

Title:	Working With Minors Policy
名称:	《与未成年人合作政策》
Owner:	Office of Pre-College and Educational Development
所有人:	大学预科与教育发展办公室
Contact Information:	Chief Program Officer
联系人:	首席项目官
Applies to:	All faculty, staff, students, parents, volunteers, interns, independent contractors, consultants, alumni, guest artists or other personnel who will participate in any way in a Tianjin Juilliard School sponsored program, event, performance, or other organized activity that includes Minors.
适用于:	所有教师、职工、学生、家长、志愿者、实习生、独立供应商、顾问、校友、客座艺术家或其他以任何方式参与由天津茱莉亚学院主办且涉及未成年人的项目、事件、演出或其他组织性活动的人员。
Effective Date:	August 1, 2025
生效日期:	2025年8月1日

## PURPOSE AND SCOPE 目的和范围

The Tianjin Juilliard School (the “School”) strives to maintain a safe and secure environment for minors participating in Tianjin Juilliard programs and activities.

**天津茱莉亚学院（本“学院”）致力于为参与天津茱莉亚项目和活动的未成年人提供安全可靠的环境。**

The Tianjin Juilliard School Working with Minors Policy (the “Policy”) applies to all programs and activities operating under the authority and direction of the School and taking place: (i) on the Tianjin Juilliard or (ii) Tianjin Juilliard sponsored program off-campus in which minors will be physically present and participating. This Policy establishes guidelines for Authorized Adults (as defined below) who may work or interact with individuals under the age of 18 in a covered program or activity.

天津茱莉亚学院《与未成年人合作政策》（本“政策”）适用于在学院授权和指导下的所有项目和活动：（i）在天津茱莉亚学院内开展的项目和活动或（ii）天津茱莉亚学院主办的校外项目，且有未成年人实际在场参与。本政策为授权成年人（定义见下文）在相关的项目或活动中与未满18周岁者合作或互动提供指导准则。

## DEFINITIONS 定义

**"Minor"** for purposes of this Policy means any person under the age of 18 who is participating in a Tianjin Juilliard School program or activity, excluding (i) on-campus guests or attendees at a public performance; and (ii) prospective students touring or visiting the School.

就本政策而言，“未成年人”系指参与天津茱莉亚学院项目或活动的任何未满 18 周岁者，不包括（i）校内访客或观看公开演出的观众；以及（ii）参观或访问学院的未来申请人。

**“Authorized Adults”** for purposes of this Policy means all individuals, ages 18 and over, paid or unpaid, who instruct, supervise, chaperone or otherwise oversee Minors in connection with Tianjin Juilliard School sponsored or Tianjin Juilliard sanctioned programs or activities under the authority and direction of the School. This includes, but is not limited to, faculty, staff, students, parents, volunteers, interns, independent contractors, consultants, alumni, guest artists or other personnel who will participate in any way in a Tianjin Juilliard School sponsored program, event, performance, or other organized activity that includes Minors.

就本政策而言，“**授权成年人**”系指所有年满18周岁有薪或无薪的个人，其在学院授权与指导下，在天津茱莉亚学院主办或批准的项目及活动中，对未成年人进行教学、监管、陪护或提供其他形式的监督。该授权成年人包括但不限于教师、职员、学生、家长、志愿者、实习生、独立供应商、顾问、校友、客座艺术家或其他以任何方式参与由天津茱莉亚学院主办且涉及未成年人的项目、事件、演出或其他组织性活动的人员。

**“Regularly occurring programs”** are Tianjin Juilliard programs that follow a consistent and recurring academic calendar, and maintain a student body with the expectation of continued enrollment. Examples of regularly occurring programs are Pre-College and Music Development Program.

**“定期开展的项目”** 系指天津茱莉亚学院遵循固定且循环的教学日历、拥有稳定学生群体且学生预计会持续注册的项目，如：大学预科项目和音乐发展项目。

**“Short-term or infrequent programs”** are programs, events, performances, or other organized activities that do not occur consistently. There is no expectation of continued enrollment for students or participants. They may be Tianjin Juilliard programs, but may also be organized by outside organizations but taking place at Tianjin Juilliard. Examples of short-term or infrequent programs include winter/summer camps, piano festival, vocal institute, instrumental workshops, off-campus performances involving minors, etc.

