



Changchun American
International School
长春美国外籍人员子女学校

Early Years Handbook

幼儿园手册

MISSION

宗旨

With passion, we:
Challenge. Connect. Create.

我们满怀热情地面对挑战、拓展联结、
创造美好未来。

VISION

愿景

Changchun American International School inspires its community to become passionate and responsible global citizens who will meet the challenges of the future by creating opportunities through a holistic education.

长春美国国际学校通过全人教育培育学生，
启发社区成员成为有担当并能应对未来挑战
的世界公民。

VALUES

价值观

We are PASSIONATE

We bring passion to our learning, our work, and our lives. We embrace diversity and strive to excel in our individual and collective passions.

我们充满热情

我们激发每一个人的热情，融入学习、工作及生活之中，成就自我、激励他人、共同成长。

We CHALLENGE

We challenge ourselves, others, and the broader community to continually grow and improve academically, socially, and emotionally.

我们勇于挑战

我们勇于向自我、他人及社区挑战，为在学术、社交和情感面不断进步。

We CONNECT

We make personal, local, and global connections that inspire us to be responsible global citizens.

我们彼此联结

我们通过建构个人、地区及国家之间的联接来激发自己成为富有责任感的世界公民。

We CREATE

We utilize our learning and knowledge to actively create a better today and tomorrow through meaningful action.

我们共同创造

我们学以致用，通过有意义的行动，积极创造美好的未来。



OUR SCHOOL

Changchun American International School (CAIS) was established in 2006 and is the first Nursery to Grade 12 international school approved by the Chinese Educational Bureau in Jilin Province. We provide an international education for the expatriate community and for the children of internationally-minded Chinese nationals.

CAIS is an IB World School. The school is authorized to teach the IB Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP). CAIS is a member of the Council of International Schools (CIS) and an authorized Cambridge Assessment exam centre.

As an IB World School, CAIS Diploma Program (DP) graduates have access to more than 3,300 universities in 90 countries, including Ivy League schools in the USA and UK.

CAIS Administration and Support Staff

Ildiko Murray, Head of School

Mark Andrews, Secondary Principal

Jason Hayes, Primary Principal

Kristy Goodman, DP Coordinator

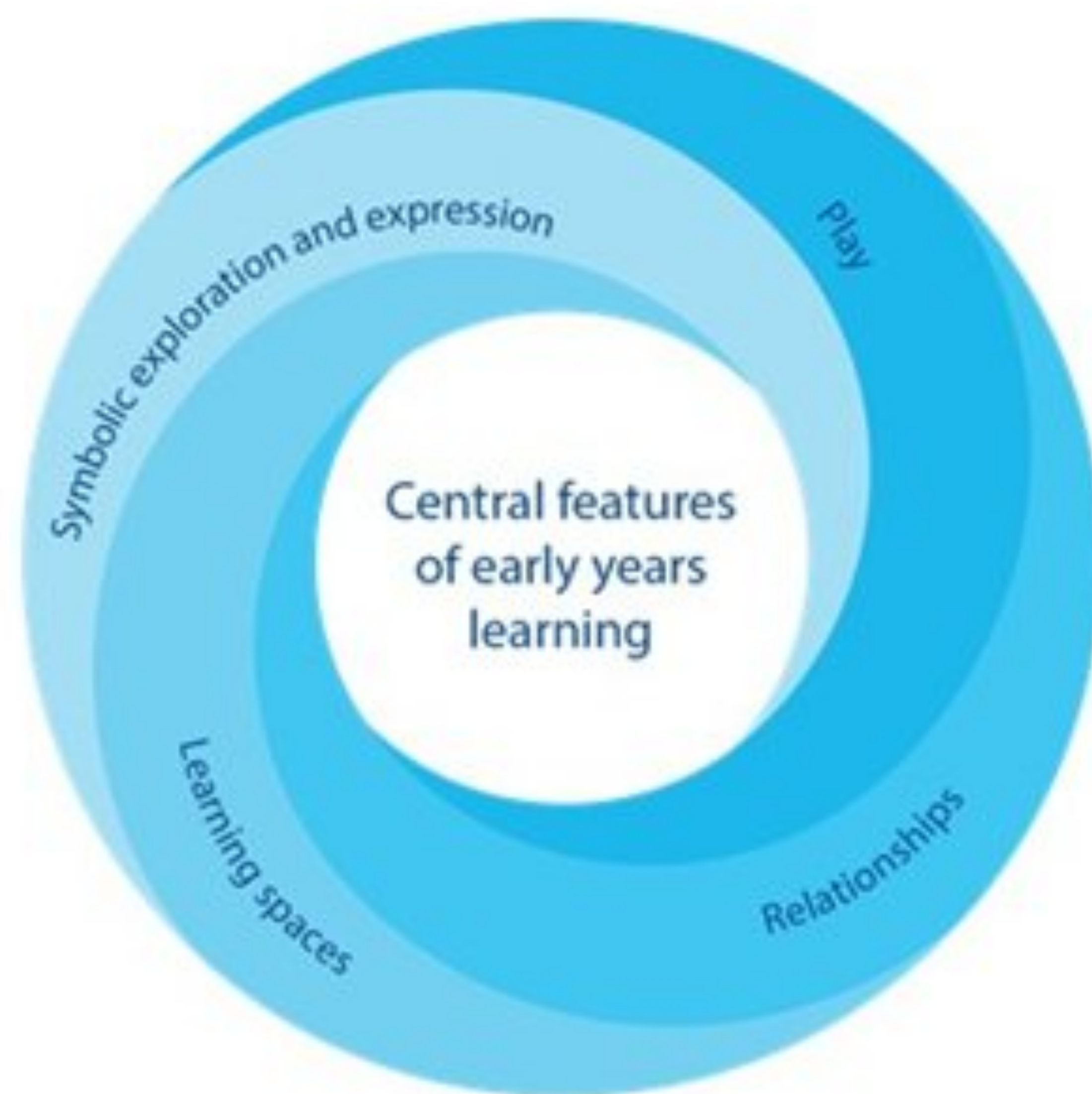
John Salgado, MYP Coordinator

Michael Rylance, PYP Coordinator

Desiree Dong, Administrative Assistant, Secondary School

Lemon, Administrative Assistant, Elementary School

CONTACT INFORMATION	
Telephone:	+86 431 8458 1234
Email:	info@caisschool.com
EARLY YEARS SCHOOL HOURS	
Before 7:30	Students on campus before 7:30 must be supervised by an accompany parent/guardian.
7:30	Students begin gathering by grade level. School staff supervision begins.
7:50	Students in their classroom.
8:00	School day begins.
15:00	School day ends.
15:00 - 16:25	Extra-Curricular Activities (ECA).
16:30	Dismissal



PLAY

creating and maintaining engaging learning spaces

scheduling uninterrupted time for play in both indoor and outdoor spaces

noticing students' emerging thinking processes, interests and theories, and responding in ways that extend learning

monitoring and documenting students' learning and development during play, and offering appropriate scaffolded learning experiences for individual students and small groups.

RELATIONSHIPS

regular conversations with parents and legal guardians

acknowledging and respecting each student's individuality

connecting with individual students throughout the day by having conversations, listening to and documenting their evolving questions, and acknowledging their efforts and achievements

recognizing opportunities for students to learn to self-regulate during play and offer support and feedback when needed

planning uninterrupted time for play in engaging learning spaces.

LEARNING SPACES

offering a range of open-ended materials

arranging and rearranging materials as invitations for learning

creating areas for role play, block play, mark-making, expression through the arts, and so on

considering a range of choices and opportunities for group and individual play

involving students in the design and construction of play areas

creating displays that reflect the process of students' learning.

SYMBOLIC EXPLORATION AND EXPRESSION

games

rhymes, poems, stories

play

conversations

mark-making, drawing

problem-solving, reasoning

counting, patterning and sequencing.

IB Learners Profile

We Strive to Be:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Courageous	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



Attendance

ARRIVAL

Students who arrive to school before 7:30 a.m. should be supervised by a parent, guardian, or other responsible adult. The school cafeteria opens at 7:30 a.m., staff supervision begins.

