



LINGTON COLLEGE  
CHINA

惠灵顿(中国)



杭州市萧山区惠立幼儿园  
HUILI NURSERY HANGZHOU

# 家长手册

## PARENT HANDBOOK

2021 - 2022



# 目录 CONTENT

05	欢迎致辞 WELCOME MESSAGES
10	我们的幼儿园 OUR NURSERY
16	我们的特质 OUR IDENTITY

20	基于探索的教与学 INQUIRY-BASED PRACTICES	40	健康与幸福关怀 HEALTH AND WELLBEING
21	合作教学 CO-TEACHING	41	行为指导准则 BEHAVIOUR GUIDANCE POLICY
22	玩中学 PLAY-BASED LEARNING	42	来园 STARTING SCHOOL
23	反思式的教学实践 REFLECTIVE PRACTICE	43	清晨入园 MORNING ARRIVAL AND DROP OFF
23	照片 PHOTOGRAPHS	43	离园 END OF DAY PICK UP
24	学习环境 THE LEARNING ENVIRONMENT	44	如厕 TOILETING
26	光的使用 USE OF LIGHT	44	洗手 HANDWASHING
28	户外环境 OUTDOOR ENVIRONMENTS	46	医务室 CLINIC
28	室内资源 INDOOR RESOURCES	48	药品 MEDICATION
29	科学技术 TECHNOLOGY	48	紧急医疗救治 EMERGENCY MEDICAL TREATMENT
29	档案记录 DOCUMENTATION	49	过敏和饮食规定 ALLERGY AND FOOD POLICY
30	班级细节与日常常规 ROOM DETAILS AND DAILY ROUTINES	50	餐饮 MEALTIMES
32	班级日常活动 DAILY RHYTHMS	50	自由灵活的点心时间 FREE FLOW SNACK TIMES
32	过渡时期 TRANSITION TIMES	52	环境 ENVIRONMENTAL POLICIES
33	身体休息 BODY REST	55	幼儿园停课和紧急疏散 NURSERY CLOSURE AND EVACUATION
33	教学日程 THE SCHOOL DAY	57	行为与期待 CONDUCT AND EXPECTATIONS
34	生日 BIRTHDAYS	57	校服和着装 UNIFORM AND CLOTHING
34	特殊活动 SPECIAL EVENTS	59	饰品 JEWELLERY
35	雨雪天 WET WEATHER	59	发型 HAIR
35	图书馆 LIBRARY	60	鞋 FOOTWEAR
36	家园沟通 COMMUNICATION	60	“户外活动须佩戴遮阳帽”制度 “NO HAT, NO PLAY”
38	每周快讯 THE WEEK AHEAD	61	水壶 WATER BOTTLES
38	社群公告栏 COMMUNITY NOTICE BOARD	61	替换衣物 CHANGE OF CLOTHES
38	班级公告板 CLASSROOM NOTICE BOARDS	61	个人贵重物品 VALUABLES
39	线上交流 ONLINE COMMUNICATION	62	失物招领 LOST PROPERTY
39	家校约谈 FAMILY DISCUSSIONS	62	姓名标注 LABELLING
		63	携带物品清单 CHECKLIST
		64	幼儿园内部及周边一般行为准则 GENERAL CONDUCT POLICIES
		65	关于缺勤 ABSENCES
		65	关于早退 EARLY LEAVING POLICY
		66	学校日历 HUILI CALENDAR





## 欢迎致辞 WELCOME MESSAGES



致各位家长:

我诚挚地欢迎您和您的家庭成为杭州市萧山区惠立幼儿园的一员。我相信，惠立幼儿园会成为一所成功的幼儿园，能够满足众多不同类型孩子的教育需求。

我们的目标非常简单，就是打造杭州市，乃至全国最好的幼儿园，并最终成为世界范围内最好的幼儿园之一。为了实现这一目标，我们会坚持惠立特质和价值观，进一步加强原本已十分丰富的课程体系，聘用最优秀的教师，谨记在惠立幼儿园就读的每个孩子都是独一无二的，他们都有自己独特的个性和天赋，是十分重要、富有潜力的年轻一代。

在过去的一年里，我见证了惠立幼儿园的成长。毫无疑问，我们所建造的这所幼儿园在各方面都非常出色，而我相信它只会一天比一天变得更好。我们希望家长能够相信我们，在接下来的日子里和我们一起努力。创造一个“富有人文关怀的双语社群”是我们的愿景——“社群”这个词对于我们而言是极其重要的，也正因如此，才需要您和我们的共同努力。

我们永远不会如您一样了解您自己的孩子，无法像您那样真正理解是什么驱使他们努力向上，什么才是他们的热情所在——甚至可能无法真正懂得他们内心的焦虑和担忧。因此，只有在您的支持下，通过良好的家校沟通，共同协作，我们才能够在这个美丽的校园里为我们的学生提供一流的教育和最好的学习体验，为他们未来几年的学习生涯打下坚实的基础。

欢迎来到杭州惠立幼儿园。

校长  
Kathryn Richardson

Dear Families,

I would like to personally welcome you to Huili Nursery Hangzhou - a hugely successful Nursery which I know will fit the huge and diverse range of children we are educating here.

When we set out to create the best Nursery in Hangzhou, in China and beyond, our aim was quite simple; to hold true to the identities of a school steeped in Wellington traditions, to enhance an already strong and robust curriculum, to hire the very best practitioners that we could and lastly to remember that all the children in our care are so very special. They are unique, they are gifted, and they are important young individuals with huge potential.

Having seen the development of our Nursery over the past two years, I have absolutely no doubts that we have created something of a very high quality that will only improve day by day. We ask our parents to trust us and to work with us on the journey ahead. Our Vision Statement says that we wish to 'create a caring bilingual community' and that word 'community' is so very important to us and the reason why we need to work together.

We will never know your children as well as you do, will never understand so clearly what drives them or what passions they have - or even what worries them. With your support and with the school and home working together in this wonderful facility that we have created - we can deliver the very best education and experiences for our young students, which will be the bedrock of their future education in years to come.

Welcome to our Nursery.

Master  
Kathryn Richardson





尊敬的家长：

非常荣幸地欢迎您来到杭州惠立幼儿园。

作为惠灵顿这个大家庭里的一员,分享并进一步弘扬大家族丰富的特质、优秀的价值观和优秀的传统文化,杭州惠立幼儿园感到非常自豪。“勇气、尊重、正直、善良、责任”是我们希望教授给每个孩子的优秀价值观。希望通过我们的努力,助力孩子们成长为慎思、独立、包容、积极并有个性化的个体。

在惠立幼儿园,我们每天都很幸运地沉浸在大自然优美的环境中,环绕在大自然美妙的声音中,来上学本身就成为了一件非常令人开心的事情。我们与自然界的动物们共享校园;各种各样的昆虫、鸟类、蝴蝶、树木、花朵和蔬菜园都是我们的伙伴。这些独特的教育资源为孩子们和家长们带来了源源不断的欢乐。我们宽阔的户外场地和美丽的花园是我们孩子们学习如何欣赏自然、关爱野生世界的完美课堂。

在惠立幼儿园,在为孩子们创造各种玩中学的机会时,我们鼓励孩子们去探索、去发现,培养他们解决问题的能

力。我们认为,当今世界的孩子们需要加强勇气的培养、增强克服挑战的毅力,加强自我意识。我们孩子们通过在现阶段在幼儿园的学习,再通过小学等各阶段的学习,到大学毕业时,他们将会做好十足的准备在未来多变的又激动人心的世界里继续学习、工作和生活。

我们精心挑选的老师们,才华横溢、教学经验丰富。老师们都非常重视每个孩子的个体需求、兴趣和技能的培养。我们非常重视家长和学校的亲密合作,并鼓励家长们积极参与到孩子们在学校乃至他们整个人生的学习旅程中来。

期待和大家共同分享这段激动人心的学习旅程!

**惠立幼儿园园长**  
Conrad Botha

Dear Families,

It is such a privilege to welcome you to Huili Nursery Hangzhou.

Nestled in the Wellington Family, Huili Nursery Hangzhou takes great pride in sharing, and building upon a wealth of identities, values, and traditions. Courage, Respect, Integrity, Kindness, and Responsibility form the basis of the values we hope to impart in each child, helping them to become Intellectual, Independent, Inclusive, and Inspired Individuals.

Everyday at our nursery I am reminded how fortunate we are to be surrounded and inspired by the beauty and sounds of nature. It is truly a joy to come to school and share our learning environment with many kinds of natural life, insects, birds, butterflies, indigenous trees, flowers and vegetable gardens. This truly unique educational environment is a constant source of excitement to our children and their families. Our extensive outdoor grounds and gardens are the perfect classroom for our children to learn how to appreciate nature and care for the wider world.

At Huili Nursery Hangzhou we aim to facilitate exploration, discovery and problem-solving while creating many opportunities for learning through play. We believe that the children of today need to develop emotional courage and resilience in overcoming challenges and grow a strong sense of self. As our pupils entering Nursery today, journey through the primary school and emerge from the College, they will be well prepared to enter into a very different but exciting, everchanging world in which to continue to learn, work and live.

Our teachers have been chosen with great care and besides being excellent educators, they have a deep commitment to understanding each child's individual needs, interests and skill set. We value the close relationship between home and school and encourage parent participation in their child's exciting adventure of learning that continues throughout their school years and indeed throughout life.

My team and I look forward to sharing this exciting adventure with you!

**Head of Early Years**  
Conrad Botha





亲爱的家长们:

当您打开我们这本家长手册时, 首先请允许我代表我们杭州惠立幼儿园的全体员工给您道一句感谢并送上真诚的祝福: 感谢您选择了我们惠立幼儿园, 同时也祝贺您成功地加入到了惠立幼儿园的学习社群中来, 成为我们为孩子打开未来成功之门道路上的合作伙伴。之所以这么说是因为我们坚信, 在教育的道路上, 我们都不是独行者。只有在相互帮助, 相互理解, 相互协助的前提下, 我们才能给孩子们提供全方位的, 立体的, 自内而外的学习体验, 才能精准而有效的给孩子们的学习和成长保驾护航。

今年, 是我们杭州惠立幼儿园成功开园的第三个年头, 作为创校团队的一名成员, 我感到无比的骄傲和自豪! 因为我不仅有幸亲自参与到了我们惠立幼儿园创建和成长的过程中, 而且亲眼见证了在我们遇到发展的低迷期时, 我们的团队是如何在短时间内紧密地团结在一起, 共同捍卫和保护着我们做早期教育的初衷。虽然我们是一个刚刚组建了两年团队, 团队成员都来自于五湖四海, 但是我们的想法一致, 观念统一, 对早期教育的理解和实践都保持着同一个步

调。我们心中唯一的目标就是还原早期教育的真谛, 站在理论与实践的前端, 通过提供专业的学习指导, 进而帮助孩子们获得最真实的童年体验。

杭州惠立幼儿园在短短两年内所取得的成绩是大家有目共睹的: 越来越壮大的教职工和学生家长队伍就是对我们最大的信任、支持和认可。当然, 我们一届又一届优秀的毕业生才是对我们工作和教育成果的最大褒奖。看着孩子们一天天的成长, 越来越自信地迈进小学的课堂, 很快地适应新的学习环境和有效地建立积极的人际联系, 我们可以很骄傲地说: 杭州惠立幼儿园是最棒的! 当然, 作为一个成长型和实践型的幼儿园, 我们的满足不止于此, 我们还要持续不断地在教育这块沃土上深入学习, 继续探索, 在追求完美和极致的道路上砥砺前行。

再次欢迎大家的到来! 相信您的孩子一定会在惠立幼儿园平稳起飞并展翅翱翔!

