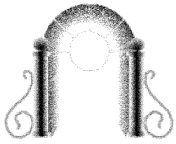
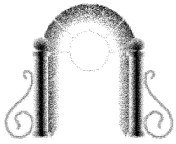


**WELCOME PACK
NURSERY AND KINDERGARTEN
2025/2026**



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What To Pack In Your Child's Bag

Things to send on the first day and be kept in school –
(please remember to clearly label with your child's name)

- Indoor shoes (easy to put on and take off - preferably slip on or with Velcro).
- Sunhat
- Rain Boots
- Raincoat

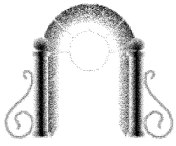
Things to bring in your child's bag every day -

- Sweater or a cardigan
 - Extra set of clothes including socks & undergarments
 - Plastic bag to put wet clothes in
 - Small bag or piece of uncut fruit for sharing at the beginning of each week
- * sunscreen and insect repellent if desired should be applied at home before coming to school

For Nursery children please also pack diapers if required and a pack of wet tissues/wipes

Please note your child should wear clothes in which he/she is comfortable, are easy to put on and take off and are happy to get messy in!

VERY IMPORTANT: PLEASE REMEMBER TO NAME ALL BELONGINGS!



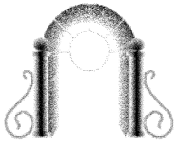
Separation Policy

Our goal is to help ensure your child's first experience of school is positive. We do not expect young children to be left in school independently before they feel secure and familiar with the teachers, the environment and the routine of the day. We keep in mind a **respect for the child's readiness**. We work with you to ensure a smooth transition. This will help them greatly in their future schooling, building their self –confidence and capacity for learning.

The first step is to establish a **trusting relationship** between the child, the teacher and the parent. Children immediately pick up on any anxiety or concern in the parent or caregiver. Please communicate with the teacher and we will try to help alleviate your concerns. It is normal your child will follow your lead until a relationship can gradually develop with the teachers. We will be there to help your child become more independent and provide warm, loving arms to soothe any distress. **Our teachers are nurturers as well as instructors!**

Here are some helpful tips to assist the process.

- 1 Agree a plan with the teacher and communicate clearly. The child profile form and any details you can share will help us know your individual child better. We communicate personal details or observations about your child with you (always out of the children's earshot).
- 2 Please return on time, when you promised, to develop trust and a sense of security in your child.
- 3 Please do not stay within the school if you have said goodbye or pop into the room or playground to "sneak a look (!)" as this can be unsettling and confusing for your child. Leave confidently. Tell your child calmly that you are leaving and that you will return, then do leave —do not stall. **Never try to sneak away as this creates distrust.**
- 4 Give your child space and time to play independently during your daily schedule. Try not to interrupt his/her play.
- 5 Make sure you have a calm and predictable schedule to the day so that your child feels secure and knows what is happening next.
- 6 Schedule separations after naps or mealtimes. Children are more susceptible to separation anxiety when they are tired or hungry.
- 7 Develop a "goodbye" ritual. Rituals are reassuring and can be as simple as the same few reassuring words and a goodbye hug and kiss.



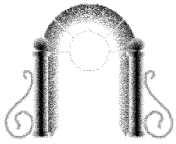
- 8 Make sure you are contactable at all times and waiting in the agreed place (when at school). Remember to leave your mobile phone number with the office so that we can call you whenever necessary
- 9 Children settle down soon after parents have left and we have plenty of adults with time to care for your child and to give comfort. We will contact you if we are concerned in any way and will never let your child continue to feel distressed.

We are here to help and always have your child's best interest at heart.

- T** Time. Let us work out the right timing for your child.
- R** Responsibility. Both parent and teacher share this.
- U** Understand. Parent and teacher know your child's individual needs.
- S** Simplicity in your child's daily Schedule to develop Security
- T** Talk - keep it simple and be honest with your child.