At 7:50, students will be led to their individual classes by a teacher. If your child arrives after 7:50, please have your child go to their classroom.

Classrooms open at 7:50 a.m., which is when students are expected to begin going to their classrooms. Learning for the school day begins promptly at

8:05 a.m. The school day ends at 15:00 p.m. each day or at 16:30 if participating in Extra-curricular Activities (ECA). Student's are permitted to be on campus from 7:30 - 16:30 everyday. (Except Wednesday until 15:00)

DISMISSAL

Students will be dismissed from class at 15:00 or at 16:30 and should be promptly picked up at the designated areas. Students who ride buses home meet the bus monitors in the designated area in the front atrium. Parents should notify the teacher in writing or by email the day before if their child is going home or departing campus with someone other than an adult member of the household.

LEAVING CAMPUS EARLY

When a student needs to leave the campus early please inform the homeroom teacher ahead of time. If a student is departing the campus due to illness, the school nurse will inform the parents with a phone call and parents will come to sign out their child at the school nurse's office.

EARLY DISMISSAL DAYS

On the few days of the school year when the students are dismissed early (usually at 12:30 p.m.), parents are

responsible for picking up their children promptly at 12:30 p.m. Bus transportation will leave the school at approximately 12:40 p.m. Parents will be notified well in advance of early dismissals, and these days will be noted on the school calendar.

ATTENDANCE AND ABSENCES

Timely and regular attendance to school is required by all students at the Changchun American International School. Whenever a student is absent for any reason, parents should inform the school either by phoning the school office, message on Toddle, emailing the Homeroom Teacher, or inform prior to the absence in the home communication book.

Parents should call the office on the third day of a prolonged illness. Children who have been absent from school due to a major illness, communicable disease, or injury are required to submit a physician's note stating that the child has received the required treatment. You are asked not to send your child to school if he/she is unwell. A child must be free from fever for 24 hours before returning to school.

Anticipated absences should be communicated to the Homeroom Teacher so the school can provide necessary learning support. However, when absences accumulate, the student's learning can be significantly affected. A parent meeting may be set up with the Head of Early Years/Primary Principal to discuss how the absences can affect the child's learning and ways parents can support their child to come to school more consistently. (Con't)

Absences that are related to illness, an urgent family or civil matter and are explained in writing by parents can be **excused** absences. Everything else will be recorded as **unexcused** absences.

School Bus Transportation

Each school day, drivers and bus monitors collect and drop off children from all over Changchun. The safety of each child is of primary concern.

Parents are requested to notify the Homeroom teacher and the Bus Coordinator ahead of time if their child does not require the morning bus on a particular day or if they are coming to school to collect their child in person during dismissal time. Students are expected to follow the bus rules and behave appropriately on the bus at all times.

All parents will receive an information package about the bus system at the beginning of the school year. Bus students and parents are required to sign the Code of Conduct for the School Bus form, which is part of this package. Students who do not observe this **Code of Conduct** will receive a warning from the Bus Coordinator and/or Principal. If a problem persists, the student may be denied access to the bus service.

Students may request permission to bring a school guest on the bus by contacting the Bus Coordinator and informing the coordinator of the date. The bus coordinator will verify if there is availability and grant permission accordingly.

Our buses operate for your safety and convenience. In order to ensure the smooth running of our transportation schedule, we rely on your support and cooperation. Please review and abide by the general guidelines below for bus riding:

- 1.The same expectations and responsibilities that apply at school apply to time spent waiting for and riding on the bus.
- 2.Similarly, disciplinary concerns relating to the buses will be handled as they would be if they happened at school.
- 3.Be on time for the bus.
- 4.Wait at designated stops and off roadways for the bus.
- 5.Board the bus by taking turns.
- 6.Take a seat immediately once you have boarded the bus.
- 7.Use a seat belt once seated.
- 8.Stay seated at all times with head and arms inside the bus at all times.
- 9.Be courteous at all times to the driver, bus monitors, your CAIS peers and all passers-by outside of the bus.

10.When exiting the bus at your drop-off point, be safety-conscious about traffic and obey all local street- crossing rules.

11.Before departing from the bus, please make sure to collect your belongings.

Homework (Continuous Learning)

Homework is also known as Continuous Learning at CAIS. At CAIS, children are actively engaged in rich, purposeful learning for seven hours a day. After school, we believe family time is important and that families and children should have a choice in their learning beyond the school day. We encourage children to participate in self-directed learning, and to explore their curiosities and passions. We also believe that play is an important part of childhood. We encourage children to actively participate in opportunities for play and unstructured activities outside of school.

We expect children to read at home every day, and we expect parents to read with their children regularly. Reading at home should form a natural part of the daily routine. Emphasis should be on a shared enjoyment of reading among the family. Reading is an excellent means of developing thinking skills, increasing fluency, developing language skills and helping children develop confidence with their reading.



Supporting a Positive Learning Environment

The mission of Changchun American International School is to educate all students with a high quality, international curriculum in a safe, well-structured and loving atmosphere; to assist all students to develop and refine their academic, social and ethical character; and to encourage all students to use what they learn to improve themselves, their families, their countries of origin, and the world.

In order to ensure that the Early Years Division is a positive, supportive and joyful environment for students to learn, all members of the community need to consistently exhibit the IB Learner Profile. If a student makes a choice that is not in line with our IB Learner Profile, the student will be involved in the problem-solving process and given the opportunity to:

- Accept responsibility for the choices and resulting consequences
- Reflect and learn from the situation
- Make amends to those affected
- Return to the learning environment as a positive contributing member

TOYS

Parents are requested to make sure that children do not bring toys to school for the following reasons:

- Toys brought in from home could be damaged or lost. The school will not be held responsible for any damages or lost items. Valuable items such as smart watches, cell phones, tablets, etc. should be kept safely at home
- Students should be using the equipment and materials that have been carefully chosen at school
- Unless requested by the Homeroom teachers for a specific lesson, toys will be asked to be kept in the students backpack or in their locker
- Items or literature which promotes violent or aggressive behavior are not permitted at school

CONSEQUENCES

Learning from mistakes is part of the developmental process for children, and holding them responsible for their actions is an important part of that learning. As a result, we have a defined process for determining consequences when poor choices are made. To support students in making meaningful changes, they will be involved in the problem solving process. At CAIS, we use the following guidelines:

- First step, students who create a problem for themselves or others in the classroom by breaking a classroom rule, will be handled by the homeroom teacher within the classroom setting.
- If the rule is broken consistently, challenging of the rule, or if a pattern of rule-breaking has emerged, the teacher will talk with the student and contact the parents to seek additional help in bringing about needed change.

- If the situation continues to escalate, the Head of Early Years/Primary Principal may be involved.

Depending upon the nature of concerns when students are sent to the office, possible consequences include:

- Creating a IB Learner Profile Learning Plan to be signed by the student, parent, teacher, and Head of Early Years/Primary Principal.
- Conference between administrator, parent, and student.

BEHAVIORS OF SERIOUS CONCERN

The following behaviors are of a more serious concern, and students will go directly to the Head of Early Years/Primary Principal to discuss logical consequences when:

1. Endangering the safety of others or themselves.
2. Fighting
3. Vandalizing or destroying property
4. Stealing
5. Refusing to follow requests made by a faculty or staff member

The full [Student Community and Well-Being Policy](#) is available on the Changchun American Community School website.

Standardized Testing

Educational decisions made at CAIS regarding an individual student are made in the context of the student's overall progress using a wide variety of assessment techniques. Standardized testing is one component of our school's overall assessment program. Standardized test results are used as a way to compare the performance of our school relative to the thousands of other schools worldwide that administer the same tests. In addition, standardized test results can become a tool to assist in assessing an individual student's academic progress. It must be noted that standardized test scores provide only one piece of a rather complex puzzle when they are used to look at individual students.

