



**TEDA**  
**International School**  
Tianjin • China

# **Pre-Kindergarten Parent Handbook**

**2025-2026**

**Revised August 2025**

# A WELCOME FROM THE EARLY YEARS TEAM

Dear Parents,

Welcome to TEDA International School (TIS)!

Our students in the Early Years come from more than ten different countries, each bringing unique cultural and educational backgrounds. While the approach at TIS may differ from what you've experienced before, you'll find that our philosophy and programs are grounded in well-established, research-based educational principles.

At TIS, we strive to provide a high-quality international education that nurtures young learners and empowers them to become thoughtful, capable, and compassionate global citizens. Our diverse community offers a unique opportunity for families of all nationalities to engage with one another, fostering values of tolerance, cooperation, and respect—qualities that are essential in today's interconnected world.

We firmly believe that parents are a vital part of the learning journey. As a child's first teacher, your involvement is key to their success. This handbook is designed to help you better understand our school, support your child's development, and feel confident partnering with us. We look forward to working together to create a positive and enriching early learning experience for your child.

We hope you find this handbook informative and helpful. As you read through it, you'll gain insights into how our school operates day to day and the care we take to ensure your child's health, safety, and learning are prioritized. Please don't hesitate to contact the appropriate school personnel should you have any questions or require assistance.

Please note that the school reserves the right to make updates or changes to policies and procedures as needed.

Warm regards,  
Cindy Li  
Pre-Kindergarten Principal

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# INTRODUCTION

## TIS PHILOSOPHY

TEDA International School is founded on the basic principle that education is both a means of realizing individual potential and a powerful force in the transformation of society. Our students are regarded as mines rich in gems of inestimable value. At TEDA International School, we believe that education alone enables the individual to manifest his or her innate treasures and enables mankind to benefit there from. Each child is acknowledged to be fundamentally a social being capable of harmonious interaction with others. We embrace the concepts that all people are worthy and deserving of respect, regardless of native origin, socio-economic status, or ethnicity, and that students achieve a sense of self-worth and fulfillment by becoming interconnected, capable, and contributing members of society. The ESLRs (Expected School-Wide Learning Results) are the foundation of our school's educational philosophy.

## TIS VISION

Empowered to become citizens the world needs

## TIS MISSION

TIS serves a culturally diverse community and facilitates the growth of each student's unique capacity through high academic standards and real-world application, practical leadership opportunities, character-building and opportunities to serve our local and global communities.

## CORE VALUES

There are 4 school-wide core values that guide all components of the TIS curriculum, instruction, and assessment programs at all grade levels. The core values lay the foundation on which all curricular, co-curricular and extracurricular programs are built at TIS. The four core values are:

**Connected:** We build connections through inclusivity, awareness, and effective communication.

**Curious:** We demonstrate curiosity through being reflective, creative and inquisitive.

**Caring:** We demonstrate caring through acts of empathy, respect, and altruism.

**Courageous:** We demonstrate courage through acts of integrity, boldness and perseverance.

## LIFE SKILLS

Our school believes character education is an important component of an instructional program that addresses the needs of the whole child. In Pre-Kindergarten, in addition to addressing traditional academic subjects, the HighScope Curriculum promotes independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving thus ensuring that the core values are introduced within the classroom in age-appropriate manner. Learning is seen not as adults giving information to children, but rather a process of shared control in which children make discoveries through direct experiences with people, objects, events, and ideas while engaging in supportive adult-child interactions.

During the school year, the students participate in many activities that build character and promote service for the good of the community. Our goal is that all our students will be responsible, respectful and positive, both in school and off campus.

## **UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD**

TIS supports the rights of children to have the freedoms listed in the UN Convention on the Rights of the Child. We also believe that a safe learning environment is essential for all children, and work to support that belief. We ensure that children have access to information and material from a diversity of national and international sources. We take measures to encourage regular attendance at school, and our discipline policies are consistent with maintaining the child's human dignity.

## **CLASSROOM TEACHERS**

Our teachers and co-teachers are professionally trained and committed to the academic, emotional and social well-being of each child. We value each member of the team and expect that our students will be equally respectful and attentive to both. Parents who have questions or concerns about any area of their child's school life are encouraged to make an appointment with the class teachers. Appointments can be made directly with the homeroom teacher.

