



The International School  
OF MACAO | 澳門國際學校

# KINDERGARTEN STUDENT HANDBOOK

2022-2023



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## WELCOME TO TIS

The TIS Student Handbook serves as a reference guide to life at the International School of Macao. It provides both parents and students with general information about daily routines, school services and policies & procedures.

## KINDERGARTEN DAILY ROUTINES

### KINDERGARTEN SCHOOL HOURS

8.25 a.m. – 3.05 p.m.

### SETTLING-IN PERIOD

At the beginning of the new school year at TIS, a staggered entry is offered to children when they start in Pre Kindergarten class. The children are gradually integrated into their Pre K class to allow them to settle in and familiarize themselves with their surroundings, including their new teachers. From experience, a staggered entry is an effective way to ensure that Pre K children have a relaxed and enjoyable start to their Kindergarten experience. Therefore, it may take two weeks before all of the children have been settled into Pre Kindergarten.

### KINDERGARTEN TEACHERS

Each classroom has a certified teacher and at least one teacher assistant. All Kindergarten students have daily Mandarin instruction and participate in daily physical activities.

### PARENT DROP-OFF

#### Pre Kindergarten / Junior Kindergarten

Supervision by TIS staff begins at 8:20 a.m. in the classrooms. Teachers will open the glass doors at 8:20 a.m. Children **must not** be dropped off and left unsupervised without an adult before 8:20 a.m.

#### Senior Kindergarten

Upon arrival, parents line up outside in the designated area at the main entrance between 8:00 - 8:15 and will proceed with their parents to the MPR1 at 8:15. They will join their teachers and walk to their classrooms as a class at 8:25 a.m. each morning. Bus and Kiss 'N Ride children will be taken to the outdoor classroom by a staff member upon their arrival.

**Rainy Days:** If it is raining in the morning, all classes will go to MPR1 to be supervised until 8.25 a.m.

### PARENT PICK-UP

All Kindergarten parents wait at the Kindergarten doors until 3.00 p.m. When the doors are opened, parents may go to the classrooms to pick up their children. SK parents wait on the 3rd floor of the NW until 3:05, at which time the doors will open so that parents may go to the classrooms to pick up their children.

**Changes to Pick-Up Routine:** Please inform the homeroom teacher of any changes to the usual pick-up procedure for your child. If the change is for that day, parents must call and inform the

office directly. In this case, children can only be picked up from the classroom and not from Kiss 'N Ride or the bus.

## **RECESS and BREAKS**

Children are given regular outside break times throughout the day. On rainy days, children stay in the classrooms to play.

## **LUNCH**

All TIS students eat lunch at school. Kindergarten children eat lunch in their classrooms and are supervised by school staff. Students may bring a bag lunch or may participate in the school lunch program offered by the designated food services operator. Lunch orders are done on a monthly basis.

If a child forgets a lunch, it may be dropped off at the front lobby. Parents must sign-in at Security. Please refrain from regularly bringing your child their lunch.

**Students are not allowed to leave the school campus at lunch to eat elsewhere. Ordering food from an outside provider and having it delivered to school at lunchtime is prohibited.**

### **Note: TIS is a “Nut Aware” School**

Student safety is always our first priority. Some of our students have severe allergic reactions to nuts, they also pose a choking hazard for our younger students. Some classrooms may be classified as “nut-free” if there is a child in the class with nut allergies. Parents will be made aware if their child’s class is a “nut-free” classroom and will be asked to refrain from sending peanuts (or other nuts) to school with their children.

## **CLOSED CAMPUS**

TIS is a closed campus. Students are not allowed to leave the school campus during school hours unless accompanied by a teacher or signed-out by a parent/guardian. All parents are required to register for a Parent ID badge that must be worn at all times on school campus. Additionally, students from other schools are not permitted on campus unless they are here for a school activity or if they have permission from the Principal or Vice-Principal.

## **ATTENDANCE**

Attendance is a key factor in student success. All absences affect student progress and achievement. It is the parents’ responsibility to ensure that children attend school regularly and punctually.

Whenever possible, parents should notify the homeroom teacher and school office of an absence before it occurs. A child who is sick must stay home for his/her own benefit and to avoid spreading the illness. Parents are to contact the nurse or first aid attendant regarding medicine that is to be administered.

When a teacher believes that poor attendance or late attendance are affecting a student’s achievement, the teacher will arrange a meeting with the parent/guardian to discuss the problem.