The Measures of Academic Progress (MAP) test is administered in Kindergarten 2 (K2) in the Spring for the first time to gather the first data point for your child. The MAP is one of the assessment tools used at CAIS for measuring achievement and growth in learning from PYP 1 - 5.

MAP data can inform teaching throughout the year and help create opportunities for more personalized learning experiences for students.

Parent Expectations

PARENTS ROLE

Parents enjoy the “wonder of newness” exhibited by their children as they develop emotionally, socially, physically and intellectually. We enthusiastically encourage parents to continue to participate in the joy of learning and development as their child(ren) begin their school experience. Our own experience guides us, and research confirms, that the most successful students have parents who are involved in their school lives.

SCHOOL READINESS

Your child(ren) is expected to come to school ready for a day of learning activities, having had plenty of sleep, nine to twelve hours and able to arrive on time before 7:50 a.m.

Children should come to school in comfortable clothing that allows for a wide range of movement and messy play. During winter time, children should come to school properly dressed for outdoor play such as a thick jacket, gloves, hats, and a scarf. During summer time, children should wear breathable clothing, a sun hat, and sunblock. Keeping a sweater or sweatshirt in your child’s cubby is recommended to accommodate everyone’s personal body temperature difference. A change of clothing is also required to be kept in their cubby in case of accidents or messy play.

Your child will need to bring a backpack to school. The backpack should be regular size and without wheels. Please check the contents of this every day for completed work and any important notes that come home from school. Most important information is sent through Toddle; do check in regularly to see photos and what is happening at school. Your child’s class teacher is the first point of contact and appointments should be made with them, before or after school, to discuss any concerns. The Academic Office should be called with urgent messages. Our Elementary Executive Assistant, Ms. Lemon, can be reached at 84581234-ext 572, or by email at lma@caisschool.com

SUPPORTING LEARNING

At CAIS, we believe parents are an integral part of a child’s learning journey. As such, parents are invited to participate in learning activities as much as possible. The parents’ primary role is one of encouragement and support. When children are given a lot of time and encouragement to use and practice the new things they learn, they understand that what they are doing in school is important and they begin to communicate in more conventional ways. They will learn to read and write in a manner similar to the way in which they learn to speak.

They will listen, watch, and imitate what they see and hear their parents and older siblings doing and saying. Those who see their parents talking, listening, reading, and writing with purpose and for pleasure will begin to do the same. By reading license plates, advertisements, food labels, signs and other environmental print, children learn that print is meaningful. They will try scribbling notes on scraps of paper, writing messages like, “I LV U,” and reading what they have attempted to write to you. Show admiration and appreciation for their developing interest in literacy by encouraging their efforts.



Important ways parents can help their children develop literacy skills:

- Provide your children with many first-hand experiences and give them words to describe these experiences.
- Engage in frequent one-on-one conversations with your child.
- Sing songs, play language games and say rhymes together.
- Help your child acquire new words and use them to communicate with detail.
- Talk about words and help your child hear and pronounce words clearly.
- Provide a space and tools for your child to write and create including crayons, markers, paper, tape, etc.
- Notice print in the everyday environment (signs, tags, advertisements, packages, etc.)
- Talk about the illustrations in books and predict what the text might say.
- Read books that play with the sounds in words.
- As you read a book, ask your child to recall what happened and predict what will happen next.
- Model tracking the text, place your finger under the words as you read.
- Model how to handle books with care.
- Visit our School Library often and help your child choose books that interest him/ her.

Helpful Hints for a Successful Beginning

- Talk about the new school experience in positive ways.
- Your home atmosphere will influence your child during the school day. You may need to allow additional time for your young child to get ready during the first weeks of school.
- Routines are very important to your child’s successful entry into school. Get up in time to have a good breakfast without being rushed.
- Arrive at school promptly between 7:30 and 7:50 a.m., and pick-up your child on time at 3:25 p.m.
- Provide a special place for your child to put the backpack, library book, and other needed items so they are easily found each morning.
- Help your child understand the importance of self-help skills like using the toilet, putting on and off their shoes and socks, and asking for help when needed.



Information & Technology Literacy

CAIS' curriculum supports all students in becoming responsible digital citizens. Digital citizenship is a shared responsibility between home and school. Children require opportunities to practice technology skills in responsible and respectful ways.

At CAIS Early Years, students are provided with shared iPads in the classroom, and students learn the proper handling and usage of iPads through hands-on experience.

Additional devices such as smart watches and mobile telephones should be kept at home. If they are necessary, apply for permission using the *Application for Bringing Mobile Phone to School* form. During school hours, all devices should be kept in a safe place in a backpack or locker. The responsibility to keep the device secure rests with the individual owner.

Toddle: is a student-driven, digital learning journal. All students in grades Nursery through Grade 5 use Toddle to create, reflect, share, and collaborate. Toddle allows families to see learning in real-time. Parents will receive an invitation to join their child's learning journal(s).

ELEMENTARY SCHOOL TECHNOLOGY EXPECTATIONS

Supporting appropriate use of technology is a community effort. The expectations below support our Technology Use at school and that technology is for learning.

ROUTINES AND HABITS

- Students access devices when invited to do so by a teacher.
- Students only have applications, tabs, and desktops open that are relevant to current learning.
- Students will handle devices with care and respect. Beware of water, food, and placement of device.

OUTSIDE OF CLASS TIME

Students are encouraged to take a break from screens during these times.

School Library


The Elementary School Library is open to the CAIS community between 7:45 a.m. and 4:30 p.m., Monday through Friday, including most recess times, and before and after school. The library offers a vast print collection of more than 25,000 books as well as many student-friendly databases, eBook subscription sites, and student magazines.

The library promotes lifelong reading and learning by providing materials that support student interests and the IB curriculum. Students receive instruction in research skills and effective use of the library facility and its resources. Materials should be returned promptly or renewed if a longer time period is required. If students lose or damage a book or magazine beyond repair, they are required to pay for the replacement of the item. Checkout is suspended until replacement fees have been paid.

Uniform

UNIFORM PURPOSE STATEMENT

CAIS early years students are expected to wear school uniform

Day	Procedure
Monday-Thursday	 <p>Any combination of CAIS school uniform - only items purchased from the school store are counted as school uniform.</p>
Friday	<p>Free Dress Day - Students can wear their own choice of comfortable, casual clothes. Clothing should not hinder student learning and/or safety.</p>



Communication

A child's school life is greatly enriched by a family that is well informed and active in school activities. We welcome your involvement and encourage close ties between parents and teachers. We recognize that effective partnerships are characterized by shared commitment to collaboration, open lines of communication, and a common vision of the goals to be achieved. To support effective partnerships, CAIS communicates with families in various ways.

- Toddle
- Weekly Learning Newsletter
- Student Led Conferences
- Early Years School Handbook
- Mid-semester and end of semester progress report
- Daily Communication Book
- Parent Information Sessions
- Official CAIS Early Years WeChat Platform
- Emails, teachers and administration will respond to emails in a timely fashion, please allow 24-hours for a response.
- Face-to-Face Meetings (please schedule face-to-face meetings in advance.)
- In emergency situations, phone calls will be made by the school nurse or by the Head of Early Years/Primary Principal.

ADDRESSING CONCERNS

We want to embrace a positive culture of communication that is open, transparent, and respectful.

- If concerns regarding your child arise, your first contact is with the teacher who is directly involved. In most cases, concerns are easily resolved through direct contact with the teacher. Please allow up to 24 hours for the teacher to respond to any communication.

- If you are not sure who to speak with, or there are extenuating circumstances, contact the Head of Early Years.
- If concerns continue, please contact the Principal of the division.

STUDENTS CALLING PARENTS

Students cell phones and smartphones, smart watches should be kept at home or stored away and not used during the school day. If your child needs to contact you during the school day, he/she may ask their teacher for permission to go to the office where an administrative assistant will help your child reach you by phone.

Health and Safety Services

CAIS employs two school nurses who work from 7:30 am to 4:30 pm during the school day. The nurses are available to provide basic health services and to administer emergency first aid to the students and staff of the school.

