up person, after school send-off person, class teacher, and head of transportation. Newton staff brings children to their classrooms upon arrival at kindergarten and to the buses for departures in the afternoon.

Parents should do the followings to cooperate:

- Be on time, the bus will not wait for anyone who is late.
- Only authorized persons can pick up children.
- Children can only get on/ off the school bus at the address on the application.
- In case of no authorized person awaiting drop-off in the afternoon the child will be brought back to kindergarten and parents will be informed for immediate pick-up by an authorized person. Parents assume full responsibility.
- Inform the class teacher a day in advance if the child will not take school bus.
- If you wish to pick up your child from kindergarten yourself, please inform head of transportation, bus monitor or class teacher no later than 14:00 on the day.
- Every school year, bus routes and times change. Parents will receive a written notice approx. 10 days before year start and must come to kindergarten to collect child's school bus card on the day of "Meet & Greet".

B3e. SCHOOL MANAGEMENT STRUCTURE RESPONSIBILITIES

- Principal is responsible for the running and safety of the school bus services in general.
- Head of transportation: responsible for daily routines of the school bus, including arranging of routes and stops, ensuring legal and safe school bus operations. Daily transportation meetings. Observations of school bus misconducts and acceptance of parents' concerns.
- School bus driver: Assume full responsibility of vehicle and traffic safety, driving regulations, student check and roll call as well as onboard teacher.
- Bus monitor: Help school bus driver check children, ensure seatbelts are fastened and observe safety in the bus cabin.

- Pick-up staff: Bring children from buses to classes and hand-over to class teacher.
- Send-off staff: Bring children to the bus waiting area, checks with and reports to the bus monitor regarding children.
- class teacher is responsible for sign-in of students who take the bus (write down time of arrival), prepare for send-off and keep students information updated and accurate (and share with bus related persons) before 14:00.

B3f. ADDITIONAL

- Only school bus monitor and children on the name list of the school bus can take it. (strictly no parents / siblings / unrelated teachers).
- It is prohibited for drivers to change school bus routes & skip stops.
- School buses are not allowed to make any additional stops (even for gasoline). Only in the case of a cabin emergency or police instructions will the bus pull over at a safe place for a moment.
- Children will under no circumstances leave the bus at other points other than their approved drop-off.
- Children are not allowed to eat or play toys on bus
(Children are allowed to hold a soft toy and sit quietly, strictly no balloons).
- Drivers are responsible for cleaning the bus daily and return students lost items to teachers or head of transportation.
- Newton staff must be alert and ensure safety children's arrival and departure.
- If anyone wants to know more about the school bus management, please refer to "staff handbook", "school bus driver's responsibilities" and "responsibilities of school bus monitors"
- If the bus is more than 15 minutes late, the on-board staff will message parents phone to inform.
- If the bus is broken or malfunction and pick-up is not possible, parent can take a taxi to school and save the receipt, school will reimburse the cost (not applicable in case of delays related to traffic or weather).

Policies & Rules

B4. NAPTIME REGULATIONS

Naptime policy for PN, N, K1 & K2 levels.

At Newton we believe that children who have an enriched day full of new and exciting activities will benefit from taking a nap. It is a moment where they can collect their thoughts, reflect and process the day's inputs while refueling and gaining energy for the rest of the day.

Pre nursery: All children will have nap time

1. Naptime hours: 12:30 – 14:15
2. Special requirements: Teachers will gently wake up certain children at 14:00 if 1hr 45min is too long.

Nursery: Children can choose to take nap or rest.

A. For those who take nap:

1. Naptime hours: 12:30-14:00
2. Special requirements: Teachers will gently wake up certain children at 13:30 if 1hr 30min is too long.

B. For those who take a rest:

1. Rest hours: 12:30-13:15
2. Rest arrangement: Quiet and peaceful break. The children will rest for 45 minutes.

K1: Children can choose to nap or to have playtime.

A. For those who take nap:

1. Naptime hours: 12:30-14:00
2. Special requirements: Teachers will gently wake up certain children at 13:30 if 1hr 30min is too long.

B. For those who play: Children will play indoors or outdoors under teachers' supervision.

K2: There are no nap or rest arrangements for the children.



This notice is also pasted in your child's communication book and you are required to make a choice upon enrolment.!

Policies & Rules

B5. ASSUMED ACKNOWLEDGEMENT

Parents or guardians must read and comply with communication book notices.

To streamline the management of school functions and to give your child's teachers more time with their students, we kindly ask all parents to adhere to the following policies, as well as policies found on www.internewton.com/hxi/ (Hui Xin Branch, information section).

- Parents are responsible for reading and complying with all written notices as posted in the communication book,
- In the event of "no reply" or "late reply" we will assume that parents fully understand the notices and respect the school's arrangements.
- Notices and school communication will be written in English only. If you are not able to read the notices or do not have the option of getting them translated, you can kindly ask your child's home-teacher to give you a call to have them explain.
- For complaints or expression of concern, please call the school management directly.
- In the event of a parents reluctance to comply with the school policies, notices or arrangements. Newton Kindergarten reserves the right for final judgment in the matter.



This notice is pasted in your child's communication book and you are required to sign it upon enrolment.

Thank you for your cooperation,

Newton Kindergarten

Effective from August 14th, 2013 at Bayside & Hui Xin campus'.

Policies & Rules

B6. HEALTH & MEDICATION POLICY

Administering of medicine at Newton Kindergartens (Revised on August 14th, 2013).

As an institution with a large group of children, we assume the responsibility of keeping control of health and hygiene matters, in order to avoid any childhood illness' or infectious diseases to spread. Our in-school nurse is on duty at arrival hours at the main entrance to check if anyone is showing symptoms of illness. However, we require parents to take notice of the policies listed below.

- If your child is allergic to any food, medicine etc. parents are required to fill out the suitable forms in the enrolment papers.
- Any child exhibiting symptoms of a communicable disease is not allowed to attend the program until recovering. Symptoms such as fever, vomiting, diarrhea, cold, measles, mumps, chicken pox, unusually dark urine and/or grey or white stool. A sick child should be allowed to recover fully after an illness so that other children in the group do not risk exposure and so that the child is able to fully participate in school activities.
- Parents must use the school's "Medicine Administering Form" to write in the communication book every time they want the school nurse to administer medicine to your child (It is attached to your child's communication book already).
- The instruction of **dosage** and **time of administering** must be **clearly** stated.
- Both **child's name** and the **medicine's name** must be written on the medication package itself.
- MAKE SURE the school's "Medicine Administering Form" is included in your child's communication book, if not, inform your child's class-teacher ASAP.
- If the instructions above are not observed the nurse WILL NOT administer the medicine to your child.
- Only our in-school nurse is allowed to administer medicine.
- The school nurse might request a doctor's note in order to administer medicine in the future.
- In case of an emergency, we will provide necessary first aid and parents will be notified immediately. If we cannot reach the parents and the situation is serious, the child will be transported to the nearest hospital by the staff at Newton. Parents are responsible for covering all costs involved.



IMPORTANT: Following any serious illness, the child is required to bring a "clearance letter" from a doctor to be able to return to school.

Additional Information

C1. AQI, EXERCISE & OUTDOOR PLAY

Including morning exercise, play-time & air pollution arrangements.

Teachers strive to use the outdoor facilities whenever weather permits it. After longer periods of rain, cold or excessive heat where students have stayed confined to the climate controlled classrooms, it is important for teachers to use every chance available to include outdoor activities and outdoor play in the daily schedule.

