

STANLEY CASA LIBRARY AREA ANNOUNCEMENT

Dear Stanley Parents,

We are happy to announce that we will be **opening our library area on the Casa floor (1/F) to parent volunteers from Tuesday 13 September**. This would **take place for 1 day per class, per week, from 9:00-10:00am**.

Below is a schedule of which day your child’s class will be able to attend the library area:

Hours	(Mon)	(Tues)	(Wed)	(Thurs)	(Fri)
9:00-10:00	Library: Tulip	Library: Jasmine	Library: Daffodil	Library: Rose	Library: Sunflower

In class, children will continue to have a book corner available for them to enjoy books in their class’ reading corner. These days will be specifically for children from that class to independently visit the library area under the parent volunteers’ supervision.

Below are some helpful guidelines for the Stanley Casa library area:

- **2 children at a time** will be able to attend the library area.
- **Children can stay for 10 minutes**, please help us to ask them to go back to class so that other children can have a turn.
- We ask for **1 library volunteer per slot**. Possible slots per volunteer are: 9:00-10:00am; 9:00-9:30am; OR 9:30-10:00am.
- When you are at the library area, please help us with the following: checking books in, checking books out and keeping Casa library shelves tidy.
- 1 laptop and book scanner will be provided for you to check books in and out as well as a date stamp so that children know when to return borrowed books.
- There is 1 adult chair that the volunteer can use, we have round floor cushions for the children to use after they have chosen a book. Please help them to put these back in the basket when they are finished using it.

We look forward to seeing you at our library area. We hope that you enjoy the experience and have a great time sharing your love for reading and books with our Casa children. A reminder to

please refer to our [Health & Safety Protocols](#) ('Visitors to IMS') with regards to requirements for campus access, which includes a negative RAT, temperature check, and valid vaccine pass confirmed with the Leave Home Safe app.

If you would like to volunteer, please contact our Stanley Library Coordinators: Lori Ngo and Natalie Fung (pta-library.st@ims.edu.hk). Please join us for the Stanley Library Volunteer Orientation on 5 September 2022 (9:30-10:30am) for further details.

Many thanks in advance to our coordinators and library volunteers.

Best wishes,

Dafne Alonso
Casa Curriculum Coordinator

Adam Broomfield
Head of Stanley Campus