

# EARLY YEARS PROGRAMME (EYP)

# PARENT STUDENT HANDBOOK



## OUR STORY

TESLA Education, named after the visionary scientist Nikola TESLA, is a hub for innovative, holistic education in Vietnam. Since its founding in 2015, TESLA has been dedicated to shaping future-ready students with a strong ethical foundation, global awareness, and a passion for innovation.

Our campus in Tan Binh started with Early Years education and has since expanded to include Primary and Middle School programs. By the 2025-2026 academic year, TESLA will offer a complete educational pathway, including Senior Secondary School (Grades 10-12), providing students with a seamless journey toward academic and personal success.

TESLA blends the prestigious International Baccalaureate (IB) framework with the Vietnamese National Curriculum, offering students an education that is both globally recognized and locally rooted. Our mission is to empower young minds to dream big, think critically, and lead with purpose, guided by values of creativity, collaboration, and social responsibility.





## Welcome Message

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Dear Parents,

TESLA Early Years Program extends its warmest greetings and heartfelt wishes for your health and happiness. We express our deepest gratitude for your trust in choosing TESLA as the nurturing environment for your child's early years. With a steadfast commitment to supporting each child's developmental journey, we highly value the close partnership with parents to unlock the full potential of our young learners during their critical preschool years—a foundation vital for their future success.

The collaboration between family and school is pivotal in creating meaningful differences in a child's education. To this end, we are pleased to present the TESLA EYP Parent Handbook, which outlines our policies, services, and essential information to help you understand the operations of TESLA EYP. This guide aims to foster effective cooperation, ensuring an optimal learning and growth environment for your child.

# VISION, MISSION AND CORE VALUES

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## VISION:

We envision a future where every student becomes a bold innovator, strengthening Vietnam through their contributions and leading globally with empathy and insight. Our school will be a hub of ideas that drive Vietnam's growth and inspire solutions for the world's challenges. We redefine education by blending local cultural pride with a global mindset, preparing students to shape a sustainable, inclusive future. In our environment, students explore the world beyond.

## MISSION:

At Tesla Education, we seek to ignite curiosity, break barriers, and empower students to think boldly, take risks, and lead the future with purpose and passion. We cultivate fearless learners who dream big, challenge conventions, and innovate to advance Vietnam's development while addressing global opportunities and challenges. We nurture future pioneers who hold fast to local traditions yet are ready to collaborate and lead in an interconnected world. Together, we create a community where creativity, collaboration, and a commitment to progress drive every learning opportunity, ensuring our students shape the future of Vietnam and the global stage.

## CORE VALUES

At Tesla Education, we foster innovation and leadership, anchored by our core values:

- **Integrity** Upholding honesty, commitment, and accountability.
- **Growth** Striving for excellence through active engagement.
- **Caring** Valuing compassion and empathy, promoting wellbeing.
- **Community** Embracing collaboration, open-mindedness, and global awareness.

## BELIEFS AND PRINCIPLES

We nurture a community of learners, recognizing each individual's potential. Lifelong learning begins with curiosity, inquiry, and personal growth through knowledge and skills acquisition. Our principles are:

- **Engagement** Active involvement and self-awareness.
- **Risk-Taking** Exploring new ideas, different perspectives, and learning from mistakes.
- **Collaboration** Thriving in safe, positive, and caring relationships.
- **Inclusivity** Engaging in meaningful, relevant, and challenging opportunities.

## INTERCULTURAL UNDERSTANDING

We promote intercultural learning and global citizenship that is inclusive, ethical, interconnected, and respectful of individual backgrounds and Vietnamese culture. We define intercultural understanding as: "International Mindedness starts at 'home' with a profound appreciation of Vietnamese and other cultures, our diversity, and recognition of our local and global responsibility as embodied in the International Baccalaureate (IB) Learner Profile."

## SAFEGUARDING OUR COMMUNITY







At TESLA, safeguarding is a shared responsibility and a core commitment. Aligned with IB philosophy and CIS standards, we ensure that every student learns in a safe, supportive, and respectful environment.

We promote the physical, emotional, and psychological wellbeing of all students through proactive policies, clear reporting procedures, and a culture of care and trust. All staff are trained in child protection and are committed to upholding the highest standards of student welfare.



