

## 致 家 长

尊敬的家长们

你们好！

非常高兴您的孩子成为了新纽顿的一员，本手册将帮助您了解新纽顿玲珑湾幼儿园的各项规章制度，指导您如何为孩子准备入学物品等等。请您拿到本手册时务必仔细阅读，并妥善保管。中途退学时，家长需将本手册退还幼儿园。谢谢！

新纽顿玲珑湾幼儿园国际部

To parents

Dear parents,

I'm very glad to your child became a member of Newton, this handbook will help you understand the rules and regulations of Newton kindergarten and guide you how to preparing the entrance items for your child. Please be sure to read it carefully and be safekeeping. The handbook is properly of Newton Int. Kindergarten, must be returned at the time of your child's withdrawal.



## 注册

家长应带儿童来园参加见面会，见面会后，家长完整填写《新纽顿入学申请表》，提供入园所需相关文件，准备儿童入园保健资料，并预缴注册确认费，即完成注册手续。

## 学年安排和寒暑期

### 1，学期安排：

第一学期：8月中旬至次年1月。 缴费日期：6月5日至6月20日。

第二学期：2月至7月中旬。 缴费日期：1月5日至1月20日。

### 2，幼儿园不设寒假，春节休息10个工作日。另外，圣诞放假一周。

### 3，暑假：7月下旬至8月上旬为暑假。

### 4，暑假班：7月的第三周到8月的第一周。

暑假班缴费日期：5月25日至6月5日

## 儿童入学必需物品

### 1，水壶家长准备。书包、家园联系本由园方准备。所有物品每天带回家。

### 2，一整套备用衣物。（托班、小班儿童可能需要两套可换洗的衣物），

### 3，牙刷、牙膏和一只漱口杯（托班儿童只需带漱口杯，牙刷），漱口杯高

度不超过12cm。每两周带回家进行清洁，自行决定是否更换。



If we don't hear from you in advance and could not get through to you by calling. We will call the emergency contact on your child's list and a written reprimand may be given.

### **After-school program**

1. After-school program hour: 16: 00-17: 45
2. The registration date for an after-school program is monthly 20<sup>th</sup> -25<sup>th</sup>. We won't wait if past the appointed time.
3. After-school program does not accept the temporary registration. After-school program does not accept the temporary kids.

### **Withdrawal Refund**

1. The registration deposit is refundable when parents give written notice to the administration, no later than 60 days before intended date of withdrawal (not incl. Summer Camp)
2. if the tuition is not paid 30 days after the dead time, we will withdraw your registration.
3. if your child is absent for more than 20 days and we cannot contact the parents, we will withdraw your registration.
4. If parents wish to withdraw a child, they must consult with teachers and supervisors.
5. Children with special needs, hurtful behavior that may pose threat to others may be asked be withdrawn. We will consult with parent in such a case.

4, 一双便于活动, 穿着舒适的室内鞋。(请勿准备拖鞋)

5, 床垫和床垫套、 枕头, 枕头套, 被子, 被套等由幼儿园统一准备。床上用品每两周带回家清洗。

以上物品须标注儿童姓名。

每次长假前, 第 3, 4 项物品将返回给家长, 请家长及时检查以上物品, 按照您的标准决定更新。儿童返校时将洗净的物品带回。

### **入园特别提醒**

- 1, 周一至周五儿童每日必须穿着统一校服。
- 2, 入园前, 务必检查儿童的随身物品, 确保儿童只携带必需物品来园。
- 3, 请勿让孩子携带食物和玩具来园。严禁携带危险物品来园。
- 4, 请勿让孩子携带贵重物品来园。如有遗失, 园方不负责找寻失物。
- 5, 儿童的衣物上不应有尖锐累赘的装饰品、不应佩戴首饰, 指甲应剪平。