The students need fresh air and open space to burn energy as well as a change in environment. The sun provides a vital source of Vitamin D that helps children develop strong bones, avoid future heart conditions and high blood pressure. All teachers should use their common sense and on days with intense sun it is required that students wear sunscreen. Sunburn and excessive thirst are problems from active outdoor play during temperatures 35 °C and upwards. Avoid outside play between 11:00 - 15:00 on days with intense sun and heat. Both the humidity and wind-chill can be uncomfortable in Suzhou at winter time, which is why we recommend teachers to keep children inside when the outside temperature is less than 5 °C.

Teachers will inform parents to bring suitable, season appropriate clothes for their child and be advised on the schools policy on outdoor play, "*We strive to include outdoor activities and play, whenever weather permits*".

GENERAL GUIDELINES:

Morning exercise will be held outside, **unless it is colder than 5 °C or hotter than 35 °C**. If it rains excessively or snows, the campus nurse will advise teachers about the days arrangements. Furthermore, it is the campus' nurse who is responsible of informing classes twice daily about the air quality levels AQI and implement a 4 level standard.

AQI: < 100 Normal play outside

Doors & windows can be opened.

AQI: 100 - 150 Normal play outside,

Doors & windows closed & air-purifiers on in the classes.

AQI: 150 - 200 Limited play outside,

Doors & windows closed & air-purifiers on in the classes.

AQI: > 200 Canceled play outside,

Doors & windows closed & air-purifiers on in the classes.

Additional Information

C2. PICK-UP & PARKING

Parking at Newton Hui Xin campus is **only permitted** on the road outside the campus, **for durations of 5-10 minutes** during drop-off and pick-up hours from 8:00 - 9:30 in the morning and 15:30 - 16:30 in the afternoon.

The general rules of traffic safety must be followed, when parking outside the kindergarten. Do not park on the zebra crossing or in front of the gates at the school bus drive-in. At all times, please keep in mind that we are a kindergarten and safety is our main concern, both inside and outside the kindergarten. If you arrive by means of taxi, it should park outside the Kindergarten premise. **Teachers cannot bring children to the gate on your request.**

The main gates will be closed and locked during the day for security reasons, if you plan to pick up your child outside the regular hours, please inform us in advance. If parents for some reason will arrive later than usual, please call Newton and leave a message for the child's class teachers. Should anyone other than the child's parents pick up a child, prior notification, parental approval and proof of ID are required for us to release your child to an authorized person. Please be sure to fill out your child's enlistment papers to include other authorized persons and a copy of their ID.

C3. STUDENT CONTACT INFO

When a parent fill out their child's enrolment papers it is imperative to list several phone contacts, home phone number, fathers and mothers cell phone and an emergency contact as well. In case of a sick child, accidents or late pick-up we need to be able to get through to an authorized person of the child immediately. If for some reason you will not be available, please inform us in advance and leave a phone number where you can be reached.

C4. URGENT SCHOOL UPDATES

Urgent updates will be posted both on our website www.internewton.com/hxj under the update section. In case of unforeseen emergency shutdown of school services where we cannot inform a day in advance by way of the communication book. The classroom teachers will give parents a call or send a text message to your mobile phone (please confirm when received).

However, In case of emergency weather conditions it is the parents responsibility to keep aware of the developing weather situation and stay informed about school's arrangement on own initiative via. our website. As a kindergarten we receive guidelines in regards to hurricane warnings and blizzards from the traffic and educational bureau of Suzhou, whenever a mandatory shutdown of school/ bus services is required.

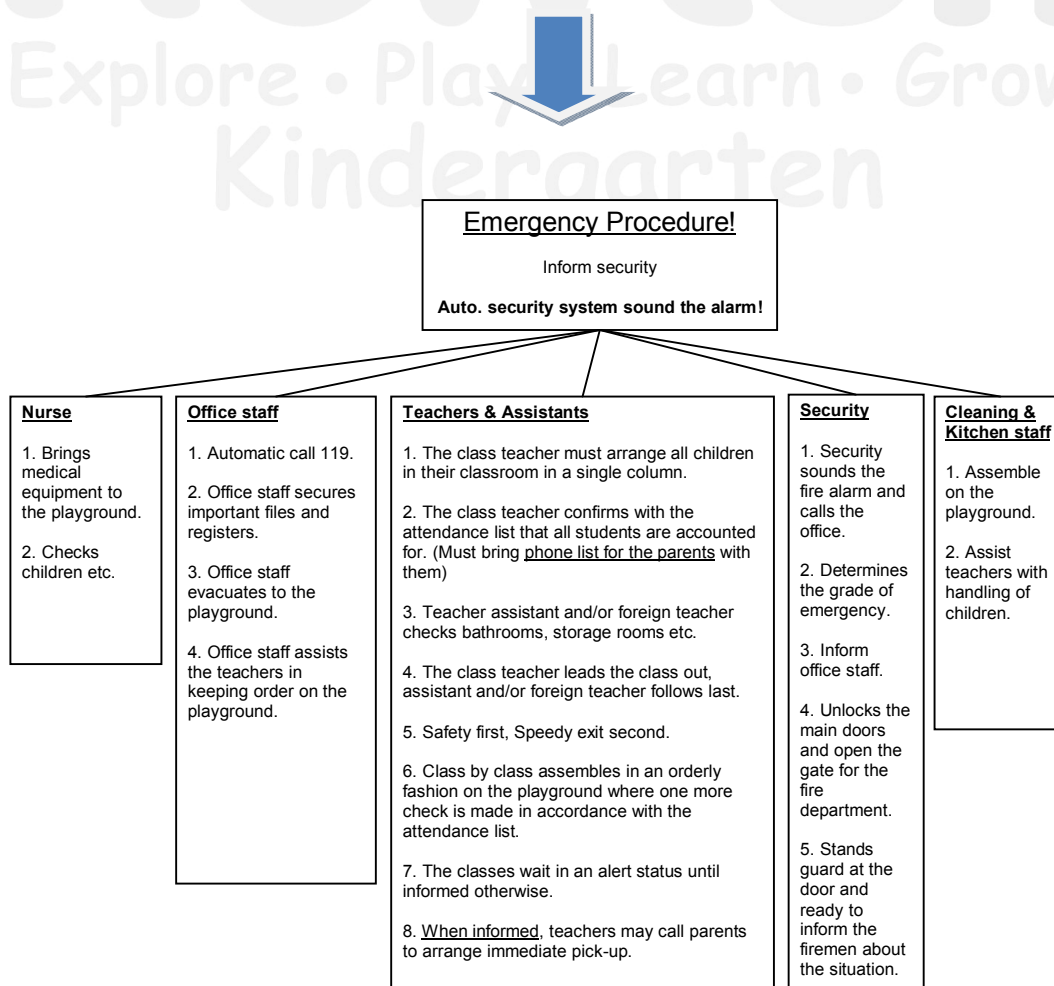
Financial refunds or loss of lessons in connection with any unavoidable emergency shut-down are not the responsibilities of Newton kindergarten.

Additional Information

C5. EVACUATION PROCEDURES

The campus conduct regular fire and emergency drills, both scheduled and non announced to ensure that our staff and children's readiness / awareness of evacuation procedures are maintained. Usually a notice will be posted in the child's communication book regarding any upcoming drill. We know that children are sensitive to the hectic environment and sound of the alarm when an evacuation is in progress and by giving notice we expect parents to take extra care of questions your child might possible have prior to or following a fire drill.

Please understand that some drills will not be announced, in order for the management to get a clear understanding of the awareness and readiness of campus staff and the actual efficiency of the implemented evacuation protocols in a "real" situation. Parents are advised to explain the importance of these drills and prepare your child upon registering at Newton!



Teachers at Newton have all received first aid training and continue on a yearly basis to refresh or further expand upon their first aid knowledge through lessons and exercises.

