



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



CAIS Early Years Handbook

2024-2025

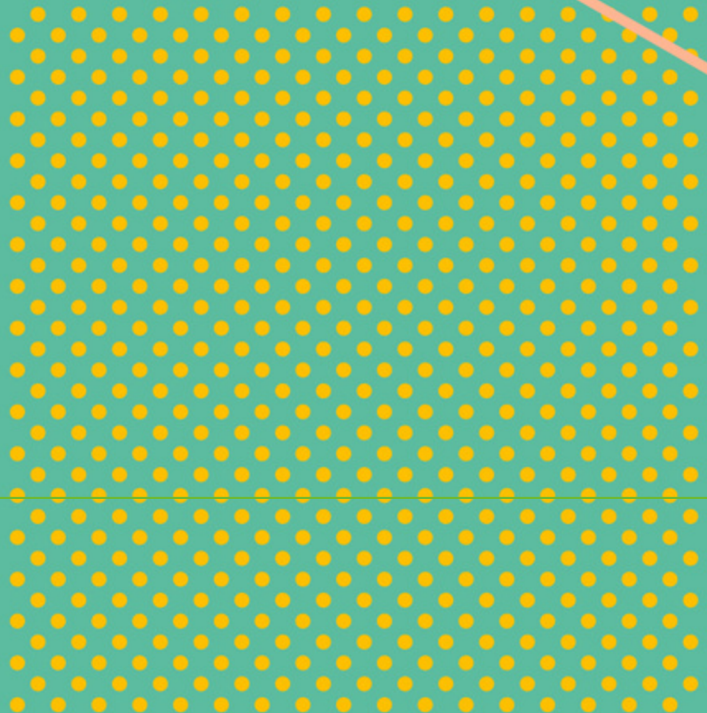


Table of Contents



I. CONTACTS	3
II. CALENDAR	3
III. ARRIVAL AND DISMISSAL	3
IV. SCHOOL ORGANIZATION	4
V. SUPPORTING A POSITIVE LEARNING ENVIRONMENT	5
VI. SUPPORTING LEARNING	6
VII. STUDENT WELL-BEING AND COMMUNITY	6
VIII. COMMUNICATION	6
IX. HEALTH AND SAFETY	7
X. STUDENT DRESS CODE	9
XI. HOUSE SYSTEM	10
XII. EXTRACURRICULAR ACTIVITIES (ECAs)	10
XIII. CONTINUOUS LEARNING	10
XIV. WITHDRAWAL FROM SCHOOL	10
XV. SAFETY AND SECURITY	11
XVI. BEHAVIOR AND CONSEQUENCES	12
XVII. TECHNOLOGY	13
XVIII. LUNCH/SNACK	13
XIX. ELEVATOR USE	13
XX. ASSEMBLIES AND SPECIAL EVENTS	13

I. CONTACTS

SCHOOL OFFICE:

Tel: 84581234-802/803

For all academic queries including messages regarding tardiness and absences, requests for report card reprinting, translation during teacher meetings, bus information

FINANCE OFFICE:

Tel: 84581234-240

For all financial related queries such as School fees/payments

RECEPTION DESK:

Tel: 84581234

General Inquiries

PRIMARY PRINCIPAL:

Jason Hayes

jason.hayes@caisschool.com

PYP COORDINATOR:

Michael Rylance

rylance@caisschool.com

II. CALENDAR

The CAIS 2024 – 2025 school calendar is and constantly updated with new events posted on the school website (www.caisschool.com).



III. ARRIVAL AND DISMISSAL

Arrival

Students are not allowed to enter the school building until 7:30 a.m., if students arrive at school earlier than 7:30 a.m. in the morning, they can stay at the security guard's room with the parents' supervision.

At 7:30 a.m. students should go to the first floor cafeteria and wait to be collected by their teacher.

Students are expected to deposit their belongings in their locker and report to their homeroom teacher by 7:50.

Students who arrive to school late should report directly to their homeroom teacher.

Dismissal

The academic portion of the school day finishes at 3pm Monday-Friday. Students can be picked up at this time and school buses will be provided for those who take them.

