



上海浦东新区民办惠立幼儿园  
Hiba Academy Shanghai  
Wellington College Education

# 从心, 致远。



家长手册  
INFORMATION  
FOR PARENTS  
2025 – 2026

Be You. Be More.

## 目录 CONTENTS

校长致辞	5
WELCOME FROM THE PRINCIPAL	

惠立教学理念	6
THE HIBA ACADEMY SHANGHAI ETHOS OF EDUCATION	

惠立大家庭	10
THE HIBA FAMILY	

惠立幼儿园的期望	12
HIBA ACADEMY SHANGHAI EXPECTATIONS	

幼儿园教学框架	22
THE HIBA ACADEMY SHANGHAI FRAMEWORK FOR LEARNING	

幼儿园生活	28
NURSERY LIFE	

沟通	46
COMMUNICATION	

幼儿园非教学团队	48
THE NURSERY NON-ACADEMIC TEAMS	

重要教学活动日	50
IMPORTANT CURRICULUM DATES	

幼儿园及设施	52
CAMPUS AND FACILITIES	

幼儿园停课	58
CLOSURE OF THE NURSERY	

# 校长致辞

## WELCOME FROM THE PRINCIPAL



诚挚地欢迎大家加入上海浦东新区民办惠立幼儿园。

作为四个孩子的母亲，我切身体会到为孩子选择合适的早期教育的重要性。我相信，我们和家长的合作关系一定会为我们教育的成功奠定坚实的基础。正是这样的相互信任，以及对惠立价值观和教育愿景的执着确保我们的学生健康成长，社群不断壮大。

上海惠立幼儿园致力于为您的孩子提供高质量的照护以及学习机会。我以上海惠立幼儿园大家庭一员的身份，邀请家长与我们共同开启这段学习旅程，探索个性化、浸润式中英双语环境的全人学习历程。

走在园内，您会发现，我们的价值观已融入园舍环境，随处可见。我们精心创设的支持性学习环境满足各个年龄层以及处于不同发展阶段孩子的成长需要。您还会看到积极、独立的孩子勇于面对一个又一个的挑战，在好奇心的驱使下探索身边的世界。

在上海浦东新区民办惠立幼儿园，我们认为所有的孩子都应被珍视，与此同时，孩子们也对彼此和身边的环境展现出他们的珍视。在孩子们的个性形成时期，我们将勇气、尊重、正直、善良和责任的惠立价值观融入他们的学习，志在将他们培养成乐观、负责的全球公民，能够应对不断变化的世界。

作为牛津大学的毕业生，我深刻认识到优质教育带来的积极影响。我相信惠立幼儿园的优质双语教育让学生开启学习之旅时，既是积极的学习者，更是探索者和问题解决者。安全、启发式的园舍环境让每个学生都能探索自己的兴趣，激发自己的热情，他们中英双语思考和沟通的能力都会得到大幅提升。

我们和家长共同合作，支持孩子成为最好的自己，在学习和成长过程中积极展现惠立价值观和特质。我诚挚地邀请您加入我们，开启这段重要的学习旅程，并期待您可以成为我们社群的重要成员，从而与您和您的家人有更多深入的沟通。

**Charlotte Knight-Benjafeld**  
**上海浦东新区民办惠立幼儿园 校长**

I extend you a very warm welcome to Hiba Academy Shanghai.

As a parent of four children I appreciate the importance of choosing the right early years education for your child. At Hiba Academy Shanghai I believe that our partnership with parents forms the strongest possible foundation for our success. This foundation of trust coupled with a shared faith in our Hiba values and vision ensures that our pupils and our community continue to thrive.

Our Hiba staff are committed to deliver the highest quality of care and learning opportunities for your child. As a member of our Hiba Academy Shanghai family I invite you to join us on this shared journey of discovery where we provide a personalised, holistic learning experience fully immersive in the languages of English and Chinese.

When you walk around the Nursery our Hiba values are clearly visible. Our carefully created ‘enabling learning environments’ are designed to meet the needs of children at various ages and stages of growth and development. You will see inspired and independent learners who embrace challenge and are curious about the world around them.

At Hiba Academy Shanghai we believe that all children are valued, and that they value each other and the world around them. Throughout these precious formative years of their education we embed our Hiba values of courage, respect, integrity, kindness and responsibility in our behavior for learning. In doing so, we prepare our pupils to be active and responsible global citizens committed to thrive in an ever-changing world.

I truly believe our Hiba bilingual education is exceptional. As an Oxford University graduate I appreciate what can be achieved with excellent education. Our pupils begin their educational journey as explorers, active learners and problem solvers. They do so whilst developing the skills to think and communicate in English and Chinese. We provide a safe and nurturing environment for every pupil to discover their interests and develop their passions.

We work in partnership with you to support your child to be the very best they can be and to embody the Hiba values and identity as they learn and grow. I invite you to join us on this important educational journey and look forward to getting to know you and your family as valued members of our community.

**Charlotte Knight-Benjafeld**  
**Principal, Hiba Academy Shanghai Nursery**



# 惠立幼儿园教学理念

## THE HIBA ACADEMIC SHANGHAI

## ETHOS OF EDUCATION

我们向学生、员工、家长和外界传递的精神主要集中在  
学生本身以及他们的教育体验。

Our message to pupils, staff and the outside world focuses on  
the pupils themselves and the educational journey on which they travel.

惠立价值观  
我们待人接物和  
为人处事的准则



**The Hiba Values**  
how we want pupils to act and  
what we want pupils to embrace





# 惠立愿景 HIBA VISION

惠灵顿 (中国) 旗下惠立幼儿园秉持“惠贤育能，立德树人”的理念，致力于融汇东西，汲取中英教育精粹，创造以学生为主导的、沉浸式双语言双文化学习体验。

我们启励每个孩子：

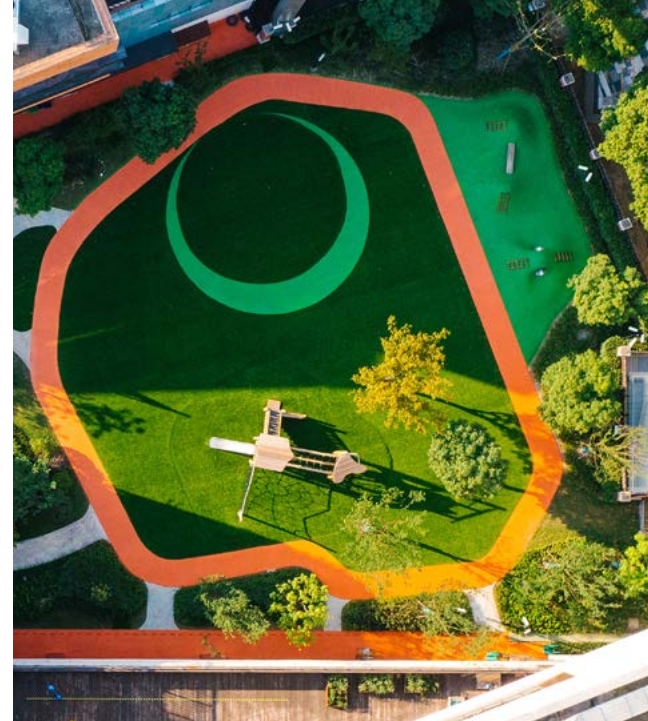
探知并成就真实自我；认同并深植文化自信；塑造并改变未来世界。

At Hiba Academy Shanghai, we offer pioneering education to serve and help shape a better world.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience.

Inspiring our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

**Be You. Be More.**



# 惠立价值观 HIBA VALUES

无论学生、老师、以及非教学团队人员，作为一个惠立人，都将秉承这五大核心价值观，让它成为我们待人接物以及为人处事的准则。

The Hiba Academy Values encapsulate how we want pupils to act and what we want pupils to embrace.

从心，致远。

启之励之，则笃学、互通、善新。

## 笃学

学则温故知新，慎思明辨，以致今用，决实事。

培养终身学习的热情、自驱力与思辨力，鼓励主动探索、主动学习、主动创新，直面挑战。

## 互通

通则自尊自信，泛爱广敬，以怀天下，纳百川。

培养尊重差异，拥抱世界的胸怀，在全球化的背景下搭建文化沟通的桥梁，促进多元世界的共融。

## 善新

新则竭智尽能，推陈出新，以惠世人，明开来。

培养服务社会的远大志向，积累渊博学识、搭建沟通网络，为成就更美好的未来世界贡献力量。

**Inspiring our children to be learners, connectors and change-makers.**

## We are Learners

with the passion, intrinsic motivation and critical thinking that enables us to solve real world challenges.

## We are Connectors

with the confidence, openness and empathy to bridge cultural chasms and bring our world closer together.

## We are Change-makers

with the knowledge, networks and commitment to better serve our community and make a positive impact on the future.

## 仁 Kindness

为他人着想、无私奉献的精神。  
Showing consideration for others and acting selflessly for their benefit.

## 义 Responsibility

言行一致与知行合一，个人行为与价值观、信仰保持一致。  
Being reliable, dependable and accountable for one's conduct. Fulfilling a duty. Acknowledging the need to serve the communities in which we operate.

## 礼 Respect

尊重平等，尊重自身、他人及其他社会群体。自我尊重，即不为获得他人认可而放弃个人价值观。  
A positive feeling of esteem for a person, group, entity or quality, resulting in acting with fairness. This can include self-respect which involves not compromising one's values just to gain approval from others.

## 勇 Courage

克服恐惧、痛苦，直面危险、未知的能力，以及为追求成功而敢于冒险的精神。  
The ability to confront fear, pain, danger, uncertainty or intimidation. To take calculated risks in the pursuit of goodness.

## 信 Integrity

为自身行为负责，为人可靠值得信赖，为自己所在的社群履行应有的义务。  
Consistency and authenticity. Acting in consort with one's values or beliefs.



# 惠立大家庭

## HIBA FAMILY

作为家长，您选择上海浦东新区民办惠立幼儿园是因为我们有共同的信念、愿景和价值观。每场咖啡晨会上、每次与惠立各家庭的交流中，我们都强调价值观不是用来灌输给孩子的，而是应该体现在每一位惠立大家庭成员的身上。

我们希望每位家长、员工和孩子都能秉承并不断体现这些价值观，为是幼儿园的成员而感到自豪。惠立价值观贯穿在我们所做的方方面面；它体现在我们的制度、教学实践中；为我们每天的行为和人际关系奠定了基础。它也适用于与幼儿园有关的其他人员--您的司机和保姆也请遵循惠立价值观，这样人人都能感受到幼儿园价值观的真谛。

幼儿园的上课时间为8:00-15:45。我们鼓励孩子们从8:00开始陆续来园，通过简单的探索活动做一些心理准备。

家长在放学时间接领孩子后，不要把孩子单独留在学习区域。我们的放学时间最晚为15:45，请家长按时接孩子回家，享受与家人一起的美好时光，这样我们的团队才有时间为第二天的活动做准备。

我们恳请您与我们坦诚地沟通，而不要通过社交媒体来表达您的担忧。作为惠立大家庭的成员，我们每一个人都应该秉持惠立价值观，尊重他人，谨言慎行。我们希望彼此紧密合作，共同建立相互信任的伙伴关系。

如果您不清楚应联系哪位员工，您可以联系幼儿园办公室或直接找园长以及校长，我们会乐意帮助您。

As parents, you have made the decision to join Hiba Academy Shanghai based on our shared beliefs, vision and values. During every information event and throughout communication with the Hiba community and families, we reinforce that the values are not something that we will impart to your children, rather, they are values that are demonstrated by every member of the family.

We have an expectation that all family members, staff and pupils will hold these values true, demonstrate them consistently and be proud to be a part of the setting. The Hiba values run through everything that we do; they are in our policies, our practice, they form the basis of our relationships and our conduct throughout each day. This goes for all extended members of the family too – your drivers and ayis need to demonstrate the Hiba values, so that everyone can feel a genuine part of the Nursery.

