

敬啟者：貴子弟_____被安排入讀_____，並辦妥入學手續；
現因開課在即，茲將開學初期之各項安排詳列於下，敬請細心閱讀，並慎為保存此通告，以便依時執行。

(一) **新生預備週**：8 月 27 日(星期四)至 9 月 4 日(星期五)：

※ 為讓家長了解幼兒在校的學習模式與及建立幼兒對學校的信心，能儘快適應校園生活，首兩天(即 8 月 27 日及 28 日)上課時間內，每名學生可由一位成人家長陪同至放學。

※ 8 月 31 日(星期一)起毋須家長陪同，幼兒自行進入課室上課。

此八天上、下課時間如下：

上午班：上午 9 時至 10 時 (第一組) 下午班：下午 1 時至 2 時(第一組)
 上午 11 時至 12 時 (第二組) 下午 3 時至 4 時(第二組)

※ 本校將各班分成兩組，請家長**按後頁之時間回校上課**，當學生到校後，請家長帶入課室，並向班主任索取接送證一張(敬請核對證上資料是否正確)，表示學生已經到校；放學時，家長則以接送證接回學生離校。故此**請家長慎為保存接送證**，如有遺失，須立即向校方報告，申請補發。學生每天上學，必須按校方之安排穿著整齊、清潔之校服或運動服，並貼上隨本函附上之學生人名標貼(回校首天將派發學生名牌)，以便老師識別。

※ 學生配掛名牌之內容說明：

班級：中間數字是代表級別，「1」是指幼稚園第一年，即「幼兒班/K1 之意思」；

上下：「上」是指上午班、「下」是指下午班；

字母：是指班別之分組：例如 A 班、B 班、C 班

上 1A：梁詠茵老師、張凱欣老師 --- 1 號課室

下 1A：張凱欣老師、梁詠茵老師 --- 1 號課室

上 1B：楊詠茹老師、吳曉彤老師 --- 2 號課室

下 1B：吳曉彤老師、楊詠茹老師 --- 2 號課室

上 1C：李慧詩老師、仇悅瑩老師 --- 4 號課室

下 1C：仇悅瑩老師、李慧詩老師 --- 4 號課室

● 本校會因應不同教學活動，安排三位老師在值，以提升學生學習效能。

● 預備週之活動內容大致包括有：早會或午會、常規訓練、學習如何使用洗手間、恩物、茶點……等，老師會視乎小朋友的情緒及反應而作出相應調動。

* 9 月 2 日開始，如乘搭祿姆車者，上午班放學時間可延至 12 時，下午班放學時間可延至 4 時，與低班及高班學生/兄姊，一同乘坐祿姆車放學，否則家長須自行到校接放學。上午班延至 12 時及下午班延至 4 時放學的學生由班主任照顧直至放學時段。

(二) 適應週：9月7日(星期一)至9月11日(星期五)：

上午班：9時至11時(上課兩小時)

下午班：1時至3時(上課兩小時)

* 適應週之活動內容，除了預備週內所有之活動外，更加插了常規訓練、音樂活動、小肌肉活動、故事、美勞等。

(三) 學習期：9月14日(星期一)開始：適應週終結後，隨即進入學習期，上課時間納入正軌，按照其他班級一般，並無分別：

上午班：上午9時至11時55分

下午班：下午1時至3時55分

※ 每日上課鐘響後才到校之學生，家長不得進課室取接送證，由本校教職員代取交給家長，以免影響其他同學上早/午會，如學生在上早/午會時段完結之後，始到達學校者，則作遲到計算，請家長垂注。

* 為免走廊過份擠迫，幼兒班將提早五分鐘放學(即11時55分及3時55分)。如有兄姊在本校就讀，家長可選擇12時及4時才接回貴子弟。

(四) 校服之安排：逢星期一、三、五穿著運動服、純白色厚底波鞋(不可穿著綁鞋帶之運動鞋)、白短襪(襪頭至足踝處)。

逢星期二、四穿著校服、黑皮鞋(不可穿著綁鞋帶之黑皮鞋)、白短襪(襪頭至足踝處)。外套：純白色。

※ 請帶備多一套衣服以備需要時更換。(請寫上學生姓名以茲識別)

