PARENT HANDBOOK

2026-2027

COLEGIO DEL MUNDO • WORLD SCHOOL • ECOLE DU MONDE

Philosophy

At PIPS, we believe in providing a caring, stimulating, motivating, safe and sustainable environment that inspires learners of all nationalities to achieve their full potential. This is achieved through an educational programme that allows learners to observe, explore, collaborate, reason, problem-solve and evaluate through inquiry.

Mission Statement

Parkview International Pre-School (PIPS) is committed to providing a high quality and innovative education.

PIPS aims to nurture a community of learners to become inquiring, independent, knowledgeable, creative thinkers, with a life-long love of learning.

PIPS encourages responsible, respectful, reflective practices along with intercultural understanding to promote compassionate, global citizens.

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General School Information

Office Hours and Contact Information

Our school office is open for admissions, general enquiries and the purchase of school uniforms, from 8:00am – 4:30pm, Monday to Friday.

Telephone number: 2812 6801
Email address: pipsinfo-kln@pips.edu.hk

The school is closed on public holidays. During school holidays, the school office hours will be shortened to 09:00am - 4:00pm.

School Hours

Pre-nursery, Nursery, Lower and Upper Kindergarten (LK/UK):

Morning Class: 08:45am – 11:45am
Afternoon Class: 01:00pm – 04:00pm
Full Day Class: 08:45am – 03:45pm

Under 2's Programme:

Day	Morning Sessions		Afternoon Sessions
Monday, Wednesday and Friday	8:45am – 10:45am	11:00am – 12:30pm	2:00pm – 4:00pm
Tuesday and Thursday	8:45am – 10:15am	10:30am – 12:00pm	2:00pm – 3:30pm

The school is open to all students and parents 5 minutes before and after school hours.

It is very important that your child arrives at school on time. A child may feel uncomfortable about arriving after everyone else has become involved in learning engagements. Please observe pick-up times as well. Punctuality modelled early in a child's life sets an example and will help to establish good habits.

We kindly ask all students and parents to leave the school premises within 10 minutes after dismissal time so cleaning and preparation for the following day may take place. Thank you for your cooperation.

School Holidays

School holidays are outlined on the school calendar which is available for viewing and download on the school website, www.pips.edu.hk.

School Tuition Fees

Please note that the academic year at PIPS is 11 months. The annual fee is broken into 11 equal instalments. The school year ends in June and this constitutes the eleventh month and the eleventh instalment of fees.

Parents withdrawing their child before the end of the year and not paying the tuition fees for the full year will not receive an end of year report. They will, however, be issued with a letter of attendance. The end of year report is not applicable for students in our Under 2's programme.

For all student withdrawals, ONE FULL CALENDAR MONTH* of advance notice in writing is required prior to the last date of a student's attendance. If there is insufficient notice, one month's tuition fee will be charged from the date the withdrawal notice is received by the school.

*One full calendar month means from the first day of a month to the last day of that month. If the last day of attendance is not the last or the first day of a month, then the withdrawal notice will need to be served more than one month in advance.

Change of Personal Details

Please inform the school of changes to your personal details, i.e., telephone number, address, and home situation etc by email to the school office (pipsinfo-kln@pips.edu.hk). Please ensure that the emergency contact numbers you have provided are always kept up to date.

Pick-up Policy and Arrangement

To ensure the safety of all children, parents, guardians and helpers must present the authorisation card before collecting a child from school. If the card is not available, the collecting adult will be required to show his or her HKID/passport and sign a collection form.

Should another person be picking up your child, it is important that you notify the class teacher or the school office in advance. In the case of loss or damage of the authorisation card, a replacement may be obtained at the school office at a fee of $100.

Parents on Trips Out of Hong Kong

Please let us know if you are planning to travel during the school term so we know who will be coming to pick-up your child at dismissal time.

School Uniform

Students attending PIPS are required to wear a full set of school uniform and use a PIPS school bag.
(This does not apply to the Under 2's Programme who may wear their own clothes.)

- Uniforms and school bags are available for purchase at the school office. On special occasions children may attend school dressed for specified events.
- Necklaces, bracelets, trinkets or other similar ornaments should be kept at home as the school cannot be responsible for any losses or damage. These items can also be dangerous when children are climbing, jumping or riding bikes.