# EVERYDAY LIFE AT TESLA

## Who to Contact at TESLA

- **Office Hours:** Monday – Friday, 7:30 am – 5.30 pm
- **School Address:** 171B Hoang Hoa Tham, Tan Binh Ward,  
Ho Chi Minh City. VietNam (C3 Main Gate).
- **Telephone:** (+84) 98 494 8080
- **Emails:** General Inquiry: TESLAcare@TESLA.edu.vn  
Admission Inquiry: admissions@TESLA.edu.vn
- **Website:** [www.tesla.edu.vn](http://www.tesla.edu.vn)
- **Zalo OA:**  [Trường Tesla](#)
- **Facebook:**  [Teslaedugroup](#)
- **Instagram:**  [teslaeduvn](#)
- **LinkedIn:**  [Tesla Education](#)
- **YouTube:**  [Trường Tesla](#)
- **TikTok:**  [truongibquoctetlesla](#)

Staff	Subjects	Email Address
Ms Thu	Early Years Program Coordinator	thu.nqa@tesla.edu.vn
Ms Ngoc	Kindergarten Homeroom	ngoc.dth@tesla.edu.vn
Ms Ikram	Early Years and PYP Homeroom	Ikram.Bouhab@tesla.edu.vn
Ms Tham	Early Years Homeroom	tham.tth@tesla.edu.vn
Ms Phan	Early Years Teacher	phan.dn@tesla.edu.vn
Ms Yen	Librarian and Information Literacy Teacher	yen.ntk@TESLA.edu.vn
Mr Quan	KG Music	Quan.vta@TESLA.edu.vn
Ms Truc	KG Visual Arts	truc.ntt@TESLA.edu.vn
Ms Diem	Physical and Health Education and Swimming	diem.htn@TESLA.edu.vn
Mr Bao		bao.nkq@TESLA.edu.vn



# ARRIVAL & DEPARTURE

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We want every child to start and end the school day safely and calmly. Students may arrive by school bus or be dropped off by parents.

- Operating Hours: 7:15 AM to 5:00 PM, Monday through Friday, following the specific schedule for each class.
- Pick-Up Time: 4:00 PM to 4:30 PM. Parents are kindly requested to pick up their child before 4:45 PM.
- Late Pick-Up: Children not picked up by 4:45 PM will be supervised in a designated late pick-up classroom. Parents picking up after this time will incur fees for after-hours care.
- To ensure safety, parents must provide photographs of the child and authorized guardians upon enrolment for identification purposes.
- If someone other than a parent or guardian is picking up the child, prior notification via the TEAMS platform is required.
- For safety reasons, the school will not release a child to anyone under 17 years of age.
- Parents are encouraged to pick up their child directly from the classroom to facilitate communication and discussion with the teacher.

# ATTENDANCE & PUNCTUALITY

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Being present and on time is one of the most important habits for student success - not just at school, but in life. Every lesson builds on the next. At TESLA, we understand that sometimes life gets in the way - a traffic jam, a flooded road, or an unexpected situation. What matters is communication, honesty, and making school a priority.

## Expectations

- Students should attend all school days unless there is a valid reason.
- Be on campus by 8:00 AM to begin the school day. Repeated late arrivals without a valid reason will prompt a meeting.

## Reporting Absences or Lateness

- Notify the school by 8:30 AM via phone, TEAMS, or email.
- Long-term absences need documentation. Sleeping in or taking family holidays is not considered an excused absence.
- If a student will be absent for a week or longer, please submit a leave request to the homeroom teacher at least 3 days in advance. Meal fees will be refunded.

## Excused Absences

Please see the list below for examples of excused absences, acceptable documentation, and unexcused absences.

Example of Excused Absence / Lateness	Acceptable Documentation
Personal Illness	Note or email provided by parent or guardian.  If absent longer than 3 days, a medical certificate verifying the illness or conditions causing the absence must be provided.
<ul style="list-style-type: none"><li>● Family Emergency.</li><li>● Major road conditions or traffic.</li><li>● Medical appointments or other appointments with authorities (e.g. embassy).</li><li>● Participation in off-campus competitions or other similar events.</li></ul>	Note or email provided by parent or guardian.

## UNIFORMS & APPEARANCE: LOOKING SMART, FEELING CONFIDENT

Students are required to wear the appropriate TESLA uniform each day. Uniform options include formal school uniforms, PE uniforms, and house t-shirts. These items are available for purchase from the Administration Office.

