



新生開學須知

- 一. 本校校訓：勤、孝、忠、誠
- 二. 辦學宗旨：本校致力提供一個優良和愉快的學習環境，透過德、智、體、群、美，讓兒童五育得到均衡發展；更讓兒童在認知、體能、社交及情緒上得到適當的發展。
- 三. 新生幼兒班開課日期：八月二十九日(星期三)。
- 四. 幼兒班上課時間(適應期)：
 - (1) 八月二十九日至三十一日(星期三至五)上課一小時。
 - (2) 九月三日至七日(星期一至五)上課二小時。
 - (3) 由九月十日(星期一)起，上課時間照常三小時。※ 全日幼兒班學生於九月三日起上課時間由 9 時至 4 時 30 分(可留至 5:30)
※ 九月三日起，各班有校車服務，上落車時間，請事前與司機聯絡。
- 五. 低、高班開課日期：九月三日(星期一)，上課時間照常。
- 六. 每週上課五天，上午班：9 時至 12 時 下午班：1 時 30 分至 4 時 30 分
 全日班：上午 9 時至 4 時 30 分(可留至 5:30)
- 七. 學生每日必須穿著整齊校服，白皮鞋(勿用綁帶皮鞋)、白短襪。每星期二、五則穿著運動服、白波鞋、白短襪。每天要攜帶膠杯、膠盒、乾及濕手帕，作茶點之用，並請家長每天清洗膠杯和手帕。
- 八. 學生的所有物件，如校服、杯、鞋等，請寫上姓名、班別，以便識別。
- 九. 為加強學生個人衛生，每日須帶備手帕放入校服褲袋或裙袋內。
- 十. 接領學生時，須出示接送証，如遺失，請向學校報失及補領。
- 十一. 學生手冊內之學籍表及健康調查紀錄表，請填寫清楚交回班主任。
- 十二. 課程進度每週張貼於手冊上，在每星期一交手冊回校，每星期五派回手冊給學生。
- 十三. 學生評估紀錄表內之學校生活：✓表示做到，△表示做到一半，X表示做不到，另家庭生活請家長於每週六、日填寫，彼讓學校與家庭能達合一教學。
- 十四. 開課首星期內，學生必須扣上學生名牌，以便識別。
- 十五. 為培養學生自治能力起見，家長送學生上學，只用送到學校門口，待目睹學生入校內後，便可離去。
- 十六. 每兩個月舉行一次生日會，上課時間照常，學生不用攜帶書包，只須攜帶生日會袋(內放杯盒和濕手帕)，穿著便服回校上課。
- 十七. 當老師教授每課新書後，會印上『已授』以作記號，倘若已教授完畢之主題課本，請保留在家中作溫習之用，不用放在書包內。
- 十八. 學生如因病或事故請假，請在上午 8 時 40 分前或下午 1 時 10 分前致電回校或到校通知班主任，而當天派發的功課，家長可到校領取。
- 十九. 學生如患疾病，請即停止上學，直至疾病痊癒，方可來校上課。
- 二十. 學生在學期中如因特別事故退學，請家長用書面於一個月前通知校方，使校方有充足時間取消銀行自動轉賬手續，否則，已過戶之費用恕不能退回。
- 二十一. 若學生整月缺課就不能兌現免費教育學費的資助，則須繳交該月全部學費。
若有需要請向校務處查詢。
- 二十二. 若三號風球或以上、紅色或黑色暴雨警告訊號時，學校會停課，請勿送學生回校；若在上課時間內發出以上暴雨警告訊號時，家長可在安全情況下到校接回學生。
- 二十三. 為確保學生健康，教育局要求學生每天上學前要量度體溫，並交回體溫紀錄表回校，學生如有發熱(高於華氏 99.5°F或攝氏 37.5°C)，請不要上課，立刻求醫。