惠立幼儿园副园长  
周艳芳

Dear Families,

When you read through this parent handbook, please allow me to express our sincere thanks and best wishes to you on behalf of all the nursery staff. Thank you for choosing Huili Nursery Hangzhou, I wish to congratulate you on becoming a member of the Huili learning community and joining us, in partnership, on this journey of learning, achievement and success. The reason we say this is that we believe that education is a journey to be shared. Only by working collaboratively, with understanding, and in support of each other can we provide our children with a well-planned, holistic, and comprehensive learning experience and support each unique child efficiently.

As one of the founding members of Huili Nursery Hangzhou, I feel great pride when I look at how far we have come. I feel fortunate to have participated in the founding and growing phases of the Nursery. Our Nursery went through a period of rapid change and development in summer 2019, and I was extremely proud to see how our team pulled together and held fast to our vision and ethos, providing an exceptional start to the school year for our children.

We are still a relatively new team at just two years old, with members coming from different areas of the world and varied educational systems, but what binds us together is that we embrace the same educational philosophy and share the same teaching values and a common understanding of early years education. Foremost in our minds is to enable children to have an authentic learning experience, with roots in the best educational research.

There is no feeling as a teacher which can compare with the pride we feel when we see our children graduate. We have seen the progress the children made every day through their time at nursery, and finally we see them ready to transfer to primary school with self-confidence, independence and kindness in their hearts. We know that Huili graduates soon flourish in their new learning environment, building strong friendships and rising to the new challenges they meet.

Every year, our staff and parent numbers have grown. This is testament to their trust in us, their support of our approach and their recognition of what we do. We are proud to say that Huili Nursery Hangzhou is the best! As a growing and reflective nursery, we are always striving to improve through expanding our knowledge of education, always exploring new ideas and never stopping in the pursuit of excellence.

Thank you again for joining us! We are confident that your children will achieve great success in Huili Nursery Hangzhou!

Deputy Head of Early Years  
Angela Zhou



# 我们的幼儿园

OUR NURSERY

思想会飞翔、会跳跃、会积累、会升腾、会瓦解、会传播，直到其中一个有了决定性的把握，飞得更高，征服了整个群体。

—— 罗里斯·马拉古齐

*Ideas fly, bounce around, accumulate, rise up, fall apart, and spread, until one of them takes a decisive hold, flies higher, and conquers the entire group.*

—— Loris Malaguzzi







独一无二的孩子  
Unique Child

积极的关系  
Positive Relationships

鼓励性的环境  
Enabling Environments

学习与发展  
Learning and Development

在杭州惠立幼儿园，我们认为接受精心策划、充满趣味和全方位培养的教育是每个孩子的权利。幼儿所接受的学前教育将对他们日后如何看待和重视学习有着贯穿一生的影响。惠立教育理念注重对园舍的全身心投入，所有教职员工、在读学子和家长都在其中扮演着重要的角色，且共同营造和维持着园舍独特而充满活力的氛围。我们鼓励孩子广泛参与适宜的活动，发现与发展个人特长，同时协助他们将惠立价值观和特质深深根植于内心。

为了进一步促进中国教育的国际化，我们融合英国早期基础教育体系（EYFS）和国内课程大纲《3-6岁儿童学习与发展指南》，以满足孩子发展的需要。

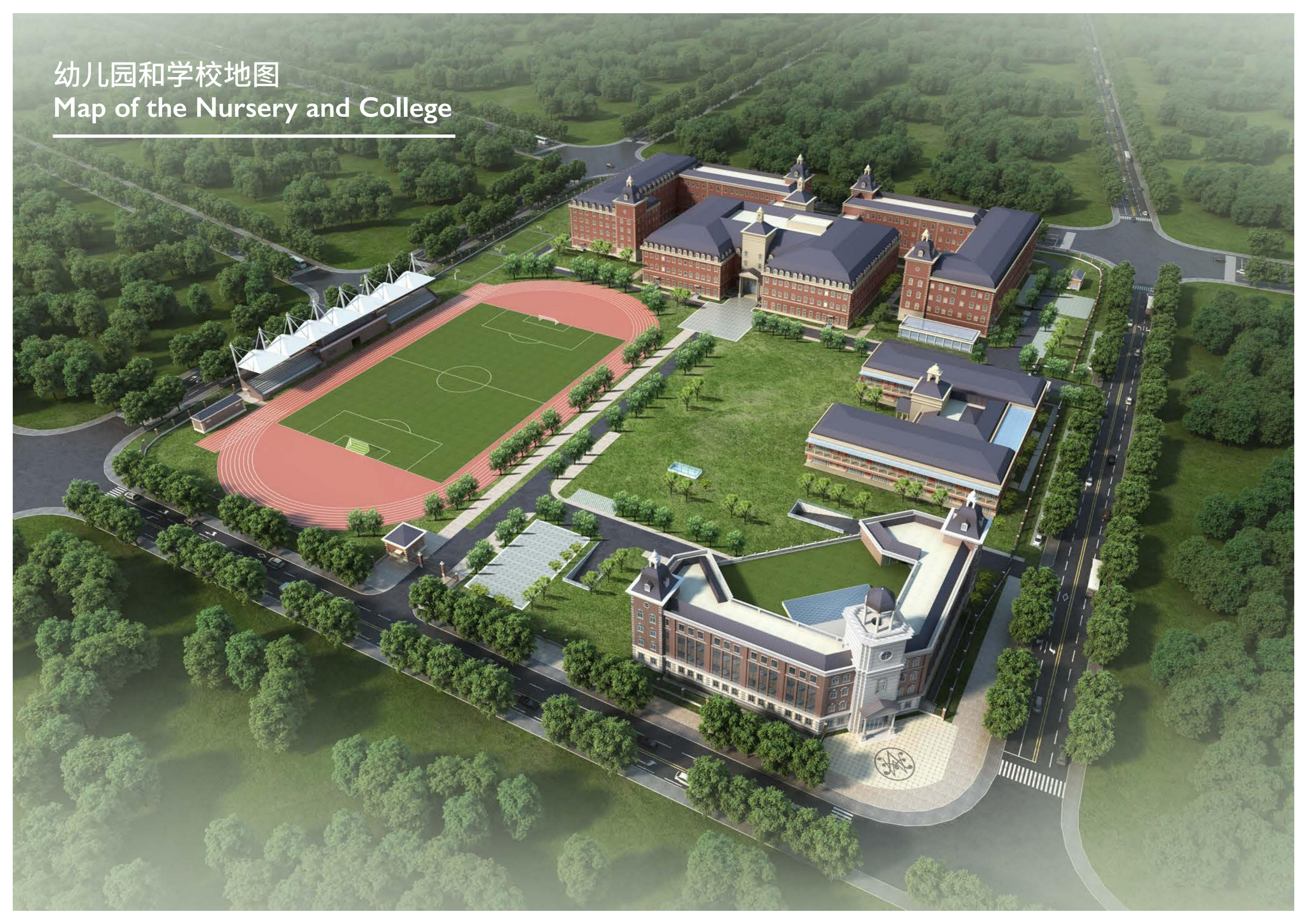
At Nursery, we believe that every child has the right to a well-planned, joyful, and holistic education. Early years education has a lifelong impact on how young children view and value learning. Key to our educational ethos is full commitment to the Nursery, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere. Our Nursery staff are committed to encouraging our students to embrace a wide range of experiences and to foster in them Huili Values and the Huili Identity.

In furthering the delivery of an international education in a Chinese context, we have merged the English Early Years Foundation Stage Framework with the Chinese Early Years Curriculum for 3-6 year olds to support our children.



幼儿园和学校地图  
Map of the Nursery and College

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# 我们的特质

OUR IDENTITY

当孩子们有什么有意义的事情需要交流时——当他们积极置身其中——交流技巧就会得到发展。

——莉莲·凯兹

*Communicative skills develop when there's something meaningful for children to communicate about-when they are taking an active role.*

——Lilian Katz

作为早期教育工作者，我们扮演着多重的角色。为了更好地满足入园的每位幼儿的个体需求，我们结合有意义的实践性理论，为他们量身打造适宜的教育计划。虽然这可能与家长们的教育经历有所不同，但我们向各位家长保证，我们所做的是对孩子有意义的教育。我们将教学框架、教学计划与孩子的发展需求结合起来，不断地评估和检验我们的教学实践，以进行进一步的调整和再评估。

在惠立幼儿园，我们为自身的文化交融性而深感自豪，并认可和尊重其文化敏感性。我们力求惠灵顿公学的精髓融汇在我们自身的文化基因中，以确保中西方教育文化的美妙融合。

As early years practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At the Nursery, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

## 积极 Inspired





慎思  
Intellectual



独立  
Independent



个性  
Individual



包容  
Inclusive







# 基于探索的 教与学

ENQUIRY-BASED  
PRACTICES

## 合作教学 Co-Teaching

我们每个班级由两位合作教师负责管理，他们与辅助的专业工作人员共同组成班级教学团队。两位教师共同负责班级学习计划的制定、学习内容的教授与幼儿学习的评价。这种合作教学的关系也充分体现了惠灵顿的特质。

Each Nursery class has its own co-teaching partnership, which forms an integral part of the class team. Strengthened by a shared understanding of the Huili ethos, teachers in such partnerships share responsibility for the class's learning and jointly reflect on it.