Photographs and Video Footage

Teachers take photographs regularly for educational purposes within the school. These are specifically used for Seesaw, portfolios showing children's development and learning, newsletters, and for displays around school or on our website. Parental permission will be sought for inclusion of photographs for marketing purposes.

Parents may take photographs of their own child on the first day of school and during special events.

Leave of Absence

In case of absences, please notify the school office before the session begins on the day your child will be absent. If the absence is due to sickness, please inform the school office of which symptoms are present.

Health, Hygiene and Safety

Admission forms with medical consent must be completed and returned to the school office with a copy of an immunisation record prior to admission. An updated immunisation record is essential information about your child's health and a copy must be held in school as required by the EDB. If your child has a medical condition that the school should be aware of, please indicate this on the medical form and inform the school office.

Health Guidelines and Illness

During the early years most children come into contact mainly with family and members of the household, with limited exposure to strangers.

The immune system of the child is developing. It is therefore quite natural that for the first few months after starting school children may suffer from frequent colds or runny noses. This is due to them being exposed to a new environment or to other children who may be suffering from these symptoms. This is a natural process which will result in the strengthening of the immune system of the child.

Although exposure to minor viruses and illnesses is unavoidable at times, exposure to major illnesses, infectious diseases and other conditions should be taken very seriously, in consideration for your child and others.

Should you suspect that your child is suffering from the following conditions, they **MUST NOT** be sent to school, and it is advised that you seek immediate advice from your family physician or paediatrician. The school reserves the right to ask for a clearance note from your doctor.

- Fever: body temperature over 37.5˚C
- Children should not return to school until 48 hours after fever has subsided.

Common Illnesses	Viral Illnesses with Rashes	Other Illnesses
• *Rash* • *Head lice* • *Jaundice* • *Gastroenteritis (vomiting & diarrhoea)* • *Tonsillitis/pharyngitis/ sore throat* • *Bronchitis/wheezing/ hacking cough* • *Conjunctivitis (Pink Eye)* • *Impetigo/boils* • *Hand, Foot and Mouth Disease*	• *Measles* • *Rubella infantum (baby measles)* • *Rubella (German Measles)* • *Chicken Pox* • *Glandular Fever*	• *Scarlet Fever/Scarlatina* • *Mumps* • *Croup* • *Ringworm* • *Exposed molluscum contagiosum (viral infection)* • *Abdominal pain, especially if associated with other symptoms (e.g. vomiting, temperature, diarrhoea, ear pain)* • *Roseola or Slapped Cheek Disease* • *COVID-19*

Your family physician or paediatrician will advise you on the management of the illness. It is important to follow your doctor's advice on the length of time required to remain at home to ensure a full recovery.

Please inform us if your child is known to be suffering from a particular condition (e.g. hepatitis B carrier) as certain precautions are necessary should there be accidents involving minor cuts and scratches.

If children are suffering from any respiratory illness, such as colds or coughs, or any Gastroenteritis symptoms, such as vomiting and/or diarrhoea, they should remain at home to recover. Children should not return to school until 48 hours after all symptoms have subsided.

A daily temperature check is carried out upon arrival at school for all children and adults. If your child has a fever, or if your child becomes unwell during school hours, we will notify you to make arrangements for them to be collected from school.

Medicine

A teacher will only give medicine in extreme cases, for example, a child who is ill with asthma and needs an inhaler. In such cases, the medicine must be prescribed by a doctor and be accompanied by a parental consent form allowing the medicine to be administered at school.

Children with stitches or plaster casts may attend school at the discretion of the Principal. However, we do not take responsibility for any further injury.

Toilet Independence

Nursery, Lower and Upper Kindergarten children should be able to signal or respond to a reminder to use the toilet.

Injuries and Accidents

We take every precaution to ensure that each child is safe within the school environment. However, in situations where children play together, bumps and scrapes can still happen. Please be assured these are attended to immediately.

- In case of an accident or minor injury, the school will administer first-aid. Parents will be informed either by an incident report or a phone call.
- In case of a serious accident or sudden illness, parents or guardians will be notified immediately.
- Parents will be advised to collect their child if necessary.