## SCHOOL RULES

At TIS, children are expected to play in a safe and respectful manner. For the safety of all, rough play is not acceptable.

Children are asked not to bring personal items to school. The school will not be responsible for lost or stolen items.

Children are expected to walk through the school building in a safe and orderly manner. Parents are encouraged to have their child walk through the hallway and not be carried by parents or guardians.

Children may use the elevator only if accompanied by an adult.

Appropriate uniforms are to be worn at all times.

**OUTDOOR PLAY** - Students in Pre K to Grade 6 must wear a hat while outside. If a child does not have a hat, he/she spends the recess in the designated shaded area.

## SCHOOL UNIFORM

### MASKS

At this time it is compulsory for all students to wear a mask all day at school. They must have their mask on to enter the building.

Masks can be removed for eating and for outside play times.

### UNIFORM POLICY ENFORCEMENT

School uniforms are compulsory for all students. The uniform policy is to be enforced during school hours or when students are on the school premises (unless specific activity permits).

Uniforms can be purchased at the school uniform shop located in the North Wing, Room 1540.

Information about uniform guidelines and which items should be purchased can be obtained from our school office and from [our website](#).

<b>PRE-K &amp; JK UNIFORM (BOYS &amp; GIRLS)</b>	
Summer	White or Red short-sleeved TIS polo + Grey PE Shorts White or Black socks + Running shoes (no laces)
Winter	White or Red long or short-sleeved TIS polo + Grey sweatpants White or Black socks + Running shoes (no laces)
Outerwear	TIS Red cardigan/sweater/knitted vest OR TIS Red/Grey fleece jacket

<b>DRESS UNIFORM - SK</b>	
Summer (Boys)	TIS Red/White checked short sleeve shirt + Grey shorts + 100% black dress shoes + White/Black socks
Winter (Boys)	TIS White long sleeve blouse + Grey dress; OR TIS Red/White checked long sleeve shirt + Grey trousers + 100% black dress shoes + White/Black socks OR White, grey or black tights (solid colour)
Summer (Girls)	Short-sleeved red check dress; OR TIS Red/White checked short sleeve shirt + Grey shorts + 100% black dress shoes + White/Black socks
Winter (Girls)	TIS White long sleeve blouse + Grey dress; OR TIS Red/White checked long sleeve shirt + Grey trousers + 100% black dress shoes + White/Black socks OR White, grey or black tights (solid colour)

<b>PE UNIFORM - SK</b>	
Boys & Girls	White or Red long or short-sleeved TIS polo + Grey PE Shorts or Grey sweatpants + White or Black socks + Running shoes

<b>OUTERWEAR - SK</b>	
Boys & Girls	TIS Red cardigan/sweater/knitted vest OR TIS Red/Grey fleece jacket OR Red or Black Tigers hoodie
Boys and Girls	TIS backpacks are considered part of the school uniform

## KINDERGARTEN ASSESSMENT & REPORTING POLICY

TIS uses an outcome based system in each grade to assess and report on student learning. Kindergarten students are assessed using clearly defined learning outcomes reporting the most recent, consistent levels of performance. The learning outcomes are reported according to the child's recent ability to consistently meet the specific learning goals in the curriculum using the following scale:

- Beginning
- Developing
- Achieved

## HEALTH & SAFETY

### FIRST AID

A nurse or first aid attendant is on staff during regular school hours. If a student is injured or feels ill, he or she will be taken to the First Aid Office. An assessment will be made and treatment provided as necessary. Parents will be notified if the illness/injury warrants examination by a doctor and/or the student needs to leave the school early. Parents will be contacted and asked to pick up sick or injured children.

Students with a temperature of 37.5C or higher must remain at home or will be sent home from school. Upon their return to school, students must bring a Doctor's note indicating they are cleared for attendance. In cases of fever and diarrhea, students will need to be symptom free for 24 hrs before returning to school.

### ROAD SAFETY

TIS experiences heavy congestion before and after school. Please use the designated crosswalks (zebra crossings) at all times. Drivers are reminded to practice extra care, drive slowly, and follow the directions given by staff directing traffic flow.

## SCHOOL SERVICES

### LIBRARY

The Elementary Library (Pre-K to Grade 6) on the third floor of the North Wing is open from 8:00 a.m. to 4:00 p.m. Monday to Friday. The library staff are happy to help students locate and use resources for study purposes, or locate a book to meet individual interests.

