

Introducing THE ENTRANCE ID PASS

New entrance procedures at Newton Kindergarten.

Will be effective from May 3rd, 2010.

We have adopted a new entrance policy that will be carried out from May 3rd, 2010. Parents, guardians and persons permitted and registered to enter Newton Kindergarten are requested to carry the Entrance ID card and to “swipe” it at each time of entrance.

The procedure will allow us to keep a record of the number of parents who enter Newton on any given day and allow for future improvements of entrance routines.

1. The general entrance hours are 8:00-9:00 in the morning and 3:30-4:30 in the afternoon. Parents/guardians/otherwise permitted persons must swipe the Entrance ID at the gate to gain entrance into the Kindergarten.
2. Please keep in mind that there are no additional changes to the existing regulations, when having your child signed in or signed out in the afternoon.
3. The Entrance ID can only be used to enter the kindergarten and NOT as a proof for collecting your child.
4. You are not allowed to hand over your personal card to any “non-permitted” persons.
5. Parents/guardians without the Entrance ID will be refused entry if our guard deems it’s necessary.
6. Parents may apply for supplementary Entrance ID’s if needed, up to a maximum of 2 extra per family. Please pay a deposit of 50rmb per extra Entrance ID card as well.
(save your receipt to claim the deposit when you hand back the ID card)
7. Parents may apply for supplementary Entrance ID’s if needed, up to a maximum of 2 extra per family. Please pay a deposit of 10rmb per extra Entrance ID card.
8. The Entrance ID card/s must be returned to the Kindergarten once your child graduates or leaves the kindergarten. The deposit fee for additional Entrance ID cards will be returned.
9. If you misplace or lose an Entrance ID card, it is the registered owner’s responsibility to inform the kindergarten immediately. An “invalid notice” will be posted in the local newspaper at the owner’s expense.

We kindly ask for your support and understanding in implementing this new procedure as a way to improve our record keeping and entrance services.

Sincerely,

Newton Kindergarten