智能是在一种或多种文化背景中受到重视的解决问题或制造产品的能力。

——霍华德·加德纳

*An intelligence is the ability to solve problems, or to create products, that are valued within one or more cultural settings.*

——Howard Gardner



# 玩中学 Play Based Learning

玩是孩子最佳的学习平台，在玩中孩子学会建立良好的人际关系，获得解决问题的能力，并培养了批判性思考的学习习惯。在玩中学的过程中，孩子可以自主选择要开展的项目。尽管在玩耍的这段时间，孩子们可以自由选择项目，但是老师们依然会提前精心计划和准备。基于对先前的游戏环节的观察、评估和项目研习，老师们会在教室各个区域里设置“吸引区”，以此来进一步激发孩子们深层次的参与和思考。

玩中学的魅力在于，这些设置好的场景会被孩子们以老师们意想不到的方式改变和重置。老师们也非常乐意并鼓励孩子们去这样做。

玩是孩子们呈现“高效学习特征”的方式之一。这些学习特征覆盖课程的各个方面，这些特征密切关注儿童的学习方式，而不是他们的学习内容。这些特征关注的特质包括会思考，有韧性，会建立事物之间的联系，会注意到事物之间的运行模式等。在玩的状态里，孩子们能完美地呈现这些特征，因为通常是在玩的时候，孩子们幸福感最高、参与度最强。这种状态有时候又被称为“流动状态”；在这种状态里，孩子们注意力高度集中，几乎忘却了时间的流逝，因为他们已经被手头上的游戏活动深深吸引。

Play serves an ideal platform to allow children to work on relationships, problem-solving and critical thinking skills. During play sessions, children choose what to work on and investigate. While the children have free choice during this time, adults still plan and prepare carefully for play sessions. Following observation and review of previous play sessions and project learning, staff set up 'invitations' around the classroom. These are designed to provoke deeper thinking and investigations.

The magic of play is that these invitations may be changed and combined in ways as yet unimagined by the teachers; this is welcomed and encouraged too!

Play is one of the ways children exhibit their 'Characteristics of Effective Learning' The characteristics span every aspect of the curriculum and look closely at how children learn rather than what they learn. The characteristics look at traits such as being evaluative, being resilient and making links and noticing patterns. Play is the perfect state for children to exhibit these characteristics as it is often during play that children have their highest levels of Wellbeing and Involvement, or what is sometimes called 'flow state'; the feeling of being intensely focussed and almost losing the sense of time passing because you are so absorbed in what you are doing.



# 反思式的教学实践 Reflective Practice

在惠立幼儿园，通过合作和反思式的教学实践，我们持续探索给孩子们创造激动人心的学习体验。每天放学后，班级教学团队都会聚在一起从不同的视角讨论孩子们当天的学习表现。在研讨中，老师们可能会提出一些可待探索的议题，比如：“如果我们把这块区域的教学道具搬到户外给孩子们体验会获得什么样的教学效果？”又比如：“哪些改进最能影响孩子们在粘土区的参与度？”通过这些讨论，老师们会提前为第二天的教学设置做一些小调整，比如：增加一些新的教学元素、改进教室环境的布置或者选一些特别的故事书与孩子们分享。如此种种，使得老师们的教学设计永远在跟着孩子的需求、兴趣和热情不断改进和提高。

所有这一切都是基于对每个孩子的了解和惠灵顿（中国）的教学评估框架深刻的认知。老师们了解针对每一个孩子的下一步教学步骤并努力找到具有创造性的教学方法帮助孩子在接下来的学习中实现玩和有目的的教学的平衡。

At the Nursery, we are continually thinking about creating exciting learning experiences for the children we work with, by collaborating with each other and offering different perspectives on the day's events. At the end of each day, the class team gathers together to talk about the day and what they saw. In these sessions, teachers might pose research questions, such as 'What will happen if we move to the blocks to the outside area?' or 'What enhancements have the most impact on involvement in the clay area?' This informs the set up for the next day through teachers making small adjustments to invitations, creating new ones and adding enhancements to the classroom or choosing particular stories to share with the class. As such, the planning for the class is ever evolving and developing, following the needs, interests and passions of the children.

Underpinning all of this is a deep knowledge of both the children as individuals and also the Wellington Colleges China Assessment Framework. Teachers know the next learning steps for each child and look for creative ways to help the children take those next steps through a balance of play and intentional teaching.

# 照片 Photographs

我们所有的班级都配备有 iPad。照片可以有效地帮助教师批判性地反思教学，捕捉孩子的学习瞬间，让儿童的学习可以看得见。我们用镜头捕捉孩子在玩中学过程中有代表性的瞬间。我们学习报告的重要使命之一就是“记录孩子们学习中的精彩时刻”。

All Nursery classes are equipped with iPads. Photographs allow teachers to reflect critically on the learning that is happening and to capture and make children's learning visible. The photos taken by teachers aim to capture a representative moment of play. Our mission with our documentation of the children's learning is to 'remark on the remarkable'.





# 学习环境

THE LEARNING ENVIRONMENT

孩子的游戏不是简单地再现他所经历的,而是对他所获得的印象进行创造性的再加工。

——列夫·维果茨基

*A child's play is not simply a reproduction of what he has experienced, but a creative reworking of the impressions he has acquired.*

——Lev Vygotsky



## 光的使用 Use of Light

光的使用在幼儿园的教室里起着重要的作用。即使是年幼的儿童也会意识到光会改变形状，制造阴影，且所发的光亮来自于光源，比如太阳。就像我们精挑细选为孩子们提供真材实料的教学用具一样，我们也为幼儿们准备了非常漂亮、有吸引力，并能激发他们对光进行探索的材料。

我们在教学环境中设置了许多光源，不仅包括从漂亮的大门中透过的自然光，也有我们在教室一角精心设计和布置的带有家的温暖的台灯灯光。此外，我们的所有教室都配备了灯桌和镜子，我们希望孩子们能够通过对光的使用而沉浸于探索和发现。

The use of light plays an important role in our Nursery classrooms. From an early age, most children are able to realise that light can shape, change, make shadow, and emanate from sources such as the sun. As we carefully select beautiful, thought-provoking materials for our children to explore, it is equally as important that we prepare and offer attractive and inspirational explorations of light.

Light sources in our programme range from clear doors that invite in the light, to the soft lamps that create warmth and a sense of home in our classrooms. In addition, each Nursery room is equipped with light tables and mirrors to allow children to immerse themselves into moments of light-aided discovery.





# 户外环境

## Outdoor Environments

我们幼儿园独特的设计使得教室与户外活动区域之间可以顺畅地过渡。室外空间设立有户外厨房，大型综合设施，平衡木和大型积木。此外，我们还在室外创设了户外音乐区，脚踏车道，蔬菜园和具有丰富启发式材料的开放空间。

孩子在这些空间的学习有着无限的可能性——象征性游戏的开展，体能的训练，以及绝妙的自主游戏的生成——都体现了我们致力于培养具有积极、个性与独立特质的学习者的承诺。

We have designed learning environments at the Nursery to facilitate a smooth passage between classrooms and outdoor spaces. These spaces include natural dens, outdoor play kitchens, apparatuses, balance equipment, and large block play. There are also designated areas for outdoor music, bikes, vegetable gardens, and open spaces with an abundance of heuristic type materials.

The potential is endless — for symbolic play, physical challenges, or to foster marvellous episodes of child-initiated play — and reflects our commitment to creating inspired, individual, and independent learners.

# 室内资源

## Indoor Resources

在惠立幼儿园，我们教室内外的方方面面都是以全人教育理念为支撑的。令人安静的色彩和木质的资源营造出舒适和尊重的氛围，大小不同的桌子的摆放也使孩子们可以自然而然地在个体活动、小组活动以及大范围的班级活动之间进行无缝切换。同样，采用现实生活中真实的用品用具作为我们的教具也让孩子们有各种机会在玩耍中演绎他们所观察到的世界。

为了支持孩子将自己的想法可视化，我们在惠立幼儿园提供了丰富的开放性材料，以及可支持孩子多途径操作的相关材料。同时，我们也避免在惠立幼儿园使用媒体现有的卡通形象或带有预设倾向的材料。例如，相较于直接放置角色服饰，我们更倾向于提供各类美丽的布料。这些布料既可以用来当裙子、桌布或野餐毯，也可用来做一艘船的帆，一个洞穴的顶。

A holistic approach to education underpins all facets of Nursery classroom provision. Calming colours and wooden resources create an atmosphere of comfort and respect, with our table configurations allowing children seamless transitions between individual, small and large group interactions. Equally, in selecting authentic resources that mirror real life, we provide our children with a variety of opportunities to process their world through play.

To enable children to make their own ideas visible, we refrain from using media-based characters and predetermined materials in Nursery environments. The resources we provide are open-ended and can be used in a myriad of ways. For example, rather than provide character dresses, we provide beautiful fabrics which could be used as dresses, tablecloths, picnic blankets, the sails of a ship or the roof of a den.

# 科学技术

## Technology

科技为我们高度融合的教育方法提供了有利支持的强大工具。21 世纪，科技已经成为孩子成长环境的一个重要部分，而他们作为信息化的一代也是有能力的使用者。在杭州惠立幼儿园，我们将与孩子一起探索创造性地把科技融入生活，体验如何让科技为我所用。同时，我们会支持孩子了解不同程序与设备，以适宜其年龄发展的方式为孩子打开一个编码、编程和机器人的世界。

At the Nursery, the use of technology in the early years is a powerful tool supporting our integrated approach to teaching and learning. Children in the 21st century are digital natives; they have grown up surrounded by technology; they are fluent and capable users. Our role in Nursery is to guide children to make the most of the skills they already have and to develop new ones through creative use of technology. We will introduce them to apps, programmes and equipment which opens up the world of coding, programming and robotics in an age-appropriate way.

# 档案记录

## Documentation

在惠立幼儿园，关于学习过程的记录会在教室的墙面上占据主要的位置，并成为孩子们可以追溯、反思、浏览的经历和在原有基础上开创新的学习旅程的新起点。对于每位家长来说，教室墙面更像是一种可见的邀请函，诚邀各位家长参与班级社群的建设。对于我们的教师来说，教室墙面是回顾和整合班级研习项目和教学经历，且帮助老师来记录孩子个人学习进展情况的一种方式，这就是老师们所说的“档案记录”。

Processes of learning take pride-of-place on classroom walls and act as the most up-to-date bookmarks for children to chart, reflect, visit, and build upon their journeys. For our families, the walls act as a visible invitation to visit and engage with the class community. For teachers, walls are a way to collaborate and review class projects and experiences and serve to document the progression of individual learning. This is what teachers refer to as 'documentation'.





# 班级细节与每日常规

ROOM DETAILS AND DAILY ROUTINES

重要的是不要停止质疑，好奇心有其存在的理由。

——阿尔伯特·爱因斯坦

*The important thing is not to stop questioning. Curiosity has its own reason for existing.*

——Albert Einstein



## 班级日常活动 Daily Rhythms

我们的班级日常活动安排并不是一成不变的，而是在计划中渗透着灵活性，既可以让学生对即将参与的下一步活动有所预期，也能对其需求给予一定的回应与满足。每日常规也帮助孩子们通过了解自己在幼儿园的一日生活建立起安全感。正是渗透着灵活性的日常安排保证了孩子的一天能包含多种多样的学习机会：以学生为主体的活动，教师预设的活动以及即发的学习。

Rather than a rigid structure, we plan flexibility into our daily rhythms, allowing our children to anticipate future events while remaining responsive and accommodating of their needs. Routines allow children to develop security through recognising a reliable rhythm to their days. Our flexible daily format allows numerous opportunities for children to make decisions under their own agency and involvement. As a result, each day at the Nursery is a delightful mixture of child-led play, guided play, adult-led learning, and spontaneous moments.

