

基督教宣道會錦綉幼稚園

幼班開課家長須知

敬請各位家長注意下列各事項：

(一) 開課日期：：2020 年 9 月 29 日(星期二)

班別	課室	上課日期	返放學時間	班主任	協助	家長陪同
上幼信班	D-6 室	29/9(二)-5/10(一) 適應期	9:15-10:15 (1 組) 10:15-11:15(2 組) 11:15-12:15(3 組)	袁麗儀老師 李穎棋老師	宋玉星老師	有
		6/10(二)-9/10(五) 適應期	9:00-10:30			無
		12/10(一)起	8:55-12:05			無
上幼望及 全日幼望班	D-2 室	29/9(二)-5/10(一) 適應期	上幼望 9:15-10:15 全日幼望班 1:30-2:30(1 組) 2:45-3:45(2 組)	王嘉慧老師 劉樂琪老師	陳玉蘭老師	有
		6/10(二)-9/10(五) 適應期	9:00-10:30			無
		12/10(一)起	8:55-12:05			無
上幼愛及 全日幼愛班	E-A 室	29/9(二)-5/10(一) 適應期	上幼愛班 9:15-10:15 全日幼愛班 1:30-2:30(1 組) 2:45-3:45(2 組)	鄭佩儀老師 莫凱晴老師	李翠儀老師	有
		6/10(二)-9/10(五) 適應期	9:00-10:30			無
		12/10(一)起	8:55-12:05			無
下幼信班	D-6 室	29/9(二)-5/10(一) 適應期	1:30-2:30 2:45-3:45	袁麗儀老師 李穎棋老師	宋玉星老師	有
		6/10(三)-9/10(五) 適應期	1:15-2:45			無
		12/10(一)起	1:10-4:20			無

(二) 當教育局宣布各班可以正常上課之時間如下：

上午幼班：9:00am. ---12:05am.

下午幼班：1:15pm. ---4:20pm.

全日幼班：9:00am. ---4:20pm.

(學生可提前 5 分鐘回校)

(三) 學生證：請 貴家長按各級放學時間，準時在學校門外排隊，然後出示「學生證」給老師接回學生。為確保本校能安全照顧 貴子弟起見：如 貴家長未能親自到校或由成人親友代接者，務必事先或於當日放學前知會校方。又未有帶「學生證」者，請先到校務處登記資料，並取「臨時接送證」方可接回 貴子弟。如有遺失學生證，請儘速通知校務處及補領。

(四) 服飾：1. 逢星期一、三、五穿著整齊清潔之校服及黑鞋、純白色襪子。
2. 逢星期二、四穿著運動校服、白布鞋或免縛白色運動鞋、純白色襪子。
3. 如遇特別活動日，請按校方指示穿著相關服飾。
4. 為保持個人衛生，請在書包內常備可作更換之內衣褲，以便學生遺便或弄濕衣物時更換。