Active learning time here at the Nursery is from 8:00 to 15:45. Pupils are encouraged to arrive from 8:00 and spend time exploring whilst making the mental transition from home to the Nursery.

At the end of the day, once your child has been collected, it is important that they are not left alone in the learning spaces. Please remember that the end of the day is 15:45 and we do ask that families head home to have quality family time together whilst the teaching teams plan and prepare the next day's activities.

We ask that all members of the Hiba community communicate openly without taking to social media to air any concerns or grievances. There is an expectation that all members of the community demonstrate the Hiba values and are respectful and responsible in their communication and conduct. As a community, we value being able to work together to strengthen the partnership between us.

If you have any concerns at all, please do not hesitate to contact the relevant member of staff directly to discuss it. If you're not sure who that may be, please contact the Nursery Office, or speak with Head of EYCS or Principal of EYCS who are always happy to help.



# 惠立幼儿园的期望

## Hiba Academy Shanghai

### EXPECTATIONS

#### 行为

成人是孩子最好的榜样，年幼的孩子极容易模仿周围人的行为举止。幼儿园所提倡的行为不仅适用于孩子和教职工，也适用于每一位家长，访客及来宾。基本的礼貌礼仪在幼儿园的日常生活中随处可见，这离不开良好的教育合作伙伴关系，也离不开您的全力支持。请提醒您的家庭成员、家庭代表以及孩子注意以下重要事项：

- 请说早上好、下午好、再见
- 在幼儿园言语得当
- 在室内说话时注意控制音量
- 保持善言善行
- 为他人开门、对他人以礼相待
- 鼓励孩子自己走路、理书包和背书包
- 在幼儿园内请关闭手机
- 在幼儿园内请勿喂孩子吃东西
- 请爱护幼儿园的财产和物品，使它们适用于孩子
- 确保孩子以尊敬之心对待所有的设施资源
- 鼓励孩子在游戏后自己把这块区域整理干净
- 从班级或课外课接到孩子后，请您务必看护好孩子

#### BEHAVIOUR

Adults are active role models for children who learn how to behave by observing the actions of the adults around them. Our expectations of behaviour do not only apply to the pupils and staff. Our expectations apply to every family member, visitor and guest to the Nursery. Basic courtesies are a daily feature of life at the setting and it is imperative that for our partnership to be successful, we have your full support. Please talk to all family members, family representatives and your children to remind them of the importance of the following:

- Saying good morning, good afternoon, goodbye
- Speaking appropriately for a Nursery
- Having an ‘indoor voice’
- Using kind words and kind hands always
- Holding doors open for each other and showing general courtesy for all
- Encouraging children to walk for themselves, pack and carry their own bag
- Turning off mobile phones within the setting
- Not feeding children within the setting
- Looking after the property and belongings of the setting, so that it is fit and safe for the children to use
- Ensuring that the children treat the furniture and resources with respect
- Encouraging the pupils to tidy up after they have played in any area or learning spaces
- Ensuring that your child is supervised appropriately once they are picked up from the classroom or Academy

#### 安全保障

成人是孩子最好的榜样，年幼的孩子极容易模仿周围人的行为举止。幼儿园所提倡的行为不仅适用于孩子和教职工，也适用于每一位家长，访客及来宾。基本的礼貌礼仪在幼儿园的日常生活中随处可见，这离不开良好的教育合作伙伴关系，也离不开您的全力支持。请提醒您的家庭成员、家庭代表以及孩子注意以下重要事项：

在惠立幼儿园，我们一切的工作始终紧紧围绕着孩子。详细周密的安全保障措施就是我们对该承诺的践行。

##### 何为安全保障？

安全保障是为提升孩子身心健康，保护孩子利益而采取的一系列措施。在惠立幼儿园，这意味着我们承诺要保护孩子受到礼貌的对待，护佑他们的健康和发展。我们共同努力以期营造安全的学习环境，提供完善的看护，确保园内所有的孩子都可以健康成长。

为了履行我们的承诺，所有员工都会长期接受安全保障方面的培训。我们还任命了三名安全保障事务负责人。

##### 惠立幼儿园的安全保障团队

虽然上海惠立幼儿园的每位员工都应担负安全事务的责任，但我们任命了三位主要安全保障负责人，负责处理园内所有的安全事务。他们分别是：

- 安全保障组长  
Yuki Gong (园长)  
[yuki.gong@hibaacademy.org](mailto:yuki.gong@hibaacademy.org)
- 安全保障副组长  
Jinwen Chen (幼儿园主任)  
[jinwen.chen@hibaacademy.org](mailto:jinwen.chen@hibaacademy.org)
- 安全保障副组长  
Lynn McLaren (幼儿园主任)  
[lynn.mclaren@hibaacademy.org](mailto:lynn.mclaren@hibaacademy.org)

##### 如果有与孩子相关的顾虑，我该如何做？

如果您有孩子身心健康方面的顾虑，请报告给孩子的老师或是指定的安全保障负责人。为保障园内所有孩子的安全与健康，所有的信息都应严格保密，切勿与其他家长讨论或在社交媒体上传播。

如果您仍有安全保障事务方面的疑问或想进一步了解幼儿园的制度，敬请联系指定的安全保障负责人。

#### SAFEGUARDING

The child is at the centre of everything we do at Hiba Academy Shanghai, and safeguarding is an extremely important part of how we put this idea into practice in the setting.

##### What is Safeguarding?

Safeguarding is the actions that are taken to promote the welfare of our children and protect them from harm. At Hiba Academy Shanghai this means that we have made a promise to protect our children from abuse and maltreatment and to prevent harm to our children’s health or development. We work together to ensure that the Hiba Academy Shanghai environment is safe, provides excellent care, and takes action to enable all the children in our care to have the best outcomes.

To help the Nursery to fulfil this promise all staff receive continual training in safeguarding, and the Nursery has appointed three designated safeguarding leads.

##### Hiba Academy Shanghai safeguarding team

Whilst every member of the Hiba Academy Shanghai team is responsible for the safeguarding of everyone on site, we have three identified members of the team who lead on safeguarding throughout the Nursery. They are:

- Designated Safeguarding Lead  
Yuki Gong (Head of EYCS)  
[yuki.gong@hibaacademy.org](mailto:yuki.gong@hibaacademy.org)
- Deputy Designated Safeguarding Leads  
Jinwen Chen (Assistant Head)  
[jinwen.chen@hibaacademy.org](mailto:jinwen.chen@hibaacademy.org)
- Lynn McLaren (Assistant Head)  
[lynn.mclaren@hibaacademy.org](mailto:lynn.mclaren@hibaacademy.org)

##### What do I do if I have a concern about a child?

If you have a concern about a child’s welfare, please report the matter to your child’s teacher or one of the designated safeguarding leads. To ensure the safety and wellbeing of the children in our care, it is important that all information and concerns are kept strictly confidential and not discussed with other parents or on social media platforms.

If you have any questions about a safeguarding matter or would like to better understand the Nursery’s policy, please contact one of the Nursery’s designated safeguarding leads.



# 亲密照护——小小班

## INTIMATE CARE - EY1

### 我们对亲密照护学生的承诺

Our commitment to the intimate care of all pupils

<p><b>安排的如厕时间</b></p> <ul style="list-style-type: none"><li>入园后</li><li>转换教室前</li><li>午饭前</li><li>午睡前及睡醒后</li><li>放学前</li><li>* 一天之中，老师会观察孩子并在必要时询问他们。</li></ul>	<p><b>Times of scheduled toileting</b></p> <ul style="list-style-type: none"><li>Upon arrival</li><li>Before transitions</li><li>Before lunch</li><li>Before sleep time &amp; upon waking</li><li>Before home time</li><li>* Children are observed and asked throughout the day where necessary</li></ul>
<p><b>照看学生如厕的人员</b></p> <ul style="list-style-type: none"><li>保育员是主要负责人。</li><li>若超过四名孩子在厕所，则助教会协助。</li><li>员工午餐时间，老师和助教负起主要责任。</li></ul>	<p><b>People involved in toileting</b></p> <ul style="list-style-type: none"><li>The EYA will be the main responsible person in the bathroom</li><li>When there are more than 4 children, a TA will support</li><li>During staff lunch times, the teacher and TA will be responsible</li></ul>
<p><b>我们是如何做的？</b></p> <ul style="list-style-type: none"><li>如厕记录表会用来记录孩子的特殊需求。</li><li>我们会提醒孩子，老师只在他们主动要求时才提供帮助。</li><li>我们鼓励孩子尽可能自己完成整个如厕过程。</li><li>保育员会穿戴一次性围裙和手套清洁孩子身上的赃物，同时遵循相关的规定。</li><li>如孩子的隐私部位需要涂抹药膏，将由保健老师完成。</li><li>如有需要，我们会告知家长孩子每天的如厕情况。</li><li>保育员会协助给孩子冲洗，并填写亲密照护表。</li></ul>	<p><b>What do we do?</b></p> <ul style="list-style-type: none"><li>A toileting chart is used to support children's specific requirements</li><li>Children are reminded that staff are there to help if needed but help will not be given unless requested</li><li>Children are encouraged to do as much for themselves as possible</li><li>Where staff need to support in cleaning a child, disposable aprons and gloves are worn and the specific requirements followed</li><li>Any cream that needs to be applied is done so by the nurse</li><li>Toileting events are communicated to parents each day, where appropriate</li><li>Should a child require showering, the EYA will be called for support and an intimate care form completed</li></ul>
<p><b>我们是如何做的？</b></p> <ul style="list-style-type: none"><li>意想不到的情况会发生，孩子应准备充足的干净衣物。</li><li>孩子尝试自己如厕时可能会弄脏内衣，这是独立性提升的必经阶段。</li><li>孩子会存在增减衣物方面的需求，我们注重培养孩子的独立性，会在他们有困难时提供帮助，并将该情况告知家长。</li></ul>	<p><b>What to expect at this stage of development</b></p> <ul style="list-style-type: none"><li>Children have accidents – please ensure that there are plenty of spare clothes</li><li>Children will try and clean themselves, therefore underwear may get dirty in the process – this is a natural stage of developing independence</li><li>Children may need help with undressing / dressing. Independence will be encouraged as much as possible, however help is generally required at times of difficulty. When this happens, it will be communicated to parents.</li></ul>

# 亲密照护——小班

## INTIMATE CARE - EY2

### 我们对亲密照护学生的承诺

Our commitment to the intimate care of all pupils

<p><b>安排的如厕时间</b></p> <ul style="list-style-type: none"><li>入园后</li><li>转换教室前</li><li>午饭前</li><li>午睡前及睡醒后</li><li>放学前</li><li>* 一天之中，老师会观察孩子并在必要时询问他们。</li></ul>	<p><b>Times of scheduled toileting</b></p> <ul style="list-style-type: none"><li>Upon arrival</li><li>Before transitions</li><li>Before lunch</li><li>Before sleep time &amp; upon waking</li><li>Before home time</li><li>* Children are observed and asked throughout the day where necessary</li></ul>
<p><b>照看学生如厕的人员</b></p> <ul style="list-style-type: none"><li>保育员是主要负责人。</li><li>一名助教会站在卫生间门口，在孩子有需要时提供帮助。</li><li>如需额外帮助，会寻求老师帮忙。</li></ul>	<p><b>People involved in toileting</b></p> <ul style="list-style-type: none"><li>The EYA will be the main responsible person in the bathroom</li><li>One TA will be stood at the bathroom door ready to help where needed</li><li>The teacher will be called if additional help is needed</li></ul>
<p><b>我们是如何做的？</b></p> <ul style="list-style-type: none"><li>老师会站在卫生间门口，引导他们自己如厕。</li><li>我们会提醒孩子，老师只在他们主动要求时才提供帮助。</li><li>我们鼓励孩子尽可能自己完成整个如厕过程。</li><li>老师会鼓励孩子小便后自己尝试擦拭。</li><li>若孩子大便后需要老师支持，老师会给予孩子帮助。</li><li>保育员会穿戴一次性围裙和手套清洁孩子身上的赃物。</li><li>如孩子的隐私部位需要涂抹药膏，将由保健老师完成。</li><li>如有需要，我们会告知家长孩子每天的如厕情况。</li><li>保育员会协助给孩子冲洗，并填写亲密照护表。</li></ul>	<p><b>What do we do?</b></p> <ul style="list-style-type: none"><li>Staff will generally stand at the bathroom door and encourage the children</li><li>Children are reminded that staff are there to help if needed but help will not be given unless requested</li><li>Children are encouraged to do as much for themselves as possible</li><li>Staff will encourage children wipe themselves after a pee</li><li>Staff may be called in to help after a poo – they will give verbal instructions to support and help when necessary</li><li>Where staff need to support in cleaning a child, disposable aprons and gloves are worn</li><li>Any cream that needs to be applied is done so by the nurse</li><li>Should a child require showering, the EYA will be called for support and an intimate care form completed</li><li>Toileting events are communicated to parents each day, where appropriate</li></ul>
<p><b>我们对当前阶段孩子的期待</b></p> <ul style="list-style-type: none"><li>意想不到的情况会发生，孩子应准备充足的干净衣物。</li><li>孩子尝试自己如厕时可能会弄脏内衣，这是独立性提升的必经阶段。</li><li>孩子会存在增减衣物方面的需求，我们注重培养孩子的独立性，会在他们有困难时提供帮助，并将该情况告知家长。</li></ul>	<p><b>What to expect at this stage of development</b></p> <ul style="list-style-type: none"><li>Children have accidents – please ensure that there are plenty of spare clothes</li><li>Children will try and clean themselves, therefore underwear may get dirty in the process – this is a natural stage of developing independence</li><li>Children may need help with undressing / dressing. Independence will be encouraged as much as possible, however help is generally required at times of difficulty. When this happens, it will be communicated to parents</li></ul>

