**Bringing food on to campus - Parent Information**

Dear Parents,

Celebrating significant milestones in your child’s educational journey is always a special moment for children and their parents. Since the restrictions related to Covid have lifted, we would like to open up opportunities for parents to bring in outsourced food for special occasions, such as birthdays, Christmas parties and end of year parties, etc.

However, to ensure that all food items brought to school are safe and appropriate for our students, please note the following important regulations:

1. All food items must be store-bought and in their original packaging. Homemade food items will not be allowed due to potential allergy and safety concerns of other students in your child’s class or year level.
2. Please avoid bringing any food items that contain nuts or other common allergens. If you are unsure about any allergens, please check the packaging carefully and avoid any items that may pose a risk to our students. (\*Please have the class/homeroom teacher/office provide specific details of what they must not bring in for your class– nuts, seafood, certain dairy etc.)
3. Please check the expiration dates and ensure that all food items are still within their valid dates.
4. Please keep in mind that we are a multicultural school, and we encourage families to bring food items that reflect the diverse cultures and traditions of our community.
5. Please communicate with the teacher or the school office in advance if you plan to bring outsourced food to school for birthdays and class parties. This will allow us to coordinate the time with you and to ensure that we have enough space and resources to accommodate your request without causing disruption to learning. Please note, it may not always be possible to accommodate all requests.
6. For Secondary families, please note that food deliveries ordered by students are not permitted and will be withheld at the guard office; only food deliveries made by parents are permitted.

We appreciate your cooperation and understanding in following these guidelines. Our priority is to ensure the safety and well-being of all of our students, and we thank you for your support in maintaining a healthy and inclusive school environment.

Sincerely,

[Your Name]
[YCIS Pudong Regency Park Campus/ YCIS Pudong Century Park Campus]

亲爱的家长们：

庆祝孩子教育旅程中的里程碑对孩子和家长来说都是非常重要的特殊时刻。随着校园向家长们重新开放，在一些特别的日期诸如生日、圣诞节派对、学期末庆祝活动等，家长们可以从校外订购食品送到学校。

为此，为了确保所有带到学校食物的安全性和适合性，请遵循以下重要的指南：

1. 所有食品需为商店购买，并保持其原始包装。出于您孩子所在班级和年级中存在的潜在过敏和安全因素考虑，自制食品将不被允许。
2. 请避免携带含有坚果、带壳类海鲜或其他常见过敏原的食品。如果您不确定是否存在任何过敏原，请仔细查看包装，并避免任何可能对我们的学生构成风险的物品。（请办公室和班级老师告知家长，自己所在班级学生的过敏源情况）
3. 请检查过期日期，并确保所有食品仍在有效日期之内。
4. 请谨记我们是一所多元文化的学校，我们欢迎家长分享反映我们社区多元文化和传统的食品，对学生来讲也是一种文化体验。
5. 当您计划外购食品到校庆祝时，请提前与班级老师或学校办公室联系。这将留给我们充裕的准备时间，在不影响老师们正常教学的前提下，确保有足够的资源和场地来满足您的要求。请留意，学校也会根据实际情况决定是否能够满足您的需求。
6. 还需要强调的是，对中学生而言，我们只允许家长订购的食物进入校园，而非学生自行订购的外卖。如果学校收到任何由学生采购的外卖食物，会将其保留在保安室。

我们感谢您遵循这些指南并配合相应的要求。确保所有学生的安全和福祉是我们一如既往的首要任务，感谢您支持，并共同维护健康而包容的校园环境。

此致，

XX老师

上海耀中浦东御翠园校区/上海耀中浦东世纪公园校区