**“短期或非定期项目”** 是指不具有持续性、非定期开展且不拥有预计会持续注册的学生或参与者的项目、事件、演出或其他组织性活动。此类项目可能由天津茱莉亚学院主办，也可能由外部机构组织但均在天津茱莉亚学院举办。此类项目包括冬/夏令营、钢琴节、声乐艺术中心、器乐工作坊、涉及未成年人的学院外演出等。

## GUIDELINES FOR PROGRAMS INVOLVING MINORS 涉及未成年人参与项目指南

All Tianjin Juilliard School programs and activities must comply with the following conditions:

所有的天津茱莉亚学院项目及活动必须符合以下条件：

### PROGRAM REGISTRATION 课程注册

#### Regularly occurring programs 定期开展的项目

All programs operating consistently on-campus are required to follow the guidelines included in this policy.

所有在学院内持续开展的项目，均须遵守本政策所包含的指导准则。

#### Short-term or infrequent programs 短期或非定期项目

All short-term or infrequent programs, events, performances, or other organized activities in which Minors will participate, whether on or off campus, must be registered with the Chief Program Officer not less than 30 days prior to the commencement of the activity.

The registration form must include the following information (See Appendix C for examples):

- A **description** of the program, including age and number of participants.
- Dates on which the program will occur.
- Name of the sponsoring department and responsible staff/faculty.
- A **list** of all Authorized Adults participating in the program.
- A **clear and actionable procedure** for notification of participants' parents or legal guardians in the event of an emergency, including contact information.
- A **Medical Emergency Plan**, including authorization to obtain emergency medical treatment in the event parents or legal guardians are not available, and disclosure of any allergies or medical conditions that might impact participation in the program.

涉及未成年人参与的所有学院内或学院外举办的短期或非定期项目、事件、演出或其他组织性活动必须在不迟于活动开始前30天向首席项目官进行注册登记。注册登记表须包括以下信息（示例详见附录C）：

- 对项目的**描述**，包括参与者的年龄和人数。
- 项目开展的具体日期。
- 主办部门及负责的教职员姓名。
- 参与项目的所有授权成年人**名单**。
- 紧急情况下**清晰且可行的通知程序**，包含联系参与者父母或法定监护人的方式及联系信息。
- **医疗应急计划**，包括在父母或法定监护人不在场的情况下获得应急医疗救护的授权，以及披露任何可能影响项目参与的过敏史或医疗状况。

## TRAINING 培训

All Authorized Adults must receive appropriate training in (i) maintaining professional boundaries when working with Minors; (ii) protecting Minors from any form abusive treatment; and (iii) reporting, under School policy, incidents or suspicions of improper conduct.

所有授权成年人必须在以下方面接受适当培训：（i）在与未成年人合作时保持专业界限；（ii）保护未成年人不受任何形式的虐待；（iii）根据学院政策报告不当行为事件或可疑情况。

## CRIMINAL BACKGROUND CHECK 犯罪背景调查

Prior to being hired as an Authorized Adult, an applicant must undergo a criminal background check to the extent permitted by law. All background checks must be performed and approved by Human Resources. Criminal background checks may be conducted periodically thereafter if circumstances warrant. Authorized Adults are also required to notify the program director and the Department of Human Resources immediately in the event of an arrest or the conviction of any crime.

在被聘用为授权成年人之前，申请人必须在法律允许的范围内接受犯罪背景调查。所有背景调查必须由人力资源部执行和批准。犯罪背景调查可根据情况定期进行。授权成年人如被逮捕或被定罪，须立即通知项目主管和人力资源部。

## SUPERVISION 监督

All programs must establish an adequate plan for supervision. The plan must specify the person having responsibility over all Authorized Adults. Supervision plans must incorporate the following guidelines:

- To the extent practicable, Minors participating in Tianjin Juilliard School sponsored programs or activities, whether on or off campus, should not be left unattended. Minors under the age of eleven (11) should be supervised at all times by an Authorized Adult or by their parents or legal guardians.
- When outside of a classroom setting in an overnight camp, the minimum ratio for supervision of Minors in a Short-Term Program is at least one Authorized Adult for every eight (8) Minors; and for a non-overnight camp, the minimum ration is at least one Authorized Adult for every twelve (12) Minors. For off-campus trips for high school aged students, the minimum ratio is at least one Authorized Adult for every six (6) Minors.
- Authorized Adults must inform the program director and/or sponsoring department if using an area other than the one specifically designated for the program or activity.
- Although 1:1 interaction is a valuable component of certain areas of instruction at the Tianjin Juilliard School, Authorized Adults should minimize the amount of 1:1 time spent with Minors outside of lessons and adhere whenever possible to the “rule of three,” requiring at least two Authorized Adults or two Minors in a group at all times. Exceptions to this guideline are health care providers, tutors expressly authorized by the program director to provide private instruction or other

individuals authorized by the school to provide counseling, advice, private help or assistance.

- 1:1 private instruction must be conducted in a room or other space that is open or that provides for visibility, e.g. the door to the room has a window. Doors must remain unlocked at all times.
- All instruction must take place on campus, unless prior written approval is granted from the Chief Program Officer.
- Human touch is a necessary component of many elements of instruction at the Tianjin Juilliard School. If a Minor appears uncomfortable with any form of physical contact, the Authorized Adult should immediately cease the contact and report the incident to the program director or sponsoring program as soon as possible. Advice on using touch in instruction is available from the Chief Program Officer. Additional information on using touch in instruction can be found in Appendix A to this Policy.
- The privacy of Minors must be respected at all times. In situations such as changing clothes, showering or using the restroom, Authorized Adults must not intrude except where health and safety reasons require such intrusion.
- Proper clothing appropriate to the given activity must be worn by Authorized Adults and Minors at all times.
- Minors should whenever possible be restricted from areas of the facilities where potential safety hazards may exist. Examples include, but are not limited to, mechanical rooms, workshops, construction zones, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

所有项目必须制定充分的监督管理方案，该方案需明确对所有授权成年人负有管理责任的人员，监督方案须包含以下指导准则：

- 在实际可行范围内，参与天津茱莉亚学院主办的项目或活动（无论在学院内或学院外）的未成年人不可处于无人看管的状态。未满11周岁的未成年人应当始终由授权成年人或其父母/法定监护人陪同监督。
- 对于短期项目，在非课堂环境的寄宿营地，未成年人之监护最低比例应为每8名未成年人配备至少1名授权成年人；在非寄宿营地情况下，最低监护比例应为每12名未成年人配备至少1名授权成年人。对于高中年龄段学生之学院外活动，最低监护比例应为每6名未成年人配备至少1名授权成年人。
- 授权成年人如使用项目或活动指定区域以外区域，必须通知项目主管和/或主管部门。
- 尽管一对一互动是天津茱莉亚学院某些教学领域的重要组成部分，授权成年人仍应当尽量减少与未成年人在课程以外的一对一接触，并尽可能遵守“三人规则”，即要求在任何时候现场总有至少两名授权成年人或两名未成年人。本规则的例外情况包括医疗服务人员、项目主管明确授权提供私人指导的老师或学院授权提供咨询、建议、私人协助的其他个人。
- 一对一的私人指导应当在教室或其他开放可视空间进行，例如门上设有窗户的房间，且房门必须始终保持未上锁状态。
- 所有教学活动必须在学院内进行，获得首席项目官书面批准的除外。
- 身体接触是天津茱莉亚学院许多教学的必要组成部分。如未成年人对任何形式的身体接触表现出不适，授权成年人应当立即停止接触，并尽快向项目主管或主管部门报告。关于教学中使用身体接触的建议，可向首席项目官咨询，详细信息见本政策附录 A。
- 必须始终尊重未成年人的隐私。在更换衣物、淋浴或使用卫生间时，授权成年人不得闯入，但出于健康和安全原因需要闯入的除外。
- 授权成年人和未成年人任何时候都须在指定活动中根据场合得体着装。
- 应当尽可能限制未成年人进入可能存在安全隐患的设施区域，包括但不限于机械室、车间、施工区、食品制备区或任何包含电动工具或带有外露活动部件的任何区域。