# 亲密照护——中班

## INTIMATE CARE - EY3

### 我们对亲密照护学生的承诺

Our commitment to the intimate care of all pupils

孩子会在以下时间收到如厕提醒

- RWI之前
- 转换教室前
- 吃点心和午餐前
- 户外活动回到教室后
- 放学后或课外课程开始前
- \* 其他时间段，我们鼓励孩子表现独立并在需要时自己去卫生间。

Children are reminded to visit the bathroom at the following times

- Before RWI
- Before transitions
- Before snack / lunch
- When coming in from outside play
- Before end of the day carpet time / Academy
- \* At all other times, they are encouraged to be independent and use the bathroom when needed

照看学生如厕的人员

- 老师应清楚知道在卫生间的孩子，并需要站在门口，在孩子有需求时才能进入帮助。

People involved in toileting

- An adult will be aware of which children are in the bathroom and will be close to the door, but will not go in to the bathroom unless help is requested by a child

我们是如何做的？

- 我们会提醒孩子，老师只在他们主动要求时才提供帮助。
- 我们鼓励孩子尽可能自己完成整个如厕过程。他们已到了可以独立如厕的年龄。
- 老师会在孩子有需要时从旁鼓励并提供指导。
- 保育员会穿戴一次性围裙和手套清洁孩子身上的脏物，并填写亲密照护表。
- 保育员会协助给孩子洗澡，并填写亲密照护表。

What do we do?

- Children are reminded that staff are there to help if needed but help will not be given unless requested
- Children are encouraged to do as much for themselves as possible – they are expected to be able to toilet themselves at this age
- Where necessary, words of encouragement and instructions will be provided
- Where staff need to support in cleaning a child, disposable aprons and gloves are worn and an intimate care form is completed
- Should a child require showering, the EYA will be called for support and an intimate care form completed

我们对当前阶段孩子的期待

- 意想不到的情况会发生，孩子应准备两套干净的衣物。
- 如厕后孩子自己清洁的过程中可能会弄脏内衣，这是独立性提升的必经阶段。
- 穿衣应由孩子独立完成：
  - 鼓励孩子自己将衬衫塞进下装里
  - 可以帮孩子将下装穿至膝盖位置，剩下应由他们自己完成
  - 还可帮孩子系衬衣最上面的纽扣或裤子的纽扣

What to expect at this stage of development

- Children have fewer accidents – please ensure that there are two changes of spare clothes
- Children will try and clean themselves, therefore underwear may get dirty in the process – this is a natural stage of developing independence
- Dressing is an independent activity:
  - Encourage children to tuck their shirt in
  - Help can be provided to get tights to knee level
- Support can be given with top button of shirt / trouser button / side zip of pinafore dress

# 亲密照护——大班

## INTIMATE CARE - EY4

### 我们对亲密照护学生的承诺

Our commitment to the intimate care of all pupils

孩子会在以下时间收到如厕提醒

- RWI之前
- 转换教室前
- 吃点心和午餐前
- 户外活动回到教室后
- 放学后或课外课程开始前
- \* 其他时间段，我们鼓励孩子表现独立并在需要时自己去卫生间。

Children are reminded to visit the bathroom at the following times

- Before RWI
- Before transitions
- Before snack / lunch
- When coming in from outside play
- Before end of the day carpet time / Academy
- \* At all other times, they are encouraged to be independent and use the bathroom when needed

照看学生如厕的人员

- 老师应清楚知道在卫生间的孩子，并需要站在门口，在孩子有需求时才能进入帮助。

People involved in toileting

- An adult will be aware of which children are in the bathroom and will be close to the door, but will not go in to the bathroom unless help is requested by a child

我们是如何做的？

- 我们期待孩子在当前年龄段可以独立如厕。
- 老师会在孩子有需要时从旁鼓励并提供指导。
- 保育员会穿戴一次性围裙和手套清洁孩子身上的脏物，并填写亲密照护表。
- 保育员会协助给孩子洗澡，并填写亲密照护表。

What do we do?

- Children are expected to be able to toilet themselves at this age
- Where necessary, words of encouragement and instructions will be provided
- Where staff need to support in cleaning a child, disposable aprons and gloves are worn and an intimate care form is completed
- Should a child require showering, the EYA will be called for support and an intimate care form completed

我们对当前阶段孩子的期待

- 意想不到的情况会发生，孩子应准备两套干净的衣物。
- 如厕后孩子自己清洁的过程中可能会弄脏内衣，这是独立性提升的必经阶段。
- 穿衣应由孩子独立完成：
  - 鼓励孩子自己将衬衫塞进下装里
  - 可以帮孩子将下装穿至膝盖位置，剩下应由他们自己完成
  - 还可帮孩子系衬衣最上面的纽扣或裤子的纽扣

What to expect at this stage of development

- Children have fewer accidents – please ensure that there are two changes of spare clothes
- Children will try and clean themselves, therefore underwear may get dirty in the process – this is a natural stage of developing independence
- Dressing is an independent activity:
  - Encourage children to tuck their shirt in
  - Help can be provided to get tights to knee level
- Support can be given with top button of shirt / trouser button / side zip of pinafore dress



# 亲密照护——专业课教学区域

## INTIMATE CARE – SPECIALIST LEARNING SPACES

### 我们对亲密照护学生的承诺

Our commitment to the intimate care of all pupils

安排的如厕时间

- 在去到专业课教室前，孩子应先在自己教室中如厕。
- 小小班和小班在每节课之间有如厕时间。
- 其他时间段，我们鼓励孩子表现独立并在需要时自己去卫生间。

Times of scheduled toileting

- Children should go to the toilet in their own classroom before transitioning to specialist lessons
- EY1 and EY2 have scheduled toilet breaks during each lesson
- All the other times pupils are encouraged to be independent and use the bathroom when needed

照看学生如厕的人员

- 小小班和小班：班级保育员或助教是主要负责人。
- 在上专业课期间，专业课助教和老师会在需要时帮助孩子。
- 中班和大班：老师应清楚知道在卫生间的孩子，并需要站在门口，在孩子有需求时才能进入帮助。

People involved in toileting

- EY1 and EY2 - classroom EYA or TA will be the main responsible person in the bathroom
- During specialist lessons, the specialist TA and teacher will support as needed
- EY3 and EY4 - an adult will be aware of which children are in the bathroom and will be close to the door, but will not go in to the bathroom unless help is requested by a child

我们是如何做的？

- 遵循每个年级的密切看护制度。
- 保育员会穿戴一次性围裙和手套清洁孩子身上的脏物，并填写亲密照护表。
- 若孩子需要除如厕之外的密切看护，他们会回到班级老师得到助教或保育员的帮助。

What do we do?

- We will follow the intimate care policies for each year group
- Where staff need to support in cleaning a child, disposable aprons and gloves are worn and an intimate care form is completed
- Should a child require additional intimate care beyond toileting, the child will return to their classroom for support with a classroom TA or EYA

我们对当前阶段孩子的期待

- 意想不到的情况会发生，孩子应准备两套干净的衣物。
- 中班和大班的孩子应在体育课前换好运动服。

What to expect at this stage of development

- Children may have accidents – please ensure that there are two changes of spare clothes
- Dressing for Physical Play is an independent activity for EY3 and EY4 children and should be completed before the start of the lesson







# 幼儿园内部及周围的一般行为准则

## GENERAL CONDUCT WHILST IN AND AROUND THE SETTING

我们恳请惠立大家庭的成员们时刻对自己的行为负责。在幼儿园能言语得体、见面时友好问候。幼儿园楼内及周边禁止吸烟和随地吐痰。若出现与惠立价值观不符的行为，我们会责令当事人离开，或者禁止其再次访问幼儿园。请及时地告知孩子的祖父母、亲属、司机、保姆等照料孩子、与幼儿园接触的家庭成员在幼儿园及周边环境中的行为规范，并提醒他们，他们的言行代表着您家庭的形象。

We kindly ask that ALL members of the Hiba family conduct themselves in a responsible manner at all times. Language should be appropriate for an early years’ setting and we ask that everyone acknowledges each other with a suitable greeting. Smoking is not permitted in and around the building and spitting is prohibited. Any members of the Hiba family who display behaviour which disregards the Hiba values will be asked to leave the premises and may be barred from future visits. Please take time to talk with grandparents, relatives, drivers and ayis (anyone who may be involved in your child’s care) who act as representatives for the family about conduct in and around the setting and advise them that their conduct reflects upon your family.

### 手机的使用

上海浦东新区民办惠立幼儿园实施“手机禁用”的制度。当您在幼儿园时，注意力都集中在孩子和员工身上，与正在使用手机的家长开展对话是十分困难的。请您在室内时将手机调至静音模式；请不要使用手机在幼儿园内随意拍照或拍视频。

社交媒体是我们与家人朋友分享交流的便捷方式。但是在分享包含其他孩子的照片或视频时，家长们必须慎重负责，出于保护隐私考虑，幼儿园提倡在幼儿园期间禁用手机。如遇幼儿表演节目或其他活动，在园方许可的情况下，家长可以用手机给自己孩子拍照或录视频，分享给家人和朋友。我们理解家长想要记录并分享孩子的重要时刻，但请记得尊重在场的其他人和表演的孩子们。

### THE USE OF MOBILE PHONES

At Hiba Academy Shanghai, we operate a ‘no mobile phone’ policy. This is to ensure that whilst you are within the setting, your attention is focused on the pupils and staff – it is very difficult to hold a conversation whilst a parent is on the phone! We ask that phones are silenced until you are outside of the building. Please be reminded that as part of our safeguarding policy no photos or videos may be taken using your mobile while you are in the Nursery.

We appreciate that the use of social media is a popular method of sharing information amongst the community. However, parents must be respectful and responsible when considering sharing images of other people’s children and to this end we always support a no mobile phone policy for all members of the nursery community. During special events, such as performances, families may be granted permission to use their mobile phones by the Executive Head of Early Years to take photos or video of their child to share with family and friends. Whilst we appreciate the desire of families to share these moments with others, please be respectful of others attending events and of the children who are performing.