In case of an emergency situation during drop off or pick up hours, parents are advised to act in accordance with our guidelines listed below.

- Do NOT assume it is a drill if you hear the fire alarm.

- If the fire alarm sounds as you drop off your child, but your child has not yet been signed in.

Proceed in an orderly fashion to the evacuation site at our main playground, stay with your child until the source of the emergency has been determined and the “all clear” signal is given.

- If the fire alarm sounds while you are in your child's classroom or with the class.

You are advised to follow your child's teacher and class outside to the evacuation site at the main playground and remain with your child until the source has been determined and the “all clear” signal is given.

- If the fire alarm sounds after you signed your child out, but are still in the kindergarten premises.

You are responsible for your child and your own safety. Please proceed to the main entry and exit the building. However, in the case of a real fire, should the gate or corridors leading to the exit be damaged or inaccessible, please follow the kindergartens evacuation procedures and proceed to the main playground for further assistance by our trained staff.



FOR EVACUATION ROUTES: Refer to APPENDIX AT END.

Additional Information

C6. SCHOOL MEALS

The school serves a nutritious light **breakfast after morning exercise at 9:10. Lunch at noon 11:30** and **afternoon snack after nap time or playtime at 14:30**. The meals are approved by the campus nurse (who is also the nutritionist) together with the chefs and posted online one month at a time.

A Hui Xin campus specialty is home-made pastries, buns, cookies and hearty cakes, which are indicated on the monthly menus with "green ribbons". All meals are optional, which means that families who wish to prepare own food from home are welcome to do so as well.

C7. STUDENT PHOTOGRAPHS

As a parent you will receive class-photos on USB, as well as holiday cards and videos featuring Newton. Furthermore, photographs or film of students attending the program may appear in school materials, brochures, official websites, advertisements or press releases. Parents who object to having their child appear in any or all media must notify the school in writing at the time of application.

C8. MISCELLANEOUS

Thank you for taking the time to read through the parent handbook. Your suggestions for improvements are warmly welcomed. You can contact the Hui Xin campus principal, Mr. Anders S Christensen via email anders@internewton.com or schedule an appointment in person should you wish to share your advice and recommendations. The rest of the parent handbook will introduce the special ecological waste management and garden standards at campus, as well as rules and regulations for the pool, descriptions of events and function rooms as well and most importantly illustrate every 1st, 2nd and 3rd floor class-rooms evacuation routes.

ECO / EDUCATIONAL WASTE MANAGEMENT

Goal:

- 1) For children to understand that waste is bad for our earth.
 - Do not waste food (try to finish your serving)
 - For children to reduce waste and reuse packaging when doing artworks.
 - Teacher use practical examples when doing school artwork and encourage eco-friendliness use of paper materials.
- 2) Sorting waste
 - Children learn to sort waste in order of paper, plastic & metals in the class.
 - Set-up a "recycling" area in the class, where children can re-use paper and dispose of plastic bottles/metal cans.
 - Bring recyclables from the class-room to the "Recycling Center" on a regular basis together with children.
- 3) Composting of biodegradable waste (left-overs).
 - Teacher shows examples of biodegradable and non-degradable items.
 - Children learn to sort biological waste.
 - Teacher and students will use the Biolan crowns and composters on a weekly basis.

How to use the composting centers at Newton Kindergartens:

(Class posters, Biolan Waste crown's & Biolan composter)

- Each class has a Biolan waste crown and complementing poster of compostables and non-compostables.
- Composting should be explored as an educational principle, quantity is not relevant, however education is.
- Use the crown often, 1-2 times per week or more is required for children to get the habit (*but make small deposits*).
- Follow below "hands-on-instructions" when composting.

Step-by-step Biolan composting		Compostables	Non-compostables
<ul style="list-style-type: none">- Place Biolan crown & poster near the trash-bin/wash area for convenience.- Use the Biolan poster as inspiration for “composting” lessons for children before you start to use the crowns.- Show “real-life” samples of what is degradable. Consider to make a science experiment, by burying a mesh-bag full of both degradable/non-degradable to dig up later for observation.- Insert a full newspaper page into the crown as a container.- Children use noon/afternoon compostable waste in limited portions to put in the newspaper inside the crown container (1-2 days per week)- Crush any parts larger than ping pong balls.- In the afternoon teacher will wrap the newspaper and together with children bring it to the composting center (Chinese/foreign teachers take turns).- When you dump the waste in the composting bin, you should add 1/4th of “bedding materials” (wood-chips) on top to help the composting process.- It takes approx. 3 months before the organic cycle has turned the waste into compost.	1*	Dried leaves, branches, grass, fruits and vegetables	Plastic and metal cans, wrappings, bags, glass, stones, alcohol, beverages, oil products.
	2*	Bread, crackers, rice, spaghetti.	
	3*	Meat, fish, eggs	
	* You can add larger quantities from category 1, but less from 2 and 3.		

ECO / EDUCATIONAL GARDENING

Goal:

1) For children to appreciate things that grows.

- To observe, visualize and record changes in nature, colors, shapes, sizes & transformations.
- To understand that growing fruits/vegetables takes effort and is not just something “machine-made” we just buy in the shop.
- To appreciate the richness of nature and its seasons and climates.

2) For children to grow things on their own.

- Children plant seedlings in cups/trays with the help of teachers.
- Children help prepare garden beds, clean the garden environment and maintain their own “mini garden” with teacher.
- Children/teachers use the garden beds by following below guide.

How to use the Biolan Garden Beds at Newton Kindergartens:

(Prepare, Sow, Maintain & Harvest)

- Each bed has it's own sub irrigation system and consists of water-linings with Biolan soil and substrates.
- The garden is a joint teacher responsibility and should always be clean and presentable.
- Observation is science. Let children observe, visualize and record the progress/change of growth..
- Follow below instructions in how to use the garden (*Spring season, Autumn season will be mostly observation based*).

Garden-cycle	Teacher	Student
1) Preparation	<ul style="list-style-type: none"> - Pick appropriate seeds and carefully research online its ideal sowing season. - Teach student's about “how to plant” under 2) and prepare the beds. - “Optimize use” with strings or dividers. 	<ul style="list-style-type: none"> - Help to remove leaves, weeds etc. - Turn the soil with spades. - Level the soil with rakes or similar.
2) Sowing	<ul style="list-style-type: none"> - Water the bed in advance to make the soil wet. - Instruct children in “seed spacing” and use lines to plant organized. - Consider to sow/transfer seedlings. - Seeds should be sown in a depth equal 5 times its seed diameter. 	<ul style="list-style-type: none"> - Children find their area and are given seeds. - Use fingers or tools to make lines/holes. - Input seed or seedling (not too deep) - Water first and last. - Put name-tag on area.
3) Maintenance	<ul style="list-style-type: none"> - Teacher in charge should check the garden daily. - Water or substitute non-growing seeds. - Make weekly activities in the garden 	<ul style="list-style-type: none"> - Must water plants weekly. - Must observe plants growth and keep record (incl. weather, sun, rain, wind etc.). - Clean beds by removing weeds and leaves.
4) Harvesting	<ul style="list-style-type: none"> - Recall plants growing cycle and the children's work in class (prep, sowing, maintenance & harvesting) (seed, soil, water, sun, roots, leaves etc.) - Talk about the use of fruit/vegetable/flowers and prepare samples for children. - Harvest should be a “ceremony” of sorts... The fruits of hard labor! ☺ - Send home with recipe's for parents if possible (prepare bags in advance). 	<ul style="list-style-type: none"> - Organize and take photos ☺ - Children follow teacher in “how to” harvest. - Pick / dig / cut / shake / clean etc. - Handle with care. - Test/sample/taste in the class if appropriate.



