

## 補堂注意事項 Make up class policy:

1. 每期泳班最多只可請假 3 堂 • (嬰幼兒課程最多只可請假 4 堂)  
A maximum of 3 make-up classes (medical or personal reason) will be offered in each course. (4 make-up classes will be offered for waterbabies course)
  2. 病假：需上載印有學生姓名的醫生紙、藥水或藥丸包。(可申請回 3 日前的病假)  
Medical reason: upload doctor certificate approval or prescription drug for leave. (medical reason request can apply back 3 days ago)
  3. 學校活動：需上載相關學校活動通告。(需於請假當日 24 小時前申請)  
School event: upload school approval for leave. (apply 24 hours before lesson start)
  4. 離境旅遊：需上載相關旅遊證明。(需於請假當日 24 小時前申請)  
Departure to overseas: upload approval for leave. (apply 24 hours before lesson start)
  5. 紅事：需上載相關證明。(需於請假當日 24 小時前申請)  
Wedding: upload approval for leave. (apply 24 hours before lesson start)
  6. 白事：無需證明。(可申請回 3 日前的白事請假)  
Funeral: No proof needed. (can apply back 3 days ago)
  7. 月事：無需證明。(可申請回 3 日前的月事請假)  
Period: No proof needed. (can apply back 3 days ago)
  8. 開班前：無需證明。(需於泳班第一堂開始前申請)  
Requested before class starts; No proof needed. (application is required before 1<sup>st</sup> lesson starts)
- 已申請的請假及補堂不能更改時間，任何情況下缺席補堂者當自動棄權論  
Confirmed make-up class cannot be rescheduled under all circumstances.  
Absentee of the make-up class surrenders their right of the make-up class.
  - 所有因天氣情況而取消的泳班，將不設補堂(詳情可瀏覽本校網頁的『惡劣天氣安排』)  
No make-up class is arranged for bad weather cancellation. (Bad weather arrangement is stated under the “Important Notes for Parents” on the School website).
  - 所有補堂需於 8 個月內補回，逾期當自動棄權論  
Any make-up class can only be extended 8 months.
  - 泳隊課程不設補堂  
No make-up class is arranged for Stanford WINNER Squad.
  - 私人班課程不設補堂  
No make-up class is provided for the private lesson student.