- (五) 請假：學生如因病/事缺課，請於當天以電話或用親筆函件通知校方。如要退學者，請預早一個月通知本校。
- (六) 惡劣天氣停課：如上課期間遇有惡劣天氣，教育局宣佈幼稚園停課，按教育局指引在安全情況下，家長應儘速到校接回 貴子弟，以策安全。
- (七) 常備物品：1. 膠盒一個(內放清潔濕毛巾一條)及食物盒一個。
2. 有蓋膠杯一隻(謹記每日清洗)。
3. 一條乾手巾，放在裙袋或褲袋備用。
- (八) 個人物品：為培養學生樸實的品德和安全起見，學生勿攜帶貴重物品上學。學生帶回校的個人物品，如外套、校褸、毛巾盒、杯…等，請寫上班別和姓名，以便識別。
- (九) 生日會：每月舉行一次，生日會返放學時間照常，學生可穿著便服回校，只需攜帶空書包，內盛載膠杯、毛巾盒、食物盒及體溫表回校備用。
- (十) 學生如在某一天不準備乘坐保姆車放學，請於當日上午 11:00 前(上午/全日班)或下午 3:00 前(下午班)致電通知本校校務處或直接通知保姆車負責人。如有任何關於保姆車問題，請家長與本校聯絡。
- (十一) 按教育局指示，每天回校前需要為孩子量體溫，並填妥體溫表，有關傳染病資料請參考學生手冊 P.7。
- (十二) 有關學生一切事情之諮詢，歡迎家長親臨、致函或致電本校，更可透過學生手冊與本校聯絡和溝通，以收雙方管教之效。又各級每周授課內容將會逐周貼於手冊內頁，家長可根據每周授課內容在家與子女溫習。
- (十三) 有關幼稚園全日班之每月學費及午膳費仍有待教育局批核，待收到通知後，會儘快通知各位家長需繳付之金額及方法。又幼稚園半日班之茶點費於復課後按實際情況收取。
- (十四) 如欲申請「2020/2021年度幼稚園及幼兒中心學費減免計劃」之家長，可向本校校務處索取申請表或可到下列網站<https://www.wfsfaa.gov.hk>下載。
- (十五) 由校方派發之家長通告或有關學生之課業，如有需要，懇請家長閱後簽署交回本校。
- (十六) 以下資料如尚未遞交者，請於開課日或前交到班主任以憑辦理：
1. 穿著校服之學生相片 12 張
2. 學生英文別名(如 Amy、Betty、Peter、Tom…)
3. 學生學習歷程檔案(上年度就讀本校幼小班之學生)
4. 通知(第 20/21-003 號)個人私隱聲明通告回條
- (十七) 家長如有任何查詢或寶貴意見，歡迎致電 (24716461)與本校聯絡。



基督教宣道會錦綉幼稚園謹啟
二〇二〇年九月二十一日

-----回條(請家長閱後簽署並於 10 月 5 日或前交回班主任)-----

敬覆者：本人已詳閱 貴校「幼班開課家長須知」，並知悉其內容與及願意與校方合作。

此覆
基督教宣道會錦綉幼稚園

學生姓名：_____班別：_____

家長簽閱：_____日期：_____

Parents' notice for K1 class

Please pay attention to the followings:

(1) School opening date: September 29, 2020 (Tuesday)

Class	Room	Date	Time	Teachers	Parent
K1A(A.M.)	D-6	29/9(Tue)-5/10(Mon) Adaptation period	9:15-10:15 (Group 1) 10:15-11:15(Group 2) 11:15-12:15(Group 3)	袁麗儀老師 李穎棋老師 宋玉星老師	Yes
		6/10(Tue)-9/10(Fri) Adaptation period	9:00-10:30		No
		12/10(Mon)	8:55-12:05		無
K1B(A.M.) K1B(W.D.)	D-2	29/9(Tue)-5/10(Mon) Adaptation period	K1B(A.M.) 9:15-10:15	王嘉慧老師 劉樂琪老師 陳玉蘭老師	Yes
			K1B(W.D.) 1:30-2:30(Group 1) 2:45-3:45(Group 2)		
		6/10(Tue)-9/10(Fri) Adaptation period	9:00-10:30		No
		12/10(Mon)	8:55-12:05		No
K1C(A.M.) K1C(W.D.)	E-A	29/9(Tue)-5/10(Mon) Adaptation period	K1C(A.M.) 9:15-10:15	鄭佩儀老師 莫凱晴老師 李翠儀老師	Yes
			K1C(W.D.) 1:30-2:30(Group 1) 2:45-3:45(Group 2)		
		6/10(Tue)-9/10(Fri) Adaptation period	9:00-10:30		No
		12/10(Mon)	8:55-12:05		No
K1A(P.M.)	D-6	29/9(Tue)-5/10(Mon) Adaptation period	1:30-2:30	袁麗儀老師 李穎棋老師 宋玉星老師	Yes
			2:45-3:45		
		6/10(Wed)-9/10(Fri) Adaptation period	1:15-2:45		No
		12/10(Mon)	1:10-4:20		No

(2) When the Education Bureau announces that children can go to school normally, the time is as follows: (Students can return to school 5 minutes earlier)

K1(A.M.) : 9:00am.---12:05pm.

K1(P.M.) : 1:05pm.---4:20pm.

K1(W.D.) : 9:00am.---4:20pm..