- **Medication:** For safety reasons, it is school policy that no medication of any kind is carried by students on campus. The Health Office stocks a variety of over the counter medications should these be needed. For children from Nursery to Kindergarten 2, no over the counter medications are administered without a medication form or contacting the parents for consent. If your child requires prescription medication of any kind during school hours, please bring the medication in its original container, clearly labeled with your child's name and dosage, along with a written consent. The nurses will then review the necessary information regarding the dispensing of the prescribed medication.
- **Illness:** For the safety of all the students at CAIS, children should be fever, diarrhea, vomiting, and conjunctivitis free for 24 hours before returning to school. If a student vomits or has a fever above 37.5 c, parents will be called to collect their child from school. Any child with an illness will remain in the Nurses' office until signed out through the Health Office before leaving the campus. A parent or guardian must escort the child home.
- If your child went to the hospital for any medical reasons, please provide a doctor's note to the school nurse upon returning to school.

KEEPING A SICK CHILD HOME

When a child is not well, he/she is not able to learn or participate in classes in a meaningful way. Keeping an ill child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

We request you keep your child at home for the following reasons:

- **A temperature of 37.5 c and above:** A child with a temperature of 37.5 c should stay at home and only return to school after being symptom and fever free (without medication) for 24 hours.
- **Vomiting and/or diarrhea, Conjunctivitis (Pink eye):** A child who is vomiting, has diarrhea, and/or has a pink eye should stay at home and only return to school after being symptom free (without medication) for 24 hours.
- **Head Lice:** According to local health regulation, students who contracts head lice must stay home for 3 days and symptom free (without medication) for 24 hours before returning back on campus.
- **Colds:** Please keep your child at home if he/she is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

If your child has a medical condition which would not preclude them from attending school but would preclude them from attending P.E., e.g. a broken or sprained limb, please send a note from a doctor to your child's teacher indicating the problem and that your child cannot attend P.E. that day.

CONTAGIOUS DISEASE PROCEDURE

If your child contracts a communicable disease or infection (chicken pox, scarlet fever, hand feet mouth disease, mumps, etc.), please notify the school nurse and classroom teacher immediately. School Health Office will inform other parents in the case of infectious disease and possible symptoms to look out for. If you visited the hospital for any of the above medical reasons, please provide a doctors note upon returning to school to the school nurse.

ALLERGIES/MEDICAL CONDITIONS

If your child has allergies, takes routine medication or has a significant medical condition of any kind, you must notify the Health Office and the child's teacher at the beginning of the school year.

BATHROOM INDEPENDENCE AND HYGIENE

All students from Pre-Kindergarten (Pre K) and older must be toilet independent. Please prepare your child to use good bathroom habits including managing clothing, cleaning self, flushing toilets and washing hands.

Campus Visits

Adult visitors to the campus must inform the school to make an appointment ahead of time.

Recess and Playground Safety

Time spent outdoors is an integral part of the school day. Regular physical activity of adults is linked to improved health and reduced risk of the development of many chronic diseases. Lifelong physical activity habits are often developed in childhood. Occasions to play outside not only promote the development of a healthy and balanced lifestyle but affords students the opportunity to break from regular classroom structures. When properly clothed, Early Years children can participate in safe, active play in an outdoor environment in most weather conditions. However, as the body needs to be able to appropriately adapt to changes in temperature, precaution must be taken on extreme cold and hot temperature days.

Cold Weather Guidelines

On cold weather days children will be allowed to play outdoors with adult supervision for an appropriate length of time if adequately dressed in warm clothing (jackets, pants, hats and gloves). Please note that if a student is not dressed appropriately, he/she will be unable to participate in outdoor activities.

Temperature	Procedure
0 °C and above	Regular procedures for line up, outdoor activities and recess times
0 °C to -14 °C	Must have proper clothing to participate in outdoor activities.
-15°C and below	Students will remain indoor.





Air Quality Guidelines

CAIS regularly monitors the air quality index (AQI) when deciding to modify daily outdoor school activities. The AQI is used to determine how clean or unhealthy the outdoor air is. The index ranges on a scale of 0 to 200+. The amount of prolonged exposure to unhealthy air is limited through the

AQI	Procedure
0-150	Daily activities are not affected
150 ++	All EY children will remain indoors All field trips that involve physical activity will be postponed. All outdoor community events will be cancelled

Student Life

BIRTHDAYS

Birthdays are a special time. If you plan on having a party for your child outside of school, party invitations may be distributed at school as long as all children in the class receive an invitation. We ask that parents help their children to be sensitive to others when invitations are sent — encourage inclusion of all children.

LOST & FOUND

The CAIS Early Years Lost and Found collection area is located at the Main Reception. Please check there for any missing items. Valuable items will be kept at either the Head of Early Years Office or the Main Reception desk.

The Lost and Found will be cleaned out at the end of each semester. Any items that remain in Lost and Found at the end of the semester will be donated to charities.

LUNCH & SNACKS

Students in Early Years enjoy a morning snack, lunch, as well as an afternoon snack daily. Monthly menus and additional information are available on the CAIS Website and shared through the CAIS EY WeChat Platform.

The goal at CAIS is to represent balanced, healthy meals with a variety of choices. Packed lunches from home are also an option. Food allergies must be informed to the

school nurse and the homeroom teacher at the beginning of the school year.

NUT AWARE CAMPUS

While we are not a nut-free campus, our classrooms are nut aware. This means that we ask everyone to be respectful of the students who have nut allergies by not sending nuts or nut products to school. Although the cafeteria tables are thoroughly sanitised between lunch/snack times, please keep in mind that nut products might be present in the cafeteria.

When a classroom has a student with a nut allergy or other types of food allergies, your child's Homeroom teacher will notify you. While parents may choose the snacks they want to send with their children, it is our hope that parents in that classroom will choose not to send food or snacks with food items that their child's classmates are allergic to.

Please check food labels carefully as many foods may contain hidden sources of nut products. Here are some examples of common snack box foods that may contain hidden sources of nut products:

1. Chocolate spreads
2. Chocolate bars
3. Cookies
4. Granola/cereal bars
5. Chips and crackers
6. Many processed savory foods
7. Flavored milks

Parent Teacher Association (PTA) Objectives:

- a. To foster the relationships between the staff, parents and others associated with the school; and
- b. To engage in activities which support the school and benefit the pupils.
- c. To supervise, and independently plan, all PTA events to support the CAIS community without encumbering the daily operations of the school community.
- d. To follow all local, national, and international expectations in regard to safeguarding and child protection.

Parent Volunteers

We encourage our parents to volunteer and support your child's education at CAIS. Opportunities to volunteer are wide ranging. At the beginning of the school year teachers will provide information regarding opportunities to volunteer.

MISSION

宗旨

With passion, we:
Challenge. Connect. Create.

我们满怀热情地面对挑战、拓展联结、创造美好未来。

VISION

愿景

Changchun American International School inspires its community to become passionate and responsible global citizens who will meet the challenges of the future by creating opportunities through a holistic education.

长春美国国际学校通过全人教育培育学生，启发社区成员成为有担当并能应对未来挑战的世界公民。

VALUES

价值观

We are PASSIONATE

We bring passion to our learning, our work, and our lives. We embrace diversity and strive to excel in our individual and collective passions.

我们充满热情

我们激发每一个人的热情，融入学习、工作及生活之中，成就自我、激励他人、共同成长。

We CHALLENGE

We challenge ourselves, others, and the broader community to continually grow and improve academically, socially, and emotionally.

我们勇于挑战

我们勇于向自我、他人及社区挑战，为在学术、社交和情感面不断进步。

We CONNECT

We make personal, local, and global connections that inspire us to be responsible global citizens.

我们彼此联结

我们通过建构个人、地区及国家之间的联接来激发自己成为富有责任感的世界公民。

We CREATE

We utilize our learning and knowledge to actively create a better today and tomorrow through meaningful action.