## **SCHOOL CONTACT INFORMATION**

Main Reception: 22-6622-6157 or 22-6622-6158

Pre-Kindergarten: 22-6622-6157/8 Contact Main Reception

Primary Office: 22-6517-2709

Secondary Office (Middle and High School): 22-6622-6298

<b>Need assistance with:</b>	<b>PreK/Primary</b>	<b>Middle/High School</b>
Absence or illness	WeChat Message to the Class group or call Main Reception	Secondary Office
Classroom or academic concern	Classroom teacher by Seesaw or appointment	Classroom teacher by email (Secondary Office)
Medical or health issue	Health clinic (Main Reception)	Health clinic (Main Reception)
Update contact information (phone, email, ID, passport)	Admissions	Admissions
Food service or cafeteria	Business Office (Main Reception)	Business office (Main Reception)
Financial issues	Finance Office (Main Reception)	Finance Office (Main Reception)
Bus service	Transportation Office (Main Reception)	Transportation Office (Main Reception)
Parent ID cards	Records Manager (Main Reception)	Records Manager (Main Reception)
School safety issues	Facilities (Main Reception)	Facilities (Main Reception)

**ADDITIONAL RESOURCES:**

Health Clinic/Nurse (Meili Zhang): Contact Main Reception

Admissions: 22-6622-6297 or [teda.admissions@tedais.org](mailto:teda.admissions@tedais.org)

Guidance Counselor (Joanna Cui or Effie Sun): Contact Main Reception

Academic Advisor (Sharon Li): 22-6622-6295

Library: 22-6622-6291

# STUDENT LIFE

## SCHOOL AND HOME COMMUNICATIONS

At TIS, we value strong partnerships between school and home. To ensure that families stay well-informed and engaged in school life, we offer multiple communication channels: TIS website ([www.tedais.net](http://www.tedais.net))

- **TIS Official Website ([www.tedais.net](http://www.tedais.net)):** Provides comprehensive information about the school, including academic programs, calendars, and announcements.
- **TIS Weekly Bulletin (English, Chinese, and Korean):** A weekly summary of key events, important notices, and upcoming activities.
- **Parent–Student Handbook:** A detailed guide outlining school policies, expectations, and essential information for families.
- **TIS WeChat Official Channel:** Used for school-wide announcements, public information sharing, and event highlights.
- **Class WeChat Groups:** Facilitates timely communication between teachers and families, including class notices and emergency alerts.
- **Seesaw Family App:** Our digital platform for sharing daily updates, photos, and learning reflections, helping parents stay connected to their child’s classroom experiences.

## PARENT-TEACHER COMMUNICATION

At TIS, we believe open, respectful, and timely communication between parents and teachers is essential for student success. The following channels are used to support strong school–home connections:

### Seesaw Communication

Seesaw is a digital platform that facilitates two-way communication between teachers and parents regarding student learning. Parents can view classroom activities, receive updates, and message teachers directly. While the extent of Seesaw usage may vary by class, all families can expect the teacher responses to messages within **24 hours on school days**. Your child’s homeroom teacher will provide specific guidance on how Seesaw is used in the class.

### Class WeChat Group Policy

Each class has an official WeChat group managed by the homeroom teacher. This platform is intended for communication between the teacher and the student’s **primary caregiver or guardian**, focusing on general classroom matters, logistics, and community reminders. To maintain a respectful and supportive environment, we ask families to follow these guidelines:

- Messages sent **after 7:00 PM** will be responded to the **next school day**. **Please note** that parents should not expect responses from teachers over the weekend or during public holidays.
- Class WeChat groups are **not to be used for private conversations** with teachers or other parents.
- Please **avoid mentioning individual student names** unless reporting an **absence or tardiness**.



## **Parent-Teacher Conversations**

For more in-depth discussions regarding your child's academic progress, behavior, or wellbeing, parents are encouraged to contact the teacher directly via Seesaw or email. To ensure sufficient time and privacy, please schedule an appointment in advance rather than approaching teachers during class hours.

Furthermore, formal **one-on-one Parent-Teacher Conferences** are scheduled at the conclusion of the **first** and **third term** each academic year. These meetings are designed to provide personalized insights into your child's school life, academic growth, and overall development. If concerns persist beyond classroom-level discussions, parents are welcome to contact the Prekindergarten Principal to arrange a meeting.

## **PARTNERING WITH PARENTS**

TEDA International School is a multi-cultural community, and we value the unique cultural heritage of each child. We believe that children progress best when we work together. We encourage you to take an active role in your child's learning at school and at home.

### **Workshops and Training**

Throughout the year, TIS will host regular events for parents on a range of topics to do with child development, transition and learning. All parents are invited to suggest topics of interest to us.

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

The PFA has built a strong tradition of active participation in the school community. Parents and teachers are automatically members of the PFA and are invited to participate in a range of social, informational and fund-raising activities. Representatives of the PFA are selected each year to be members of the school Steering Committee which is responsible for recommending and reviewing school policy. Please contact the PFA [pfa@tedais.org](mailto:pfa@tedais.org) for more information on the services they provide.

## **VOLUNTEERS**

Volunteers are always needed and welcome for a variety of purposes, including helping in the library, reading with students, supporting language learners, and helping with classroom activities, clubs and co-curricular activities. If you are interested in assisting at the school, please contact the homeroom teacher via Seesaw or WeChat group and leave details. Your help will be greatly appreciated.