Nursery Class Guidelines

1. **Parents or helpers usually stay for the first session at least.** As your child grows more comfortable, you can remain in school, but sit out of sight in the lobby area/school entrance. Avoid coming in and out of the classroom as this is disruptive not only for your child but also for the others, who may think their parent is coming too. Parents may return earlier for collection (arrange with the teacher for a good time). Each child and situation is individual and it will vary as to whether all stages are followed, or whether the child will be confident from the first day. Work closely with your child's teacher.
2. If you remain in the class, the teacher will give you some handiwork (simple sewing /simple craft/ simple sorting) to work at or bring a book to read. Your child will see that you are busy and relaxed and this will encourage him/her to relax and become interested in the play of the others. This also helps not to disturb the normal rhythm and routine of the day and the other children in the group.
3. Remember to talk quietly in the classroom so that the children can focus on their play, other activities and hear the voice of the teacher.

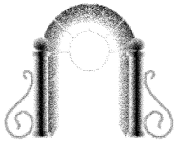


Sample Timetables

Kindergarten	Nursery
9:00 to 10:10 – Creative play / Craft	9:00 to 9:50 – Outdoor Play
10:10 to 10:30 – Tidy up	9:50 to 10:00 – Changing Clothes & Shoes
10:30 to 10:45 – Circle time	10:00 to 10:10 – Circle time
10:45 to 10:50 – Washroom	10:10 to 10:15 – Washroom
10:50 to 11:05 – Snack time	10:15 to 10:30 – Snack time
11:05 to 11:40 – Outdoor play	10:30 to 11:30 – Creative Play/ Craft/ Painting/Cooking
11:40 to 12:00 – Story time, Goodbye	11:30 to 11:40 – Tidy up
	11:40 to 12:00 – Story time, Goodbye

The children's learning progresses through the classes with increased concentration, participation and cooperation, and more complex activities encouraging strong academic foundations (language, science and maths skills). In addition more mature social, emotional and physical development takes place in a balanced way.

Circle time, story and craft change with the seasonal theme in a rhythmical way to enhance the children's learning. The craft and cooking activity changes each day but follows the same pattern each week i.e Monday may be muffin day/ painting day, Tuesday bread day/ modelling day



Afternoon Classes & Supervised Lunch

All children who attend the morning Kindergarten/Nursery, aged 2 years and over have the option to stay for supervised lunch. Children can then be collected at 1pm to go home or join in either an extended day class for Mandarin or Creative Activities. In addition, we also offer a transition to Primary School class for children aged 3.5 and over.

Lunch

All groups have their lunch together and share conversation over a relaxed meal around the table. After lunch we all help clean up. Please send in your child with a named packed lunch, remember to ensure that no sweets or chocolate are brought in. The children then separate into the different groups.

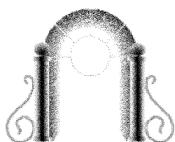
All requests to stay for lunch have to be emailed to the school office **one week** in advance. A daily healthy homemade snack and fresh fruit, drink are offered during the afternoon sessions.

Sample Creative Activities Programme (Tuesday and Thursday)

(*2 - 6 Years, *children have to be toilet trained)

This extended day programme is run in Bilingual incorporating various activities which change daily such as gardening, baking, craft, modelling, watercolour painting, puppetry.

Creative Activities	
1.00 to 1.15 –	Verses and games
1.15 to 1.55 –	Activity time – varies daily
1.55 to 2.10 –	Washroom and Snack
2.10 to 2.30 –	Story time
2.30 –	Home



Sample Mandarin Programme (Monday, Wednesday and Friday)

(*2 - 6 Years, *children have to be toilet trained)

The teacher encourages simple conversation familiarizing the children with everyday vocabulary during the various activities. The children will also develop simple character recognition.

Mandarin	
1.00 to 1.15 –	Verses and games in Chinese
1.15 to 1.55 –	Activity/Craft in Chinese time – varies daily
1.55 to 2.10 –	Washroom and Snack
2.10 to 2.30 –	Story time in Chinese
2.30 –	Home

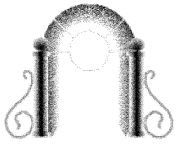
Sample Transition to Primary School (Monday, Wednesday and Friday)

(Open to all children who will turn 3 that term or on request if moving to primary school the following year)

Children are taught letters and numbers through artistic activities and exercises in keeping with the educational philosophy. They practice writing the forms of the letters and numbers as well as consolidating the concepts with games. This class must be attended 3 afternoons (M,W,F) in order for the programme to be followed effectively.