我们共同创造

我们学以致用，通过有意义的行动，积极创造美好的未来。



学校简介

长春美国国际学校（CAIS）成立于2006年，是吉林省范围内第一所经教育局批准的国际学校，为外籍人士和具有国际视野的中国公民子女提供从托儿所到十二年级的国际教育。

CAIS是一所国际文凭（IB）学校。学校被授权教授IB小学项目（PYP）、中学项目（MYP）和大学预科项目（DP）课程。同时，CAIS也是国际学校理事会（CIS）的成员和剑桥授权的评估考试中心。

作为一所IB学校，CAIS大学预科项目（DP）的毕业生可以进入90个国家的3300多所大学就读，包括美国和英国的常春藤盟校。

CAIS Administration and Support Staff

Ildiko Murray, Head of School

Mark Andrews, Secondary Principal

Jason Hayes, Primary Principal

Kristy Goodman, DP Coordinator

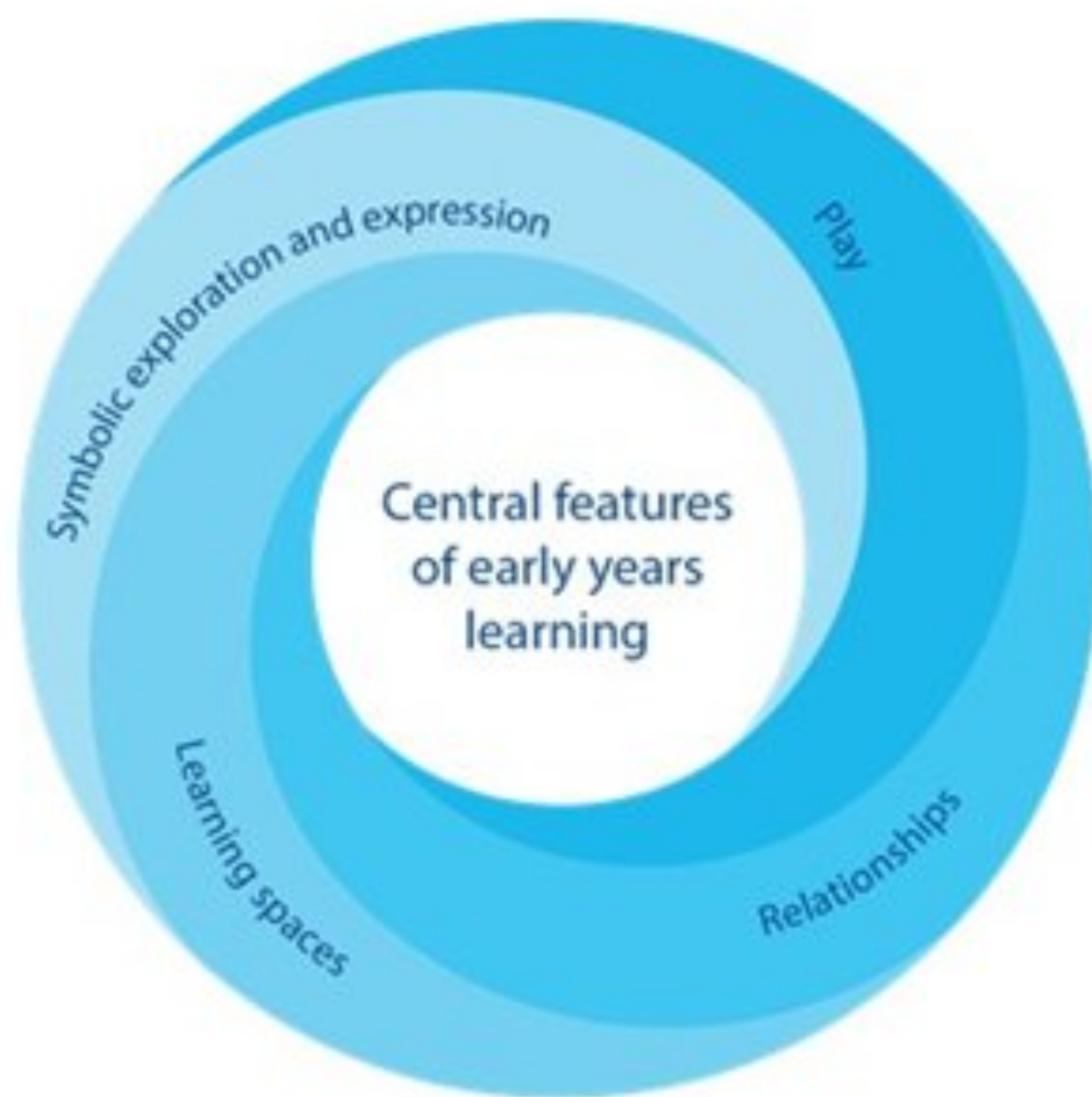
John Salgado, MYP Coordinator

Michael Rylance, PYP Coordinator

Desiree Dong, Administrative Assistant, Secondary School

Lemon, Administrative Assistant, Elementary School

联系方式	
电话:	+86 431 8458 1234
邮件:	info@caisschool.com
幼儿园在校时间	
7:30前	7: 30之前到校的学生需要家长或监护人的陪同。
7:30	开始按照年级集合，由学校员工看护。
7:50	学生们进入自己的班级。
8:00	开始上课。
15:00	下课
15:00 - 16:20	课外活动
16:30	课外活动下课



玩耍

创造和保持吸引人的学习空间

安排室内和户外连续的玩耍时间

关注学生流露出的思考过程、兴趣和理论，并以扩展学习的方式给予反馈

观察和记录学生玩耍期间的学习和发展，并为个体学生及小组提供恰当的学习支持体验

关系

与家长及法定监护人定期交流

认可并尊重每位学生的个性

通过对话，全天与个体学生建立联系、倾听并记录他们逐步发展的问题、肯定他们的努力和成就

玩耍时，识别学生学习自我调节的机遇，在需要时提供支持和反馈

在吸引人的学习空间，规划连续的玩耍时间

学习空间

提供一系列开放式资料

安排和重新安排资料，作为邀请孩子学习的手段

为角色扮演、搭积木、痕迹创作、艺术表达等创造区域

为小组和个人游戏考虑一系列选择和机会

使学生参与玩耍区域的设计和搭建

创造能反映学生学习过程的展示空间

符号探索与表达

游戏

儿歌、诗歌、故事

扮演

对话

痕迹创作、绘画

问题解决、推理

数数、图形、顺序

作为IB文凭学习者，我们要努力做到：

积极探究	我们培养自己的好奇心，逐步掌握开展探究和研究的技能。我们知道如何独自或与他人一起开展学习。我们对学习充满热情，并终身保持对学习的热爱。
知识渊博	我们发展并利用对概念的理解，跨越一系列学科探索知识。我们对各种具有当地和全球重要性的问题和思想观点进行探讨。
勤于思考	我们运用批判性和创造性思考技能，对复杂的问题进行分析并采取负责的行动。我们积极主动地做出理由充分、合乎伦理的决定。
善于交流	我们使用一种以上的语言、以多种方式充满信心和富有创意地进行自我表达。我们有效地开展协作，注意倾听他人以及其他群体的观点。
坚持原则	我们处事正直、诚实，有强烈的公平和正义感，尊重世界各地人民的尊严和权利。我们对自己的行动及其后果承担责任。
胸襟开阔	我们以批判的态度欣赏我们自己的文化、个人的历史以及他人的价值观和传统。我们寻求和评价一系列广泛的观点，并愿意通过体验来成长。
懂得关爱	我们表现出同理心、同情心和尊重。我们努力开展服务，通过我们的行动使他人的生活和我们周围的世界发生积极的变化。
勇于尝试	我们深谋远虑和坚决果断地应对变化不定的事物；我们独立或通过合作探索新的思想观点和新颖的策略。面对挑战和变化，我们表现得足智多谋和灵活机敏。
全面发展	我们理解在生活中做到智力、身体和情感均衡发展的重要性，这样才能使我们和他人健康快乐。我们认识到自己与他人以及我们所处的世界之间有相互依存的关系。
及时反思	我们对世界和自己的思想观点和经验做出深刻缜密的思考。为了支持我们的学习和个人发展，我们努力了解自己的长处和弱点。



