

- ✿ **Service Calendar 服務行事曆:** Will provide a *monthly*, or *annual*/Service Calendar indicating any events, activities, vacation day off, and other adjustment to service time and/or content. 我們將提供每月或每年的服務行事曆，指示任何事件、活動、休假日以及其他對服務時間和/或內容的調整。
- ✿ **Daily Nap Time Provision 午休準備須知:** At our school, we will strongly encourage and foster the children to take daily naps in our routine. To better assist them to foster this habit and feel comfortable in the school environment. 在我們學校，我們會強力鼓勵培養孩子每天午睡，為了更好地幫助他們養成這種習慣並在學校環境中感到舒適：
 - ✿ The school will provide floor nap time cot for each individual child. 學校將為每個孩子提供地板午睡床。
 - ✿ The parent will provide the child's personal sleeping bag, pillow, and/or comforter. Please make sure the items are properly labeled and marked with the child's name. 家長將自行提供孩子的個人睡袋、枕頭、和/或小毯子。請確保物品貼有適當孩子的名字的標籤。
 - ✿ All sleeping bags/pillows/comforter will be brought back home for self-cleaning once every other week or on need the basis of the child's needs or condition. The items will be collected before the designated weekend and be cleaned over the weekend. Then, be brought back the following week's for usage. 所有睡袋/枕頭/被子將每隔一周或根據孩子的需求及狀況帶回家進行自我清潔。物品將在指定週末之前收集並在週末進行清潔，然後，在下週帶回使用。



- ✿ Additional Attire Provision 備用穿著供應須知: Your child need to prepare additional sets of clothing in case they soil or dirty that day's original attire. We recommend to bring at least 2 sets of tops, pants/shorts/skirts, socks, underwear to be stored in their storage bin in school. Additionally, please provide 1 pair of indoor shoe/slippers suitable for wooden floor. Any soiled or dirtied attire will be put in a bag for you to bring home to clean on the day of. 您的孩子需要額外準備幾套衣服，以防弄髒或弄髒當天原來的衣服。我們建議至少攜帶 2套 上衣、褲子/短褲/裙子、襪子、內衣存放在學校的儲物箱中。另外，請提供 1雙適合木地板的室內鞋。任何弄髒或弄髒的衣服將被放入袋子中，以便您在當天帶回家清洗。
- ✿ Potty Training & Diaper Supply Provision 如廁訓練及尿布供應須知: Through out your child's stay the school, we will be assisting the child in either continuing foster good bathroom potty habit or start to develop using the the bathroom independently without the aid of the diaper. We will try to work with individual needs since the maturity of their bathroom usage time maybe different. For those who are still reliant on diaper usage, please provide a consistent and periodic supply of diaper of choice to be stored at the school. We will notify you for resupply if the diaper number runs low. 在孩子上學期間，我們將幫助孩子繼續培養良好的如廁習慣，或開始養成在不使用尿布的情況下獨立使用浴室的習慣。我們會盡力滿足個人需求，因為他們的浴室使用時間的成熟度可能會有所不同。對於那些仍然依賴尿布使用的人，請提供持續且定期供應的所選尿布並存放在學校。如果尿布數量不足，我們會通知您補給。



- ✿ Water Bottle Provision 校用水瓶須知: At our school we advocate drinking plenty of water to regulate and keep children's body healthy. Please provide a proper size water bottle with proper contraption or tool for easy access to the stored water. Please also label the water bottle with their names. The water bottle will be brought home daily for cleaning and return the school the following day for usage. 在我們學校，我們提倡多喝水來調節和維持孩子的身體健康。請提供一個適當尺寸的水瓶以及適當的飲至裝置來補充水份。還請在水瓶上貼上他們的名字。請每天將水瓶帶回家進行清潔，並在第二天返回學校使用。

- ✿ School Meals &Food 學校餐點及食物: Our school will provide 3 meals throughout the full-day schedule: **1) Morning Snack, 2) Lunch, 3) Afternoon Snack.** The prepared food will be nutritious and simple Asian/Western diet for the children. Occasionally, we will be conducting food cooking learning lesson where additional snacks/food maybe created and offered. **學校將在全天課程服務中提供3餐: 1) 早晨點心, 2) 午餐, 3) 下午點心。** 餐點為營養豐富且簡單的亞洲/西方飲食。有時，我們會舉辦食物烹飪學習課程，其中可能會製作和提供額外的食物。



✿ Self-Provided Food Provision 自備食品須知:

- ✿ If your children is on a special diet and you'd like to bring your own food, please communicate with us to make the proper arrangement. All food prepared by your family must have proper storage containment and name label. Containment will be return for self-cleaning on a daily basis. **如果您的孩子有特殊飲食習慣，您想自備食物，請與我們溝通以做出適當安排。您為孩子準備的所有食物都必須有適當的儲存容器和名稱標籤。所有食物儲存容器將每天帶回清潔。**
- ✿ If your child is still on formula milk diet, please prepare your own formula periodically to be store at the school. Please also make sure to properly name-label the formula containers and/or feeding bottles. The bottles will be brought home daily for self-cleaning. Please communicate with the school to work out proper formula milk feeding arrangement with your child. **如果您的孩子仍在飲用配方奶，請定期準備自己的配方奶粉以便存放在學校。另外，請確保在配方奶粉容器和/或奶瓶上正確貼上兒童名稱標籤。這些奶瓶將每天都會帶回家清潔。請與學校溝通，與您的孩子製定適當的安排。**



✿ **Food Allergy and Dietary Acknowledgement Requirement 食物過敏和飲食確認要求:** Please provide us a detail information regarding if your child have allergic reaction to any specific food and diet. Please communicate in detail with the school the any contingency procedure if an known or unknown allergic reaction does start with your child. Please also bring all the necessary documentation to valid the child ' s condition. If the child is on a particular diet for health or personal reason, please provide all the necessary information regarding the proper coordination of the matter. 請提供我們有關您的孩子是否對任何特定食物有過敏反應的詳細資訊。如果您的孩子確實出現已知或未知的過敏反應，請與學校詳細溝通任何緊急程序。也請攜帶所有必要的文件以證明孩子的狀況。如果孩子出於健康或個人原因而採用特定飲食，請提供有關適當協調事宜的所有必要資訊。

✿ **Medical Conditions Protocol 醫療環境協議須知:** In order to maintain a healthy learning and care environment for all the children at the school. The following medical condition protocol will be enforced for all students and staff. 為了給學校所有的孩子們維持一個健康的學習和照顧環境。將對所有學生和教職員工執行以下醫療狀況協議。

When In School 在校內時段發生時: If your child start to exhibit a period of consistent symptom of visible signs of ailment, the child may be asked to temporary put on a mask and be cared for under an visible isolated area. This is a preventative measure to stop potential spread of contactable diseases. The child will be continually check for status of the symptom while you are being notify. The parent will need to make arrangement to pick up the child for treatment as quickly as possible. In the typical case of: 如果您的孩子開始表現出一段時間的持續明顯的疾病跡象，我們可能會要求孩子暫時戴上口罩並在可見的隔離區域下接受護理。這是一項預防措施，來阻止潛在傳染性疾病傳播。在通知您的同時，我們將不斷檢查孩子的症狀狀態。家長需盡快安排接孩子接受治療。在以下普通情況下：

 **Fever 發燒** – Under multiple checks, if the body temperature is consistently over 100°F, it constitute as a *fever* and, we must call you to notify the situation and arrange your child to be picked up and sent home or to a doctor. The child may return back to school after they stop existing the symptom of *fever* (temperature under 98.6°F for at least 24 hour without medication. 經過多次檢查，如果體溫持續超過 100°F，則構成發燒，我們必須打電話通知您情況並安排接您的孩子回家或去看醫生。孩子不再出現發燒症狀（在不服用藥物的情況下體溫低於 98.6°F 至少 24 小時）後即可返回學校。

 **Diarrhea 腹瀉** – If the child exhibit more than 3 loose bowel movement occurrence for the day, it constitute as a *diarrhea* and, we must call you to notify the situation and arrange your child to be picked up and sent home or to a doctor. The child may return back to school after they stop existing the symptom of *diarrhea* (1 regular bowel movement free from *diarrhea* within 24-hour time frame.) After returning to school, if the child exhibit more than 1 *diarrhea* symptom he/she will be sent home again. 如果孩子一天出現3次以上稀便，就構成腹瀉，我們必須打電話通知您狀況，並安排接孩子回家或去看醫生。孩子不再出現腹瀉症狀（24 小時內規律排便且無腹瀉 1 次）後即可返回學校。

 **Involuntary Vomiting 不由自主地嘔吐** – If the child starts to *vomit involuntarily*, we must call you to notify the situation and arrange your child to be picked up and sent home or to a doctor. The child will need to stay home for 1 day of observation to see if condition persist. The child may return back to school after the day of observation, and is free of vomiting symptom within that 24 hour. 如果孩子開始不由自主地嘔吐，我們必須打電話通知您情況並安排接孩子回家或去看醫生。孩子需要留在家裡觀察 1 天，看看病情是否持續。孩子可以返回學校若 24 小時內沒有嘔吐症狀。

 **Persistent Hacking Cough 持續性乾咳** – If the child starts to have a *persistent hacking cough*, we must call you to notify the situation and arrange your child to be picked up and sent home or to a doctor. The child will need to stay home for 1 day of observation to see if condition persist. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact, they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious. 如果孩子開始持續性乾咳，我們必須打電話通知您情況，並安排接您的孩子回家或去看醫生。孩子需要留在家裡觀察 1 天，看看病情是否持續。在返回學校之前，他們需要醫生的書面評估和診斷以及至少 24 小時的治療。如果事實上，他們不需要任何治療，我們需要醫生的證明，準確地診斷出它是什麼，並證明它不具傳染性。

 **Conjunctivitis 結膜炎 (Pink Eye 紅眼症):** If the child has unusual amount of discharge from or irritation to their eye(s), we must call you to notify the situation and arrange your child to be picked up and sent home or to a doctor. The child will need to stay home for 1 day of observation to see if condition persist. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is. If the diagnosis is *BACTERIAL CONJUNCTIVITIS* children must have received at least 24 hours of treatment. If the diagnosis is *VIRAL CONJUNCTIVITIS* your child may return *as long as there is no discharge*. If in fact, they do not have "Pink Eye," you will need a doctor's note with a diagnosis and a clearance that it is not contagious. 如果孩子的眼睛有異常量的分泌物或刺激，我們必須打電話通知您情況，並安排您的孩子被接回家或去看醫生。孩子需要留在家裡觀察 1 天，看看病情是否持續。在返回學校之前，他們需要醫生以書面形式做出準確的評估和診斷。如果診斷為細菌性結膜炎，兒童必須接受至少 24 小時 的治療。如果診斷為病毒性結膜炎，只要沒有分泌物，您的孩子就可以返回。如果事實上他們沒有“紅眼症”，您將需要醫生的診斷證明並證明其不具傳染性。

When Outside the School 在校外時段發生時: If your child start to exhibit symptom such as above when they are at home or not during school. Please contact us about the situation and provide proper medical treatment and rest for your child. Same set of rules will apply before we will allow the child to return to school. Please provide the proper medical or doctor documentation to prove treatment and healthy condition. 如果您的孩子在家中或不在學校期間開始出現上述症狀。請與我們聯絡相關情況並讓孩子接受醫療及休養。適用相同的之上的規則，請提供適當的醫療或醫生文件來證明治療和健康狀況在我們允許孩子返回校之前。



 **In-School Medicinal Assistance Protocol 校內藥物協助餵食須知:** If you are requesting us to assist with the feeding of certain medication to the child's medical condition. The following must be met before we can assist in the process. 如果您要求我們根據孩子的療狀況需協助餵食某些藥物。在我們可以協助此流程之前，必須滿足以下條件：

- 联系学校了解请求和帮助的需要。
- 带有孩子姓名的医生处方以及有效日期、剂量、和使用方法。
- 指定药物的原盒/包装及儿童姓名标籤。
- 填写并签名的Medication Feeding Assistance Direction Form for the child. Return the filled-out and signed form to the school with the medication in proper containment. 将填寫完畢並簽名的表格連同妥善保管的藥物一並交給學校。



寶貝開學日準備清單

親愛的家長您好：

謝謝您配合協助寶貝準備以下開學必需品，讓寶貝能更快適應校園生活。

必需準備物品清單（請務必準備）

1. 水壺（容量適中，方便寶貝飲用）
2. 替換衣物（共兩套，皆需包含上衣、褲子、襪子）
3. 牙刷、漱口杯
4. 紗布巾或拋棄式毛巾（擦臉用，每天請準備一條）
5. 一包尿布
6. 濕紙巾（一包）
7. 午休棉被（含睡袋，請盡量選擇方便寶貝自行收納的款式）
8. 安撫娃娃或物品（如果寶貝需要，請擇一攜帶）
9. 個人護理用品（如需帶個人專用物品，Ex: 尿尿膏、乳液等，請另外註明用法）
10. 一雙室內鞋（請選擇輕便、防滑且易穿脫的款式）
11. 需要您填寫的資料（請確認所有文件皆已填寫完整並繳回）

媽咪重要配合事項

【!!! 姓名標示提醒 !!!】

請將 所有物品（包含水壺、棉被袋、尿布、毛巾、鞋子等）寫上寶貝的姓名， 這是為了確保寶貝的物品不會遺失或與他人混淆。

謝謝媽咪的配合與用心

我們開學見～

