

各位親愛的家長：

教育局已宣佈全港幼稚園高班於9月23日(星期三)、幼低班於9月29日(星期二)可回校進行面授課程，並實行半天上課。因此，本園將會有以下安排：

(一) 上課安排

1. 由於高班於9月23日(星期三)可回校上課，本園會於**23/9(三)**、**24/9(四)**、**25/9(五)**、**28/9(一)**共四天，將一班分成3組到不同的課室進行活動，安排額外老師入班照顧學生，藉此關顧學生的情緒及盡力協助幼兒投入校園生活。
2. 低、幼班於9月29日(星期二)可回校上課，低、幼班的上課時間有不同安排。幼兒班開學初的7天會將一班分為2組及上課時間為一小時，期望可先進行小班活動，讓幼兒認識老師後，循序漸進地讓幼兒適應校園生活。

各級暫作以下安排：(如有更改，會盡快通知家長)

	日期	上課時間及放學時間
高班	23/9 開始	上午 9:00-12:00
低班(適應期)	29/9、30/9(2天)	上午 9:00-11:00
	5/10 開始	上午 9:00-12:00
幼兒班(適應期)	29/9-9/10(共7天)	A組：上午 9:00-10:00 B組：上午 10:30-11:30
	12/10-16/10(共5天)	上午 9:00-11:00
	19/10 開始	上午 9:00-11:55 由於本園實施分流放學，幼班會提早5分鐘放學。

(二) 校內安排

1. 每天一次茶點，茶點前會安排校工姨姨協助幼兒洗手，徹底清潔雙手才開始進食，茶點以獨立包裝為主，確保衛生。
2. 學校已進行徹底清潔及消毒，同時運用各項措施，使幼兒在清潔和安全環境下學習。(詳情請觀看本園製作的影片，影片會通過 WHATSAPP 群組發放)
3. 原定9月份的中秋節賞燈會將會取消，而9月份的生日會將會延至10月22日(四)舉行。
4. 所有玩具/ 教具會獨立使用，避免共用，使用後隨即清潔消毒。



本園製作《防疫措施話你知》

(三) 家長注意事項

1. 學生星期一、三、五穿校服，星期二及四穿運動服。
2. 預早為子女調節生理時鐘，重新迎接校園生活。
3. 學生每天要戴上外科口罩上課，另放5個口罩(用密實袋盛載)在書包內。
4. 每天上學前為子女量度體溫，記錄並簽署體溫記錄表。(體溫表於上課當天派發)
5. 留意子女的健康狀況，如出現病徵，尤其發燒，切勿上學，並立即求醫。
6. 復課日，派發「學生外遊及健康狀況申報表」，填寫後請交回班主任。
7. 如證實子女患上2019冠狀病毒病，必須立刻通知學校。如子女被界定為確診個案的「密切接觸者」，必須按衛生防護中心的指示進行檢疫，切勿回校，並立即通知學校。

(四) 校車服務

1. 本園委託的保姆車接送服務為黃健康先生(康叔)，聯絡電話是 97748411。
2. 如欲了解乘坐校車事宜，請與校車康叔聯絡及通知班主任。
3. 乘坐校車之幼班及低班學童家長，請留意以下日期的接載服務安排。

	日期	接載服務	
低班 (適應期)	29/9、30/9 (2天) (上課2小時)	返學： 放學：	正常 選擇一(家長到校接放學) 選擇二(留校一小時，與高班學生一同乘坐校車)
幼兒班 (適應期)	29/9-9/10 (共7天) (上課1小時)	返學： 放學：	正常 家長到校接放學
	12/10-16/10 (共5天) (上課2小時)	返學： 放學：	正常 選擇一(家長到校接放學) 選擇二(留校一小時，與高、低班學生一同乘坐校車)

