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# LBA Parent & Student Handbook

## **Early Learners**

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2023-2024 Program Year

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# Introduction

## History

Learning Beyond Academy's story is one of dreams, faith, hard work, and lots of determination. In 2000, the idea of LBA was birthed in the heart of the Weidners. In September 2010, the Weidners launched LBA with one teacher and seven students in the basement of their home. The dream has grown to include a wide range of programs with students in Early Learners, Learning Beyond Academy, Creative Arts Academy, English Language Studies, Learning Beyond Community, and Learning Beyond Borders.

## Mission

The LBA educational programs provide a holistic, character-building learning community that promotes a love for learning, gives every child an opportunity to succeed, and prepares students to be responsible citizens with a global perspective.

## Approach

With holistic growth and respect for children's individuality as our guiding principles, child development is our utmost priority. We intend to realize our mission through game and story-based approaches to provide direct learning experiences to students through play and stories. Our approach will provide our children the opportunity to develop their curiosity, creative and social skills through a balanced and integrated learning area.

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# Parents

## Expectations

- Support the Early Learners administration and teaching staff as you teach your child at home.
  - Provide your child with counseling, guidance, and direct teaching about character and values.
  - Provide all needed support, especially if your child needs more English speaking practice.
- Keep the lines of communication open between home and Early Learners.
  - Communicate with the teacher early and often about your child's learning needs and any concerns you have.
- Speak and act in a respectful way to all students, parents, teachers, and admin.
- Parents who enroll their children in the LBA Early Learners Program agree to the policies in this handbook, the LBA tuition and fee policy, and the current LBA program year calendar.

## Parent-Teacher Communication

### Email

Teachers will provide you with their email addresses, and they are expected to check that account at least one time a day, Monday to Friday.

### WeChat

Official class WeChat groups will be set up by an LBA admin, and only current **teachers** and **parents** may participate in the class groups. No information shared in private or parent-initiated WeChat groups will be considered "official" information or policies of Early Learners. The WeChat groups will be used for emergency messages, communication during field trips or events, program closure announcements, and any other information that needs to be communicated quickly.

If a parent has a grievance with Early Learners, a teacher, or a student, or a fellow parent, they are required to contact the teacher or LBA admin directly. Please do not use the WeChat groups to address your personal complaints against any member of the community. LBA reserves the right to decide who are admitted and kept in the group in accordance to **LBA WeChat communication rules**:

- i. We encourage participation to the group through RESPECTFUL COMMUNICATION. Please feel free to add our LBA Admin if you have questions or concerns. ALL questions and concerns must be communicated to the teachers or LBA admin directly.

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ii. Our top priority is CHILDREN'S WELFARE. Posting links, product advertisements, infographics, posters, and brochures that are not officially published by LBA is not allowed.

iii. Let's be advocates of care. Promote respect, friendliness, understanding, and nurturing behavior toward each other as parents.

### **Scheduled Meetings**

Parents may schedule meetings with teachers, LBA admin, and the Program Director using email. Parent meetings should always be scheduled in advance.

## **Volunteers**

Early Learners enjoys and encourages support from our parent community. Parental involvement enhances the effectiveness of our program and strengthens the bond between the home and the learning community. There are many opportunities to serve one time or as a regularly scheduled volunteer:

- Active Parents meetings
- Room parent
- Field trips
- Teacher's aide
- Substitute teaching
- Event organization
- Office aide
- Class parties

To become a volunteer: Fill out our volunteer form, wear your visitor badge, and have fun serving the Early Learners community.

## **Events and Programs**

Parents are welcome to join major event days, field trips, and class parties. An invitation will be sent out in advance, and parents can sign up to attend.

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# General Policies

## Arrival and Dismissal

The Early Learners Center is open to LBA students from 7:55 to 3:15.

