



# PARENT HANDBOOK



**Newton**<sup>®</sup>  
Explore · Play · Learn · Grow  
Kindergarten

## Admission

Prior to enrollment at Newton, Hui Xin Kindergarten, parents must fill out the registration 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 deposit is refundable upon graduation.

### School Year and vacations (see school calendar)

#### 1. School Year (11 months)

Semester One: Mid-August to January

Semester Two: February to Mid-July

2. Chinese New Year: 10 days holiday.

3. Christmas: 1 week holiday (Foreign department only).

4. Summer vacation: Mid-July to Mid-August.

5. Summer camp (optional): 2 weeks of July & 1 week of August.

## 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), indoor shoes and swimming clothes (for age groups that take swimming).

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 (School uniform items).

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

3. Mattress, cover, sheet, pillow, pillow case, quilt will be prepared by Newton. Parents are responsible for laundering the sheets and duvets every second week.

4. A plastic cup for all ages and toothbrush, toothpaste for Nursery, K1 and K2 children. These items will be send home with your child every other Friday (2 weeks).

We request that you name tag all your child's belongings. The items mentioned in #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 (only exception is "Spirit Days" as in the school calendar).*

*2. Before entering school, be sure to check children's belongings to ensure that children only carry essential items inside.*

*3. The school do not allow children to carry any food or unnecessary toys to kindergarten. It is strictly prohibited to carry dangerous goods to the kindergarten.*

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

*5. Children's clothing should be safe at all times. Children may not wear jewelry and their fingers' nails should be trimmed regularly.*

## School Meals

The school serves a nutritious light breakfast upon arrival in the morning, including lunch and afternoon snack. The menu will be posted on the school APP.

**Arrival and Departure** (*\*During Covid-19 all visitors, including parents must make an appointment before being allowed to enter*)

1. Parents and children should follow all facility entrance policies.
2. Authorized persons bringing a child to kindergarten must escort him/her to their class-room for sign-in, in accordance with the attendance list.
3. At pick-up time you must remember to tell your teacher when you are leaving for sign-out. Once a child has been signed out, authorized person is fully responsible for child's safety.
4. Persons picking up children must follow kindergarten safety rules. Please stay with your child at all times.
5. Only parents or authorized person can pick up and we must have both photo ID and phone number on record.
6. In emergency situations where you wish to temporarily authorize another person, you must call the campus principal directly and

provide photo ID and phone number of pick-up person (by email after calling).

**Entrance ID Pass** (\*During Covid-19 all visitors, including parents must make an appointment before being allowed to enter)

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 not carrying the 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 and apply to make a new card.

**Entrance guidelines** (\*During Covid-19 all visitors, including parents must make an appointment before being allowed to enter)

1. The school gate will be opened from 08:00 to 09:00 in the morning and 15:00-16:00 in the afternoon. Each class-room has specific pick-up times during this interval.

2. Parents must leave the school premises by 9:00 in order for normal classroom routines to function smoothly.
3. Before pick-up, please wait patiently and orderly outside of school and do not linger after pick-up / sign-out.
4. All visitors must leave the campus before 16:30.

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

From 09:00-15:00 all gates will be closed. Approved late arrivals student must wait to pass the healthy clearance and go to classroom. Please inform your teachers to arrange approval of late arrival one day in advance.

## **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.

*Authorized pick-up persons from bus stop must:*

1. *Be on time, the bus will not wait for anyone who is late.*
2. *If pick-up person is not at the bus stop, your child will be taken back to the kindergarten. The inconvenience and overtime costs will be assumed by the parent.*

- 3. Inform your class teacher a day in advance if you will not be taking the school bus (also put the red tag on the school bag).*
- 4. If you wish to pick up your child from kindergarten yourself, please inform head of transportation, bus monitor or class teacher before 12:00.*

## **Parking**

1. The general rules of traffic safety must be followed, both when parking outside the kindergarten premises and when using the kindergartens parking.
2. For the convenience of everyone that is using the parking lots outside of school, please keep your stay to a minimum. No longer than 10 minutes.
3. If you walk or ride bicycle/e-bike to school, please pay attention to traffic and follow safety rules.

## **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. A child who exhibit 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, 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 kindergarten activities.

3. 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**

Medicine 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.

Parents must provide a letter from the doctor.

The nurse can only administer medicine 30-60 minutes after lunch.

\* If the instructions above are not clearly stated the nurse WILL NOT administer the medicine to your child.



## **Communication**

1. Parents and teachers mainly use the communication book to communicate with each other (you must check the book daily).
2. Inform the class teacher in advance if your child will be absent.
3. If any information provided in your child's registration form has changed, you must inform us and update the papers timely.
4. Messages to teachers on the school APP will be checked on the following working day.
5. Please call campus management on contact numbers provided in the campus communication guide for urgent communication.
6. School updates will be posted on the school's APP

## **Late Pick-up Policy**

The school closes at 16:00 every day. Out of respect to the teachers, we request parents to abide by our pick-up schedule and to inform us immediately should you be late for reasons out of your control.

## **After-school program**

1. After-school program hours: 16:00 - 17:00.
2. If you want to register for the after-school program, please apply to class teachers and fill out the late class policy form.

3. The after-school program does not accept temporary registrations or students who are picked up late.

## **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. holidays or Summer Camp)

2. If the tuition is not paid 30 days after the deadline, we will withdraw your registration.

3. If your child is absent for more than 20 days, we will withdraw your registration.

4. If parents wish to withdraw a child, they must consult with teachers and admissions.

5. Children with special needs, violent behavior that may pose a threat to others may be asked to withdraw. We will communicate directly with parents in such cases.

*Excellence in Early Childhood Education*

# Newton®

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## Kindergarten

Suzhou Newton Huixin Kindergarten

Add: Qixin St. 61#, SIP, Suzhou, Jiangsu, P.R.C. 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