YUEN LONG TUNG KOON DISTRICT ASSOCIATION
MRS.WONG SIU KEUNG KINDERGARTEN

Ref : 180801A
27th August, 2018

SCHOOL COMMENCEMENT FOR THE YEAR 2018/19 (New Student)

1. School motto: Diligence, Filial piety, Loyalty, Integrity
2. School vision: We commit to provide a good and happy learning environment. We facilitate all-round development in the areas of ethics, intellect, physique, social skills and aesthetics. Besides, we help our students to create and well develop cognition, physical education, social skill and emotion.
3. Commencement date of K1 new students : 29th August, 2018 (Wednesday)
4. Time table For K1 New students (adaptation period)
 - a) 29th August –31st August, 2018 (Wednesday to Friday) : 1 hour
 - b) 3rd September – 7th September, 2018 (Monday to Friday) : 2 hours
 - c) Starting from 10th September, 2018 (Monday) : 3 hours
 - ※ Whole-day class (K1 students) : 9:00 a.m. – 4:30 p.m. (from 3rd September, 2018). Students may stay at school until 5:30 pm.
 - ※ Starting from 3rd September, 2018, school bus service is available. Parents should contact the school bus company for pick-up time and place.
5. Commencement date of K2 & K3 : 3rd September, 2018 (Monday). The school time is as normal
6. School day : Monday to Friday
Morning class : 9:00 a.m. – 12:00 noon
Afternoon class : 1:30 p.m. – 4:30 p.m.
Whole-day class : 9:00 a.m. – 4:30 p.m. (may stay at school until 5:30 p.m.)
7. Students are requested to wear neat uniforms, white leather shoes (no tie) and white socks. They have to wear sports uniform with white sport shoes every Tuesday and Friday. Students need to bring dry and wet handkerchiefs, plastic cups and boxes daily. Parents should clean their cups and handkerchiefs daily.
8. All belongings (such as uniform, shoes and cups etc.) should be marked clearly your child's name and class for identification.
9. To enhance students' personal hygiene, students should bring along a dry handkerchief and put it into pockets of their uniform.
10. When picking up the students, please present the pick-up card. If the card is lost, please report the school and replace it immediately.
11. Parents should fill the student particular and student health record in student handbook and pass it to the class teacher.
12. Curriculum progress is pasted on handbook weekly. School distributes the handbook every Friday and students should bring it back to school on following Monday.
13. Parents should read Weekly Report and fill-in Life Evaluation Table and mark ✓ for Accomplished; Δ for Needs improvement ; ✕ for Unsatisfied, so that school and family can achieve the united teaching .
14. Students must attach the student name card for identification within a week from commencement date.
15. To train students' self-government ability, parents send students to school door only. Parents should leave after students have entered the school.
16. School holds birthday party every two months. There is no change of the school time. Students do not need to bring school bag. Instead, they dress causal wear and carry party bag with cup, box and wet handkerchief inside.
17. When finished teaching the topic, the teacher chops 『 Completed 』 on the text book. The book should be kept at home for revision.
18. If students take leave, please inform the school by phone or in person before 8:40 a.m. for AM class or whole-day class and 1:10 p.m. for PM class. Parents may collect the homework at school if necessary.
19. If students suffer from infectious disease, please do not go to school until fully recovered.
20. If students leave the school during the school year, parents must inform the school in writing at least one month in advance, otherwise there is insufficient time to stop the auto-pay transfer (if any). The fees (such as tuition fee, and meal fee etc.) may not be refundable.
21. **When student is absent from school for the whole calendar month, the registration certificate cannot be honored. Parent must pay the full amount of school fee for the student. Please contact the school if any query.**
22. There are no school when typhoon signal no. 3 or above is hoisted, or red or black rainstorm warning is in force. If school is already in session, parents should come and pick up their children under safe condition.
23. To ensure students' health, students are required to measure the temperature daily and return temperature record to school. When the student is found fever (over 99.5°F or 37.5°C), please do not attend class and consult the doctor immediately.