

Bread of Life Christian Bilingual Preschool



Parent Handbook (2018-2019)

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Welcome!

歡迎

We're so glad that you are a part of our school here at Bread of Life Christian Church! We will have an exciting year learning and growing together. We hope that you will become involved in our events, including family specials and field trips. We also encourage you to communicate with the teachers on a regular basis and schedule visits to the classroom, so that we can help your child have the best learning experience possible.

我們很高興您能成為西雅圖靈糧堂雙語幼兒園的一員！我們非常期待在這一年的中與您一起學習和成長。同時我們也希望您能來參與我們學校的各種活動，包括親子聯誼會和郊遊。我們也鼓勵您定期與老師溝通並預約參與我們的課堂教學，藉此幫助我們為您的孩子提供一個最好的學習途徑

OUR VISION... 我們的異象

We at Bread of Life Christian Bilingual Preschool believe that children are precious gifts that God gives to parents. We desire to work hand-in-hand with parents to nurture children in a loving and caring environment according to the truth and love of God as expressed in His Son, Jesus, and His Word. We feel called by God to be a bridge for children from a Chinese culture to enter English-speaking schools fully equipped to learn to the best of their abilities. Because we believe that God gives His best to us, we aim to provide the best possible care to your children by creating a learning environment that is:

- Based on the loving principles of the Bible
- Staffed by trained, loving, and responsible professionals (English-speaking and bi-lingual)
- Safe and sanitary
- Well-equipped for maximum preschool learning
- Developmentally age-appropriate for physical, intellectual, social, emotional, and spiritual growth
- Actively involved in parent/teacher communication
- Multi-cultural and multi-lingual (English and Chinese)
- Creative and fun

我們西雅圖靈糧堂雙語幼兒園相信：孩子是上帝賜給父母最好的禮物。我們渴望與家長同心合一，以聖經的真理為教導原則，用愛和關心為幼兒提供一個充滿基督之愛的學習環境，使他們健康成長。我們從神領受的呼召是：我們學校要成為一座橋樑，幫助幼兒發揮最大的潛能，為引導孩子從中文的文化背景進入英文的語言環境作預備。因為我們相信神已經把最好的給了我們，我們願意盡最大努力提供富有創意的學習環境，去照顧這些孩子。這包括以下幾個方面：

- 以聖經真理為教育原則。
- 工作人員經過專業培訓，有愛心負責任，會講英文和中文。
- 注重衛生和安全。
- 教學設備齊全並適合各年齡層幼兒使用。
- 促進不同年齡階段的幼兒在智能、體能、情緒、社交和心靈等方面全面發展。
- 建立教師與家長積極溝通的合作關係。
- 多元文化和雙語（英語和中文）。
- 富有創意，寓教於樂。

NONDISCRIMINATION STATEMENT

非歧視聲明

Bread of Life Christian Bilingual Preschool has a racial nondiscriminatory policy and does not discriminate against applicants and students on the basis of race, color, national or ethnic origin. We accept all religious affiliations for enrollment.

西雅圖靈糧堂雙語幼兒園有一個種族非歧視性的政策，不歧視種族、膚色、民族或人種。我們接受所有宗教信仰的學生。

ENROLLMENT AND ADMISSION REQUIREMENTS

入學須知

Bread of Life Christian Bilingual Preschool serves the needs of children from 2.5 to 5 years of age. We encourage parents to bring your children to meet our teachers, see the facilities, and familiarize themselves with our programs on a free trial visit, by arrangement with the director or program supervisor. We open to potential families on Tuesdays mornings from 10:00 - 12:00 by appointment only. To ensure our class quality, we allow only one family to tour and observe in our classroom each time.

It is our policy to admit students on a part-time basis as students in our Half-Day Preschool Program (5 days per week, 3 ½ hours per day), or on a full-time basis as students in our Full-Day Preschool Program (5 days per week, up to 9.5 hours per day).

We welcome children whose care may be subsidized. As a non-profit organization we strive to make our quality and loving child care programs accessible to every family and make every effort to maintain quality and safety, but to keep our tuition fees as reasonable as possible. In an effort to aid families who may have financial need, we offer a limited number of scholarships on an application basis.

西雅圖靈糧堂雙語幼兒園招收 2.5 至 5 歲的學齡前兒童。我們歡迎家長帶著孩子免費來學校參觀訪問，與老師校長多方溝通，更多的熟悉了解我們的學校。歡迎家長跟我們預約參觀時間，每週二上午 10:00-12:00 為固定參觀時間，每次我們只接待一個家庭。

我們學校的政策規定招收包括半日班（每周五天，每天 3 ½ 小時），全日班（每周五天，每天最多 9.5 小時）

我們也歡迎有特殊需求的學生。雖然我們是非營利機構，但是我們會盡全力提供一個高品質的學習環境，用我們的愛心去服務每一個孩子及其家庭。並且努力維持高品質的教學質量和保障幼兒的健康安全，盡可能提供合理的學費。為了幫助有經濟需要的家庭，我們也會經申請而提供有限的獎學金。

PROGRAM CURRICULUM

課程設置

We develop our curriculum and lesson plans according to age appropriate development of every child in our care. We treat every child in our care as a unique human being created and loved by God. We consider individual child's social, emotional, physical and cognitive development stage in our teaching. At the same time we lead our children to know the multi-cultural world around them, provide opportunities for children to explore their world and be creative.

We implement the above goals by providing English class, Bible class, circle time, large muscle time and corner time throughout the day.

English: We use Fireflies Curriculum provided by
Funshineexpress.com.

Learning aspects:

- Social/Emotional Development

- Physical Development (gross and fine motor skills, self-care skills)
- Creative Arts
- Math & Science
- Dramatic Play
- Language and Literacy

Bible: We use “A Biblical Foundation for Early Childhood Education” developed by University of Nations Youth With a Mission .

