保良局莊啟程幼稚園幼兒園

Po Leung Kuk Vicwood Chong Kee Ting Kindergarten & Nursery

2024-25學年新生家長會 Parents' Conference for New Students 2024-2025







辦學宗旨 Our Mission

本校秉承保良局「**興學育才**」優良辦學之傳統,以「**愛、敬、勤、誠**」校訓,有教無類之旨,為幼稚園教育作出服務和貢獻。

Our school upholds the tradition of "Po Leung Kuk" to promote education for all and nurture young minds, with the values of "Love, Respect, Diligence, and Integrity" to serve and contribute to preschool education.

學校願景 Our Vision

- 致力培養學生的學習興趣, 啟發學生潛能
- 培養學生「德、智、體、群、美」五育均衡的發展
- 致力培育學生良好品格及關愛別人
- 營造一個健康、積極和愉快的優質教學環境
- 達致「有教無類、全人教育」
- Committed to cultivating students' interest in learning and inspiring their potential.
- Nurturing students for balanced development in "virtue, intellect, physique, socialization, aesthetics".
- Committed to fostering students' good character and caring for others.
- Creating a healthy, positive and pleasant high-quality teaching environment.
- Achieving "Education without prejudice, and holistic education".



學校特色 School Characteristics

以生為本 Student-Oriented

Learning is <u>student-oriented</u>, offering them many <u>opportunities to participate</u>, <u>express</u>, <u>and demonstrate</u>, <u>allowing them to "learn by doing" happily</u>, enhancing their motivation to construct knowledge actively.

學校特色 School Characteristics

能力主導 Ability-Oriented

課程以鞏固學生各學習領域的基本能力,培養學生有 良好的共通能力、自學能力、探究及適應社會的能力 ,以達致學生終身學習,自強不息的目標。

The curriculum aims at strengthening students' fundamental abilities across various learning areas, fostering in them good fundamental skills, self-directed learning capabilities, exploratory skills and adaptability needed for social integration. With the ultimate goal of lifelong learning and continual self-improvement in mind for the students.

學校特色 School Characteristics

全人教育 Holistic Development

教學不單只著重知識的傳授,學校盡量給予學生<u>不</u>同的學習經歷,培養學生德、智、體、群、美五育並重,充實學生生活及對未來成長的信心。

Teaching at Po Leung Kuk does not merely emphasize the impartation of knowledge but also strives to provide students with <u>diverse learning experiences</u>. We place equal emphasis on fostering students' <u>virtue</u>, <u>intellectual</u>, <u>physical</u>, <u>social</u>, <u>and aesthetic development</u> to enrich their lives and instill confidence in their future growth.

我們的團隊及師資 Our Team

所有教師已接受專業教師培訓,並 具有幼兒教育碩士、學士學位或幼 兒教育證書文憑資歷。

校長主任

N1中文及英文班主任 K1 中文及英文班主任各一名 K2 中文及英文班主任各一名 K3中文及英文班主任各一名 非華語統籌老師 普通話老師 外籍英語老師 書記 工友 司機 All teachers have undergone professional teacher training or qualifications such as: Master's or Bachelor's Degree in Early Childhood **Education or Early Childhood Education Certificate Diploma Principal** Head Teacher **N1 Chinese & English Class Teachers K1 Chinese & English Class Teachers K2** Chinese & English Class Teachers **K3 Chinese & English Class Teachers NCS Coordinator**

Mandarin Teacher

Native English Teacher

Receptionist

Support Staff

Bus Driver

《幼稚園教育課程指引》2017

"The 2017 Guide to Kindergarten Education Curriculum"



Figure 1: Core value and guiding principles of curriculum design

課程規劃

Curriculum Plan

學校 School

藝術與創意 **Arts & Creativity** 個人 體能 價值觀和態度 與群體 與健康 關愛校園 Self & **Physical Fitness** Values and attitudes **Society** & Health **Campus Care** 技能 幼兒數學 語文 戲劇 **Early** 知識 Languages Childhood 美藝 專題研習 **Mathematics** 音樂 蒙氏教具 **Gives** birth Skill Knowledge To Life **Drama** Project-study Learning Music Montessori teaching Art aids