※ 回校首天開始(星期四)，請按上列規定穿著校服回校。

(五) 巾盒、杯碟及圍裙之處理：學校派發並印有校名之毛巾盒(請自備毛巾)、杯及碟必須**每日清洗**(請參考品質保證咭內之清洗方法提示)，而圍裙也需定時清洗，以保障個人衛生。

(六) 新生家長會：8月29日(星期六)上午假座順德聯誼總會胡少渠紀念小學舉行本年度第一次家長會，內容有關本校一切制度的闡釋及課程簡介，各家長亦可將幼兒的個別情形向班主任詳述，以能作出適當的照顧。同時，可向外籍老師、普通話老師查詢教學模式或方法，歡迎各位家長撥冗出席。**(祇接待本校成年家長、由於座位有限，是次家長會不能帶同學生出席)**

時間：上午9時30分至11時

(七) **學費**：2026 至 2027 年度為全年\$39,310，凡持教育局發出的「幼稚園入學註冊證」之學生均無須繳交學費；生日會、茶點及活動費免收。本校校董會決定豁免本年度上下學期書簿什費(上學期 \$2,054.2，下學期則有待供應商報價)。

* 如須要退學者，必須一個月前通知本校取回註冊證，以便本校訂購物資時減少該生所用的物品。

(八) **褓姆車服務**：褓姆車運作在 9 月 2 日(星期三)開始，乘搭褓姆車之學生，請按褓姆車公司約定之時間，提早候車及準時接車；請家長明白因交通條例所限，停車地點不能太久，逾時不候，敬請體諒。如當日不乘搭褓姆車返學，請直接通知褓姆車李小姐。如當日不乘搭褓姆車放學，必須於放學時間半小時前通知校方及褓姆車李小姐，詳情請參閱褓姆車通告(開課後接送時間，將於 8 月 27 日回校時通知)。如有任何查詢，請致電褓姆車負責人李小姐：24581898。

(九) **戶外體能活動**：幼兒班戶外體能活動由 10 月 12 日(星期一)開始逢星期一、三、五於本校隔鄰之「安定友愛社區中心」籃球場進行，請穿著運動服回校，如當日該生身體不適者，請儘早通知班主任，暫停體能活動，學生將到校務處看圖書，由其他老師照顧。

(十) **有關校門開放**：上午 8 時 45 分、11 時 55 分、下午 12 時 45 分及 3 時 55 分；東門(近定泰樓)及西門(近社區中心)將會開放予各家長進出本校，11 時 55 分及 3 時 55 分同時開放北門(籃球場側)。為免阻礙走廊通道，所有手推車或嬰兒車請放在社工工作室門外，待離開本校時才取回，請按指示排隊入學校，幼兒班家長排隊方向：面向學校正門的右面。

(十一) **每天量度體溫**：為防病菌在校內散播，學生每天回校前需要量度體溫及用消毒搓手液搓手，請家長合作：如發現子女身體不適，請看醫生及留在家中休息(請向醫生索取病假紙，回校時交給班主任)，如剛復原請配戴口罩回校上課。書包內每天均須帶備三個獨立口罩，以備不時之需。

(十二) 應「衛生署衛生防護中心」的指示，需要為新入學幼兒進行每年一次的免疫接種記錄查閱，請家長於上課首日將免疫接種記錄副本交予班主任。

(十三) 本校設有駐園社工服務，家福會社工逢星期一、星期二、星期四及星期五駐校，如在教導子女或其他方面想與社工面談或電話傾談，可於上述日期致電回校約見。

(十四) 本校全部通告將會上載網頁內，請以「登入密碼：[]」登入，請謹記此號碼。所有通告同時會在 e-Class 應用程式發布，將於 9 月初生效，屆時將另有通告通知家長 e-Class 用戶登入資料，因此第一號通告會發紙本通告予家長並請家長將回條簽妥後交回校，請家長留意。部份紙本通告，則需交回班主任處，以表示家長對通告內容，全部了解；請將通告慎為保存，至所有事項完結；學校發出之通告，將按時上載本校網頁內，敬請留意。

