



Ling Long Bayside CAMPUS: LATE CLASS

Agreement for families attending late class August 15th, 2017.

新纽顿玲珑湾幼儿园幼儿入晚托班协定

Ling Long bayside campus provide one late class option for families where both parents work. The late class provides an extension of after school care from 16:30 until 17:45.

玲珑湾幼儿园为双职工家长的幼儿开设晚托班，晚托班服务时间从下午 16:30 开始，至 17:45 结束。

- The late class has a maximum enrollment allocation of 35 children with 3 teachers. Priority of registration depends on whether both parents work, have nanny/ayi or grandparents, distance to campus and special circumstances.

晚托班最多容纳 35 位幼儿，配备 3 位老师看护。开设晚托班是为了解决双职工家长无法在正常放学时间接幼儿离园，幼儿家中无保姆或祖父母接送，幼儿的家离幼儿园距离远以及特殊情况。符合以上情况的幼儿会优先考虑安排入晚托班。

- The late class does not have lesson activities, but features table games, outside play, music in the class-room and a small snack served around 17:00.

晚托班不设教学活动，提供幼儿桌面游戏，室外活动，音乐活动。每天下午 17:00 左右提供点心。

As an attending family of the late class you agree to the following

如果您需要为您的孩子报名入晚托班，请遵守以下协定

- The late-class is in room K1-101 on the ground floor.

晚托班设在一楼 101 中班。

- The late-class is non curriculum based and is a care service for families who cannot arrive at regular pick-up time.

晚托班不设教学活动，是学校为了解决不能正常时间接送孩子的家庭所提供的暖心服务。

- Already attending students of the late-class will have continued enrollment in the late class, unless withdrawn.

如果没有退班的记录，在读晚托班的幼儿享受下月继续上晚托班的名额。

- Withdrawn late-class students and new families have to re-apply, no guarantee of late class placement.

已经退班的幼儿学校不再为其保留名额，和新生一样需要重新向学校申请入晚托班。

- Late-class will have mixed Newton teachers.

晚托班配备的老师为园内老师。

- All pick-ups from late-class must be by authorized persons who's Entrance ID card feature an approval for late pick-up, which must be shown to the campus security guard at the entrance gate.

接离晚托班的家长必须为授权接送人，并且每次入园接离孩子时必须向校门口的门卫出示进门卡。

- To reach the late class from 16:30-17:45 call the school number plus extension: **62550855 ext. 8101**

如果在下午 16:30 到 17:45 的时间段您有事要联系学校老师，请致电 62550855 转分机号 8101。

Late pick-up penalty & procedure

晚托班未能及时接离幼儿惩罚措施及相关流程

- If you are unable to arrive before 17:45, please call the number above as soon as possible.

如果在下午 17:45 前家长不能及时接幼儿离园，请提前打电话给晚托班老师告知情况。

- For pick-up after 17:45 in-room teachers must inform the on-duty campus supervisors.

如果有幼儿晚于下午 17:45 仍留在学校的情况，班级老师需要告知学校当天值班主管老师。

- Keep in mind that both late-class teachers, on duty supervisor and the campus security guard all have to cancel their own arrangement and work over-time, because you are late. Most importantly, being very late might negatively affect your child's pleasure of school and understanding of daily routines. **It should never happen!**

请记住当天晚托班老师，值班主管老师，学校门卫都因为您的迟到不得取消自己当天的私人安排，为看护您的孩子而加班。最重要的是家长的迟到会严重影响幼儿在园的情绪和正确理解一日流程的作息时间。

所以，请家长遵守接离时间，千万别迟到！

We fully agree and support the agreement above

我们完全同意并遵守以上协定

Late class family signature/date

晚托班家长签名/日期