



Yan Oi Tong Allan Yap Kindergarten

Drop-off and Pick-up of Students Procedure notice

(17-09-02)

Dear parents,

For the safety of your child, the schools rules and regulations for picking up of students are as follows:

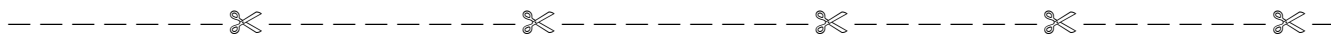
- 1) **Bring and show** the students' **Photo ID Card**.
- 2) For the students' safety, only family members or relatives who are adults or children above the age of 14 allowed to pick up the student from the school. Otherwise, the school will not be liable for any accidents once they leave the school.
- 3) Please fill in the reply slip below and return to the school as soon as possible.
- 4) **Photo ID Card** usage procedure:
 - a) When picking up your child please show their **Photo ID Card** to the on duty teachers or staff to ensure students' safety.
 - b) If you forget to bring the **Photo ID Card** then you must fill in the '**Temporary Student Pick-up**' form (provided at the front counter). You have to register your name and the relationship with the student and the reason why you can't show the **Photo ID Card**. Please show your HKID card along with the form to the on duty teachers or staff.
 - c) As the **Photo ID Card** is used as proof of relation with the student when picking up the child, you must keep the **Photo ID Card** carefully. If lost, you must notify the school as soon as possible to cancel the lost card and order a replacement.
 - d) For the replacement of the **Photo ID Card**, the procedures and fees are as follows:
 - The replacement fee is \$15.
 - The **Photo ID Card** will be given to the student once finished.

Yan Oi Tong Allan Yap Kindergarten



Principal : *Ho Choi Yin*

1st September 2017



Drop-off and Pick-up of Students Procedure Agreement Slip

I have received this notice (17-09-02). I agree and will follow the rules and regulations for picking up my (son / daughter) strictly and the school will not be responsible for anything unfortunate accidents that may occur once the children leave the school premises.

Student name : _____

Signature of parent or guardian : _____

Date : _____