### **饮食**

幼儿园提供营养丰富的早点, 午餐和茶点。每月菜单将公布在教室公告栏和幼儿园网站上。

### **入园和离园**

- 1, 家长, 儿童入园和离园时必须遵守《新纽顿校门进出制度》及《新纽顿门卫登记制度》



- 2, 入园时, 家长负责将孩子送入班级, 和班级教师交接。
- 3, 接孩子离园时, 家长需在班级点名表上签名后, 才能带孩子离开。
- 4, 家长接到孩子后, 应看护好孩子, 对孩子的安全负责, 并且尽快离园。
- 5, 只有父母或父母授权人才能接孩子, 未成年人不可以是授权人。
- 6, 家长如临时委托他人来接孩子, 必须亲自发送短信至值班电话, 临时授权人须持身份证明来园接领。否则, 老师不会将孩子交给任何人。因此造成的不便、加班费用将由家长承担。
- 7, 严禁儿童独自离开幼儿园大门。
- 8, 非本园儿童不能单独进入幼儿园。

### 入园通行证

- 1, 通行证仅为进入校门的凭证, 凭通行证不能接孩子。
- 2, 门卫有权查看家长(授权人)的通行证。未带通行证的家长须做登记。
- 3, 门卫有权拒绝未带通行证的陌生家长(授权人)入园。
- 4, 如门禁卡遗失, 请立即通知本班老师, 取消该卡片授权。

### 开放时间

- 1, 上午开放时间为 8: 00-9: 00。下午开放时间为 15: 30-16: 00。
- 2, 为了保证教学活动正常开展, 家长务必在 9: 00 前离开幼儿园。
- 3, 15: 30 之前, 请家长在园外耐心等待幼儿园开放。接好孩子的家长应尽快离开幼儿园。

### Contacts

1. Parents and teachers mainly use the communication book to communicate with each other.
2. Teachers check communication book everyday to see parents' message; parents must check communication book every day.
3. Inform the class teacher in advance if the child will be absent.
4. If any information from the Newton Register Form has changed, parents must come to kindergarten to update the information immediately.
5. Teachers are not allowed to give their private cell phone number to parents. If parents have any problems, please call 62550855, during 8 : 00-18: 00, Monday to Friday.
6. Urgent updates will be posted both on our website [www.internewton.com](http://www.internewton.com)
7. The principal's e-mail: [admin-llw@internewton.com](mailto:admin-llw@internewton.com)

### Late Pick-up Policy

Newton kindergarten closes at 16:30 every day. Out of respect for the institution and our employees, we strongly request the parents to abide by our pick-up schedule.

No staff at Newton should be required to work outside their scheduled hours because of the inconvenience of parents being late at pick up time.

In case of unavoidable detention in traffic, car malfunction, snowstorm etc. you must call the kindergarten as soon as you realize you will be late, so we can reassure your child regarding the time of your arrival and avoid calling any emergency contacts on your child's list.



2. To ensure the children's clothes, belongings safety, comfort.

3. Any child exhibiting any of the following symptoms is considered to be a possible carrier of a communicable disease and is not allowed to attend the program until recovered. Symptoms such as fever, vomiting, diarrhoea, 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 kindergarten activities.

4. When a sick child comes back to the kindergarten after recovering from a disease, please let our staff know about your child's medication, diet, and clothing needs.

5. In case of an emergency, we will administer the 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.

### **Medicine**

Medicines brought to the school by a parent must be clearly labeled to show the name of the medicine, details of its strength and dosage, and the full name of the child should be clearly marked on the bottle or package. Parents must write the instructions for the administering of medicine on the form which is attached in the back of the child's Communication Book.

School nurse only administer the medicine to kids 30-60 minutes after lunch. If the instructions above are not clearly stated the nurse WILL NOT administer the medicine to your child. This may affect the rehabilitation of children.