(五) 茶點費或全日班膳食費用安排

1. 由於實施半日上課，學生不會在校進行早餐或午膳，故本園只會收取每月\$163的茶點費用，請家長明白及配合有關安排。
2. 本園盼與家長共渡時艱，現只收取由10月份開始的茶點費，每月為\$163。
3. 由於未能確定恢復正常的學校服務日期，以致影響自動轉帳的繳費安排，現暫定安排10月份的茶點費用以入數紙形式繳交，於首天回校上課日向幼兒派發一張入數紙，家長只要到銀行入帳後，將入數紙底單交回學校給老師，敬希家長知悉及明白有關安排。

(六) 教育局給予家長訊息

根據幼稚園教育計劃，就讀參加「計劃」的幼稚園合資格學生，如學童整月缺課，教育局不會發放該學童該月的資助，而家長須向學童就讀的幼稚園繳交其「收費證明書」上未扣減「計劃」資助前的該月學費(全費)，就本校而言，如整月缺課，家長每月需繳交學費為半日\$2475，全日班\$3960。

(七) 首天上課注意事項

1. 請於回校上課當天帶回已完成的功課及每日功課表，讓老師批改及繼續跟進幼兒的學習進度，從而調適學校的課程。
2. 幼兒在書包內放入紅色功課套、功課、杯、毛巾盒。
3. 9月23日(星期三)高班穿校服回校上課；9月29日(星期二)幼、低班穿運動服回校上課。

本園希望幼兒在家長、老師的愛護、關愛下繼續健康快樂地成長，我們攜手合作、共同抗疫，期待在上課日相見。

校長 **陳港慶** 啟
二零二零年九月十四日

Hung Ting Ka Kindergarten

What you need to know about the beginning of face-to face classes

Dear Parents:

The Education Bureau has announced that all kindergartens in Hong Kong will be able to resume school for face-to-face half day classes starting on September 23rd (Wednesday) and September 29th (Tuesday). For this reason, the kindergarten will have the following arrangements:

(1) Class arrangement

1. Since K3 classes can return back to school on **September 23rd (Wednesday)**, the classes will continue to be held on **23/9 (Wed), 24/9 (Thurs), 25/9 (Fri)** and **28/9 (Mon)** for K2 classes. That day, we will divide classes into 3 groups to carry out the activities in different classrooms, and arrange for additional teachers to join the class to take care of the students, so as to take care of their emotions and try our best to help the children enter school life happily.
2. K1 kindergarten classes can return back to school on **September 29th (Tuesday)**. There will be different schedules for lower kindergarten classes. The first 7 days of the kindergarten classes will be divided into 2 groups and the class time will be one hour. It is hoped that small class activities can be carried out first, so that children can gradually adapt to school life after they get to know the class teacher.

The following arrangements are temporarily made at all levels: (If there are changes, parents will be notified as soon as possible)

	Date	Class start and end time
K3	Start 23/9	Morning 9:00-12:00
K2 (Adaptation period)	29/9,30/9(2days)	Morning 9:00-11:00
	Start 5/10	Morning 9:00-12:00
K1 (Adaptation period)	29/9-9/10(7 days)	Group A:Morning 9:00-10:00 Group B:Morning10:30-11:30
	12/10-16/10(5 days)	Morning 9:00-11:00
	Start 19/10	Morning 9:00-11:55 Due to the implementation of diversion at school, kindergarten classes will be dismissed 5 minutes earlier.

(2) School arrangements

1. Refreshments are held once a day. Teachers and school workers will be arranged to help children wash their hands before refreshment, and clean their hands thoroughly before eating. Refreshments are mainly individually packaged to ensure hygiene.

2. The school has been thoroughly cleaned and disinfected, and various measures have been used to enable children to learn in a clean and safe environment. (For details, please watch the video produced by the kindergarten. The video will be distributed through the WHATSAPP group)
3. The Mid-Autumn Festival Lantern Festival originally scheduled for September will be cancelled, and the birthday party in September will be postponed to October 22nd (Thu).
4. All toys/teaching aids will be used independently, avoid sharing, cleaning and disinfecting will be carried out immediately after use.