## PROHIBITED CONDUCT 禁止的行为

The following practices and behaviors are strictly prohibited under this Policy. This list is not meant to be exhaustive:

- Communicating electronically with Minors through text messaging or any form of social media is strictly prohibited. Electronic communication with parents or legal guardians is permitted in relation to a particular program or activity in which the Minor is participating. For programs that assign Tianjin Juilliard email addresses, such as Pre-College, email is the only acceptable form of electronic communication. Sending sexually explicit photos or messages and “sexting” is strictly prohibited.
- Engaging in sexual activity or other inappropriate deliberate physical contact or horseplay with, or in the presence of, Minors.
- Engaging in the use of, or providing Minors with, alcohol, drugs or other illegal substances, or being under the influence of alcohol, drugs or other illegal substances, during Minor programs or activities. This prohibition includes allowing those substances to be used by a Minor in the Authorized Adult’s presence.
- Making sexual materials or pornography in any form available to Minors or assisting them in any way in gaining access to such materials.
- Making inappropriate or risqué comments to or in the presence of Minors.
- Spending time alone with a Minor in a vehicle, unless the Authorized Adult is the parent or guardian of that Minor.
- Spending significant time out of school with a Minor (off-campus activities are excluded).
- Sharing personal or private information with Minors, or any information an adult would normally reserve for other adults.
- Disciplining Minors in any manner involving isolation, humiliation or corporal punishment. Any form of discipline must be constructive and appropriate, given the age of the Minor and the circumstances of the situation. Authorized Adults should consult with their program director or sponsoring program if there are questions regarding appropriate methods of disciplining a Minor.
- Engaging in abusive conduct of any kind, either verbal or physical, toward or in the presence of Minors. Bullying (including cyberbullying), hazing and initiations are strictly forbidden.
- Picking up or dropping off Minors at the Minors’ homes, except if specifically authorized in writing by the Minors’ parents or legal guardians and the program director.
- Giving gifts of any kind to Minors.
- Releasing a Minor’s personal contact information to third parties without the written consent of the Minor’s parent or legal guardian. Even with parental consent, a Minor’s personal contact information, including a Tianjin Juilliard School email address, may only be released in connection with a Tianjin Juilliard School sponsored program or activity in which the Minor is participating.
- Photographing or making videos of Minors for other than program-related purposes. Use of any device capable of recording or transferring visual images is forbidden in showers, restrooms, locker rooms, dressing rooms or other areas where privacy is expected. For program-related purposes, photos or videos (“images”) may be taken only after the Minor’s parent or guardian has signed an official Juilliard School waiver form. Any images made for program-related purposes may be shared with the Minor for educational purposes or for any authorized use by the School and may not be stored, disseminated, published, posted or used for any other purpose.
- Retaliating against anyone who, in good faith, raises a suspicion or allegation of inappropriate conduct toward a Minor.

本政策严格禁止以下行为（但不限于以下行为）：

- 通过短信或任何形式的社交媒体与未成年人进行电子通讯。与未成年人的父母或法定监护人就其参与的特定项目或活动进行电子沟通是被允许的。对于分配天津茱莉亚学院电子邮箱地址的项目（如