## 过渡时期 Transition Times

活动与活动之间的过渡时期也是重要的学习时机。在幼儿园，我们会提前告诉孩子们接下来将要进行的活动，这样他们才会对当下的所学所做进行合理的安排并及时完成。当孩子们被告知某一特定活动即将结束时，他们就可以利用这一机会将未完成的作品放置于安全的地方，以便日后可以继续进行操作。教师也会利用歌曲支持活动之间的顺利转换。

此外，及时如厕、洗手、穿衣，以及运动后及时补水都是孩子们需要学习并掌握的重要生存技能，会在日常教学中优先安排并执行。

Transition times are learning times! At the Nursery, we give children advance notice for transitions to allow them to plan and finish current activities. Knowing that a certain type of play will soon end provides children with the opportunity to put their work in a place to come back later time. Teachers may use songs to support such transitions.

Toileting, handwashing, dressing, and drinking water after exercise are some examples of the other important life skills that we prioritise.

## 身体休息 Body Rest

与成人一样，孩子们在午休前也需要时间来消化午餐。午餐结束后，我们首先会鼓励孩子们收拾自己的餐盘并清理用餐区域。然后，他们可以进行午休之前的自选故事阅读活动。

对于年幼的孩子来说，午休是十分重要的作息。为了帮助孩子们舒适地进入午休状态，请家长们提供应季的床上用品（无流苏装饰），请注意床垫尺寸为 140cm×56cm。

Like adults, children need time to digest their lunch before resting. After lunch, children are encouraged to scrape their dishes and clean up the lunch area. Children may then participate in an optional story-time before resting or napping.

Body rest is an important time of the day for young children. To help children feel comfortable please make sure you provide bedding with no tassels, a mattress (measuring 140cm by 56cm) and bed linen appropriate to the season.

## 教学日程 The School Day

07:45 到校  
08:15 晨间探索活动  
10:00 互动语言学习  
10:45 室外学习  
11:45 午餐  
12:15 故事时间  
12:45 身体休息  
14:05 多元交流活动  
14:30 互动语言活动  
15:10 音乐与律动  
15:20 回家  
15:25 课外课程学院活动

07:45 Arrival Time  
08:15 Investigative Play  
10:00 Interactive Language Time  
10:45 Outdoor Discovery Time  
11:45 Lunch Time  
12:15 Story Time  
12:45 Rest and Relaxation  
14:05 Multimodal Communication Time  
14:30 Interactive Language Time  
15:10 Movement and Music  
15:20 Home Time  
15:25 Academy for those taking part



## 生日 Birthdays

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在惠立幼儿园，我们会以每个班级所特有的方式来为孩子们庆祝生日。我们相信特定的庆祝方式有助于孩子们学习和理解包容性，并帮助他们建立较强的社群意识。

我们强烈建议家长遵循各个班级的传统来为孩子庆祝生日，并且提前与孩子的班级教师进行预约以确定当天的日程安排。尽管家长们可能希望用自己的方式安排庆祝活动，我们还是建议活动中的食物分享仅限于纸杯蛋糕或类似食品。糖果、果冻、礼品袋和其他零食应仅限于在家庭庆祝活动上分享。

At the Nursery, we celebrate birthdays in traditions unique to each class. We believe that class-specific modes of celebration fosters inclusiveness and encourages a strong sense of community.

Parents who wish to celebrate their child's birthday should discuss class traditions and make scheduling arrangements with their child's teachers in advance. We would appreciate it if food contributions could be limited to healthy food choices. Children may bring a fruit basket or cake to share with the class, or one cupcake per child. Please ask your child's teachers for allergy information for the class beforehand. Sweets, balloons, jellies, gift bags, toys and other treats should be kept for at-home celebrations.

## 特殊活动 Special Events

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在惠立幼儿园，传统文化活动及国际性的教育活动在孩子们的学习中起着重要的作用。图书周、国际儿童节和春节的活动不过是校历中众多特殊活动中的一部分，都会给孩子们带来丰富的学习体验。此外，学校也会安排慈善活动，组织与学生学习兴趣和研习项目息息相关的特殊活动，开展校园传统活动等等。关于学校各项活动与安排，请密切关注班级通讯。

At the Nursery, cultural and international educational events play an important part in the learning experiences of our children. Book Week, International Children's Day, and Chinese New Year are just a few of the many events that serve to highlight our calendar throughout the year. In addition, our children may also participate in charity drives, or events pertaining to projects, interests, and school traditions. We encourage parents to check class communication to keep informed of upcoming events.

## 雨雪天 Wet Weather

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在惠立幼儿园，我们对室内学习和室外学习的重视程度是一样的。孩子们会在不同的天气里到户外体验大自然所赋予的一切。因此，我们恳请家长为您的孩子准备一双雨靴和一件雨衣留在幼儿园备用。

## 图书馆 Library

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我们的图书馆藏书是由世界各地的著名童书作家创作的极富启发性的绘本作品组成的。其中包括适合年幼读者阅读的英文图书、中文图书和双语图书。我们的藏书都是基于学生成长和发展的需要而选择的，有硬板书，感官体验书，翻翻书和大开本图书等。我们希望家长了解图书馆的具体开放时间（敬请参阅班级通讯），并与我们携手，共同将孩子培养成终身热爱学习的人。

At the Nursery, we place equal importance on both indoor and outdoor learning. Children will go out in many different types of weather to fully experience nature. We ask you to provide a pair of wellingtons and a waterproof jacket to be left in your child's locker.

Our library brims with a montage of inspiring and thought-provoking books written by talented authors from across the globe. To cater to the specific needs of our young learners, books in our collection come in singular language and bilingual versions. An assortment of BIG books, board books, sensory, and interactive books further satisfies the various developmental needs and requirements of our children. We encourage parents to familiarise themselves with details about library visiting hours (found in class communication) and join us in fostering a lifelong love of learning in our children.



# 家园沟通

## COMMUNICATION

当家庭、教育工作者和孩子的观点、见解和信息结合在一起时，每个人都会受益，尤其是孩子。

——安·斯通豪斯

*When families', educators', and children's perspectives, insights, and information combine, everyone benefits, particularly the child.*

——Anne Stonehouse

有意义的沟通与交流是与每个惠立家庭建立和维护成功的伙伴关系的基础。幼儿园欢迎家长随时来与我们面谈，并鼓励家长与我们聊聊孩子的生活与学习，而且我们会为家长提供多种方式与我们进行沟通。希望家长们常与我们交流，唯有如此，我们向您敞开的沟通之门才会有效。我们期待在未来的旅程中得到您的回应。

Meaningful communication is the basis for founding and maintaining successful partnerships between the Nursery and its families. Our open-door policy actively encourages our parents to talk to us about their child's experiences, and we provide multiple avenues to allow these conversations to occur. Please talk to us, as our open-door policy can only be as effective as the communications we receive. We look forward to hearing from you on our collective journey.





## 每周快讯 The Week Ahead

“每周快讯”是我们与家长之间进行沟通的最重要的方式之一，它涵盖了关于家长 / 教师见面会、即将开展的活动、幼儿园的最新重要资讯等信息。我们会在每周五下午向所有家长发出下一周的每周快讯。

"The Week Ahead" is one of our most important methods of communication with parents, and includes information regarding parent/practitioner meetings, upcoming events, important updates about the Nursery "The Week Ahead" will be sent to all parents every Friday afternoon during the school year.

## 社群公告栏 Community Notice Board

我们的社群公告栏位于幼儿园的一楼。在这里会更新幼儿园餐厅的菜单、幼儿园的活动信息和其他相关信息公告。

A general community notice board is located on the first floor. This board contains updates and notifications on menus, Nursery events, and other relevant news.

## 班级公告板 Classroom Notice Boards

幼儿园每个教室外面都有一面班级公告板。该公告板会展示具体的班级信息。对于家长来说，这是了解班级动向和参与班级活动的重要方式。因此，我们鼓励家长密切关注班级公告板，以便了解课堂动向、学校开展的活动或进行的演练、家长注意事项，以及我们向家长专家发出的邀请等。

Outside each classroom is a classroom notice board. These boards highlight specific class news and are a great way for parents to remain updated and involved. We encourage parents to check the classroom notice board for notifications of class happenings, events and drills, parent reminders, and calls for parent experts.

## 线上交流 Online Communication

我们会通过各种社交媒体渠道来定期更新校园信息。同时，未来我们也会有新的网上沟通渠道，届时会再通知家长们。现阶段，我们是通过学校的官方微信公众号和官方网站来定期更新学校的相关信息。此外，我们的老师会通过邮件和“老师说”（T-Chat 软件）来向家长传达最新信息。

请各位家长关注我们的微信公众号。网址是：<http://www.HuiliSchool.cn/huili-hangzhou/contact-us>

### “老师说”

“老师说”是我们幼儿园用于进行管理和沟通的工具。关于如何使用“老师说”，各班教师会提供详尽的帮助。

## 家校约谈 Family Discussions

我们深信面对面交流的重要性。我们鼓励家长在学年中既定的正式面谈时间里咨询孩子的学习情况。我们也欢迎家长与老师之间进行非正式的交谈，但交谈时间需严格控制在五分钟之内。如果家长希望与老师进行更长时间的非正式交谈，请提前与您孩子的老师进行预约。

位于幼儿园的一楼的园领导办公室的大门是向各位家长敞开的。我们建议家长通过园长行政助理 Jessica 提前预约与园领导的较为正式的面谈。Jessica 的邮箱地址是：[jessica.hu@huilieducation.cn](mailto:jessica.hu@huilieducation.cn)

We aim to provide regular updates through a variety of social media channels and we will inform our community members as new channels become available. We currently post regular updates on our official WeChat account and the School website. Additionally, teachers will directly communicate updates to parents through email and T-Chat. To follow our official WeChat, please visit <http://www.HuiliSchool.cn/huili-hangzhou/contact-us>

### TChat

T-Chat is a management and communication tool that we use here at Nursery. Details on how to use T-Chat will be provided by class teachers.

We believe in the importance of face-to-face communication. Parents are strongly encouraged to discuss their child's learning at scheduled times throughout the year. Informal chats with teachers are welcomed but should be restricted to no more than five minutes. For longer informal discussions, please make an appointment with your child's teachers.

The leadership offices located on the ground floor of the Nursery are always open to our parents. For discussions of a more formal nature, we advise parents to make an appointment by contacting Jessica Hu: [Jessica.Hu@huilieducation.cn](mailto:Jessica.Hu@huilieducation.cn).



