



NEW STUDENT *Orientation*



W e l c o m e L e t t e r

Dear Parents & Students,

We are delighted to welcome you to the **YCIS** Beijing Family! We know that you and your family will have a superb experience during your time with us.

To prepare you for the first day of school we have put together some useful information about what to expect on the first day as well as a list of items to collect and prepare.

The **YCIS** Beijing New Student Orientation will be held on Friday, the **19th of August 2016**. The day will consist of meeting the Co-Principals and other key academic staff, an information session by the Academic Department, meeting your class teachers and submitting or collecting any outstanding items and documents from the Admissions Office, for your first day of school on the **22nd of August 2016**. More detailed information will be available soon.

For your convenience, please register and collect your "First Day Checklist" and "New Student Welcome Package" in the reception area in Building A when you arrive on campus. Our friendly admissions staff will be available to assist you throughout the process and guide you through your checklist to ensure that you are all set for the first day of school.

Below you will find some useful information about the contents of your "New Student Welcome Package" and other New Student Services on offer. Please note that some of you may have already applied for and received some of the below mentioned items.

Student Security Identification Cards

Each student and parent will be issued a unique **YCIS** Photo Identity Card. Your ID card comes in very handy as it allows you access to our campus via the security office, you may also borrow books from the school libraries, as well as make payment for lunches and café snacks during the school week as your ID card is also your lunch card. The ID cards may be topped up with funds at the school cafeteria in Building E.

Driver/Nanny/Guardian Pick-up Card

Should you wish to arrange for any third-party individuals to assist with the pick-up or drop-off of your children, please apply for an additional ID card by submitting a completed Nanny/Driver/Guardian Application Form to the Admissions Office before the first day of school. Should you wish to make such arrangements after the first day of school, please contact our **YCIS** School Administration Office at schooloffice@bj.ycef.com.



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Private Car Permits

To ease traffic at peak times, we do allow some vehicles onto the school campus during morning drop-off at school and afternoon pick-up from school. Private Car Permits will allow your vehicle access onto the campus. Should you feel that you would like to make use of this service you may apply for a permit at any time after August 22nd at the School Administration Office (Front Desk), in Building A. Please note that there is a limit on the number of permits available and a refundable deposit of RMB50 per permit is required.

Uniform Collection

Parents are requested that students collect their school uniforms **before August 19th**, as to be prepared for the first day of school. For your convenience you may arrange for uniform collection at any time during weekdays between now and August 12th. Should you not be able to collect student uniforms by that time, not to worry the uniform store will be available between 08h00 to 11h30 and 12h30 to 15h30 weekdays, for families arriving after August 19th. A changing room is also provided in the uniform store for your convenience.

Student Transportation & Bus Pass Information

Parents who already applied for Student Transportation Services (Bus Service) may collect the Student Bus Passes on or before the first day of school. Should you wish to make use of the Student Transportation Service for the first day of school, please inform your Admissions Representative and complete the bus application in advance. All student bus passes display your respective bus code, Pick-up and Drop-Off times, the Bus driver's mobile phone number as well as the onboard "Bus Supervisor" details.

For all students walking home from the designated bus Drop-Off area without adult supervision, requires a signed parent/guardian consent form. Please make your request during the first week of the new school semester. Should you at any time have any queries or if you would like to enquire more about the School Transportation Service, please contact our bus Coordinator, Mr. Leon Wang via phone 010-8585 **1821** or email: leonw@bj.ycef.com.

Student E - Learning @ YCIS Beijing

Once enrolled, students can visit the e-learning section of the **YCIS** Beijing website for study purposes & stories in Chinese and English. Some educational websites are recommended to students as well. Students may access the e-learning section by following the below process:



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Go to the YCIS school web-site: www.ycis-bj.com
Click "Student Login" on the upper left corner
Input student's User ID and password
Click "CAL Online", "Fun Stories" or "Favorite Website" to read on

Login details can be found in your New Student Welcome Pack.

Parent's Portal @ YCIS Beijing

At YCIS Beijing we would like to maintain effective communication between the school and our parents. Besides emails, we will display important notices on the parent's portal of our website. You may access the Parent's Portal with your user ID. Please note the following procedures:

Open our school web-site: www.ycis-bj.com
Click "Parent Login" on the upper left corner
Input parent's User ID and password
Enjoy browsing the Parents Portal

Login details can be found in your New Student Welcome Package.

Note: If you have not yet received any Login details for you and your children by **August 30th**, please contact Ms. Tracy Su at our School Administration Office at **010-85851867** or via email: schooloffice@bj.ycef.com

For any questions, please do not hesitate to contact us.

We look forward to welcoming you to YCIS Beijing soon.

Best Regards,

YCIS *Beijing*
Office of Admissions