The LBA program days will follow the published LBA calendar. Please note that the calendar is updated from time to time to account for various situations. The LBA program year consists of 4 quarters, and each quarter consists of at least 40 program days. Half days and parent-teacher meeting days are considered as program days.

Arrival and dismissal doors will be assigned by class to promote safe and efficient arrivals and dismissals. Parents are asked not to enter the building unless they have an appointment with a teacher or administrator. Drop off will take place at the top of the stairs outside the center doors. Pick up from 3:00-3:15 will take place at the bottom of the stairs, and late pick up from 3:15-3:30 will take place from the top of the stairs at the main entrance.

### Arrival Health Check Procedures

Health checks, including temperature, throat, and hand check will be completed at the arrival door of the center before the student enters. Any student or adult with a temperature of 37.0 or higher or visible symptoms will not be allowed into the center.

Face masks must be worn upon arrival, dismissal, and in all common areas of the center.

We do require that adults also wear face masks during arrival and dismissal.

Adults who enter the center will need to record their temperature and phone number, and show a green Health QR code before entering the center.

Students and parents will be asked to follow any additional relevant health policies that may be implemented.

### Late arrivals

Arriving to class on time is a very important skill to teach your child. It shows respect for learning, for their fellow students, and for their teachers.

Please notify the teacher immediately if your child will be late or absent from class that day. For your child's safety, please do not send absences or late arrival notices to your classroom WeChat group, but message the teacher directly.

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### **Pick up**

All parents are asked to wait at the bottom of the stairs during the pick-up time, and the teacher will bring your child to you. The adult picking up the student must have the student pick-up card with them.

### **Late pick up**

We are happy to give you a 15-minute grace period to pick up your child. Please call or message to inform the teacher of how late you will be and why you are late. A fee may be charged if you habitually pick up your child late.

## **Health Procedures**

A temperature and basic health check will take place at least once a day or as often as required by government regulations. The daily temperature readings will be submitted to the LBA admin at the end of each day.

Any student who develops symptoms or a temperature of 37.0 degrees celsius or higher during the school day will be supervised by a staff member until a parent is able to pick the child up. We request that parents arrange for immediate pick up of sick children.

If a student develops a temperature of 37.3 or higher, the child must be taken to the hospital and immediately report to the center their health status. The hospital must give clearance of no infectious disease, and the child must be fever and symptom-free for 24 hours without medicine before the child can return to the center.

Students will wear face masks until health checks are complete and when required during arrival and dismissal, during transitions or gatherings in public spaces such as the Activity Hall, Story Cave, and hallways.

## **Dress Code**

Early Learners does not require students to wear an assigned uniform. They should wear casual, comfortable clothing suitable for the weather so that they can work and play in complete comfort. All removable clothing should be clearly labeled with the child's name. Also, be aware that we will be using clay, glue, paint, etc.

Your child should wear closed-toed shoes, like tennis shoes. They should be able to safely participate in gross motor activities, walk the hallways, and transition to different classes in comfort.

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## **Recording Devices and Communication Devices**

Students may not use recording or communication devices on their watches or phones in the center. Should parents send smart watches/devices with their children for communication purposes, it is required that the parents inform the teachers, so the teachers can safe keep the device for the whole day. Parents and visitors who enter the center during times other than official events and programs are asked not to take photos or videos or record the students in any way. We want to respect the students' and teachers' safety, privacy, and confidentiality at the Early Learners Center by not recording or posting their pictures and communications without permission.

### **Backpacks**

All backpacks should be a reasonable size that your child can carry and be labeled with your child's name. Please be sure to check backpacks each day because class projects and important notices may be sent home with your child.

### **Communication Notebook and Behavior Log**

Each student will be given a pocket-sized notebook as their communication notebook and behavior log. This notebook should be taken care of, and parents should check this every day for some notes the teacher may have for the day. This notebook will also contain the week's lesson targets.