4, 16: 30 幼儿园将关闭大门, 进行最后的清场和的安全检查工作。

### **非开放时间的入园手续**

- 1) 1, 9: 00-15: 30 为非开放时间。因遇幼儿预防接种等临时特殊情况, 预计幼儿 9:00 前不能入园的, 家长需提前告知班主任, 由班主任通知门卫配合。非开放入园的家长须在门卫处进行登记, 并到保健室晨检, 领取健康证后方可入班。
- 2) 2, 9: 00-15: 30 为非开放时间。因特殊情况, 连续一周以上需要在非开放时段接送的, 家长需在班主任处填写《非开放时段幼儿接送申请表》经园长审核通过后在门卫处办理进门登记, 入园时遵守《新纽顿玲珑湾幼儿园校门进出制度》以及《幼儿园门卫登记制度》。

### **校车服务**

校车服务是由校车司机、随车人员、晨间接车人员、放学带校车人员、班级老师、校车情况异动小组共同完成的。孩子到达幼儿园时, 由专人将孩子送入班级; 孩子离开幼儿园前, 由专人将孩子送上校车。请家长注意配合以下事项:

- 1, 家长准时到达接送点, 接送孩子。家长没有按时到达, 校车不会等候。
- 2, 家长没有准时到达接送点, 孩子将被带回幼儿园。因此造成的不便、加班费用将由家长承担。
- 3, 只有父母或父母授权人才能接孩子。家长如临时委托他人来接孩子, 必须亲自打电话向园方说明情况。否则, 孩子将被带回幼儿园。因此造成的不便、加班费用将由家长承担。



- 4, 孩子因故不乘坐校车时, 家长应提前一天通知老师或者校车随车人员。
- 5, 家长因故需自己接孩子时, 必须提前通知老师或者随车人员。校车变动信息必须在 14: 30 前发出, 以便幼儿园各部门沟通。

### 停车场

- 1, 遵守交通法规, 进入幼儿园后减速慢行, 园内禁鸣喇叭。
- 2, 幼儿园的停车场车位有限, 请家长缩短在停车场停车的时间。占用车位的时间不超过 10 分钟。
- 3, 家长乘出租车来园时, 出租车只能在园外等候。园方不负责将儿童送入班级。
- 4, 步行来园接送孩子的家长, 请走人行道。

### 健康保健

- 1, 如果您的孩子对某些饮食、药物、物品过敏, 请家长务必告知园方。
- 2, 确保儿童衣着、随身携带物品的安全性、舒适性。
- 3, 当孩子患上诸如麻疹、水痘、腮腺炎、手足口病等传染疾病时, 须携带医院的无传染性证明才能返校。
- 5, 孩子出现发烧、严重呕吐、腹泻等情况时, 家长应将孩子留在家中照顾。
- 6, 当孩子出现皮肤异常、眼睛红肿等情况时, 家长应将孩子留在家中观察。
- 7, 患儿痊愈返校后, 如有饮食、衣物等特殊需要, 应告之孩子的老师。

kindergarten and parents will be informed for immediate pick-up by an authorized person. Parents assume full responsibility.

4. Inform the class teacher a day in advance if the child will not take school bus.

5. If you wish to pick up your child from kindergarten yourself, please inform head of transportation, bus monitor or class teacher no later than 14:30 on the day.

### Parking

1. The general rules of traffic safety must be followed, both when parking outside the kindergarten premises and when using the kindergartens parking. At all times, please keep in mind that we are a kindergarten and safety is our main concern, both inside and outside the kindergarten.

2. The parking lots of Newton Kindergarten are limited in number. During drop off and pick-up hours it is prioritized for use of our own school bus services. For the convenience of everyone that is using the parking lot, please keep your stay to a minimum. No longer than 10 minutes.

3. If you arrive by means of taxi, it should park outside the Kindergarten premise and wait for your return, while you enter to pick up your child. Teachers are not responsible for bringing children to the gate for the convenience of parents arriving by car or taxi.

### Health and Safety Issues

1. If your child is allergic to any food, medicine etc. parents are required to fill out the suitable forms in the enrolment papers.



2. Parents must leave the school premises by 9:00 in order for normal classroom routines to function smoothly.

3. Before 15:30, please wait patiently for the school open. Parents taking their kids leave kindergarten as soon as possible.