## **DAILY ATTENDANCE, SCHOOL HOURS, AND DISMISSAL PROCEDURES**

### **School Hours**

The regular school day for Pre-K students runs from **8:00 a.m. to 3:00 p.m., Monday through Friday.**

Throughout the day, children follow a consistent schedule that includes student-led learning, small- and large-group activities, snack and meal times, and rest periods.

**PK3:** Students will have a scheduled nap time after lunch.

**PK4:** Students will attend specialist classes after lunch, (including music, art, library, dance, and PE), followed by a short rest period.

### **Extended Pick-Up Options**

To support family schedules, TIS offers extended pick-up from **Monday to Thursday**, free of charge (excluding dinner fees). Parents may choose from the following options:

- 3:00 p.m.** Regular dismissal
- 4:00 p.m.** After classroom or outdoor activities
- 4:45 p.m.** After dinner (additional meal fee applies)

Children staying beyond 3:00 p.m. continue engaging in meaningful activities such as group learning or outdoor play. Dinner is provided to those staying until 4:45 p.m.

**Please Note:** On **Fridays**, all students are dismissed at **3:00 p.m.** according to the school-wide early release schedule.

### **Arrival Procedures**

- The campus opens at **7:45 a.m.**
- Students may enter the Pre-K building at **8:00 a.m.**, when teachers will greet them at the entrance.
- In case of extreme weather, students may wait in the Pre-K lobby until the bell rings.
- Parents are required to accompany their child into school and remain until the child has been handed over to the classroom teacher.
- Please avoid holding long conversations with teachers during drop-off. Meetings can be scheduled separately.

The school gate closes at **8:10 a.m.** Students arriving after this time must enter through Reception and will be marked **tardy**.

### **Attendance & Absences**

Regular attendance and punctuality are essential to your child's school experience.

- If your child will be absent for the day, please notify the homeroom teacher via the class WeChat group.
- If your child will be absent for three or more consecutive days, please inform the homeroom teacher in advance.
- Early dismissal requires an official Leave Form, signed by both the teacher and parent.

## School Calendar

The academic year consists of **two semesters**, each divided into two terms.

The Pre-K Calendar is available on the school website: [www.tedais.net](http://www.tedais.net), and includes:

- School Holidays
- Parent Meetings
- Report Card Dates
- Special Events

Families are encouraged to review the calendar regularly. While we aim to follow the published schedule, updates may occur and will be communicated in a timely manner.

## Campus Access & Safety

- Each family can receive up to **four ID cards** for designated adults authorized to enter campus and pick up children.
- Adults without an ID card must check in at Reception and wear a **temporary Visitor Card**.
- Pre-K buildings are secured by access machines. Only authorized cards grant entry.

Children will only be released to adults with valid TIS ID cards.

If a non-designated adult will pick up your child, please notify the homeroom teacher in advance.

## **SCHOOL CLINIC HOURS**

The school nurse will be in the clinic until 4:45pm Monday to Friday. After 4:45 pm, there will be one First Aid Kit available in Reception. Parents are responsible for supervising their child closely in the playground.

## **SUPERVISION BEFORE AND AFTER SCHOOL**

The school provides supervision for students on school days from **8:00 a.m. until their selected dismissal time** (3:00 p.m., 4:00 p.m., or 4:45 p.m.).

**Outside of these hours—including before school and after dismissal if a student remains on campus to play—parents are responsible for supervising their child to ensure safety.**

The school gate will **close promptly at 5:00 p.m.**, and all students and parents must leave the campus by that time.

## **STUDENT STORAGE**

Pre-Kindergarten students have cubbies to store their belongings. Indoor/Outdoor shoes, spare clothing, outdoor clothing, raincoat and backpacks should be left in the cubbies. Home snacks should be taken and stored in student's backpack.

## VALUABLE POSSESSIONS / LOST AND FOUND

The school is not responsible for lost or stolen items. **Valuable or sentimental belongings should not be brought to school.**

Students may not bring toys or games unless approved in advance by the class teacher. **Comfort toys are permitted during the first few weeks of school**, and nap-time soft toys are encouraged. **A duplicate toy kept at school is recommended.**

Pre-K classrooms are equipped with Smart TVs/Boards, and PK4 students have access to iPads. **Failure to follow the Acceptable Use Policy (AUP) may result in restricted access to technology. Parents will be informed if necessary.**

## MEALS

The school provides 2-3 meals and 2 snacks and service for Pre-Kindergarten students. All students are issued with a lunch card/library card which can be pre-loaded and topped up in the cafeteria before or after school. Parents will be able to cancel the meal orders up until 12pm midnight the day before via the cafeteria WeChat group. The cafeteria will take care of cards for Pre-Kindergarten students. Parents can request a report of card usage directly from the cafeteria as needed. A list of payments will be sent home each time the student's card is recharged.