Parents are encouraged to visit the elementary library with their children before and after school. There is a parent section with materials which may be of particular interest to parents. If parents wish to sign out books, they must set up their own account at one of the library circulation desks.

### FOOD SERVICE

The School's food service provider is Future Bright Group, the largest food and beverage enterprise in Macau with over 30 restaurants. Future Bright Group operates out of a large commercial kitchen in the MPR. All meals are cooked on-site and made fresh.

Meals are overseen by an executive chef and must be approved by a nutritionist. Meal choices include Western-style food, Asian-style food and a variety of other healthy options.

An order form for choosing meals is provided for parents and students every month. Parents may also access the TIS meal ordering system on [our school website](#) to place a food order for their children.

### **SCHOOL STORE**

Uniforms, backpacks, hats, scarves, lanyards, mugs, pens, USB's and TIS School Spirit merchandise can be purchased at the school store located in the North Wing, Room 1540.

### **LOST and FOUND**

A school wide lost and found box is located next to the security desk on the ground floor. Items are kept for two weeks. Expensive items are held in the school office. Please ensure every article of clothing is clearly labeled with the child's name and class.

## **TRANSPORTATION**

### **SCHOOL BUS**

TIS has arranged for door-to-door service provided by a reputable company at reasonable rates, paid directly by families using the service. [Registration forms are available on the school website](#) at or in the school office. PK students must be brought to school by parents for the first few weeks and their bussing start date is later than older students, allowing them some time to settle into their new school routines.

### **DROP OFF & PICK UP**

The Kiss 'N Ride program provides a queuing service to safely drop off and pick up students. Parents need to request this service from the classroom teachers and register for the Kiss 'N Ride program by completing the [appropriate documents available on the school website](#) or at the school office.

TIS staff members in hi-visibility vests will be directing traffic during morning drop off and afternoon pick-up; please follow their directions at all times to ensure the safety of TIS students, parents and staff.

### **PARKING**

Parking is available in the parking spaces near the MUST Library and in front of the school.

### **ENTRANCE & PARKING PERMITS**

All vehicles entering the MUST campus must display a MUST entrance/parking permit. TIS provides one permit per family free of charge. [Forms are available on our school website](#) or at the school office.



## STUDENT SERVICES

### STUDENT SERVICES DEPARTMENT

The main role of the Student Services Department is to act on the student information provided by teachers so that students can be fully assisted and supported in their academic, social and emotional wellbeing while at TIS.

### PERSONAL COUNSELLING

Child, parent and family counselling is available in English, Portuguese, Cantonese and Mandarin. Children may be referred to a counsellor or parents may request a counsellor meet with their child. Additional appointments can be made in the school office.

### EXTRA-CURRICULAR ACTIVITIES (ECA) - (SK only)

Extra curricular activities are a fun and important part of going to school. TIS provides many opportunities for SK children to get involved. The school offers three different extracurricular sessions for which there is an additional charge. Sign up forms are done online via *Gibbon*.

SK sessions are offered Term 2 and Term 3. There are also outside agencies who provide additional activities at or near our school, additional costs for these activities arranged directly with the provider. These are listed with the Athletic Department.

## HOME & SCHOOL COMMUNICATIONS

### EMAIL

Teachers often use email and Seesaw to communicate with parents. Parents are welcome to email teachers with questions, comments or requests for interviews.

### SEESAW

Teachers share news, announcements and photos with parents through Seesaw. Parents can access the Seesaw blog via a link shared by the classroom teacher.

### TIS SOCIAL MEDIA PAGES

At TIS students and parents can stay connected and informed of School events via our social media platforms. Below are some recommended social media addresses to follow.



#### Facebook

The International School of Macao  
@TISMacao

TIS Academic Counselling  
@CounselingTIS

TIS Tigers  
@tistigers

TIS Alumni  
@MacaoTISAlumni



#### Instagram

The International School of Macao

TIS Academic Counselling

TIS Tigers

TIS Volunteer Team  
@tisvolunteer

@tismacao

TIS Sustainability  
@tisgreenlife

@tisacademiccounselling

TIS Physical Education  
@tis\_physed

@tistigers

TIS Visual Arts  
@tis\_visualarts



Twitter

@TISMacao

#TISMacao

The School recommends using social media as a secondary source of obtaining information as important messages will always be communicated via email.