"What you need to know about epidemic prevention measures"

(3) Notes for parents

Students should wear white school uniforms on Mondays, Wednesdays and Fridays, and sportswear uniform on Tuesdays and Thursdays.

Adjust the routine for your children at home in advance to welcome school life again. Students must wear surgical masks to class every day, and put 5 masks in compact bags separately in their school bags.

Check the temperature of your child every day before coming to school, record and sign the temperature record sheet. (The thermometer will be distributed on the day of class)

Pay attention to the health of your children. If you develop symptoms, especially fever, do not come to school and seek medical advice immediately.

On the day of class resumption, the "Student Outbound Travel and Health Status Declaration Form" will be distributed, please return it to the class teacher after completing it.

If it is confirmed that the child has COVID-19, the school must be notified immediately. If children are classified as "close contacts" of a confirmed case, they must be quarantined in accordance with the instructions of the Center for Health Protection, do not return to school, and notify the school immediately.

(4) School bus service

1. The school bus and janitress service are commissioned by (Uncle Kang), the contact number is 97748411.
2. If you want your child to take the school bus, please contact Uncle Kang and notify the class teacher.
3. Parents of K2 and K1 classes children who will take the school bus, please pay attention to the pick-up service schedule on the following dates.

	Date	Pick up service	
K2 (Adaptation period)	29/9、30/9 (2days) (2 hours class)	Arrive school: After school:	Normal: Option one (Parents arrive at school to pick and drop at school) Option two (stay in school for one hour, take the school bus with the K3 class)
K1 (Adaptation period)	29/9-9/10 (7 days) (1 hour class)	Arrive school: After school:	Normal: Parents come to school to pick-up their children
	12/10-16/10 (5 days) (2 hours class)	Arrive school: After school:	Normal: Option one (Parents arrive at school to pick and drop at school) Option two (stay in school for one hour, take the school bus with K3 and K2 classes)

(5) Refreshment fee and full-time meal fee arrangement

1. Due to the implementation of half-day classes, students will not have breakfast or lunch at school. Therefore, the kindergarten will only charge a monthly refreshment fee of \$163. Please understand and cooperate with the relevant arrangements.
2. The kindergarten is looking forward to spending time with the parents, and now only charges a refreshment fee starting in October, which is \$163 per month.
3. As the date of resuming normal school services has not been determined, which affects the payment arrangement of automatic transfer, it is tentatively arranged to pay the refreshment fee in October in the form of deposit slips, it will be distributed to the children on the first day of school. Parents only need to go to the bank to enter the amount to the account and return the payment slip to the school to the teacher. We hope that the parents will cooperate and understand the arrangement.

(6) Education Bureau gives parents information

According to the kindergarten education plan, for eligible students attending the kindergarten participating in the "Project", if a child is absent for a whole month, the Education Bureau will not issue the child's subsidy for that month, and parents must submit their "charge certificate" to the kindergarten the child is attending. The tuition fee (full fee) for the month before the "Project" subsidy is not deducted on the above, as far as this school is concerned, if the child is absent for a whole month, the monthly tuition fee for parents is \$2475 for half-day and \$3960 for full-day classes.

(7) Notes on the first day of class

1. Please bring back the completed homework and daily homework list on the day you return to school, so that the teacher can correct and continue to follow up the children's learning progress, so as to adjust the school curriculum.
2. Please help children to put red homework folder, cups and towel boxes in their school bags.
3. On September 23rd (Wednesday) K3 class will wear white school uniforms and return to school; on September 29th (Tuesday) K1 and K2 class will wear sports uniforms to return to school.

The kindergarten hopes that children will continue to grow up healthily and happily under the love and care of their parents and teachers. We work together to fight the epidemic together and look forward to seeing each other on school day.

Principal *Chan Kong Hing*

14-09-2020