Orders for the school meals service should be placed with the cafeteria WeChat group every Thursday for the following week. Please note that orders for the following week may be cancelled no later than Monday 7:00 a.m. and only for the whole week, not daily.

Students are welcome to bring their own snacks. Snacks sent from home are not refrigerated nor heated. All containers should be labeled with your child's name. All food sent in should be ready to eat i.e., fruit peeled, sliced, etc. and easy to eat. Cutlery and extra plates are provided by the school.

Students are supervised by staff who will ensure that snacks and meals are eaten properly, and that appropriate table etiquette is observed. Lunchtimes are an opportunity for students to develop independence. Students are expected to clean up after themselves and push in their chairs. If you have concerns about your child's lunchtime procedures, please inform your child's teacher.

TIS is committed to providing healthy options for snacks and meals in conjunction with Kind-Kids, the cafeteria provider. We welcome continuing and constructive feedback from parents. Ms. Tina Yang, the cafeteria liaison can be contacted by email [tina@tedais.org](mailto:tina@tedais.org) or by phone 66226157 ext. 6201.

The school provides bottled water dispensers for drinking water. Students are required to bring a personal water bottle to school each day. All water bottles should be labeled with the student's name. **Candy is not a suitable snack. Chewing gum is not permitted anywhere on school property.**

## **TOILETING FACILITIES**

Each Pre-Kindergarten classroom is equipped with age-appropriate bathroom facilities to support children's independence and safety.

Children entering PK3 are expected to be toilet-trained. While our teachers and teaching assistants are happy to offer gentle support when needed, children should be able to manage basic toileting skills independently, such as pulling up and down their own clothing.

We kindly ask parents to continue encouraging these self-care habits at home. Please also help your child learn to communicate with their teachers or TAs when they need to use the bathroom or require help. By working together, we can support your child's confidence and comfort throughout the school day.

## **NAP TIME**

PK3 students nap after lunch. PK4 students nap after the special class every day. Each child has their own regular sleeping space. Bedding should be prepared as per [APPENDIX A](#). Bedding will be sent home every second week for washing or as needed.

## **FAMILY VISITORS**

Family is important. If you have family visiting from abroad, please contact the Pre-K coordinator for permission to visit the campus and participate in activities as appropriate. We welcome visitors to the school who can contribute to the program in some way. All visitors to the school must enter via the front office, sign in and receive a visitor's pass which must be worn on campus and returned to the receptionist when leaving. Casual visitors are discouraged as their presence may disrupt the daily program.

## **BIRTHDAY PARTIES/INVITATIONS**

Birthday celebrations are encouraged; however, it is expected that parents will consult with the individual classroom teachers well in advance to arrange a suitable day to bring cake or treats to share during morning snack time. Please note that this might not necessarily be on the birthday date.

We request that when birthday invitations are distributed at school, they include all the students in the class. Other acceptable options would be all boys or all girls, or a small number of students that is no larger than half the class. It is very hurtful for a young student if they are one of a small number who are excluded from a birthday celebration.

## **ADJUSTING TO THE NEW SCHOOL ENVIRONMENT**

Starting school or transitioning to a new classroom is a big step for young children, and it's natural for them to go through an adjustment period. Some children eagerly embrace the new experience, while others may feel nervous, anxious, or even cry—sometimes for several days.

Every child is unique. Parents are encouraged not to compare their child with others but to respect their child's individual pace and needs. Offering patient support and reassurance at this stage will help your child build a strong foundation for a positive school experience.

If your child enters the classroom happily, offer a warm and brief goodbye, and allow them to start their day with confidence.

If your child is upset or crying, you can help them adjust by spending a few minutes together in the classroom—reading a book, playing a game, or simply offering quiet reassurance. In the early days, staying a little longer is acceptable if it helps ease the transition. Our teachers will work closely with you to find a balance that works best for your child.

Over time, it's best to say goodbye once your child is engaged in an activity. Let your child know that you understand they may miss you but reassure them that school is a safe and fun place, and you'll see them again soon. A confident, cheerful farewell helps your child feel more secure.

Keep in mind that sometimes, the longer we delay our goodbyes, the harder it becomes for the child to separate.

Please feel free to speak with your child's teacher about creating an individualized acclimation plan if needed. And once you've left, rest assured: if your child experiences any concerning behaviors, illness, or emotional distress, we will contact you right away. You are always welcome to return if needed.

## STUDENT SERVICES

### **INSTRUCTIONAL SUPPORT SERVICES**

At the Early Years level, every child is on their own unique learning journey. At TIS, we recognize that some children may need additional support in certain areas of development, such as communication, behavior, emotional regulation, or early academic readiness.

If a child is identified as needing extra support, the case will be referred to the Student Support Panel, which includes the Pre-Kindergarten Coordinator, School Counselor, Learning Support Teacher, and the Primary Principal. Each case is reviewed carefully and individually, and recommendations are made based on the needs of the child and the resources available within the school.