> 大自然與生活 Nature & Living

家庭 Family

社區 Community

學校發展 School Development

- 實踐<u>生命教育</u>,以人與自己、人與他人、人與環境及人與宇宙四方面成為課程設計之核心。We implement <u>Life Education</u>, with a focus on the four aspects of human interactions: self, others, the environment, and the universe, as the core of our curriculum design.
- 積極推動以兒童為本的<u>專題教學</u>,提升學生自主自發的學習興趣。
 We actively promote child-centered <u>Project Approach</u> to enhance students' self-directed interest in learning.
- 設計多元化的展示活動,運用<u>戲劇、音樂及美藝</u>教學,增強學生對語文學習的興趣,提升他們表達、與人溝通的能力及創意能力。 We design diverse exhibition activities, incorporating <u>drama, music, and art</u> in our teaching methods to enhance students' interest in language learning, improve their abilities in expression and communication, and foster creativity.

學校發展 School Development

- 運用<u>「蒙特梭利」</u>操作式教具,增強學生數概及邏輯思考的能力。 We utilize <u>"Montessori"</u> teaching aids to enhance students' mathematical abilities and logical thinking.
- 增強家長教育及提升<u>家校合作</u>之效能,從而幫助家長協助子女學習, 提升學生學習的成效。
 - We enhance parental education and improve the effectiveness of home-school cooperation to assist parents in supporting their children's learning, ultimately boosting students' learning outcomes.
- 增強老師<u>照顧多元學習需要</u>學生的教學能力,從而提升學生學習的成效。 We strengthen teachers' instructional capabilities to cater to students with diverse learning needs, thereby enhancing the effectiveness of their learning

學 費 Tuition Fees

(有待修定) (subject to change)

採用自動轉賬形式於每月五號透過銀行自動轉賬服務繳交學費、膳食費、自置校車車費。 Tuition fees, meal fees, and charges for the self-owned school bus service are collected via automatic bank transfers on the 5th of each month. Starting from September, the tuition fees are as follows: (待教育局核准 Pending approval from the EDB)

2024-2025教育局批核	半日 Half-da		全日班 Full-time class
(Education Bureau Approved)	N	K1-K3	K1-K3
全年學費 Annual Tuition Fee		\$ 0	\$ 11690
每月之學費 Tuition per month	\$4,681	\$ 0	9-6月: \$1169 (每月 monthly)
膳食費 Meal Fees	/	/	\$ 370 (每月 monthly)

學 費 Tuition Fees

(有待修定) (subject to change)

備註:

只限持有<u>幼稚園入學註冊證</u>才獲政府資助。 若沒有<u>幼稚園入學註冊證</u>每月學費需要<u>約\$4,500</u>元不 等。

Remarks:

Government funding is only available to students holding a <u>Kindergarten Entrance Registration Certificate</u>. Students must attend school for a minimum of one day per month to meet the subsidy criteria. For those without a <u>Kindergarten Entrance Registration Certificate</u>, monthly tuition fees will be approximately \$4,500.

學 費 Tuition Fees

(有待修定) (subject to change)

若幼兒在學期間因事需中途退學者,家長必須於一個月 或之前以書面通知本校,否則須繳交一個月學費給本校 作為通知期(以每月一號或以前為準)。一切已繳費用 ,均不能要求退回。

If a child needs to withdraw from school during the semester, parents must inform the school in writing at least one month in advance. Otherwise, one month of tuition must be paid to the school as a notice period (based on the first day of each month or before). All fees paid are non-refundable.









在職家庭及學生資助事務處 學生資助處 學生資助計劃綜合申請 學前學生資助

表格C

Please see overleaf for the English version of this form if necessary.

