



SCHOOL/HOME COMMUNICATION GUIDE



Newton[®]
Explore · Play · Learn · Grow
Kindergarten

Newton Hui Xin Kindergarten

phone # 0512 - 65075122, 65075125 ext. 8 + class no. (eg. 65075122+8107 for room 107)

This book must be checked at home daily & returned to school every morning in your child's school bag.

Student name: _____

Level & Class: _____

My teachers: _____

Please sign below to confirm that you understand and will adhere to the policies within this booklet.

Parent signature / date: _____

Hui Xin inquiries in English / Chinese

会心咨询

Admissions	Tel. 65075122+8105	Email: admissions-hxj@internewton.com
Accounting	Tel. 65075122+8106	Email: acct-hxj@internewton.com
Nurse	Tel. 65075122+8102	Email: nurse-hxj@internewton.com
Transportation	Tel. 65075122+8103	Email: lxr@internewton.com
Principals		Email: kitty@internewton.com (Chinese) Email: anders@internewton.com (English)

Contact information for Newton Bayside campus'

新纽顿玲珑湾园所招生咨询

Ling Long Wan / Bayside Campus 玲珑湾 Tel. 0512-62550855, 62550875 admin-llw@internewton.com

Medication policy & doctor's clearance 用药须知

Administering of medicine at Newton Kindergartens, updated on July 2015.

1. For the school to administer medicine to any child, parent need to fill out the attached "Medicine Form", include doctor's prescription and sign to confirm.

请完整填写“喂药委托单”含医生开药说明，并签字确认。

2. Both child's name and the name of the medication must be clearly written on the medicine package itself.

孩子的姓名及药品名称需写在药品外包装上。

3. The campus nurse can administer medicine to your child only when point 1. & 2. is followed

只有当您遵循本文中的第 1, 2 点的情况下，本园保健医生才能喂药。

4. In case your child have experienced a communicable disease and is returning to school. A "doctor's clearance" letter must be submitted to the nurse in person (no school option available on the morning of the first day back).

当您的孩子传染病康复准备返园时，请务必上交医院说明单至本园保健医生处（返园的第一日无需返班）。

Health Cooperation Policy 健康合作

Always notify the school of any absence and reason thereof, updated on July 2015.

1. For unscheduled absence parents must call the school at their earliest convenience and state child's name, class/teacher and reason of absence. Teachers are responsible to inform the school nurse and principal of any absence, as to identify communicable diseases at the earliest time. 当孩子因故缺席，家长务必及时告知老师详情。必要时，老师会立即将孩子缺勤原因上报保健医生和分管园长。
2. Parents must inform the school immediately if a communicable disease is suspected and upon confirmation thereof *doctor's clearance policy. 如果出现疑似传染病症状，请立即通知幼儿园。无论是否确诊，请第一时间通知幼儿园。
3. When a child has a fever, diarrhea, skin abnormality, inflamed eyes or is vomiting, please visit a doctor or keep them at home. When your child returns to school after recovery, please inform teachers. 当孩子出现发烧，严重呕吐，腹泻，皮肤异常，或眼睛红肿等症状，请将孩子送医或留在家中观察与照顾。孩子痊愈返校后，请告知班级老师。
4. If the campus nurse identify a student's physical condition as being non-suitable for attendance, parents should cooperate on areas of pick-up, arrange a doctor's consultation and keep child at home until fully recovered, as advised by your doctor. 如果保健医生认为孩子的身体状况不适合入园，家长应积极配合，安排孩子就医或留在家中修养。
5. If your child has allergies or any other ongoing health issues, please describe clearly in the registration form under "child's information". To ensure your child's wellbeing we kindly ask parents to always communicate in an open and honest manner. 如果您的孩子有健康或者过敏情况，请清楚地填写在入学表格上。为了保障儿童身体健康及生命安全，请家长与幼儿园保持开放和真诚的沟通。

6. If a student experience a sudden illness/accident, we will provide emergency care at campus or if needed, bring the student to the nearest hospital. Parents will be informed immediately. 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，园方会立即送孩子去最近的医院接受治疗。

Uniform Policy 校服须知

Keep the uniform neat and presentable, wear regularly, updated on July 2016.

1. Newton Kindergarten requires students to wear school uniforms Monday to Friday (incl. on outings and fieldtrips).

新纽顿幼儿园规定所有儿童，周一至周五须穿着校服。

2. The school uniform is not a single item, but a set of mandatory clothes that easily identify each student as being a Newton student.

校服须配套穿着。

3. The uniform must be clean and tidy.

校服应保持整洁干净。

4. Teacher's class diary includes observations of students who do not wear the uniform, school management will be informed of irregular use.