我们的使命...是帮助孩子们爬自己的山, 越高越好。

——罗里斯·马拉古齐

*Our task...is to help children climb their own mountains, as high as possible.*

——Loris Malaguzzi

# 健康与幸福关怀

HEALTH AND WELLBEING

## 行为指导准则 Behaviour Guidance Policy

在反思当前教育研究的前提下, 惠立幼儿园的行为指导准则注重于激发孩子内在的想法, 令其真正成为关心自身社群的一份子。我们不会给孩子们发放贴纸或给予外在的奖励品, 我们希望孩子们能够通过“工作”的完成、自我效能感的提高以及合作的达成而从内心体验到愉悦感与自豪感, 与之相伴的所有情感都会自然而然地将孩子们引向富有关爱与尊重的行为。

我们设定行为指导准则的目的是:

- 提供一个令人愉悦、平静有序的整洁环境
- 实施以能力为基础、充分发挥幼儿优势所在的学习方法
- 通过情绪的关注与干预系统来建立一天的幸福感
- 使用正面引导, 例如: 改变策略、给予鼓励, 建立榜样和给予诠释
- 在具有一定挑战性的情境中和与同伴间的相互协商上, 给予孩子足够的支持, 并强调其同伴的重要性
- 通过与家庭的密切合作, 给予孩子支持与帮助
- 运用视觉支持工具与孩子进行积极有效的沟通
- 对教学课程给孩子们的学习和行为习惯所带来的影响进行及时的反思
- 借鉴他人之长以完善自己的教学实践

Reflecting current educational research, the Nursery's behaviour guidance policy focuses on intrinsically motivating children to become caring members of the community. Instead of stickers and external rewards, we want children to experience the joy and pride associated with accomplishment, self-efficacy, and collaboration, all emotions which naturally lead to caring and respectful behaviour.

The aims of our behaviour guidance policy are:

- To provide an aesthetically pleasing, calm, ordered, and uncluttered environment.
- To adopt a strengths-based approach that builds on children's capabilities.
- To build wellbeing into the day through platforms such as our mood monitor.
- To use positive strategies, including redirection, encouragement, role modelling, and explanations.
- To support children in working through challenging situations, and in negotiating and emphasising with peers.
- To work in partnerships with families to support children.
- To communicate positively with children using visual supports.
- To reflect on the learning and behavioural impacts of the educational programme.
- To draw on recognised schools of thought and updates for best practices.



# 来园

## Starting School

来园时间对很多孩子来说是非常高兴的时刻，而对另一部分孩子来说则会显得有些困难。为了帮助您的孩子尽快适应这一调整期，我们需要家长的配合：

- 为每天的离园建立固定的时间和习惯。例如：每天选择在相同地方与孩子说再见。
- 给老师一张近期的全家福照片。
- 如果孩子有固定的安抚玩偶，请让他每天带到学校来。
- 永远不要在未与孩子道别的情况下悄悄离开。
- 还要特别强调地告诉孩子，家长会在放学后过来接他。
- 不要在孩子手里、嘴里或书包里放食物。
- 如需在学校稍作停留，请使用一楼社群公告栏附近的大厅区域。

我们的老师也会积极帮助和支持孩子顺利渡过这一特殊时期：

- 每位学生的兴趣点都会融合在教室的环境设置中。
- 每学期的开始阶段，老师都会着眼于班级社群的建设上，以培养孩子对班级的归属感和集体感。
- 引导各个班级将“善良关爱”教育扎实地落在班级建设的每个角落。

The start of school can be an exciting time for some children and a period of concern for others. In order to support your child through this adjustment period, we ask that parents:

- Set up a routine for when you depart. This could include saying goodbye at the same place each day.
- Provide class teachers with a current family photo.
- Ensure that your child brings a comfort item (if they are dependent on one).
- Never leave without letting your child know that you have left.
- Make sure you assure your child that you will return later.
- Never put food in your child's school bag, hand, or mouth.
- Please use the lounge area situated near the community notice board on the ground floor if you would like to stay for a while.

Our teachers support this transition by:

- Integrating your child's interest into the classroom environment.
- Focusing on building a class community, and a sense of belonging and togetherness at the start of the term.
- Guiding classes in unpacking "kindness" in a concrete way, highlighting and identifying what this looks like in the classroom context.

# 清晨入园

## Morning Arrival and Drop Off

保证孩子在园所的安全是我们工作的重中之重，我们惠立幼儿园的大门由学生卡来解锁。早上 7:45，幼儿园大门会准时打开，班级的一日课程在早上 8:00 准时开始。为了保证我们课程的顺利进行，幼儿园大门也会在早上 8:30 关闭，请家长们尽量避免在此时间后到达幼儿园。

All children's safety is of high importance to us at HNH, in order for us to ensure that we have the safest and most secure environment for all our children, families and staff all of the entrances to the Nursery are access card operated. School starts at 8:00 am and the doors to the main entrance will be opened from 7:45 am. The main entrance will be locked at 08:30 am and parents should not arrive after this time.

# 离园

## End of day Pick Up

下午放学后，我们只允许在学生注册表格上登记过的人员来接领孩子。我们不允许未满 18 周岁的未成年人，有行为障碍者或醉酒者来接领幼儿。接领孩子时，请家长们务必带上孩子的监护人接送卡。如果临时忘记带接送卡，请到幼儿园前台领取并填写接送单。请各位家长到班级接孩子放学，具体的放学时间老师会在迎新日当天给您做详细的介绍。

如果临时出现突发事件导致家长迟到或不能亲自来园，请家长们务必通过老师说软件及时通知老师。

After the end of the school day, children will only be released to individuals listed on their registration form. The Nursery will not release children to any individual under the age of 18, or an individual who is otherwise impaired or intoxicated. Parents/carers must present their child's ID card to the class teachers when collecting their child. Should an individual arrive at school and not able to present their child's ID card, a late pick up slip will be needed from the nursery reception. All pupils are expected to be collected from their classrooms. Your child's class teacher will communicate end of day pick routines with you during Pupil Orientation.

If for any reason parents/carers are late or unable to collect their child themselves, they should inform the class teachers through TChat as soon as possible.



## 如厕 Toileting

在杭州惠立幼儿园,在尊重学生的文化背景的前提下,我们会鼓励和帮助学生养成良好的个人卫生习惯,并注重学生自理能力的培养。我们非常理解孩子们如厕习惯的养成是有时间差异和年龄区别的。我们希望家长在孩子入园之前已经开始进行如厕训练的最初步骤。

我们的老师也会相应地在此训练过程中起到积极的引导、配合和帮助的作用。

At the Nursery, we promote and encourage the development of independent and simple hygienic practices in a culturally appropriate manner. We understand and respect that toilet training happens at different times for children but require parents to have started the initial steps to support their child through this process. We ask that parents provide nappies and/or pull-ups and ensure that these are replenished.

Our teachers will work with families to make this developmental milestone a positive experience for all involved.

## 洗手 Handwashing

我们的目标是确保所有儿童和工作人员达到最高的卫生和安全标准。我们的幼儿园将洗手视为预防疾病传播的最重要的防线。

We aim to ensure the highest standards of hygiene and safety for all children and staff. Our Nursery recognises that handwashing is the single most important line of defence in preventing the transmission of disease.

## 防治疾病传播从正确洗手开始 PREVENT DISEASE FROM STARTING - WASH YOUR HANDS CORRECTLY



1 取水将手淋湿  
Wet your hands with clean water



2 取足够皂液涂满整个手部  
Apply enough soap to cover all hand surfaces



3 掌心对掌心相互揉搓  
Rub hands palm to palm



4 掌心对手背两手交叉揉搓  
Right palm over left dorsum with interlocked fingers and vice versa



5 掌心对掌心十指交叉揉搓  
Palm to palm with fingers interlocked



6 十指弯曲紧扣转动揉搓  
Backs of finger to opposing palms with fingers interlocked



7 大拇指握在掌心转动揉搓  
Rotational rubbing of left thumb clasped in right palm and vice versa



8 指尖在掌心揉搓  
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



9 清洁手腕  
Rotational rubbing of left wrist with right hand and vice versa



10 用水清洗双手  
Rinse hands well with clean, running water



11 用纸巾擦干  
Dry hands thoroughly with a single use towel



12 使用纸巾垫着关掉水龙头  
Use a paper towel to turn off the tap



# 医务室 Clinic

为确保孩子和教职工的健康与安全，我们在幼儿园一楼设立有医务室。医务室由具有专业资质的保健老师负责。在孩子入读幼儿园之前，您需要填写并递交一份医疗信息表，内容包括孩子的过敏史或疾病情况。保健老师会观察孩子的伤情或病情，并做必要的处理，但有时我们需要联系幼儿家长或监护人，因此得到您的最新联系方式至关重要。

若孩子在校期间身体不适，校方会联系家长接领幼儿。如果孩子轻微受伤，我们会根据严重程度，用电话、T-Chat 或电子邮件的方式联系您。如果孩子受伤较重，需送医院治疗，我们会联系您，请您接孩子去医院，紧急情况下，我们会请您直接前往当地医院与孩子和保健老师会合。如果您需要孩子去其他某个指定医院就诊，需自行安排前往，学校概不负责。

联系方式：

幼儿园楼医务室（幼儿园）：0571-8239 6395

To ensure the safety and wellbeing of all our pupils and staff, we have an equipped medical clinic, located on the first floor of the Nursery building. The medical clinic is staffed by our qualified nurse. Prior to your child starting at the Nursery, you must have completed and returned the medical form detailing any allergies or illnesses that your child may have. The medical clinic will manage all injuries and illnesses but sometimes we need to contact the pupil's parent or guardian-so it is vital that we always have your current contact details.

If your child becomes ill during the day, you will be contacted and asked to collect your child. If your child has sustained a minor injury, we will contact you either by telephone, T-Chat and/or email, depending upon the severity. In more serious cases of injury that require hospital treatment we will ask you to either collect your child and take them to hospital or, if required in an emergency, for you to meet the nurse with your child at a local hospital. These hospitals were chosen due to their location to the College. If you wish for your child to be taken to a different hospital, it is the responsibility of the parent to take the child there and not the responsibility of the Nursery.