4. Parents must leave the premise before 16:00 to facilitate daily cleaning and security checks.

### **For visits outside the opening hours**

From 09:00-15:30 all the gates will be locked. Parents who want to enroll their child must register in advance to be allowed entrance.

### **School Bus Policy**

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:

1. Be on time, the bus will not wait for anyone who is late.
2. Parents did not arrive at the pick-up point on time, the child will be taken back to the kindergarten. The inconvenience, overtime costs will be assumed by the parent.
3. Only authorized persons can pick up children. In case of no authorized person awaiting drop-off in the afternoon the child will be brought back to

7, 当孩子在园突发疾病时, 幼儿园会实行紧急救护并通知家长。如果情况紧急, 校医会立即送孩子去最近的医院。因此产生的费用将由家长承担。

8, 当有意外事故发生时, 幼儿园会实行紧急救护并通知家长。如有必要, 校医会立即送孩子去最近的医院接受治疗。

9, 当孩子因为生病或其他任何原因缺席时, 请家长及时通知老师。

### **喂药服务**

1, 当孩子有用药需要时, 家长必须书面授权用药并注明相关事项。并填写喂药委托单, 药品的外包装上必须包括以下几点: 孩子的全名; 药名; 用途。

2, 家长须提供医生开具的处方。

3, 校医只在每日午餐后 30-60 分钟之间喂药一次。

以上信息不全时, 校医不能为儿童喂药。此举可能会对儿童康复造成影响。

### **家园信息互通**

1, 家长和老师的日常交流主要通过家园联系本。

2, 老师每天查看家联本上的家长留言, 家长也应每日查看家联本。

3, 孩子因故缺席, 家长应提前通知老师或请园方转告。

4, 《新纽顿入学申请表》上的信息发生变动时, 家长应立即来园更新。

5, 员工的私人电话不在家园联系范围内。幼儿园值班电话为 **62550855**。

值班时间为 8: 00-18: 00, 周一至周五。



6, 园方网站为 [www.internewton.com](http://www.internewton.com)。每月食谱、放假通知等都将会在网站上公布。

7, 园长信箱为 [admin-llw@internewton.com](mailto:admin-llw@internewton.com)。

### 晚接孩子的规定

如家长因汽车故障、交通堵塞、恶劣天气、电梯受困等紧急事件不能及时来园接孩子时, 必须在 16: 00 前通知老师。接到紧急事件通知后, 园方将协调儿童看护事宜。

发生以下情况之一, 家长将收到幼儿园的书面警告:

- 1, 家长晚接孩子, 并且没有预先通知老师。
- 2, 家长预先通知老师晚接孩子, 一个月累计达到三次以上。

每个学期家长累计收到三次书面警告, 园方将要求该生在下学期退学。

### 晚托班

- 1, 晚托班的服务时间为 16: 00-17: 45。
- 2, 晚托班首次报名, 请先到班主任处报备, 填写晚托申请表, 缴费日期为每月 28 号前, 逾期不予办理。
- 3, 晚托班不接受临时报名。晚托班不看护临时晚接的儿童。

5. Only parents or authorized person can pick up the kids. Newton must have a picture and phone number of all authorized persons.

6. If parents temporarily entrust others to pick up the kids, they must personally called teachers or supervisors to explain the situation. Otherwise, the teacher will not allow any authorized person to pick up children. Any inconvenience, overtime costs will be assumed by the parents.

7. Unaccompanied children will not to leave the school.

8. Unaccompanied children and non-Newton will not be permitted to enter the kindergarten.

### Entrance ID Pass

1. The Entrance ID can only be used to enter the kindergarten and NOT as a proof for collecting your child.

2. The guards have the right to check the parent (authorized) entrance ID pass. Parents without carrying entrance ID must be registered with security.

