

# 國際大使命教會附屬幼兒教育中心

## **United Christian Education Center**

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16152 Gale Ave., Hacienda Hts., CA 91745  
TEL: (626) 336-3334 EMAIL: ucecenter@gmail.com

### IMPORTANT THINGS TO KNOW

#### **Illness**

1. If a child shows symptoms of an illness during the school session, he or she will be isolated from the other children with a staff member, while parents are being contacted. It is the parent's responsibility to come IMMEDIATELY for their child and secure alternate childcare.
2. If your child has had a fever (temperature 99.7° F or more), he or she should remain at home a full 24 hours after his temperature has returned to normal.
3. If your child is absent any days during the month, the full tuition is still due. Please be sure to call the school office before 10:00 a.m. if your child is going to be absent.

#### **Vacation**

During the school term (August – July) you are entitled to two (2) weeks tuition-free for vacation. This may be taken at any time during the year, and the weeks may be taken together or separately. Children must attend school for three (3) months before being eligible for vacation. Any time taken off after the two weeks free vacation will be charged at the regular tuition rate.

To use your vacation credit, the following steps need to be completed:

1. Obtain and complete a REQUEST FOR VACATION CREDIT form from the preschool office.
2. Return the complete form to the office at least TWO WEEKS IN ADVANCE of your vacation date.

#### **Withdrawal**

Two weeks' notice must be given **in writing** if you are planning to withdraw you child from school. You need to obtain and complete a TWO WEEKS WITHDRAWAL FORM from the preschool office. If notice is not given, tuition will be due.

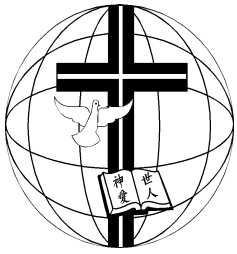
#### **Late Charge**

Children picked up after 3:00 p.m. (full day) and 6:30 p.m. (extended day) will be charged **\$1.00** per minute after the first 5 minutes. A five minutes leeway will be given by the school office's time clock. Fee will be paid to the office.

#### **Parent Participation / Suggestion**

We would like to encourage our parents to join and support school activities and workshops.

If you have any good suggestions or concerns about your child in school, the teacher's teaching methods, and the school's equipment, please feel free to talk to the teacher or the staff in the school office. We will try to improve with all sincerity.



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### 重要事情須知

#### 生病

1. 孩子在學校時若有生病的症狀，我們會將他與其他孩子隔離，然後通知家長，請家長儘速來學校辦公室接孩子看醫生或回家休息。
2. 孩子若發燒 (99.7° F或超過)，請在家休息和觀察二十四小時後，沒有發燒才來上課。
3. 孩子當天若不能來上課，請在早上十點前通知學校。學生無論任何缺席，學校將一律不退費。

#### 假期

如果您要幫孩子在學期中請假（一個星期或二個星期），在休假的二個星期前，需要來學校辦公室填寫請假單，我們才能減免您的學費。如果假期超過二個星期，需照常付費。

#### 退學

請在退學的二個星期前到學校辦公室填寫退學單，若沒有給學校二個星期的書面通知，您需照付學費。

#### 遲到罰款

如果您不能準時來接孩子，在六點三十五分後（請看辦公室的鐘），遲到一分鐘罰一元，請將罰款交給辦公室。

#### 家長參與 / 意見

請家長踴躍參與學校的活動及講座。

如果您有任何建議性的問題是有關孩子的在校生活、老師的教學及學校的設備，請與老師或學校辦公室人員聯絡和溝通，我們將竭誠的改進。