申請學生學年中轉校/復課再次申請表

第一部	由申請人填寫	^ 可選擇填寫與否	# 精 制制除 不適用者	由本組填寫
轉校前就讀學校名	5稱			
現在就讀學校名稱	ţ			
申請學生英文姓名	3			
申請學生中文姓名	4		香港出生證明書號碼/ 旅遊證件號碼 #	
申請人姓名			香港身份證號碼	
配偶姓名			香港身份證號碼	
香港通訊地址 (為方便資料處理,				
請用 英文 正楷填寫)				
住址 (如與通訊地址不同,			住宅電話號碼	
請填寫)			流動電話號碼~	



在職家庭及學生資助事務處學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY STUDENT FINANCE OFFICE

幼稚園及幼兒中心學費減免計劃/幼稚園學生就學開支津貼 學校證明書

請於填寫本學校證明書前詳閱「填寫及遞交「學校證明書」須知」(「須知」)及「學生資助計劃綜合申請 - 申請指引」(「指引」)。

注意事項

- 1. 如申請人有子女在 2020/21 學年新入讀幼稚園/幼兒中心、未獲派發預印表格或首次申請學前學生資助,必須遞交學校證明書。
- 2. 申請人須於 2020 年 8 月 31 日前將學校證明書呈交就讀學校辦理,以確認學生資料。
- 3. <u>幼稚園學生的家庭</u>除幼稚園及幼兒中心學費減免之外,亦可申請幼稚園學生就學開支津貼。請參閱下方第二部第5項。

第一部 申請人資料

1. 申請人中文姓名								
2. 申請人英文姓名								
3. 香港身份證號碼				()			
4. 香港流動電話號碼								

第二部 申請學生資料

(有待修定) (subject to change)

幼稚園學生就學開支津貼

2023/24學年全年的津貼額如下:

	合資格幼稚園學生 (包括就讀全日制及半日制幼稚園的學生)
全額 (100%)	\$4,370
3/4額 (75%)	\$3,278
半額 (50%)	\$2,185

● 每名合資格的幼稚園學生在同一個學年只可獲發就學開支津貼一次,申請學生不會因轉校或其他原因而獲發第二次津貼。

查詢



■ 24小時查詢熱線: 2802 2345

https://www.wfsfaa.gov.hk/sfo/tc/preprimary/kcfr/overview.htm

網上申請 Apply online



保良局社會服務部駐校社工

Po Leung Kuk Kindergarten Social Work Services
School Social Worker

需着與學校協作以及早識別、及早介入模式,協助有需要的幼兒及家長,提供適切的支援及輔導服務。

В By collaborating with schools and implementing an early identification and intervention model, we assist children and parents in need by offering appropriate support and counseling services.



家校合作 Home-School Cooperation

- 家長教師會 Parent Teacher Association
- 家長觀課 Parents Observation
- 親子旅行 Parent-Child Trip
- 運動同樂日 Sports Fun Day
- 敬祖父祖母茶聚
 Tea Gathering for Grandparents
- 講座及工作坊 Talks and Workshops
- 家長義工 Parent Volunteers
- 家長會 Parent Meetings
- 意見箱 Suggestion Box
- 定期問卷調查 Periodic Questionnaires Survey
- 家訪 Home Visits





家長教師會 Parent-Teacher Association

一年一屆 Established every year



每年約4次會議 About 4 meetings per year



歷年家教會活動:親子年宵攤位、親子旅行、親子運動童樂日

PTA activities over the years: Parent-child Lunar New Year Fair Booth, Parent-Child Trip, Parent-Child Sports Fun Day

家長可以Parents can...





























有關EVI Family App電子通告事 EVI Family App Electronic Circular

學校內聯網之通告欄將由EVI Family apps內的 電子通告功能上傳本校所發放之通告,家長 可於以下 QR Code下載EVI Family apps。

由即日起正式使用,家長可使用程式內的回 覆功能,登入名稱及密碼將於開學後透過短 訊收到。

The school utilizes the EVI Family App for communication purposes. Parents will receive electronic school announcements through the app. Parents can scan the QR code below to download the EVI Family app.