Support may take many forms, including assistance with language development, social-emotional skills, academic learning, or behavioral needs. In some situations, the school will work collaboratively with families to develop a personalized Student Support Plan.

Once a support plan is in place, it is essential for parents and school staff to work closely together. Parental cooperation is vital to ensure the success of any interventions, strategies, or adaptations put in place for the child.

If, after consistent support and collaboration, a child's needs are found to be beyond the school's capacity to accommodate, the school may recommend alternative options and, in some cases, exit the student from the program.

The Learning Support team is here to work alongside teachers and parents to provide the most appropriate support possible for each child's growth and well-being.

## **GUIDANCE COUNSELOR**

The school's Guidance Counselor supports the emotional and social well-being of our Early Years students. Working closely with teachers and families, the Counselor helps children's express emotions, build friendships, and develop social skills.

Parents may contact the Counselor for advice on behavior, emotions, or any concerns about their child's adjustment at school. Together, we aim to help every child feel safe, confident, and supported.

## **STUDENT CONDUCT**

At the Early Years level, we view behavior as part of the learning process. Young children are still developing self-control, emotional awareness, and social skills. Our goal is to guide children in learning how to make positive choices and treat others with kindness and respect.

We follow a model of **positive discipline**, which includes:

- Setting clear and age-appropriate expectations
- Teaching desired behaviors through modeling and practice
- Providing gentle, timely feedback and redirection
- Supporting children in making amends when needed

We value honesty, empathy, responsibility, and inclusion. If a child struggles with behavior, teachers will work with the child—and with parents when necessary—to support growth in a caring, respectful way.

Our focus is not on punishment, but on teaching and guiding children to develop the skills they need to thrive in a safe and respectful school environment.

## **DISCIPLINARY FRAMEWORK**

At TIS, our disciplinary approach is grounded in care, fairness, and the belief that behavior is part of a child's learning journey. The framework serves to:

- Protect the rights and well-being of all members of the TIS community
- Help students learn to make thoughtful, responsible decisions
- Maintain a safe, respectful, and productive school environment
- Uphold the positive reputation of our school and community

Teachers and staff use professional judgment to address inappropriate behavior in a fair and age-appropriate way. Initial responses focus on helping students understand and learn from their actions. If behaviors become repetitive or significantly disruptive, school leadership will work with teachers and families to determine appropriate next steps.

We believe that a strong partnership between home and school is essential. Parents are encouraged to stay in regular communication with the classroom teacher and to work with us in supporting their child's social and behavioral growth.

## **POSITIVE DISCIPLINE**

At TIS, we use the **Positive Discipline** approach to help children learn respectful behavior, self-control, and empathy. Classroom expectations are clearly taught and posted to guide children's choices.

Key practices include:

- Encouraging good behavior with clear reminders and praise
- Helping children reflect on how their actions affect others
- Guiding students to make amends and grow from mistakes
- Collaborating with students on age-appropriate consequences that focus on learning and responsibility

When a child needs extra support, parents will be informed and may be asked to participate in creating a behavior plan. Repeated or unsafe behaviors will be addressed by the principal, and all incidents will be documented.

We believe every mistake is a chance to learn.

## **CODE OF CONDUCT**

At TIS, we encourage children to be safe, kind, and responsible. To help keep our school a positive place for learning, students are expected to:

- Follow our school values
- Speak kindly and respectfully to others
- Take care of school property and wear the uniform properly
- Solve problems with words, not actions
- Use quiet voices in hallways and shared spaces
- Come to school ready to learn
- Walk indoors for safety
- Help keep the classroom and school clean
- Not chew gum at school
- Only bring personal devices (like tablets or smartwatches) with teacher approval; the school is not responsible for lost items



## DRESS CODE

Wearing the school uniform is optional in Pre-Kindergarten. Whether in uniform or not, children's clothing should:

- Be comfortable for active play (indoors and outdoors) and suitable for the weather
- Be easy for the child to put on and take off
- Have fasteners the child can manage independently

### **Footwear:**

Children need both indoor and outdoor shoes. All shoes should:

- Be easy to wear
- Have closed toes for safety

### **Jewelry:**

Jewelry should be simple and safe. Items that could cause injury are not allowed.

### **Dragon House Shirts**

Pre-K children may wear their Dragon House shirt on Fridays or on special school days.

### **Labeling:**

Please label all personal items with your child's name—especially hats, shoes, extra clothes, and bags—to prevent loss.

## ACADEMICS

### **TRANSITION FROM PK TO KINDERGARTEN (PRIMARY DIVISION)**

Children who turn **5 years old on or before August 1** of the enrollment year may apply for admission to Kindergarten.

Admission decisions are based on each child's individual development, **COR Advantage Reports**, and other criteria outlined in the school's admissions policy.

### **ASSESSMENT AND REPORTING**

In Pre-Kindergarten, there are no formal tests or exams. Teachers use **ongoing observations** throughout the day to understand each child's development and learning progress. These observations help teachers plan meaningful next steps for every child.

