



To : All Parents
From : Stella Wong, Executive Director
Re : Blue Room for Lunch Time (Hong Kong Centre)
(Circular No. WDM013/14)
Date : 1st September 2014

Dear Parents,

As the weather is now very hot, we would like to provide a comfortable and air conditioned area for your children and their caregivers who may need to stay over the lunch time or to have lunch at Watchdog. We continue to make our **Blue Classroom** available for your use this term. This arrangement will take effect from 1st September 2014 with details as follows :

Opening time : 12:10pm to 1:00pm

Your cooperation is appreciated as follows :

1. Last person to leave the room please turn off the air conditioner
2. All tables and chairs to be left clean and tidy
3. All rubbish and food remained to be placed in the trash bin
4. Children are encouraged to play outside the room after lunch, as we need to clean up and get it ready for the afternoon class.

Thank you for your understanding and we hope that this will enable your children and others to have a comfortable lunch time.

Best regards,

Stella Wong
Executive Director