班级日志会记载学生校服穿着情况，园方会检查校服穿着情况。

5. In case a family, after having been advised by teachers, continue to disregard the uniform policy. Class teachers will provide your child with additional uniform item(s) and change your child on the day. Accounting will claim the additional cost of the items from your child's deposit fee and keep a record in the student records.

如果家长三番五次无视园方的校服穿着规定，班级教师有权当场帮孩子更换备用校服。备用的校服费用将会从您的保证金中扣缴，并记录在档。

Entrance Policy 进出门须知 (*During Covid-19 all visitors, including parents must make an appointment before being allowed to enter)

Punctuality & Safety for the benefit of your children, updated on March 2020.

1. Parents & guardians can enter during gate open hours, using their entrance ID or by making an arrangement with the class-teachers the day before.

只有在开放接送时间，家长使用门卡，方可进入本园。如有特殊情况，请提前一天与班级老师说明。

2. Opening hours of the main gate 开放接送时间

MORNING 早上: 8:00 - 9:00(late arrivals will not enter 迟到不得进入校园)

AFTERNOON 下午: PN & N 15:00-15:30, K1 & K2 15:30-16:00

LATE CLASS 晚托班: Pick-up before 17:30 (approval sticker for entrance after 16:00)

3. Upon pick-up from school, parents must sign their child out on the class teachers attendance sheet and proceed to leave campus before 16:00 when cleaning and security checks start.

家长在班级完成接领签字手续后即可离园，不得在幼儿园逗留。校园将于 16: 00 开展全面的清扫，消毒和安全检查工作。

4. If you misplace or lose an entrance ID card, it is parents responsibility to notify the school in order to cancel the validity of the card.

如门禁卡遗失，请立即通知班级老师，取消该卡片授权。

5. every lost card is charged 60 RMB and will be deducted from deposit or settled directly with parents.

任何一个家庭如果丢失门禁卡，可以将来从保证金中按 60 元/张进行扣除，家长也可以先付（有些幼儿的保证金由公司支付，家长需要自己支付这部分费用）

If needed, each family can apply for up to 4 entrance ID cards.

如有需要，家长可以向老师申请增订门禁卡，每个家庭最多可办理 4 张门禁卡。

6. In the event that you are arriving late, but have already made arrangement with the teacher the previous day, you are required to sign an "appointment form" at the entrance and wait for the nurse to obtain a "health clearance pass" before proceeding inside. (keep in mind that the nurse have other duties, some waiting time might be required)

因特殊情况，孩子不能按时入园（已于前一天跟老师说明），家长须在警卫处做好迟到登记，等待领取健康证后方可入园。

8. The school offer a late class option from 16:00 - 17:30 (fee imposed). Families who use the late class option will receive a special approval sticker, to put on their entrance ID card in order to enter after 16:00. (contact admissions for sign-up for late class)

晚托班家长进入校园时，请出示相关的同意入园的卡片。*晚托班服务时间为 16: 00-17: 30。请需要晚托班服务的家庭咨询招生老师。

Assumed acknowledgement Policy 家长确认书

Check communication book daily and adhere to notices.

1. Parents are responsible for reading and complying with all written notices as posted in the communication book **or on the APP.**

家长有责任阅读及遵守家校联络本上的通知内容。

2. In the event of "no reply" or "late reply" we will assume that parents fully understand the notices and respect the school's arrangements.

如果家长没有签字或者延迟答复，我们将视您已经完全明白通知上的内容并且遵守园方安排。

3. In the event of a parents reluctance to comply with the school policies, notices or arrangements the school reserves the right to terminate enrolment.

如果家长不遵守学校政策，通知内容以及其他安排，新纽顿幼儿园保留最终决议权。

Complaints & Suggestions 投诉, 建议和咨询

Communicate with your teacher and/or school management directly as below.

1. Arrange a meeting with your class-teacher (you can request principals presence).

与班级老师约见面谈, 可以要求园长参与。

2. You can contact your teachers by writing in the communication book, calling the class-room or addressing concerns personally at drop-off / pick-up time.

可在家园联络本上留言, 打班级电话, 或者在接送时间直接与老师交流。

2. Schedule an appointment with the program supervisor or principal by sending email to Mr. Anders S C on anders@internewton.com or [Ms. Kitty on kitty@internewton.com](mailto:Ms.Kitty@internewton.com), please state the topic clearly in the subject line, including your class and child's name.

与园长约见面谈, 园长信箱 anders@internewton.com。因邮件数量较大, 请家长尽量在邮件题目中阐述中心思想, 包括孩子名字和所在班级。

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Kindergarten

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苏州工业园区新纽顿会心幼儿园

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