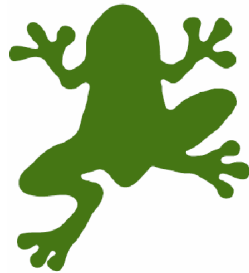



Leapfrog Kindergarten & Playgroup

Updated January 5th, 2012

Handbook



Leapfrog Kindergarten (School Reg No 564770)
11 Pak Tam Chung Village, Sai Kung  PO Box 121, Sai Kung Post Office
Tel: 27911540 Fax: 27923458 admin@leapfrogkindergarten.org
www.leapfrogkindergarten.org

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Practical Information

Leapfrog Staff and Parents' Committee

Leapfrog is a registered Kindergarten. Registration No. 564770

Leapfrog is a charity organisation, predominantly run by parents. **Our parents'** committee meets on a regular basis to oversee the running of the school in conjunction with the staff.

Should you wish to dedicate some time to the running of our school or have any special skills to offer, please contact the office or the committee directly, committee@leapfrogkindergarten.org

Parents' Committee:

Jenny Talbot, Acting Chairperson

Julie More, Treasurer

Carol Larkin, Acting Secretary

Wendy Keeling, G.C.M.

Gianluca Croce, G.C.M.

Trevor Aysons, G.C.M

Rachele Nardone, G.C.M

Leapfrog Contact details:

Address: 11 Pak Tam Chung Village, Sai Kung Country Park Sai Kung, HK, NT.

Postal address: PO Box 121, Sai Kung Post Office, HK, NT

Tel: 2791 1540

Fax: 2792 3458

Leapfrog staff:

Ailish Cotton, Office Manager, admin@leapfrogkindergarten.org

Louise Heap, Principal, louise@leapfrogkindergarten.org

Rachel Johnson, Manager, Rachel@leapfrogkindergarten.org

Pam Spencer, Playgroup Teacher, pam@leapfrogkindergarten.org

Shelly Chou, Mandarin EA, leapfrogteachers@leapfrogkindergarten.org

Schedules and Fees from January 2011

Kindergarten/Pre School

Monday to Friday, K2: 9am - 12pm; K1: 1pm - 4pm

Deposit: One month's fees. To be used as your final month's fees, or refundable with one month's notice (before the child's last day of attendance). Non-refundable should you choose not to take up your Kindergarten placement. **See "Fee Payment & Refunds" for details for details**

Fees: \$4,000 per month, 10 monthly payments per school year, payable one month in advance, or as stated on invoice.

Playgroup

Hoppers (2-3 year olds, accompanied by an adult)
Monday, Wednesday & Friday mornings, 9.00 - 11.00am
Fees: \$120 per session and calculated per term

Tadpoles (1-2 year olds, accompanied by an adult)
Tuesday and Thursday mornings, 9.00 - 11.00am
Children may start in Tadpoles the month of their first birthday or when they are able to walk, whichever is sooner.
Fees: \$120 per session and calculated per term

Super 2s - Unaccompanied Playgroup
Tuesday/Thursday afternoons, 2.00 - 4.00pm
For 2 - 3 year olds, unaccompanied
A great preparation for Kindergarten with small group sizes.
Fees: \$200 per session and calculated per term

Afternoon Mixed Playgroup (1-3 year olds, accompanied by an adult)
Wednesday afternoons - 2.00 - 4.00pm
Fees: \$120 per session and calculated per term

Additional charges

Maintenance/supplies levy: **\$100 added to each child's termly invoice**

HKPPA membership fee: max. \$400 annually for Autumn term enrolment.
As Leapfrog is a member of the Hong Kong Pre-school Playgroups association (www.hkppa.org) all parents of registered children must also join this association. Payment is annual and staggered depending on which term a child is registered at Leapfrog. **Registration is done through Leapfrog's office manager.**

Kindergarten Application fee: \$100

If you are interested in Leapfrog for your child's Kindergarten education (K1 or K2), please complete the application form (available on our website or from the office) and return with the \$100 application fee. Your child will then be offered a place as soon as they reach eligible age and a place is available. This application procedure and fee applies also to our own Playgroup children, who will have priority over non-Leapfroggers.