COMPOST GARDEN

有机分解式花圃园

Students are taught to reduce, reuse and recycle materials in class. From K1 & K2 levels, children will learn about composting by bringing small deposits of left-over organic waste to the compost garden.

ECO-FRIENDLY RESPONSIBILITIES

1) Waste is bad for our precious earth.

- Do not waste food (try to finish your serving).
- Reduce waste and reuse materials for artworks.
- Use paper efficiently.

2) Sort waste daily

- Divide paper, plastic & metals/glass.
- Recycle packaging materials in class.

3) Compost organic waste (left-overs).

- Identify what is organic waste.
- Sort organic waste in class.
- Bring left-overs to the composter on a weekly basis.



POOL RULES

1. Use is restricted to ONLY members of the Newton swimming club. (no non-registered guests allowed).
2. Members and families thereof shall use the pool AT THEIR OWN RISK (must sign responsibility waiver upon application).
3. All children must be accompanied by a responsible adult over the age of 18.
4. No diving, running, pushing, foul language, or general rough play. Please keep conduct in a manner suitable for a family environment.
5. No food or glass containers on the pool deck.
6. Strictly no smoking on the premises.
7. Appropriate swimming apparel only.
8. Report any incident or unsafe conditions to management.


OPENING HOURS:

Mon-Fri 16:30-21:00, Sat-Sun 10:00-14:00.

EMERGENCIES: CALL 119.



Newton Hui Xin Campus, Qi Xin St. 61.

 #1: 65075122 #2: 65075125 Contact: swimming@internewton.com

POOL HYGIENE


Pool hygiene is important so sickness and disease are not spread to you or others.

OBEY THESE RULES:

1. Change to slippers before entering the facility.
2. Keep the fabric screen between pool entrance and hallway closed while you change shoes.
3. Shower before entering the pool.
4. Wear appropriate swimming apparel and cap.
5. Do not pee or defecate in pool.
6. Do not spit in water.
7. Do not enter pool if you have open sores, cuts, an infection or communicable sickness.
8. Do not enter pool if you have diarrhea.
9. Swim diapers must be worn on all toddlers.
10. No food or animals allowed inside.



Newton Hui Xin Campus, Qi Xin St. 61.

 #1: 65075122 #2: 65075125 Contact: swimming@internewton.com

SWIMMING LESSONS

Students of Newton Kindergarten who take swimming lessons, will be monitored by a pool assistant while swimming coach instruct children.

SWIMMING IS FUN! BEING ABLE TO SWIM IS ALSO A SAFETY SKILL!

1. Class teacher will educate about "Water Safety".
2. Self-help skills, such as "changing clothes" is introduced by class teachers and enforced by pool assistants and coach.
3. Swimming coach will educate all children in their classes about "hygiene" and "pool rules" in advance.
4. First lesson is a thorough guide of the pool area, with follow-up of above points 1,2 & 3 as well as basic in-water awareness.
5. All swimming lessons will start with warm-up and include english keywords.





BICYCLING # 1

骑自行车

PHYSICS, EQUIPMENT & SAFETY GEAR

Students are taught about the bicycle, the physics behind it's motion, it's equipment and features as well as how to wear proper safety gear to protect yourself from accidents.

1) Physics (How does a bicycle work?).

- Rotation & momentum.
- Balance & gravity.
- Transfer of energy input to motion output.
- Steering & friction breaks.

2) Equipment (What is a bicycle?).

- Tires, threading & spokes.
- Metal frame, saddle, pedals.
- Gears & chains.
- Handbreaks & breakpads.

3) Safety Gear (How to dress & what to wear)

- Hard helmet (buckled)
- Comfortable and well fitted shoes (mind shoelaces).
- Non-constrictive clothes.



BICYCLING # 2

骑自行车

TRAFFIC & DIRECTIONS

Whether you ride a bicycle on the road, in the forest or on the track at school there are important rules one must follow to be a safe rider.

1) Traffic (Know your surroundings).

- Know your place on the road.
- Be aware of obstacles & other moving vehicles.
- Be cautious at turns and when approaching riders.
- Always follow "right of way".
- Traffic Lights: Green means Go!, Red means Stop!, Orange means ready!.
- Road Signs: Stop!, Be cautious!, Drive slowly!, Steep climb!, Slippery surface! etc.
- Follow the forward direction of traffic.

2) Directions (Know where you are going).

- Left, right, forward, back-up, turn-around.
- North, South, East & West.
- Straight, sideways.
- Follow an illustrated travel route (a map).



BICYCLING # 3

骑自行车

AWARENESS PHOTOS

Safety comes first! Teachers will be observing and set proper rules for safety while students use the bicycles. Limit the number of students on the track and always remind students about the safety rules, visualized by Newton students photos below.



- Keep order & find your size bicycle.



- Always wear a buckled hard helmet.



- Front & back handbrakes.



- Comfortable clothes & fitting shoes.



- Friction wheel breaks.



- Be cautious to fellow riders.

FESTIVAL OF COLORS!

Throughout “The Festival of Colors!” theme weeks at Newton, Hui Xin campus we wish to highlight the unique and diverse student body by inviting parents of different countries, or those who have travelled to other countries, to come in and share traditions and experiences with the class-room.

As children grow, their world expands and they become aware of both similarities and differences between people, their countries, cultures and the customs we experience as we travel to exciting foreign lands for our holidays.

Your children might already have friends from other countries and will undoubtedly build friendships across borders as they continue to grow into citizens of this big and beautiful world, which is full of colors!

Flags of Member Countries of the United Nations (2006)

How many world flags can you recognize? Where are you from? Where are your friends from?



HELP WHERE HELP IS NEEDED MOST!

The “Newton Charity Fund” accumulates donations from individuals and companies in order to help where help is needed most! In the past the Newton charities have donated to the Sichuan Earthquake victims, Japanese Red Cross – Tsunami Relief Effort and UNICEF as well as helping several children from the Suzhou orphanages that needed medical attention or surgery.

The Charity fund will respond to donation requests by families in need as well as actively cooperate with the Suzhou hospitals, orphanages and school's for children of migrant workers providing a much needed helping hand.

Full transparency. A Volunteer committee of Newton parent trustee's must sign-off on all charitable expenses and donations. Parents who wish to be part of the volunteer group are welcome to contact Hui Xin principal, Mr. Anders on anders@internewton.com.

Donation of funds. Towards children's medical procedures, migrant families, orphanages or the donation of educational material to children of families with lesser means residing in Jiangsu province.

Documentation of donations. All charitable causes and donations will feature an update on the Hui Xin campus website, information section -> Newton Charity Fund (www.internewton.com/hxj/en) including articles as the funds are distributed throughout the year.





H.C. Andersen's Library

(Inaugurated on Sept. 19th, 2014)

安徒生图书馆

On September 19th, 2014 the library was inaugurated by Mr. Nicolai Prytz, consular general & Ms. Meeja Noergaard, vice-consul of the Royal Danish Consulate in Shanghai.

Celebrating the fantastic fairytales by the famed Danish writer Hans Christian Andersen and featuring books and artwork donated by the H.C. Andersen museum in Odense, as well as a centuries old top hat, donated by Newton's friendship school in Denmark, the library is dedicated to the art of story-telling.