### **Food & Drinks**

Healthy snacks are permitted during break time. Students should eat protein and healthy carbs, not foods such as candy, chocolates, and chips, which will keep the student from paying attention and learning well.

Lunches may be purchased through an approved vendor or brought from home. Microwaves are available for warming up lunches.

We strongly suggest that students limit their drinks to water or milk during the day, as added sugars affect student behavior and performance in class.

Please use plastic containers for any food or drinks sent to the center, as glass containers present a safety hazard if dropped or broken.

For health and safety reasons, students may not share food or drinks.

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## **Potty Training**

Children should be potty-trained before coming to classes at LBA; they can wear “pull-ups” that they can take on and off themselves, but they need to be able to use the bathroom by themselves.

It is not unusual that young students will occasionally have a “toilet accident” while at the center, and we understand this. Please keep a set of clothing, including socks, in your child’s bag. However, if a child comes to the center and is not fully into the process of potty training and messes their pants daily, we might need to alter their attendance schedule until they are fully trained.

## **Reports**

### **Incident reports**

If your child is involved in a serious discipline situation, such as one that involves more than one student or a situation that requires more conversation and investigation, you will be contacted and informed of the situation as soon as possible. A printed report will be sent home with your child and given to each person involved in the situation.

### **Accident reports**

If an accident happens to your child while they are at Early Learners, you will be contacted and informed of the situation as soon as possible. A printed report will be sent home with your child.

## **Confidentiality**

The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that we recognize and uphold.

- Confidential information concerning Early Learners may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
- All highly confidential information relating to any current or past parents, families, students, or staff members will be maintained in individual files in the office and can only be accessed with the Administration’s approval.
- Teachers and administrators will not discuss a student’s academics or behavior with anyone other than the parents or guardians of that child.

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## Behavior Procedures and Policies

Early Learners is committed to working with families to make sure that the child is given a safe and nurturing environment. We believe that families, hand in hand with Early Learners, play an important part in molding a child's character. We ask that families be actively involved in teaching their child of proper behavior.

Early Learners will use the Love and Logic approach to behavior training and will make sure the policies are followed in order to protect the safety of all children and staff persons. Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behavior.

### **The following are some of the Love and Logic principles we use in our class to redirect student behavior:**

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person and the special situation.
- If you feel something is unfair, whisper to me "I am not sure that is fair," and we will talk.

Classroom rules are tailored to the developmental level of the children, short and simple, stated in a positive way, and used consistently

### **The Five Rules:**

Rule 1- Follow directions quickly.

Rule 2- Raise your hand for permission to speak.

Rule 3- Raise your hand for permission to leave your seat.

Rule 4- Make smart choices.

Rule 5- Make your dear teacher happy.

### **Procedures**

A very important part of the early childhood experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teacher will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop confidence, self-control, and responsibility for their actions.

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Our student behavior procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group - one minute away for each year of age with supervision.
- Counseling children individually about their behaviors.
- Making parents aware of behavior concerns through the communication notebook and incident report.

Disruptive Behavior distracts from the full benefit of the Early Learners program and will result in interventions. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided by Early Learners
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

### **Procedures for disruptive behavior**

Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be sent to the parents and filed for record.

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and the Early Learners Director.

If the child's behavior continues to be inappropriate, and/or dangerous, it may be necessary for the child to be sent home immediately for a time to be determined, or removed from the Early Learners program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Early Learners, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong and choose to do it anyway, consequences will follow to communicate that the behavior is unacceptable and will not be tolerated in the center.