In case of an accident of a more serious nature, the school management will call for an ambulance and your child will be sent for treatment to the nearest hospital, unless indicated otherwise on the medical consent section of your admission forms. Parents will be notified and requested to go to the hospital immediately for endorsement of medical treatment if required. Parents will be responsible for all costs.

Typhoons and Rainstorms Precautionary Measures

Hong Kong weather can be highly variable with sunny days and torrential rainstorms. For information about different weather conditions, please follow announcements made by the Hong Kong Observatory (www.hko.gov.hk) and the EDB (www.edb.gov.hk).

It is important to check the latest announcements regularly during typhoons or rainstorms. Please note that the EDB will override some directives when the weather deteriorates.

Tropical Cyclones

Weather Condition	Action to be taken
Tropical cyclone warning **signal No 1** is issued	All schools including kindergartens are to operate as usual unless advised otherwise.
Tropical cyclone warning **signal No 3** is issued	All kindergartens are to be suspended. Parents collect children from school.
Tropical cyclone warning **signal No 8 or above is lowered to signal No 3**	All kindergartens are to remain closed.
Tropical cyclone warning **signal No 8 or above** is issued	All schools are to be closed.
Tropical cyclone warning **signal No 3 is lowered to signal no 1** or when all signals are cancelled by 10:30am	All schools are to resume with the next session unless a previous announcement has been made to the effect that classes will be suspended for the entire day.

Heavy Persistent Rainstorms

Rainstorm Warning Signal	Action to be taken
Amber rainstorm warning is issued	All schools including kindergartens are to operate as usual unless advised otherwise.
Red or Black rainstorm warning is issued	1. **Signal is issued before 6:00am,** there will be **no school for the morning session.** 2. **Signal is issued between 10:30am - 11:00am, morning session** will continue until the end of the normal school hours; while **afternoon session will be suspended.** 3. **Signal is issued between 11:00am – 1:00pm**, **students in the afternoon session do not have to attend school that day.** 4. **Signal is issued after 1:00pm,** school will continue lessons **until the end of normal school hours**. The school will ensure that conditions are safe before allowing students to return home. If parents would like to collect their children before the end of the session, please advise the school office.

Teaching and Learning

Your Child's First Day

In the week prior to your child's first day of school, remind them that they will be attending a new school soon. You may need to make some adjustments to your existing schedule to prepare your child. Talk to them about coming to school and all the fun activities that they will be experiencing. Remind them that you will be leaving but you will be back to pick them up or you will see them again later in the day. It will be challenging for some children at the beginning, but it is a stage that they all go through. This is the first step towards children gaining independence and beginning their education

Please ensure your child has:

- *A set of fully labelled uniform with name tags visible*
- *A pair of indoor shoes with Velcro fastening*
- *A labelled water bottle filled with drinking water*
- *A PIPS school bag to carry books and artwork*
- *One set of extra clothes (top clothing, underwear and socks – depending on the season) to be kept at school in their cubby*
- *A labelled sun hat for outdoor activities (optional)*
- *For Pre-nursery children in diapers – please bring enough pull-up diapers and a box of wet-wipes*
- *Two face masks (for teachers to put on if your child shows symptoms of sickness)*
- *The temperature record booklet which will be given out on the first day of school.*

Please label your child's belongings. The school holds no responsibility for lost items. Lost-and-found items will be kept in the school office. Any unclaimed items will be disposed of at the end of each term.

All school materials (e.g. crayons, pencils, etc.) will be supplied by PIPS.

Toys from Home

While younger children may need a special toy for comfort during the settling in phase, toys from home should remain at home. Toys can easily be lost or broken, causing distress to the child.

There are occasions when children are encouraged to bring items to school to share, such as for Show and Tell. Please clearly mark these items to prevent them getting lost.

Transition Period for Pre-nursery (August)

To ensure a smooth transition for all children, we have designed a transition period that caters for the varying needs of young children. Parents are requested to follow the schedule below. Please note that the children will be divided into two groups for the first week. You will be informed by your child's class teacher which group your child will be in before school starts.