### UNIFORM GUIDELINES:

- Formal uniforms must be worn from Monday to Friday.
- PE uniforms are worn during physical education and after-school activities.
- School or PE uniforms are required for school trips.
- House t-shirts may be worn on assembly days.
- Students who wear glasses should use sports goggles during PE, swimming, or sports classes.
- Special Events: For festivals, events, or special occasions, the school will provide advance notice to parents to prepare appropriate attire for their child.

### FOOTWEAR GUIDELINES:

- Students must wear closed shoes or sneakers.
- High heels and platform shoes are not allowed.
- Crocs and sandals may be permitted in certain settings if safe and appropriate.
- PE requires appropriate sports footwear.

# MEALS & NUTRITION: HEALTHY BODIES, HEALTHY MINDS

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At TESLA, we believe that healthy eating supports healthy learning. We are committed to student well-being and partner with a professional catering team to provide nutritious, balanced meals each day - breakfast, lunch, and snacks. Our menu features a mix of Vietnamese and international dishes, designed to give students the energy they need to learn, grow, and stay focused throughout the day.

To support health, hygiene, and safety:

- Students may not bring food from home or outside sources.
- Monthly menus are posted in the dining hall, shared on our website, and available via the Admin Office.
- If your child has any food allergies or special dietary needs, please inform the school promptly. These children are permitted to bring their own lunch and snack. However, sharing food is not allowed.

We kindly ask parents not to send high-sugar or high-carbohydrate snacks. These items can contribute to childhood obesity, emotional imbalance, and poor concentration during learning time. Instead, we encourage healthy eating habits that promote consistent energy levels, emotional regulation, and overall well-being.

## HEALTH, SAFETY & STUDENT CARE

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At TESLA, your child's safety and well-being come first. Our Health Centre is staffed by a qualified school nurse, who is available throughout the school day to:

To support health, hygiene, and safety:

- Provide first aid and manage minor illnesses.
- Monitor students' health during the day.
- Administer medication in line with health regulations.

We provide regular health education sessions to help children learn good hygiene, healthy eating, and positive daily habits. For everyone's safety, children with signs of contagious illness—such as diarrhoea, ongoing cough, unexplained rashes, or high fever—should stay at home. If symptoms appear at school, your child will be sent home.

If your child becomes unwell during the day, our school nurse will contact parents or guardians immediately. If a child's condition requires urgent care and parents cannot pick up within 1 hour, the school will arrange hospital care for the child's safety. All medical costs will be the responsibility of the parents.



## EMERGENCY PROCEDURES

TESLA has clear procedures in place to keep your child safe in all situations:

- All staff are trained in CPR and first aid.
- We conduct regular fire evacuation and lockdown/earthquake drills.
- Our fire safety systems are checked and maintained frequently.

We are committed to ensuring that every student knows how to respond calmly and safely in an emergency.

## TOYS FROM HOME

At TESLA, we understand that toys can provide comfort and fun, but we also aim to maintain a safe, respectful, and distraction-free learning environment. The following guidelines help ensure all students can learn and play safely:

### ALLOWED ITEMS

- Comfort items (e.g., small plush toys or blankets) for younger children or students with emotional needs.
- Educational toys or materials approved by teachers for class use or presentations.
- Special toys for designated events or learning activities (with teacher permission).

### ITEMS NOT PERMITTED

To protect student wellbeing, the following items are strictly not allowed:

- Items with sharp edges, small parts, or unsafe materials (metal, plastic, rough surface).
- Toys or games involving gambling (e.g., playing cards, betting tokens).
- Items with any sexual content, suggestive themes, or inappropriate imagery.
- Extremely expensive toys that may be lost, damaged, or cause jealousy among peers.
- Toys resembling weapons or with sharp/unsafe parts.
- Noisy or disruptive toys, including those with flashing lights or loud sounds.

### RESPONSIBILITY & REMINDERS

- TESLA is not responsible for lost or damaged toys brought from home.
- All items should be clearly labeled with the student's name.
- If a toy is deemed inappropriate or disruptive, it may be collected and returned at the end of the day.

If the parent is unsure whether a toy is appropriate, please check with your child's teacher or the school office.