出勤

到校

7:30之前到校的学生由家长、监护人或者其成年监护人看护。7:30教职员开始在中庭看护学生。

7:50教师带领各班级学生进入班级，如果您的孩子在7:50之后入校，请直接让孩子进到班级。

教室开门时间为7:50，即学生进入班级的时间。每天学习时间从8:05开始至15:00结束。如果学生参加课外活动16:30 放学。学生每一天7:30 -16:30允许在校园里。

放学

学生放学时间为15:25 或者 16:30，请在指定区域接孩子。乘坐校车的学生需要在大厅指定地点等待班车教师。如果学生与家庭成员以外的成年人员回家或者离开校园，请家长提前一天以书面的形式或者通过电子邮件通知老师。

早退

如果孩子需要提前离校，请提前告知班主任教师。如果学生因病离校，护士将通过电话通知家长，家长将到学校护士办公室签字后带孩子离校。

提前放学

在学年中学生提前放学的几天（通常是下午 12:30），家长应于12:30 及时接孩子。校车发车时间为 12:40 左右。提前放学会提前通知家长，同时也会在校历上标注。

出勤与缺勤

长春美国国际学校要求学生按时上学。如有任何缺勤情况，家长应提前通过致电校办、在 Toddle 上发消息、给班主任发送电子邮件或家交流本等方式通知学校。

出现长期病假的情况，父母应在患病的第三天致电校办。因重大疾病、传染病或受伤而缺课的儿童必须提交医生证明，说明该儿童已接受必要的治疗。如果您的孩子身体不适，请不要送他/她上学。如遇发烧情况，孩子在退烧后24小时后方可返校。

预计会出现缺勤的情况请告知班主任，以便学校提供必要的学习支持。然而，当缺勤累积一定数量时，学生学业会受到明显影响。此时可与幼儿园负责人/教学主任/小学校长召开家长会议，讨论缺勤如何影响孩子的学习以及家长如何保障孩子更稳定地上学。涉及疾病、紧急家庭或民事事务方面且父母提供书面解释的缺勤视为**因故缺勤**。其他情况皆被视为**无故缺勤**。

校车

每个上学日，司机和班车教师都会到长春各个区域接送孩子。学生安全是我们首要关注的问题。

如果孩子某天不乘坐早班车，或者家长在放学时会亲自来校接孩子，请家长通知班主任和校车协调员。学生应始终遵守校车规则并注意个人言行举止。

在学年开始时，所有家长都会收到一份关于校车系统的信息包。乘坐校车的学生和家长必须签署校车行为守则规范表，这是信息包的一部分。不遵守本行为准则的学生将收到校车协调员和/或校长的警告。如果问题仍然存在，学生可能会被拒绝乘坐校车。

学生如有带学校客人乘车的需求，可以联系校车协调员并告知日期。校车协调员将查看是否有空位并据此授予许可。

我们的校车为您提供安全与方便。为了保证我们接送计划的顺利进行，我们有赖于您的支持与合作。请查看并遵守以下乘坐校车总指南：

- 1.在等待和乘坐校车期间，学生同样需要遵守在校规则并履行相应责任。
- 2.同样，与校车有关的纪律问题将按照发生在学校时的处理方式进行处理。
- 3.准时乘坐校车。
- 4.在指定站点和路边等待校车。
- 5.按顺序登上校车。
- 6.上校车后立即坐好。
- 7.坐好后系上安全带。
- 8.乘坐校车期间一直保持头部和胳膊不要伸出车外。
- 9.对司机、校车老师和同学以及车外的行人要一直保持礼貌。
- 10.当在下车站点下车时，注意遵守交通安全并遵守所有当地街道通行规则。
- 11.在离开校车之前，请确认收好个人物品。

家庭作业(持续学习)

家庭作业在 CAIS 也被认为是持续学习。在 CAIS，孩子们每天 7 小时积极参与丰富、有目标的学习。放学后，我们认为家庭时间很重要，家庭和孩子在放学后的学习中也应该有学习的选择。我们鼓励孩子们参与自主学习，探索他们的好奇心和热情。我们也相信玩耍是童年的重要组成部分。我们鼓励孩子们积极参与校外游戏和自由活动。

我们希望孩子每天在家阅读，而且我们希望家长定期和孩子一起阅读。在家阅读应该成为日常生活中的自然组成部分。我们应该重视全家共享阅读的快乐。阅读是培养思维能力、提高语言流利度、发展语言技能和帮助孩子建立阅读信心的绝佳方式。



营造积极的学习环境

长春美国国际学校的教学宗旨是为所有学生营造安全、和谐、友爱的教学环境，以高标准国际化课程设置，培养学生的学术品质、社会品质及道德品质，鼓励他们学以致用，完善自我，造福家庭、祖国和世界。

为了确保幼儿部为学生提供一个积极、有益和快乐的学习环境，CAIS社区的所有成员都需要始终如一地展示IB学习者培养目标。如果学生做出不符合我们的IB学习者培养目标的选择，学生将参与解决问题的过程并有机会：

- 为选择和由此产生的后果承担责任
- 对情况进行反思和学习
- 对受影响的人或事做出补偿
- 作为一个积极奉献的成员重返学习环境

玩具

家长需要确保孩子不带玩具到学校，有如下原因：

- 从家里带来的玩具可能会损坏或丢失。学校对任何损坏或丢失物品概不负责。智能手表、手机、平板电脑等贵重物品应妥善保管在家中。
- 学生应使用学校为其精心挑选的设备和材料
- 除非应班主任要求用在特定课程中，玩具需存放在学生背包或储物柜中
- 宣扬暴力或攻击性行为的文学作品也不允许带至学校

后果

从错误中学习是儿童发展过程的一部分，让他们为自己的行为负责是学习的重要组成部分。因此，当做出错误的选择时，我们有一个明确的过程来决定后果。为了支持学生做出有意义的改变，他们将参与解决问题的过程。在CAIS，我们使用以下准则：

- 第一步，学生在课堂上违反课堂规则，为自己或他人造成问题，将由班主任在课堂中处理。
- 如果学生一直违反、挑战规则，或者如果出现了违反规则的模式，老师将与学生交谈并联系家长，寻求更多帮助以带来所需的改变。
- 下一步幼儿园园长/小学部校长将参与解决。

根据学生被送至办公室时的问题性质，可能的后果包括：

- 创建由学生、家长、老师和幼儿园园长/小学部校长签署的IB学习者培养目标学习计划。
- 幼儿园园长，校长、家长和学生之间进行会议。

需高度关注的行为

以下行为值得高度关注，学生将直接去找幼儿园园长/小学部校长讨论如果出现以下情况将如何积极妥善解决：

1. 危害他人或自身安全
2. 打架
3. 损毁或破坏财产
4. 偷窃
5. 拒绝遵守教职员工提出的要求

在长春美国国际学校网站上可查看完整的[学生社区和健康政策](#)。

标准化测试

在CAIS，对每个学生的教育决策都是在使用各种评估手段、考虑了学生的整体进步情况后确定的。标准化测试是我们学校整体评估计划的一个组成部分。我们可以将我校标准化测试结果和全球数以千计进行相同测试的其他学校进行比较。此外，标准化测试结果可以成为评估个别学生学业进步的工具。必须指出的是，当利用标准化测试分数来观察个别学生时，仅能提供评估的重要组成部分。

学业进步量表 (MAP) 测试首次在K2（幼儿园二年级）春季时举行，为您的孩子收集第一次数据。MAP考试是CAIS用于衡量PYP 1 - 5学习成绩和成长的评估工具之一。MAP数据可以在全年中为教学提供信息，并有助于为学生创造更多个性化学习体验的机会。

