



Admin Stanley Campus &lt;admin.st@ims.edu.hk&gt;

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## Welcome to IMS Community

1 message

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admin.st@ims.edu.hk <admin.st@ims.edu.hk>  
To: eunjoo0211.lee@gmail.com

14 October 2022 at 12:52



Dear Eunjoo Lee and Daniel Mclellan,

Welcome to the IMS!

We would like to extend a warm welcome to your family and your child to our Casa dei Bambini programme! Once you receive class allocation confirmation, your Class Teachers will be in touch with more details including practices of the classroom, and your child's transition into the Casa dei Bambini programme.

Your Class Teachers will also be inviting you and your child for an Individual Visit before your child's first day of school and will send you further details soon. This is an opportunity for you to bring your child to meet with his/her class teachers for a 15min visit.

To access the campus, you will need to:

- Fulfil the Vaccination Pass Requirements using the Leave Home Safe App (scan on arrival)
- Conduct the RAT before arriving on the campus (no need to take pictures)
- Check temperature and sanitise your hands at the front desk
- Complete the sign-in/out form at the front desk to record your arrival and departure time, mark down your temperature and declare your RAT results and health declaration status.
- If you have not already completed the Health Declaration Form or if something has changed since you last visited the campus, please complete this again.

Also, in preparation for joining IMS, please find a number of **IMPORTANT** documents for your attention, please click onto the link to download and view each document.

[Orientation Booklet 2022-2023](#)

[Parent Handbook 2022-2023](#)

[School Calendar 2022-2023](#)

[ST Casa dei Bambini Checklist](#)

[ST Casa Campus Logistics](#)

[Casa dei Bambini Curriculum Overview](#)

[IMS Healthy Eating Guide](#)

[Weather Warnings and School Closure](#)

[Uniform Guidelines](#)

[IMS Bus Guide](#)

\* Please refer to Engage Parent Portal for the latest version of these documents.

## **YOUR CHILD'S FIRST WEEK OF SCHOOL**

### **For Casa dei Bambini (Kindergarten) students aged THREE (born in 2019):**

- **DAY 1 - 2: Monday & Tuesday of your child's first week of school:** On these two days of school, new three year olds attend school for one hour as arranged by your classroom teacher. Children transitioning from Foundation will attend for two hours as arranged by your classroom teacher. Your child's schedule will be confirmed with you during orientation. Children should be dropped off at the Lobby area, where your child's classroom teacher will greet you and your child. Parents are encouraged to wait outside the campus until pick-up. There is no bussing for children on these days.
- **DAY 3 - 5: Wednesday, Thursday & Friday of your child's first week of school:** New three year olds attend school for one hour, or for a longer time as deemed appropriate by your classroom teacher. Children transitioning from Foundation will attend for two hours, as arranged by your classroom teacher. Children should be dropped off at the Lobby area, where your child's classroom teacher will greet you and your child. In preparation for the second week of school, parents can begin to encourage their child to say goodbye at the side gate. Parents are encouraged to wait outside the campus until pick-up. There is no bussing for children on these days.
- **Monday of your child's second week of school – normal programme hours commence.** Parents can drop off children at the side gate where your child is greeted by our staff. However, some children may continue on with staggered entry if deemed appropriate by your classroom teacher. Normal programme hours for Monday to Friday are from 8:15 am to 11:45 am. Bussing commences.

## **For NEW Casa dei Bambini students aged FOUR and FIVE (born in 2018 or earlier):**

- **DAY 1 - 2:** For your child's first two days of school, we will invite them to come for morning half-day school hours (8:15-11:45am) for new four and five year olds with bussing. New parents are welcome to say goodbye at the Lobby area, later moving to saying goodbye at the side gate as your child learns their new routine.
- **DAY 3:** From your child's third day of school, normal school hours for new four and five year olds with regular bussing. If you are unable to start school on the above-mentioned dates, please contact your Campus Leader and we will work to ensure your child is welcomed into the classroom.

## **FORMS AND DOCUMENTS TO BE RETURNED TO IMS**

In order to assist your child's transition to IMS, please ensure that the following forms and documents are completed and returned to IMS via an online form by **Friday 21 October 2022**.

- **IMS Parental Authorisation Form:** Please complete this online form as a consent for your child to participate in school activities and on various privacy aspects, including sharing of your child's pictures/videos in internal communication or external media, and sharing contacts with class parents and the PTA for purposes of being included in the class Whatsapp groups, etc.
- **IMS Student Medical & Dietary Restriction Form:** Please complete this online form and upload a copy of your child's Vaccination Records. Please also upload a photo of your child, with a minimum of 300 dpi in full colour on a white background. Please include your child's name in the file name of the photo.

## **ENGAGE PARENT PORTAL**

New parents will receive an invitation to our Engage Parent Portal in a subsequent email towards the end of July. Please follow the directions in this email and complete your portal registration as soon as possible so that you do not miss any important information.

Most school communication comes through the Engage Portal. This is also where you will be able to view your contact information and your child's personal and medical details. Please notify us if any of this information is incorrect and needs to be changed. The Parent Portal also hosts a calendar with school, campus, and class events.

## **PARENT-TEACHER ASSOCIATION (PTA)**

We encourage parents to get involved in making IMS a wonderful environment for your child. There are a variety of opportunities for parents to contribute by joining one of the many subcommittees led by the IMS PTA. You could volunteer to be a Class Parent, assist students in

the school library, work on the Memory Book or help organise exciting events such as the School Picnic, Annual Fundraiser Event, Book Week and International Festival.

Please go to the [PTA website](#) to learn more and sign up. You are most welcome to put in as much, or as little time as you have available, whether it is a few hours a year or a few hours a month. Thank you in advance for your support!

## UNIFORM ORDER AND COLLECTION

Please refer to the [Uniform Guidelines](#) for uniform requirements.

School uniform orders must be placed from Aston Wilson, Ltd., through the online website, <https://shop.ims.edu.hk/blog/>. Orders would be delivered to selected campuses. Please note online orders to be picked at the uniform shop are NOT available.

**Exchange:** You can make any necessary uniform exchanges with Aston Wilson within 14 days of delivery by passing it to our admin staff at the campus office or at Aston Wilson's shop at 2/F, Will Strong Development Building, [59 Parkes Street, Jordan, Kowloon](#).

You may also contact the PTA for used uniforms at [pta@ims.edu.hk](mailto:pta@ims.edu.hk).

\*The Summer Uniform is worn from August to November and March to June, while the Winter Uniform is worn from December to March, or as is appropriate for the weather. Accordingly, Summer uniforms are best purchased from March to September. Winter uniforms are best purchased from October to February.

## BUS SERVICE REGISTRATION

Please return the [Bus Registration Form](#) with the payment directly to Castle Brothers. Parents are advised to contact the bus company as soon as possible. For bussing protocols, please refer to the [IMS Bus Guide](#). This document will also be hosted in the Engage Portal.

Please feel free to contact us at 2566 7196 with any questions, comments or suggestions. Please also make use of our website: <http://www.ims.edu.hk>.

We look forward to seeing you soon.

Warm Regards,

Anne Sawyer and Karin Ann

School Founders