# 上海浦东新区 民办惠立幼儿园 教学框架

## THE HIBA ACADEMY SHANGHAI FRAMEWORK FOR LEARNING

上海浦东新区民办惠立幼儿园的教学框架是专为满足2-6岁孩子的需求而规划设计的，主要通过各种不同的学习空间来促进不同领域的发展。我们采纳了最适合的教育体系来支持幼儿园的启迪性教学，即英国早期基础教育体系（EYFS），《3-6岁儿童学习与发展指南》以及为所有孩子提供全面教育的惠立精神。这些奠定了我们的双语教育模式的基础，也指出了惠立幼儿教育各个阶段的关键发展指标。

The Hiba Academy Shanghai framework has been carefully designed and planned to meet the needs of pupils aged 2-6 years, with a focus on learning spaces to promote learning and development across various areas. We have brought together the very best frameworks to promote inspiring early years education within the nursery; the Early Years Foundation Stage (EYFS) from the UK, the Chinese Curriculum (3-6 years) and the Hiba ethos of holistic learning for all pupils. These frameworks underpin our bespoke bilingual educational framework, which identifies key development indicators for each stage of a Hiba early years education.





# 英国早期基础教育体系

## THE EARLY YEARS FOUNDATION STAGE

EYFS定义了高效学习的特征是孩子认识他人和环境的方法，即游戏和探索、主动学习、创造和批判性思维，巩固了他们在各个领域的发展，帮助孩子成为一名积极有效的学习者。

### 游戏和探索——全情投入

- 发现和探索
- 结合已知经验游戏
- 愿意尝试

### 主动学习——积极性

- 融入并专注
- 不断尝试
- 享受成功的体验

### 创新和批判性思维——思想

- 有自己的想法
- 人际关系
- 选择做事的方法

The EYFS identifies characteristics of effective learning - the ways in which a child engages with other people and their environment: playing and exploring, active learning, and creating and thinking critically underpin learning and development across all areas and support the child to remain an effective and motivated learner.

### PLAYING AND EXPLORING – ENGAGEMENT

- Finding out and exploring
- Playing with what they know
- Being willing to have a go

### ACTIVE LEARNING – MOTIVATION

- Being involved and concentrating
- Keeping on trying
- Enjoying achieving what they set out to do

### CREATING AND THINKING CRITICALLY – THINKING

- Having their own ideas
- Making links
- Choosing ways to do things

以英国早期基础教育体系（EYFS）为框架，我们致力于倡导七大领域的学习与发展。鉴于《3-6岁儿童学习与发展指南》与这套体系很大程度上相似，因此我们对二者进行了有机融合。

主要领域最为基本，综合起来能支持所有其他领域的发展。这些主要领域为：

#### 体能发展

移动和操作；健康和自我保护

#### 沟通和语言

倾听和专注；理解；表达

#### 个人、社会和情感发展

人际关系；自信和自我意识；管理情绪和行为

特定领域包含了孩子能成功地参与社会所需的基本技能和知识。这些特定领域为：

#### 读写能力

阅读、写作

#### 数字和逻辑能力

数字、形状、空间、测量

#### 认知能力

人与社区、世界、科技

#### 表现力和艺术设计

探索并使用多媒体和材料；富有想象力

室内外的学习空间均设计成一个鼓励性的环境，促进以上七大领域的学习和发展。这样的鼓励性环境，以及孩子、家长与老师之间的积极关系都是早期教育成功的关键。

Using the Early Years Foundation Stage (EYFS) as a framework, we seek to promote development in seven areas of learning and development. The Chinese curriculum (3-6 years) possesses many similarities and is therefore mapped and threaded throughout the framework seamlessly.

Prime areas of learning and development are fundamental, work together and move through to support development in all other areas. The prime areas are:

#### Physical Development

Moving and handling; Health and self-care

#### Communication and Language

Listening and attention; Understanding; Speaking

#### Personal, Social and Emotional Development

Making relationships; Self-confidence and self-awareness; Managing feelings and behaviour

Specific areas of learning and development include essential skills and knowledge for children to participate successfully in society. The specific areas are:

#### Literacy

Reading; Writing

#### Mathematics

Numbers; Shape, space and measure

#### Understanding the World

People & communities; The World; Technology

#### Expressive Arts and Design

Exploring and using media and materials; Being imaginative

The learning spaces throughout the indoor and outdoor areas are designed as enabling environments to promote learning and development in the seven areas identified. These enabling environments, coupled with positive relationships between the pupil, parents and practitioners are the key to a successful early years' educational experience.



# 英国早期基础教育体系

## THE EARLY YEARS FOUNDATION STAGE

### 衡量孩子的幸福感和参与度

在惠立幼儿园，我们认识到孩子若要取得成功，他们的幸福感和参与度都一定处在较高水平。在学年进行期间，我们会通过比利时鲁汶大学的Ferre Laevers博士创立的“鲁汶量表”记录孩子的幸福感和参与度水平。量表共有五个等级，每个等级都有清晰的评估幸福感和参与度的指标。该方法还未被广泛应用，仍是早期教育领域前沿的教育方法。我们非常有幸得到鲁汶大学该研究团队的培训。

幸福感究竟有何含义？它是指个人或团体呈现的积极的状态。身为教育工作者，我们应认识到它的重要性以及它对孩子社会、情感、身体和学习等能力的发展所起到的作用。此外，我们的课程也应涵盖各类活动供学生选择，旨在提高他们的身体活力、思维灵敏度、社交能力、成就感和个人满意度。参与度不仅是高幸福感带来的结果，也是影响幸福感的重要因素，两者相辅相成。如果我们无法全情参与当下在做的事情，受到内在的驱动，就不能获得高水平的幸福感。参与度是孩子高度投入时我们观察到的状态，从不同年龄段和发展阶段的孩子身上都可以观察到。

衡量结果可以让老师思考班级的环境是否需要做相应的调整，并和家长沟通孩子的情况，共同提高孩子的幸福感和参与度。我们还会为家长举行各类工作坊，帮助家长了解“鲁汶量表”以及我们如何在惠立幼儿园实施运用。

### MEASURING A CHILD'S WELLBEING AND INVOLVEMENT

At Hiba we recognise that for a child to succeed their level of wellbeing and involvement must be high. Throughout the year we therefore record children's levels of wellbeing and involvement by using a method called the Leuven Scale developed by Dr Ferre Laevers from Leuven University in Belgium. The scale has five levels with clear descriptors for both wellbeing and involvement. This method is not yet widely used worldwide but is at the forefront of best early years practice and we are proud to have been trained by the team from Leuven University Belgium.

So, what does wellbeing mean? It is a condition which means that the individual or group's condition is positive. As educators, our role is to recognise its importance and impact on a child's social, emotional, physical and academic development. In turn, our curriculum needs to include choices and activities aimed at achieving physical vitality, mental alacrity, social satisfaction, a sense of accomplishment and personal fulfilment. Involvement is not just seen because of high levels of wellbeing but also a factor in influencing wellbeing. That is, we cannot have the highest possible levels of wellbeing if we are not highly involved in and motivated intrinsically by what we are doing or experiencing. Involvement is what is observed when children are intensively engaged and can be spotted at all ages and stages of development.

The level results then support our teachers to look at making changes to the classroom environment where necessary, having discussions with parents about how both teachers and parents can work together to support a child to increasing their levels of wellbeing or involvement. Throughout the year we will offer workshops to you to support your understanding of the Leuven Scale and what it looks like at Hiba Academy Shanghai.





# 幼儿园生活

## NURSERY LIFE

### 在幼儿园的一天

按时出勤是孩子学习发展的保障。我们希望引导孩子成就最好的自己,但前提是他们能够正常按时地来到幼儿园。孩子每天应在8:20之前到班级。课程表上的活动安排于8:30开始--请确保您的孩子准时到达,从而保证您的孩子和其他孩子的学习时间不被打扰。缺勤会严重影响孩子自身的学习进度,而迟到会扰乱全班的教学活动,影响其他孩子。

### 课外课程学院

惠灵顿课外课程学院每个工作日15:30-16:30在幼儿园开设以下课外课程:

- 乐高
- 中文绘本阅读
- 街舞
- 英文绘本阅读
- 绘画和手工
- 趣味游戏
- 足球

课外课程学院遵循教学日历,因此假日期间不提供此项目。

### A DAY AT Hiba Academy Shanghai

High attendance at the Nursery is crucial to a child's development. We have a desire to support every pupil to be the very best version of themselves. This can only be achieved with consistent attendance and punctuality. Pupils should arrive at the nursery before 08:20, in time for registration in their classroom. The timetabled activities for the day start at 8:30 – please ensure that your child is punctual so that their learning and the learning of others is not disrupted. Absence impacts on a child's learning significantly, whilst lateness impacts on all other pupils in class, as their learning is disturbed.

### THE ACADEMY PROGRAMME

The Academy Programme is available from 15:30-16:30 weekdays at the Nursery and a range of classes are on offer including:

- Lego
- Chinese storytelling
- Hip-Hop
- English storytelling
- Arts and crafts
- Fun and games
- Football

The Academy Programme follows the Nursery calendar and therefore does not run during the holidays.



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## NURSERY LIFE

### 家庭作息

白天，幼儿园会充分调动孩子的肢体和大脑，为适应这样的学习生活，他们需要每天保持充沛的精力迎接一天的挑战。困乏会导致孩子学习能力下降、情绪化、烦躁不安、反应能力削弱，无法积极参与周围的活动，无所收获。因此，我们强烈建议孩子在入读幼儿园之前养成良好的睡眠习惯，为学习成长提供有利的条件。孩子在营养的食物、充分的睡眠、悉心的照料下能够健康茁壮成长。睡眠期间，孩子的身体机能得到恢复和成长，他们的大脑消化吸收白天获得的信息，体内会释放促进健康发育的荷尔蒙。

孩子的健康发展以及能否在幼儿园快乐学习离不开在家的规律作息。在就读期间养成的行为习惯也对孩子的成功至关重要。我们鼓励家长为孩子创造一贯积极的家庭环境。舒适熟悉的环境会给孩子带来自信和安全感。我们建议家长为孩子设置固定的亲子交流、晚餐、洗澡、睡觉时间，这些事情最好能够在19:30之前完成，保证孩子在幼儿园度过忙碌的一天后能得到充足的睡眠。

上海惠立幼儿园致力于培养孩子的独立性、韧性和同理心。家长也可在家给孩子分配适合他们完成的任务，培养他们的这些特质。最年幼的小小班的孩子可以在家帮忙收拾自己的玩具或是将自己穿过的衣服放在洗衣篮中。升至大班后，孩子的任务则可以包括布置和收拾餐桌，或是自己起床穿衣。

我们希望所有的孩子能在早上8:20之前到达幼儿园，预留一定的时间调整从家至园舍的心情，迎接一天的学习。所有孩子从8:30开始学习活动，迟到会对其他孩子造成打扰。出于对其他孩子的尊重，我们恳请您按时送孩子到幼儿园。

孩子在15:15-15:45结束一天的学习。为配合园舍的作息，请家长按时接孩子放学。我们的教学团队每天8:00-15:45陪伴在孩子身边，他们需要利用下班前的最后一个小时，即15:45-16:45，做课程准备工作、参加会议和培训。孩子滞留在教室将严重影响老师们的工作节奏，请家长尊重我们这样的安排，按时接孩子回家。

### HOME ROUTINES

Throughout the Nursery day, we keep pupils' bodies and minds very busy. Children need to be prepared for the adventure that awaits them each day. Tired children make poor learners; they are emotional and grumpy. They react badly to situations and they learn little or nothing as they disengage with the world around them. We strongly advise that children have well-established sleep patterns by the time they start at the Nursery, so that they are given every advantage for development and learning.

Children thrive when they are well fed, well rested and well cared for. When a child sleeps, their body rests and recovers after a busy day. Whilst sleeping, the body releases growth hormone, supporting healthy physical growth. A child's brain also can process and file all the information they have acquired throughout their day.