Upon school commencement, parents will receive their login name and password via SMS to use the reply function within the app.



IOS app store

Android

網頁版









照顧幼兒多樣性的策略 Care Strategies for Diverse Early Years Children

- 及早識別及轉介 Early Identification and Referral
- 校本融合服務計劃 School-based Integrated Service Project
- 專題研習的課程策略 Curriculum Strategies for Project-based Learning
- 戲劇、音樂及美藝的教學策略 Drama, music and Art-based Teaching Strategies
- 定期舉行混齡活動 Regular Mixed-age Activities
- 提供更多學生展示表現的機會 Opportunities to Demonstrate Student Performance

及早識別及轉介程式

Early Identification & Referral Process

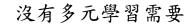
由班主任於課堂中觀察

Classroom observation by the class teachers

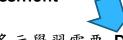


轉介母嬰健康院進行初步評估

Referral to a MCHC for Preliminary Assessment



No need for Diverse-Learning



有多元學習需要 Diverse-Learning Needed



轉介兒童體能智力測驗中心 Referral to Child Assessment Centres (CAC)



建立個案編號,按需要替學生轉介不同學位及申請到校服務 Create case numbers, refer students to different programs and apply for school services as needed



政府中央處理申請及派位

Central government will process applications and allocate slots



若保良局到校融合服務尚有學額,便通知學校展開服務
If there are still slots available in the PLK OPRS Service,
the school will be notified to start the service



到校學前康復服務 (OPRS)

校車服務 School Bus Services

- 設有校車服務,方便區外學生和家長。
- 因應區域或單雙程車費價格或有所調整。
- 搭校車的學生可能會因交通路面情況及行車路線而提早放學及延遲到達學校。
- 因應學校特別活動,校車服務會有所更改。
- 請假或自行返/放學需通知司機叔叔。
- 車費:N班:10個月
- K1-K3:10個半月



- One-way and round-trip fares may be adjusted depending on the area.
- School bus students may experience early dismissals or delayed arrivals at school due to traffic conditions and route changes.
- Bus services may be canceled or altered in response to special school events or driver absences.
- Please inform the bus driver in advance if your child will be absent or if you will provide transportation.
- Bus Fee: N class: 10 Months K1-K3: 10.5 months

如有需要校車服務,需提交表格申請
If you require school bus services, please submit the application form

教材套選用(K1-K3) Selected Teaching Materials (K1-K3)

参考出版社學習套內容,建立校本課程 Establish school-based curriculum based on the content of the publisher's learning package.

教育出版社
Education Press ~
Fun around Us
(有QR code點讀功能
With QR code reading function)





愉快學習出版社有限公司(EVI)Tree house 繪本故事書
Picture Storybooks









英普粤學習平臺 Learning APP



N1家課及學習資料 N1 Homework and Learning Materials



書冊 Sketchbook



點讀兒歌集 Reading Pen Children's Song Book



點讀親子主題活動紙
Reading Pen
Parent-Child Worksheets



親子閱讀圖書冊 Parent-Child Reading Book



點讀視覺活動冊 Reading Pen Parent-child Activity Book



點讀親子活動冊 Reading Pen Parent-child Activity Book

K1家課及學習資料

K1 Homework and Learning Materials



親子閱讀圖書冊 Parent-Child Reading Book



點讀兒歌集 Reading Pen Children's Song Book



畫冊Sketchbook



點讀線條練習冊 Reading Pen Lining practice activity book

點讀親子主題活動紙、專題工作紙、綜合活動紙 Reading Pen Parent-Child activities, theme, Integrated Worksheets

家長須知 Parents' Notices

(逢星期五派發,並於星期一交由幼兒帶回學校)

(Every Friday, distributed and to be returned by students on Monday)