(十五) 本校按不同的學校活動，會將資料及相片上載於本校網頁內，如家長不願意子女之資料上載本校網頁內，請通知班主任。

總結語：我們堅持以「愛」為根基，學校一切措施，均把孩子作為大前題，一切活動安排，乃從教育觀點上著眼，有賴各位家長對學校的信任與支持，讓家校齊努力共同培育你們所愛的孩子。梁李的好寶寶，為他們奠定終身學習的基礎，培養孩子的求知精神、樂於學習和探索、均衡發展、健康的自我概念以及信心和能力適應不斷轉變的世界。最後預祝您的小寶寶有一個美好而又健康的新開始。

順德聯誼總會 屯門梁李秀娛幼稚園

校長：郭桂梅 謹啟

2026 年 8 月 7 日



✂-----
✍ 回條 ✍

敬覆者：

本人已細心閱讀 2026 年 8 月 7 日之通告，明瞭文中所述各項，當樂意支持與遵照執行。此外，本人將 ★ 不會 / 依時 (有位成人) 出席 8 月 29 日之家長會。

此致

順德聯誼總會 屯門梁李秀娛幼稚園

班主任

家長簽署：_____

學生姓名：_____ ()

日期：_____

* 請於 8 月 27 日，交回班主任處。

新生預備週：8月27日(星期四)至8月31日(星期一)

*首兩天(即8月27日及28日)可由一名成人陪同上課

上午班上課時間：上午9時至10時 (第一組) / 上午11時至12時 (第二組)

下午班上課時間：下午1時至2時 (第一組) / 下午3時至4時 (第二組)

幼兒上學的第一天

幼兒上學的第一天很重要，因為幼兒第一天離開家，去與陌生的老師和一班陌生的同學仔相處，他對學校、班房全無概念，所以父母要盡量抽時間陪他上人生第一課。父母的態度，直接影響孩子建立安全感：

1. 家人千萬不要有【捨不得、離不開】的表現，就是怕孩子不習慣，也不要讓孩子知道。成人應相信這就是成長必經過程。
2. 如果幼兒非常害怕，不願離開家人，可以多陪他一會兒。
3. 將幼兒交給老師後，要向孩子交待：媽媽一陣來接你。謹記切勿【不辭而別】，這會令孩子陷入恐慌。
4. 準時去接孩子放學，其他同學在下課後相繼離去，最後留在課室的便感覺恐懼和不安；而且準時接送孩子，能潛意識訓練他準時。



順德聯誼總會
屯門梁李秀娛幼稚園
2026年8月7日

Dear Parents,

Your child _____ has been assigned to attend _____, and the enrollment procedures have been completed. As the start of the school year is approaching, we would like to outline the arrangements for the beginning of the school term below. Please read this notice carefully and keep it safe for timely execution.

(1) New Student Orientation Week: 27 August (Thursday) to 4 September (Friday):

- ※ To help parents understand the learning model at school and to build their child's confidence in adapting to school life, **one adult parent may accompany** each student during the school hours on the first two days (27 and 28 August).
- ※ Starting from 31 August (Monday), students will enter the classroom independently without parental accompaniment.

The class schedules for these eight days are as follows:

Morning Class: 9:00 AM to 10:00 AM (Group 1) Afternoon Class: 1:00 PM to 2:00 PM (Group 1)
11:00 AM to 12:00 PM (Group 2) 3:00 PM to 4:00 PM (Group 2)

- ※ Our school has divided the classes into two groups. Parents are requested to **refer to the schedule on the following page for class times**. Upon arrival at school, parents should accompany your child to the classroom and collect a pick-up card from the class teacher (please verify that the information on the card is correct), indicating that the student has arrived. Parents must present this card when picking up their child after school. Therefore, **please keep this pick-up card safe**; if it is lost, report it to the school immediately to request a replacement. Students must wear neat and clean school uniforms or sportswear daily, as school policy, and attach the student name label provided with this letter (student name tags will be distributed on the first day of school) for teacher identification.

