



To	:	All Parents
From	:	Stella Wong, Executive Director
Re	:	Terms of Zoom Meeting
Date	:	18 th February, 2022
Circular No	:	WDM013/22

Dear Parents,

I would like to thank you for your understanding and accommodation of your child's intervention through various training **modes including** zoom sessions, home programme, **and** parent consultations that we have provided for your family amid escalating Omicron Outbreak.

For children who **will** attend our zoom sessions, we would like to remind you of the following **term** to ensure that **the** zoom session will be conducted smoothly and your child can benefit the most from his/her sessions:

Terms of Zoom Meeting

1. Do not record, take screenshots, or photos of the meeting.

Please respect everyone's right to privacy. As privacy is one of our top priorities, violating this rule can result in you or/and your child being excluded from participating in future Meeting.

2. Your child needs to be accompanied by an adult for joining the meeting.

We prefer that the adult joining the meeting will be one of the child's parents. But we also understand if a helper or other main caregiver joins.

3. Be punctual.

We anticipate that your child should join a Zoom Meeting on time. If for any reasons, that you and your child cannot join the meeting at the scheduled date and time, kindly let our teachers and therapists know immediately.

4. Let your therapist/teacher know if you need to step away

If you need step away from the screen for a moment, kindly let your teacher/therapist know.

We understand that this is a very challenging time for many parents. We would like to reassure you, once the current Covid-19 situation ease and the risk of infection decreases, we would review our current online intervention sessions and make suitable adjustments.

Should you have any questions, please do not hesitate to contact us at 25217364.

Stay safe and well.

Best regards,

Stella Wong
Executive Director