Learning Aspects:

Explore God’ s Creation and relate to our daily life
 Help children to develop a habit to pray to God
 Teach Bible principles by Bible stories

我們遵循孩子的發展規律，在社交、情感、體能、認知等發展方面予以因材施教，同時也引導他們對多元文化和世界環境的認識，並為孩子提供自由探索和創意的成長空間。教師使用中英雙語進行教學和日常交流，培養孩子雙語學習和表達能力。

以上目標主要以英文課程、聖經課程、圓圈時間、體能時間、區角時間五個方面實施。

英文教學：採用 Fireflies Curriculum 的課程教材。

學習領域：社會/情感發展

體育發展（總運動技能、精細運動技能、自我照顧能力）

創意藝術

數科學

語言讀寫能力和多文化認知

聖經教學：採用《幼兒聖經基礎課程》

課程目標：

探討神的創造及與我們生活的關係

培養兒童在日常生活中祈禱

使用聖經故事講解聖經原則

- Prior to enrollment, we require each child to have the following forms completed and placed in our files:

入學之前我們要求每個學生填好以下表格以便我們存檔。

1. Back to School Reminder 返校提醒
2. Enrollment Form 報名註冊表

3. Food Allergy/Intolerance Statement 食物過敏表
 4. General Consent form 一般協議表
 5. Immunization Record Form 免疫記錄表
 6. Information Reminder 信息提醒
 7. Children Information Sheet 個人資訊表
 8. Parent Terms & Agreements 家長條款和協議
- Prepare an emergency comfort pack for your child with a 1-Gallon-sized Ziploc Bag
為您的孩子預備一些安慰物品放入帶拉鍊的塑膠袋中以備緊急情況時使用。

SCHOOL HOURS OF OPERATION

学校开放时间

Our school's calendar year flows with Bellevue School District each year, it starts in September ends in June. If there are enough students, we will offer summer camps in July and August. So we are still open all year round.

我們學校執行 Bellevue 學區的年度時間安排。每學年是從九月份開始，到下年的六月底結束。如果有足夠學生，我們會在七月、八月份舉辦夏令營，所以我們學校算是全年開放。

- **Hours of Operation: 8:30am-6:00pm, Monday to Friday**
 1. **Half day Program 半日班**
Monday through Friday (9:00 am - 12:30 pm) year round
星期一至星期五 (早 9:00 - 午 12:30) 全年
 2. **Full day Program 全日班**
Monday through Friday (9:00 am - 3:30 pm) year round
星期一至星期五 (早 9:00 - 下午 3:30) 全年
 3. **Afterschool Program 課後托管**
Monday through Friday (3:30 pm - 6:00 pm) year round
星期一至星期五 (下午 3:30 - 6:00) 全年
- **Holidays:**
 - **Labor Day (1st Monday in September)**

勞動節（九月的第一個星期一）

➤ Thanksgiving Day (4th Thursday in November)

感恩節（十一月第四周的星期四）

➤ Day after Thanksgiving

感恩節次日

➤ Winter and Spring Break - Follows Bellevue School District Schedule

寒假和春假——遵照 Bellevue 學區的日程安排

➤ Martin Luther King Jr. Day

馬丁路德日

➤ President' s Day (3rd Monday in February)

總統日（二月的第三個星期一）

➤ Memorial Day

陣亡將士紀念日

➤ Independence Day July 4th (When it falls on a weekday)

美國獨立日七月四日

➤ Teacher In-Service (Monday to Thursday before Labor Day)

教師備課日

➤ One other possible Teacher Training Day TBA yearly

其他的教師培訓日

- **Summer camp: 夏令營**

We offer the Half Day, Short Day and Full Day program in summer camp in July and August. (It starts on second Monday in July, ends on third Friday in August.)

我們在 7 月和 8 月提供半日托、六小時日托和全日托的夏令營。（從 7 月的第二個星期一開始，到 8 月的第三個星期五結束。）

- **SNOW DAYS 下雪天**

If snowy weather makes driving conditions dangerous, please check the radio or TV for the Bellevue School District' s report of closure, late start or early dismissal. **If Bellevue School District is closed, we will be closed.**

You may also call our school to confirm. (425)451-7477) or check at <https://bsd405.org/> or <https://www.flashalert.net/id/BellevueSD>

因著下雪將使駕駛變得很危險，請您注意收聽廣播或電視，是否有 Bellevue 學區關閉、延遲或提前放學的報導。如果 Bellevue 學區關閉，我們將關閉。

您也可以致電我們學校確認。(425) 451-7477, 或者查詢:

<https://bsd405.org/> or <https://www.flashalert.net/id/BellevueSD>

FEES AND PAYMENT PLAN

學雜費項目

Fees:

- **Non-refundable Registration Fee: \$100/year**

註冊費: \$100/每年

- Registration fees are required to hold your child's place in the program.

注册费将确保您的孩子入学名额。一经缴纳恕不退回。

- Students who are intending to continue at Bread of Life Christian Bilingual Preschool the following year will be asked to declare their intent by paying a re-registration fee by February 25th.

在西雅图灵粮堂学前班继续升班的学生,我们将在每年的2/25日之前收取下一年的注册费。

- **Annual Curriculum Fee 書作費:**

To be determined each year - \$65.00 per year/student.

Curriculum fees are due in September each year.

