

Tai Po Methodist Kindergarten
Regulation for Parents

Class time A.M. Class: Monday to Friday, 9:00a.m. to 12:00p.m.
P.M. Class: Monday to Friday, 1:30p.m. to 4:30p.m.
Whole day class: Monday to Friday, 9:00a.m. to 4:30p.m.

Pick up child

-Build It is very important for students to have good punctuality habits and all students must return to school on time.

- Student can enter the school 15 minutes before class every day, and leave school within 15 minutes; If you are unable to pick up child on time, please call and contact the us.

-We need protect student safety, so parents must show the <Student Card> when pick up student. If family member or friends pick up child, parents please contact school first, and provide family member or friends name to us, they need show ID card to us. If cannot show the ID card, our school can reject pick child leave.

-If loss the <Student Card>, please notice us as soon as possible, and pay the handling charge \$15 for reissue the student card.

Student Health

Body temperature check: Parents please help student to check body temperature. If student sick, please stay at home and see doctor.

Take medicine: Take medicine service can provide to Whole day class students, who is non-communicable diseases person. Parent must fill in and give the take medicine approve letter and the guideline of take medicine to us. (Take medicine approve letter can download from school website.

Take sick leave / personal leave: If student need take sick leave / personal leave, parents please contact us by phone or letter.

Health and diet arrangement: Strengthening the protection of child with different food sensitivities, our school unacceptable parents give peanuts, candies, chocolates, soft drinks and small jelly as small gifts.

Student Safety

Accessories:: For the safety of student, please do not allow student to return to school wearing accessories, ropes and valuables.

Accidental injury: If student accidental injury during class, our school would according to individual situation and make decision about whether to take child to hospital for treatment, and notice to parents immediately. For non-serious cases, a teacher with a first aid certificate usually treats the affected area, and then the teacher in charge fills in the accident injury record. The original copy needs to be signed by the parent and handed over to the head teacher to store in the student's personal data file, and the copy is submitted to the school office for follow-up.

Home-school cooperation

Parents are school valuation resource, our school welcome talk with parents by face-to-face, telephone, email or different communication method to share opinion or sharing. Another way, we welcome parents to join parent volunteer, let them understand more about school life and it can improve the relationship of parents, students and teachers.

Holiday

First school day will pass this semester holiday schedule (*it pasted in handbook), parents please keep it safety, we couldn't notice individual. If another special school holiday, our school will notice to parents. If the weather were typhoon or rainstorm, parents please pay attention about EDB may issue class suspension news. In normal situation, Typhoon Signal No. 3 or red rainstorm warning, EDB will announce class suspension.

School uniform

Student must wear official school uniform. To make it easier for students to identify their belongings, parents please write child's name on the clothing.

Whole day class student

Whole day class students need sufficient energy to study whole day learning class, so they have asleep time after lunch. Therefore, to protect personal health, student must bring blanket every week by once time.

Payment method for tuition fee

Tuition fees will be paid by bank autopay on the 10th of each month, parents please bank in tuition fee amount into bank account. If late, bank will charge bank handling charge from your bank account. Moreover, whole year tuition fee is calculate from each month, the receive amount is approved by EDB, it can not modify without authorization.

Terminate study

If student terminate, must write letter to school before 30 days terminate. As our school need to do the terminate handling process. If not, parents need pay the tuition fee for next month.

Our school reserves the right to revise and update. Any new or updated rules will be notified to parents in the form of a notice. Thank you for your cooperation!

Parents sign after reading: I understand and will abide by your school's parent rules.

Student Name: _____

Parent Name: _____

Parent's Signature: _____

Sign Date: _____