# BIRTHDAY CELEBRATIONS

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At TESLA, we believe birthdays are a wonderful opportunity to celebrate each child and create happy memories with their classmates.

## **TIMING:**

Celebrations take place between 3:00 PM and 4:00 PM to avoid disruption to the learning schedule.

## **ARRANGEMENTS:**

- Please contact your child's teacher at least one week in advance to plan the celebration.
- Teachers can advise on suitable activities and food options that follow school safety and health guidelines.

## **FOOD SAFETY:**

- All food items must come from verified, reputable sources with original labels and seals intact.
- Parents are asked to keep the labels for at least one day after the celebration for safety verification.
- Home-cooked food is not permitted to ensure allergy management and food safety compliance.

# AFTER-HOURS CARE SERVICE

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TESLA offers after-hours care for students who need to remain at school beyond the regular pick-up time.

## **REGULAR PICK-UP:**

- Standard pick-up time is 4:00 PM - 5:00 PM.
- After-hours care applies only after 5:00 PM.

## **FEES:**

- 5:00 PM – 5:30 PM: 100,000 VND/child
- 5:30 PM – 6:00 PM: 200,000 VND/child

## **CALCULATION:**

- Fees are charged progressively based on the actual pick-up time.
- Times are recorded in the school's late pick-up log, which parents sign each month to confirm.

## **NOTE:**

- Frequent late pick-ups may require a meeting to discuss alternative arrangements and additional fees.

# ADMINISTRATIVE SUPPORT

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The Administration Office supports families with everything from transportation, uniforms, and school meals, to fee payments and general enquiries. If you have questions or need support, please don't hesitate to get in touch - we're here to help make your family's TESLA experience smooth and positive.

## FAMILY CONNECTIONS AT TESLA

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At TESLA, we value strong partnerships between home and school. Families are an essential part of our community, and we encourage parents to engage, contribute, and stay connected in their child's learning journey.

### **TESLA Parent Association (TPA)**

The TPA welcomes all families and works with school leadership to build connections, support events, and enrich the student experience.

### **Parent's Voice**

Open communication is key. For concerns, please contact your child's teacher first. If needed, you may then speak with the Programme Coordinator or Head of School. To ensure fairness, we ask that parents do not address student matters directly with other families. We follow these principles: respectful communication, timely responses (within two working days), and clear follow-up.

### **House Spirit**

Our House System is for families too! Parents can join in school spirit—cheering at events, joining service projects, or friendly competitions—helping us celebrate teamwork, respect, and pride together.

# WHAT TO BRING: STATIONERY & SCHOOL SUPPLIES

At TESLA, we encourage students to take responsibility for their belongings and come to school prepared for learning and activities. Below is a guide to essential items your child should bring:

<b>PERSONAL ITEMS (ALL GRADES)</b>	<ul style="list-style-type: none"><li>• Plastic water bottle with strap (labelled with name)</li><li>• Swimming gear for PE (on swimming days): Swimsuit, Swimming goggles, Swimming cap, Towel, Waterproof bag</li><li>• Child-safe insect repellent spray.</li><li>• Hat and sunscreen (kept at school).</li><li>• Toothbrush, toothpaste, and rinsing cup (kept at school, returned weekly).</li><li>• Sleeping kit: blanket, pillow, and bedsheet (kept at school, returned weekly).</li><li>• Slippers: one pair.</li><li>• Clothing: three sets (one kept at school, two brought daily).</li><li>• Personal face towel (replaced daily).</li><li>• Medium-sized bath towel: one kept at school, one for swimming days.</li></ul>
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## VISITING OUR CAMPUS: BEING RESPECTFUL TOGETHER

### Reporting to the Office

All visitors must check in at the main reception before entering classrooms or learning areas.

### Smoke-Free Campus

For everyone's health, smoking is not permitted anywhere on campus or within 30 meters of the school.

### Pets and Animals

To ensure safety and respect for allergies, health concerns, and cultural differences, animals are not allowed on campus unless approved in advance by the Programme Coordinator (or delegate).

### Language and Behaviour

We expect all visitors to use respectful language and behaviour. Anyone using coarse language or acting inappropriately will be asked to leave.

### Photography and Video

Taking photos or videos of students is only allowed with prior authorisation from the Head of School (or delegate).