A consistent home routine is essential in supporting your child's development and success in the Nursery setting. Strong routines in the Nursery are fundamental to a child's success. We encourage you to create a positive and consistent home environment for your child. A child who knows what to expect will feel confident and secure. Hiba Academy Shanghai recommends including family time, dinner time, bath time and bedtime routines into your family routine. Please make an effort support your child to wrap up their day by 19:30, allowing for that essential good night's sleep that they need after a busy day at the Nursery. Hiba Academy Shanghai actively promotes a child's independence, resilience and empathy in the setting. These attributes should also be promoted at home by introducing age appropriate tasks. Starting as early as EY1 children can be expected to help with tasks at home such as putting their own toys away or putting their clothes in a clothes basket at the end of the day. By EY4 tasks may include setting and clearing the dinner table or getting themselves up and dressed in a morning.

We expect that all children arrive at the setting before 8:20, so that your child has time to make the transition from home to the setting in preparation for the day ahead. Group learning commences 08:30 for all children. Pupils arriving after this time cause disruption to the other pupils, therefore out of respect for all learners, we do ask for support in a timely arrival.

The day for pupils ends between 15:15 and 15:45. Again, to support an established routine, we do ask that pupils are collected on time by a familiar, authorised adult. The teaching teams work with the pupils from 08:00-15:45 with the final hour of their working day (15:45-16:45) reserved for preparation, planning, meetings and training. Late collection of children has a significant impact upon the teaching team's work time and therefore we ask that parents and families are respectful of departure times from the setting.

### 餐饮

上海市浦东新区民办惠立幼儿园的餐饮由知名的专业餐饮服务公司埃顿提供。埃顿公司提供的餐食均在幼儿园内的厨房现场制作完成。孩子们食用的点心由埃顿提供。需注意的是上海市浦东新区民办惠立幼儿园营造无坚果的饮食环境，禁止一切含坚果的食物。所有孩子都食用埃顿提供的统一的午餐。因医疗原因除外，需得到园长的正式书面许可。

### 餐费

餐费根据幼儿园财务的邮件通知，每月在指定日期前汇款至孩子的银行卡内。幼儿园会以孩子的出勤情况作为用餐消费的依据。未用餐费将退还至孩子银行卡内。

埃顿每月都会根据学生实际餐费开具电子发票并发送至家长邮箱。

菜单每月都会公布在Edu365上，家长可以自行查阅。

### CATERING

Hiba Academy Shanghai's catering is provided by Aden Services – a professional catering and integrated facilities management company. Aden operates from an onsite kitchen which is located directly adjacent to the dining hall. All snacks are provided by Aden Services – Hiba Academy Shanghai is a nut free setting and therefore foods containing nuts are not permitted.

All pupils are required to eat nursery lunches, except for those who have special dietary requirements for medical reasons. For those who have the special dietary requirements, parents will be required to provide official document and get permission from the Executive Head of Early Years.

### LUNCH FEES

Lunch fees can be settled directly with the Nursery on behalf of Aden Services. You will receive an email from our cashier outlining the process. A monthly remit to your child's account before the specified date is required. Upon payment to the Nursery, credit is registered for the pupil and attendance will be taken every day for lunch consumption. Any remaining credit will be refunded to your child's account.

Each month, Aden will issue an electronic fapiao according for actual meal expenses and send it to parents.

Parents can view lunch menus on Edu365.



# 幼儿园生活

## NURSERY LIFE

### 接送孩子

孩子应由家庭成员接送。若临时换成他人来接孩子，家长则需告知班级老师或幼儿园办公室。平时接送孩子的成人必须持有上海市浦东新区民办惠立幼儿园接送卡；在任何情况下，我们都不会允许身份不明的人接走孩子。

### 缺勤规定

缺勤会影响到孩子的学习。学期中，如果家长事先知道孩子不能来幼儿园，须提前告知班级老师请假。

如果因突发原由导致孩子不能来幼儿园，请家长于上午8:00前告知班级老师或前台，或拨打电话021-31580008。

### 关于早退

如果孩子需提早离开幼儿园，请家长以邮件或其他书面形式告知班级老师。

班级老师会反馈给幼儿园办公室。接孩子前请填写“提前接领单”并由班级老师签字。离开幼儿园时，须将签字的接领单递交给大门的安保人员。即使有家长陪同，但是没有签字的接领单，安保人员会按规定阻止孩子提前离开幼儿园。

### COLLECTION AND DEPARTURE

Pupils should be collected from their classrooms by an adult who is family member. Parents should inform either the class teachers or the Nursery Office if there is to be a different person collecting the pupil. The adult responsible for collection must have an official Hiba Academy Shanghai ID card; we will NOT under any circumstances allow a pupil to leave the premises with an adult that is not known to us.

### ABSENCE

Taking time out of education can be disruptive for your child’s learning. If leave during term time is unavoidable and parents know in advance that their child will be absent from the Nursery, they must contact their child’s class teachers as soon as possible.

If a child is going to be absent from the Nursery due to unforeseen circumstances, such as illness, parents should inform their child’s class teacher or the reception or contact 021-31580008 before 8:00 am.

### PUPILS LEAVING BEFORE THE END OF THE DAY

If parents are aware that their child will need to leave early during the day, they must inform the class teacher by email or in writing.

The teachers will then inform the Nursery Office. Please ensure that you complete a permission slip (obtained from the nursery office) which will then be signed by the class teacher. On leaving the site, the permission slip must be submitted to the security guards in the guard house. The security guards will be instructed to turn back any pupil who does not have the required permission slip, even if accompanied by a parent who is well known to them.

### 需携带的物品清单

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：

- 水壶
- 遮阳帽：幼儿园严格遵守“户外活动须佩戴遮阳帽”的制度。如果没有遮阳帽，出于孩子的健康和安全考量，他/她在室外学习和上体育课的机会将会受限。
- 防蚊液/防晒霜（视季节而定）
- 雨衣和雨靴（视天气而定）
- 替换校服和内衣（每个年级都需要）
- 小小班的孩子按需要准备尿布/润肤乳/湿纸巾
- 小小班、小班孩子的被褥。每周五可带回家清洗，周一再送来

除募捐活动之外，孩子不应带现金到幼儿园。如有发生，均由班级老师或幼儿园办公室保管至离园时返还。

### COLLECTION AND DEPARTURE

It is vital that pupils are prepared for the day ahead. Pupils are requested to bring the following items to Nursery daily:

- Water bottle
- Sun hat. Please note that Hiba Academy Shanghai follows a strict ‘No Hat, No Play’ policy. If your child does not have a sun hat, he/she will have limited opportunities for outdoor learning and physical play to ensure their health and safety
- Mosquito repellent / sun cream (as required)
- Rain mac and rain boots (as required)
- Spare change of Hiba Academy Shanghai uniform and underwear for ALL ages
- Nappies / nappy cream / wipes for those children in EY1 only
- Bedding for EY1 and EY2 pupils – These are sent home on Fridays for laundry and must be returned every Monday.

Money must NOT be brought to the Nursery unless required for a fund-raising event. All monies that are brought into the setting should be given to either the class teacher or the nursery office for safe keeping.





# 幼儿园生活

## NURSERY LIFE

### 幼儿园园服

在上海浦东新区民办惠立幼儿园，我们要求每个孩子穿着园服，保持整洁、得体、大方的个人仪表。通常情况下\*，孩子每天应穿着园服上学。园服由位于上海浦东新区民办惠立学校（林耀路235号）的校服商店出售，该校服商店出售全套的园服和配饰。

该校服商店在学期中每周营业五天，周一至周五营业，具体时间为：

周一&周五 13:30-17:00  
周二, 周三, 周四 8:15-12:00  
电话: 021-31775088-5199

家长还可登陆线上校服商店订购全套园服和配饰。我们会将初始激活码发至家长邮箱。若在登陆过程中遇到任何问题，请联系 [services.hasn@hibaacademy.org](mailto:services.hasn@hibaacademy.org)。

您将收到春夏款和秋冬款园服的完整清单，请务必为孩子购置足够一周穿着的园服。所有衣物应标注孩子的姓名，干净合身。

\*孩子仅可在特定的时间和活动自行选择穿着便服。家长应知晓，在特殊的着装日孩子的便服和鞋子应适合早期教育的环境，并且舒适安全。

### UNIFORM

Pupils are expected to be smart and tidy in their Hiba uniform attire. All pupils are expected to take pride in their personal appearance. Full Nursery uniform is expected at all times\*.

The uniform is available exclusively from the Uniform Shop located at Hiba Academy Shanghai, 235 Lingyao Road. The Uniform Shop carries the complete line of pupil's uniforms and accessories.

The uniform shop is open from Monday to Friday during term time. Hours of opening are as below:

Monday&Friday: 13:30 to 17:00  
Tuesday, Wednesday, Thursday: 8:15 to 12:00  
Tel: 021-31775088-5199

All uniform items and accessories are also available for order through the online school uniform shop. Parents should receive their activation code by email, if you have any problem logging in, please contact [services.hasn@hibaacademy.org](mailto:services.hasn@hibaacademy.org)

You will be provided with a full list of required uniform items for Spring/Summer and Autumn/Winter. We strongly recommend that you purchase enough uniform to get through the week at nursery. All clothing should be clearly labelled with your child's name and class, properly maintained and well-fitting.

\*Pupils are permitted to wear informal dress of their own choice only for event at specified times. Families are reminded that on special dress days all clothing and footwear should be suitable and safe for a nursery.

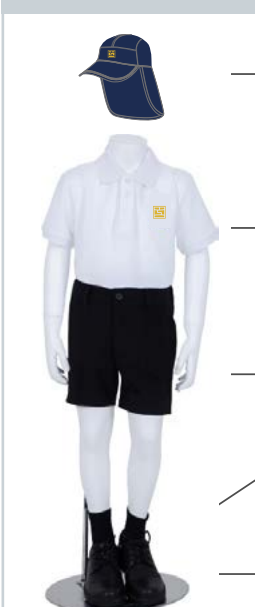


# 上海市浦东新区民办惠立幼儿园 小小班-小班 男生

## HIBA ACADEMY SHANGHAI EY1-EY2 BOYS

### 夏季 SUMMER

**校服穿搭  
DRESS CODE**



短袖POLO衫  
Short sleeve polo shirt  
T1801049A  
¥ 95

西短裤  
Summer shorts  
M1807044A  
¥ 130

夹克衫  
Light weight jacket  
T1805019A  
¥ 215

遮阳帽  
Flap cap

短袖POLO衫  
Short sleeve polo shirt

西短裤  
Summer shorts

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

### 冬季 WINTER

**校服穿搭  
DRESS CODE**



长袖POLO衫  
Long sleeve polo shirt  
T1801050A  
¥ 100

男生羊毛长袖线衫  
V-neck wool jumper  
M1803025A  
¥ 330

西裤  
Trousers  
M1807038A  
¥ 165

冬季棉衣  
Winter coat  
T1805021A  
¥ 340

**校服穿搭  
DRESS CODE**



长/短袖POLO衫  
Long / short sleeve  
polo shirt

西裤  
Trousers

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

**校服穿搭  
DRESS CODE**



长袖POLO衫  
Long sleeve polo shirt

男生羊毛长袖线衫/  
长袖开衫  
V-neck wool jumper/  
Wool cardigan

冬季棉衣  
Winter coat

西裤  
Trousers

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

### 夏季运动服 SUMMER PE

**校服穿搭  
DRESS CODE**



PE短袖  
PE shirt  
T1801062A  
¥ 110

PE短裤  
PE shorts  
T1807039A  
¥ 105

PE中筒袜  
PE long socks  
T1810028A  
¥ 45

PE短袜  
PE short socks  
T1810027A  
¥ 20

PE短袖  
PE shirt

PE短裤  
PE shorts

PE短袜/PE中筒袜  
PE short socks / PE long socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 冬季运动服 WINTER PE

**校服穿搭  
DRESS CODE**



PE运动装  
Tracksuit top  
T1805024A  
¥ 190

PE运动裤  
Tracksuit pants  
T1807040A  
¥ 165

PE短袜  
PE short socks  
T1810027A  
¥ 20

**校服穿搭  
DRESS CODE**



PE运动装  
Tracksuit top

PE运动裤  
Tracksuit pants

PE短袜  
PE short socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 配件 ACCESSORY