### **COR Advantage Reports**

TIS issues Pre-K report cards at the **end of Term 2 and Term 4**. These reports cover each child's learning in key areas, as well as their personal and social-emotional development.

*Please Note: Report cards may be withheld if school fees are unpaid or library books are not returned.*

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held **twice a year**—at the end of Term 1 and Term 3. These meetings provide a valuable opportunity to discuss your child’s strengths, growth, and learning needs. Parents are always welcome to reach out to the teacher at any time.

### **WITHDRAWING A STUDENT**

In order for a student to withdraw from TIS and be able to collect school records, students will be required to present a Check-Out Form, which must be signed by those listed to show that all school property has been returned and all fees have been paid.

For any refunds or information about fees, please visit our website under the tab “School Fees”. If you require a reference letter for your child, please pass the request to the homeroom teacher with at least two weeks’ notice.

### **LANGUAGE GUIDELINES**

TEDA International School is a multilingual and multicultural community. We welcome students from many cultures and language backgrounds and aim to create a safe, inclusive environment for every child—no matter their level of English.

At TIS, we believe all staff and students share the responsibility to be thoughtful about how and when they use **English** and their **mother tongue**.

This means we encourage students to:

- Use every opportunity to develop their language
- Participate confidently in all classroom activities
- Use **English as the shared language of friendship**, so no one feels left out during play or group activities

We also value the importance of **maintaining our mother tongue**. In Pre-Kindergarten, children naturally use their home language while playing. Teachers support language learning through a rich environment that includes both **English and Chinese**.

We encourage families to support language growth at home through daily conversation and reading. The school also provides language support such as:

- Access to a rich library
- Parent workshops on language development

### **HOMEWORK**

There is **no formal homework** in Pre-Kindergarten. Instead, we encourage parents to support learning at home by:

- Asking your child about their day—what they did, saw, or heard
- Listening as they share stories or songs from school
- Borrowing books from the school library and reading together
- Setting aside **15–20 minutes each night** to read together in **English or your home language**
- Talking about the story, pictures, or characters to build comprehension and vocabulary

**Reading together builds a love of books and strengthens both language and family connections. This is the most meaningful “homework” for our young learners.**

## **SUPPLIES**

The school provides students with all basic classroom materials: paint, glue, paper, etc. Please see [APPENDIX B](#) for the list of additional supplies needed by each Pre-Kindergarten student.

## **LIBRARY USE**

As a community school, TIS recognizes that it is not always easy to find suitable English reading material in TEDA and so makes its library resources available not only to students and staff, but to their families as well during the hours of operation listed below. Parents who wish to borrow from the library can do so by using the parent ID card. No materials may be removed from the library without being properly checked out by the librarian. All books must be returned in good condition by their due date or no later than one week before the end of school. Charges will be levied for lost or damaged books.

When returning books, they should be placed on the cart marked for returned books or given to the librarian. They should not be left on the counter. Students should NOT re-shelve books. Books used in the library should be left on the tables for re-shelving by the librarian.

The library is a place for quiet study. Soft voices are always used so others are not disturbed. No food or drink is permitted in the library.

The TIS Library Hours are as follows: Monday-Friday: 7:45AM - 4:30PM

# **HEALTH AND SAFETY**

## **AIR QUALITY INDEX (AQI)**

To ensure student health and safety, TIS follows set procedures on days with poor air quality.

For **Pre-Kindergarten**, the following guidelines apply:

- When **AQI is above 180**, outdoor play is restricted and physical activities take place **indoors only**.
- When **AQI is above 280**, **all outdoor play is cancelled** and **strenuous indoor activity is limited**.

These measures are aligned with health guidelines and practices followed by other international schools in Tianjin and Beijing. We appreciate your understanding as we prioritize student well-being.

## **LOCKDOWN PROCEDURES**

1. An alarm and verbal announcement, "LOCKDOWN", will be made to initiate the lockdown procedure over the public address (PA) system.
2. All staff and students who are:
  - In the classroom: stay in the room
  - In the hallways: go to the nearest classroom or office (Staff members should check the halls before locking doors to let anyone nearby into the room.)
  - In the library, PAR, or theater: stay in the room; move away from windows
  - In the Gym: move away from windows and doors
  - In the cafeteria: move away from windows and doors
  - Outside: go to the nearest classroom or office
3. Once inside:
  - Lock all doors; do not let anyone in or out (except emergency personnel)
  - Use window covering to cover windows on classroom/office doors
  - Turn off lights
  - Close windows and blinds/curtains
  - Move away from windows and doors
  - Keep quiet and listen for instructions
4. Staff should make a list of those students in their rooms for later accounting.
5. When danger has passed, an announcement, "ALL CLEAR", will be made.