每年制定 - 每個學生\$65.00

九月開學時繳納完畢

- **Deposit Fee 押金:**

We will ask for you to pay one month's tuition as the deposit fee of whole year. The deposit fee will be counted as the last month tuition when you give us 1 month notice before withdrawal. 我們會請您繳付一個月的學費作為全年的押金。當您提前一個月通知我們將轉學或退學時,此押金將成為學生最後一個月的學費,而不需要再繳交當月學費。

- **Tuition Increases 增加學費:**

When tuition increases are necessary, it will be announced to parents thirty days in advance of increase. The tuition increase will be effective immediately.

當學費需要增加時,我們會提前30天告知家長,而後生效。

- **Additional Fees 其他費用:**

There may be additional fees for field trips during the year. We try to keep these to a minimum, but would appreciate prompt payment of field trip fees when applicable.

學年當中的戶外活動需要額外收費，我們會盡量將這些費用降到最低，希望您能及時付費。

- **Program change fee 改變就讀日程費:**

We will charge the \$50.00 administration fee for program change. 每次我們將收取\$50.00的手續費。

PAYMENT POLICY:

學費政策

Tuition payments are due **before** the first day of the month. Payment received after the first day of the month, a late payment fee of \$10.00 will be added to your bill and assessed **daily (including weekends and holidays)**. *There is a 48-hour grace period on payments only when the first day of the month lands on a weekend or national holiday.* If all fees (including late fees) are not paid by the 10th day of the month, care will be terminated until all fees are paid. If a bounced check is received, we will charge your bank's collection fee per check. There will be no refunds for sick days or vacations. We only accept checks for payment so we both have a record.

學費請在每月的第一天或之前繳付，但若每月的第一天在週末，可有一個 48 小時的付款寬限期。超過此期限，將收取遲交費，每天\$ 10.00。如果在當月 10 日前仍未支付所有的費用（包括遲交費），您的托兒服務將被終止，直到付清所有費用。如果支票因故被退回，將收取手續費\$ 20.00。生病日或休假日不退學費。我們只接受支票付款，使我們都有一個記錄。

LATE PICK-UP

遲接費

Late pick-up fees are \$ 1.00 for *each* minute per child past closing time. Payment is due at the time of pick-up. Child will not be allowed back until late fees are paid in full. For emergencies, please notify the center and notify someone on your

pick-up list to arrange a timely departure for your child. If you do not contact us and we are unable to arrange for one of your emergency contacts to pick up your child, either Child Protective Service or the police will be contacted immediately.

學生超過離校時間，我們將收取遲接費，每分鐘\$1.00元。遲接費需要當場支付。在未收到遲接費之前，我們將不再提供您的托兒服務，直至交清所有費用。如遇到緊急狀況，請通知學校以及您的緊急聯絡人，安排他們盡快來接。如果我們沒有接到您的通知，也無法聯絡安排到您的緊急聯絡人來接您的孩子，我們會盡快聯絡幼兒服務保護機構和警察局。

PAYMENT DROP BOX

付款箱

For your convenience, we have a payment drop box in the entry area, labeled “School Mail Box.” Please make checks or money orders out to “**Bread of Life Christian Church in Seattle – Preschool**” or **BOLCCIS Preschool**, and write your child’s name on the check. Receipts will be placed in your child’s file folder.

為了你的方便，我們在學校入口處放置了一個信箱，請將您孩子的姓名寫在支票簿上並投入信箱。支票抬頭請寫：“Bread Of life Christian Church in Seattle – Preschool” 或 “BOLCCIS Preschool”，收據將放在您孩子的文件夾裡。

ABSENCES & LATE ARRIVALS

缺席和遲到

It is important that your child arrives to the program on time daily in order to benefit them from the program as they participate in all activities. 每天準時上學對您的孩子是非常有益的，這會使他們能夠參加所有的活動。

In the case of special late arrivals, please notify us in advance. 如果有特別原因晚到，請提前通知我們。

Parents must contact the center if your child will be absent. If we do not hear from you after two days of absence, we will attempt to call you. If your child is absent for two weeks without communication from you, your child-care will be terminated and another will fill your child’s place. A bill will be mailed to you for the two weeks.

如果您的孩子將缺席，家長須告知我們。如果2天之後還沒有您的消息，我們將給您打電話。如果您的孩子缺席兩週而學校沒有收到任何通知，您的托兒服務

將被終止，而另一個孩子將填補此名額。缺席期間的所有未繳費用，我們將郵寄一份帳單給您。

WITHDRAWAL

轉學或退學

Parents, who wish to discontinue childcare service with Bread of Life Christian Bilingual Preschool within or before May, must give 1 month written notice of withdrawal. Your deposit fee will be prorated accordingly regardless of actual attendance of the last month, so you may receive partial refund of the deposit fee. If not, your deposit fee will be counted as the tuition of the last month without any refund.

如果家長要為孩子在五月以前轉學或退學，請填寫一份退學通知單，並提前一個月告知學校，因此您可以根據學生最後一個月實際就讀日，獲得部分押金的退還。如果沒有，您的押金將全數作為最後一個月的學費，不予退款。

PROGRAM/SCHEDULE CHANGE

日程計劃改變

Program and day schedule changes require at least a one month written notice in advance (fill out the request form). Schedule changes are not permitted in the middle of the month; all changes will be made on the first school day of the month. Schedule changes will be granted based on class size and school approval, and each change will require a \$50.00 schedule change fee. If space is available, parents must fill out a schedule change form and then turn it into the office with \$50.00.