Sibling Drop-in fee: \$120

We understand that sometimes it is necessary to bring along a sibling to Playgroup, for example if their regular school is closed for the day, or your helper is sick. We appreciate you letting us know if this is going to happen and ask you to pay the \$120 session fee for the unregistered child. This applies to the occasional accompaniment of a sibling of a registered Playgroup child (accompanied Playgroup classes only). Siblings under the age of 12 months may come along for free.

Fee Payment and Refunds

Kindergarten

Once you have accepted your offered Kindergarten place, you will be asked to pay a deposit of \$4,000. This secures your placement up to the deadline for payment of first fee installment, and is non-refundable should you decide not to take up your offered place for any reason. It will be assumed that your child will progress from K1 to K2 and your deposit will secure this transition, unless due notice is given (see below). If **sufficient notice is given, your deposit will be used as the final month's fees, or will be refunded** if notice is given but fees have already been paid.

Kindergarten fees are invoiced monthly, payable one month in advance or as stated on your invoice. The exception to this is the first fee payment of a new school year, which will be paid in June before the Summer break.

Fees are paid monthly, ten times a year - from August/September through to June, or you can choose to pay termly.

The monthly fee for Kindergarten remains the same regardless of public holidays, mid term breaks or any sick, holiday or other absences your child may have during the term.

Kindergarten fees cannot be pre-rated.

If you wish to withdraw your child from Kindergarten, ***one month's notice before the child's last day of attendance*** needs to be given in writing to the office for any refund of fees or deposit. If this notice should extend into another calendar month, full fees for both months must be paid, as we do not pro-rata Kindergarten fees.

Your child's place will then be offered to the next on the waiting list.

For **new children** for whom a deposit has been paid for a start in the new Autumn term, last day of notice for withdrawal of the offered placement will be the stated deadline date on the invoice for first fee payment. This will be one week before the end of the current school year.

Non-payment of first fee installment by this date will be taken as a withdrawal and your **child's place will be offered to the next child on the waiting list. Your deposit will not be refunded.**

Payment of first fee installment by the stated deadline date will secure your child's place at Leapfrog at the start of the new school year. If you choose not to send your child to Leapfrog after first fee payment is made, or notice of withdrawal is given after this date, no refund of fees or deposit will be given.

HKPPA (Hong Kong Pre-school Playgroups Association) annual membership fees for the year 2011/12 will be added to your second fee installment invoice, or thereafter on your **child's first invoice. HKPPA membership fees are paid per family.**

Playgroup

Playgroup fees (Hoppers, Tadpoles, Super 2s & Afternoon Playgroup) are invoiced termly, based on a per session fee.

Should your child enroll in any of our Playgroup classes after the start of term, you will be charged only for the remaining sessions in that term.

You will not be charged for public holidays or mid-term breaks, however no refunds or make-up classes will be given for any sickness, holiday or other absences during the term.

Playgroup fees must be paid in full and in advance, as stated on your invoice in order to secure your placement.

If you wish to withdraw your child from Playgroup, one month's notice before the child's last day of attendance must be given in writing for any refund of fees.

You will be refunded for all paid sessions remaining after one month from the day of notice.

No refund will be given for any swapping of sessions which results in a lesser fee, once original invoice has been paid.

HKPPA (Hong Kong Pre-school Playgroups Association) annual membership fees will be invoiced through Leapfrog at the start of the new school year and thereafter will be added to each child's first invoice on registration at Leapfrog. HKPPA fees are paid per family.