Transition to Primary	
1.00 to 1.50	Letter/number introduction with story, movement, artistic/ writing activity, Maths/language games
1.50 to 2.00	Washroom and Snack
2.00 to 2.20	Outdoor
2.20 to 2.30	Story
2.30	Home

To discuss your child's individual needs, please contact your child's teacher. We would like to work together to prepare your child for an easy transition to the Primary school of your choice.



General Information

We have put together a detailed Parent's Handbook with information that we hope will answer many of your queries and help you quickly feel at ease to become a valuable part of the school community. You will receive a copy when your child begins school. Below please find essential information that may help you initially.

Staff

In school all staff are referred to by their first name. As we like to provide children with consistency, may we ask you to also refer to staff by just their first name to keep things simple and avoid any confusion.

Parking

The building management have asked us to inform all parents that as there are limited parking spaces in the car park. Please try to park on the parking meters on Peak Road to avoid delays. If you are coming with a driver, please give space to those parents who need to park. The car park is for pick up and drop off only, Dairy Farm has limited this time to 15 minutes. Hourly parking is available subjected to the car park charge of \$20/hr by the building management.

Mobile Phones

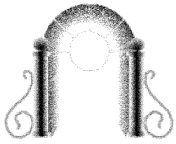
Please remember to switch your mobile phone to silent whilst on the school premises. Please only answer calls outside of the school. It is very disruptive to both children at play and adults who are busy focusing on the needs of the children. It also spoils the overall atmosphere we are trying to create.

Dropping Off and Collecting Children

The school doors will be opened 5 minutes before the start of each session (for kindergarten and nursery classes) and closed 15 minutes after it starts. If you arrive early, please wait outside of the school in the waiting area until the doors are opened.

If you are late please ring the bell and wait for someone from the office to let you in. Please escort your child to the classroom if you are bringing your child into school. Bus children will be met by staff members in school. When collecting your child from school, please wait outside the school in the waiting area until you are asked to come in. For security reasons we will take the bus children to the buses before allowing parents/helpers into school to collect the remaining children.

For safety reasons we will not allow children to leave school with anyone other than those on the consent form, unless we receive permission from the parents in advance.



Health

It is quite common for children to develop coughs and colds throughout the year as the immune system matures. Exposure to such minor viruses and illnesses helps to strengthen your child's natural immunity however children with green mucous or who appear listless, overtired or are coughing/sneezing excessively should not attend school. We may call you to take your child home if we observe any of those symptoms mentioned. In addition, if your child has any of the following symptoms, please keep him/her off school for at least 24 hours and consult your family doctor:

Fever greater than 37.5 °C
Rash
Bronchitis/wheezing/hacking or persistent cough
Impetigo
Croup
Vomiting
Sore Throat

School office must be informed within 24 hours in writing upon the confirmation from a doctor's diagnosis of the following:

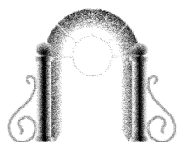
Conjunctivitis
Influenza
Hand, Foot & Mouth Disease
Chicken Pox
Head Lice
Measles
Gastroenteritis (vomiting and diarrhea)
Ringworm

School must be well informed of any allergies and of any medical conditions that are regularly treated or may require emergency treatment with drugs.

Vaccination policy & records

Vaccination records must be submitted or uploaded on Illumine app upon successful enrolment however if parents choose not to, they have to inform the school's office in writing.

The school holds and treat all children's records confidentially



Tropical Cyclone and Rainstorm Warning Information

Tropical Cyclones

In the event of tropical cyclones/typhoons affecting Hong Kong, the following arrangements will apply and appropriate public announcements will be made:

Situation	Action to be taken
Hoisting of No. 1	All schools, including kindergartens, to operate as usual.
Hoisting of No. 3	All kindergartens to close .
Hoisting of Pre-No. 8 / No. 8 or above	All schools to close .
Lowering to No. 3	All kindergartens to remain closed .
Lowering to No. 1 or lowering of all Signals	All schools to resume with the next session.