- 1. 通告袋(黃色) Notice Bag (Yellow)
- 2. 家庭手册 Family handbook
 - 請家長填寫學籍表/衛生記錄表
 Please complete the Student Information & Health Record Form
 - 本週家庭生活報告(每星期填寫)
 Weekly Family Life Report (to be completed every week)
 - 詳閱並簽署本週學生表現記錄/本週教學內容 Review and sign the Weekly Student Performance Record/ Weekly Teaching Contents

家長須知 Parents' Notices

3. 家庭觀察記錄 Family Observation Record (每兩月派發一次) (Distributed every two months)





幼兒評估 Student Assessment

- 採用持續評估方式
- 每主題會使用評估表為幼兒進行日常表現之評估
- 每個專題完成後會有專題學習報告,請家長查閱及與子女交流當中的活動。
- 定期觀察幼兒各範疇發展
- 作品分析
- Utilization of continuous assessment methods
- Evaluation forms for each theme to track the children's daily progress.
- Upon completion of each theme, there will be a thematic learning report for parents to review and discuss the activities with their children.
- Regular observations of children's development across various domains
- Artwork analysis

N & K1新生Playgroup N & K1 New Students Playgroup

- 日期 Date:
- 2024年8月29日(星期四 Thursday)、
 2024年8月30日(星期五 Friday)
- 時間Time: A組/ Group A 9:00-10:00
- B組/ Group B 10:30-11:30
- · 請留意電郵公佈新生Playgroup分組名單
- Please pay attention to the email announcement of the new student playgroup grouping list.
- 請於上課第一天為子女帶備一對白色運動鞋作室內上課之用,請寫上學生姓名。
- Please bring a pair of white sports shoes with your child's name written on them for indoor use on the first day of school.

半日班適應期安排 Half-day class Adaptation Period Arrangements

週次 Week	上午班時間 Morning class	
2/9-13/9 (幼兒自己上課)	1小時(1-hour) A組/A group 9:00-10:00 B組/B group 10:30-11:30	
16/9至27/9 *27/9 生日會	2小時(2-hour) 9:00-11:00 上午班 13:00-15:00 下午班	
30/9起	3小時(正常返放學時間) 8:45-12:00 上午班 13:00-16:15 下午班	3 hours (Normal School Hours) 9:00 - 12:00 Morning class 13:00 - 16:15 Afternoon class

詳細時間表以學校最新公佈為準。

The timetable is subject to the latest announcement by the school.

9月適應週沒有校車放學接送安排

There will be no school bus pick-up arrangements for September Adaptation Week

全日班適應期安排 Adaptation Period Arrangements for whole day class

週次 Week	全日班時間 Full-time class
30/9-10/10 (留校進食午饍)	4小時(1-hour) 9:00-13:00
14/10至18/10 (留校進食午饍、午睡)	5.5小時(2.5-hour) 9:00-14:30
21/10起	正常返放學時間 Normal School Hours 8:45 - 16:15 全日班 Whole-Day class

詳細時間表以學校最新公佈為準。

The timetable is subject to the latest announcement by the school.

10月適應週沒有放學校車接送安排

There will be no school bus pick-up arrangements for October Adaptation Week

適應期安排 Adaptation Period Arrangements



- 幼兒適應期間,建議家長必須準時送幼兒回校和接回幼兒離校。 During the child's adaptation period, parents are advised to promptly send and pick up their children from school.
- 鼓勵家長必須遵守本校所訂之適應期安排,共同攜手幫助幼兒適應學校生活。 We encourage parents to adhere to the school's adaptation period schedule and work together to help children adjust to school life.
- 詳細時間表以學校最新公佈為準。 Please refer to the latest school announcement for the detailed timetable.