Parking

Our beautiful location in Sai Kung Country Park does bring with it some restricted access to private cars. You will ordinarily not be allowed access through the Country Park barrier without a special permit. Leapfrog does receive a limited number of these permits from the AFCD (Agriculture, Fisheries and Conservation Department) but these are for dropping off and picking up only (not parking) and they are invariably given to parents of our Kindergarten children, who are dropping off and picking up twice a day, **every day. Playgroup parents may need to park in the public car park at the visitor's** centre and enjoy the short walk to Leapfrog. If you are allowed access, please park inside our car park, not along the road, and **please be mindful of our neighbours'** access by not blocking up the lane into the car park, as well as further into the village leading to our **neighbours' houses below us.**

Buses and taxis have unrestricted access through the barrier.

Where to find us

Public Transport

Minibuses number 7 and 9, and double decker bus number 94, go from Sai Kung bus stations all the way to Leapfrog. Make sure you ride on the bus all the way into the

Country Park and through the barrier. Get off at the first bus stop after the barrier. This drops you just past Pak Tam Chung Village, which is directly opposite the small drinks stall on the other side of the road. Go into Pak Tam Chung Village itself, up the path and there we are.

If you are coming from Sha Tin or Ma On Shan you need to take bus numbers 99, 299 or 807B. Get off at the Mak Pin roundabout (at the end of Sai Sha Road just before the bus would turn right to Sai Kung). Cross over to the opposite side of the road and wait for minibus number 7 or 9, or double decker bus number 94 coming from Sai Kung (then follow instructions above).

If you take a taxi, make sure you tell the driver to go to Pak Tam Chung Village, just inside the Sai Kung Country Park.

Driving a private car

From Sai Kung or the Mak Pin roundabout (if you are coming from Shatin or Ma On Shan), you drive along Tai Mong Tsai Road all the way into the Country Park. If you don't have a permit you might have to park in the Sai Kung Country Park Public Car Park and walk through the gate. It's a short refreshing walk, see below. If you don't have a permit, try to tell the guards that you are just dropping off at Leapfrog and they might let you in. Please call Ailish in the office (2791 1540) if this poses a problem and see **further details in "Parking" above.**

Once you have passed the gate (or Barrier) you are very close. If it wasn't for the trees, you would see Leapfrog from the gate. Just drive/walk approximately 60 metres and there we are on your left - in Pak Tam Chung Village - opposite a small drinks stall on the other side of the road. You will see a few post boxes, one with the number 11 on it - and a little sign saying LEAPFROG. Go up the path and up the stairs and there we are.

If, when you have driven past the barrier, you come to a turning in the road (towards Wong Shek Pier) - you have gone too far! Turn back and look out for the sign for Pak Tam Chung Village, or the small drinks/noodle stall on the other side of the road.

Communications

Kindergarten

Due to the small size of our community we know all our parents and aunties and uncles by name. **We are lucky to be able to chat briefly about the children's day at the end of the school day if parents wish to do so.** For any more detailed discussions please let us know and we will arrange for a private meeting.

Both our teachers and administrator use email to pass on important messages to parents. We have a message board on our website (news.leapfrogkindergarten.org) but all important messages will be passed on via email. We are hoping to be able to go fully green and use only digital messages soon, so it is very important to update all relevant email addresses to our office as soon as any changes are made.

At Leapfrog we issue our Newsletter every month and email to all our parents. We also have an active web site where we post our latest news (including monthly newsletters),

photos and documents. The main entry to our website is through www.leapfrogkindergarten.org, but you can also enter our NEWSROOM directly www.news.leapfrogkindergarten.org or our PHOTO site www.photos.leapfrogkindergarten.org. In addition we post our latest notices on Facebook in order for our community to be able to enjoy what we are doing at Leapfrog.

Please check your child's book bag every day. In it you will find your child's chosen library book, any art work that is being sent home and the occasional important paper message - not to mention any party invitations!

It is essential that the Emergency Form/Registration form is always up to date. It is important for us that we have, at all times, your current phone numbers, email addresses and home address. Please email any changes to Ailish in the office as soon as they come into effect and she will ensure updates are made on all relevant lists and forms. This also includes when a new helper joins a family - please inform us of this immediately, introduce them to us if possible and pass on any new mobile phone numbers.

