**KINDERGARTEN**

This serves to inform you of the school’s routine:

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| 8:00 | School starts |
| 10:00 | Snack time |
| 12:30 | Pick up time (half day), lunch time for full day |
| 15:00 Monday to Thursday | Pick up time (full day) |
| Friday | Both half-day and full-day students knock off at 12:30 |

**After 16:00hrs  of  workdays, 14:00 hrs of Fridays, there would be no staff on duty to supervise the children, and the parents are responsible for the children’s security.**

Children who are repeatedly picked up late will be recorded. We do not want to withdraw the opportunity of afternoon activities for those students but we may have to consider that option.

Please pack enough boiled and cooled water for your child to quench their thirst after playing on the playground. Please pack healthy food for your child. Sweets and chewing gums are not allowed at school.

The school provides pre-paid lunch service ordered before 9 hours.

We would like to advise all parents and guardians to mark their children’s uniforms. This is to help in identifying of each child’s uniform and to minimize the loss of uniforms.

Please remind your child to dress in PE kit and trainers on days when your child has PE lessons.

If your child is sick, please keep him/her at home to ensure enough rest, and avoid his/her classmates from getting infected in the case of contagious diseases. Please don’t ask the teacher to give medicine to your child as they are not medical professionals.

       Nursery children are advised to come to school with extra clothes in case of accidents.