On Monday, Tuesday, Thursday and Friday Extracurricular Activities (ECAs) will be offered for students. Children and parents can decide which days that children will stay for activities at the beginning of each ECA rotation. Students do not have to stay for ECAs every day but their attendance must be consistent over the course of the ECA rotation if they have chosen to participate. There will be three ECA rotations per year. ECA's will run until 4:25 when students can be picked and school buses will be provided.

On Wednesday all students will go home at 3pm.

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 main gate.

Early Release 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 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.

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.

IV. SCHOOL ORGANIZATION

CAIS is divided into two sections, the Primary and Secondary which have three academic programmes authorized by the IBO: The Primary Years Programme (PYP, 3 -11yrs), and two programmes in Secondary, the Middle Years Programme (MYP, 11-16 yrs) and the Diploma Programme (DP, 16-18 yrs).

The PYP Teaching Staff is composed of well-qualified and experienced teaching staff representing over a dozen countries. All teachers receive ongoing professional development from the IBO. Any teachers who join CAIS without prior IB experience are provided with IB training in their first year of teaching at the school. The PYP teaching staff meets regularly to share information and discuss the following:

- Vertical and Horizontal Curriculum Alignment
- Student academic and social progress
- The Student Health and Well-Being programme
- PYP teaching-related topics

The Whole School Academic Leadership Team (WSALT)

The Whole School Academic Leadership Team is comprised of the Head of School, the Primary Principal, the Secondary Principal, the PYP Coordinator, the MYP Coordinator and the DP Coordinator. They are responsible for the organization, operation, physical facilities, and educational programmes across the school, and all matters relating to staffing. The WSALT meets weekly to discuss whole school matters.

The Parent Teacher Association (PTA)

The objectives of the PTA are:

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

V. SUPPORTING A POSITIVE LEARNING ENVIRONMENT

The goal 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

Parent Expectations

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.



VI. 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.



VII. STUDENT WELL-BEING AND COMMUNITY

A full description of the rights and responsibilities is included in the [Student Well Being and Community Policy](#).

VIII. 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
- Mid-semester and end of semester progress report
- Daily Communication Book
- Parent Information Sessions
- 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 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 Primary Principal.

Students Calling Parents:

Students smartphones and 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 his/her teacher for permission to go to the office where an administrative assistant will help your child reach you by phone.

IX. HEALTH AND SAFETY

School 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 Nurse's 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 37.3°C and above: A child with a temperature of 37.3°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, students 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 remain indoors.

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 150+. The amount of prolonged exposure to unhealthy air is limited through the reduction or modification of school activities that require moderate to heavy exertion.

AQI	Procedure
0-150	Regular procedures for line up, outdoor activities and recess times
Above 150	<ul style="list-style-type: none">All students will remain indoors.All field trips that involve physical activity will be postponed.All outdoor community events will be cancelled

X. STUDENT DRESS CODE

Daily Uniform Requirements

Monday-Thursday - Any combination of CAIS school uniform - only items purchased from the school store are counted as school uniform.



Field-trips

Students will be advised of appropriate clothing for field-trips, days out and other out of school events.

Physical Education Classes

The school PE uniform consists of the following items:

- CAIS physical education t-shirt
- CAIS gym shorts or sweatpants
- Sports shoes



Footwear

- Students are expected to wear closed shoes.
- All shoes should have backs or secure straps on back of shoe for safety and always remain tied.
- Flip-flops are not to be worn in school.
- The heel on shoes and boots should not be higher than 5cm.



Uniform Shop

New items of school uniform can be purchased from the school shop. Please contact the school reception if you require any items of school uniform.

XI. HOUSE SYSTEM

CAIS has a House system, which is designed to help build our community and give students a sense of belonging and ownership in the school. Each student is assigned to a House, identified with one of four animals: **Dragons**, **Foxes**, **Vipers** and **Wolves**.

Within their House designation, students will be participating in special events like sports days, competitions, assemblies, and house events. These house events will be run throughout the year, and they are a great way for students to get to know other students across different grade levels and extend their collaborative skills.

On designated House Events, students are encouraged to wear clothes that reflect their house color: **Dragons**, **Foxes**, **Vipers**, **Wolves**.