## **EVACUATION DRILL PROCEDURES**

Alarm heard when class is in session: Follow the teacher's instructions and exit by the way indicated. Make sure you walk, do not run on the soccer field. Sit down so that your teacher can count you. It is important that you do not talk but pay attention to the teacher or administrative directions.

Alarm heard outside of class (during recess, lunchtime, large group activity or after school): Walk to the field and follow the procedure listed above.

## **HEALTH AND HYGIENE**

Upon admission, every student who attends TIS must complete a health questionnaire. Any chronic illness or condition which may impact learning must be disclosed. Any changes (e.g. new allergies, surgery or illness) should be reported to the school. Students are expected to follow healthy habits of eating, sleep and exercise in order to have the necessary energy for study. Students who have not had sufficient sleep and are unable to pay attention in class may be sent home. General norms of cleanliness, paying particular attention to hair, nails and clothes are required. Students are expected to maintain an appropriate level of hygiene. Bad hygiene

can affect other students, and lead to illness. Teachers, the Counselor, or the administration may talk with students who struggle with maintaining good hygiene to find strategies that the student can cope with

For student well-being, TIS recommends that all students have an annual physical exam performed by their physician for eyesight, hearing and TB skin test for exposure to Tuberculosis. Admission to TIS is not dependent on student immunization history but we recommend that students be immunized for Hepatitis A, Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella (chicken pox), Meningococcal, and Encephalitis.

## **ILLNESS AND INJURY**

To ensure the health and safety of all students and staff, we kindly ask that families follow these guidelines when their child is unwell:

### **When to Keep Your Child at Home**

- **Children who are too unwell to participate in regular school activities**—including outdoor play, group learning, and classroom routines—**should remain at home** until they are fully recovered.
- Keep your child home if they show any of the following symptoms:
  - Fever over **37.3°C**
  - Sneezing, coughing, or runny nose
  - Vomiting or diarrhea
  - Unusual rash or skin spots
  - Lethargy or extreme tiredness
- Children with fever, vomiting, or diarrhea should stay home for **at least 24 hours after the last symptom has passed**.
- Children who have had a fever must be **fever-free (temperature  $\leq$  37°C) for a full 24 hours without medication** before returning to school.

### **If Your Child Becomes Unwell at School**

- If a student displays symptoms of illness during the school day, they will be taken to the school clinic. The nurse will contact parents to collect the child as soon as possible.
- Common symptoms that may result in a child being sent home include:
  - Lethargy or falling asleep in class
  - Stomach discomfort or loose stool (one instance of diarrhea is considered significant in Pre-K)
  - Fever or vomiting

### **Medication and Health Guidelines**

- **Antibiotics or long-term medications** (such as for ADHD) must only be administered by the school nurse.
- Students are **not allowed to carry or self-administer medication** at school.
- Parents must provide:

- A **doctor's note** for any long-term or prescription medication
- Clear instructions for medication if the parent needs to administer it at school, which must be done in the nurse's office
- If a child requires other types of medicine during school hours, we recommend they remain at home until fully recovered.
- **Emergency medications** (e.g., asthma inhalers or EpiPens) will be kept safely in the classroom under the teacher's supervision.

### **Injuries at School**

- Minor injuries (bumps, scrapes, etc.) will be treated at the clinic, and children will return to class.
- For more serious injuries (especially head injuries or suspected broken bones), the school will contact parents immediately so they can be involved in next steps.

### **Contagious Illnesses**

- If your child is diagnosed with a contagious illness (e.g., flu, chickenpox, conjunctivitis), **please inform the school immediately** so we can take appropriate precautions.

### **STUDENT SAFETY**

The safety of students takes precedence over all else. Pre-Kindergarten staff are responsible for the safety and well-being of the students from the time the parents/caregivers drop the children off in the classroom until they are picked up by an authorized person from the classroom, unless otherwise arranged with the administration. Occasionally non-teaching chaperones and adult volunteers will be given limited responsibility for a particular event. Parents will be informed of any accident which occurs at school.

Duty rosters are arranged for the bus, arrival, recess, lunch and dismissal supervision. All staff members are expected to work together to maintain school discipline at all times on the school grounds. A nurse is available in the school Clinic throughout the day and until 4:30 each day. Suggestions or comments regarding safety issues are most welcome and can be directed to the Building Manager or the Headmaster.

Access to the school campus will be strictly controlled. While TIS will work to provide parents with easy access to their child's classroom and teacher(s), access by drivers, "ayis", visitors, etc. will be strictly limited. Visitors must wear a visitor's tag while on school grounds.

Generally, medicines should not be brought to school or administered by anyone at school. If a child is so ill they require medicine during school hours we suggest that they do not attend school until they have recovered fully. Special needs cases can be discussed with the administration.