我們需要提前一個月的書面通知，當您的托兒計劃需要改變。並且所有的變更都從每月的第一天開始，不接受月中計劃更改。任何日程改變要求的批准，將取決於學校、班級配置。每次我們將收取\$ 50.00手續費。如果有空位可以調整，家長需要重新填寫 Child care Agreement 表格。

DROP-IN POLICY

临时插班

We recognize that sometimes “things happen” and parents need to make arrangements for childcare in addition to their child’s regularly scheduled days or times. ***We do not accept children who are not enrolled in our regular programs.*** However, for students who are enrolled in our classes, we will make every effort to accommodate parents’ requests. If your child needs to come to preschool or extended child care on a day not regularly scheduled, please follow this procedure:

我們了解有時會發生意料之外的情況，您的孩子需要額外照顧，我們將盡可能滿足您的需求。但是，我們只提供這種服務給已經在我們學校註冊的學生。如果您需要延時照顧或是額外照顧，請您遵照以下程序：

- Please inform Director at least one week in advance of the day and times you would like to request additional childcare. (An exception would be an emergency situation.
請您至少提前一週告知園長所需額外照顧的日期和時間(緊急情況例外)
- Director will check the schedule for available space for your child.
園長將查閱日程表看是否有空位可以滿足您的需要。
- Please make an additional payment for your childcare and place in the school mailbox.
請您把額外照看的費用放進學校的信箱裡。
The extra day fees are:
Half Day \$35.00
Full Day \$56.00
Extended Day \$88.00
Hours \$13/hour
- If your child will be staying for the full day, please prepare a lunch, a crib sheet, a blanket and labeled with your child’s name.
如果您的孩子是全天，請您自備午餐和標有孩子姓名的床單和毯子。

TERMINATION OF SERVICES:

終止服務

Reasonable steps will be taken to avoid termination; however, Bread of Life Christian Bilingual Preschool may terminate services for any of the following reasons:

服務終止：西雅圖靈糧堂雙語幼兒園將採取合理步驟，盡量避免終止服務；但是由於以下原因我們可能會終止服務：

- **Financial:** Late payments, returned checks, or any other problems with payment of tuition and fees. The second time a child is suspended for late payments, that child may be terminated.
逾期繳費：當您不能按時繳納學費或其它應交費用，如遲繳、支票被退回或其它的原因等出現第二次時，我們將終止對您孩子的服務。
- **Failure to follow policies:** Failure to honor the obligations listed the Parent Handbook, or in any written policies provided by the school.
違反規章制度：未能履行家長手冊中所列出的義務，或學校提供的任何書面政策。
- **Adverse Actions:** Any actions by parents or children that adversely affect the program at Bread of Life Christian Preschool.
不良行為：任何由家長或幼兒在西雅圖靈糧堂雙語幼兒園產生的不良影響。
- **Parental Contact:** If a child repeatedly behaves in an uncontrollable manner that requires more individual attention, the parent will be contacted. If uncontrollable behavior recurs on a regular basis, child care services may need to be terminated.
聯絡家長：如果一個孩子重複出現缺乏自控力的行為並需要更多的注意時，我們將會聯絡家長。如果無法控制自己行為的這種狀況持續出現，我們將終止對此孩子的服務。
- Reserves the right to terminate childcare due to irresolvable behavioral problems. This is a last resort in dealing with any type of problems, especially if the safety of children and staff are endangered. You will be notified at the first sign of

problems and advised to help us resolve the behavior together as a team. The teacher and director will separately observe and document the activities and give you a copy of issues to be discussed.

對於無法解決的行為問題，學校有權終止服務。不管是何類型的問題，特別是當兒童和工作人員的安全受到威脅時，這將是最後的處理方式。當問題首次出現時，我們會與您聯絡，一起探討，合作解決此行為問題。教師和園長將分別觀察和記錄這些，並給您一份有關的問題拷貝。

- **Failure to Cooperate:** Failure to cooperate with Bread of Life Christian Bilingual Preschool in matters which the school determines serious enough to warrant termination.

不予合作：如果家長有嚴重的不予西雅圖靈糧堂雙語幼兒園合作的行為，我們將終止服務。

ILLNESS AND MEDICATION POLICIES

疾病和藥物管理條例

IMMUNIZATIONS: 免疫接種

Immunizations must be up-to-date before enrollment, and kept on record at the center. Exemptions are listed on the immunization form. This includes boosters that may become due during the child's enrollment. Please send a written statement advising of recent immunizations.

免疫接種紀錄必須在註冊前更新，我們會保存此紀錄。

Illnesses: 幼兒生病條例

Call every morning when your child will be absent from school and please give the reason why. In the event that you know ahead of time when your child will return, you may report this only once, giving the date of return. Children must be well enough to participate in all activities, including outside play. Please make alternative plans when your child is ill. There is no tuition discounts for absences.

當您的孩子因病缺席時，請打電話告知我們病因以及返校日期。如果不能確定返校日期，請每天給我們一個通知。病童必須完全康復，才可以參加學校的所有室內、室外活動才可返校。當您的孩子生病時，請安排其他照顧方式。缺席不能減免學費。

1. In Home: 在家

We are concerned about the wellness of every child in our school. Therefore, if your child has one of the following symptoms, please keep your child at home:

我們關注學校裡每個孩子的健康。因此，如果您的孩子有以下生病症狀時，請您將孩子留在家中看護：

- **Fever over 99° F. during the past 24 hours.**
And child must be fever free for 24 hours without medication before they return to the school.
在過去的 24 小時內，發燒超過 99° F
幼兒在沒有藥物作用下，24 小時之內沒有發燒，方可返校。
- **Yellow or green nasal discharge.**
流黃色和綠色的鼻涕。
- **Persistent cough**
持續地咳嗽。
- **Vomiting or loose bowel movements (diarrhea) during the previous 24 hour period**
在過去的 24 小時內有嘔吐和腹瀉
- **Ear or skin infection**
耳朵或皮膚感染
- **Chicken pox, or similar rash**
水痘或類似的皮疹
- **Pink eye (eye infection)**
 - 紅眼（眼睛發炎）
- **Any symptom of an infectious disease**
 - 任何傳染性的疾病
- **Too tired to participate in normal activities**
過於疲勞不能參加正常活動

2. In Preschool: 在學校

If your child becomes ill at the preschool/daycare:

如果您的孩子在學校生病，我們將：

- Parents will be called to come and take the sick child home as soon as possible. If the parents cannot be reached, your emergency contact will be called.