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## Aggression

**Aggressive Behavior** includes slapping, hitting, or hurting another person, pushing and shoving, or using verbally aggressive language, all of which may or may not be provoked. The teacher observing this behavior will write an incident report and submit it to the Early Learners Director. Since Early Learners personnel want to partner with parents to provide a safe environment for the students, EL has established the following policy for aggressive behavior:

- Each incident is to be documented with a description of the situation that led to the event.
- The teacher will notify the parent to discuss the problem either on the phone or in person.
- After three aggressive incidents by a child, considered by the teacher to be unprovoked, the parent(s) will be called to LBA to discuss discipline plans with the teacher to ensure essential guidance will be given to the child both at home and in school. The discipline plan will be filed in the child's folder as an official document pertaining to the aggressive behavior.
- Supposed that in the nine-week period, the child has committed an Aggressive Behavior for the **fourth time**, the parent(s) will be called to LBA to discuss how the discipline plan can be adjusted according to the child's needs. The teacher shall inform the parents of the possible suspension when an Aggressive Behavior is committed for the fifth time within the nine-week period.
- Supposed that in the nine-week period, the child has committed an Aggressive Behavior for the **fifth time**, the parent(s) will be called to LBA for a PTC and to pick up their child. The student will be suspended for one (1) day as a consequence and an opportunity for the family to process the situation with their child at home.
- Supposed that in the nine-week period, the child has committed an Aggressive Behavior for the **sixth time**, the parent(s) will be called to LBA to pick up their child and discuss the recommendation to get the services of a third-party counselor to help the child process/ manage his/her reactions to situations causing aggressive behavior. The student will be suspended for one (1) day as a consequence and an opportunity for the family to process the situation with their child at home.
- Supposed that in the nine-week period, the child has committed an Aggressive Behavior for the **seventh time**, the teacher will invite the parent(s) to LBA to pick up their child and discuss the requirement of getting the services of a third-party counselor. The student will be suspended for one (1) day as a consequence and an opportunity for the family to process the situation with their child at home. A conference with the Early Learners Program Director is required before the child can return to class.
- A child who returns after the third suspension and performs aggressive behavior two additional times will be dismissed from class for the rest of the year, and the child must have the approval of the director and a healthcare professional to attend the Early Learners Program the following year.

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LBA strives to provide a safe, loving, and healthy environment for all children, and parents are expected to partner with LBA in this effort. When parents and Early Learner teachers work together and early intervention occurs, children who exhibit aggressive behaviors can learn to develop healthy spiritual, emotional, and social behavior. This creates a healthy learning environment.

## **Biting**

While recognizing that biting is typical behavior in a toddler and a common occurrence within an early childhood center, Early Learners has established the following list of procedures to be followed when biting occurs in the group setting:

### **When biting occurs:**

- The child who bites is told, “No, biting hurts!” in a firm but gentle voice.
- The teacher administers care to the child who has been bitten.
- The child who did the biting may be asked to help comfort the bitten child with a “gentle touch.” An ice or cold pack is administered to the bite area. If the skin is broken, the wound is washed with soap and water, and a bandage is applied.
- The parents of both children are called and informed of the incident. This is confidential information- the names of other children involved are NEVER shared with parents.
- Monitoring the child who bit will begin, especially during high activity times.
- If a child bites repeatedly, staff will meet with the biter's parents and discuss possible strategies and consequences for continued biting.

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## Health Policies

### When your child should stay home:

Please always keep in mind the effect on your child's classmates and the LBA staff when considering if your child should stay home or not. Some common indicators that a child should stay home are:

- Little sleep, not well-rested
- Unable to participate in recess or PE
- Fever above 37.0 degrees celsius (we recommend you purchase a home thermometer and check body temperature regularly)
- Sore throat
- Ear pain
- Stomach pain
- Vomiting or diarrhea
- Eye conjunctiva or discharge from the eye (pink-eye)
- A draining rash
- A communicable disease (symptoms include, but not limited to, coughing, sneezing, and runny nose)

Students who take leave for health reasons should NOT return to class until at least 24 hours after symptoms and fever have disappeared. Please note that the student must be without fever for 24 hours WITHOUT taking fever-reducing medications.

Students with a fever of 37.3 or higher must receive clearance from the hospital or fever clinic before they can be admitted back to the Early Learners Center.