- ※ The content of the name tag is explained as follows:

Class: The middle number represents the grade level; "1" indicates the first year of kindergarten, meaning "K1."

Session: "AM" indicates the morning class, and "PM" indicates the afternoon class.

Letter: Indicates the class grouping, such as Class A, Class B, Class C.

1A AM : Ms. Leung, Ms. Cheung --- Room 1

1A PM : Ms. Cheung, Ms. Leung --- Room 1

1B AM : Ms. Yeung, Ms. Ng --- Room 2

1B PM : Ms. Ng, Ms. Yeung --- Room 2

1C AM : Ms. Lee, Ms. Shau --- Room 4

1C PM : Ms. Shau, Ms. Lee --- Room 4

- Our school will arrange for three teachers to be on duty during different teaching activities to enhance students' learning effectiveness.
- The activities during the preparation week generally include morning or afternoon assembly, routine training, learning how to use the restroom, toys, snacks, etc. Teachers will make adjustments based on the children's emotions and reactions.

* Starting 2 September, for those taking the school bus, the morning class dismissal time can be extended to 12:00 PM, and the afternoon class dismissal time can be extended to 4:00 PM, allowing them to ride the bus home with K2 and K3 grade students/siblings. Otherwise, parents must pick up your children from school. Students staying until 12:00 PM or 4:00 PM will be supervised by their class teachers until dismissal.

(2) Adaptation Week: 7 September (Monday) to 11 September (Friday):

Morning Class: 9:00 AM to 11:00 AM (two hours of class)

Afternoon Class: 1:00 PM to 3:00 PM (two hours of class)

- * The activities during the adaptation week, in addition to all activities from the preparation week, will also include routine training, music activities, fine motor activities, storytelling, and arts and crafts.

(3) Learning Period: Starting 14 September (Monday): After the orientation week, the learning period will commence, and class times will return to normal, like other classes:

Morning Class: 9:00 AM to 11:55 AM

Afternoon Class: 1:00 PM to 3:55 PM

- ※ Students arriving at school after the class bell rings will not be allowed for parents to enter the classroom to collect pick-up passes. School staff will hand them to parents to avoid disrupting other students during morning/afternoon assembly. If students arrive after the morning/afternoon assembly ends, they will be marked late. Parents, please take note.
- * To prevent overcrowding in the corridors, the K1 classes will dismiss five minutes early (at 11:55 AM and 3:55 PM). If there are siblings studying at this school, parents may choose to pick up their children at 12:00 PM and 4:00 PM.

(4) Uniform Arrangements: On Mondays, Wednesdays, and Fridays, students should wear sportswear, plain white thick-soled sneakers (no shoelace sneakers), and white ankle socks (from the toe to the ankle).

On Tuesdays and Thursdays, students should wear the school uniform, black leather shoes (no shoelace

black leather shoes), and white ankle socks (from the toe to the ankle).

Outerwear should be plain white.

- ※ Please bring an extra set of clothes for changing if necessary (label with the student's name for identification).
- ※ On the first day back to school (Thursday), please adhere to the above dress code and wear the school uniform.

(5) Handling of Towels, Cups, and Aprons: The school will provide towel boxes printed with the school's name (please bring your own towel). Cups and plates must be **cleaned daily** (refer to the cleaning methods indicated on the quality assurance card), and aprons should also be cleaned regularly to ensure personal hygiene.

(6) Parent Meeting: On 29 August (Saturday) at 9:30 AM, a parent meeting will be held at the S.F.T.A. Wu Siu Kui Memorial Primary School. The meeting will explain all school policies and provide an overview of the curriculum. Parents can also discuss their child's individual situations with the class teacher to ensure appropriate care. Additionally, parents can inquire about teaching models or methods from foreign teachers and Mandarin teachers. All parents are welcome to attend (**Only adult parents of the school are allowed; due to limited seating, students cannot attend this meeting**).