家长期望

家长角色

随着孩子在情感、社交、身体和智力上的发展，父母会喜欢孩子们所展现的“新鲜感”。我们热情地鼓励家长在孩子

(们) 开始上学的过程中继续参与学习和发展的乐趣。我们老师的经验指导我们，并且有研究证实，最成功的学生是因为父母参与了他们的学校生活。

入学准备

为了准备好能参与一天的学习活动，您的孩子(们) 应该有九到十二个小时的充足睡眠，并能够在早上 7:50 之前准时到达。

孩子们应该穿着舒适的衣服来上学，这样可以大幅活动、自由玩耍。在冬季，孩子们应该穿着适合户外玩耍的服装，如厚外套、手套、帽子和围巾。在夏季，儿童应穿着透气的衣服、遮阳帽并涂抹防晒霜。建议您预留一件毛衣或运动衫让孩子放在房间里，以适应每个人的个人体温差异。还需要为他们在房间里准备一套换洗衣服，以防发生意外或玩耍时弄脏。

您的孩子需要每天背背包来学校。背包应该是正常大小，没有轮子。请每天检查书包内容，查看每天完成的任务以及从学校带回家的重要信息。最为重要的信息会通过Toddle发送；家长一定要定期查看照片和校内发生的事情。孩子的班主任是您的第一联络人，若有任何问题，您可以与他们在上学或放学后约见讨论。若有紧急事件请拨打校办电话。我们的小学行政助理，Ms. Lemon，可以致电84581234- 572，或发送电子邮件到 Lma@caisschool.com。

辅助学习

在 CAIS，我们相信父母是孩子学习旅程中不可或缺的一部分。因此，我们邀请家长尽可能多地参与到学习活动中来。父母的首要作用是鼓励和支持。当孩子们得到鼓励并拥有大量的时间来使用和练习他们所学到的新事物时，就会明白在学校所做的事情很重要，他们会开始习惯沟通交流。他们会用与他们学习说话相似的方式来学习阅读和写作。

他们会倾听、观察、模仿父母和哥哥姐姐的言行。如果孩子看到他们的父母有目的地和为了愉悦而交谈、倾听、阅读和写作，他们也会开始做同样的事情。通过阅读车牌、广告、食品标签、标志和其他环境标识，孩子们了解到这些标识是有意义的。他们会尝试在纸上涂鸦，比如写“ILVU”，读他们想写给您的东西。通过鼓励他们的努力，对他们在识字方面发展的兴趣表示钦佩和赞赏。



父母帮助孩子培养读写能力的重要方法:

- 给您的孩子提供许多第一手的经历，并提供给他们描述这些经历的词语。
- 经常和孩子进行一对一的谈话。
- 一起唱歌，玩语言游戏，说儿歌。
- 帮助孩子掌握新单词，并运用它们进行详细的交流。
- 谈论单词，帮助孩子清晰地听和发音。(中/英文都可以)
- 为您的孩子提供空间和工具，包括蜡笔、马克笔、纸、胶带等。
- 注意日常环境中的文本(标志、标签、广告、包装等)
- 谈论书中的插图，预测文本可能会讲什么。
- 阅读与文字发音相关的书籍。
- 当在阅读一本书时，让您的孩子回忆发生过的事情并预测接下来会发生什么。
- 示范跟踪文本，阅读时将手指放在单词下方。
- 示范如何爱护书籍。
- 经常访问我们学校的图书馆，帮助您的孩子选择他/她感兴趣的书籍。

成功开始的有用提示

- 用积极的方式谈论新学期的经历。
- 家庭氛围会影响孩子的在校表现。在开学的头几周，您可能需要为孩子留出额外的准备时间。
- 习惯对于孩子顺利入学是非常重要的。按时起床，从容地吃一顿丰盛的早餐。
- 早上7:30到7:50间准时到学校，下午15:25准时接孩子。
- 为您的孩子提供一个专用的地方来放置背包、图书馆书籍和其他需要的物品，这样他们每天早上和下午都很容易找到。
- 帮助您的孩子认识到自理能力的重要性，比如上厕所、穿脱鞋袜，以及在需要的时候寻求帮助。



图书馆通过提供支持学生兴趣和小学部课程的材料来促进终身阅读和学习。小学部学生将接受指导，学会检索技巧和如何有效利用图书馆设施及资源。图书应及时归还，如果需要节约更久应及时续期。如果学生丢失或损坏了书或杂志致无法修复，则需要支付补偿金。在支付补偿金之前，将暂停借阅。

校服

校服声明

长春美国国际学校鼓励幼儿园学生穿校服，但并不强制。

信息技术素养

CAIS 的课程支持所有学生成为负责任的数字公民。数字公民是家庭和学校之间的共同责任。儿童需要机会来以负责任和有礼貌的方式练习技术技能。

在CAIS的幼儿园阶段，学生在课堂上共享iPad，学生通过亲身体验来学习如何正确使用iPad。

其他入智能手表和手机等设备应该留在家里。如有需要，请填写《手机入校申请单》来获得许可。在校期间，设备应放在背包或储物柜等安全，设备物主应该对设备安全负责。

Toddle: 是一本由学生主导的数字学习日志。从 nursery 到 5 年级的所有学生都使用 Toddle 进行创作、反思、分享和协作。Toddle 允许家庭实时查看学习情况。家长会收到加入孩子学习日志的邀请。

小学技术期望

整个社区都需要支持孩子恰当使用技术。以下的期望支持我们在学校以学习为目的使用技术。

规程和习惯


- 学生在老师的邀请下访问设备。
- 学生只打开与当前学习相关的应用程序、选项卡和桌面。
- 学生们要小心和礼貌地使用这些设备。注意水、食物和设备的放置。

课外时间

鼓励学生在这段时间远离屏幕休息一下。

学校图书馆

学校图书馆在周一至周五 7:45-16:30 间向学校社区开放，包括大部分课间休息时间以及放学前后。图书馆提供了超过 25,000 本纸质书的巨大馆藏，以及许多面向学生的数据库、电子书订阅网站和学生杂志。

Day	Procedure
Monday-Thursday	 <p>Any combination of CAIS school uniform - only items purchased from the school store are counted as school uniform.</p>
Friday	<p>Free Dress Day - Students can wear their own choice of comfortable, casual clothes. Clothing should not hinder student learning and/or safety.</p>



沟通

如果一个家庭对学校活动有充分了解并积极参与，孩子的校园生活就会大大丰富。我们欢迎您的参与，并鼓励家长和老师之间密切联系。我们认识到，有效伙伴关系的特点是双方致力于合作，开放沟通渠道，对实现的目标有共同的愿景。为了支持有效的伙伴关系，CAIS通过各种方式与家庭进行沟通。

- Toddle
- 每周学习简报
- 学生主导会议
- 幼儿园学生手册
- 期中及期末进度报告
- 日常交流本
- 家长信息会议
- 官方CAIS幼儿园微信平台
- 电子邮件：教师和行政部门将在24小时内及时回复电子邮件。
- 面对面会议：面对面会议请提前预约。
- 在紧急情况下，校医或幼儿园负责人/小学校长将给家长打电话。

解决问题

我们信奉一种积极的沟通文化，即开放、透明及尊重。

- 如果您担心您的孩子，应首先与直接参与的老师联系。在大多数情况下，通过与老师直接沟通，问题很容易解决。请耐心等待，老师将在24小时内回复。
- 如果您不确定该和谁沟通，或者有任何严重情况，请联系幼儿园负责人。
- 如果问题仍然存在，请联系小学校长。

学生与家长联系

学生的手机、智能手机、智能手表应留在家里或存放起来，在校期间不得使用。如果您的孩子需要在在校期间与您联系，他/她可以请他们的老师允许他/她去校办，在那里行政助理将帮助您的孩子通过电话联系您。