大学预科），电子邮件是唯一可接受的电子通讯方式。严禁发送色情照片或信息以及进行“裸聊”。

- 与未成年人发生性行为，或与未成年人有任何不当的故意身体接触或打闹行为，或在未成年人面前从事上述行为。
- 在涉及未成年的项目或活动中，使用或向未成年人提供酒精、毒品或其他非法物质，或受到酒精、毒品或其他非法物质的影响。本禁令亦包括允许未成年人在授权成年人在场的情况下使用上述物质。
- 向未成年人提供任何形式的性相关材料或色情内容或以任何方式协助其获取此类材料。
- 向未成年人发表不恰当或带有挑逗性的言论，或在未成年人面前发表此类言论。
- 与未成年人单独在车辆内相处，该授权成年人是该未成年人的父母或监护人的除外。
- 与未成年人在学院外单独相处较长时间（学院外活动除外）。
- 与未成年人分享个人或隐私信息，或任何通常成人之间才会交流的信息。
- 以任何方式惩罚未成年人，包括孤立、羞辱或体罚。考虑到未成年人的年龄和具体情境，任何形式的惩罚必须具有建设性并适当。如对适当的纪律方式有疑问，授权成年人应咨询其项目主管或主办部门。
- 对未成年人或在未成年人在场的情况下进行任何形式的口头或身体虐待行为。严禁欺凌（包括网络欺凌）、欺侮和吸纳未成年人加入秘密组织的行为。
- 前往未成年人的家庭住所接送未成年人，获得未成年人的父母或法定监护人以及项目主管明确书面授权的除外。
- 向未成年人赠送任何形式的礼物。
- 未经未成年人父母或法定监护人书面同意，向第三方透露未成年人的个人联系方式。即使获得家长同意，未成年人的个人联系方式（包括天津茱莉亚学院电子邮件地址）也仅限于与未成年人参与的天津茱莉亚学院主办项目或活动相关的用途。
- 除项目相关用途外，拍摄或录制未成年人的照片或视频。在淋浴间、洗手间、更衣室、化妆间或其他应保障隐私的场所使用任何能够录制或传输影像的设备。对于项目相关用途，须在未成年人的父母或监护人签署天津茱莉亚学院官方豁免文件后方可拍摄照片或视频（“影像”）。为项目相关用途制作的影像可出于教育目的或学院授权的任何用途分享给未成年人，但不得被存储、传播、发布、张贴或用于其他任何目的。
- 针对向未成年人不当行为提出善意质疑或指控的任何人实施报复。

## PERSONAL VISITORS 个人访客

Minors participating in Tianjin Juilliard School sponsored programs or activities may not have visitors on-campus, except with the permission of the program director. All visitors must agree to abide by school policies and procedures. Policy violations will result in the suspension or revocation of visiting privileges.

参与天津茱莉亚学院主办项目或活动的未成年人不得在学院内接待访客，但经项目主管允许的除外。所有访客必须同意遵守学院的政策和程序。违反政策者将被中止或撤销探访权限。

## REPORTING HARM TO MINORS 报告未成年人伤害

Any Authorized Adult who has a reasonable suspicion that a Minor who is participating in a Tianjin Juilliard School program or activity, has been physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat of violence; or exposed to any form of sexual exploitation, must immediately report his or her concerns to: (i) program director of the sponsoring department **and** (ii) Chief Program Officer who will determine appropriate next steps. Any uncertainty about whether a report is required should always be resolved in favor of making a good faith report. A list of common indicators of child abuse or maltreatment can be found in Appendix B to this Policy. Both China laws and this policy prohibit retaliation against any individual who in good faith makes a complaint or report of child abuse or neglect or participates in the investigation of such a complaint or report.

任何授权成年人合理怀疑参与天津茱莉亚学院主办项目或活动的未成年人受到身体或性虐待、身体或情感上被忽视、暴露于任何形式的暴力或暴力威胁，或暴露于任何形式的性剥削的，必须立即将其担忧的问题报告至（i）主办部门的项目主管，**及**（ii）首席项目官，以决定适当的下一步行动。任何对于是否需要报告的不确定性，应当始终选择进行善意报告。常见的儿童虐待迹象列表可见本政策附录B。中国法律及本政策均禁止对任何善意举报儿童虐待、忽视行为，或参与相关调查的个人进行报复。



## APPENDIX A: ADVICE ON USING TOUCH IN INSTRUCTION

### 附录 A：关于教学中使用接触的建议

Human touch is an essential component of instruction in music. For example, to illustrate a point about breath control, a woodwind professor may press on a student's diaphragm. It is understood and expected that master teachers at Tianjin Juilliard use touch in order to guide their students toward greater artistry.