XII. EXTRACURRICULAR ACTIVITIES (ECAs)

CAIS students have the opportunity to take part in Extracurricular Activities (ECAs) which include the arts, sporting, recreational, outdoor and academic activities.

The aim of these activities is to encourage students to pursue a variety of interests that complement the academic program. ECAs are organized, led and supervised by members of staff.

K2 students can choose from the various ECAs available. Students in Nursery-K1 have the choice to attend after school care during ECA time. The students can engage in free-play activities, supervised by Early Years teachers.

ECAs run on Monday, Tuesday, Thursday and Friday from 3:10-4:25.

There are three rotations for ECAs throughout the school year where students have the option to choose a new activity.

XIII. CONTINUOUS LEARNING

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.



XIV. WITHDRAWAL FROM SCHOOL

When a student is to be withdrawn permanently from school, parents should inform Admissions office in writing as soon as they know they will withdraw. This will enable the School Office to prepare leaving documents. Before such documents can be issued, a withdrawal form must be prepared which checks on such things as class texts, library books, outstanding fees, forwarding addresses and so forth. Since preparing multiple copies of leaving documents, past reports and official transcripts is a time-consuming task, up to 10 working days will be required to prepare official leaving documents.

XV. SAFETY AND SECURITY

Safety and security are high priorities at CAIS. Security cameras monitor the school campus. All visitors are to report to the main gate office where a visitor's badge will be issued, and the person to be visited is expected to pick up the visitor from the reception. Visitors interested in enrolling their children are to be met at the reception. A member of admissions staff will accompany these visitors.

Supervision

In addition to teacher supervision during class times, teachers are assigned supervision during lunch break.

Students are not allowed to stay in any area of the school, whether in a classroom or otherwise without being supervised by a member of staff.

Vehicles

We ask that all parents and families who drive cars or motorcycles to school drive within the law and drive carefully through the immediate vicinity of the school.

Bus Transport

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 Bus Coordinator if their child does not require the bus on a particular day or if they are coming to school to collect their child in person. Students are expected to follow the bus rules and behave appropriately on the bus at all times.

All parents and students will receive an information package about the bus system and are required to sign the Bus Code of Conduct.

Students and parents should understand that the same standard of behavior is expected on the CAIS buses as is expected on the CAIS campus.

Students who are not respectful or do not follow bus rules will be warned by the Bus Monitor. Their behaviours will be noted. If these behaviours persist then the parents will then be contacted.

If inappropriate behavior on the bus persists after parental contact, the school may decide that the student will no longer be permitted to travel on the CAIS buses for the rest of the year.

Students may get permission to bring a school guest on the bus, provided permission has been obtained from the Bus Coordinator who will verify if there is a seat available on the bus.

Students are expected to:

- Be courteous to all bus users
- Be punctual at the appropriate pick-up point
- Sit in seats on a first come, first served basis
- Remain seated, wearing a seatbelt, keeping their hands and feet to themselves
- Keep all items brought onto the bus within and on the bus
- Place all personal belongings on their laps, stowed under the seats or given to the bus monitor for appropriate storage, keeping the aisles clear
- Talk at an appropriate level and act in an appropriate way so as to not disturb others
- Put all litter carefully in the appropriate bin or take it off the bus when leaving
- Drink water, as desired, carefully on the bus
- Clean any spillage at the next convenient stop and only when safe to do so
- Remain seated until the bus comes to a complete stop upon reaching the destination

Parents are expected to:

- ensure their child/children understand what is expected of them when traveling on the school bus;
- drop-off and collect small children at the appropriate bus stop or have made other suitable arrangements for meeting and picking up the children.

Student possession's

Students are discouraged from bringing valuables including large sums of money to school. Such items are brought to school at the student's risk.

Lockers

All students are issued with lockable lockers in which to store their books, other learning materials and bags. Students are responsible for ensuring the safety of all materials brought to school including electronic devices. Students may use either the school-provided lock or bring their own lock. If the student opts to bring their own lock, the school reserves the right to have it opened for inspection at any time, and the lock is removed at the end of the school year.

