

**Po Leung Kuk**  
**Tam Au-Yeung Siu Fong Memorial Kindergarten**  
**Tel.: 2311 3871**

1<sup>st</sup> December, 2025

**Collection of Miscellaneous Fee and Exercise Book Fee**  
**(2025-2026 K3 2<sup>nd</sup> Semester)**

Dear Parents,

Enclosed is the list of required learning materials, stationery, art supplies, and other essential items for the K3 class for the 2<sup>nd</sup> Semester of the 2025/26 academic year. Parents may choose to purchase these items independently or authorize the school to procure them on their behalf. The total cost for the complete set of items is **\$647.60**. You may specify the quantities of individual items required in the designated section and calculate the corresponding amount.

The related fees will be collected along with the tuition fee of **\$653.-** in mid-January 2026 via Autopay, with the precise transfer date to be confirmed later. For those not utilizing Autopay, please submit a crossed cheque (made payable to **Po Leung Kuk Tam Au-Yeung Siu Fong Memorial Kindergarten**) along with the completed reply slip to your child's class teacher no later than 18<sup>th</sup> December, 2025. Cash payments must be made in person at the school office.

For any inquiries, please contact the school office at 2311 3871.

Thank you for your cooperation.

Yours faithfully,

Ms. Gillian Lai  
Headmistress

**Reply Slip [Ref:Cir/52c/25-26]**

Class No.

**Please note that the purchase of educational supplies or services is entirely voluntary. Parents may choose to purchase them from the school based on individual needs, or they may opt to buy or obtain the relevant educational supplies/services through other means.**

I  agree /  disagree to entrust the school to order the following items on my behalf, and I am enclosing the amount \$\_\_\_\_\_.

K3	Item	Price	<input checked="" type="checkbox"/>	amount	Subtotal (\$)	Full set
A. Textbook	Parents purchase from bookstores (see textbook order form)	/	<input type="checkbox"/>	/	/	/
B. Visual art materials	Art and craft paper	\$15.00	<input type="checkbox"/>	1	\$	□ \$80.00
	Colouring supplies	\$35.00	<input type="checkbox"/>	1	\$	
	Art and craft materials	\$30.00	<input type="checkbox"/>	1	\$	
Subtotal : \$						
C. Exercise books and Stationery	Theme activity exercise books (10 books)	\$147.60	<input type="checkbox"/>	1	\$	□ \$197.60
	Stationery: pencils, erasers, scissors, glue, white glue	\$50.00	<input type="checkbox"/>	1	\$	
Subtotal : \$						
D. Other	Theme activity materials	\$190.00	<input type="checkbox"/>	1	\$	□ \$370.00
	Special event materials	\$180.00	<input type="checkbox"/>	1	\$	
Subtotal : \$						
<b>Total: \$</b>						<b>□\$647.60 (Full set)</b>

\* Please tick as appropriate

Student's Name : \_\_\_\_\_ Class : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_ Date : \_\_\_\_\_