When classroom teachers or staff observe signs of illness in a child based on the above guidelines, the parents will be notified to come pick up their child promptly (within half an hour)

### When your child may return to class

- Fever, vomiting, or diarrhea have subsided for 24 hours
- Medications (in the case of antibiotics) have been taken for 24 hours
- Rash shows no discharge
- They have energy for full participation
- Free from communicable disease symptoms

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## Communicable Disease Exposure

If your child has been exposed to a communicable disease, it is very important to notify the LBA Admin Office immediately. If there is any possibility that a child was exposed while at LBA, we will send a confidential notification to parents with the date of the possible exposure and the condition, along with a list of general symptoms to look for in your child.

Before returning to LBA after an absence due to illness, the child needs to have been free of symptoms and/or fever for at least 24 hours. Some illnesses and/or lingering symptoms may require a release note from your physician.

## Medications

Any medication(s) your child might need to have administered while at LBA, i.e., inhaler, EPI Pen, Benadryl, EVEN sunscreen, etc., is to be secured through the LBA Admin Office prior to the date given as there is necessary paperwork to be completed. No medication is to be given to the teacher or sent with your child to class.

### Prescription Medicines

- Medicines should only be brought to LBA when essential (where it would be detrimental to the child's health if the medicine were not administered during the day).
- All medicines should be taken directly to the LBA Admin office by a responsible adult.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- Medicine should be clearly marked with the child's name.
- The appropriate dosage spoon should be included with all medicines sent to class
- Any medicine administered will be recorded by the Admin member in the "EL Daily Medication Log" in the LBA Admin Office.
- Medicines will only be accepted for administration in class with written permission from a parent or caregiver.

### Non-prescription medicines

We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents.

- They should be clearly marked with the child's name.
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult.
- Any non-prescription medicine administered will also be recorded in the "EL Daily Medication Log" in the LBA Admin Office.

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- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home.
  - Cough drops, or cough lozenges, may be taken in class ONLY when administered by staff.

### **Managing medicines on Field Trips**

On outings/field trips, it is the parent's responsibility to make arrangements for the teacher to bring necessary medicines on the outing. It is then the teacher who is responsible for taking medicine (e.g. asthma inhaler, Epi-pen, enzymes, eczema cream) with them. The teacher may agree to take temporary responsibility for administering medication e.g., antibiotics, following the above procedure.

### **Parent's Responsibility**

In most cases, parents will administer medicines to their children themselves out of class hours, but where this is not possible, parents of children in need of medication must ensure that the teacher is accurately advised about the medication, its usage, and administration. Parents must complete the "Medication Dispersment" agreement form and turn it into the office before a medicine can be administered by staff.

**Note:** Some children may be able to manage their own medication under adult supervision but again, only with parental agreement given through the appropriate paperwork as stated above; Parents are responsible for ensuring that all medication kept in class, e.g., asthma pumps, Epi-pens, are kept up to date; Parents are responsible for notifying the LBA staff if there is a change in circumstances, e.g. if a child is deemed to be no longer asthmatic.

**Long Term and complex needs:** Where a child has significant or complex health needs, parents should give full details on entry to class or as the child first develops a medical need. Where appropriate, a healthcare plan may be put in place involving the parents and relevant healthcare professionals.

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## Admissions Policies

### Age and Acceleration

Students need to be at the correct age level for their class before September 1 of the school year. Based on the assessment results, we may make exceptions for birthdates up to October 1.

We typically do not allow students to skip a level because academic ability is not the only factor in determining a student's level. Please talk with the Early Learners Director if you have questions about this policy.

### Withdrawal Policy

In the event of a student withdrawal from LBA, the following procedures will be required: Notification from the family of intended withdrawal through an official "withdrawal letter" sent to the Admission Office: [admissions@charitydreamshanghai.cn](mailto:admissions@charitydreamshanghai.cn) or the link to the withdrawal form.