Student school bags

Students should bring a school bag that will fit comfortably into the locker. A soft-sided, medium- sized backpack is suitable. A bag that is large will become a safety hazard if left out of the locker and in the corridor.



Loss of personal items

All personal articles of clothing, school materials and accessories found on campus are placed in the lost and found section, near the reception area. Students are encouraged to wear labelled clothes, which makes it easier to return items. Students and parents are encouraged to check for lost items. At the end of each term, unclaimed articles are donated to charity.



XVI. BEHAVIOR AND CONSEQUENCES

At CAIS we believe in creating a safe and respectful learning environment for all students at our school. In order to maintain this environment, we expect students to conduct themselves in a manner that is considerate and responsible at all times.

Potential consequences for misbehavior include:

- Verbal warning by the teacher.
- Time-out in a designated area of the classroom.
- Loss of privileges such as recess or other activities.
- Meeting with the school counselor to discuss behavior.
- Parent-teacher conference to address concerns.
- In-school suspension to reflect on behavior.
- Suspension from school for a specified period.
- Behavior contract outlining expectations.
- Referral to external support services.
- Un-enrollment from the school.

XVII. TECHNOLOGY

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.

In Early Years at CAIS, 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

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).

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 not permitted to use their devices outside of class time unless approved by the Primary Leadership Team.

XVIII. LUNCH/SNACK

Students have a choice of bringing their own morning snack and/or lunch or having a snack and/or lunch supplied by the school (if ordered in advance for the whole semester or year). Information about food provided by the cafeteria will be shared on a regular basis.

We encourage our students to eat healthy and balanced meals that should include fruit and vegetables. Please provide your child with healthy snacks for mid-morning, if the snack is not already provided by the school.

Please note that CAIS students are not allowed to order food or drinks from outside the campus and have them delivered during the school day. Parents should not provide cake or other foods to be shared with other students.

Students should not be sent to school with chocolates, sweets or candies.

Students should carry a refillable water bottle at all times. Water is available from the water dispensers around the school.

During the lunch period, students are expected to display good manners and courtesy. Lunch should be consumed in the cafeteria. Students are expected to clear their place and dispose of all trash appropriately.

XIX. ELEVATOR USE

Elevators are available to students who are unable to access the stairs. If a student requires the use of an elevator, they should report to the reception before school. The receptionist will help the student make arrangements to meet an adult who will assist them in using the elevator. Card keys to the elevator will not be given to students.

XX. ASSEMBLIES AND SPECIAL EVENTS

Students should enter the assembly area quietly, be seated and behave in a respectful manner. Appreciation should be shown with applause. No food or drinks are allowed during the assembly.



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

With Passion, We
Challenge, Connect,
Create





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

CAIS 幼儿园 手册

2024-2025

目录



一. 联系方式	3
二. 校历	3
三. 上学和放学	3
四. 学校组织	4
五. 营造积极的学习环境	5
六. 辅助学习	6
七. 学生福祉与社区	6
八. 沟通	6
九. 健康与安全	7
十. 学生着装指南	9
十一. 家园系统	10
十二. 课后兴趣班 (ECAs)	10
十三. 持续性学习	10
十四. 离校	10
十五. 安全问题	11
十六. 行为和后果	12
十七. 技术	13
十八. 午餐/间餐	13
十九. 电梯使用	13
二十. 集会和特殊活动	13

一.联系方式

校办:

电话: 84581234-802/803

所有教学相关问题的咨询, 包括迟到和缺勤、再次打印成绩单、教师会议期间的翻译需求、校车信息等。

财务处:

电话: 84581234-240

所有与财务有关的查询, 如学费/付款。

前台:

Tel: 84581234

一般问题的咨询。

小学校长:

Jason Hayes

jason.hayes@caisschool.com

小学教学主任:

Michael Rylance

rylance@caisschool.com

二.校历

长春美国外籍人员子女学校2024 - 2025 年校历将根据最新活动实时更新, 并发布于学校网站 (www.caisschool.com)。

三.出勤

到校

学生在早上7:30之前不得进入教学楼, 如果学生在早上7:30之前到达学校, 需在家长的监护下在警卫室等候。

上午 7:30 时, 学生应前往一楼餐厅, 等待教师带领回班。

学生应在 7:50 前将自己的物品放进储物柜, 并向班主任报到。

迟到的学生应直接向班主任报告。

放学

周一至周五每天下午 3 点结束教学活动。学生可在此时被家长接走或乘坐校车离校。

周一、周二、周四和周五学校将为学生提供课后兴趣班。在每一轮课后兴趣班报名开始时, 学生和家长可以决定孩子参加哪一天的活动。学生不必每天都参加课后兴趣班, 但如果他们选择参加, 则必须在轮换期间保持出勤。课后兴趣班每年轮换三次, 于下午 4:25 放学, 届时学生可被家长接走或乘坐校车离校。

周三所有学生将于下午 3 点放学。

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, 家长将到学校正门处签字后带孩子离校。



提前放学

在本学年学生只有少数几天提前放学（通常为中午 12:30），家长应于12:30 及时接孩子放学，校车发车时间为12:40 左右。提前放学信息将会提前通知家长，同时也会在校历上进行标注。

出勤与缺勤

长春美国外籍人员子女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校交流本等方式通知学校。

出现长期病假的情况，父母应在学生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。

因疾病、紧急家事或民事事务方面的问题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。

四.学校组织

长春美国外籍人员子女学校分为两个教学部，小学部和中学部，其中包含三个IBO授权的学术课程：小学项目（PYP，3-11岁），中学项目（MYP，11-16岁）和大学预科项目（DP，16-18岁）。

小学部的教学团队由来自十余个国家的资深教师组成。所有教师都不断接受国际文凭组织的专业培训。任何没有国际文凭教学经验的教师在加入CAIS的第一年都会接受国际文凭培训。

小学部教学人员定期开展会议，分享信息并讨论以下问题：

- 纵向与横向课程调整
- 学生学业与社会发展
- 学生健康与福祉计划
- 小学部教学相关主题

全校学术管理团队 (WSALT)

全校学术管理团队由总校长、小学校长、中学校长、小学部教学主任、中学部教学主任和大学预科教学主任构成。他们负责全校的组织，运营、教学设施、教育计划，以及所有与教职员工相关的事务。WSALT 每周召开一次会议，讨论全校事务。

家长学校委员会 (PTA)

家长学校委员会旨在：

- 培养教职工、家长和其他相关人员创建和谐积极的关系。
- 参与支持学校和有益于学生的活动。
- 监督并独立策划所有家校委员会活动，在不影响学校日常运作的前提下支持学校社区。
- 遵循所有地方、国家和国际法则，保障和保护儿童安全。

五. 营造积极的学习环境

长春美国外籍人员子女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，玩具需存放在学生书包或储物柜中
- 宣扬暴力或攻击性行为的文学作品也不允许带至学校

家长期望

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教室里，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。



六. 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“I LV U”, 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。



七. 学生社区和健康政策

《学生社区和健康政策》对学生的权利和责任进行了全面的说明。

八. 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
- 期中及期末进度报告
- 日常交流本
- 家长信息会议
- 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、智能手表应留在家中或存放起来，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孩子通过电话联系您。

九.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适时的在户外玩耍。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 150+。通过减少或改变中度至重度体能活动，可以避免学生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+	<ul style="list-style-type: none">• 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

十. 校服

日常校服要求

星期一-星期四 - 任何其它款式的校服 - 包括在学校购买的任意款式的校服。



外出旅行活动

我们会根据单元探究的需求适时的学生参加外出旅行、外出活动和其他校外活动时要穿合适的衣服。

体育课

学校体育校服包括以下物品：

- CAIS 体育衫
- CAIS 运动短裤或运动裤
- 运动鞋



鞋子

- 学生应穿不露脚趾的鞋。
- 为了安全起见，所有鞋子都必须有鞋背或鞋带，并始终系好。
- 不得在学校穿拖鞋。
- 鞋跟不得超过 5 厘米。



校服商店

新校服可在学校商店购买。如果您需要任何校服，请与学校前台联系。

十一. 家园颜色体系

长春美国外籍人员子女学校实行 "家园颜色" 制度，旨在帮助学生建立社区，让学生对学校有归属感和主人翁意识。每个学生都被分配到一个 "家园颜色" 队伍，分别代表四种动物中的一种：龙、狐狸、蛇和狼。