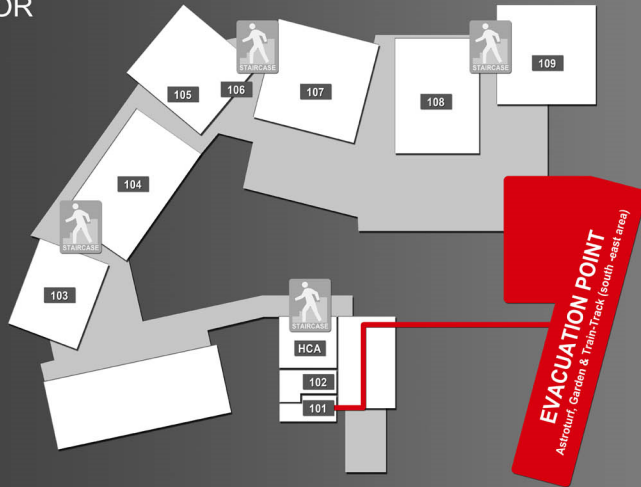


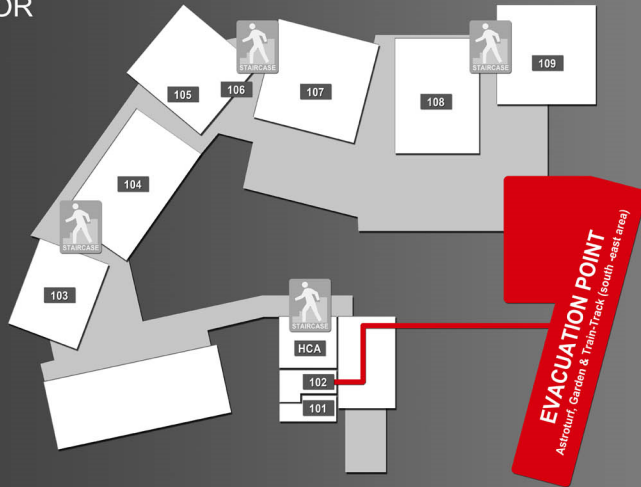
Parent Handbook

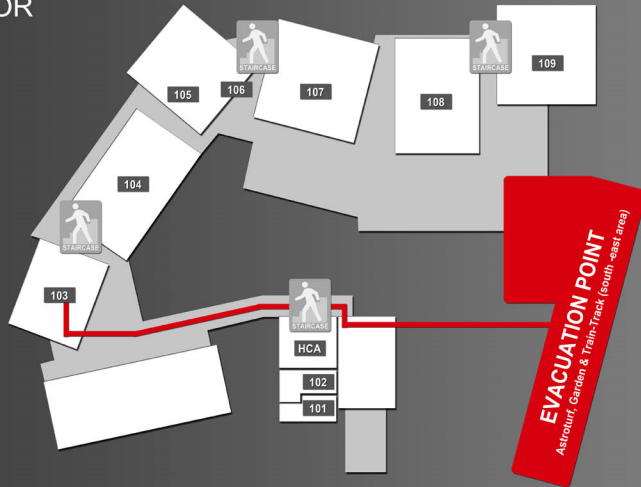
EVACUATION ROUTES

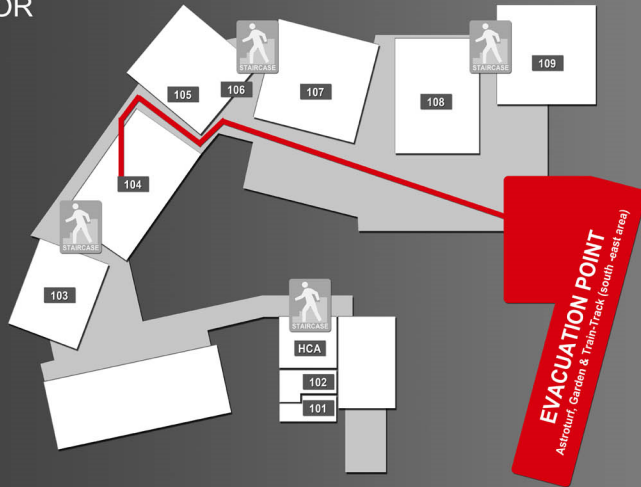
Please take a moment to study the evacuation routes for your child's class-room. Several times per year, classes will practice their readiness skills as we do emergency drills, where teachers must guide students on their specific staircases to the meeting point on the east side of the playground, on the "train track".

NO.	TITLE	PAGE
C8.	EVACUATION ROUTE APPENDIX	
1st Floor	101 Security Guards Office	37
1st Floor	102 Nurse Station	38
1st Floor	103 Teacher's Resource Room	39
1st Floor	104 Class-room	40
1st Floor	105 Management Office	41
1st Floor	106 Accountants Office	42
1st Floor	107 Class-room	43
1st Floor	108 Class-room	44
1st Floor	109 Class-room	45
1st Floor	H. C. Andersen's Library	46
2nd Floor	201 Gym-room	47
2nd Floor	202 Class-room	48
2nd Floor	203 Class-room	49
2nd Floor	204 LEGO room	50
2nd Floor	205 Class-room	51
2nd Floor	206 Class-room	52
2nd Floor	207 Class-room	53
2nd Floor	208 Class-room	54
2nd Floor	209 Class-room	55
3rd Floor	301 Gym-room	56
3rd Floor	302 Class-room	57
3rd Floor	303 Class-room	58
3rd Floor	304 PIANO room	59
3rd Floor	305 Class-room	60
3rd Floor	306 Class-room	61
3rd Floor	307 Class-room	62
3rd Floor	308 Class-room	63
3rd Floor	309 Class-room	64