### **SCHOOL LIABILITY / INSURANCE**

TEDA International School does not assume financial responsibility for a student's medical emergencies and/or accidents however, TIS does maintain basic liability insurance coverage through a Chinese provider, in the event that an accident is determined to be school related and otherwise preventable. Parents should be aware that through the regular course of school business and activities, children do become ill and unavoidably

accidents do, occasionally, occur. Financial responsibility for such occurrences does not rest with TEDA International School.

Every parent should have a signed Assumption of Medical Responsibility form on file with the school. In the absence of a signed Assumption of Medical Responsibility form, TIS will assume that we have parent permission to take an injured and/or sick child to the TEDA Hospital to receive needed treatment.

### **AREAS THAT ARE “OFF LIMITS”**

It is important that TIS is a safe environment for all students, and high priority is given to supervising students for the entire time they are on campus. For this reason, certain areas are “off-limits”:

- the roofs of each building
- the area behind the primary buildings, pump house or any other building
- the gym, unless a supervising adult is present
- the indoor play structure in the cafeteria, the blue and green fenced in area of the playground, and the play equipment outside the white fenced area of the playground
- any area outside the perimeter fence other than the delineated pedestrian zones in front of the school gates, unless getting into or out of a vehicle

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

In extreme weather during school hours, students will be kept inside for recess and/or mealtimes. If the school needs to be closed for weather-related reasons or for any other reason, the school website, [www.tedais.net](http://www.tedais.net) will indicate this.

### **INDOOR AND OUTDOOR PLAY AREA RULES**

Outdoor play is vitally important for child development. Our playground has a range of equipment to develop coordination and balancing skills, adventure and creative play, and team sports. Outdoor play provides children with opportunities to develop confidence, stretch their capacity and interact positively with others. We encourage children to play outside every day, weather permitting.

Our staff are unable to accommodate special requests to have a child stay in during outside time. Please ensure that your child is appropriately dressed for the day’s weather.

The Indoor Play Area is only provided for children from Pre-K to Kindergarten and requires adult supervision.

### **OUTSIDE PLAY**

It is expected that students will:

- Play in designated areas only and be always clearly visible to staff
- Use equipment for the purpose it was designed
- Use appropriate language during play
- Play sensibly while respecting others (no play fighting)
- Have fun and make safe choices

## TIPS TO HELP YOUR CHILD SETTLE IN WELL

Parents are kindly requested to observe the following:

- If you have a message for your child during school hours, contact reception. The message will be delivered at the first opportunity. **At no time should a Parent or Guardian enter a classroom without permission.**
- Follow the teacher's instruction regarding morning goodbyes. Your child will settle well if you stick to the routine and there will be many opportunities for you to share in classroom activities and discussion throughout the year.
- Ensure that your child is aware of dismissal arrangements particularly if there is a change. Be on time if the child is to be picked up.
- Seek assistance from your child's teacher should you have any concerns.
- Inform the school if there is a change of circumstances, telephone number, cell phone number or address.
- Ensure as far as possible that absences from school for any reason other than medical are kept to a minimum.
- When volunteering, respect the need for confidentiality regarding issues involving other children.
- Be a positive role model and spokesperson for TIS by actively discouraging the destructive influences of slander, gossip and back-biting.
- Supervise children closely when on campus outside of class time. This particularly applies to after school. **Stay close and always to your child.**



# APPENDIX A

## BEDDING

- One Small Pillow
- Bottom and top blankets to fit or closely match the school cot size (approx. 1.5m x 0.7m)

See samples below:



# APPENDIX B

## STUDENT SUPPLIES

<b>ALL STUDENTS - PERSONAL ITEMS</b>	<ul style="list-style-type: none"><li>➤ <b>1</b> pair of indoor shoes. See <a href="#">APPENDIX C</a>;</li><li>➤ <b>5</b> small hand towels. See <a href="#">APPENDIX D</a>;</li><li>➤ <b>2</b> changes of weather-appropriate clothing (pants, shirt, socks, and underwear).</li><li>➤ <b>1</b> Water Bottle: Easy to open. Easy for children to carry on their own. Clearly labeled with your child's name.</li><li>➤ Sunscreen optional. No spray bottles please.</li><li>➤ Weather appropriate hat (as needed)</li></ul>
<b>ALL STUDENTS - ITEMS TO BE SHARED</b>	<ul style="list-style-type: none"><li>➤ <b>3</b> large <b>packs of baby wipes</b>, each with at least 80 wipes</li><li>➤ <b>6</b> boxes of <b>facial tissues</b> (175+ count per <b>cardboard</b> box)</li><li>➤ <b>2</b> boxes of <b>soft tissues</b> (gentle on skin, for nose-wiping)</li></ul>

# APPENDIX C

## INDOOR SHOES

- 1 pair of indoor shoes
- Velcro fastened with a secure fit - no laces

See samples below:



# APPENDIX D

## HAND TOWELS

- 5 small hand towels approximately 30cm X 30cm
- All the same design
- Clearly labeled with student's name
- Loop for hanging

See samples below:

