

# 元朗東莞同鄉會王少強夫人幼稚園

## 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：八月二十八日(星期三)。
- 四. 幼兒班上課時間(適應期)：
  - (1) 八月二十八日至三十日(星期三至五)上課一小時。
  - (2) 九月二日至六日(星期一至五)上課二小時。
  - (3) 由九月九日(星期一)起，上課時間照常三小時。
 ※ 全日幼兒班學生於九月二日起上課時間由 9 時至 4 時 30 分(可留至 5:30)  
 ※ 九月二日起，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：九月二日(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，只需攜帶生日會袋(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。

二零一九年八月二十六日

家長閱後簽署：\_\_\_\_\_

## 元朗東莞同鄉會王少強夫人幼稚園

2019-20 年度學費通告(新生)

- 一. 本校為政府資助非牟利幼稚園，2017-18 年度起香港特區政府「免費優質幼稚園教育計劃」資助學童學費。今年半日班及全日班全年免收學費，只收取茶點費\$130，膳食費\$665，收取費用資料如下。

	2019 年 9 月	2019 年 10 月至 2020 年 6 月	7 月
半日班 已交註冊費 \$970	學費\$0 + 茶點費\$130		
	退回餘額\$840 (970-130=\$840)	每月繳交\$130	0
全日班 已交註冊費 \$1570	學費\$0 + 膳食費\$665 + 茶點費\$130 = \$795		
	退回餘額\$775 (1570-795=\$775)	每月繳交\$795	0

- 二. 若學生整月缺課就必須繳交該月全部學費。(大約\$2,950)

- 三. 費用於每月五號由銀行自動轉賬方式繳交，請家長於每月四號前儲備足夠款項，以便銀行自動轉賬，否則未能轉賬過戶，中國銀行會自動在 貴戶口內扣除費用約\$100。新生第一次做自動轉賬，銀行會收取手續費。

※若家長沒有銀行戶口做自動轉賬，請於每月 1-5 號內到銀行繳交費用，並將銀行存款收據交回幼稚園。

- 四. 由本年度起茶點費及膳食費分 10 期繳交，若有疑問可向校方查詢。

家長閱後簽署：\_\_\_\_\_

NO: 190801B

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家長閱後簽署：\_\_\_\_\_

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

Ref : 190801A  
26<sup>th</sup> August, 2019

**SCHOOL COMMENCEMENT FOR THE YEAR 2019/20 (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 : 28<sup>th</sup> August, 2019 (Wednesday)
4. Time table For K1 New students (adaptation period)
  - a) 28<sup>th</sup> August –30<sup>th</sup> August, 2019 (Wednesday to Friday) : 1 hour
  - b) 2<sup>nd</sup> September – 6<sup>th</sup> September, 2019 (Monday to Friday) : 2 hours
  - c) Starting from 9<sup>th</sup> September, 2019 (Monday) : 3 hours
  - ※ Whole-day class (K1 students) : 9:00 am – 4:30 pm (from 2<sup>nd</sup> September, 2019). Students may stay at school until 5:30 pm.
  - ※ Starting from 2<sup>nd</sup> September, 2019, school bus service is available. Parents should contact the school bus company for pick-up time and place.
5. Commencement date of K2 & K3 : 2<sup>nd</sup> September, 2019 (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 am – 4:30 pm (may stay at school until 5:30 pm)
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 to 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-care 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 school fee, meal fee and refreshment fee) may be aroused that they cannot be refundable.
21. **When student is absent from school for one calendar month, the registration certificate cannot be honored. The parent must pay the full amount of school fee for the student.**
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 need to measure the temperature every day before school and return temperature record back 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.

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Signature of parent/guardian

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

School Fee Notice (New Student)

1. Our school is a non-profitable kindergarten. It is provided subsidy under the Free Quality Kindergarten Education Scheme of 2017/18 School Year for eligible children. There is no tuition Fee for the students. The refreshment fee is \$130 for half-day class. The meal fee is \$665 for whole-day class. The detail of payment is shown as follows:

	Sep 2019	Oct 2019 to Jun 2020	Jul 2020
	Half day class : tuition fee \$0 + refreshment fee \$130		
Half day class Register fee paid \$970	Balance refund: \$840 (\$970 – \$130 = \$840)	\$130 per month	\$0

Whole day class Register fee paid \$1570	Tuition fee \$0 + meal fee \$665 + refreshment fee \$130 = \$795		
	Balance refund: \$775 (\$1570 – \$795 = \$775)	\$795 per month	\$0

2. **When student is absent from school for one calendar month, the registration certificate cannot be honored. The parent must pay the full amount of tuition fee for the student.**
3. School fee must be deposited in the bank account before 4<sup>th</sup> day of each month in order to proceed auto pay successfully on 5<sup>th</sup> day. If the transfer is unsuccessful, Bank of China will debit the handling charge around \$100 from your account. When parents apply auto-pay at first time, the bank charge may be introduced.  
**✳ If parents do not apply the auto-pay, please deposit the school fee to our account of Bank of China via the bank within 1<sup>st</sup> – 5<sup>th</sup> day of each month, and then return the bank slip to our school.**
4. Starting from this school year, the refreshment fee and meal fee will be paid by 10 installments. For further inquiries, please contact our school.

\_\_\_\_\_  
Signature of parent/guardian

NO: 190801B

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