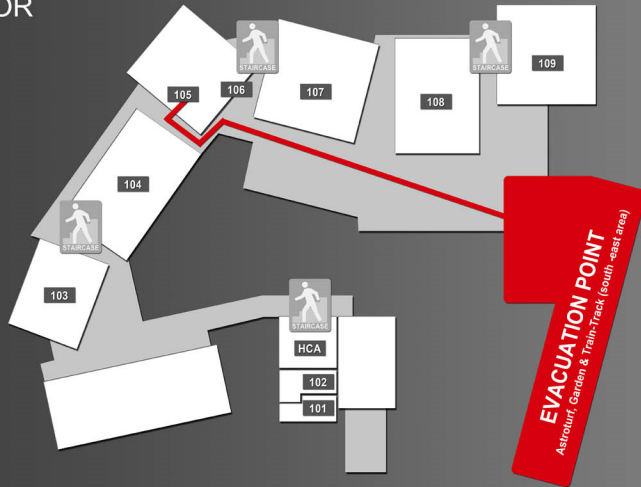
1ST FLOOR

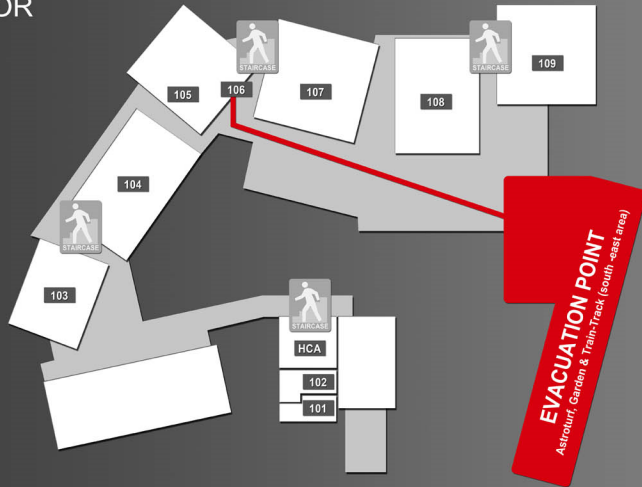
1ST FLOOR

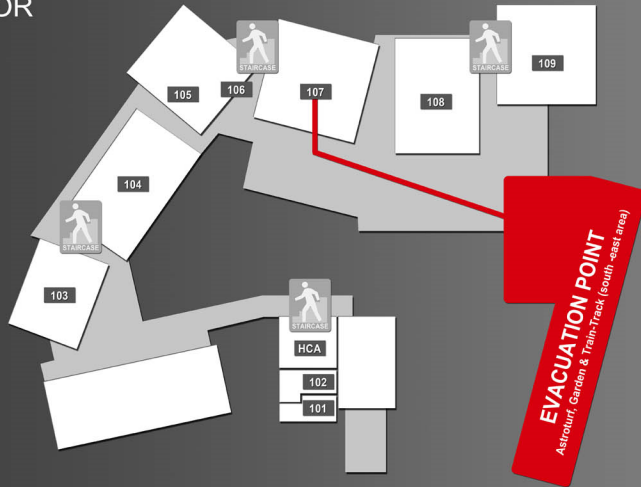
1ST FLOOR

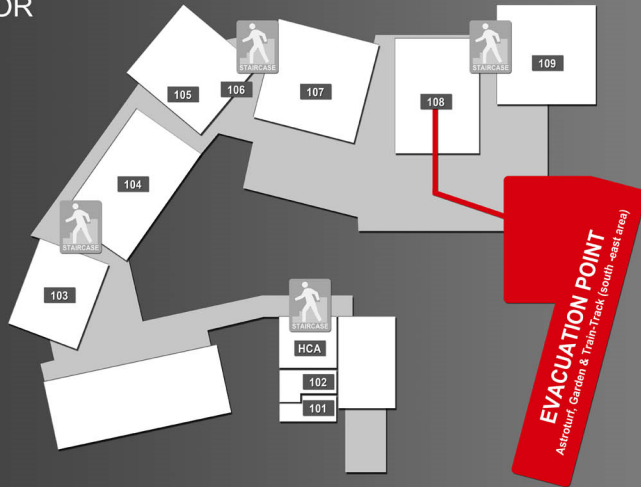
1ST FLOOR

1ST FLOOR

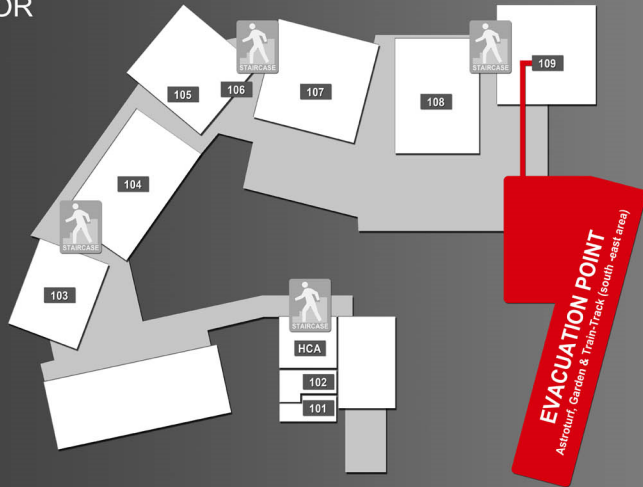


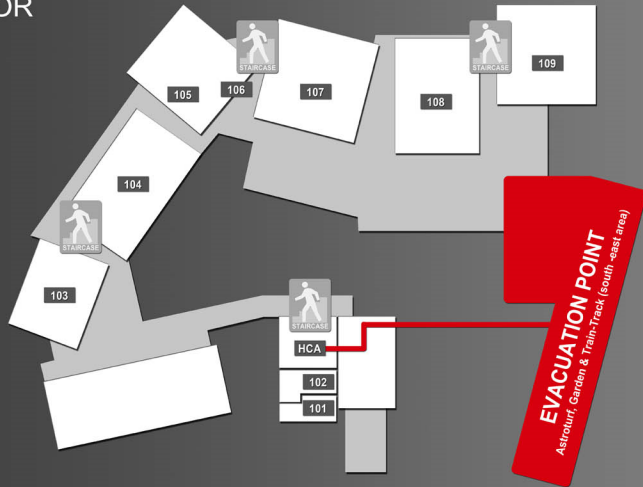
1ST FLOOR

1ST FLOOR

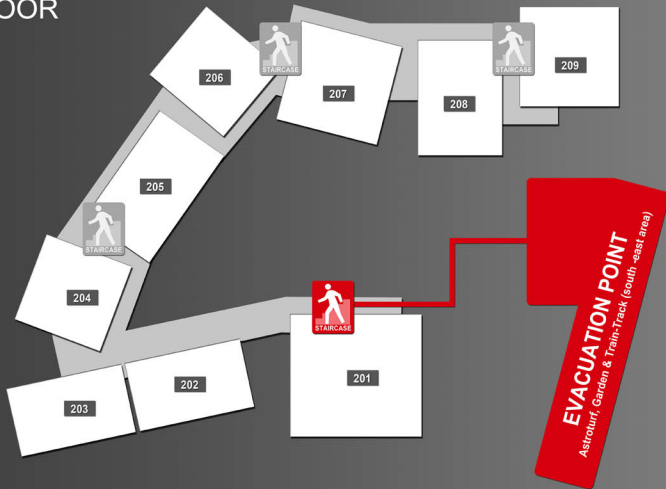
1ST FLOOR

1ST FLOOR

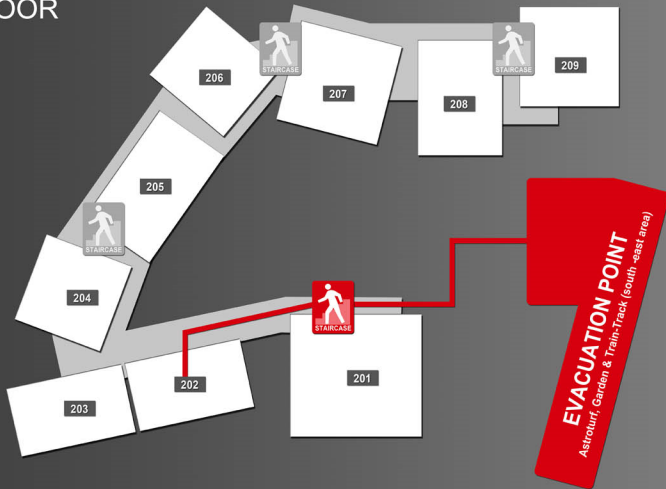


1ST FLOOR

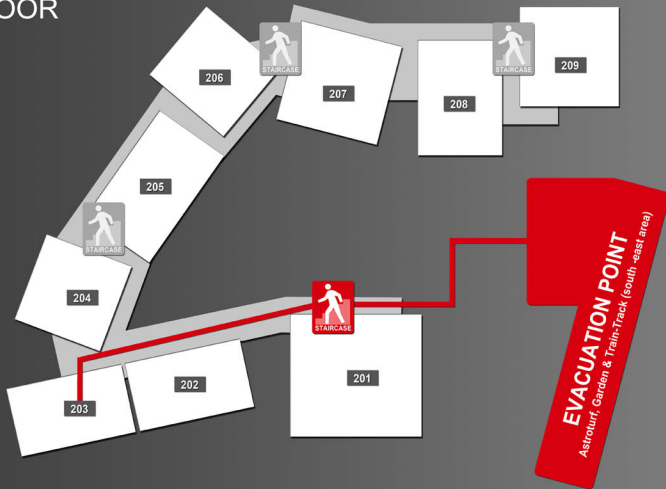
2ND FLOOR



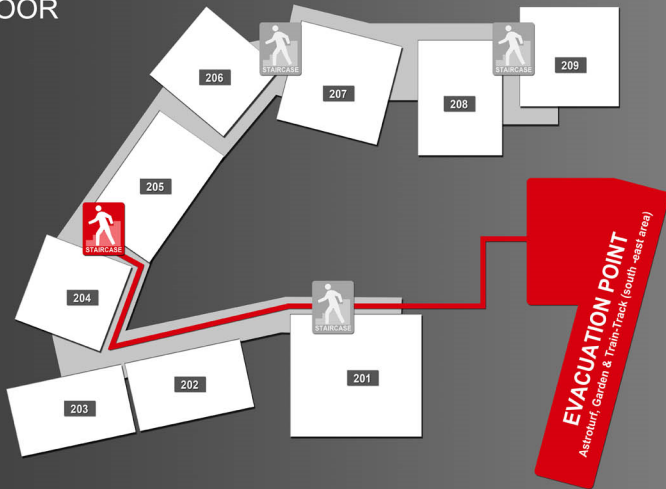
2ND FLOOR



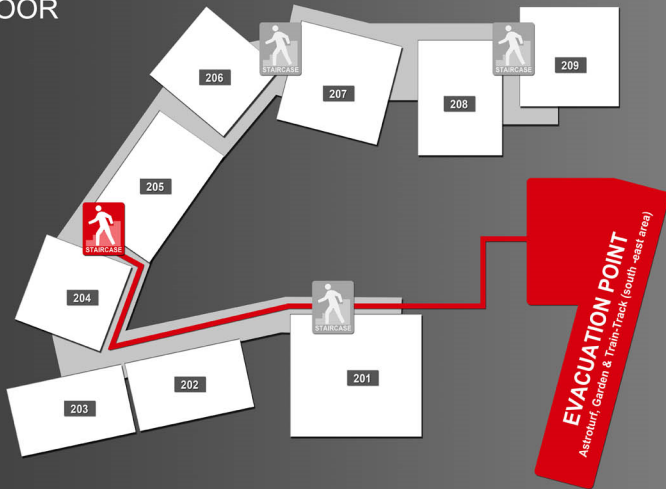
2ND FLOOR



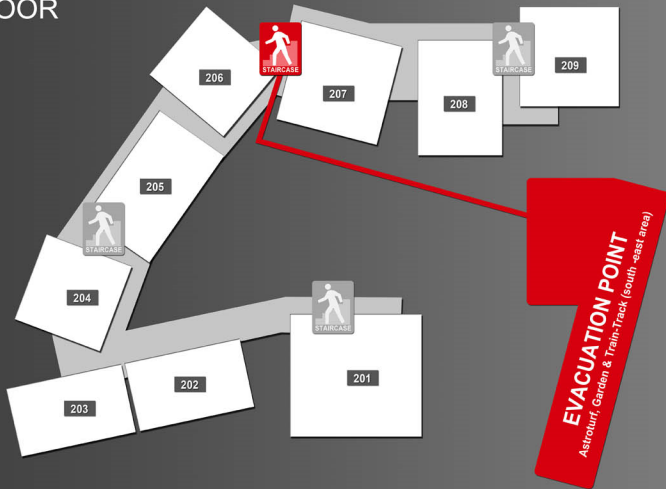
2ND FLOOR