Time: 9:30 AM to 11:00 AM

(7) Tuition Fees: For the 2026-2027 school year, the annual fee is \$39,310. Students holding the "Kindergarten Admission Registration Certificate" issued by the Education Bureau are exempt from tuition fees. **There will be no charges for birthday parties, snacks, and activity fees. The school management committee has decided to waive the book fees for this school year (the first semester fee is \$2,054.2, while the second semester fee is pending vendor quotation).**

* If a student needs to withdraw, they must notify the school one month in advance to retrieve their registration certificate, allowing the school to reduce the items ordered for that student.

(8) School Bus Service: The school bus service will commence on 2 September (Wednesday). Students using the bus are requested to arrive early and be ready for pick-up at the time agreed upon with the bus company. Parents are reminded that due to traffic regulations, parking cannot be for extended periods, and the bus will not wait beyond the scheduled time. Please ensure your child is ready at the designated pick-up point on time as the bus cannot wait due to traffic regulations. If your child will not be taking the school bus on any day, please inform Ms. Lee, the school bus coordinator, directly. If your child will not be taking the school bus home, please inform the school and Ms. Lee at least 30 minutes before dismissal. For details, please refer to the bus notice (the pick-up and drop-off times will be notified on 27 August during school time). For any inquiries, please contact Ms. Lee, the school bus coordinator, at 24581898.

(9) Outdoor Physical Activities: The outdoor physical activities for the K1 class will start on 12 October (Monday) and will take place every Monday, Wednesday, and Friday at the basketball court of the "On Ting Yao Oi Community Center" next to the school. Please wear sports attire when coming to school. If a student is unwell on that day, please notify the class teacher as soon as possible to suspend participation in physical activities. The student will go to the school office to read books under the supervision of other teachers.

(10) School Gate Opening Hours: The gates will open at 8:45 AM, 11:55 AM, 12:45 PM, and 3:55 PM. The East Gate (near Ting Tai House) and West Gate (near the community center) will be open for parents to enter and exit the school. The North Gate (next to the basketball court) will also open at 11:55 AM and 3:55 PM. To avoid obstructing the corridors, all strollers and carts should be left outside the social work room and collect when leaving the school. Please queue according to the instructions; parents of kindergarten students should queue facing the right side of the school's main entrance.

(11) Daily Temperature Measurement: To prevent the spread of illness within the school, students must measure their temperature and use hand sanitizer before returning to school each day. Parents are asked to cooperate: if your child is unwell, please see a doctor and keep them at home to rest (please request a medical certificate from the doctor and submit it to the class teacher upon return). If your child has just recovered, they should wear a mask to school. Students must carry three individual masks in their backpacks daily for any unforeseen circumstances.

(12) In accordance with the instructions from the "Department of Health's Centre for Health Protection," a yearly immunization record check is required for new students. Parents are requested to submit a copy of the immunization record to the class teacher on the first day of school.

Preparation week from 27 August (Thursday) to 31 August (Monday)

During the first two days (27 August and 28 August), each student can accompany by ONE adult parent in class until school finishes.

Morning class : 9:00 am to 10:00 am (**Group 1**) / 11:00 am to 12:00 pm (**Group 2**)

Afternoon class : 1:00 pm to 2:00 pm (**Group 1**) / 3:00 pm to 4:00 pm (**Group 2**)

The first day of school for a child

The first day of school for a child is very important, because the child leaves home on the first day to get along with a strange teacher and a group of strange classmates. He / She has no concept of school and classrooms, so parents should try to spend time with him / her in life's first lesson. Parents' attitude directly affects children's sense of security:

1. Parents must not show reluctant, inseparable. Adults should believe that this is the process of growth.
2. If the child is very scared and unwilling to leave parents, you can spend more time with him / her.
3. After handing over the child to the teacher, tell the child: Mom will pick you up in a while. Remember not to leave without saying goodbye, this will make the child panic.
4. Pick up the child from school on time, can train him / her to be on time.



Shun Tak Fraternal Association

Tuen Mun Leung Lee Sau Yu Kindergarten

7 August, 2026