(3) Student ID card: Please line up outside the school gate on time according to the school timetable, and show the "student ID card" to the teacher to pick up your children. To ensure that the school can take care of your children safely: if parents cannot come to school or are replaced by relatives and friends, you must inform the school in advance. If you don't have a "Student ID card", please register with the school affairs office and get the "temporary card" before you pick up your children. If you lose the "Student ID card", please inform the school affairs office as soon as possible.

(4) Uniforms : a. Please wear neat and clean school uniforms, black shoes, and white socks on Mondays, Wednesdays and Fridays.
b. Please wear sports school uniforms, white sneakers, or non-binding

white sports shoes, and white socks on Tuesdays and Thursdays.

c. In case of special event days, please follow the school's instructions and wear relevant clothing.

d. In order to maintain personal hygiene, please keep a set of replaceable clothing in the schoolbag so that students can change if they get wet or dirty.

- (5) Leave: students who are absent from class due to illness / personal reason are requested to inform the school by telephone or in writing on the day. If you want to withdraw, please inform us one month in advance.
- (6) Suspension of classes in bad weather: In case of bad weather during the class, the Education Bureau will announce the closure of kindergarten classes. According to the guidelines of the Education Bureau, parents should come to school and pick up your children as soon as possible to ensure their safety.
- (7) Preparing items:
- a. A plastic box (with a clean wet towel inside) and a food box.
 - b. A plastic cup with lid (remember to clean it daily).
 - c. A dry hand towel, put it in the skirt pocket or trouser pocket.
- (8) Personal belongings: In order to cultivate students' honest character and safety, students should not bring valuables to school. Personal belongings brought by students to school, such as coats, school jackets, towel boxes, cups, etc., please write down their class and name for identification.
- (9) Birthday party: Birthday party will be held once a month, the time of birthday party to school as usual. Students can wear casual clothes to school. They only need to bring a schoolbag with plastic cups, towel boxes, food boxes and temperature record book to school.
- (10) If students are not going to take the school bus to leave school on a certain day, please call the school affairs office or inform the person in charge of the school bus before 11:00 am (A.M./W.D. class) or 3:00 pm (P.M. class) that day. If you have any questions about the school bus, please contact the school affairs office.
- (11) According to the instructions of the Education Bureau, you need to take your child's temperature every day before returning to school, and fill out the temperature record book. For information about infectious diseases, please refer to P.7 of the Student Handbook.
- (12) For inquiries about students, parents are welcome to visit, write to or call us, and you can also contact and communicate with us through the student handbook, so as to receive the effect of both parties' supervision. In addition, the contents of weekly lectures at all levels will be posted on the inside pages of the manual week by week. Parents can review the contents with their children at home according to the weekly lecture contents.
- (13) The tuition fee and lunch fee for whole day classes in kindergarten are still subject to the approval of the Education Bureau. After receiving the notification, parents will be notified of the amount and method to be paid as soon as possible. In addition, the refreshment fee for half-day classes in kindergartens will be charged according to actual conditions after the resumption of classes.
- (14) Parents who want to apply for the "2020/2021 Kindergarten and Child Care Centre Tuition Remission Scheme" can obtain an application form from the school office or download it from the following website <https://www.wfsfaa.gov.hk>.

- (15) Parents' notices or students' schoolwork, parents are kindly requested to read and sign and return them to school.
- (16) If the following information has not been submitted, please submit it to the class teacher on or before the start day:
- a. 12 photos of students wearing school uniforms
 - b. Students' English nickname (such as Amy, Betty, Peter, Tom...)
 - c. Student learning and development file
 - d. Notice (No. 20/21-003) Personal Privacy Statement Notice Reply Slip
 - e. Questionnaire on Parents' Opinions on Schools for 19/20
- (17) If parents have any enquiries or comments, please call (24716461) to contact us.



C. & M. A. Fairview Park Kindergarten

----- Reply Slip (parents are requested to sign and return on or before 5 Oct)-----

Dear Principal:

I have been clearly informed about the Parents' notice for K1 class.

Student's Name: _____ Class: _____

Parent/Guardian's Signature: _____ Date: _____