AM session:
Group 1 - 9:15am - 10:15am or Group 2 - 10:30am - 11:30am

PM session:
Group 1 - 1:00pm - 2:00pm or Group 2 - 2:30pm - 3:30pm

Monday	Tuesday	Wednesday	Thursday	Friday
				7 Meet the Teachers Day Drop in anytime between 9:00–12:00
10 1-hour session in 2 groups Children with caregiver	11 1-hour session in 2 groups Children with caregiver	12 1-hour session in 2 groups Children ONLY	13 1-hour session in 2 groups Children ONLY	14 1-hour session* Whole Class (AM class: 9:15-10:15 / 9:45-10:45) (PM class: 13:00-14:00) Children ONLY
17 1-hour session* Whole Class (AM class: 9:15-10:15 / 9:45-10:45) (PM class: 13:00-14:00) Children ONLY	18 2-hour session* Whole Class (AM class: 9:10-11:10 / 9:30-11:30) (PM class: 13:00-15:00) Children ONLY	19 2-hour session* Whole Class (AM class: 9:10-11:10 / 9:30-11:30) (PM class: 13:00-15:00) Children ONLY	20 2-hour session* Whole Class (AM class: 9:10-11:10 / 9:30-11:30) (PM class: 13:00-15:00) Children ONLY	21 3-hour session Whole Class Normal school hours (AM class: 8:45-11:45) (PM class: 13:00-16:00) Children ONLY

**Two- and three-hour sessions will be available for children who are developmentally ready. Some children may benefit from a longer transition period and start attending three-hour sessions later than the above schedule. Please follow the class teachers' advice.*

For children starting Pre-nursery after August, the following schedule applies:

First day	One-hour session WITH caregiver
Second day	One-hour session WITHOUT caregiver
Third day	Two-hour session WITHOUT caregiver
Fourth day	Normal Three-hour session WITHOUT caregiver

Flexible Transition Period

Our transition period is flexible, and the schedule may differ from child to child depending upon individual needs. Three-hour sessions will be available for children who are developmentally ready, while two-hour sessions will be provided to children who will benefit from a longer transition period. Our teachers are experienced early childhood educators and will be able to provide individual parents with their professional advice about a schedule that best suits the child. Parents are advised to follow the teacher's advice for a smoother transition and a happier first schooling experience.

Advice for Parents

Almost all children and parents experience some degree of separation anxiety. It is important that you, as parents, are also ready for this separation. If you are not mentally prepared, the transition period will be more challenging for your child. To minimise your child's anxiety, try to maintain a positive attitude towards going to school as children will be affected by your perception of the experience. A consistent separation procedure, including a short greeting with the teachers followed by leaving with a calm "goodbye" is more beneficial to your child than a lengthier and prolonged separation. Keeping a morning routine at home also helps ensure a smoother transition to school.

Snack Time

PIPS does not supply food for students as we realise that we cannot cater to diversified food preferences, cultural requirements and in particular, food allergies.

PIPS is a nut-aware zone, to avoid any complications due to nut allergies. Please DO NOT send nuts or food containing nuts to school.

We try to encourage the children to eat healthily at PIPS. Please do not send sweets and chocolates to school as a snack. Our teachers will support you and help your child to consider a more balanced diet.

Library

Our library is an important part of school life. We keep it updated with new books and we ensure these are kept in good condition. Students from all classes borrow library books regularly and take them home to read with their parents. Parents are responsible for the loss or damage of books on loan. Each lost or damaged book will be charged HK$100 for replacement.

Birthday Celebrations

Parents are welcome to bring cakes to school to celebrate birthdays. Please ensure you coordinate the arrangements with your child's class teachers. Please remember we are a **nut-aware school**, in consideration of students who suffer from nut allergies.

Field Trips

PIPS will organise field trips to extend the children's learning of the programme of inquiry. Prior to the field trip, a letter will go home explaining the trip's purpose and details about the organisation of the trip, as well as asking for parent volunteers if needed. Written parent consent is required for children to participate in field trips. Please note the following:

- Students in the Under 2's Programme and Pre-Nursery must be accompanied by one adult for field trips.
- For students in Nursery, Lower and Upper Kindergarten, specific advice will be given by the class teachers.

Support Your Child with Their Learning

At PIPS we believe that "children learn by doing". Parents are encouraged to extend their children's learning as opportunities arise. Information about current Units of Inquiry is posted on the school website, so please have a look at what the children are engaged in learning and discuss this with them whenever the opportunity arises.

