



LATE PICK UP PENALTY

Follow school arrangements and arrive on time.

May 2nd, 2017.

Dear parents, as a school that prioritize timeliness and proper arrangements for our attending families, children and teachers we are adopting a penalty policy for families who are late to pick-up children. Teachers have meetings at 16:05 in preparation for following day and weeks school arrangements, if students have not been picked-up and signed-out, teachers are unable to attend the meetings, which will affect their successful planning and the cooperation between teachers and management.

After 16:30 teachers are off work and will further need to reschedule personal arrangements and work overtime together with an on-duty supervisor and the campus guards.

Additionally, the late-class option is always full and not available for non-approved students. Most importantly, being late might negatively affect your child's pleasure of school and understanding of daily routines. ***It should rarely ever happen!***

Late Penalty Policy will be applied as below

(children attending late-class has another policy).*

- General late pick-up after 16:05 will incur a penalty fee of **200RMB**.
- Pick-up after 17:00 will incur an additional 200RMB fee (200+200= **400RMB**)
- Pick-up after 18:00 will incur an additional 300RMB fee to cover ordering of food for your child and personnel working overtime as well (200+200+300 = **700RMB**).
- Each additional hour, is an additional **200RMB**.

All attending families are required to sign below and to pick-up on time. The late penalty policy above will apply from today onwards.

Childs name / Class

Parent signature / Date

Sincerely, Hui Xin kindergarten, May 2nd, 2017