## NEWSLETTERS

TIS publishes an online newsletter, *Insight Online*. The newsletter is used to inform parents of school functions and plans, feature student's accomplishments, and as a community notice board for items pertaining to TIS and its families. Subscribe at <https://tis.edu.mo/news>

## CURRICULUM NIGHT

In September, the school hosts a Curriculum Night for parents, at which time presentations will be provided to explain the schedule of studies and the educational programs to be used during the year.

## REPORT CARDS

Kindergarten students receive three report cards per year.

## PARENT/TEACHER INTERVIEWS and STUDENT-LED CONFERENCES

There are two scheduled times when parents come to the school during the school year. Parent/Teacher interviews are held in November when parents and teachers meet to exchange information about their children and parents are informed of recent progress.

Student-led conferences are held in March. At these conferences, children are in charge and are given the opportunity to showcase their work so that parents can learn about their child's progress at school. Parent attendance at these conferences is highly encouraged.

## ADDITIONAL MEETINGS

Parents may request additional meetings with the academic staff at any time. Please contact the school office to schedule an appointment. Teachers are generally available before and after class.

## OTHER USEFUL INFORMATION

### FIELD TRIPS

Throughout the year, students will participate in numerous excursions away from the TIS campus when this is allowed by DSEDJ and Macau Health guidelines. These trips are selected based upon their curricular relevance, feasibility, opportunity and developmental level.

### HOUSE TEAMS

All students at TIS are assigned to a House Team in order to help boost school spirit and achieve goals. During different spirit events throughout the year, the four different house teams will participate in activities that celebrate their house team.

### INCLEMENT WEATHER POLICY

The school's first priority when dealing with inclement weather will be the safety and well-being of students, staff and parents. Further information is available on the school website at <https://tis.edu.mo/services/school-policies-and-procedures> or at the school office.

### PLAYGROUND

Junior and Senior kindergarten students are welcome to use playgrounds before and after school. A parent or guardian must supervise children who use the playground before or after school. It is expected that the parent or guardian ensures that their child is playing safely.

### SECURITY

TIS welcomes parents and community members to be involved at the school. For the sake of security, TIS families must register for a Parent ID badge to wear when staying in the school, while other visitors are required to sign in at the Security Counter to obtain a Visitor ID badge. Visitors must return the ID badge prior to leaving.

TIS receives many additional visitors during the course of the year. TIS staff supervise school tours for government officials, prospective families and educational partners. Students who are not from TIS are not allowed on campus without prior approval from administration.

### PARENT VOLUNTEERS

Parents are invited to take an active part in the educational process of their children. Parents may volunteer on an occasional or regular basis when this is allowed by DSEDJ and Macau Health guidelines, and staff will be happy to describe the opportunities available for volunteers. Homeroom teachers coordinate the volunteers within their own classrooms. Volunteering is an excellent way to experience and contribute to TIS educational programs.

Parents who volunteer for extended times are given a Volunteer ID badge to assist with security.

## SCHOOL CONTACTS

<b>Head of School</b>	Lorne Schmidt	<a href="mailto:lorne.schmidt@tis.edu.mo">lorne.schmidt@tis.edu.mo</a>
<b>Principal, Elementary School</b>	Mary-Anne Jasinski	<a href="mailto:maryanne.jasinski@tis.edu.mo">maryanne.jasinski@tis.edu.mo</a>
<b>Vice Principal, Elementary School (Gr. 1-6) Curriculum and Instruction</b>	Lindsay Johnston	<a href="mailto:lindsay.johnston@tis.edu.mo">lindsay.johnston@tis.edu.mo</a>
<b>Vice Principal, Elementary School (Gr. 1-6) Pastoral</b>	Nick Chignall	<a href="mailto:nick.chignall@tis.edu.mo">nick.chignall@tis.edu.mo</a>
<b>ECE Coordinator (PK/JK/SK)</b>	Hiede Schmidt	<a href="mailto:hiede.schmidt@tis.edu.mo">hiede.schmidt@tis.edu.mo</a>
<b>Elementary Executive Assistant</b>	Kelly Lei	<a href="mailto:kelly.lei@tis.edu.mo">kelly.lei@tis.edu.mo</a>

### CONTACT US

General Inquiries Email: [info@tis.edu.mo](mailto:info@tis.edu.mo)

Admissions Email: [admission@tis.edu.mo](mailto:admission@tis.edu.mo)

Telephone: (853) 2853 3700

Fax: (853) 2853 3702

Office Hours: 8:15 a.m. to 4:00 p.m. (Monday to Friday)