3. Parents/guardians without the Entrance ID will be refused entry if security deems it's necessary.

4. If you misplace or lose an Entrance ID card, it is the registered owner' s responsibility to inform the class teachers immediately, cancel the authority of card.

### Entrance guidelines

1. The school gate will be opened from 08:00 to 09:00 in the morning and 15:30-16:30 in the afternoon, for you to pick up your child and handle administrative issues.



4. Please do not let your children bring valuables to the kindergarten. If lost, the kindergarten will not be responsible for the loss.

5. Children's clothing should be safe. It cannot have sharp, cumbersome decorations ornaments. Children may not wear jewelry and their fingers' nails should be cut.

### **School Meals**

The school serves a nutritious light breakfast upon arrival in the morning. Lunch at noon and an afternoon snack at 14:30. We encourage children to finish their food but we never force or punish.

### **Arrival and Departure**

1. Parents and children should follow Newton Entrance Policy when they arrive and leave.

2. If you, your driver or other approved persons are bringing the child to the kindergarten, it is your responsibility to bring him/her to the right classroom, where the class teacher will sign your child in, in accordance with the attendance list. You must make eye contact with the child's teachers.

3. At departures, either at noon, or in the afternoon it is just as important to remember to "sign out" the child and let the teacher know he or she is departing. Once a child has been signed out, he or she is no longer the responsibility of Newton's staff.

4. Parents who have picked up their children should follow kindergarten safety rules. Please stay with children all time.

### **退学**

- 1, 家长为孩子办理中途退学时,须在退学之日起60天前给园方书面通知。
- 2, 家长逾期30天未交学费,园方将不为该儿童保留名额,视为退学。
- 3, 学期中孩子连续20天未来园、园方和家长不能取得联系时,园方将不为该儿童保留名额,视为退学。
- 4, 幼儿园的看护和教育不能满足儿童特殊生理、心理需要时,园方将与家长协商退学。
- 5, 儿童的特殊行为对自己或其他幼儿或成人造成伤害;或者有造成伤害的可能时,园方将与家长协商退学。



## 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. The registration deposit is refundable upon graduation.

## School Year and summer vacation

### 1. School Year

Semester One: Mid-August to January

Payment period: June 5<sup>th</sup> to June 20<sup>th</sup>

Semester Two: February to Mid-July

Payment period: January 5<sup>th</sup> to January 20<sup>th</sup>

### 2. No winter vacation.

10 days holiday at Chinese New Year and 1 week Christmas holiday

### 3. Summer vacation: Mid-July—Mid-August

### 4. Summer camp: 3<sup>rd</sup> week of July—1<sup>st</sup> week of August

Payment period: May 25<sup>th</sup> to June 5<sup>th</sup>

## Items Provided by Parents

1. Please provide your child with a water bottle that should be filled daily from home, diapers and wipe tissues (if needed) and parents of girl students should provide a comb for grooming their hair.

2. One complete set of extra clothing in case of spills or accidents is required for K1 and K2. Two complete sets of clothing for pre-nursery and nursery children.

Clothing must be packed and tagged with your child's full name.

3. A plastic cup for Pre-nursery children. Toothbrush, toothpaste and a plastic cup provided for Nursery, K1 and K2 children. These items will be send home with your child every other Friday (2 weeks). Parents are responsible for deciding when these items need to be replaced.

4. A pair of comfortable indoor shoes.

5. Mattress and cover will be prepared by Newton, but pillow, pillow case and blanket or quilt is requested by parents whose child takes nap and attends the full day program. Parents are responsible for laundering the sheets and duvets every second week.

We request that you name tag all your child's belongings. The items mentioned in 3,4 will be send home with your child every holiday. Please check these items and parents are responsible for deciding when these items need to be replaced.

Please note:

1. Children must wear school uniform from Monday to Friday (no exceptions).

2. Before entrance, be sure to check the children's belongings, to ensure that children carry only essential items to the kindergarten.

3. Do not allow children to carry food and toys to kindergarten. It is strictly prohibited to carry dangerous goods to the kindergarten.