身体接触是音乐指导的重要组成部分。例如，为了说明一个关于呼吸控制的观点，木管乐器教授可能按压学生的横膈膜。天津茱莉亚的教师使用身体接触来引导他们的学生提升艺术表现力，这是被理解与认可的教学方式。

The traditions of touch in a given art form may be less familiar to inexperienced students. Instructors in these programs should remain mindful of Minor students' needs and expectations. Keep in mind that people experience touch in different ways depending on factors such as cultural background, age, gender and personal experience.

缺乏经验的学生可能不太熟悉特定艺术形式的身体接触传统。这些课程教师应时刻注意学生的需求和期望。请注意，不同个体对身体接触的感受可能因文化背景、年龄、性别及个人经历等因素而有所不同。

Some basic guidelines can help reduce the possibility of misunderstanding or discomfort:

1. Touch should always be restricted only to what is necessary and appropriate for the instructional point.
2. Explain at the beginning of instruction why, when and how you might touch a student. Parents may also find the information useful.
3. Before using touch, give a verbal cue about the touch and its purpose: "Let me adjust your wrist so your hand stays more horizontal."
4. Touching should never take place on any part of the body that would be normally covered by a bathing suit. It is never appropriate to touch someone on sensitive areas, such as a student's chest, pelvis, buttocks or upper thigh.
5. Consider alternatives to touch, such as demonstration or verbal description. A description might explain the position or movement of the body part under consideration and of adjacent parts.
6. If a student seems uncomfortable or expresses any concerns about touch, acknowledge the matter. Immediately cease the contact and report the situation to the program director as soon as possible.

以下是有助于降低误解或不适的可能性的一些基本准则：

1. 接触应当始终仅限于指导所必需且适当接触范围内。
2. 在开始指导时，解释接触学生的原因、时间和方式。家长也会觉得这些信息很有用。
3. 在使用身体接触之前，口头提示接触及其目的：“让我调整你的手腕，使你的手保持水平。”
4. 不得接触通常由泳装遮盖的任何身体部位。不得接触敏感部位，如学生的胸部、骨盆、臀部或大腿。
5. 考虑身体接触的替代方式，如演示或口头描述。描述可以解释所涉及身体部位以及相邻部位的位置或动作。
6. 如学生对身体接触感到不适或表示顾虑的，应予以重视。立即停止接触，并尽快向项目主管报告。



## APPENDIX B: SIGNS OF CHILD ABUSE OR MALTREATMENT

### 附录 B：虐待儿童迹象

The list that follows contains some common indicators of child abuse or maltreatment. This list is not all-inclusive, and some abused or maltreated children may not show any of these symptoms.

以下清单包含一些虐待儿童的常见迹象。这份清单并不全面，有些遭受虐待或侵害的儿童可能不会表现出这些症状中的任何一种。

Indicators of Physical Abuse can include:

- Injuries to the eyes or both sides of the head or body (accidental injuries typically only affect one side of the body);
- Frequently appearing injuries such as bruises, cuts and/or burns, especially if the child is unable to provide an adequate explanation of the cause. These may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns or impressions of other instruments;
- Destructive, aggressive or disruptive behavior;
- Passive, withdrawn or emotionless behavior; and
- Fear of going home or fear of parent(s).

身体虐待的迹象包括：

- 眼睛、头部或身体两侧损伤（意外损伤通常只影响身体一侧）；
- 频繁出现的损伤，如瘀伤、割伤和/或烧伤，尤其是儿童无法提供充分原因解释的损伤。这些损伤可能呈现特殊形态，如抓痕、人咬痕、烟头烫伤或其他器械造成的压痕；
- 破坏性、攻击性或扰乱性行为；
- 被动、孤僻或冷漠行为；以及
- 害怕回家或害怕父母。

Indicators of Sexual Abuse can include:

- Symptoms of sexually transmitted diseases;
- Injury to genital area;
- Difficulty and/or pain when sitting or walking;
- Sexually suggestive, inappropriate or promiscuous behavior or verbalization;
- Expressing age-inappropriate knowledge of sexual relations; and
- Sexual victimization of other children.