Parents will receive a 'Unit Newsletter' via Seesaw at the beginning of each unit. This will provide details of the content of the unit with suggestions about how to support your child at home. The Unit Newsletters can also be found on our school website.

As part of their units of inquiry children may be asked to do some projects at home with you. This is a great opportunity for you to become actively involved in your child's learning. It is important that this is the work of the children, and that they create it themselves. You can support your child by talking to them and supporting their thinking whilst letting them complete their projects independently.

We encourage you to read to and with your child on a daily basis, as this not only nurtures and enhances your relationship, but also cultivates a love of books and reading that will stay with them for life.

Behaviour Management

PIPS has a very clear policy on how children are expected to behave and how teachers encourage the best possible behaviour from all our children.

Emotions

Sometimes, children will behave in less than desirable ways and teachers will always talk through issues that arise immediately and thoroughly with the children concerned. Parents may also be informed if there is an issue that needs to be worked on at home and at school. Consistent expectations and strategies for management, where the school and home work closely together, can usually help to overcome difficulties in behaviour quickly.

Sometimes, children may feel frustrated, unwell or under stress for a variety of reasons and may express their feelings in a physical way. Teachers will try to find out what is happening and help the child in every way possible.

Pre-Nursery children in particular, who are attending school by themselves for the first time, have to learn to share adult attention and even toys. Sometimes the first weeks of school are stressful and frustrating for them, especially as they are not able to express what they are really feeling. Occasionally, a child may bite or scratch another child. This can be due to unexpressed anger.

Biting and Scratching

Any incidents of biting or scratching are reported to parents immediately, and with guidance from teachers and working together, this phase is usually short lived, with the child quickly understanding that it is not acceptable to hurt others.

Our first priority in all cases is to protect the safety and welfare of our children at PIPS. Very occasionally, if a child persists in aggressive behaviour, they may be asked to stay at home for a day. Further suspension may have to be imposed for very difficult cases. We will work very actively with children and their families to nip such behaviour in the bud. Please let us know if your child is biting or scratching at home and we can advise you and support you in dealing with it.

Curriculum

At PIPS we understand that the early years are crucially important for setting the stage for future learning. We believe that children are naturally curious and we wish to harness this motivation to explore and discover the world when children join our schools.

Our curriculum is inquiry-based and acknowledges that play is fundamental in the young child's learning. Our classrooms and outdoor spaces provide fun and stimulating interactive experiences for children to engage in and learn through.

Children at PIPS are encouraged to explore, investigate, discover and be creative through active and challenging learning engagements. Through our rich provision we aim to nurture children as they develop a lifelong love of learning and fulfil their potential.

Our curriculum addresses the "whole child' where attitudes, behaviour and personal relationships are valued as highly as academic knowledge and skills.

We aim to develop children's understanding of the wider world and to begin to value and appreciate what other cultures have to offer as they progress towards becoming internationally-minded.

Our Journey Towards The Primary Years Programme (PYP)

The IB PYP is an international inquiry-based curriculum model very much focussing on 21st century learning and preparing children with transferable skills, knowledge and attitudes that will equip them for the rapidly changing world they will face in the future.

Our founding school at Parkview on Hong Kong Island attained authorisation in 2009 as an IB World School offering the Primary Years Programme. Our Kowloon campus followed suit after gaining full accreditation in 2016.

Children in Pre-Nursery, Nursery, Lower and Upper Kindergarten will complete 4 units of inquiry per year. These units are developed from the transdisciplinary themes prescribed by the IB. These are:

- **Who We Are** (Personal, Social, Emotional and Physical development)
- **Where We Are in Place and Time** (History and Geography focus)
- **How We Express Ourselves** (The Arts – Music, Visual Arts, Dance, Drama)
- **How the World Works** (Science and Technology)
- **How we Organise Ourselves** (Human and Social Systems)
- **Sharing the Planet** (Environmental Learning)

Learning Continuums for the subject areas such as science, mathematics, reading and writing, speaking and listening etc. are developed within schools and children's progression through these is assessed regularly and reported to parents.