通知家長盡快來接孩子。如果不能聯繫到家長，我們將通知你的緊急聯絡人。

- Be separated to an area away from the other children until parents come.

將孩子與其他人分離，直到家長來接。

- Record the illness on our illness form.

記錄病症在冊。

- Report any communicable diseases to the local health department and notify all parents to take appropriate action to protect their children.

如果有任何傳染性疾病發生，我們將立即報告健康衛生管理部門，並通知所有家長採取適當的措施，保護孩子的健康。

MEDICATION POLICY

藥物管理條例

If antibiotics are prescribed for your child's illness, he/she must remain at home for a **minimum of 24 hours** after taking the first dose of medication to avoid infecting other children, staff and other families they may come in contact with. The child may return to school when they are no longer contagious and can again participate fully in all scheduled activities.

如果您的孩子因病而需使用抗生素藥物，他/她必須留在家中至少 24 小時，以避免接觸感染其他兒童、工作人員和他們的家庭。當您的孩子使用藥物後，不再具有傳染性，並完全可以再次參加學校所有活動時，他/她可以返回學校。

If medication needs to be given at school:

如果藥品需要帶到學校使用：

- The parent needs to hand the medication to the teacher. **Do not** give it to your child to give to the teacher.
家長必須把藥品親自交給老師，不要讓你的孩子交給老師。
- According to Washington State Law, we cannot administer medicine (prescription or non-prescription) unless you fill out and sign a form giving your written consent as parent or guardian.
依照華盛頓州法律，我們不能管理藥品（處方藥或非處方藥），除非家長或監護人填寫並簽署一份書面用藥委託同意書。
- A written note from the doctor for all medication that must be in its original container and properly labeled with your child's full name, date prescription was filled or medication's expiration date and legible instructions for administration.
所有的藥品都必須有醫生的簽字說明，並且裝在原始包裝盒內，標註您孩子的全名，處方日期，藥物過期日期，以及易讀的用藥方法，以方便管理。
- For non-prescription over-the-counter drugs: A signed note from the parent and **doctor** giving us permission to administer the medication.
非處方藥品：在家長和醫生的書面許可下可以交給員工管理。

They include: 它們包括

- Anti-itching creams
止癢霜
- Non-aspirin pain relievers (Tylenol, Datril, Laquiprin)
非阿司匹林止痛藥（泰諾，Datril, Laquiprin）
- Sunscreen: During spring until fall, parents should apply sunscreen to their child before coming to school each day. If you want your child's teacher to reapply it during the day, please fill out a medications form.

- 防曬霜：在春秋之季，家長需要為學生提供防曬用品，並在每天來學校之前，為其塗抹如果你需要老師為你的孩子再次使用防曬用品，請填寫一張藥品使用表格

MEDICAL EMERGENCIES

急诊

All staff members keep first aid and CPR training current and they will give immediate care to children during a medical emergency. There is a first aid kit in each room.

所有員工都經過有效的急救訓練，在學生處於危險狀況時，能給予及時救護。每一間教室都備有急救用品。

- If deemed appropriate, we will call 911 and parent immediately. The child will be transported to the nearest Overlake Hospital and a staff member will accompany the child and remain with the child until the parent arrives.

如果情況緊急，我們將立即撥打 911 並通知家長。幼兒將被救護車送到最近的醫院 Overlake Hospital。我們會有一位員工陪伴孩子，直至家長抵達。

- The injured or sick child's parent or guardians will be called ASAP.

如果學生受傷或生病，我們將盡快通知家長或監護人。

- If the parents cannot be reached, your emergency contact will be called.

如果不能聯繫到家長，我們將通知你的緊急聯絡人。

INFECTION CONTROL

感染控制

We will adhere to the six-step hand-washing procedures encouraged by the state, as posted next to our sinks. We will lead the children to wash before and after snacks and meals, after toileting, after outdoor play, and after messy artwork. We use a solution of bleach and water to sanitize tables, chairs, toys and other equipment on a daily basis. We

strive to maintain the facilities in the most sanitary conditions possible, and encourage parents to teach their children to treat the facilities in a respectful and loving manner. After all, it's their school!

All staff is tested for TB and receives training in HIV/AIDS control.

我們遵守由華盛頓州政府所提倡的六個步驟洗手程序，此程序示意圖張貼在洗手池邊。我們引導幼兒在用餐前後、上廁所、戶外活動以及手工藝術活動後洗手。我們每天用消毒液清洗桌子，椅子，玩具和其他設備。我們力爭保持最衛生的環境，並鼓勵家長教導孩子愛惜玩教具和學校設施，這是他們的學校。

所有員工都經過了 TB 測試和 HIV/AIDS 訓練。

PESTICIDE POLICY

農藥使用條例

Bread of Life Christian Church and Bread of Life Christian Bilingual Preschool do not use pesticides on the premises.

西雅圖靈糧堂和西雅圖靈糧堂雙語幼兒園不在我們的設施內使用農藥。

RESTRAINING ORDERS

限制令

If you have a current legal restraining order to prevent someone from picking up your child, please give a copy of the court order and a picture of the person to the director. It would also be helpful to have a written copy of the history of this situation. The restraining order should list Bread of Life Bilingual Preschool as a site where contact should not be made. We will share a copy of this with the local police, which may be called upon should an emergency situation arise.

