

維多利亞幼兒園  
VICTORIA CHILDREN'S GROUP INC.

SCHOOL HANDBOOK



230 Grand Street 2<sup>nd</sup> FL  
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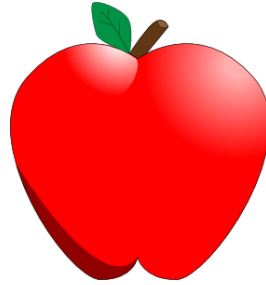
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## CLASSROOM RULES & GUIDELINES:

### 課室規則與指引

Please help us keep our classrooms safe and fun for all our children by obeying the following rules:  
為了讓我們所有的孩子有個安全與有趣的課室，請大家遵守以下的規則：

- NO name calling, foul language or yelling  
不能對罵，粗言穢語或大喊大叫
- NO hitting, kicking, pushing, spitting, biting, pulling or running  
不能打，踢，推，隨地吐痰，咬，拉或跑
- NO gum chewing or candy  
不能嚼香口糖
- NO personal toys allowed during class time  
在上課時，不允許玩私人的玩具
- NO sharp items allowed in school  
不允許帶鋒利的物品回學校
- **Children are only allowed to leave with parent or authorized adult. The parents MUST notify the school prior to departure if your child is going to be leaving with anyone else.**

孩子只能由父母或法定監護人接送離開。如果您的孩子需要與其他人接送離開，請必須提早通知學校。

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## SCHOOL POLICIES 學校政策

The following is summary of the school policies and agreement signed by the parents at registration:  
以下是學校的政策與家長在註冊時所簽署協議的總結:

- **School Hours:** 8:00am - 6:00pm  
學校時間: 早上 8:00 - 下午 6:00
- **Pre-K For All Hours:** 8:20am - 2:40pm  
Pre-K For All 時間: 早上 8:20 - 下午 2:40
- **Absent From School:** Please notify the school if your child will be absent from class  
缺課: 如果您的孩子將會缺課, 請提早通知學校
- **Illness, Personal Vacation, Holiday & Emergency Closing:** Please notify the school if your child is ill or will be out of school. 如果你的小孩病了或有事缺席, 請通知學校
- **Children Release:** Children can only be released to their parents or authorized guardians. If there are any changes, please notify the school personnel prior to pick up. The school will **NOT** release any child without parent authorization 兒童放學: 兒童只能由他們的父母或法定監護人接放學。如有任何更改, 請及時通知學校, 並必須獲得父母或監護人的委託證明, 方可前來接送。學校沒有家長允許將不會讓其他人接送兒童放學
- **Emergency Contact:** Parents must provide the school with updated emergency contact information including home, work, cellular, etc. If there are any changes please notify the school immediately 緊急聯繫: 家長必須向學校提供最新的緊急聯繫方法, 包括家庭, 工作, 手提等電話號碼。如有任何改變, 請立即通知學校
- **Late Pick Up Fee:** You will be charged a late pick up fee of \$5 per 10 minute or fraction thereof for children picked up after closing time  
遲到收費: 學校接送時間後, 每遲到 10 分鐘, 學校將收取 5 塊錢美金

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## SCHOOL WELLNESS 學校的健康

We would like to keep all our children healthy and well at the school. We ask that all parents help us in promoting wellness and protect your child and others in school by keeping your child home if he/she exhibits the following symptoms:

我們學校想保持在校孩子們的健康和狀態良好。我們要求所有家長協助我們促進學校的健康，將保護您的孩子和其他人。如果他/她出現以下的症狀，會讓您的孩子儘早回家，：

- A temperature above normal within the last 24 hours  
在過去 24 小時內有發燒
- Vomiting excessively within the last 24 hours  
在過去 24 小時內過度嘔吐
- A rash without any known cause or possibly infectious  
任何已知原因或可能具有傳染性的皮疹
- Excessive diarrhea with the last 24 hours  
在過去 24 小時內有過度腹瀉
- Untreated pink or red conjunctivitis with discharge  
未經處理的粉紅色或紅色結膜炎
- Persistent and constant coughing  
持續或不斷地咳嗽
- Untreated ear infection  
未經處理的耳部感染
- Persistent discharge of the nose with yellowish or greenish tint  
一貫地流著黃色的或者綠色的鼻涕

If your child becomes ill at school, we will notify parent or guardian to be picked up.  
如果您的孩子在學校生病，我們將會通知家長或監護人接走。

If your child is diagnosed with any infectious disease, we require a doctor's note advising that your child is cleared to return to school. 如果您的孩子被確診為任何傳染性疾病，我們需要醫生的建議再讓您的孩子重返學校。