上課時間安排 Class Schedule

星期一至星期五

上午班--上午八時四十五分至中午十二時

上午八時四十五分至中午十一時(特別活動暫停,另行通知)

下午班—下午一時正至下午四時十五分

全日班—上午八時四十五至下午四時十五分

(特別活動暫停,另行通知)

星期六、日及學校假期除外

EVI APP Calendar 日曆 / SMS

Monday to Friday

Morning Class - 8:45 am to 12 noon

8:45 am to 11:00 am (for special events are suspended, notices are given separately)

Afternoon Class - 1:00 pm to 4:15 pm

Whole Day Class - 8:45 am to 4:15 pm

(for special events are suspended, notices are given separately)

Except Saturdays, Sundays and Public Holidays



上課時間安排 Class Schedule

校門開放

本校於早上8:45至9:00/下午1:00-1:15為學生進校的時間。

(學生自行進入課室)

星期六、日及學校假期除外

小夭使Little Angel

Opening of School Doors

Opening hours for students to enter are:

In the morning: 8:45 am to 9:00 am/

In the afternoon: 1:00 pm to 1:15 pm

(Students enter classrooms independently).

Except Saturdays, Sundays and school holidays

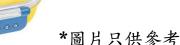


溫馨提示 Warm Reminders

請為孩子準備以下物品並貼上名稱,並需每天準備:

Please prepare the following items for your child labelled with their name, to be brought every school day:

- 水樽 Water Bottle
- 毛巾盒(濕毛巾) Towel Box (Wet Towel)
- 小毛巾(乾毛巾)(放在褲袋/裙袋內)
 Small Handkerchief (Dry handkerchief to be kept in their pants/skirt pocket)
- 食物盒 Food Box
- 口罩盒 Mask Box



*Pictures are for reference only.

*記得每天清洗,保持衛生Must be cleaned every day to maintain hygiene.

溫馨提示 Warm Reminders

- · 2個兒童口罩,並用密實袋包好。
- · 一套衣服及內衣褲,以備孩子在活動時汗濕、遺尿或弄汙衣物時,替換之用。

所有物品請貼上名稱

Label all items with their names

- · 幼兒紙尿片連密實袋包好。
- · 開學通知授權掉褲。 2 children's masks, placed inside a ziplock bag.
- A set of spare clothes and underwear,
 in case the child sweats, urinates or soils their clothes during activities...
- · Baby diapers packed in a ziplock bag.
- Upon commencement of school, please inform the school of your decision
 *圖片只供參考
 *Pictures are for reference only.

溫馨提示 Warm Reminder

全日班物品: Whole-Day Class Items:

- · 索繩袋子(用作存放漱口杯)
 Drawstring bag (used to store oral rinse mug)
- · 女孩子請準備拉鏈袋(用作存放合適的梳子、髮夾和橡筋)
 Zipper bags (for girls only, to store suitable comb, hairpins and hair ties)
- · 午睡使用的床單需準備有四角魔術貼的
 Bottom sheet used for nap must have Velcro on the four corners
- · 被 Blanket
- · 被袋 Blanket bag
- · 漱口杯Oral Rinse Mug
- *每週清洗,保持衛生。
- *Must be cleaned every weekend to maintain hygiene.



溫馨提示 Warm Reminder



- 學生出席情況將以學生證拍卡作記錄,必須每天攜帶。
- 學生因病或事故未能回校者,請致電/電郵學校/EVI請假。
- 如因患上傳染病,需繳交醫生證明書證明可以回校。
- 如乘搭校車學生,請同步致電通知司機黃叔叔。



