



PARENT/STUDENT HANDBOOK FOR SUMMER CAMP 2018

家长和学生的2018夏令营手册

LBA MISSION STATEMENT

LBA的教育宗旨

We focus on enriching the whole child. We believe that each child is created uniquely, with different strengths and weaknesses and should be given the opportunity and environment needed to be successful in the classroom. LBA's differential structure allows each child to develop confidence in their abilities and a love for learning.

我们专注于对孩子的全方位教育。我们相信每个孩子都是独一无二的，所以他们都有不同的强项，也有不足。而为了让孩子们更加成功，LBA为他们提供了这个机会。LBA多元化的教育方针不仅能让孩子们热爱学习新事物，并对自己的能力树立更强的信心。

OUR GOALS

我们的目标

Our goal is to create a respectful, comfortable, and well-management learning environment where students are actively engaged in the learning process through various techniques and strategies. To promote this type of environment, we believe that consistency; organization, stated procedures, and consequences are necessary.

我们希望可以营造一个管理良好而又舒适的环境，用不同的方法让孩子们在课堂上积极参与，并能做到互相尊重。我们的老师和助教也会对孩子做到平等，尊重。为了让夏令营能够更有秩序，我们会有一些规定和一些纪律，希望孩子们能够理解和遵守。

GUIDING PRINCIPLES

我们的教育原则

1. Each child learns at an individual rate.

每个孩子都是不一样的，所以在不同的课程上，他们会有不同的进程。



2. Each child can experience a pattern of success in camp in order to develop personal satisfaction self- confidence and a feeling of pride and self-worth.

每个孩子都会在学校丰富的教学理念体会到成功的喜悦和对自我价值的认可。

3. Each child can become a good citizen through the development of positive attitudes.

每个孩子会保持一个积极的态度，这会让他们成为一个更好的人。

4. Each child's dignity and cultural/linguistic diversity should be consistently affirmed.

每个孩子的文化背景都是不一样的，所以我们尊重，而且欣赏每个孩子的多元化。

5. Each child has the ability to think imaginatively and openly, to explore ideas, and to realize that subject matter skills are tools used in problem solving.

每个孩子都富有想象力，所以我们鼓励孩子们畅想，而且鼓励他们不同的想法解决不同的问题。

6. A school-home community partnership that encourages open and effective communication, parent involvement, and community support that promotes student success.

我们不仅是学校，我们更希望成为孩子们的第二个家。我们希望孩子们能够主动交流，和大家互动。我们希望家长们也能参与到孩子们的活动中，而我们会尽最大的努力为孩子们和家长们提供帮助。

A PROFILE OF STUDENTS WE WANT TO SEE AT LBA

我们希望看到的LBA学生档案

1. STUDENTS who take responsibility for themselves... the way they look, talk, and act.

尊重自己的学生：穿着得体，注意言行举止。

2. STUDENTS who attend school regularly.

每天不缺勤的学生。

3. STUDENTS who get to class on time with appropriate learning materials and are able to exercise good study skills and work habits;



and upon completing assignments quickly find something constructive to do rather than disrupt others.

准时上学的学生：准备好学习的材料，能够完成老师布置的作业，能够在自己做完作业后不打扰同学。

4. STUDENTS who choose challenging activities to improve themselves, are not merely concerned with getting the right answer, but creatively think of several solutions to problems.

能够挑战自己的学生：选择一些有挑战性的课程提高自己的能力，并不执著于找到正确答案，而寻找更多的解决方案。

5. STUDENTS who do their homework regularly, hand assignments in on time and correct their own mistakes.

完成作业的学生：按时完成老师布置的任务，并能积极改正自己的小错误。

6. STUDENTS who have good manners... say "please" and "thank you"... friendly courteous, and show respect to everyone.

有礼貌的学生：适时的说“请”和“谢谢”，体现出对对方的尊重和感谢。

7. STUDENTS who are honest with themselves and respect the property of others.

诚实的学生：对自己要诚实，对他人要坦诚，而且要尊重他人和他人的物品。

8. STUDENTS who follow the basic rules and help other students follow these rules.

自律的学生：遵守基本的规定，并帮助同学成为遵守纪律的人。

9. STUDENTS who pick up their own litter and put it in a trash can (and occasionally pick up after others who may forget)

爱干净的学生：不随地丢垃圾，如果看到同学的垃圾没有扔，也能主动帮助他们把垃圾扔进垃圾桶。

10. STUDENTS who volunteer to do a little extra to make their classes, or our international community a better place.

积极的学生：能够主动的帮助学校，或者社会，做一个有热心、有爱心的人。

LBA ARRIVAL/DEPARTURE POLICY

LBA夏令营到达和离开须知

a. Parents and pre-approved adults are authorized to pick up a child.

只有学生的家长和预先批准的监护人可以接送学生。



b. Please note that a parent or legal guardian is required to call our front desk 5017-9621 inform of the adult's name and that will be authorized to pick up your child.