Playgroup

Currently, most communication between Leapfrog and Playgroup families is done by email via Ailish in the office. We are hoping in the future to introduce direct email contact with our Playgroup teacher for any matters other than enrolment or payment of fees. We will let you know when this comes into effect.

Please check your child's personal tray every time you come to Leapfrog, or ask your helper to do so if she or he is the one who regularly attends. Any messages or paper-work to be sent home will be placed here, along with your child's completed arts and crafts.

Classroom

Food and Drink

The Kindergarten children will sit down together for snack time at approximately 10.30am/2.30pm, following our second circle time. Please provide a healthy snack (fresh or dried fruit, vegetables, cheese, seaweed etc) and water in clearly labelled leak proof containers. Plain biscuits are supplied if the children are still hungry after finishing their own snack.

The Playgroup children also sit down together to enjoy their snack and drink after the first circle time. Again, we encourage you to provide a healthy snack (no sweets or chocolate please), no fizzy **drinks and please don't share food with other children.**

We encourage you to restrict eating only to snack-time and only when the children are sitting down at the table.

Please respect our nut-free policy and don't bring or send in any food containing nuts.

Birthdays

For every child's birthday in Kindergarten we send home 'The Birthday Book'. The parents are encouraged to go through every year of the child's life so far and present in words and with photos the most significant events of each year. In the classroom we will

sit down with the child and they will 'read' the birthday book for his/her classmates. **Each birthday child chooses a friend to present each year as the 'earth' that goes around the 'sun'.** It is customary that parents send in a special snack for all the children to enjoy together ; cup-cakes are perfect for this.

Playgroup children can also mark their birthday in a special way by bringing in a special treat to share at snack-time such as a cake or cup-cakes. Please let us know if you are planning to do this, and take care not to use any nuts or nut-products such as peanut oil.

Library

The Kindergarten children are given the opportunity each day to choose a library book to take home. Please take the time to sit and read this book with your child when you can. The book should be returned the next day, when another book can be chosen. If your child wants to hold onto the same book for a little longer, just let us know!

Your Trash is our Treasure

Leapfrog is a non-profit making organisation. We are therefore always on the lookout for good quality toys, books, dressing up clothes or discarded boxes, carbon tubes, fabrics etc. Please think of us before you throw anything out - old mobile phones, business name cards, kitchen equipment - the children love to include all sorts of things in their imaginative play! Additionally, we also hold a number of fund-raising events throughout the year. We very much appreciate your attendance and support at these events.

Parent involvement opportunities

Kindergarten Duty parents

We also have a long history of parents volunteering on a regular basis in the Kindergarten classroom. If you can help us in this respect we would be delighted to have you! Please **let Louise know if you can commit to a regular "Duty Parent" Roster, or if this is not possible, any "odd" day you can stay!** The kids love it - and so do we!

What is expected of duty parents?

One important job that needs to be done every day is to help the children to change their library books. Each child has their own book bag, and they can take home one picture book each day, but only on return of the previous one. Please ask each child if they would like a new book, and if so, help them to select this. There will be a card in the **back, stating the name of the book. The card needs to be put in the child's named red pocket on the library wall chart. The child's name card will then go in the back of the book that is going home.**

Please note that there must always be one adult outside during free choice activity time, and it may be you! We tend to be flexible, negotiating this between ourselves as we go along, according to the nature of the activities available.

After 'snack', the tables will be cleaned. Each of the activities, such as games, puzzles, etc. may then be replaced as they were prior to snack time for the children to carry on playing as before.

Felt-tipped pens, pencil crayons, Pritt Sticks, etc. need to be kept in their separate named containers-feel free to sharpen or discard any of these as necessary, as they get a lot of use! Please remove laces from the lacing and threading activities before putting away, as it saves time when we get them out on another occasion.

You may also be asked to help prepare materials for future craft projects.

Finally, we all have a really big tidy before the last circle time.

Always ask questions, if you are not sure about anything!