性虐待的迹象包括：

- 性传播疾病的症状；
- 生殖器部位损伤；
- 坐着或走路时困难和/或疼痛；
- 性暗示、不当或淫乱行为或语言表达；
- 表达与年龄不符的性关系知识；以及
- 性侵害其他儿童。

Indicators of Maltreatment can include:

- Obvious malnourishment, listlessness or fatigue;
- Stealing or begging for food;
- Lack of personal care – poor personal hygiene, torn and/or dirty clothes;
- Untreated need for glasses, dental care or other medical attention;
- Frequent absence from or tardiness to school; and
- Child inappropriately left unattended or without supervision.

粗暴对待的迹象包括:

- 明显营养不良、无精打采或疲劳;
- 偷窃或乞讨食物;
- 缺乏个人护理——个人卫生不良、衣服破损和/或脏乱;
- 未经处理的视力问题、牙科护理或其他医疗需求;
- 经常缺勤或迟到; 以及
- 儿童被不当单独留置或无人看管。

## APPENDIX C: REGISTRATION OF SHORT-TERM OR INFREQUENT PROGRAMS

### 附录 C：短期或非定期项目的注册登记

Sponsoring departments must register short-term programs with the Chief Program Officer not less than 30 days prior to the commencement of the activity. Below please find an example to follow.

主办部门须在不迟于短期项目开始前30天向首席项目官进行注册登记。请参考以下示例。

Email to Chief Program Officer

From: Chloe Chen, Program Lead, Public Education

Date: October 15, 2024

**Program name:** Winter Camp

**Sponsoring department:** Public Education

**Program lead:** Chloe Chen

**Program dates:** Monday, January 20 – Friday, January 24, 2025

**Description of event:** The 5-day camp will include a variety of musical activities such as chorus, music literacy, instrument exploration, education concert, side-by-side with the TJO, and optional 1:1 lessons.

**Number and age range of minor participants:** 60 students ages 8-16 years old

**Will there be any 1:1 interactions with the minor?:** Yes, students can opt to take 1:1 instrumental lessons.

**List of Authorized Adults:** PE/CE staff, MDP teachers, TJS faculty, and some staff and TAs hired by a 3<sup>rd</sup> party vendor “TK Camps”. See the attached list of individual names.

**Location of event:** On-campus at TJS, various spaces such as B1 rooms, CH, RH, TT, lobby, and some classrooms for 1:1 lessons.

**Describe the procedure to contact parents in case of emergency:** We will have all phone numbers of parents/legal guardians, and in case of an emergency we will call the parents directly.

**Describe the process of collecting medical information for the minor participants:** Prior to the start of camp, we will collect all medical and allergy information via an online survey. This information will be available to the United Family Nurse Station during the camp.

**Will the Nurse Service be offered during the event?** Yes, we will hire the United Family nurse.

至首席项目官的邮件

来自：Chloe Chen，项目主管，公共教育部

日期：2024年10月15日

**项目名称：**冬令营

**主办部门：**公共教育部

**项目负责人：**Chloe Chen

**项目日期：**2025年1月20日（星期一）至1月24日（星期五）

**活动描述：**为期五天的冬令营将包括合唱、音乐识读、乐器探索、教育音乐会、现场观摩天津茱莉亚管弦乐团以及可选的一对一课程等多种音乐活动。

**未成年参与者的数量与年龄范围：**60名8至16岁学生。

**是否会与未成年人进行一对一互动？**：是，学生可选择参加一对一乐器课程。

**授权成年人名单：**PE/CE职工、MDP老师、TJS教师以及由第三方供应商“TK Camps”所招聘的员工和教师助理。请参见附件中的姓名列表。

**活动地点：**TJS学院内多个区域包括负一层房间、音乐厅、演奏厅、陈江和剧场、大厅以及一些为一对一课程准备的教室。

**紧急情况下联系家长的程序说明：**我们将收集所有家长/法定监护人的电话号码，在紧急情况下我们将直接打电话联系家长。

**收集未成年参与者医疗信息的流程说明：**在冬令营开始前，我们将通过线上调查问卷收集所有医疗和过敏史信息。冬令营举办期间，这些信息可在和睦家护士站查询。

**活动期间是否提供医护服务？**：是，我们将聘请和睦家护士。