健康与安全

CAIS聘有两名校医，每天7:30到16:30上班。由校医提供基本健康服务，并对学校的学生和工作人员进行紧急救治。

- **用药:**出于安全考虑，学校规定学生不能携带任何药物到校园。校医室储备了各种非处方药，以备不时之需。对于从托儿班到幼儿园的儿童，在没有药物使用表或征得父母同意的情况下，不允许使用非处方药物。如果您的孩子在校期间需要任何种类的处方药物，请保持药物原包装盒，并清楚地标明您孩子的名字和需要剂量，并附上书面同意书。然后，校医将审查有关处方药物配药的必要信息。
- **疾病:**为了CAIS全体学生的安全，学生应在返校前24小时内无发热、腹泻、呕吐、结膜炎等症状。如果学生呕吐或发烧超过37.5摄氏度，家长将接到电话到校接孩子。任何生病的孩子将留在校医务室，直到经由校医务室签字离开校园。父母或监护人必须护送孩子回家。
- 如果您的孩子因任何医疗原因去了医院，请在返回学校时向校医提供医学证明。

把生病的孩子留在家中

如果您的孩子感到身体不适，不能来学校参与课堂学习，请把他/她留在家中，以避免疾病在校内传播的情况，这也能让孩子有休息的机会，更快康复。

如果孩子出现以下症状，我们要求孩子留在家中：

- **体温超过37.5摄氏度**：体温超过37.5度的学生需要留在家中，只有症状消失和退烧（未用药）24小时后才能返回学校。
- **呕吐和/或腹泻、结膜炎（红眼病）**：呕吐和/或腹泻，或结膜炎的儿童应留在家中，只有在症状消失（未用药）24小时后才能返回学校。
- **头虱**：根据当地卫生规定，感染头虱的学生必须在家待3天，无症状（未用药）24小时后才能返回校园。
- **感冒**：如果您的孩子因鼻塞和/或咳嗽等感冒症状而感到不适，请让他/她呆在家里。

如果您的孩子的健康状况不会影响他们来校上课，不过会妨碍他们参加体育运动，例如肢体骨折或扭伤，请向班主任老师递交医生的诊断书，告知您的孩子无法参加当天的体育锻炼。

传染病防控流程

如果您的孩子感染了传染性疾病（例如：水痘、猩红热、手足口病、腮腺炎等），请立即通知学校医务室和班主任。学校医务室将通知其他家长，观察留意传染病和可能出现的症状。如果您因上述任何医疗原因到医院就诊，请在返校时向学校医务室提供医生的诊断书。

过敏/特殊身体状况

如果您的孩子过敏、服用常规药物或患有任何类型的重大疾病，您必须在学年开始时通知校医务室和孩子的老师。

独立使用卫生间/卫生

所有幼儿园 Pre K 年级及以上的学生必须能够独立上厕所。请让您的孩子养成良好的如厕习惯，包括整理衣服、自我清洁、冲马桶和洗手。

校园参观

进入校园的成人访客必须提前通知学校进行预约。

课间和游乐场安全

户外活动是在校一天不可或缺的一部分。成年人定期进行体育锻炼有助于改善健康状况，降低患慢性病的风险。终生的体育活动习惯往往是在童年时期养成的。偶尔在户外玩耍不仅可以发展学生的身心健康，养成均衡的生活方式，还可以让学生有机会从常规的课堂学习中休息一下。只要穿着得体，幼儿园学生可以在大多数天气条件下，安全积极地在户外活动。但是，由于身体需要适应温度的变化，因此在极端寒冷和炎热的天气里必须做好准备。

寒冷天气指南

在寒冷的天气中，如果孩子们穿着足够保暖的衣服（外套、裤子、帽子和手套），他们可以在成人的监督下在户外玩耍适当的时间。请注意，如果学生的穿着不够保暖，他/她将无法参加户外活动。

温度	指南
0摄氏度以上	正常的排队、户外活动和休息时间
0°C - 零下14度	必须穿着合适的衣服才能参加户外活动。
零下15度及以下	学生参加室内活动





空气质量指南

CAIS 在决定修改日常学校活动时定期监测空气质量指数 (AQI)。AQI 用于确定室外空气的清洁程度或不健康程度。指数范围为 0 到 200+。通过减少或改变需要中度至重度运动的学校活动，可以限制长时间暴露在不健康空气中。

AQI	程序
0-150	日常活动不受影响
150 ++	所有幼儿园学生将留在室内 所有涉及体育活动的户外实地考察将被推迟 所有户外社区活动将被取消

学生生活

生日

生日是一个特殊的时刻。一旦与班主任提前做好安排，家长就可以向学校发送简单的生日礼物。请考虑选择健康的食物作为生日礼物。我们希望您在将零食带到学校之前，先与您孩子的老师沟通。

只要班上的所有孩子都能收到邀请，就可以在学校分发聚会邀请。我们希望在发放邀请时，父母可以引导孩子考虑他人——鼓励孩子邀请所有同学都参与进来。

小学失物招领

CAIS 幼儿园失物招领处位于学校前台。如有丢失物品，请检查那里。贵重物品将存放在幼儿园负责人办公室或学校前台处。

失物招领处将在每学期末清理。任何在学期结束时留在失物招领处的物品都将被捐赠。

午餐&间餐

幼儿园的学生每天都可以享用早上的间餐、午餐和下午的间餐。CAIS 网站提供每月菜单和其他信息，并通过 CAIS 幼儿园微信平台共享。

CAIS 的目标是提供营养均衡、品类多样的健康膳食。自带午餐也是一种选择。食物过敏信息必须在学年开始时通知校医务室和班主任。

坚果类食物问题

虽然校园内有坚果类食品，但我们的教师都对学生食用坚果类食品非常谨慎。我们也要求每个人关注对坚果过敏的学生，不要将坚果或坚果产品送到学校。尽管餐厅的餐桌在午餐/间餐时间之间进行了彻底消毒，但请记住，餐厅中可能存在坚果产品。

当班级中有对坚果过敏或其他类型的食物过敏的学生时，孩子的班主任会通知您。虽然家长可以选择给孩子带什么零食，但我们希望该班级的父母不会选择给孩子带其他同学过敏的食物或零食。

请仔细检查食品标签，因为许多食品可能含有不明显的坚果产品来源。以下是一些可能含有隐藏的坚果产品的常见零食示例：

1. 巧克力酱
2. 巧克力棒
3. 曲奇饼干
4. 格兰诺拉麦片/谷物棒
5. 薯条和饼干
6. 许多加工过的咸味食品
7. 调味奶

家长委员会 (PTA)

- a. 促进教职员工、家长和与学校相关的其他人之间的关系；和
- b. 参与支持学校、造福学生的活动。
- c. 监督和独立计划所有 PTA 活动，以支持 CAIS 社区，而不妨碍学校社区的日常运作。
- d. 遵循所有当地、国家和国际保障和儿童保护的期望。

家长志愿者

当疫情管制解除时，我们鼓励家长自愿参与并支持学校教学。志愿服务的机会范围很广。在学年开始时，教师将提供有关课堂志愿服务机会的信息。

DISCLAIMERS AND LIMITATIONS

CAIS reserves the right to change the policies and procedures contained in this handbook, as needed throughout the school year. Any changes will be circulated throughout the CAIS community.

While care and effort have been invested into developing the policies and procedures contained in this handbook to address situations likely to occur in an Early Years/Elementary School, situations may occur that fall outside the process described. In such cases, the Administration reserves the right to respond in a manner deemed appropriate.

免责声明和限制

CAIS保留在整个学年中根据需要更改本手册中包含的政策和程序的权利。任何更改都将在整个CAIS社区内传达。

虽然本手册中包含的政策和程序，近乎全面地来应对可能发生在幼儿园/小学的情况，但也可能会发生超出所述流程的情况。在这种情况下，主管部门保留以认为适当的方式作出回应的权利。



Please tear out this page and return to your homeroom teacher.
请撕下本页交给班主任老师。

CAIS Early Years Handbook
AWARENESS STATEMENT
CAIS幼儿园家长/学生手册知晓声明

My signature below indicates that I have received and read the Early Years Handbook.

我的以下签字表示我已接受并阅读了学生/家长手册。

HOMEROOM TEACHER 班主任老师 _____

STUDENT'S NAME 学生姓名 _____

GRADE 年级 _____

PARENT SIGNATURE 家长签字 _____

DATE 日期 _____