在家园体系的驱使下，学生们将参与到学校的各类活动当中，例如：运动会，竞赛，集会表演，家园活动。以上活动将贯穿整学年，学生们可以通过此类活动互相了解，增强与人协作的能力。

在各个活动中，我们鼓励学生穿着代表其家园颜色的衣服：红色，橙色，绿色，蓝色。

十二. 课后兴趣班

长春美国外籍人员子女学校的学生们有机会参与到课余活动中，包括艺术，运动，玩耍，户外活动及学术活动。

多种多样的课余活动旨在帮助学生拓展兴趣爱好，学校会为课余活动安排专业的教师来引领及监督。

幼儿园大班的学生可以选择不同的 ECA。幼儿园中班的学生可以选择在 ECA 时间参加课后托管。学生可以在教师的监督下进行自由活动。

课后兴趣班的时间为周一，周二，周四，周五的 3:10-4:25。

每学年有三次选择课后兴趣班的机会，学生们可以借此机会自行选择新的活动。

十三. 持续性学习

长春美国外籍人员子女学校的孩子们每天有七个小时的时间积极投入到丰富的、有目的的学习中。放学后，我们认为家庭时间非常重要，家庭和孩子应该在课余时间选择自主学习。我们鼓励孩子们参与自主学习，探索自己的好奇心，增强学生的学习激情。我们还相信游戏是童年的重要组成部分。我们鼓励孩子们积极参加校外的游戏及活动中。

我们鼓励学生们每天进行阅读，同时也建议家长们能与孩子们共同阅读。亲子共读应该作为家庭日常生活的一部分。重点应放在全家人共同享受阅读的乐趣上。阅读是培养思维能力、提高语言流利程度、发展语言技能和帮助孩子树立阅读信心的绝佳手段。



十四. 离校

当学生要退学时，家长应在计划退学后尽快书面通知招生办公室。这将有助于学校办公室准备离校文件。在签发这些文件之前，必须准备一份退学申请表，其中包括课本、图书馆书籍、欠费、转寄地址等内容。由于准备多份离校文件、学历证明及成绩单是一项耗时的工作，因此准备正式离校文件需要长达 10 个工作日。

十五.安全和安保

安全和安保是 CAIS 的重中之重。校园内装有监控摄像头。所有来访者都必须到门卫签字，办公室将为来访者发放访客胸卡，并要求本活动的负责人到前台接待来访人员。一名招生工作人员将负责陪同访客。

监护

除了在课堂当中良好的看护学生们，我们在午饭后的户外活动时间也会为学生们提供看护服务。

我们不允许学生们在学校的任何地方独处。有学生所在的地方，一定有教师看护。

交通工具

我们要求所有驾驶汽车或摩托车上学的家长和家庭遵守法律规定，在学校附近谨慎驾驶。

校车

每天学校的所有校车司机及班车老师将会在长春市的各个班车站点接送学生。学生们的校车安全是重中之重。

家长有义务在学生临时不乘坐校车时告知班车协调员。学生们有义务遵守校车规则。

所有家长和学生都会收到一份有关校车的信息表，并签署校车行为准则。

学生及家长需要了解，在 CAIS 校车上应遵守与在 CAIS 校园内相同的行为标准。

不尊重他人或不遵守校车规则的学生将收到班车管理员的警告。他们的行为将被记录在案。如果这些行为屡禁不止，校车管理员将与学生家长取得联系。

如果在与家长联系后，学生在校车上仍有不当行为，学校可能会决定在本学年剩余时间内不再允许该学生乘坐 CAIS 校车。

学生可允许携带校友乘坐校车，但必须获得校车协调员的许可，校车协调员将核实校车上是否有空位。

我们期望学生：

- 礼貌对待校车上的所有人员
- 准时到达相应的接送点
- 遵循座位先到先得的规定
- 坐稳，保证系好安全带，不随意乱动影响他人。
- 看护好个人物品
- 将所有个人物品放在膝盖上、座位下或交给校车老师妥善保管，并保持过道畅通
- 以适当的音量交谈，以适当的方式行事，以免打扰他人
- 将垃圾放入相应的垃圾箱，或在离开时将其带离巴士
- 如需饮水，应小心避免呛水或者洒水
- 只有在安全的情况下，才能清理任何溢出物
- 到达目的地后，在公交车完全停稳前不要离开座位