如果你有一個正在執行的法律保護令，限制某些人接觸你的孩子，請把保護令的副本和這個人的相片交給園長。以及一份有關這種情況的書面說明，這會對我們有很大的幫助。西雅圖靈糧堂雙語幼兒園也需要成為禁制令上不允許接觸的一個地方。如遇到緊急狀況時，我們將與當地警方聯絡，這些文件的副本可能會被要求提供。

CHILD ABUSE REPORTING

虐待幼童報告

The staff at Bread of Life Christian Bilingual Preschool is required by Washington State Law (Chapter 26.44 RCW) and licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

We may not be able to notify parents when the police or Child Protective Services have been called about possible child abuse, neglect, or exploitation, depending on the recommendation of Child Protective Services.

華盛頓州法律和幼兒園執照管理部門要求西雅圖靈堂雙語幼兒園員工，如果懷疑或發現幼兒有任何身體，性，或情感上的虐待，疏忽照顧，或被剝削的情況，都應立即向警察局或者兒童保護組織報告。

依照兒童保護機構的議案，在報告幼兒被懷疑有被虐待，疏忽照管，或被剝削的情況時，我們將直接報告警察或兒童保護組織，並不事先通知家長。

SIGNING IN AND OUT PROCEDURES

簽到

- State law requires that every child be both signed-in and signed-out **every** time they attend Preschool by a parent, guardian, or authorized individual. And Sign in/out with your full legal name. This allows us verification of who is in the building in case of an emergency.

州法律規定家長、監護人和家長授權人，在每次接送孩子時，必須簽到。簽名須使用合法全名。

- The sign in sheet is on the cubbies beside the door. Notes to/from the parent will be in the child's cubby. Written permission is needed to release your child to another person. Please print their full name and give us their picture.

請在入門處旁邊的衣櫃上簽到。如果需要其他人接送你的孩子，請寫一份書面授權書。寫清他們的全名，並附上他們的相片。

- Staff may ask for verification of photo identity before releasing a child.
在孩子離校前，我們的員工將會驗證接送人身份。
- Please use full signatures and record the time your child entered and left the building.
簽到請使用你的全名，並寫上到校和離校時間。
- No one under the age of **eighteen** may sign a child in/out of the building.
未滿十八歲的人不得在簽署接送幼兒。
- Children will **not** be released to an individual who appears under the influence of drugs or alcohol.
我們拒絕將孩子交給在藥物或是酒精影響下的任何人。

OUTSIDE TIME AND FIELD TRIPS 戶外活動和郊遊

Occasionally, the children will be taken by staff for a nature walk through the woods at the back of the property. When going on our walks, we will leave a note on the classroom door and post the time we left and the time we expect to return.

有時候我們會帶孩子們散步。當我們去散步時，我們將教室的門上留一個便條寫明我們離開和返回的時間。

Field Trips away from the center are for children who are toilet trained only, unless parents accompany.

正在入廁訓練的孩子將不參與郊遊活動。除非家長陪伴。

1. Parents will receive 2 weeks' notice prior to any field trips.
郊遊將提前 2 週通知家長。
2. Notice will include purpose, location, and mode of transportation, time of departure and return, and fees, if any.
通知將包括目的，地點，交通方式，出發和返回的時間和費用（如有）。
3. Parents' permission will be asked. No child may attend an off-site field trip without a signed permission slip returned to us.
家長需要簽署書面許可。沒有家長書面許可幼兒不可以參加郊遊活動。

We hope that parents will be available to accompany and help transport children on field trips. Drivers must carry \$300,000 liability and medical insurance and submit a copy of the insurance policy in the office.

我們希望家長能夠參與並能夠協助接送。駕駛司機必須是投保在\$ 300,000 之上並附上保單副本至學校辦公室。

If you plan to bring extra people or siblings, please let the teacher know in advance.

倘若您計畫帶上其他兄弟姐妹和家人參加，請預先告知老師。

DRESS

衣着

- Please dress your child in comfortable and washable play clothes to class so that they can join in all activities without worrying about getting them dirty.
請您為孩子穿著輕便舒適和易於清洗的服飾到學校，以方便他們可參與各式活動，不必總是擔心弄髒衣服。
- Please don't dress your child in Overalls or Onesies for school that will help avoid frustration for them when using the bathroom.
為方便孩子入廁，請不要給你的孩子穿揸帶褲或是連體衣上學。
- We will have indoor and outdoor activities, so be sure to dress your child appropriately for the weather.
我們有各種室內室外活動，視天氣狀況請您為孩子穿著合適的衣物。
- Please provide waterproof jacket and an extra set of clothing for your child in a labeled plastic zip lock bag.
並請準備一件防雨外套和一套替換衣物，放入標有姓名的帶拉鍊的塑膠袋中，以備替換。

Please label all clothing with your child's name.

請在所有衣物上標明您孩子的姓名。

DIAPERING AND TOILET TRAINING

換尿布和入廁訓練

Our facility does not have a diaper changing station. We welcome children who are potty-trained, or who are in the process of toilet-training and wear pull-up style training pants. Please send two extra sets of clothes and a sufficient supply of pull-ups and wipes for children who are in the process of toilet training.

我們沒有更換尿布的設施，因此我們歡迎已經會獨立上廁所，或是正在訓練過程中並穿著訓練用尿褲的幼兒來上學。請您給正在訓練過程中的孩子預備兩套額外的衣服，以及足夠多的內褲和濕巾。

Diapers and wipes are to be provided by the parent.

尿布和濕巾需要家長提供。

Toilet training will be initiated when readiness is indicated by the child and in consultation with the parents. This can occur anywhere from 2 to 4 years old. Each child is different and muscle control ability gradually increases with age. Please be patient with them. Pushing them delays the process.