遮阳帽  
Flap cap  
T1810021A  
¥ 60



书包 (小)  
Backpack  
T1810030A  
¥ 125



羽绒服  
Down jacket  
T2400001A  
¥ 490



长袖开衫  
Wool cardigan  
W1803028A  
¥ 350  
(仅EY2)



PE中筒袜  
PE long socks  
T1810028A  
¥ 45



短袜  
Short socks  
T1810024A  
¥ 20

### 可选 OPTIONAL



# 上海市浦东新区民办惠立幼儿园 小小班-小班 女生

## HIBA ACADEMY SHANGHAI EY1-EY2 GIRLS

夏季  
SUMMER



夏季连衣裙  
Summer dress  
W1808029A  
¥ 140



夹克衫  
Light weight jacket  
T1805019A  
¥ 215

校服穿搭  
DRESS CODE



遮阳帽  
Flap cap

夏季连衣裙  
Summer dress

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

冬季  
WINTER



长袖POLO衫  
Long sleeve polo shirt  
T1801050A  
¥ 100



女生羊毛长袖线衫  
V-neck wool jumper  
M1803026A  
¥ 330



背心裙  
A-line winter pinafore dress  
T1808030A  
¥ 145



冬季棉衣  
Winter coat  
T1806021A  
¥ 340

校服穿搭  
DRESS CODE



长/短袖POLO衫  
Long / short sleeve  
polo shirt

背心裙  
A-line winter pinafore  
dress

连裤袜/中筒袜  
Tights / Female long socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

校服穿搭  
DRESS CODE



长/短袖POLO衫  
Long / short sleeve  
polo shirt

背心裙  
A-line winter pinafore  
dress

女生羊毛长袖线衫/  
长袖开衫  
V-neck wool jumper/  
Wool cardigan

冬季棉衣  
Winter coat

连裤袜  
Tights

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

夏季运动服  
SUMMER PE



PE短袖  
PE shirt  
T1801062A  
¥ 110



PE短裙  
PE skirts  
W1808033A  
¥ 105



PE中筒袜  
PE long socks  
T1810028A  
¥ 45



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE短袖  
PE shirt

PE短裤  
PE shorts

PE短袜/PE中筒袜  
PE short socks / PE long socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

冬季运动服  
WINTER PE



PE运动装  
Tracksuit top  
T1805024A  
¥ 190



PE运动裤  
Tracksuit pants  
T1807040A  
¥ 165



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE运动装  
Tracksuit top

PE运动裤  
Tracksuit pants

PE短袜  
PE short socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

可选  
OPTIONAL



短袖POLO衫  
Short sleeve polo shirt  
T1801049A  
¥ 95



长袖开衫  
Wool cardigan  
W1803028A  
¥ 350



羽绒服  
Down jacket  
T2400001A  
¥ 490



短袜  
Short socks  
T1810024A  
¥ 20



中筒袜  
Female long socks  
W1810025A  
¥ 30

配件  
ACCESSORY



遮阳帽  
Flap cap  
T1810021A  
¥ 60



书包 (小)  
Backpack  
T1810030A  
¥ 125



连裤袜  
Tights  
W1810023A  
¥ 65







# 上海市浦东新区民办惠立幼儿园 中班-大班 男生

## HIBA ACADEMY SHANGHAI EY3-EY4 BOYS


### 夏季 SUMMER



男生短袖衬衫  
Male short sleeve shirt  
M1802039A  
¥ 130




西短裤  
Summer shorts  
M1807044A  
¥ 130



夹克衫  
Light weight jacket  
T1805019A  
¥ 215

校服穿搭  
DRESS CODE



遮阳帽  
Flap cap

男生短袖衬衫  
Male short sleeve shirt

西短裤  
Summer shorts

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

### 冬季 WINTER



男生长袖衬衫  
Male long sleeve shirt  
M1802038A  
¥ 145



男生羊毛长袖线衫  
V-neck wool jumper  
M1803025A  
¥ 330



西裤  
Trousers  
M1807038A  
¥ 165



冬季棉衣  
Winter coat  
T1805021A  
¥ 340

校服穿搭  
DRESS CODE



男生长/短袖衬衫  
Male long / short sleeve shirt

西裤  
Trousers

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

校服穿搭  
DRESS CODE



男生长袖衬衫  
Male long sleeve shirt

男生羊毛长袖线衫/  
长袖开衫  
V-neck wool jumper/  
Wool cardigan

冬季棉衣  
Winter coat

西裤  
Trousers

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

### 夏季运动服 SUMMER PE



PE短袖  
PE shirt  
T1801062A  
¥ 110



PE短裤  
PE shorts  
T1807039A  
¥ 105



PE中筒袜  
PE long socks  
T1810028A  
¥ 45



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE短袖  
PE shirt

PE短裤  
PE shorts

PE短袜/PE中筒袜  
PE short socks / PE long socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 冬季运动服 WINTER PE



PE运动装  
Tracksuit top  
T1805024A  
¥ 190



PE运动裤  
Tracksuit pants  
T1807040A  
¥ 165



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE运动装  
Tracksuit top

PE运动裤  
Tracksuit pants

PE短袜  
PE short socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 配件 ACCESSORY



遮阳帽  
Flap cap  
T1810021A  
¥ 60



书包  
Book bag  
T1810031A  
¥ 60

### 可选 OPTIONAL



书包 (小)  
Backpack  
T1810030A  
¥ 125



羽绒服  
Down jacket  
T2400001A  
¥ 490



长袖开衫  
Wool cardigan  
W1803028A  
¥ 350



PE中筒袜  
PE long socks  
T1810028A  
¥ 45



短袜  
Short socks  
T1810024A  
¥ 20



# 上海市浦东新区民办惠立幼儿园 中班-大班 女生

## HIBA ACADEMY SHANGHAI EY3-EY4 GIRLS

### 夏季 SUMMER



夏季连衣裙  
Summer dress  
W1808029A  
¥ 140



夹克衫  
Light weight jacket  
T1805019A  
¥ 215

校服穿搭  
DRESS CODE



遮阳帽  
Flap cap

夏季连衣裙  
Summer dress

黑色短袜  
Black short socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

### 冬季 WINTER



女生长袖衬衫  
Female long sleeve shirt  
W1802041A  
¥ 145



女生羊毛长袖线衫  
V-neck wool jumper  
M1803026A  
¥ 330



背心裙  
A-line winter pinafore dress  
T1808030A  
¥ 145



冬季棉衣  
Winter coat  
T1806021A  
¥ 340

校服穿搭  
DRESS CODE



女生长/短袖衬衫  
Female long / short sleeve shirt

背心裙  
A-line winter pinafore dress

连裤袜/中筒袜  
Tights / Female long socks

黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)



女生长/短袖衬衫  
Female long / short sleeve shirt



背心裙  
A-line winter pinafore dress



女生羊毛长袖线衫/  
长袖开衫  
V-neck wool jumper/  
Wool cardigan



冬季棉衣  
Winter coat



连裤袜  
Tights



黑色皮鞋 (不提供)  
Black leather shoes  
(Not supplied)

校服穿搭  
DRESS CODE

### 夏季运动服 SUMMER PE



PE短袖  
PE shirt  
T1801062A  
¥ 110



PE短裙  
PE skorts  
W1808033A  
¥ 105



PE中筒袜  
PE long socks  
T1810028A  
¥ 45



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE短袖  
PE shirt

PE短裤  
PE shorts

PE短袜/PE中筒袜  
PE short socks / PE long socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 冬季运动服 WINTER PE



PE运动装  
Tracksuit top  
T1805024A  
¥ 190



PE运动裤  
Tracksuit pants  
T1807040A  
¥ 165



PE短袜  
PE short socks  
T1810027A  
¥ 20

校服穿搭  
DRESS CODE



PE运动装  
Tracksuit top

PE运动裤  
Tracksuit pants

PE短袜  
PE short socks

黑色运动鞋 (不提供)  
Black sports shoes  
(Not supplied)

### 可选 OPTIONAL



女生短袖衬衫  
Female short sleeve shirt  
W1802040A  
¥ 130



长袖开衫  
Wool cardigan  
W1803028A  
¥ 350



羽绒服  
Down jacket  
T2400001A  
¥ 490



短袜  
Short socks  
T1810024A  
¥ 20



中筒袜  
Female long socks  
W1810025A  
¥ 30



PE短袜  
PE short socks  
T1810027A  
¥ 20



PE中筒袜  
PE long socks  
T1810028A  
¥ 45

### 配件 ACCESSORY



遮阳帽  
Flap cap  
T1810021A  
¥ 60



书包 (小)  
Backpack  
T1810030A  
¥ 125



书本包  
Book bag  
T1810031A  
¥ 60





## 姓名标签

每件衣物都须清楚标明孩子姓名和班级，否则会混淆物品。鞋子上也应作好标记。为孩子所有的物品贴上标记需要家长的配合，须在来园前完成。

## 鞋

平时孩子应穿简单的黑皮鞋，并保持鞋面整洁光亮。鞋子上不应有明显的品牌标志。此外，请帮孩子准备一双雨鞋和适合体育课穿的运动鞋。

## 饰品

在幼儿园就读期间，孩子佩戴的耳环或耳钉一侧不能超过一个，且不得佩戴其它饰品。

## 发型

所有的孩子都应穿着得体，保持头发整洁。孩子不得染发，不得接发。

## 化妆

就读期间女孩不得化妆，不得涂彩色指甲油。

## 庆祝生日

我们不提倡家长自带生日相关的食物和礼物到幼儿园，这会引起孩子相互攀比，有违惠立的价值观。每个班级都会有庆祝孩子生日的活动，这是班级常规的一部分。您可咨询孩子的班级老师了解详细的情况。如果家长想为孩子庆祝生日，我们鼓励您在周末或放学后为孩子举办庆祝活动。

## 礼物

我们非常感谢家长对教学团队辛勤付出的认可，但恳请家长不要以个人名义向老师赠送礼物。

## NAME TAPES

Every item of clothing must be clearly marked with the pupil's name and class, without which clothing cannot be identified. Footwear should also be marked. Labelling all items is the responsibility of families and should be done before arriving at the setting.

## FOOTWEAR

Plain black leather shoes are to be worn by all pupils during the day. Shoes must not have any large ostentatious branding on them and must be kept clean and polished. The pupils will also be required to bring a pair of rainboots and trainers for physical play sessions.

## JEWELLERY

Children may wear no more than one earring or stud in each ear during term time. No other jewellery is permitted in early years.

## HAIR

All pupils are required to be well-groomed and to keep their hair tidy. Noticeably dyed hair on pupils is not permitted. Hair extensions are not allowed.

## MAKE-UP

All pupils are required to be well-groomed and to keep their hair tidy. Noticeably dyed hair on pupils is not permitted. Hair extensions are not allowed.

## CELEBRATION OF BIRTHDAY

We do not allow parents and families to bring party food or gifts to the setting as it develops a culture of competition and materialism that is not in keeping with our Hiba Values. Every class will celebrate children on their birthday as part of their class routines. Please speak to you child's teaching team for further details. If you would like to have a birthday celebration for your child, we encourage parents to arrange celebrations together at weekends, or after the Nursery day has ended.

## GIFTS

At Hiba Academy Shanghai, we understand that, at times, parents may wish to show their appreciation for the teaching team's hard work and efforts with the pupils. We kindly ask that parents refrain from giving personal gifts to the staff.





