

Annunciation Catholic Kindergarten

Arrangements for Starting K2 Classes

Date: 7/9/2020

Dear Parents/Guardians,

In accordance with the Education Bureau's guideline on "Arrangements of Resumption of Face-to-Face Classes in Phases for All Schools" and in view of the subsiding epidemic of the Coronavirus Disease 2019 (COVID-19), our kindergarten will allow a small number of students to return to school for learning activities lasting not more than half a day from September 16 onwards, and will resume face-to-face classes in phases in late September. In order to enable students to adapt to the school life as soon as possible, the timetable and arrangements for the classes are listed below.

Date	Class	Time	Remarks
21/9(Monday) to 22/9(Tuesday)	AK2A AK2B AK2C	AM 9:15-10:15(Group A) AM 10:45-11:45(Group B)	* 8-15 students will form a group per class per session. * School Hour: 1 hour * Arrangements for the groups will be announced via School Apps later.
	PK2A	PM 1:45-2:45(Group A) PM 3:15-4:15(Group B)	
29/9(Tuesday) to 9/10(Friday)	AK2A AK2B AK2C	上午 9:15-11:15	*Whole Class *School Hour : 2hrs
	PK2A	1:45 - 3:45 p.m.	
12/10 (Monday Onwards)	All AM class	上午 9:00 -12:00	*Whole Class *School Hour : 3hrs
	All PM class	下午 1:30-4:30	

- Video Activity:** Due to the upcoming return of students to school, the video activity schedule has been adjusted. The last date of online lessons will be September 9, and teaching aching video clips will be September 14. Please note that the video links will be deleted in late November.
- School Uniform Arrangement:**
Wear school sports uniform, white socks and white sneakers on every Monday, Wednesday and Friday.

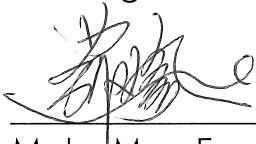
Wear school uniform skirt/shirt and pants and white socks and white shoes/ sneakers on Tuesdays and Thursdays. Please also wear white leather shoes or sneakers with the student's name written inside for identification purposes.

3. **Personal Items:** Please prepare 3 masks (in plastic bags / separate packs) as replacement for your child when necessary. In addition, please prepare a small handkerchief for your child and put it in their pocket for wiping sweat. We advise you to label the student's name on the school uniform and items (e.g. towel box, plastic cup, snack plate, etc.) for identification purposes.
4. **Arrangement for Return to School:** All students and adults entering our kindergarten must wear a mask. Please check your child's temperature at home and record it in the temperature record book before attending classes every day (the temperature record book will be distributed on the first day of class). In order to avoid flocking students, please bring your child to the Green Area (Ground Floor) to wait for the teaching staff / parent volunteers to check body temperature and hand disinfection. The student will then go up the stairs to the classroom on the first floor. Teachers and parent volunteers will stand guard on each floor to ensure the safety of students. You don't need to bring your child to the classroom on the first floor. If your child is allergic to the antiseptic gel, please inform the classroom teacher and bring along substitute antiseptic items for cleaning hands.
5. **After-school Arrangements:** Please enter the ground floor lobby from the return-to-school entrance. Line up for temperature check and disinfection of hands, and then wait in line in front of the signage.
Teachers will lead students to the ground floor to line up for departure. You need to present your student Identity card (which will be distributed on the first day of class). If you forget to bring the card, please register in the lobby with the clerk / teacher and get a temporary departure pass. In order to control the flow of students after school, please leave as soon as possible after picking up your child.
6. **Student Smart Card:** We will begin to record the attendance of students in the new academic year as from 29/9 (Tuesday). Please ensure that your child has perly put the Student Smart Card in his / her school bag or name badge/tag for use before / after school (Transfer students will get their Student Smart Cards on the first day of class).
7. **Private Bus Service:** Please contact the private bus service company for details of the service for the new academic year.
8. **Refreshment Arrangement:** To ensure students' health and to minimize the frequency and duration of mask removal, no refreshments will be served in September. Please note that a notice will be issued for the refreshment arrangement in October. Students may use their own plastic cups for drinking during the normal refreshment time. However, due to the current epidemic situation, the plastic cups are laid up temporarily and you may prepare a water bottle with a straw (about 200ml) for your child to use at school.
9. **Student Handbook:** The classroom teacher will collect the student handbook on 21/9 (Monday) for registration of student information, and return it on 29/9 (Tuesday). Please affix a photo of the student in full school uniform onto the student registration form and fill in the Student Record, Reminder in Emergency, Student Health Record (if applicable) and Private Bus Information (if applicable). Please also sign the Specimen Signatures and Parent's Reminder.

10. **Mid-Autumn Festival Celebration:** For the Mid-Autumn Festival Celebration on 30/9 (Wednesday), please prepare a lantern for your child to bring to school to share the festive atmosphere. Please ensure that you labeled his/her name on the lantern.
11. bring to school and indicate his/her name on the lantern
12. **School Fee Arrangement**
- We have joined the "Kindergarten Education Scheme", therefore, students who have joined the scheme and are eligible will not be required to pay the school fee in this school year
(*In case of individual cases, we will contact the parents concerned).
 - If a student is absent from school for a whole month, he / she will not receive any subsidy from the Education Bureau and will be required to pay the tuition fee in full for that month. Please note that we will notify you of the tuition fee later after approval by the Education Bureau.
 - Please note that the arrangement for refunding of registration fee will be announced through School Apps later. (applicable to transfer students only)

Please check the above notice and reply via School App before September 11 (Friday).

Best regards,



Ms Lo Man Fung

Principal

Notice No.: 2020/09B



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Reply Slip

Dear Principal,

I am the parent/guardian of student _____ class _____.

I have received and understood the notice 2020/09B concerning "Arrangements for Starting K2 Classes".

(Signature of parent/guardian)

Date: _____