每個孩子的入廁訓練情況都不同。這是 2 到 4 歲孩子們的一個普遍現象。每個孩子都是不同的，他們的肌肉的控制能力也會隨著年齡逐漸的增加。在此過程中，請耐心幫助他們。

If your child is toilet trained but is in need of reminders or help, please advise us of the situation.

如果你的孩子正在上廁所訓練中，他/她需要提醒和幫助，請給我們一些建議。

REST TIME

午休

All children will participate in a rest period and parents must take home nap stuffs to wash on Fridays and return on Mondays.

所有的幼兒都需要午休，午休用品家長需要週五帶回家清洗，週一帶回來。

PERSONAL ITEMS

個人用品

We request that children do not bring personal items, such as their own toys, books, etc. If children do occasionally bring personal items, Bread of Life Christian Preschool/Daycare will not be responsible for lost or broken items.

Please do not allow your child to bring gum or candy to the classroom.

我們要求幼兒不要帶個人用品到學校來，如自己的玩具、圖書等。如果偶然帶了私人用品到學校，西雅圖靈糧堂雙語幼稚園對於物品的丟失和損壞概不負責。

請您不要允許幼兒帶口香糖和糖果到學校來。

MEALS AND SNACKS

午餐及點心

Breakfast: All students are requested to have eaten a nutritious breakfast before arriving.

早餐：我們要求所有的學生在到校之前，已經吃過營養早餐。

Lunch: Parents please send foods that are nutritious, well-balanced and that will encourage your child to feed him or herself. If your child arrives near the end of our lunch time, parents should serve lunch on your own.

午餐：家長為幼兒提供營養均衡的午餐，並鼓勵幼兒自己吃飯。如果你的孩子到達學校時，午餐即將結束，家長需要自己照看孩子進餐。

Snacks: We will provide snacks. All snacks will be nutritious and contain items from two different food groups (Breads/grains, fruits and vegetables, meat/meat alternatives, dairy/milk.).

點心：我們將提供點心。所有的點心都是富有營養的，他們來自兩組不同的食物搭配（麵包/穀類、水果和蔬菜、肉/肉類替代品、牛奶/乳製品）。

BIRTHDAYS AND TREATS

生日派對

We welcome your child to celebrate his or her birthday with our class!

我們歡迎您的孩子在學校慶祝他們的生日！

Let us know in advance when you plan to bring a treat.

當你打算帶食物來與大家分享時，請讓我們事先知道。

Do not bring food with nuts or chocolate because of food allergies.

請不要攜帶各種堅果或巧克力，以避免食物過敏。

Only prepackaged, store-bought treats may be served at preschool.

Home baked goodies are not allowed by the Health Department.

僅限於包裝好的，商店購買的點心被允許在學校食用。衛生署不允許攜帶家庭製作的點心。

In order to maintain a peanut free environment we suggested these treats: yogurt sticks (w/o food coloring), bran muffins with cream cheese for frosting, cheese sticks, whole grain crackers, and fruit.

為了保持沒有花生的環境，我們建議您攜帶：優酪乳棒（W/O 食用色素）、麥麸松餅、乳酪棒、全麥餅乾、水果。

PEANUT FREE ENVIRONMENT

沒有花生，果仁的環境

We are a **peanut free** environment in order to protect children with allergies. Please refrain from sending peanuts or items made with tree nuts or peanut butter to preschool.

為了保護對花生和果仁過敏的孩子，請您不要給您的孩子攜帶有花生和果仁的食物到學校。

PET POLICY

寵物政策

Pets are not permitted on school premises due to liability issues and out of respect for students who are either allergic to animals or frightened by them. The only exception would be for service animals, such as Seeing Eye dogs.

出於安全責任考量和對動物過敏或害怕的學生的尊重，不允許寵物進入學校。服務性動物除外，如導盲犬。

PARENT VISITATIONS

家長訪問

Parents are welcome to visit the center at any time. We encourage you to spend some time each day in the room with your child talking about his/her activities. We especially enjoy the parent volunteering some of their special talents, interests or ethnic celebrations in the classrooms with the children. If you would like to participate in this manner or join in our activities, please contact the teacher or director.

我們歡迎家長在預約時間訪問學校。我們建議您每天花一些時間與孩子談論他/她的學校活動。我們也特別歡迎家長來學校做義工，使用您的專長來參與孩子們的各項活動。如果您想以這種方式參加我們的活動，請聯繫老師或校長。

PARENT / TEACHER COMMUNICATION

家長/老師溝通交流

Daily communication is essential. We encourage daily communication with the teachers at drop-off and pick-up times. You are welcome to share information and express concerns you might have by appointment, email or phone call. Please check your e-mail for newsletters, lesson plans and upcoming activities. Parent teacher conference will be planned once a semester to discuss student developments and concerns.

日常溝通至關重要。我們鼓勵家長在接送孩子時與教師進行簡短的日常交流。如需要更多時間，我們鼓勵家長跟我們預約時間，或者用電子郵件或電話的方式來溝通。請查看您的電子郵件，了解我們的月報，課程計劃和即將開展的活動。我們每學期會召開一次家長會議，討論孩子的成長和關注點。

PARENTS' PROVISION

家長提供物品的規定

Please provide the following for your child:

請為你的孩子預備以下物品：

- A nutritious low-sugar lunch each day. This should include:
有營養、低糖的午餐，這包括：
 1. $\frac{1}{2}$ cup fruit and $\frac{1}{2}$ cup vegetable (1/2 banana & 5 baby carrots), or
2 different fruits or vegetables (total of 1 cup)
 $\frac{1}{2}$ 杯的水果和 1/2 杯的蔬菜(1/2 香蕉和 5 個小胡蘿蔔)，或者 1 杯包含水果和蔬菜的餐點。
 2. 1 slice of whole wheat bread, or $\frac{1}{2}$ cup whole grains (cereal/cracker)
全麥麵包 1 片，或半杯五穀雜糧（穀物/餅乾)
Protein: cheese, meat, fish, eggs, beans,
蛋白質：奶酪、肉、魚、蛋、豆類
 3. Dairy: yogurt, cheese, kefir. We will supply milk in addition to this..
乳製品：酸奶、奶酪、酸牛奶。我們將提供牛奶。
 4. The center will provide milk at lunch.