# 沟通

# COMMUNICATION

沟通是幼儿园与每个惠立家庭建立伙伴关系的一个重要因素。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在幼儿园的生活。相信通过公开透明的沟通，我们会增强彼此间的信任，为我们的共同目标而努力，即为幼儿园的孩子提供最优质的全人教育环境。

### 我们的沟通方式

上海浦东新区民办惠立幼儿园是繁忙但却激励人心的。我们力求让家长及时了解幼儿园所发生的一切，无论是关于您孩子的近况，还是关于将要举行的活动。我们提供诸多渠道让您了解最新动态，包括社交媒体、网站或时事通讯，还鼓励您与我们保持联络。

我们的目标是确保每位家长都受到重视。家长一旦产生疑虑或问题，都可以通过邮件联系幼儿园。若您想要了解任何关于您孩子近期表现等情况，请先联系班级老师。

### 每周快讯

每周五下午我们会通过Edu365向家长发送每周快讯。这是我们与家长联系的最重要方式，请您务必阅读，因为它包括了将举行的活动、班级和幼儿园的重要资讯、育儿建议、孩子成长发展的情况等内容。请不要忽略这些沟通，否则您会错过幼儿园的最新消息。每位家长都默认拥有Edu365账号，若您无法登录Edu365，请告知幼儿园办公室。

Communication is a key element to a successful partnership between the nursery and the Hiba families. We operate an open door policy and actively encourage our parents and families to talk to us about life at Hiba Academy Shanghai. We believe that by communicating openly, we strengthen the partnership between us, and we work for the shared purpose of providing the best holistic experience for the pupils of the Nursery.

### HOW WE COMMUNICATE

Hiba Academy Shanghai is an extremely busy and stimulating environment with a great deal going on. We strive to keep our parents up to date with everything that is happening in the nursery, whether it be your child’s latest report, or an upcoming event. Not only do we have a variety of places for you to find our latest news, either on social media, website or newsletters, but we also encourage you to keep in touch with us as well.

We aim to ensure that no parent feels left out. Parents are encouraged to contact the nursery by email whenever they have a concern or query. For any query regarding your child’s progress, the first point of contact should always be the class teachers.

### THE WEEK AHEAD

Every Friday afternoon, we send the Week Ahead to all parents via Edu365. This is our most important communication with parents and it is crucial that you read it as it has information regarding upcoming events, important updates about the classroom and the Nursery and many more crucial bits of information on parenting and child development. Please do not ignore this communication, as you will miss out on the latest news from Hiba Academy Shanghai. All parents should be automatically on our communication list, however in the rare case you are not, please inform the Nursery Office.

### 惠立之友

孩子在幼儿园就读的家长默认是惠立之友的成员。惠立之友家委会的成员包含园内所有的家长、老师以及社群内的其他成员。惠立之友旨在促使孩子和整个社群的生活变得更加多姿多彩，定期举行会议从而加强社群的凝聚力，共同分享、学习并庆祝取得的成绩。惠立之友在丰富幼儿园的生活方面发挥重要作用，教学日历中的许多精彩活动都由他们协助举办。惠立之友执行委员会设置以下职位：

- |        |            |
|--------|------------|
| • 会长   | • 活动策划副会长  |
| • 财务主管 | • 慈善事务副会长  |
| • 秘书   | • 对外交流副会长  |
|        | • 茶话会统筹副会长 |
|        | • 文创策划副会长  |

### 家长代表

惠立教育的成功离不开与家长的紧密合作关系，离不开明确、坦诚、有效的沟通。因此，在幼儿园，我们提倡积极、当面的沟通。为增强老师与家长群体之间的沟通纽带，我们提倡委任家长代表。每个班级将产生一位家长代表，代表其所在班级的所有家庭。家长代表们会配合幼儿园活动的开展、收集班级家长各方面的合理建议并反馈给我们。

### 网站

请登录上海市浦东新区民办惠立幼儿园网站，浏览包括教学环境等在内的信息。网站信息还涉及幼儿园的各项活动，以及各所学校的介绍。新闻消息会定期上传至新闻资讯一栏。

[shanghai-nursery.huilieducation.cn](http://shanghai-nursery.huilieducation.cn)

### 社交媒体

请关注微信公众号与视频号，获取我们在微信上定期发布的各种内容。



微信公众号  
WeChat



视频号  
Channel

### FRIENDS OF HIBA

Every parent becomes a member of Friends of HIBA upon joining the Nursery. Friends of HIBA (FoH) is an association which includes all parents and teachers, plus other members of the Nursery community. It meets regularly and consistently contributes to making life at the Nursery vibrant, not just for the pupils but for the whole community, by working to bring people together to share, learn and to celebrate. Friends of Hibais an integral part of Nursery life and is the driving force behind many of the annual highlights of our calendar. The executive committee comprises of the following positions:

- |                     |                                     |
|---------------------|-------------------------------------|
| • Chair             | • Vice Chair Events                 |
| • Treasurer         | • Vice Chair Charities              |
| • Secretary General | • Vice Chair Communications         |
|                     | • Vice Chair Cha Hua Hui            |
|                     | • Vice Chair Culture and Creativity |

### PARENT REPRESENTATIVES

Our success is underpinned by the strength of the partnerships formed within the Nursery. Clear, open and effective communication is imperative to afford the partnership every chance of success. To this end, we rely on positive, face to face communication as much as possible. To enhance communication links between the teachers and the parent body, we advocate the appointment of class parent representatives. Each class will have a parent representative who acts on behalf of the class in the interest of the Hiba family and community. Parent representatives will support in the gathering of opinion on life at Hiba Academy Shanghai and will be a voice on behalf of the wider family members of the Nursery.

### THE WEBSITE

Please check the Hiba Academy Shanghai website where information, including the environment, is accessible. The website has information relating to Nursery activities. There is also a media section where regular news items are posted.

[shanghai-nursery.huilieducation.cn/en/](http://shanghai-nursery.huilieducation.cn/en/)

### GETTING SOCIAL

Do follow us and enjoy the variety of content that we post regularly on WeChat and video accounts.



# 幼儿园团队

## THE NURSERY TEAMS

管理层团队 SENIOR LEADERSHIP TEAM		
校长 Principal of EYCS	Charlotte Knight-Benjafield	charlotte.knight-benjafield@hibaacademy.org
园长 Head of EYCS	Yuki Gong	yuki.gong@hibaacademy.org
运营总监 Associate Bursar of EYCS	Angela Pan	Angela.pan@hibaacademy.org
幼儿园主任 Assistant Head of Early Years	Jingwen Chen	jingwen.chen@hibaacademy.org
家长和政府关系主任 Head of Parents & Government Relations	Angela Gu	angela.gu@hibaacademy.org
幼儿园主任 Assistant Head of Early Years	Rob Spillane	rob.spillane@hibaacademy.org
幼儿园主任 Assistant Head	Nina Li	Nina.Li@hibaacademy.org
幼儿园主任 Assistant Head	Lynn McLaren	lynn.mclaren@hibaacademy.org

非教学团队 NON-ACADEMIC TEAM		
前台 Receptionist		021-31580008
幼儿园办公室主任兼校长助理 Nursery Office Supervisor & EA to Principal	Lily Ji	021-31580013 lily.ji@hibaacademy.org
幼儿园办公室助理 Nursery Office Assistant	Irene Jiang	021-31580007 irene.jiang@hibaacademy.org
资深招生专员 Senior Admissions Officer	Reithy Zhang	021-31580010 reithy.zhang@hibaacademy.org
运营主管 Operation Supervisor	Sherry Meng	021-31580027 sherry.meng@hibaacademy.org
出纳 Cashier	Vicky Fan	021-31580025 vicky.fan@hibaacademy.org
护士长 Head Nurse	Cici Zhang	021-31580017 cici.zhang@hibaacademy.org



### 如何发送电子邮件给员工

若需给上海浦东新区民办惠立幼儿园的员工发送电子邮件，邮箱格式为: [firstname.surname@hibaacademy.org](mailto:firstname.surname@hibaacademy.org)

请注意，幼儿园不允许员工将个人手机号、微信或私人电子邮箱地址留给家长。这是出于始终保证专业性的需要，确保每个人的行为都符合保护惠立孩子的最高利益。

### HOW TO EMAIL STAFF

To email any staff at Hiba Academy Shanghai, enter: [firstname.surname@hibaacademy.org](mailto:firstname.surname@hibaacademy.org)

Please note that teaching staff are NOT allowed to give out their personal mobile numbers or email addresses to parents. This is to maintain a professional relationship always, and to ensure that everyone acts in the best interests of the pupils of Hiba Academy Shanghai.



重要教学

活动日

IMPORTANT CURRICULUM

DATES

11月 NOVEMBER	14日:家长会 24-28日:艺术周	14: Parent and Teacher Conference 24-28: Year Group Art Attack Festival
12月 DECEMBER	13日:冬季集市	13: Winter bazaar
2月 FEBRUARY	2-6日: 新春表演	2-6: CNY Performance
3月 MARCH	13日:家长会	13: Parent/Teacher Conference
4月 APRIL	6-10日:运动会 20-24日:读书周&百天友谊日	6-10: Sports Day 20-24: Book Week & 100 Days of Frenship
5月 MAY	11&15日:春游	11&15: Field Trips & Pyjama Picnic
6月 JUNE	8-18日:学年末表演	8-18: End of Term Performance





# 幼儿园及设施

## CAMPUS AND FACILITIES

### 保健室

为确保孩子和教职工的健康安全，我们在前台附近设立了保健室。在您的孩子入读幼儿园前，您需填写并递交一份医疗信息表（以及相关附表），内容包括孩子的过敏或疾病情况，以及疫苗信息。保健老师会观察孩子的伤情或病情，有时需要联系孩子家长或监护人，因此得到您的最新联系方式至关重要。每个孩子在进入班级之前需要晨检。在晨检过程中，如果发现孩子有身体不适状况，我们会根据孩子的症状建议您接孩子回家观察或就医。

如果孩子生病了，我们会联系家长接领孩子。如果孩子轻微受伤，我们会填写一份保健室记录单放到您孩子的书包里，以便您了解具体情况。根据严重程度，通过电话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，我们会通过电话建议您接孩子去医院就医，紧急情况下，我们会请您直接前往上海儿童医学中心与孩子和老师会合。但当孩子发生过敏性休克等危及生命安全的特别紧急情况，我们会遵照急救原则就近送诊至上海莱佛士医院或拨打120。

### MEDICAL CARE

To ensure the safety and wellbeing of all our pupils and staff, we have an equipped medical clinic healthcare centre, located off reception. Prior to your child starting at the Nursery, you must complete and return the medical form detailing any allergies or illnesses that your child may have and vaccination information. The healthcare centre medical clinic will manage all injuries and illnesses but sometimes we need to contact the pupil's parent or guardian, therefore it is vital that we always have your current contact details. Every child must have a brief morning medical check before entering the Nursery each morning. Should your child show signs of illness, you will be required to take them home and follow the advice of the nurse on next steps to be taken.

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 write a visit form with detailed information and put it in your child's bag. We will contact you either by telephone or email, depending upon the severity. In more serious cases of injury that require hospital treatment we will contact you by phone and 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 Shanghai Children's Medical Centre. However, if a child experiences anaphylactic shock or another similar emergency, we will administer first aid and send them to Raffles Hospital Shanghai or call 120. If you wish for your child to be taken to a different hospital when the injury does not constitute an emergency, it is the responsibility of the parent to get the child to their preferred hospital and not the responsibility of the Nursery. Hereinbelow please kindly find the hospital information.

### 医院信息

**非特别紧急伤情：**

上海交通大学医学院附属上海儿童医学中心

（简称“儿中心”），三级甲等儿童专科医院

接诊地址为上海市东方路1678号

**特别紧急伤情：**

上海莱佛士医院

上海浦东新区园照路200号

特别紧急伤情类型包括：过敏性休克，严重哮喘发作等

根据上海市教育局要求，孩子在幼儿园口服的药品必须是处方医生开具的。幼儿园不允许给孩子服用没有医生处方的药物。

如果孩子需要服用处方药，请将药品转交至幼儿园保健老师处，标明孩子的姓名、班级，需提供医生开具的包含服药时间、剂量和主治症状的处方单，以便保健老师查看。

如果您的孩子患有哮喘，需要使用哮喘吸入器，请您备一支交给保健室，以便紧急情况下立即使用。家长有责任提供孩子所需的药品。

### HOSPITAL INFORMATION

**Non-emergency injuries:**

Shanghai Children's Medical Center affiliated to the Shanghai Jiao Tong University School of Medicine (referred to as the Children's Centre), class III, grade A level children's special hospital, with the reception address at No. 1678 Dongfang Road, Shanghai.