Contact information:

Clinic at Early Years building

(for Early Years pupils): 0571-8239 6395

常见疾病 Common Illness	处理方式 What to do
发烧 Fever	<p>如果医生诊断为非传染性疾病，学生在不使用退热剂的情况下，48 小时无发热才可返回学校，并将医生诊断书面报告提交给医务室。</p> <p>If the diagnosis is a non-contagious disease, the child will be kept home until fever free for 48 hours, without the use of fever-reducing medicine. The medical documents with diagnosis should be provided to clinic when the child is back to school.</p>
呼吸道症状(咳嗽、鼻塞流涕、咽痛) Respiratory symptoms (Cough, Runny nose, Sore throat)	<p>如果学生的症状轻微且无其他不适，不影响日常生活和学习，可以来学校上课。</p> <p>如果学生的症状严重，如频繁剧烈的咳嗽，则应留在家中休息。</p> <p>如果学生仅有轻度咽部疼痛且无其他症状，可以来学校上课。若咽痛且伴有咽部白色斑点或口腔红疹或灰白色斑点，则需立即就医，不可留在学校。</p> <p>A child presenting mild symptoms, but otherwise feeling well and not affected in their daily life, may go to school.</p> <p>A child with heavy symptoms, such as a hacking or productive cough, should be kept at home.</p> <p>A child complaining of a mild sore throat without other symptoms may go to school. If white spots can be seen on the throat or there are red or bluish white spots on their oral mucosa, the child cannot stay in school. Please see doctor immediately.</p>
消化道症状(腹痛、呕吐、腹泻) Alimentary symptoms (Stomach-ache, Vomiting, Diarrhoea)	<p>如果学生有严重、持续性的腹部疼痛，以致影响日常活动，则需就医或留在家中休息。</p> <p>如果学生发生呕吐现象，需要留在家中休息，直到学生饮食正常并且自最后一次呕吐发生后至少 48 小时方可回学校上课。</p> <p>有腹泻症状的学生不能留在学校，请带您的孩子去医院就医，如果医生诊断为非传染性疾病，直到您的孩子饮食正常并且腹泻症状消失 48 小时后方可回学校上课，并向医务室提交医生诊断的书面报告。</p> <p>Consult your doctor or keep your child at home if he/she has a stomach-ache or abdominal pains which are persistent or severe enough to limit his/her activity.</p> <p>If vomiting occurs, keep your child at home until he/she can keep food down and until 48 hours after the last vomiting episode.</p> <p>A child with diarrhoea should not come to school. Please take your child to see the doctor. If the diagnosis is a non-contagious disease, the child will be kept home until diarrhoea free for 48 hours and eating normally. The medical documents with diagnosis should be provided to the clinic when the child is back to school.</p>
皮疹 Rash	<p>多数儿童常见传染病都会引发皮疹，如麻疹、水痘、手足口病等。如果您孩子的皮疹症状疑似传染性疾病，请立即就医。凭医院开具的健康证明或明确诊断方可返校上课。</p> <p>There are many common childhood illnesses associated with a rash (i.e. measles, chicken pox, hand, foot, and mouth disease; etc.). If your child has a suspicious rash, please go to the hospital immediately. He/she can return to school with a health certificate or clarified diagnosis.</p>
疼痛 Pain	<p>头痛——头痛轻微的学生可以来学校上课。请鼓励学生多喝水并保证充足的睡眠。若头痛频繁且剧烈，请带您的孩子就医。</p> <p>牙痛——请咨询牙科医生。</p> <p>耳痛——由于儿童的咽鼓管较短，长时间的咳嗽易导致中耳炎。如果您的孩子有持续耳痛的症状，请及时去五官科就诊。</p> <p>眼部疼痛——请咨询眼科医生。</p> <p>Headache – a child whose only complaint is a minor headache usually need not be kept home. Encourage your child to drink plenty of fluids and ensure he/she is getting a proper amount of sleep each night. For frequent or heavy headaches, you need to consult doctor.</p> <p>Toothache – contact your dentist</p> <p>Earache – as the children's auditory tube is shorter, persistent coughing may lead to otitis media. Please contact ENT.</p> <p>Eye ache – contact your ophthalmologist.</p>
结膜炎症状 Conjunctivitis Symptoms	<p>眼部发红、疼痛、瘙痒、畏光、流泪伴有分泌物。上述症状具有高度传染性，需立即就医。</p> <p>Eye redness, pain, itching, sensitivity to bright light and increased drainage. It is very contagious. Please visit the doctor as soon as possible.</p>



# 药品

## Medication

若您的孩子有医生出具的处方，需在校期间服用药物，您需将药品亲自送至幼儿园医务室，注明孩子的姓名、班级、时间、剂量和药物作用，同时，还需要签署一份“给学生喂药授权书”并在入园时直接交给护士。

肾上腺素笔和万托林吸入器等药品需交给保健老师和班级老师保管，以确保在需要时能立即使用。家长需确保学校有足够孩子使用的药品。

If your child has been prescribed medication by a doctor that needs to be administered throughout the day, you MUST send it in to the Nursery clearly labelled with your child's name, class, time, quantity along with the Medication Authorisation form. This should be handed directly to the nurse upon arrival at school.

Items such as EpiPen and Ventolin inhalers need to be left with the nurse and class teacher, to be on hand immediately if required. It is the responsibility of the parents to ensure their child and the school has the medication that they need.

# 紧急医疗救治

## Emergency medical treatment

孩子在幼儿园期间，若需要接受紧急医疗救治，我们会尽快征得您的同意。但如遇突发紧急情况，且我们无法与您取得联系时，依据家长所签署的《条款与条件》中的授权书，将由园长代替家长同意为孩子接受医生建议的紧急医疗救治。

If your child needs emergency medical attention while under the care of the Nursery, we will attempt to obtain your prior consent. However, should we be unable to contact you in the event of an emergency, parents have authorised (in the School Terms and Conditions) the Head of Early Years to consent on their behalf to the pupil receiving emergency medical treatment recommended by a doctor.

# 过敏和饮食规定

## Allergy and Food Policy

尽管大部分普通食物过敏都只会引起一些令人略感不适的症状，但有些人会因为严重食物过敏而产生更加剧烈的反应，在某些情况下，甚至会危及生命。学校可能会有部分学生对某些食物或物质严重或中度过敏。

因此学校致力于维护一个无坚果的生活环境。所有由学校提供的食物都不含有任何坚果。且不使用坚果油。

与所有其他大型机构一样，要随时随地百分之百监控所有食物是不可能的——比如在学生参加某些特殊活动时，或是在学校组织的短途旅行中——都将使食物监管变得非常困难。因此，在学校无法保证百分之百食品安全时，建议学生和家长更为谨慎，务必仔细检查所有食用食物的成分。

为了确保孩子的安全与健康，如果孩子的过敏源有任何变化，请家长务必及时告知医务室以及班级老师。

We recognise that although most food intolerances produce symptoms that are uncomfortable, some people can suffer a severe food allergy with more serious consequences and in some instances these may even be life-threatening. A number of pupils in the school have severe or moderate allergies to a range of foods and substances.

The school therefore strives to maintain a nut-free environment and aims to ensure that none of the food provided, served or purchased within the school contain nuts. The school kitchen does not serve nut-based foods or use nut oils in any of its food preparations.

As with any large institution, it is impossible to monitor 100% of foods on site at any time; at special events attended by pupils or with foods potentially served on school trips this becomes increasingly difficult. Therefore, discretion is advised to all pupils and families to monitor what they eat in circumstances on the occasions where the school cannot guarantee 100% food safety. It is the responsibility of families to keep the school informed on any changes in allergies and to report allergies to the school nurse and teachers in the event of any changes.



# 餐饮 Mealtimes

杭州惠立幼儿园的膳食由世界世界一流的专业餐饮服务公司索迪斯 Sodexo 提供。幼儿园提供的膳食均在幼儿园餐厅内的厨房现场制作。小小班的学生在教室就餐，小班，中班和大班的学生在餐厅就餐。

所有孩子都食用幼儿园提供的统一的午餐，宗教和医疗原因除外。如学生不吃幼儿园提供的午餐须得到园长的正式书面许可。

\* 幼儿园营造无坚果的饮食环境，禁止一切含坚果的食物。

Catering at Huili Nursery is provided by Sodexo — a world-leading food service company — which operates from an onsite kitchen located within the cafeteria. Children in Early Years 1 will have lunch in their classrooms. Children in Early Years 2, 3, and 4 will have lunch in the cafeteria.

All children are required to eat Nursery lunches. Parents who wish to seek an exception to the lunch policy for medical or religious concerns must contact the Head of Early Years with official documentation to gain permission.

\* As we are a nut-free setting, foods containing nuts are not permitted on school grounds.

# 自由灵活的点心时间 Free Flow Snack Times

点心时间同时也是我们的社交时间。每个班级都会在早上提供可口的点心和水果。我们会鼓励孩子们在精心准备的餐桌前就坐，自取心仪的点心来享用。与小朋友和老师一起吃点心的集体行为能够加强孩子的社交能力，同时令幼儿学会感知自己的身体需要。而他们在点心时间的社交行为参与度取决于孩子自身的需求和能力。下午会再次提供类似的点心时间。

我们每日的点心都由索迪斯公司提供。幼儿园公告栏上会张贴出点心明细并会及时更新。公告栏位于幼儿园一楼大厅靠近饮水机的墙面上。这种直观的展示方式，便于我们获得孩子对于点心的反馈。

如果您的孩子有食物过敏，请您务必告知班级教师，教师会特别留意孩子的特殊饮食需求。

Snack times social times. We provide each class with a special prepared to table of refreshments during morning play, and encourage children to serve themselves snacks. A communal act of eating with friends and teachers strengthens social bonds, and allows children to recognize their bodily, need to eat. Class-team involvement one depending on the needs and ability of children. This process is repeated again in afternoon.

All snacks are provided by Sodexo. We include our children in the menu process by giving them the opportunity to voice their feedback.

Please inform us if your child has a food sensitivity or allergy. It is extremely important that teachers are aware of any allergies or sensitivities your child may have to a particular food or food group.