學校將為午餐提供牛奶。

5. Please **do not** include: chocolate, chips, Nutella, candy, cookies and cake. Soda pop and other high sugar beverages, including juice boxes, will not be given to the children. Children eating healthy, nutritious food during the day will feel their best and have the energy they need to play, learn and grow. These are the Health Department's requirements.

請不要提供：巧克力、薯片、花生醬、糖果、餅乾和蛋糕、汽水和其他高糖飲料，包括盒裝果汁給孩子們。兒童食用健康，營養豐富的食物，就會精力充沛地玩耍，學習和成長。這是衛生署的要求。

6. Toddlers under three can choke very easily. Please **do not** include raisins, whole grapes (can be cut in half), popcorn, chips/pretzels, nuts, raw vegetables (steamed are OK), or hot dogs (unless cut in half lengthwise and into small pieces).

三歲以下的幼兒很容易窒息。請不要給予葡萄乾、全葡萄（可以減少一半）、爆米花、薯片/椒鹽餅乾、堅果、生的蔬菜（蒸 OK）、或熱狗（除非縱向切成兩半，切成小塊）。

7. Foods that require refrigeration include: cut fruit and vegetables, meat, poultry, seafood, dairy, cooked foods, etc. These need to have a **frozen ice pack included**.

需要冷藏的食物包括：切過的水果和蔬菜、肉類、家禽、海鮮、乳製品、熟食等，這些都需要有一個冷凍冰袋。Please be sure to have your child's name on the

8. lunch box. No bags.

請在孩子的飯盒上標註姓名。不可使用袋子代替午餐盒。

- Please provide a foods list of allergies, and signed by both the parent and **medical provider**.

請提供一個有家長和醫生簽名的食物過敏清單。

- Please provide a blanket and a fitted sheet by child size and label with your child's name. This will need to be washed weekly by you over the weekend. The mat will be provided and cleaned by the center daily.

請準備尺寸適合兒童用的床單和毯子並標註姓名。床單和毯子需要每星期清洗。學校會提供墊子並每天清洗。

- A photo of all people listed to pick up your child, and a picture of your child. E-mail one to us, or send in a picture to be scanned.

提供你孩子的，和授權接送你孩子的人的照片。可直接發送郵件或把照片給我們拷貝。

- A complete change of clothes. This includes socks and **underwear**. Please label all items with child's name.

準備一套換洗衣物，包括襪子和內褲。並標註姓名。

- For potty training age, who are in the process of toilet-training and wear pull-up style training pants. Please send two extra sets of clothes and a sufficient supply of pull-ups and wipes for children who are in the process of toilet training.

對於正在訓練過程中並穿著訓練用尿褲的幼兒，請您預備兩套額外的衣服，以及足夠多的內褲和濕巾。

- Fill out the following forms:

請填寫以下表格：

1. Back to School Reminder 返校提醒
2. Enrollment Form 報名註冊表
3. Food Allergy/Intolerance Statement 食物過敏表
4. General Consent Form 一般協議表
5. Immunization Record Form 免疫記錄表 - PDF 鏈接
6. Information Reminder 信息提醒
7. Children Information Sheet 個人資訊表
8. Parent Terms & Agreements 家長條款和協議

SCHOOL CLOSURE

學校關閉

- **Weather Related:** 天氣原因

For weather related, please check the web, radio or TV for the Bellevue School District's report of closure, late start or early dismissal. If Bellevue School District is closed, we will be closed. You may also call our school to confirm. (425) 451-7477
<https://bsd405.org/> or <https://www.flashalert.net/id/BellevueSD>

因天氣緣故，請查看網絡、廣播或電視，是否有 Bellevue 學區的報告（關閉、延遲、提前放學）。如果 Bellevue 學區關閉，我們將被關閉。（您也可以致電我們學校確認 (425)451-7477）或查詢學區網站

<https://bsd405.org/> or <https://www.flashalert.net/id/BellevueSD>

- **Other School Closures:** 其他原因學校關閉

For other school closures, if we will not be open, we will call or e-mail all parents. If the electricity is out or 30% are sick due to illness and we are unable to remain open, we will call each parent.

因其他原因學校關閉，我們會以電話或電子郵件通知。如停電，30%以上學生生病，以至我們不能保持開放。

RELIGIOUS ACTIVITIES

宗教活動

Our preschool is a ministry of Bread of Life Christian Church in Seattle. As such, we follow all Christian practices, including prayer time, Bible stories, Bible songs, grace before meals and snacks, Bible verse memorization, and celebration of Christian holidays. We encourage children to participate, but we will not force any children or parents to participate in a religious activity. If this is the case, we will provide alternative quiet activities that the child may participate in.

我們雙語幼兒園是西雅圖靈糧堂的一個事工。因此，我們遵守所有基督教的慣例，這包括禱告、聖經故事、聖經歌曲、謝飯禱告、背誦聖經金句、慶祝基督教節日。我們鼓勵幼兒參與，但不強迫任何幼兒或家長參與宗教活動。如果是這樣的情況，我們將提供可選擇的安靜活動讓幼兒可以參與。