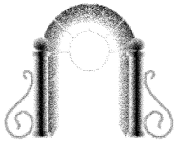
If school is in session when a No. 3 is hoisted, the children will be kept in school until safe and adequate arrangements have been made for them to return home.

Please check the Education Department website homepage: www.edb.gov.hk and the Hong Kong Observatory announcements.

Heavy Persistent Rain

In the event of heavy persistent rain affecting Hong Kong, the **RED** or **BLACK** warning will be issued and broadcast over radio and television. For **AMBER** rainstorm signal – school will be open as usual.

RED or BLACK Rainstorm Warning Signal	Action to be taken
Issued from 5.30am and before 8am	MORNING classes cancelled.
Issued from 8am and before 10.30am	If children have already arrived at school, children to be kept in school until safe and adequate arrangements are made for them to return home.
Issued from 10.30am and before 1pm	AFTERNOON classes cancelled. Children already on site to be kept in school until safe and adequate arrangements are made for them to return home.
Issued from 1pm onwards	Children already on site to be kept in school until safe and adequate arrangements are made for them to return home.



Withdrawal Policy

Nursery & Kindergarten

Once your child is enrolled, he/she will automatically be enrolled in the following term and thereafter. To withdraw a child from Nursery & Kindergarten, parents must give written notice to the school office (admin@highgatehouse.edu.hk) **no less than two full calendar months before** the intended last day of school. Please note this is **excluding the Summer School months of July and August**.

In case of uncertain circumstances such as potential relocation or being waitlisted for a primary school place, we recommend a provisional withdrawal letter. This will allow the school to notify you if there is demand to fill your child's space at which point the school will give you a set deadline when we will require your confirmed decision to either withdraw or stay.

Please refer to Terms & Conditions for full information.

School Bus

The bus service is provided by Leung Tai Wah. If your child is in Nursery or Kindergarten and you would like him/her to take the bus to and from school, please contact the School Office. The bus service covers most areas on Hong Kong island and all the buses are escorted by a bus nanny.

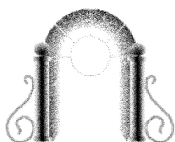
Payment:

Payment is required upon registration. The bus service contract is committed on a termly basis as per below. For students who join the service after the start of the term, fee will be calculated by monthly pro-rata starting from the 1st day of each calendar month. Failure of full payment would result in suspension of service until fee is fully settled.

Withdrawal: ONE month notice is required.

Notes:

- Please allow approx. 5-10 minutes' wait for pick up and drop off as there may be delays due to traffic.
- Bus fare paid is non-refundable. Students who withdraw in the middle of term will not receive a refund of the bus fare paid.
- School bus fare paid will not be refunded if the service was not used due to illness, school and public holidays nor class cancellation due to enforced closures, including but not limited to adverse weather conditions.
- If your child is not taking the school bus, please inform the school office by 7am for pick-up or by 10:45am for drop-off.
- Please note that two weeks notice is required for any changes on the bus route (e.g. joining in during the term or moving house).
- Parents/Caregivers are not permitted to board the bus.



School Bus Information

The information provided is a sample of routes and approximate times. Please contact us for any further enquires admin@highgatehouse.edu.hk

Availability of bus service to certain areas listed below is subject to confirmation.

Route	Area	Apprx pick up*	Apprx drop off*
Zone A	Mt. Austin	08:50am	12:05pm
	Plantation Road	08:50am	12:05pm
Zone B	Peak Road	08:40am	12:15pm
	Magazine Gap Road	08:40am	12:15pm
	Tregunter Path	08:35am	12:20pm
	May Road	08:35am	12:20pm
	Old Peak Road	08:35am	12:20pm
Zone C	Macdonnell Road	08:25am	12:25pm

*Route information time for pick up and drop off are for reference only.

5 days	Monthly Fee	
	Return	Single
Zone A	\$1,695	\$1,195
Zone B	\$2,535	\$1,820
Zone C	\$2,705	\$1,906
3 days		
	Return	Single
Zone A	\$1,110	\$800
Zone B	\$1,855	\$1,300
Zone C	\$1,980	\$1,385
2 days		
	Return	Single
Zone A	\$820	\$586
Zone B	\$1,310	\$905
Zone C	\$1,416	\$980