Morning Snack 上午点心	Lunch 午餐	Afternoon Snack 下午点心	Allergy Food Alternative 过敏替代餐		
			Morning Snack 上午点心	Lunch 午餐	Afternoon Snack 下午点心
Creamy Apple Tart 苹果奶酥塔 苹果10g 鸡蛋5g 牛奶10g 酥皮15g	Steamed Pork Patty w/Black Mushroom 冬菇蒸肉饼 冬菇10g 肉饼20g	Sago Orange Pudding 西米橙汁布丁 西米10g 橙汁10g 布丁20g	Apple Crystal Cake 苹果水晶糕 苹果10g 水晶糕20g	Grilled Duck Breast w/ Gravy 铁扒鸭胸配黄汁 洋葱10g 鸭胸20g	Sago Orange Juice Round 西米橙汁小圆子 西米10g 橙汁10g 小圆子20g
Milk 纯牛奶 纯牛奶100ml	Oyster Beef & Green Bean 蚝油牛肉青豆粒 牛肉20g 青豆20g	Steamed Bun w/Purple Potato 紫薯小刀切 紫薯10g 刀切15g	Yogurt/Soy Milk/Homemade Corn Soup 酸奶/原味豆浆/自制玉米汁 酸奶100g 原味豆浆100ml 自制玉米汁100ml	Pork and Green Beans(no eggs) 猪肉青豆粒(无鸡蛋) 猪肉20g 青豆20g	Steamed Purple Sweet Potato 蒸紫薯 紫薯25g
Sweet Melon 羊角蜜 羊角蜜:50g	Corn & Vegetable Mix 五彩炒玉米段 青豆5g 胡萝卜10g 玉米30g	Chinese Mandarin 沃柑 沃柑:50g			
	Poached Spinach 白灼小菠菜 小菠菜40g			Seaweed Soup 紫菜汤 紫菜:5g	
	Fish Soup w/Tofu 奶白豆腐鲫鱼汤 豆腐10g 鲫鱼5g			Rice w/Green Vegetable/Steamed Rice 素菜饭/米饭 青菜5g 米饭60g	
	Rice w/Green Vegetable/Steamed Rice 碧绿菜饭/米饭 青菜5g 米饭60g				

Morning Snack 上午点心	Lunch 午餐	Afternoon Snack 下午点心	Allergy Food Alternative 过敏替代餐		
			Morning Snack 上午点心	Lunch 午餐	Afternoon Snack 下午点心
Coconut Coarse Grain Bread 椰蓉杂粮面包 椰蓉5g 鸡蛋5g 牛奶10g 杂粮面包15g	Braised Fish Fillet & Vegetable Mix 五彩鱼粒 玉米5g 青豆5g 胡萝卜5g 鱼20g	Yogurt 酸奶 酸奶100g	Corn on Cob 煮玉米棒 玉米棒30g	Braised Pork & Vegetable Mix 五彩炒肉丁 玉米5g 青豆5g 胡萝卜5g 肉丁20g	Pumpkin Millet Congee 南瓜小米粥 南瓜10g 小米粥90g
Milk 纯牛奶 纯牛奶100ml	Steamed Egg w/Okra 秋葵炖水蛋 秋葵10g 水蛋20g	Crack 奶盐苏打饼干 苏打饼干15g	Yogurt/Soy Milk/Homemade Purple Rice 酸奶/原味豆浆/紫薯米稀 酸奶100g 原味豆浆100ml 紫薯米稀100ml	Braised Duck & Kidney Bean 芸豆炖鸭脯 芸豆10g 鸭脯15g	Vegetable Vietnamese Spring Roll 蔬菜越南春卷 蔬菜10g 越南春卷15g
Peach 油桃 油桃50g	Courgette & Tomato 西红柿炒西葫芦 西红柿20g 西葫芦30g	Apple 红富士 红富士50g	Cherry Tomato 圣女果 圣女果50g		
	Poached Cabbage & Black Fungus 木耳卷心菜 木耳10g 卷心菜40g			Cauliflower & Carrot Soup 花菜胡萝卜汤 花菜10g 胡萝卜10g	
	Pork Slices & Cauliflower Soup 花菜肉片汤 花菜10g 肉片5g				
	Steamed Rice w/ Corn Meal/Steamed Rice 玉米渣蒸米饭/米饭 玉米渣10g 米饭60g				



# 环境

## Environmental Policies

### 空气质量政策

我们都知道杭州的空气质量有时候并不理想，家长也非常关注这个问题。在杭州惠立幼儿园，我们会尽一切努力确保为学生提供安全的学习环境，因此学校配备了先进的系统设备并制定了相应的政策。

学校的教室和办公室都配备了空气过滤净化系统。

依据学校内部监测系统以及当地政府所提供的数据信息，我们可以在每个教学日定时监控空气污染程度。

AQI 数据会定时公布在学校官网，以便教职员工采取相应措施。我们会在各个主入口放置颜色指示牌，提示应采取的措施。学校规定，AQI 超过 175 时禁止所有户外活动。

### Air Quality Guide for PM2.5

There are some periods of the year when we experience poor air quality in Hangzhou, and we know this is a concern of importance for parents. At Huili, we make every effort to ensure we provide a safe environment for our pupils to learn in and therefore have put the following systems and procedures in place.

Huili Nursery provides air purification systems and filters in classrooms and offices. We monitor pollution levels on a regular basis during each school day, using the information provided by our in-house system as well as information provided by local authorities.

Air quality monitoring results will be posted on the school website regularly, so that the appropriate measure can be implemented. Coloured indicators will be placed at all main entrances to indicate which measures are in force. As a rule, children are not allowed outside if the AQI rises above 175.

## PM2.5 空气质量指南 | Air Quality Guide for PM2.5

空气污染水平对健康的影响

AQI- Air Pollution Level Health Implications

0-50	健康 Good	空气质量令人满意，空气污染程度低，无危害 Air quality is considered satisfactory, and air pollution poses little or no risk.
51-100	中等 Moderate	空气质量可以接受；但是对于极小部分对空气污染极度敏感的人群存在一定的健康隐患。 Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
101-150	对敏感人群不健康 Unhealthy for Sensitive Groups	对于敏感人群可能会有一定健康影响。但是大部分人基本不受影响。 Members of sensitive groups may experience health effects. The general public is not likely to be affected.
151-200	不健康 Unhealthy	所有人可能都会感受到身体不适；敏感人群或许会受到更大程度的影响。 Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
201-300	非常不健康 Very Unhealthy	紧急健康预警；所有人都极有可能受到影响。 Health warnings of emergency conditions. The entire population is more likely to be affected.
300+	危险 Hazardous	健康警报：每个人的身体健康都会受到严重影响。 Health alert: everyone may experience more serious health effects.



# 幼儿园停课和紧急疏散

## Nursery Closure and Evacuation

### 环保意识

幼儿园的正常运营会不可避免地给大自然带来不可循环使用的垃圾和废物。尽管如此，我们仍旧希望可以把消耗减少到最小，更为重要的是，让环境的可持续发展在孩子幼小的头脑里埋下实践的种子。

我们希望您能从家里带来一些清洁的可循环使用的材料，譬如：纸盒，瓶盖等。它们会成为孩子们艺术创作中必不可少的材料。

我们会将我们的环保承诺付诸于每天的教学实践中：

- 我们会培养幼儿对环境的兴趣。
- 我们会利用堆肥堆土和蚯蚓农场来分解废弃食物，也会存储雨水。
- 我们会强调三个 R：减少（Reduce），再利用（Reuse）和循环利用（Recycle）。
- 我们会利用存储的雨水来浇灌植物。
- 我们会使用可循环利用的材料，例如废弃的纸箱，作为我们研习专题中艺术创作的材料。
- 我们会选择购买合格的可回收或对环境没有污染的产品，例如我们的纸巾，厕纸和清洁用品等。
- 我们会选用木制的家具和教具，而尽可能地减少塑料制品的使用。
- 我们会使用环境中的自然资源。
- 我们会提高节能意识，注意节约能源。
- 我们会在离开教室时随手关灯。

### Environmental Awareness

We acknowledge that our Nursery uses valuable natural resources and produces waste products largely disposed of in landfills. Despite this, we hope to reduce our consumption and resources within the Nursery environment by prioritising sustainable practices in the minds of our young learners.

We encourage parents to bring in clean, used packaging such as small cardboard boxes or bottle tops for children to use in their artistic creations.

We practice our environmental commitment in the everyday through:

- Cultivating children's interest in the environment
- Utilising compost cones, water tanks, and worm farms
- Emphasising the three Rs: reduce, reuse, and recycle
- Watering plants with the recycled water from the water troughs
- Reusing materials — such as cardboard boxes — for art, and in project creation
- Choosing to purchase certified recycled and eco-friendly products
- Minimising the use of plastics in favour of wooden furniture and materials
- Including found materials in the programme
- Using less energy and becoming more energy conscious
- Remembering to turn off lights when leaving the classroom

### 幼儿园停课程序

在特殊情况下，幼儿园可能会停课。当恶劣天气或突发事件发生时，我们的所有决定和行动都会将孩子的健康和安全放在首位。如遇恶劣天气、火灾、重大政府活动等导致幼儿园有必要停课，我们会遵循以下流程：幼儿园园长会确保通过短信、T-Chat 或邮件告知所有家长、员工。该通知也会发布在学校的网站。

### 消防演习和紧急疏散

为了使幼儿园员工和学生可以有效应对紧急突发事件，杭州惠立幼儿园每年都会定期举行消防演习。我们每次都会记录演习的时长，收集员工的反馈以不断改善这一重要程序。

消防设施和消防工具，例如逃生包和灭火器等，都会定期检查以保证其安全系数保持在最优状态。每一次的消防演习我们都会让家长知晓。

一旦需要紧急疏散，所有员工和学生都会遵循预演的步骤而进行。幼儿园园长会确保通过 T-Chat 或邮件告知所有家长、员工。该通知也会发布在学校网站。

在收到幼儿园园长的解散命令之前，所有的学生都会被带领到指定地点并原地待命。当家长收到讯息时，请您或指定的监护人在第一时间前往指定地点接领您的孩子。

### Procedures for Closing the Nursery

On some occasions, it may be necessary to close or cancel Nursery due to weather, natural disasters, or important Government events. On all occasions, the health and safety of our children shall be the primary consideration in all decisions and actions taken. The Head of Early Years will ensure that all parents and staff are notified via TChat or email, and a message will be posted on the school website.

### Drills and Evacuation

The Nursery conducts evacuation drills throughout the year to prepare our staff and children to respond effectively to emergency situations. We time each drill and receive staff feedback in order to continually refine this important process.

Safety equipment such as evacuation bags and fire extinguishers are regularly maintained in maximum condition within specified use-by dates. Parents will be informed when drills have been undertaken.

In the case of an evacuation, all children and staff will exit Nursery buildings in an orderly fashion as rehearsed. The Head of Early Years will ensure that all parents and staff are notified via an SMS message or email, and a message will be posted on the school website.

Children will be kept at the designated meeting place or other suitable location until the Head of Early Years informs teachers that children may be released. Children must be collected from the designated area by a parent or nominated guardian as soon as possible after the message is received.



孩子必须学会如何去思考，而不是去思考什么。

——玛格丽特·米德

*Children must be taught how to think, not what to think.*

——Margaret Mead

# 行为与期待

CONDUCT AND EXPECTATIONS

## 校服和着装 Uniform and Clothing

在杭州惠立幼儿园，我们要求学生根据季节不同穿着统一的校服。而在学校安排的特殊活动期间，学生可穿着自己的服装。所有服装都要符合季节所需并适合在幼儿园环境中穿着。

学校有校服商店出售全部学生校服和运动套装，具体校服要求请查询学校官网。

学校校服商店会在学校教学日开放，具体营业时间请查询学校官网。

校服商店联系电话：0571-8239 6397。

All children are required to wear the appropriate Huili Nursery uniform suitable for the season. At specified times during the year, children may be permitted to wear their own choice of clothing. All clothing items should be suitable for an early years environment.