Committee

Leapfrog is a charity organization, predominantly run by parents. You may not be aware that there is a committee of parents who meet together regularly to oversee the running of the school in conjunction with the staff. Please let us know if you are interested in joining the Committee - we are always looking for new members!

Field Trips

At Leapfrog we try to organize at least one Field trip every term as a regular part of our Kindergarten curriculum. Depending on the nature of the trip we sometimes offer the playgroup children to enjoy the trip with the older children.

For every trip we prepare a letter with a permission-slip to the parents where we explain the nature and details of the trip. At all times every child needs to be accompanied by a named adult. If parents are unable to provide someone to escort their child we will always have one or two spare people to be that named person. Children will not be accepted on a field trip unless the permission-slip at the bottom of the letter has been signed and returned.

Policies and Procedures

Behaviour Management – Kindergarten

At Leapfrog we believe that children and young people understand and benefit from clear boundaries, setting limits for acceptable behaviour at pre-school. These boundaries are essential for their safety as well as that of other children and staff and will help them to develop into considerate, caring individuals.

Praise, encouragement and rewards are used to reinforce acceptable behaviour. We support and advocate a positive approach when dealing with unacceptable behaviour.

The following principles are promoted when working with the children:

- Keep them safe – provide secure limits they can test.
- Keep them secure – listen to them, respect their views.
- Explain things at an appropriate developmental level.
- Adults in the preschool will praise and endorse desirable behaviour no matter how small that may be.
- Positive words will be used to remind children about their behaviour.
- **Adults will never label a child as "naughty" or "bad".**
- **If a child's behaviour is unacceptable it will always be made clear to the child in a reasonable way.**
- Physical punishment will never be used or threatened.
- No shouting at children unless a child is in danger.
- All adults in the school will ensure that the boundaries are consistently maintained throughout the school to ensure the children develop a sense of security and understanding of their responsibilities.
- Adults will act as positive role models for the children displaying consideration and respect to both children and adults.

We teach our children to be kind and considerate to each other, and to the adults in their lives. This includes:

- Using their words when expressing their feelings to peers.
- Using polite words and manners (no name-calling).
- Taking turns and sharing accordingly.
- Keeping their hands and feet to themselves.
- Refraining from hitting, pushing or bullying other children.
- No running inside the classroom or on footpaths.

If any child has difficulty maintaining these boundaries causing harm or offence to another child or adult or putting themselves at risk, the teacher will:

- Speak to the child explaining why their behaviour was unacceptable.
- If necessary, remove them from the specific activity or in some instances from the room (they will be accompanied by a teacher).
- Discuss **the child's behaviour with their parents**, either face to face or by email.
- Record as necessary details of incident & how it was dealt with.

- If the unacceptable behaviour is a recurring issue the teacher/principal will make detailed observations and discuss with the parent their observations and experiences at home to establish any possible reason for the behaviour and develop an action plan to address the issues.
- In instances when the parent is present, the responsibility will be that of the parent to deal with the situation and to request assistance from the teachers if needed.
- If the child is accompanied by a carer when behaviour problems occur, the teachers will always try to communicate directly with parents (by email or phone) and explain the issue.

Special Needs

Leapfrog welcomes students with special needs. Kindergarten Admissions are based on availability and dependent on a case-by-case basis. Parents whose child has special needs are encouraged to consult directly with Leapfrog Principal before applying. Admission decisions for students with special needs are made by the Leapfrog teaching team in line with Leapfrog's committee. Parents may be asked to provide additional assistance in the classroom depending on the nature of the case.

Siblings in K1 and K2

At Leapfrog Kindergarten we acknowledge that in the case of siblings born in consecutive years and therefore being eligible to attend both K1 and K2, it would be logistically difficult to have one child attending in the morning and another in the afternoon. Assessed case by case, siblings may be enrolled in the same group. Please discuss this with us if it applies to you and we will do our best to ensure what is best for your children and yourselves.

Sick Children and Illness policies

We aim to keep children well, prevent the spread of disease and to comply with local Health Department regulations. Our administrator Ailish Cotton is in regular communication with Hong Kong Health Department and she keeps our parents and staff informed regarding any concerns that they might have.