**Respect and cooperation from all visitors  
at the TESLA grounds are greatly appreciated.**

# HOW WE LEARN AT TESLA (IB OVERVIEW)

At TESLA, learning begins with curiosity. In the PYP Early Years (ages 3+), children learn through meaningful questions, hands-on activities, and real-life connections. Our goal is to develop confident, caring, and internationally minded learners ready for a changing world.

## What is the IB Early Years?

It's an inquiry-based IB framework that helps children become:

- Inquirers – asking great questions
- Thinkers – solving problems creatively
- Communicators – sharing ideas with confidence
- Caring, principled citizens – showing respect, empathy, and honesty

## How We Learn

Children explore transdisciplinary themes that connect English, Vietnamese, Math, Science, Arts, and PE in meaningful ways. Every unit encourages them to:

- Explore topics that matter to them
- Work together and share ideas
- Take action to make a positive difference

## What Subjects Do Students Learn?

Alongside IB EYP subjects, students also learn Vietnamese MOET subjects to keep cultural roots strong while preparing for international pathways.

IB EYP Subjects	Vietnamese MOET Subjects
<ul style="list-style-type: none"><li>● Language (English and Vietnamese)</li><li>● Mathematics</li><li>● Science</li><li>● Social Studies</li><li>● Arts (Visual Arts and Music)</li><li>● Physical and Health Education</li><li>● Library and Informatic Literacy</li><li>● ICT is integrated across subjects</li></ul>	<ul style="list-style-type: none"><li>● Vietnamese Language</li><li>● Mathematics</li><li>● Social Studies</li><li>● Science</li><li>● Life Skills</li></ul>

## The Six Transdisciplinary Themes

Learning in the PYP is organized around six globally relevant themes that guide **TESLA's Programme of Inquiry**:

### 1. Who we are

– Exploring identity, values, and relationships.

### 2. Where we are in place and time

– Learning about history, geography, and change.

### 3. How we express ourselves

– Understanding emotions, creativity, and communication.

### 4. How the world works

– Investigating science, technology, and the natural world.

### 5. How we organize ourselves

– Looking at systems, communities, and decision-making.

### 6. Sharing the planet

– Addressing sustainability, conflict, and fairness.

# IB LEARNER PROFILE

The IB Learner Profile is at the heart of all we do. These are the 10 key attributes we nurture in every student, helping them grow into thoughtful, kind, and balanced individuals. From the very start, our children are encouraged to be:

 <b>Inquirers</b> 	We love to ask questions and find answers.
 <b>Knowledgeable</b> 	We learn about our world.
 <b>Thinkers</b> 	We solve problems in creative ways.
 <b>Communicators</b> 	We share our ideas with words, pictures, and actions.
 <b>Open-minded</b> 	We respect different ideas and cultures.
 <b>Caring</b> 	We help and include others.
 <b>Risk-takers</b> 	We try new things with confidence.
 <b>Reflective</b> 	We think about what we do and how to improve.
 <b>Principled</b> 	We tell the truth and make fair choices.
 <b>Balanced</b> 	We play, learn, rest, and stay healthy.



## APPROACHES TO LEARNING (ATL SKILLS)

Through every unit, students build transdisciplinary skills known as Approaches to Learning (ATL). These life skills help students become more independent, organized, and effective learners:

- Communication skills: listening, speaking, sharing ideas
- Social skills: cooperating, resolving conflicts kindly
- Self-management: routines, caring for belongings, regulating emotions
- Thinking skills: asking questions, problem-solving
- Research skills: observing, exploring

## ASSEMBLIES & COMMUNITY TIME

In the Early Years, assemblies are friendly and welcoming gatherings where children celebrate their learning and practise sharing with others. These times may include:

- Singing songs and rhymes together
- Sharing class projects or artwork
- Listening to short stories or school news
- Celebrating birthdays or special achievements

Assemblies help children build confidence, practise speaking and listening, and feel part of the TESLA community—while learning values like kindness, respect, and working together.

## PREPARING FOR WHAT COMES NEXT

The Early Years lays the foundation for success in TESLA's Primary, Middle Years, and Diploma Programmes. Learning is a joyful journey—and your child is at the centre.