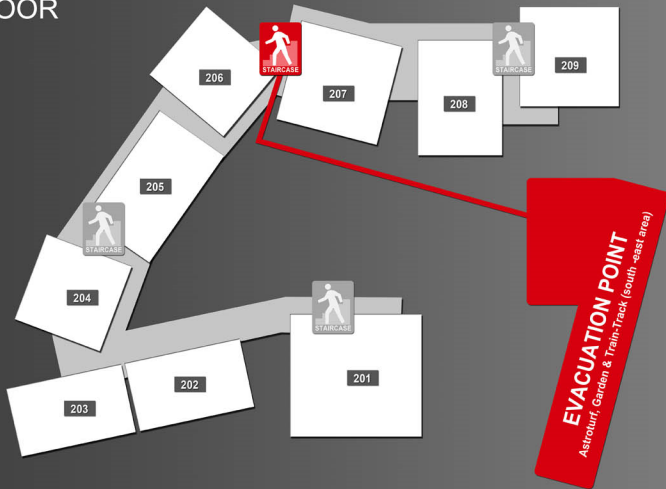
2ND FLOOR



2ND FLOOR



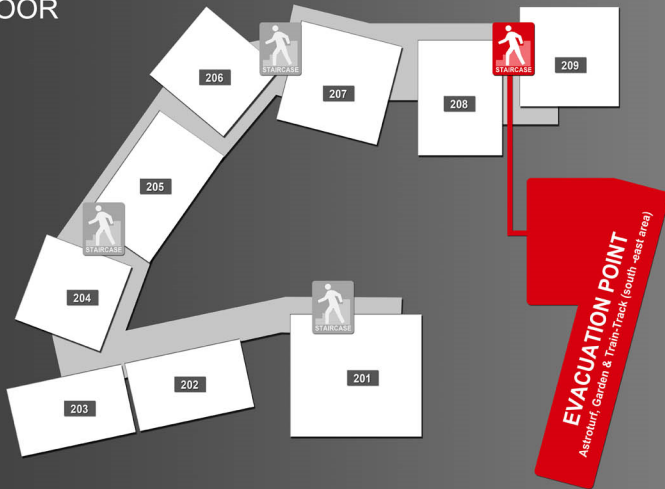
2ND FLOOR

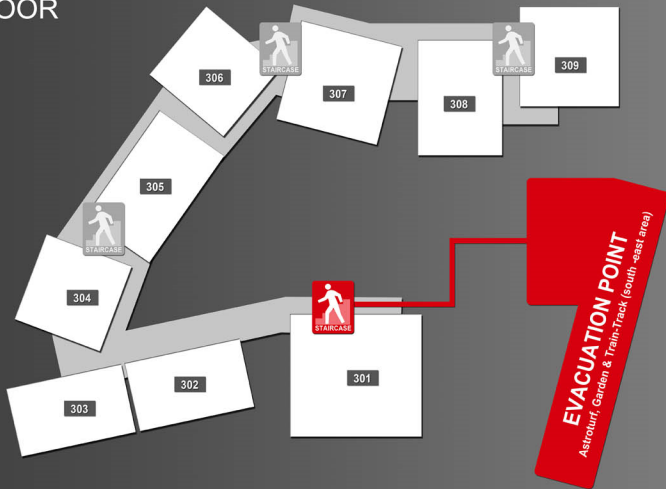


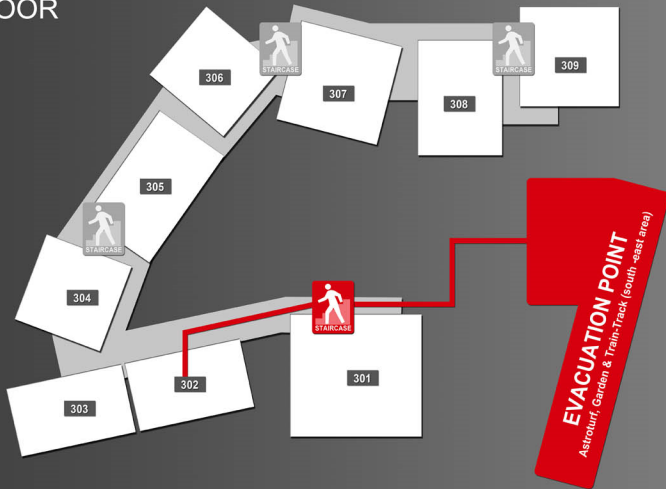
2ND FLOOR



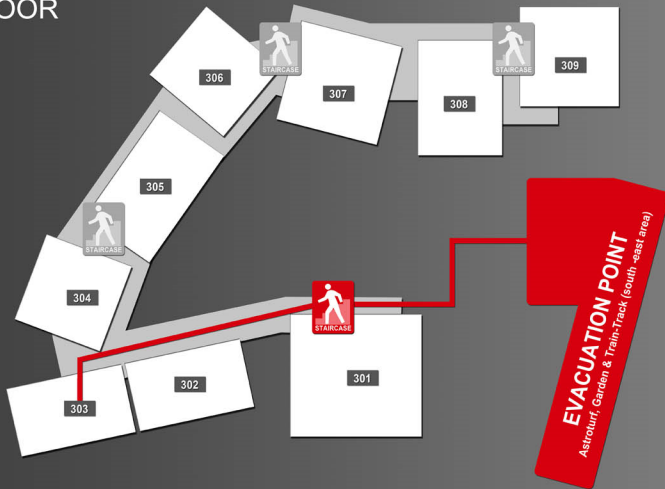
2ND FLOOR

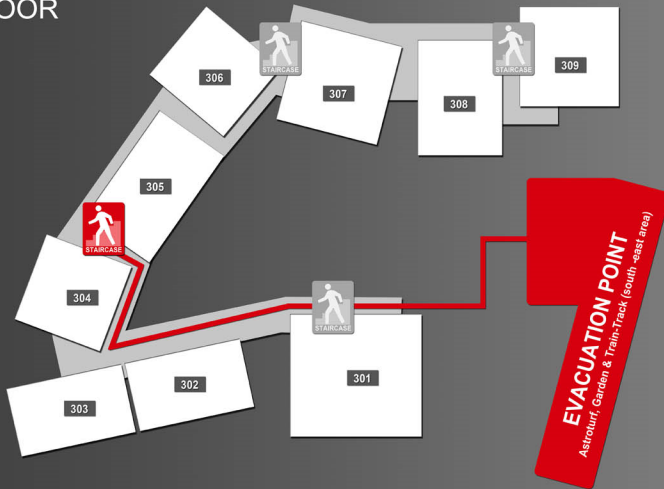


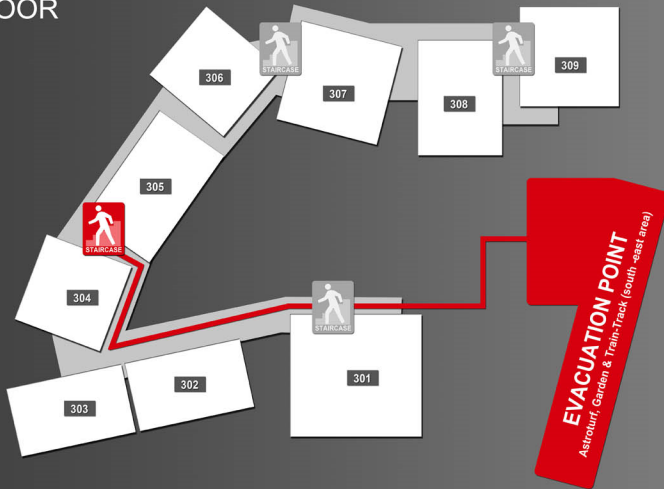
3RD FLOOR

3RD FLOOR

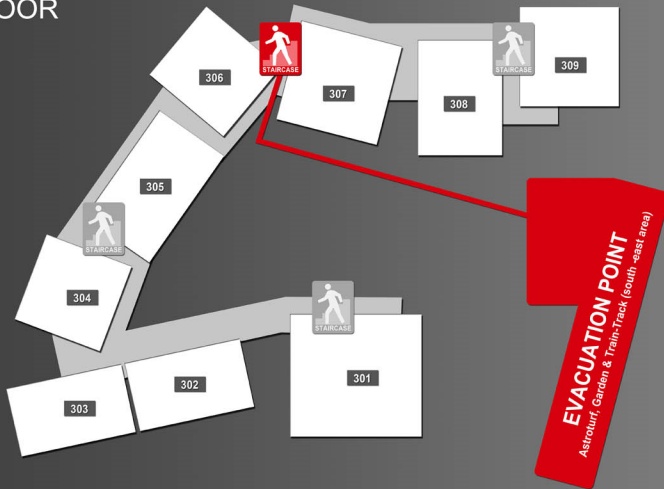
3RD FLOOR

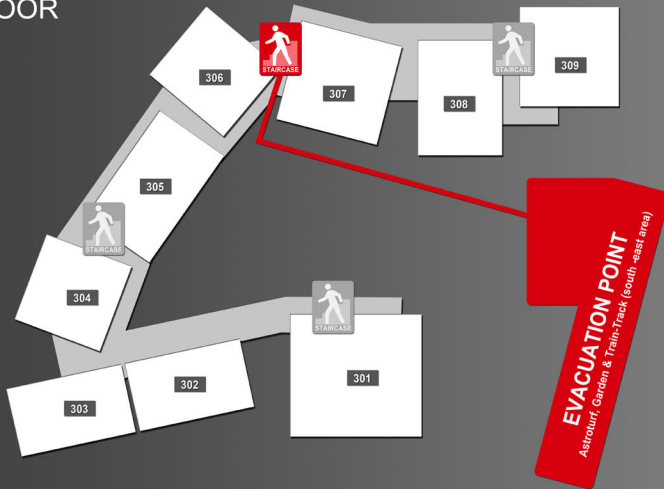


3RD FLOOR

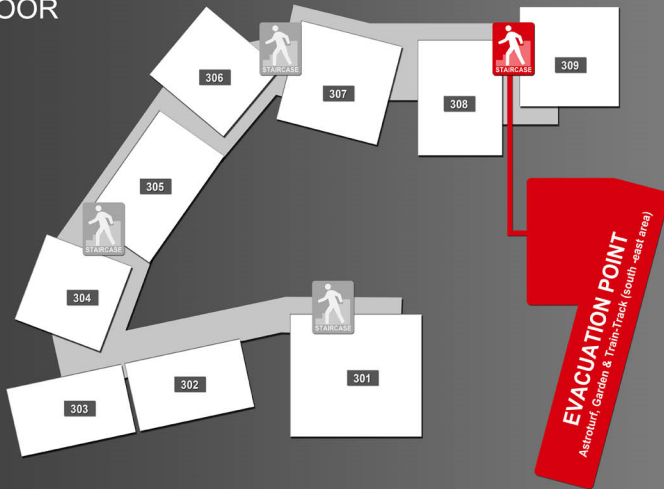
3RD FLOOR

3RD FLOOR



3RD FLOOR

3RD FLOOR



3RD FLOOR

**Suzhou Newton Huixin Kindergarten**

Add: Qixin St. 61#, SIP, Suzhou, Jiangsu, PRC. Tel: 0512-65075122 65075125

苏州工业园区新纽顿会心幼儿园

地址: 苏州工业园区齐心街61号 电话: 0512-65075122 65075125

Suzhou Newton Bayside Kindergarten

Add: Bayside Garden, Linglong St. 1#, SIP, Suzhou, Jiangsu, PRC. Tel: 0512-62550855 62550875

苏州工业园区新纽顿玲珑湾幼儿园

地址: 苏州工业园区玲珑街1号玲珑湾花园内 电话: 0512-62550855 62550875

Suzhou Newton Shangjun Kindergarten

Add: Tingyou St. 89#, SIP, Suzhou, Jiangsu, PRC. Tel: 0512-62370320 62370322

苏州工业园区唯亭新纽顿上郡幼儿园

地址: 苏州工业园区唯亭街道亭友街89号 电话: 0512-62370320 62370322

Zhangjiagang Newton Kindergarten

Add: Xihuyuan Road 111#, Zhangjiagang, Suzhou, Jiangsu, PRC. Tel: 0512-58989992 58989993

张家港新纽顿幼儿园

地址: 苏州张家港市西湖苑路111号 电话: 0512-58989992 58989993