Prevention of Illness

We do our best to prevent the spread of illness through frequent hand washing, and regular cleaning of toys. Children will be reminded to wash their hands after using the toilet and before eating. All toys and shared equipment are cleaned with an appropriately diluted bleach solution (as recommended by the Dept of Health) on a regular basis. Should your child become ill at school, we will contact you to come and collect your child.

Sick Children

The decision to keep a child home is hard to make if the symptoms seem slight. If in doubt, keep your child home and consult a doctor. The following ideas may help when deciding whether to keep a child home or send them to school.

- If your child has a fever that elevates above their normal temperature, please keep them at home.
- If your child has a heavy cold with sneezes, wheezes and misery, this usually means that germs are being spread so the child is better off at home.
- If a child experiences diarrhoea or vomiting it is advisable to keep them home for at least 24 hours after the final episode.

Communicable Disease

If your child has any form of communicable disease please notify us immediately. We are required to keep a log of illnesses so that we can notify the government of any disease **out breaks, therefore we may ask you for specific details on your child's illness. We will** also let you know if there is a risk of an outbreak of any sort in line with information from the Government.

Medication

Children will not be given any medication without the prior signed form (Medicine Consent form) of a parent and/or child physician. If this applies to your child, please ask our administrator for the form.

First Aid

Our teachers and various staff are trained and certified in emergency first aid and CPR for paediatric and adult care.

All school injuries, including minor ones are documented. We will record them in the **Incidents & Accidents** log book and ask parents to sign in person. If parents are unable to sign the form we will email or phone them directly to explain the nature of the incident or accident. A copy of the log book entry will be sent home if necessary.

In the event of any major injuries, we will call the first person on the contact form immediately. Please note that if we have called the Emergency Services, we will most likely ask that person to meet us at the hospital. We will accompany the child until you arrive. Also note that Hong Kong Emergency Services is a public service and all ambulances are required to go to the nearest public hospital.

Fire Drill

Fire Drills are held twice a year. We spend considerable time teaching the children about fire drills and practicing with them before the actual drills. We will also let you know when there will be a drill so that you can help prepare children.

A registered fire service installation contractor will inspect fire installations and equipment every 12 months. Fire extinguishers will be kept in good condition and recharged when necessary.

Evacuation Plan

For fire, chemical hazard, any environmental or human hazard or threat - dial 999 as soon as the problem is detected.

Sound the Alarm - whoever identifies the hazard first is to set the fire alarm or blow the whistle, then ensure that another staff member has heard the alarm and acknowledges their intention to action the evacuation process

Kindergarten Head Teacher or Playgroup Supervisor - whoever is alerted first is to then alert the other staff member.

The Head Teacher and Playgroup Supervisor are to collect the attendance rolls and direct any other adults to help with the evacuation of children - stating which exit is to **be used, either 'A' or 'B'**.

One teacher will go with the first group of children to the meeting place and keep children together calmly, waiting for everyone else to arrive.

The Education Assistant will go and check the bathroom and collect any children there. Notify any staff in the office or kitchen area and then return and check the playground, checking in the play houses and climbing frames to ensure no children are left behind unseen or hiding. The Education assistant will then exit the premises to the meeting place - checking along the way and assisting anyone who needs help.

Meeting Place & Roll Call - everyone will meet down in the car park across to the right of the path out of the way of emergency access and vehicles. Children and adults will wait in silence and listen as the class list is read out - clearly answering as their own name is called. The teacher will record their presence. If a child or staff member is not present the Play Group Supervisor will return to collect them. Staff, adults and children will only return to the school premises when the school is declared safe to do so.

Typhoon/Rainstorm - Severe Weather Procedure

As you know, we are frequently hit with heavy rains and typhoons during the warm months. Please keep yourself informed by frequently checking the weather observatory website- <http://www.hko.gov.hk/contente.htm> and their dedicated page on weather info for HK schools <http://www.weather.gov.hk/school/main.shtml>. The observatory website is continually updated, and as a result is the most accurate source of information for you. We will update our website for any special cases.

