

Information For Parent/Guardian

1. In case of leave, parents are requested to notify the kindergarten either by letter or by telephone on the same day before noon, else it would be considered as an absence.
2. If you have any suggestion or inquires to the homework or conduct of your children, please inform us by putting them on the notice column or by calling/ coming to school directly.
3. The school cannot accept responsibility for the lost or damage of toys, money or valuables which are brought to school by any children.
4. In case of illness (e.g. common colds and coughs, mumps measles, small pox and other infectious diseases), children are requested to stay at home until fully recovered. Minor injuries will be dealt with by the staff. In case of a more serious accident or injury, parents will be contacted and the school will arrange for the child to be taken to the nearest hospital to receive immediate medical treatment.
5. If there is any change of your address and telephone, please inform the school immediately.
6. Please be informed that all school fees have to be submitted before the 7th of each month. If children leave the school for a temporary period, the school fee in the period should also be paid.
7. Children should wear the school uniform from Monday to Thursday and casual wear on Friday. Children should bring along with them a hand towel, utensil and plastic cup every day to school. Parents are requested to clean these every day.
8. Parents are requested to be punctual, deliver and pick up children within fifteen minutes before and after school schedule. In case, parents/ helpers cannot pick up their child, they should notify the school in advance.
9. Please keep close contact with the school in respect to the supervision of your children.
10. The principal appreciates and will attend to suggestions and comments made by parents.
11. Please be notified that the school requires **One month notice to withdraw.**
12. AM class : Monday to Friday 08:45am to 11:45am
PM class: Monday to Friday 12:45pm to 3:45 pm

Lick Hang Kindergarten