Children are encouraged, through the **IB Learner Profile** to become

- **Inquirers**
- **Thinkers**
- **Caring**
- **Communicators**
- **Knowledgeable**
- **Balanced**
- **Open-minded**
- **Reflective**
- **Principled**
- **Risk Takers**

Skills are important too and are focussed upon during the teaching of all **Units of Inquiry**. These skills are **Thinking Skills, Social Skills, Communication Skills, Self-management Skills** and **Research Skills.**

Children are encouraged to develop an understanding of underlying **Concepts.** All these aspects are brought together in our school and form the **Programme of Inquiry.**

If you would like to learn more about the PYP and the IB, please visit their website at www.ibo.org.

Developmental Assessment

Teachers observe and record children's development throughout the school year in these aspects of their learning. Children's work is documented for the purpose of the on-going assessment of progress.

A portfolio of children's work with comments from the teacher, is built up over the course of the year for children from the Pre-nursery upwards and shows their learning and development. Children are encouraged to go through their own portfolios on a regular basis to become aware of their own progress, as part of developing into reflective learners.

Full details of our Assessment Policy are available on our website.

Parent-Teacher Conferences

Parents are encouraged to speak to teachers whenever the need arises. It is advisable to make an appointment either before or after school.

Three times a year formal parent conferences are scheduled that provide you with an opportunity to discuss your child's progress with the class teacher. One of these days may be scheduled as a Student Led Conference.

Portfolios are also shared at these meetings. Portfolios are sent home at the end of each term to be shared with families. They are then returned to school where they will continue to be used to keep a record of your child's learning.

If you have any concerns about your child's development, we encourage you to approach the class teachers, our Primary Years Programme Coordinator or the Principal at any time. Open, positive communication and cooperation is extremely important to the outcome of a positive school experience for your child for life.

School-Parent Communication

It is important that the lines of communication are kept open between parents and teachers, as together we are responsible for providing the best possible pre-school experience for your child. At PIPS we have an open-door policy and have developed several ways of maintaining regular contact with parents.

Seesaw App

Seesaw is an educational App that allows the sharing of photos, videos, activities and announcements directly between teachers and parents.

A class update about the learning that has taken place is sent on a regular basis via Seesaw. You will be given information about how to login by the teachers.

E-mails, Newsletters and Notices

School and unit newsletters are published on a regular basis. Class teachers will prepare a newsletter for each unit of inquiry to explain the intended learning objectives which will be shared on Seesaw. .

The school's Administration Team also prepares a bi-monthly newsletter. All newsletters are posted on our website at www.pips.edu.hk for your reference.

We ask you to take the time to read through this information as it contains important updated information about your child's learning and about forthcoming events and activities in their class and the school.

Communication with School

We encourage you to show support to our school. Forming a strong link between the school and home will benefit your child during these important foundation learning years. Please feel free to contact us with any questions or concerns you may have. Our door is always open for you with the best interests of your child in mind.

We welcome parents' suggestions and they are highly valued by the school. Please feel free to contact the Principal at any time.

Helping in the Class

We encourage and support parent involvement in many areas. Assistance is often needed in the library, for cooking, within the class and on school outings. We look forward to your involvement throughout the school year.

Parent Workshops

The education of your children is of foremost importance to us and to you. There is much research evidence to show that the more parents are involved in the educational process and understand the approaches used, the better their children will progress through their educational journey.

At PIPS our approach is very much founded upon establishing a partnership with parents. We want to inform you about what we are doing and why, and to keep you abreast of developments in our teaching strategies so that you can support what we do and reinforce our values and ideals at home.

To this end, we will be holding parent workshops during the year. Parents will be informed of these via Seesaw and in our newsletters.

PIPS School Song

Composed by Hemi Yip
Parent of PIPS, 1990

We are the stars of PIPS.
Our teachers and friends
Make one BIG family.

We learn to give and share,
As we learn our 1 2 3's,
And we do the best we can.

We are the stars of PIPS.
Our teachers and parents
Always show the way.

To learn to give and care,
As we sing our A B C's,
And we do the best we can.

We are the future, P-I-P-S.
And we do the best we can.
We are the future P-I-P-S!

Thank you for taking the time to read this Parent's Handbook.

Do you have any questions?
Please feel free to contact us.

Please visit our website at
www.pips.edu.hk

Thank you.