



Shin Yat Tong On Yat Kindergarten

Notice from the Parent-Teacher Conference for the 2025/26 Academic Year

Dear Parents,

The enlightenment of children and the cultivation of their intelligence, character, and positive values rely on the careful guidance of both parents and teachers, as well as the powerful influence of positive role models. Therefore, effective parent-teacher communication, mutual trust and support, and active parental involvement in school activities are immensely beneficial to children's growth and enhance their learning capabilities.

We are truly grateful for your continuous attention to school affairs, your active participation in activities and volunteer work, and your valuable suggestions, all of which have fostered excellent communication and a strong connection between home and school. We sincerely thank you for your contributions to the school and our children.

As the new school year begins, we cordially invite you to attend the "Parent-Teacher Meeting," where we can join hands with our teachers to better serve the children.

The "Shin Yat Tong On Yat Kindergarten Parent-Teacher Association" (PTA) was established in 1994 and has been operating for 31 years. To support its development and expand community resources and services, the PTA joined the "Kwun Tong District Parent-Teacher Association Federation" last year as a school member. Both organizations are voluntary bodies under the Education Bureau's Committee on Home-School Cooperation.

We are proud to announce that our kindergarten's PTA Chairperson, Ms. Tang Wan-ling, along with Committee Members Ms. Law Lai-ling, Ms. Yang Shu-ting, Ms. Long Qiu-yan, and Vice Principal Mr. Wu Yong-ran, received the "2025 Outstanding Teacher and Parent Volunteer Award" from the Kwun Tong District Parent-Teacher Association. The award ceremony was held on Saturday, August 30, 2025, at the Catholic Pu Chiu Secondary School Auditorium. This award recognizes their significant contributions to the school and community. Our kindergarten is deeply honored and extends our warmest congratulations to the award-winning parents and Vice Principal Wu.

All parents of enrolled students automatically become "Basic Members" of the PTA and are welcome to participate in its activities. The new school year has begun, and we earnestly invite all parents to actively take part in the various activities, support school operations, and engage in volunteer work. This is a wonderful opportunity to exchange ideas with other parents, share your professional knowledge and interests, expand your social network, and collaborate with teachers to foster home-school communication and interactive learning, all contributing to your child's joyful

learning and healthy growth.

Enclosed please find the PTA constitution and the application forms for committee members and volunteers. Please review the documents carefully, complete the application form, and place it in the provided reusable envelope. Please return the completed form directly to your child's homeroom teacher on or before Thursday, November 9th. Upon submission by the deadline, our school will formally invite you to attend the "First General Meeting of the 2025/26 PTA Committee Members and Volunteers," scheduled for Thursday, September 25th, from 9:15 AM to 10:15 AM in the Ci En Hall. If a quorum is met, attending parents and teachers will hold a free vote to elect the "2025/26 PTA Committee" on a one-person-one-vote basis. Together, we will organize this year's PTA and carry out its work.

Whether you serve as a committee member or a volunteer, participation in the PTA is a highly meaningful endeavor that sets an excellent example for your children. Therefore, we strongly encourage all parents to support this initiative, collaborating with teachers and fellow parents to dedicate your efforts to serving the community and benefiting every child.

If you have any questions regarding this notice, please contact the school administration at 2345 1222 during office hours or speak with your child's homeroom teacher. Thank you for your unwavering support of our school.



Yours faithfully,
School Affairs Office

Information issue date: 4th September, 2025

2025/26 School Year Parent-Teacher Association

Parent Registration Form for Candidates to Become Committee Members/Participate in Volunteer Service

- (一) Parent's Name (Block Letters) : _____ Gender : _____ Homemaker
 Employed Individual
- (二) Names of children currently attending this kindergarten : _____ Profession : Part time / Full time
1. _____ 2. _____
- (三) Class 1. _____ 2. _____
Names of children who graduated from this kindergarten : _____
Current school : _____ 、 grade: _____
- (四) 1. Parents who participated in activities organized by this school or provided assistance for activities organized by this school or the community during the 2024/25 school year:
(To be filled out by alumni's parents)

2. Did you serve as a member of the Parent-Teacher Association or a class representative in the 2022-2025 school year?

YES NO

(五) The main reasons why I intend to participate in the Parent-Teacher Committee and become a member this academic year:

(六) If you are elected as a member of the Parent-Teacher Association, and the committee needs to hold meetings, when are you most available to attend meetings or provide volunteer work?:

Monday _____ AM. to _____ AM Or _____ PM. to _____ PM

Tuesday _____ AM. to _____ AM Or _____ PM. to _____ PM

Wednesday _____ AM. to _____ AM Or _____ PM. to _____ PM

Thursday _____ AM. to _____ AM Or _____ PM. to _____ PM

Friday _____ AM. to _____ AM. Or _____ PM to _____ PM

Other time: _____

(七) Your greatest interests: (*Multiple Choice)

Reading Travel Photography Gardening Singing Drama

Painting Calligraphy Cooking Baking Knitting Crafts/Arts

Other: _____

(八) 1. Your expertise is : _____

2. Would you be willing to share your interests or expertise with other parents or support school-related work?

YES NO , the reason is: _____

Parent's signature : _____

Date : _____

Bylaws of the Parent-Teacher Association of Shin Yat Tong On Yat Kindergarten

(2025/26 revised edition)

1. Purpose

- Promote connections and communication between parents and schools, and establish a partnership.
- Through close collaboration between home and school, we jointly promote the healthy growth of children in all aspects, including academics and mental well-being.
- By planning and organizing various developmental and recreational activities, we develop parents' potential and strengthen the parent-child relationship.
- Through parent education, we help parents better understand their children's needs and pay attention to policies related to early childhood education and development.
- We encourage parents and the school to provide feedback on school policies to jointly promote school development.

2. Membership Categories and Rights

(a) i) The principal of this kindergarten is an ex-officio member for the 2025/26 school year and will serve as an advisor to the Parent-Teacher Committee. The principal will be responsible for leading the chairman and vice-chairman of the Parent-Teacher Committee to promote the operation and development of the committee in the 2025/26 school year and providing advice in the process

(b) .ii) Parents or guardians of students enrolled in this kindergarten in the 2025/26 academic year will automatically become members of the Parent-Teacher Association (PTA). The principal will invite or appoint 1-2 parents from each class to serve as class representatives, maintaining close contact with teachers and the PTA, and relaying school activity information and parental feedback to the school. No

membership fees are required for parent members.

- iii) In the 2025/26 academic year, all current teachers in this kindergarten are members of the Parent-Teacher Association (PTA). The principal will appoint 1-2 administrative and teaching staff from each grade to serve as school representatives to assist the parent committee in carrying out routine association work, such as: holding meetings, promoting academics, recreation, and parent communication.
- (c) Parent members have the right to vote and elect committee members. The principal has scheduled the Parent-Teacher Member General Meeting for this academic year on September 25 (Thursday) from 9:15 to 10:15 a.m. Parent members have the right to attend the meeting and have the right to vote.
- (d) Parent and teacher members are obligated to fulfill and abide by all rules and regulations of the Parent-Teacher Association of this kindergarten, and to follow the decisions of the meetings.

3. Organization

- (a) The Association consists of a General Meeting and a Committee.
- (b) The General Meeting, composed of all members, is the highest authority of the Association. During the recess of the General Meeting, all affairs of the Association shall be handled by the Committee.
- (c) The General Meeting shall be convened by the Committee, and the Committee may convene a Special General Meeting as needed for the purposes of the Committee.
- (d) The General Meeting of Members is held once every academic year. The previous committee chairperson or the current principal reports on the affairs of the previous academic year and presides over the election of the current committee. The election of committee members for this academic year is scheduled for 25/9

(Thursday) from 9:15 to 10:15 a.m. to elect eighteen candidates (parents) to serve on the committee.

- (e) The quorum for a general meeting of members shall be no less than twenty members.
- (f) Candidates for the Parents' Committee are elected by secret ballot at the general meeting of members. The candidate with the most votes becomes a committee member. If the number of candidates for the new term does not exceed the number of committee members, that candidate is automatically elected. If the number of candidates is lower than the expected number of participants, and a re-election cannot be held, the school will make other arrangements, such as sending invitations to individual parents.
- (g) The school will arrange for the elected committee members to be selected at the first committee meeting to determine the responsibilities of each committee member-elect for the 2025/26 academic year. The first committee meeting is tentatively scheduled for the morning of October 10th (Friday).
- (h) Once the "Committee" is established, a two-thirds or greater quorum of the committee members is required for any future meeting to pass a resolution. If the votes for and against are tied, the chairperson may cast the deciding vote.
- (i) All committee members serve a one-academic-year term, from October of each year to September of the following year.
- (j) The committee has the right to elect additional members to fill vacancies that occur during the year.
- (k) During the same term, if two children from the same family are enrolled in the same kindergarten, two parents may serve as members of the "Committee".
- (l) All committee members are volunteers at the kindergarten.