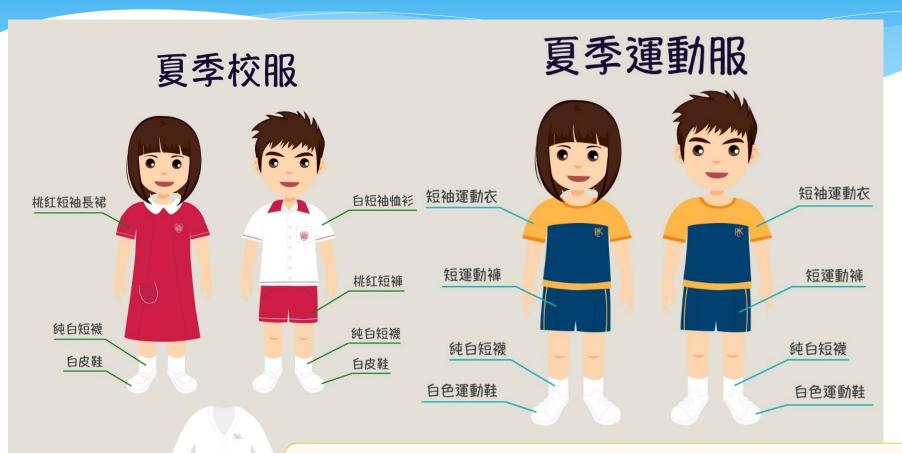
- For the students unable to attend school due to illness or accident, please call or email the school or request leave through the EVI system.
- Students absent due to contagious diseases must submit a doctor's certificate indicating they are cleared to return to school.
- If the student takes the school bus, please inform the bus driver, Uncle Wong, simultaneously.



其他 Others

- 放學時家長必須出示接送證,否則要用身份證登記臨時接送證
- 本校無提供服藥安排,家長需自行到校餵服
- 如有任何申請,請以電郵形式通知,例如:轉讀全日/半日班、多一張學生 接送證、遺失學生證需購買…
- 大堂設有意見箱,歡迎家長提出讚賞或意見。
- Parents must show the pickup card while you are picking-up your child If you forgot to bring it, you shell go to the reception and use your personal ID card to register.
- Our school does not provide medication administration. Parents must come to school to administer medication.
- For any requests, please notify the school via email, such as transferring to a full-day/half-day class, requesting an additional student pick-up card, purchasing a replacement student ID card for a lost one, etc.
- Please take note of our suggestion box in the lobby for any feedback or suggestions.

校服式樣 School Attire (Summer)



白色外套

請注意:2023年度開始夏季校服會穿黑皮鞋

Please note: Starting from the academic year of 2023, students are required to wear black leather shoes with the summer uniform.

校服式樣 School Attire (Winter)

請留意鞋款服飾 Take note of the uniform requirement.

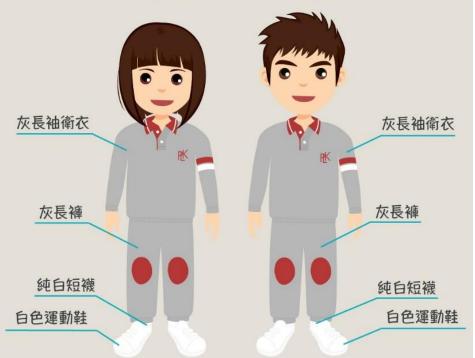
冬季校服







冬季運動服



服飾方面 Uniforms

幼兒每天必須穿著整齊校服回校。



星期二、四 穿著整齊校服 (N-K3)



Students are required to wear neat and tidy school uniforms every day.

For Nursery - K3 Classes:

Monday, Wednesday, Friday: Sports Uniform

Tuesday, Thursday: Regular Uniforms

Please maintain a tidy appearance with a neat hairstyle. Hair accessories should primarily be black and avoid wearing excessive hair clips.

Please label each child's clothing and belongings with their name and class for identification purposes.



溫馨提示 Warm Reminder

家長繳交:

學生相片8張(相片背面寫上姓名及班別)

體格檢查報告表格(N班適用)

*未交者於八月中前交回學校

Parents need to provide:

Student Photos: 8 pieces

(Write student's name and class on the back of the photo)

"Report on Physical Examination" Form

(Nursery Class application) (yellow)

*Return them before mid-August

與我們聯絡 Contact Us

學校電話 School Number

28949921

學校傳真 School Fax

25043466



學校電郵 School Email

plkvcktkg@poleungkuk.org.hk



學校 Facebook



學校IG



小紅書 Xiaohongshu





問卷時間 Questionnaire







Please scan QR Code