If your child is attending morning Kindergarten or Playgroup, check the Observatory website at 8:00am. If the warning signal is Typhoon signal 1- School open as usual, but please check the Observatory website for updates.

Typhoon signal 3 or higher - SCHOOL CLOSED.

Red or Black Rain warning- SCHOOL CLOSED.

If a Typhoon signal 3 or 8 is hoisted during school session, please come and pick up your child when it is safe for you to do so. Teachers will remain with the students until all are picked up.

If a Red or Black Rain warning is hoisted during school sessions, school will operate until the regular scheduled time. The main concern with heavy rain is safety while travelling, so please pay attention and choose a safe time to pick up your child. If it looks like this

may be before normal school closure, you are welcome to pick up your child early. If the rain is particularly heavy at pick-up time and you are unable to safely get to school, then do not leave your home until it is safe to do so. The teachers will stay with the children until you can arrive.

If your child is attending a PM session, e.g., afternoon Kindergarten or Playgroup, please check the Observatory website at 12:30pm. Then follow procedures above.

Note that the teachers will be at school in all weather except for Typhoon 8 or if the Red or Black Rain Warning was in place before 6.15am.

Please see "Severe Weather Procedure" on our "Quick Links" on our website.

(<http://www.leapfrogkindergarten.org/quicklinks.html>)

Toileting and Intimate care

Help is offered to children when using the toilet but Leapfrog encourages parents to teach their child how to clean themselves after toileting in order to maintain their privacy and dignity at school.

Children will wash their hands after using the toilet with soap and water. Teachers will assist in showing them how to do this properly.

If children need to attend the toilet in between times they will be accompanied by a teacher or the school assistant. Duty parents will not be asked to take any children, other than their own, to the toilet.

Toileting accidents

If a child soils themselves, the child will be changed immediately either by a teacher or the school assistant, using wet tissues. Parents will be informed about the incident when the child is collected or via email the same day.

Children will be told what is happening at all times and asked if they are comfortable. Children will be encouraged to clean themselves where ever possible. The privacy of each individual child should be ensured. Dirty clothes will be rinsed out, if necessary, and placed in a sealed plastic bag to take home.

Nappies

Children attending Leapfrog Kindergarten should be toilet trained and therefore not needing to wear nappies. However in circumstances where this may not be the case, please provide a spare nappy for your child. If he or she needs changing the staff will follow the same procedure as for changing a child who has had a toileting accident.

Cleaning

Each room has a cleaning schedule where it's specified how often specific cleaning takes place. At the beginning of each term the entire school is deep-cleaned. All toys and equipment are disinfected and all furniture is cleaned inside and out.

Child Protection

The Leapfrog staff members will ensure to respond to any child protection concerns in a consistent and fair manner towards the children. In line with Hong Kong procedures a parent will be informed of our intention to inform social welfare if the child is at risk of significant harm.

- The individual who has observed incident/ injury or has received concerning information will immediately inform the Principal.
- The Principal will decide who is the best person to talk with the child regarding the reported concerns. That person will talk to the child and listen carefully to what the child has to say. Information will be recorded on the Cause for Concern Sheet. The teaching team will, based on the observation, then decide if there is still a need for investigation.
- If it is felt there is still a cause for concern another observation may be planned. The Child Protection Unit may also be contacted for advice.
- We respect confidentiality at all times. Any documents will be filed in a separate child protection file.

All child protection concerns will be recorded on the relevant paperwork and kept separate to any other files relating to the children. They will only be accessible to relevant personnel dealing with the issues.

Leapfrog as part of their safeguarding procedures will ensure that all staff have the relevant criminal records bureau clearance. Any allegations made against members of staff will be dealt with swiftly and immediately.

Forms (kept with administrator):

1. Information to child Protection Special Investigation Team.
2. Cause for Concern Sheet

END