## FIELD TRIPS & AFTER-SCHOOL ACTIVITIES

In the Early Years, children join a variety of fun and safe activities—both in and out of school. These may include class projects, festivals, short field trips, and outdoor play days. These experiences help children:

- Learn new skills
- Stay active and healthy
- Practise communication and teamwork
- Explore local and global cultures in simple, age-appropriate ways

We encourage all children to take part, as these activities are an important part of learning and growing at TESLA.

# LANGUAGE LEARNING AT TESLA EYP

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At TESLA, language is at the heart of all learning. It helps children share ideas, understand others, and connect with different cultures. Our Language Program supports children to become confident, caring communicators in a multilingual world. Our Approach in the IB EYP, language learning means:

- Using language in every subject, every day.
- All teachers supporting children's speaking, listening, reading, and writing.
- Working together with parents to help children grow in their language skills.
- Valuing each child's home language as part of their identity.
- Encouraging children to use and hear more than one language to build empathy and cultural understanding.

## HOMEWORK: BUILDING GOOD HABITS EARLY

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In the Early Years, homework is a simple way to connect school learning with home life. It helps children build good routines, practise new skills, and share their learning with family. Our Approach Homework is:

- Linked to class learning and inquiry topics
- Short and age-appropriate
- Flexible, encouraging family time and balanced routines
- Focused on reading, simple practice, and creative activities

### Time Guidelines

- Early Years: about 10 minutes a day (reading + light practice)
- Kindergarten: 10–15 minutes a day (reading + small tasks)

*We encourage daily reading at home—in English, Vietnamese, or your child's home language.*

## DOING THE RIGHT THING: ACADEMIC INTEGRITY FOR YOUNG LEARNERS

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At TESLA, we help children understand that being honest is part of good learning. This means trying their best, using their own ideas, and being fair when working with others.

### What This Means for Young Learners

- Do your own thinking and work
- Tell others when you use their ideas, pictures, or words
- Follow the rules during class activities
- Be kind and fair when working with classmates

## **We Don't**

- Copy other people's work
- Pretend someone else's work is our own
- Ask someone else to do our work for us

We talk about these ideas in a simple way so children learn the value of honesty from the start.

# **SOCIAL-EMOTIONAL LEARNING (SEL) AND CLASSROOM WELL-BEING**

At TESLA, we believe happy, confident children learn best. Our Early Years programme supports every child's emotional, social, and academic growth, helping them become caring, balanced, and responsible learners.

## **In the Classroom**

SEL is part of daily life through activities such as:

- Making and keeping friends
- Talking about and understanding feelings
- Solving problems calmly
- Learning empathy, confidence, and resilience
- Respecting themselves and others

Teachers may use role play, circle time, stories, and reflection to help children practise these skills.

## **Extra Support**

If a child needs more help, we offer:

- Support from our EY Coordinator in small groups or one-to-one
- A referral system for concerns about stress, friendships, or behaviour
- Collaborative plans with families and teachers
- Quiet spaces for self-regulation when needed

All support is handled with care and confidentiality to help children feel safe, valued, and ready to learn.

# OUR EXPECTATIONS: KINDNESS, RESPECT, AND POSITIVE BEHAVIOUR

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At TESLA, we believe that positive behaviour is essential for a safe, respectful, and inspiring learning environment. Our expectations are grounded in the IB Learner Profile and ATL skills, helping students grow into principled, caring, and reflective individuals who take responsibility for their learning and actions.

## **Student Expectations**

TESLA students are encouraged to demonstrate the following behaviours across all areas of school life:

### **Caring & Respectful**

- Use kind and inclusive language.
- Treat others with empathy and compassion.
- Respect school property and the environment.

### **Principled & Accountable**

- Be honest and take responsibility for your actions.
- Submit your own work and meet deadlines.
- Follow school rules, including mobile phone and uniform policies.

### **Communicators & Collaborators**

- Listen actively and speak respectfully.
- Work effectively in teams and support your peers.
- Share ideas clearly and confidently.

### **Balanced & Self-Managed**

- Arrive prepared and ready to learn.
- Manage your time and emotions effectively.
- Ask for help when needed and take care of your well-being.

## **Links with TESLA Policies**

The TESLA Parent-Student Handbook works in tandem with our existing policies which can be found on our website. If in the event that any Vietnamese Laws, agreement(s) or policies are in disagreement with the contents of this Handbook then they will overrule this Handbook.



## EARLY YEARS PROGRAMME (EYP)

# PARENT STUDENT HANDBOOK



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