接送孩子的学生家长和监护人需要给我们的前台电话（5017-9621），并告诉我们接送孩子的家长或监护人名字。

c. Parents are required to drop off/pick up students at the front office area, not downstairs. Children are not allowed to ride the elevator up or down unaccompanied by a guardian.

接送孩子在LBA的办公室区，位于楼上，所以家长不要让孩子自己上下电梯。

MORNING ARRIVAL: 7:50 am-8:00 am

早上到达时间: **7:50-8:00**

a. Students may arrive no earlier than 7:50 am. Primary students (ages 5 to 10 yrs old or Teams 1 to 9) report to the Performance Hall on the 4th floor. Preschool students (ages 3 to 4 or Teams A to H) report to the 2F Multipurpose Hall).

学生报道时间不早于7:50. 小学部学生（5-10岁或者1-9队）在4楼表演厅报道。
幼儿园部学生（3-4岁或者A-H队）在2楼多功能厅报道。

b. Parents please note: NO TEACHER WILL BE ON DUTY BEFORE 7:50 AND CAMPERS MAY NOT ENTER THE SCHOOL.

家长请注意：所有老师都会在7：50之后到达学校，所以希望家长能够配合学校，尽量在7：50之后把孩子送到学校。

AFTERNOON DISMISSAL: 3:00 pm

下午放学时间: **3:00**

a. Parents will pick up children from designated classrooms.

家长请在学生指定的教室接您的孩子。

b. Parents must have badges or they will not be allowed to pick up students.

学生家长在接孩子的时候必须携带学生的名牌。

c. Students with after camp activities will be escorted to the activity.

我们会把参加学校课外班的学生安全护送到指定的教室或场地。



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BUS DROP OFF

校车接送

a. Your child will only be picked up and dropped off at his or her designated bus stop unless a written and signed note or phone call by legal guardian is given to the school office.

我们会在指定的接送点接送孩子。如果有特殊情况，请孩子家长或监护人用电
话提前通知学校，或者写一张纸条，签字并交给学校的办公室。

b. Adults other than the parents of the student or pre-approved adults receiving your child at the bus stop should have the security tag to show the bus driver.

如果接送孩子的人不是家长或监护人，他们需要向我们的校车司机出示安全名
牌。

BEHAVIOR AND WELLNESS POLICIES: Code of Conduct

行为须知

LBA firmly believes that a school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. LBA认为学校应提倡责任，尊重，礼仪，和学业，为了达到目的，学校应为孩子和老师提供一个安全的学习和教学环境。所有的学生，家长，老师，和学校工作人员在学校里应该得到绝对的安全保障。因此，所有人都应做遵纪守法的公民，并对自己危害自己或他人的行为负责。

Code of Conduct Principles

行为准则

a. LBA conduct standards of behavior apply not only to students, but also to all individuals involved in school activities— students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school- authorized events or activities.



只要是在学校，校车上，和学校相关的活动上，LBA学校的行为准则不仅针对学生，还针对所有和学校活动有关的人：学生，家长或监护人，志愿者，老师和其他学校工作人员。

b. All members of the school community will be treated with respect and dignity, especially persons in positions of authority.

所有学校的人，包括管理人员，都会平等对待所有人，并且互相尊重。

c. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

有责任的公民会适当参与学校的社区生活。每个公民都有自己的权利，但更重要的是，有责任的公民能承担起保护自己 and 他人权利的责任。

d. Members of the school community are expected to use respectful, non-violent means to resolve conflict. Physically aggressive behavior is an unacceptable way to interact with others.

当有矛盾发生时，所有人能通过礼貌的、非暴力的方法解决纠纷。我们不能接受用肢体攻击的方式解决问题。

e. The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others.

持有、使用或威胁使用任何物体伤害他人都会危及他人和他人的安全。

f. Insults, disrespect, and other hurtful acts disrupt LBA's primary mission: the learning and teaching of our students in the school community. All members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

侮辱、不尊重和其他伤害性行为破坏了LBA在学校教学的重要任务。与学校有关的所有成员都有责任维护这个环境，让纠纷和矛盾可以以尊重和礼貌的方式解决。

Camp is a place for all campers to learn and have fun. If your child cannot or will not follow our CODE OF CONDUCT they will be dismissed from camp and no refund will be issued.

夏令营是为孩子提供学习和娱乐的环境。如果您的孩子不能遵守我们的行为准则，我们有权将孩子遣送回家并不予退款。



SICK AND LATE ARRIVALS

病假或迟到

a. In the event your child is sick and unable to attend school please notify the school or inform your child's teacher by 8:30 and every day thereafter.

在夏令营的活动中，如果您的孩子生病了，不能参加接下来的活动，请在早上8:30之前通知学校。

b. If your child will be required to arrive late to school due to a doctor's appointment, etc. please inform the school by 8:30.

如果您的孩子有特殊情况（如去医院或者家庭原因）可能迟到，请在早上8:30之前通知学校。

c. If your child arrives tardy to school you are required to wait in front classroom until the Principal comes and issues a tardy slip. The student will be issued a tardy slip by the Principal and allowed to proceed to class. Students are to hand the tardy slip to the teacher.