家长期待

- 确保其子女了解乘坐校车时应注意的事项；
- 在适当的校车停靠站接送幼儿，或为接送幼儿做出其他适当安排。

学生个人物品

我们不鼓励学生将贵重物品（包括大额现金）带到学校。学生须自行承担将此类物品带入学校的风险。

储物柜

学校为所有学生配备了带锁储物柜，用于存放书本、其他学习用品和书包。学生有责任确保带到学校的所有物品（包括电子设备）的安全。学生可以使用学校提供的锁或自带锁。如果学生选择自带锁，学校有权随时打开检查，并在学年结束时将锁拆除

学生书包

学生应携带能舒适放入储物柜的书包。软面、中等大小的书包比较合适。过大的书包如果放在储物柜外的走廊上，会有安全隐患。



个人物品遗失

在校园内拾到的所有个人衣物、学习用品和饰品都会放在接待处附近的失物招领处。我们鼓励学生穿着贴有标签的衣服，这样可以方便归还物品。我们鼓励学生和家长经常检查失物。每学期结束时，无人认领的物品将捐赠给慈善机构。



十六. 行为和后果

在 CAIS，我们致力于为所有学生创建一个安全和相互尊重的学习环境。为了维护这一环境，我们希望学生在任何时候都能以体贴和负责任的方式行事。

不当行为的潜在后果包括：

- 老师口头警告。
- 在教室指定区域暂停上课。
- 失去课间休息或其他活动的权利。
- 与学校辅导员会面讨论行为问题。
- 召开家长-教师会议以解决关注的问题。
- 校内停课以反思行为。
- 停学一段时间。
- 行为合同，概述对学生的期望。
- 转介到校外支持服务机构。
- 退学。

十七. 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的共同责任。孩子们需要有机会以负责任和尊重他人的方式练习技术技能。

在CAIS的幼儿园阶段，教室里为学生们提供了共享的 iPad，学生们通过亲身体验，学习如何正确操作和使用 iPad。

智能手表和手机等其他设备应放在家中。如有必要，请使用《携带手机入校申请表》申请许可。在校期间，所有设备都应放在书包或储物柜的安全位置。设备所有者有责任确保设备的安全。

Toddle

Toddle 是以学生为主导的数字学习日志。从幼儿园到五年级的所有学生都可以使用 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。家长将收到邀请，加入孩子的学习日志

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

除非得到领导小组的批准，否则学生不得在课外时间使用他们的设备。

十八. 午餐/间餐

学生可以选择自带早点和/或午餐，也可以选择学校提供的早点和/或午餐（如果提前预订了整个学期或学年的早点和/或午餐）。食堂提供的食物信息将定期公布。

我们鼓励学生健康均衡的膳食，其中应包括水果和蔬菜。如果学校不提供点心，请为您的孩子提供健康的午间点心。

请注意，CAIS 学生不得在校期间从校外订购食品或饮料并由他人送达。家长不得提供蛋糕或其他食物与其他学生分享。

学生不得携带巧克力、糖果或甜点上学。

学生应随身携带可补充水的水瓶。学校周围的饮水机可提供水。

午餐期间，学生应表现出良好的礼仪和礼貌。午餐应在餐厅用餐。学生应清理自己的位置并妥善处理所有垃圾。

十九. 电梯使用

无法走楼梯的学生可乘坐电梯。如果学生需要使用电梯，应在放学前到接待处报到。接待员将帮助学生安排与协助他们使用电梯的成人见面。不会向学生发放电梯卡钥匙。

二十. 集会和特别活动

学生应安静地进入集会区域，就座并保持尊重的态度。应以掌声表示感谢。集会期间不得携带食物或饮料。



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

我们满怀热情地面对
挑战、拓展联结、创
造美好未来。