4. finances

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- (a) The Parent-Teacher Association is funded by the Education Bureau's Committee on Home-School Cooperation, and all funds are used for routine affairs, such as expenses for organizing various home-school cooperation activities.
- (b) The Committee shall deposit all income received by the Committee into a bank account attached to the school in the name of the Parent-Teacher Association. Withdrawals of funds from the Committee must be signed by the treasurer of the Parent-Teacher Association and the principal, and are only valid after review and approval by the school's accounting department.

5. Personal Conduct of Parent-Teacher Association Committee Members

- (a) All committee members must strictly abide by the Independent Commission Against Corruption's Prevention of Bribery Ordinance and must not offer or receive any form of benefit or remuneration from any person or organization. The school has never authorized any party to offer or receive any form of benefit or remuneration on behalf of the school to help their children gain priority admission to the school.
- (b) Parents and parent-teacher association committee members need to be honest with each other, respect and appreciate each other, and act with integrity.
- (c) Committee members are not allowed to distribute materials to external parties without the school's consent or without verification of their authenticity. If parents have any questions about school affairs or wish to offer valuable suggestions, they are welcome to contact the principal, director, teacher, or school staff at any time.

Parents can also submit their opinions through the members of the Parent-Teacher Association and relay the information to the school. To facilitate the school's follow-up, please provide the student's name and class for record-keeping. The school will carefully review the relevant issues before taking further action. We apologize for any inconvenience caused by anonymous information.

6. Principal's Remarks

All parents who volunteer to serve as PTA committee members are volunteers, receiving no personal gain or compensation whatsoever. Their sole purpose is to serve the children. We hope that all parents can experience that serving others is both courageous and a blessing. If everyone can get along harmoniously, do their best, and work together to serve our children, allowing them to feel "love," then our children will be blessed. Thank you, parents.

**Brief Description of the Positions of the Parent-Teacher Association Committee Members
of Shin Yat Tong On Yat Kindergarten for the 2025/26 Academic Year**

position title / Group	Committee member quota	Responsibilities
President (Parent)	1	<ul style="list-style-type: none"> - With the support of the principal or teachers, establish meeting agendas: convene and chair meetings - Establish and guide the direction of meeting affairs - Monitor the progress of decision implementation activities - Serve as a bridge between parents and the school
Vice Chair (Parent)	1	<ul style="list-style-type: none"> - Chair the meeting in the chairman's absence. - Assist the chairman in making resolutions.
財政	1	<ul style="list-style-type: none"> - Handle financial matters, such as income and expenditure for activities, prepare financial budgets, and record financial reports. - Report the financial situation to the committee and members regularly.
Secretary (Parents and Teachers)	2	<ul style="list-style-type: none"> - Assist the chairperson in drafting and issuing the meeting agenda - Responsible for writing meeting minutes
(Academic) Parent Education Group and Development (Parents and Teachers)	4 (2 each)	<ul style="list-style-type: none"> - Assist in promoting parent education with the support of the principal or teachers, such as: lectures, workshops, or parent interest groups - Assist with computer tasks, such as word processing or image collection, creating parent newsletters, and producing activity booklets.
(Recreation) Home-School Partnership and Parent-Child Activities Group (Parents and Teachers)	4 (2 each)	<ul style="list-style-type: none"> - With the support of the principal or teachers, assist in planning parent-child recreational and parent-teacher association activities. - Collect materials on parent-child activities, such as flyers and newspaper clippings, and distribute them on the school's parent committee bulletin board for parents to share.

<p>Parents' representatives from each class</p>	<p>2 (K1) 2 (K2) 2 (K3)</p>	<ul style="list-style-type: none"> - Organize and expand parent networks to foster mutual care and support, and share parenting experiences - Contact parents in your assigned class to participate in activities - Assist in promoting and publicizing parent-teacher association activities
<p>Volunteer Team (Parents)</p>	<p>No limit</p>	<p>I occasionally assist the school with some activities, such as childcare, organizing books, documents, and other chores.</p>

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