如果您的孩子晚到学校，您需要在教室门口等校长。校长会给您一张晚到的纸条，由孩子交给上课的老师方可开始上课。

Please do not bring sick children to camp!

请不要让生病的孩子上课!

HEALTH AND WELLNESS

关于健康

Because it is sometimes difficult to determine when to keep a child home from school, LBA has established these guidelines.

因为有时候家长很难确定孩子能不能坚持到学校上课，为了孩子们的健康，LBA为家长提供一些建议作为参考：

a. Children who are not well enough to go to recess or PE are not well enough to come to school.

如果孩子不能参加体育课，也不能进行户外活动，他们的身体情况不适宜上学。



b. When classroom staff observes signs of illness in a child based on the following guidelines, then parents will be notified to come pick up their child promptly (within half an hour). These are:

- An auxiliary temperature of 37.1 or higher
- Vomiting, Diarrhea, A draining rash
- Discharge from the eye (pink-eye)
- Sore throat
- Ear Pain

当学校的老师或工作人员发现孩子有以下症状时，我们会尽快通知家长（半小时之内）来接孩子：

- 孩子有低烧情况（37.1度或以上）
- 呕吐，腹泻，湿疹
- 眼睛红肿或类似情况
- 咽喉痛
- 耳部疼痛

CAMP T-SHIRT

夏令营服装要求

Camp T-shirt must be worn every day of camp so that we can easily identified our campers.

为了能更容易的辨别我们的学生，所有夏令营的学生必须穿我们发放的夏令营T恤。

SNACK & LUNCH TIMES

午饭和零食

Students need to bring in their own healthy snacks. i.e. fruit, vegetables, crackers. Please NO candy or chocolate.

学生可以自带一些健康的零食(如: 水果，蔬菜，饼干)。请不要带糖果和巧克力。

Lunch Time- Students will be feed a healthy meal, and they are allowed to ask for additional rice and vegetables.

我们会在午饭时间为学生提供健康午餐，而且学生可以自己添加米饭和蔬菜。



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If your child is allergic to certain food, please let them bring their own lunch.

如果你孩子对某些食物过敏，请让他们自带午餐。

PERSONAL ELECTRONICS

电子产品

Campers may bring a phone to camp but it must remain in their backpack. Parents are reminded not to call students during the camp day. If it is an emergency and you need to contact your child please call the front desk and we will get a message to them. 5017-9621

学生可以携带手机以防万一，但是必须随时放在书包里。家长请不要在夏令营期间给学生打电话。如果发生紧急情况，而您需要通知孩子，请先联系我们的前台，我们会在第一时间转告孩子。(我们的联系电话: 5017-9621)

Campers are NOT allowed to bring: I-PADs, tablets or computers to camp. PLEASE LEAVE THEM AT HOME.

夏令营学生禁止携带: IPAD，平板电脑或笔记本电脑。请不要把这些电子产品带到学校。



Acknowledgement and Review of the PARENT/CAMPERS Handbook

家长和学生手册同意书

Student's Name 学生姓名_____

GROUP/TEAM NUMBER 小组编号_____

Please review the PARENT/CAMPER Handbook: with your child. It is so critical to the success of the camp and we will have periodic reviews of important sections of the Code of Conduct Principles during the summer.

为了让夏令营能够成功进行，请家长仔细阅读家长和学生手册，并让孩子们也能仔细阅读。我们会在夏令营期间定期对行为准则的重要部分进行检查。

It is essential that the camp and home work together to assure that all students meet the high expectations for behavior established in the Code of Conduct Principles. This enables students to succeed in camp and the community. Your support is vital in this process.

为了确保所有学生都能达到我们行为准则的高标准，学校和家长的配合非常重要。这不仅能让学生在夏令营取得成功，更能让他们成为遵纪守法的好公民。在这个过程中，您的支持是至关重要的。

After you have reviewed the PARENT/CAMPER Handbook and with your child,

please, print, sign, and return this form to the school.

Copies of this page will also be available at front desk.

Students must have a signed copy first day of camp!

在您和孩子阅读了家长和学生手册后，请打印这份同意书，在相应的地方签字，并交给学校。我们也为您准备了打印好的同意书，您可以在学校的前台领取。孩子必须在夏令营的第一天把签字后的同意书带到学校！

As the parent/guardian of the above CAMPER, I have read and discussed the Handbook: including the Code Conduct Principles with my child.

作为上述夏令营营员的家长或监护人，我和孩子已阅读并理解这本手册的全部内容，包括行为准则。

Parent's/Guardian's Signature 家长或监护人签名_____

Date 日期_____

Student's Signature 学生签名_____

Date 日期_____

Please print, sign, and return this form ON OR BEFORE FIRST DAY OF CAMP.

请务必打印，签名，并在夏令营的第一天或之前交给学校。