**Emergency care :**

Raffles Hospital Shanghai

No.200 Yuanzhao Road, Pudong, Shanghai

Types of emergency include: anaphylaxis, severe asthma attacks etc.

Please note that any medication that has not been prescribed by a doctor will not be administered in the Nursery by the nurse. This is to follow the regulation of Shanghai Municipal Education Bureau and other applicable regulations.

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 nurse clearly labelled with your child's name and class. Information regarding the time, dosage and what the medication is for must be provided by the doctor. This should be marked for the attention of the nurse.

If your child has asthma and needs to use an inhaler, please make sure you leave one at the healthcare centre, to be on hand immediately in an emergency. It is the responsibility of the parents to ensure their child and the Nursery has the medication that they need.

### MEDICAL DISCLOSURES

Throughout the child's time as a pupil at the Nursery, the nurses shall have the right to disclose confidential information about the pupil if it is in the pupil's own interests or necessary for the protection of the Hiba Academy Shanghai community. Such information will be given and received on a confidential need-to-know basis.

# 幼儿园及设施

## CAMPUS AND FACILITIES

### 紧急医疗救治

孩子在幼儿园期间，若需要接受紧急医疗救治，我们会竭尽事先征得您的同意。但如果遇到特殊情况，我们无法与您取得联系时，我们会根据家长签署的（在幼儿园《条款与条件》中）授权书，让园长代替家长同意为孩子接受医生建议的紧急医疗救治，包括全身或局部麻醉、手术或输血（除非您已事先告知我们您反对输血）。此外，当幼儿园按需要为孩子安排看病时，家长有责任确保孩子有充足的保险或能够支付相应的医疗费用。

### 过敏和饮食规定

大多数食物过敏的表现身体不适，但有些食物过敏可能会引发非常严重的后果，有时甚至威胁生命。幼儿园就有部分孩子对一些食物或物质严重过敏。

因此幼儿园致力于创建无坚果的食物环境。我们的午餐和点心不提供坚果类食物，餐点制作过程中不使用坚果油。

为最大程度避免发生饮食问题，我们要求外带食物禁止带至幼儿园。孩子们在幼儿园每天按时吃午餐和点心，我们请您配合，不要在幼儿园给孩子食用外带食物。

### 幼儿园保健室联络方式

上海浦东新区民办惠立幼儿园保健老师:

张若尘

021-31580017

[nurse.hasn@hibaacademy.org](mailto:nurse.hasn@hibaacademy.org)

### EMERGENCY MEDICAL TREATMENT

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 Hiba Academy Shanghai Terms and Conditions) the Head of Early Years to consent on their behalf to the pupil receiving emergency medical treatment recommended by a doctor (including general or local anaesthetic, operation or blood transfusion, unless you have previously notified us of an objection to blood transfusions). In addition, should it be necessary for the Nursery to arrange for your child to see a doctor, it will be the parents' responsibility to ensure that the child has adequate insurance or pay for medical costs incurred.

### ALLERGY AND FOOD POLICY

Hiba Academy Shanghai recognises 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 be life threatening. Several pupils in the Nursery have severe or moderate allergies to a range of foods and substances.

The Nursery therefore strives to be a nut free environment and aims to ensure that none of the food provided or served within the setting contain nuts. The caterers do not serve nut-based foods or use nut oils in any of the food preparation.

To minimise the risk of incidents, we request that no external food is brought on to site. Children are provided with snacks and lunch throughout the day, therefore we kindly request that children are fed outside of the premises.

### NURSE CONTACT

Hiba Academy Shanghai Nurse:

Cici Zhang

021-31580017

[nurse.hasn@hibaacademy.org](mailto:nurse.hasn@hibaacademy.org)

### 停车位

所有家长应遵守上海市的停车规定，同时遵循幼儿园员工和交警的引导在园门口上下车后马上驶离，共同为社群中的每个人营造一个安全的环境。幼儿园内无停车位。家长可将车停在幼儿园附近的公共停车场。

### 消防演习

每个教室贴有消防疏散通道图。当火警报警器鸣响时，所有的员工、孩子会从教室或学习空间疏散到指定集合地点，并清点人数。

### 失物招领

失物招领处设在前台。所有的员工和孩子都应尊重幼儿园及他人的财产，保护他人财产以及自己带入幼儿园的私人物品。我们鼓励孩子看管自己的物品，要求所有衣物、书包均贴有姓名、班级，每天都检查物品是否拿对。如果您的孩子不小心错将他人物品带回家，请尽快送回前台，以便物归原主。

### 环境安全问题

安全是我们优先考虑的问题，幼儿园有安保人员执行安全措施。除穿着幼儿园统一园服的孩子外，进入幼儿园的每个人都应时刻佩戴通行证。没有通行证的访客须在保安处登记，核实身份信息后，方可入园。

### PARKING SPACES

All families are asked to follow the local parking regulations and cooperate with the instructions of the Nursery staff and local traffic police to create a safe environment for everyone in our community. There are no parking spaces available within the Nursery setting. Public parking spaces for parents of pupils are available on the streets surrounding the Nursery.

### FIRE DRILL

The fire drill evacuation plan is displayed in each classroom. In the event of a fire alarm, pupils will be escorted from their classrooms or learning spaces by their teachers to a central assembly point where registers will be taken.

### LOST AND FOUND

Lost and Found is located at reception. Staff and pupils are expected to respect the property of the Nursery and of others, and to take all reasonable measures to safeguard this property and their own personal items they bring to the Nursery. Pupils are encouraged to take responsibility for their belongings in the Nursery and the Nursery requests that all items of clothing and bags should be properly labelled, and everyone should check that he or she has the right belongings. If your child does bring home the wrong belongings, please ensure it gets back to reception as quickly as possible, so that we can return it to the rightful owner.

### SAFE SURROUNDINGS AND SECURITY

Security is a high priority and security guards are located in the Nursery premises to enforce procedures. Every person coming in to the campus, except pupils wearing the Hiba Academy Shanghai's uniform, is required to wear an Approved Adult Pass at all times. Visitors without an Approved Adult Pass are required to register with security and access the campus after verifying their identity.



# 空气质量规定

## AIR QUALITY POLICY

在上海浦东新区民办惠立幼儿园，为孩子、员工和家庭提供安全健康的环境是我们的首要任务，我们对此十分重视。教学楼内配置了高效滤网的中央集成控制式新风系统。

根据政府提供的相关信息，我们每天定时监控空气污染程度。上海市提供多处空气质量指数的检测数据（AQI），我们参考距离幼儿园最近的三个检测点的数据，即上海师范专科学校附属小学、上海师范大学徐汇校区、美国驻上海总领事馆，得出幼儿园空气质量的实时数据。每天分别在7:30、11:30、13:30、14:30读取AQI数据。当AQI指数超标时，严格禁止孩子和员工户外活动。我们制定了以下措施避免孩子在空气质量不佳的情况下活动，对自己造成伤害。所有员工将根据AQI指数变化，调整活动。

我们会在各个主入口放置颜色指示牌，提示应采取的措施。

Providing a safe and healthy environment for our pupils, staff and families is our top priority at Hiba Academy Shanghai and we place great importance on this. All our facilities on campus are equipped with reliable air filtration systems. The air filtration systems encompass electronic air cleaners rather than the less effective lower cost filter machines.

We monitor pollution levels on a regular basis during each day, using information provided by the local authority. The AQI index is measured at several sites across Shanghai and we combine the average reading for the three sites closest to the Nursery, which are Shanghai Normal College Primary Division, Shanghai Normal University and Shanghai US Consulate to provide the most appropriate reading for the Nursery. We review the AQI at the beginning of the day, at 7:30, 11:30, 13:30 and 14:30. At the Nursery, we have strict measures in place of what pupils and staff are permitted to do during periods when AQI ratings are high in Shanghai. These rules are created by us to safeguard our pupils from exerting themselves during physical activities when the air quality is poor. Staff members are kept informed of changes in AQI throughout the day so that they can respond and modify their activities when necessary.

Colour indicators will be placed at all main entrances to indicate which measures are in force:

空气质量指数 AQI	颜色 Colour	空气质量 Air Quality	学生活动 Pupil Activities	相应措施 Response
0-100	绿色 Green	优 Good	正常活动 Normal	无额外措施 No additional procedures.
101-149	橙色 Orange	轻度污染 Mild Pollution	孩子可以在室外玩耍，但不会参加剧烈运动 Pupils will be allowed outside to play during breaks but will not take part in strenuous activities	可以打开门窗，关闭门窗时须打开所有空气净化器。 Doors and windows can be open. All air purifiers on When the doors and windows are closed.
150-199	红色 Red	中度污染 Moderate Pollution	<ul style="list-style-type: none"><li>禁止户外活动 No outdoor activities</li><li>所有体育课和相关活动均改成在室内进行 All PE and related activities will be modified and carried out indoors</li><li>所有户外观察的形式将延期 All field trips will be modified or postponed</li><li>如有任何迹象显示有孩子出现呼吸方面的问题，老师立刻汇报给保健老师 Teachers report any signs of respiratory difficulty in children to the nurse immediately</li><li>保健老师采取必要措施，观察出现呼吸道敏感的孩子 Nurse takes necessary action and monitors children reported with respiratory sensitivity</li></ul>	关闭门窗，打开所有空气净化器。 Doors and windows closed. All air purifiers on.
>200	紫色 Purple	重度污染 Heavy Pollution	<ul style="list-style-type: none"><li>禁止户外活动 No outdoor activities</li><li>所有体育课和相关活动均改成在室内进行 All PE and related activities will be modified and carried out indoors</li><li>所有户外观察的形式将延期 All field trips will be modified or postponed</li><li>如有任何迹象显示有孩子出现呼吸方面的问题，老师立刻汇报给保健老师 Teachers report any signs of respiratory difficulty in children to the nurse immediately</li><li>保健老师采取必要措施，观察出现呼吸道敏感的孩子 Nurse takes necessary action and monitors children reported with respiratory sensitivity</li></ul>	关闭门窗，打开所有空气净化器。 Doors and windows closed. All air purifiers on.

# 幼儿园停课

## CLOSURE OF THE NURSERY

在特殊情况下，幼儿园可能会停课。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，我们会遵循以下细则。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。

### 停课之日前

如遇重大政府活动，教育局通常会提前通知幼儿园。园方会通过邮件和家长代表的形式告知大家。

### 当天停课的细则

园方会将停课通知发送邮件给所有家长。同时，我们会告知家长代表，并由家长代表通过微信通知其他家长。

当所有人必须撤离幼儿园时，孩子和员工将按演习时的路线，有秩序地疏散。孩子在指定地点或其他适宜区域集合，直至家长将其接回。园方会通知所有老师，孩子能被接走的时间。老师通知家长后，请家长尽快来接孩子。

On some occasions, it may be necessary to close or cancel nursery. The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, fire, important Government events etc. The health and safety of pupils shall be the primary consideration in all decisions or actions taken at times of inclement weather or other emergencies.

### PRIOR TO THE START OF THE DAY

In the case of important Government events, the Nursery is usually given prior warning via the Education Commission. The Head of Early Years will ensure that a message is sent to parents via the parent representatives and emailed to all parents.

### PROCEDURES FOR CLOSING THE NURSERY WHILE IN SESSION

The Head of Early Years will ensure that a message will be sent to the parent representatives for communication with parents through WeChat. At the same time, we will also send an email to all parents.

At all times when the Nursery buildings must be evacuated, all pupils and staff will exit the buildings in an orderly fashion, as rehearsed. Pupils will be kept at the designated meeting place or other suitable location until parents can arrange to collect them. The Head of Early Years will inform teachers when pupils may be released. Pupils must be collected from the classroom or designated meeting place by a parent or a nominated guardian as soon as possible after the announcement is made.



@Hiba Academy Shanghai  
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Pioneering education to serve  
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