The written notice of withdrawal should be submitted at least two weeks (10 program days) in advance of the intended withdrawal. For refund purposes, the date of withdrawal will be no sooner than 10 program days from the date written notice to withdraw is received.

The withdrawal letter will be filed into the student's file, and the withdrawal process will begin:

- The administration will notify the classroom teacher, finance department, and other pertinent staff of withdrawal.
- The administration will notify the family of any additional information necessary for exit from LBA.
- The LBA Finance Department will send a final invoice to the family.

### Refunds

Refunds of fees will follow with **LBA Tuition and Fees Policy**. There is no refund available for the following cases:

- Due to the student's absence
- Due to student disciplinary actions (such as suspension or expulsion)
- Due to required temporary closure for circumstances **beyond our control**, such as, but not limited to contagious disease, severe weather, and external requests.
- There is no refund of supply fees or other ancillary fees after the first day of the term.
- There is no refund of assessment/ Enrollment fees.

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- Attachments
    - 2023-24 LBA Calendar
    - Parent Volunteer Application Form
    - Student illness Report
    - Student Incident Report
    - Medication Dispersment Form

## NOTIFICATION OF POSSIBLE ILLNESS

DATE 日期:

Dear parents 亲爱的家长,

Your child \_\_\_\_\_ needs to return home because of an illness or possible illness. 您的孩子因以下原因需要回家休息。

Please mark the reason for sending the student home: 请标注送回孩子的原因:

- fever (temperature higher than 37.0) 发烧 (体温高于37.0摄氏度)
- coughing 咳嗽
- vomiting 呕吐
- diarrhea 腹泻
- draining rash 排水疹
- pink-eye (discharge from the eyes) 红眼 (眼中有分泌物)
- sore throat 喉咙痛
- ear pain 耳朵疼痛
- stomach pain 胃痛
- fatigue or irritability that prevents participation 因疲倦或情绪暴怒不能参加活动
- head lice 头虱
- drowsiness or dizziness 头晕
- runny nose with thick and/or colored secretion 流黏鼻涕且/或带有颜色的鼻涕
- Other and further notes 其他说明:

Recommendations 建议:

Please take note that your child must be fever, vomit, and diarrhea free for 24 hours without medication before they may return to class. 请注意, 孩子在停止用药24小时后未出现发烧、呕吐、腹泻才能返校。

A doctor's clearance IS / IS NOT required to return to class. 需要 / 不需要 医生的诊断报告

Thank you for cooperation. 谢谢合作。

\_\_\_\_\_  
Class teacher / Arrival Checker

\_\_\_\_\_  
Administrator

Rev. 2

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**ACCIDENT or INJURY REPORT FORM**  
**事故或伤害报告单**

**General Information**基本信息:

Name of Injured person 受伤人员的名字 \_\_\_\_\_

Class 年级: \_\_\_\_\_ Age 年龄: \_\_\_\_\_ Sex 性别: M男 / F女

Facility 学校: \_\_\_\_\_ Site supervisor: 现场指导老师 \_\_\_\_\_

\*\*\*\*\*  
**Injury Information**事故信息:

Date 日期: \_\_\_\_\_ Time of Accident 事故时间 \_\_\_\_\_ AM 早上 / PM 下午

Location of accident or injury 发生的地点: \_\_\_\_\_

Class or activity student was involved in 发生所在课或活动: \_\_\_\_\_

Teacher in charge of class or activity 课程或活动负责老师: \_\_\_\_\_

**Part of body injured**受伤部位: (detailed description; e.g mouth, nose, lower arm, etc) (细节描述, 如口, 鼻, 手臂等) \_\_\_\_\_

**Nature of Injury**伤害性质: (detailed description; e.g bruise, abrasion, burn, etc) (细节描述, 如挫伤、擦伤、烧等) \_\_\_\_\_

\_\_\_\_\_

**Accident description**事故描述 / **Cause of injury** 意外发生的原因: \_\_\_\_\_

\_\_\_\_\_

**Action Taken to Care for the Student** 采取的措施:

\_\_\_\_\_

**Signatures**签字:

Teacher or staff member who cared for the injured student 事故现场负责人: \_\_\_\_\_

Person who administered first aid 急救人: \_\_\_\_\_

Site supervisor: 现场指导老师 \_\_\_\_\_

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**Checklist for Admin Use**行政管理检查表:

- Parents called 父母已被通知
- Report sent to site supervisor 报告已交现场指导老师
- Report sent to Academic Director 报告已交教学主任
- Written report sent to parents 书面报告已交父母
- Additional investigation or follow up needed 是否需要额外调查或跟进 YES 是 / NO 否 (if yes, please describe) (如果是的,请解释) \_\_\_\_\_
- Final written report placed in office binder 书面报告已归档



**INCIDENT REPORT FORM**

**事件报告单**

**General Information**基本信息:

Name of student(s) involved 受伤人员的名字 \_\_\_\_\_

Class(es)年级: \_\_\_\_\_

Facility 学校: \_\_\_\_\_ Site supervisor:现场指导员 \_\_\_\_\_

\*\*\*\*\*  
**Incident Information**事故信息:

Date日期: \_\_\_\_\_ Time of Incident事件时间 \_\_\_\_\_ AM早上/PM下午

Location of incident 发生的地点: \_\_\_\_\_

Class or activity student(s) was involved in:发生所在课或活动 \_\_\_\_\_

Teacher in charge of class or activity:发生所在课或活动负责老师 \_\_\_\_\_

**Incident Details**事故细节: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Initial action(s) taken by teacher or staff:**老师或员工采取的首要措施 \_\_\_\_\_

\_\_\_\_\_

**Follow up actions needed to care for the student(s)** 采取的措施:

\_\_\_\_\_

\_\_\_\_\_

**Conclusions (if applicable)** 结语 (如果适用):

\_\_\_\_\_

\_\_\_\_\_

**Signatures**签字:

Teacher or staff member 负责人: \_\_\_\_\_

Site supervisor or Student Success Liaison 现场指导老师或学生联络员: \_\_\_\_\_

\*\*\*\*\*  
**Checklist for Admin Use** 行政管理检查表:

- Parents called (not needed if incident report is the follow up for an Accident or Injury Form)
- Report sent to site supervisor or Student Success Liaison
- Report sent to Academic Director
- Written report sent to parents(needed for behavior situations and Accident or Injury Forms)
- Additional investigation or follow up needed YES / NO (if yes, please describe) \_\_\_\_\_
- Final written report placed in office binder



PERMISSION FOR STUDENT TO TAKE MEDICATION  
学生用药授权书

Medicines should only be brought to LBA when essential and should be taken directly to the Admin.  
They should be clearly labeled with the child's name.  
学生若有服用药品的需要，必须将药品交至LBA 行政办公室。药品包装上，必须标有学生姓名。

Student's Name \_\_\_\_\_  
学生姓名

Class Level \_\_\_\_\_ Student ID number \_\_\_\_\_  
班级 学号

Medication Name \_\_\_\_\_  
药品名字

Reason for Medication \_\_\_\_\_  
药品服用原因

Schedule and Dose to be given during class  
(the appropriate dosage spoon should be provided)  
药品服用时间和剂量（剂量须精确）

\_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
开始日期 结束日期

OR For episodic/ emergency events only \_\_\_\_\_  
或者：仅适用于流行病或紧急情况

Storage requirements (medication can not be kept in the classroom)  
药品储存方式：

Admin Office \_\_\_\_\_ Staff Refrigerator \_\_\_\_\_  
行政办公室 员工冰箱

Signature \_\_\_\_\_  
学生关系

Relationship \_\_\_\_\_ Date \_\_\_\_\_  
签名 日期