The school uniform and sports kits are available exclusively from the uniform shop within the school, which carries the complete line of pupils' uniforms and PE kits. Specific uniform requirements can be found on the website.

The uniform shop is open during the term time. Please refer to the School website for opening times.

Uniform Shop contact number: 0571-8239 6397



## BOY'S SCHOOL UNIFORM

### THE SCHOOL UNIFORM DESIGN

### INTRODUCTION

CORE UNIFORM



Short sleeve polo shirt



Long sleeve polo shirt



Summer shorts



Trousers



V-neck wool jumper



Light weight jacket



Winter coat

CORE UNIFORM

CORE UNIFORM

## GIRL'S SCHOOL UNIFORM

### THE SCHOOL UNIFORM DESIGN

### INTRODUCTION

CORE UNIFORM



Short sleeve polo shirt



Long sleeve polo shirt



Summer dress



A-line winter pinafore dress



V-neck wool jumper



Wool cardigan



Light weight jacket



Winter coat

CORE UNIFORM

CORE UNIFORM

## 饰品 Jewellery

学生仅可佩戴与自身民族文化或宗教信仰相关的饰品，且必须获得总校长的批准。

The only acceptable forms of jewellery that can be worn are for cultural or religious reasons only and at the discretion of the Executive Master.

## 发型 Hair

发型需随时保持整洁、干净、清爽，不得使用凝胶、摩丝、发胶或发蜡等定型剂，或其他非常规的发型制品。

Hair is to be clean, neat, and tidy at all times. No use of hair styling agents i.e. gel, mousse, hairspray, wax, and other hair products for unconventional or unnatural hairstyles is permitted.

- 头发不得遮挡眼睛。
- 不得剪奇异的发型，如线条、图案、多层次等。
- 不得染发，需保持自然发色。
- 女孩：出于健康和考虑，齐肩长发或中长发需扎起来。
- 扎辫子的丝带、回形夹、头箍或橡皮筋颜色应选择海军蓝、黑色或与校服颜色保持一致。
- 男孩：头发长度不得低于衬衫领子顶部。

- Hair may not hang over the eyes
- Haircuts or styles may not be distracting in any way; no lines, patterns, multi-levels, etc are permitted.
- Hair colour must be consistent with natural hair colour
- Girls: hair of shoulder length or longer is to be worn tied back as a health and safety measure
- Ribbons, clips, bands and 'scrunchies' should be navy, black or school uniform
- Boy: boys' hair length may not fall below the top of the shirt collar



# 鞋

## Footwear

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教学日学生需穿着黑皮鞋。鞋子不应有任何明显商标，且必须保持鞋面整洁光亮。

我们要求学生根据季节的变化穿着合适的鞋子，以便参加各种室内外活动。室内鞋可以留在学生专用的储物柜中。室外鞋需在进入教室前脱至每个班级的个人专用储物柜中。我们建议家长给学生选择穿脱方便的鞋子，以便培养和加强学生的生活自理能力（例如，带有子母扣的鞋子）。

Black, leather shoes are to be worn by all pupils during the school day. Shoes must not have any large, ostentatious branding on them and must be kept clean and polished.

We require children to have seasonally appropriate indoor and outdoor footwear. Indoor shoes may be left at school in individually labelled cubbies. Outdoor shoes are to be removed on arrival and left in the personal storage area of each classroom. We ask parents to ensure that their child can put on and take off their shoes easily and encourage parents to match their child's shoes to their increasing independence (i.e. shoes with a Velcro strap).

# “户外活动须佩戴遮阳帽”制度

## “No Hat, No Play”

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杭州惠立幼儿园会在夏季严格执行“户外活动须佩戴遮阳帽”的制度。如果没有遮阳帽，为了学生的健康和安全，他/她只能待在室内或阴凉处。班级教师会在政策执行之前发提醒信息给家长。

我们强烈建议家长在孩子入园前，为其涂抹防晒霜。

The Nursery follows a strict “No Hat, No Play” policy during summer. If your child is not in possession of a sun hat, he/she will have to stay indoors or under shade for their own health and safety. Reminders will be sent out to parents before the policy commences.

We strongly encourage parents to apply sunscreen to their child before arriving at the Nursery.

# 水壶

## Water Bottles

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幼儿园要求每个孩子携带自己的水壶，老师每天会及时为学生添加饮用水。请家长在水壶上清楚标注学生姓名、班级及一张照片（如果可能的话）。

All children are required to have their own water bottle, which will be refilled periodically during the day. Please label this carefully with your child's name, class and a photo if possible.

# 替换衣物

## Change of Clothes

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孩子在幼儿园可能会发生如厕意外，或在探索活动后弄湿或弄脏衣物。请家长根据季节的不同留一套替换衣物（包括内衣和袜子）在孩子的个人储物柜中。

Children may have toileting accidents or become wet and messy during investigative and sensory play. We ask that parents leave one complete change of clothes in their child's class box. The change of clothes should include underwear and socks and be updated according to the season.

# 个人贵重物品

## Valuables

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为了减少贵重物品遗失的机率，我们不鼓励学生带贵重物品来幼儿园。除募捐活动之外，学生不应带钱币到幼儿园。如有发生，均由班级教师代为保管。除低龄段幼儿的安抚玩具外，其他玩具都不可带入校园，除非获得班级老师的允许。

To minimise chance of loss, children should not bring valuable items into the Nursery. Money must not be brought unless required for a fundraising event. All monies brought into the Nursery should be given to a class teacher for safekeeping. With the exception of a comfort item for younger children, toys from home should not be brought into school unless previously agreed with class teachers.



## 失物招领 Lost Property

幼儿园捡到的任何物品，均会放入位于前台的失物招领箱中。

All lost property will be taken to the lost property box in Reception.

## 姓名标注 Labelling

我们要求家长对学生所有的个人物品（包括鞋子和衣物）都明确标注姓名和班级，以便丢失后寻回。

All belongings, footwear, and items of clothing should be clearly labelled with your child's name and class. This makes it easier to locate and return items if lost.



## 携带物品清单 Checklist

提前一天做好准备很重要。孩子每天来幼儿园须携带以下物品：

It is vital that our children are well prepared for the Nursery day. We request that children bring the following items:

- 水壶  
Water bottle
- 遮阳帽  
Sun hat
- 防蚊液 / 防晒霜  
Mosquito repellent and sun cream
- 替换衣物  
Change of clothes
- 根据需要准备纸尿裤 / 拉拉裤 / 润肤露 / 湿纸巾（如果需要）  
Nappies/pull-ups/Nappy cream and wet wipes (if required)
- 床上用品（每周五带回家清洗，周一再送来）  
Bedding — to be taken home on Friday for laundering and returned on Monday
- 室内鞋  
Indoor shoes



# 幼儿园内部及周边一般行为准则

## General Conduct Policies

### 礼貌与尊重

我们恳请惠灵顿大家庭的成员们在幼儿园言语得体、友好问候，时刻对自己的行为负责。幼儿园楼内及周边禁止吸烟和随地吐痰。

若有与惠立价值观相悖的行为发生，我们会责令当事人离开，或者禁止其再次访问幼儿园。

### Courtesy and Respect

All members of the Wellington College family should always conduct themselves in a responsible manner. Language should be appropriate for an Early Years setting, and we ask all individuals to acknowledge each other with a suitable greeting. Inappropriate behaviour including hawking and spitting is discouraged.

Those who display behaviour contravening our values will be asked to leave the premises and may be barred from future visits.



# 关于缺勤

## Absences

为避免影响孩子的学习，请尽量避免缺勤情况的发生。如该缺勤不可避免，且家长已提前知晓，请务必提前告知班级教师。

如果因生病等突发原由导致孩子不能到校，请家长于上午 8:00 之前通知幼儿园办公室，幼儿园办公室电话 0571 82396304。

Taking time out of school can be disruptive to your child's learning and is not viewed favourably by the School. If leave during term time is unavoidable and parents know in advance that their child will be absent from school, they must contact their child's class teacher as soon as possible.

If a child is going to be absent from school due to unforeseen circumstances, such as illness, parents should contact the school office via phone before 08:00 am.

Early Years Office: 0571 82396304

# 关于早退

## Early Leaving Policy

如果孩子需要提早离开幼儿园，请家长事先通过邮件或 T-Chat 告知班级老师，班级教师会反馈给行政办公室。接孩子前请提前填写准假单并交由幼儿园园长行政助理签字。离开幼儿园时，须将已签字的准假单递交给大门的安保人员。

根据规定，安保人员会阻止没有准假单的孩子提前离园，即使有家长陪同。

If parents are aware that their child(ren) will need to leave school early during the school day, they must inform the class teacher by email, or TChat in advance. The teachers will then inform the relevant school office. Please collect your child(ren) from the school office and obtain a permission slip, which will need to be signed by the school EAs. On leaving the site, the permission slip must be submitted to the security guards.

The security guards will be instructed to turn back any pupil who does not have the required permission slip, even if they are accompanied by a parent.



2021	一	二	三	四	五	六	日	事件 Event
八月	M	T	W	T	F	S	S	
August	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
九月			1	2	3	4	5	1 学期开始 Start of Term
September	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	20-21 中秋节假期 Mid-Autumn Festival
	27	28	29	30				
十月			1	2	3			
October	4	5	6	7	8	9	10	1-8 国庆节假期 Golden Week Holiday
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
十一月	1	2	3	4	5	6	7	
November	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
十二月			1	2	3	4	5	
December	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	24-31 冬假、元旦假期 Winter Break
	27	28	29	30	31			
2022 一月			1	2	3	4	5	
January	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	21 学期结束 End of Term
	24	25	26	27	28	29	30	24-31 春节假期 Chinese New Year Holiday
	31							

2022	一	二	三	四	五	六	日	事件 Event
二月	M	T	W	T	F	S	S	
February	7	8	9	10	11	12	13	1-11 春节假期 Chinese New Year Holiday
	14	15	16	17	18	19	20	14 学期开始 Start of Term
	21	22	23	24	25	26	27	
	28							
三月	1	2	3	4	5	6		
March	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
四月			1	2	3			
April	4	5	6	7	8	9	10	4-8 清明节假期 Qing Ming Festival
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
五月					1			
May	2	3	4	5	6	7	8	2-3 劳动节假期 Labour/May Day
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
六月			1	2	3	4	5	
June	6	7	8	9	10	11	12	3 端午节假期 Dragon Boat Day
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				30 学年结束 End of Year
七月			1	2	3			
July	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

□ 学期开始和结束 Start and End of Term

■ 学校假期 School Holidays

■ 周末 Weekend

■ 迎新日 Orientation

■ 新员工培训开始 Start of induction new staff

■ 全体员工返校 Start of induction all staff

■ 前期入园安排 Settling in

2021年6月 June 2021





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**A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

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