



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

新界屯門山景邨

Tel:2466 5270

申請家長圖書証和仁愛堂會員証

No. 14-15/18

敬啟者：

(一) 家長仁愛堂會員証

家長如欲申請仁愛堂會員証，可通知 貴子弟於 17/10(星期五)前到校務處索取入會表格，填妥後連同個人相片(背面寫上申請者姓名)，及四十元年費(原價八十元)，並於 24/10(星期五)交回校務處代辦。

(二) 家長圖書証

要培養同學對閱讀的興趣，除學校積極推動外，家長亦擔當著重要的角色。為此，本校誠邀家長登記為本校圖書館會員，讓家長能享受閱讀的樂趣，並與 貴子弟分享閱讀心得。如已領有家長圖書証之家長，可繼續使用舊証借書，毋需更換新証。

申請新証：填妥下列申請表格，連同費用五元及一張個人彩色証件相片(背面寫上申請者姓名)，並著 貴子弟於 23/10(星期四)前交予圖書館鄧小姐。

借還圖書規則：① 借書時間為星期一至星期五，9:00am - 4:30pm。(學校假期及公眾假期除外。)

② 每位家長憑証最多可借書籍、雜誌或影音物品三件；惟校內考試歷屆試題、參考書及字典恕不外借。

③ 每本書可借閱一個月及續借一次。(續借為期一個月)

* 備註：家長必須出示家長圖書証才可使用圖書館服務(包括影印)。

此致

各家長

仁愛堂田家炳中學
家長教師會 謹啟

二零一四年十月十日

(一) 家長仁愛堂會員証

申請表格直接交給校務處鄧小姐

17/10(星期五)前請到校務處索取表格，填妥後必須於 24/10(星期五)前連同四十元年費及一張証件相片，交回校務處。

(二) 家長圖書証

申請表格直接交給圖書館鄧小姐

家長圖書証申請

家長姓名：_____ (中文) _____ (英文)

聯絡電話：_____ (家) _____ (手提)

就讀本校子女姓名：1. _____ (班別：_____) 2. _____ (班別：_____)

表格於 午膳 或 放學後，連同証件相片一張及費用\$5.00，於十月廿三日交圖書館職員辦理

圖書証編號：_____ (由校方填寫)



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No.14-15/18

10 October 2014

Application for Parent Library Card and Yan Oi Tong Membership Card

(1) Yan Oi Tong Membership Card

Parents who would like to apply for the Yan Oi Tong membership card can ask your child to obtain an application form from the school office on or before 17 October (Friday). The completed application form, together with a photograph (with name of the applicant written on the back) and an annual fee of \$40 (full fee: \$80), should be submitted to the school office by 24 October (Friday).

(2) Parent Library Card

Parents play an important role in developing the students' reading habit. In view of this, parents are cordially invited to register as members of our school library. Apart from enjoying the fun of reading, parents can also share the insights from reading with your child. Parents who already have a library card may continue to use their old card and do not need to apply for a new one.

First-time application for a library card: Fill in the application form overleaf and ask your children to return it together with a colour passport photograph (with name of the applicant written on the back) and an application fee of \$5 to Ms Tang at the school library on or before 23 October 2014.

Regulations regarding borrowing books:

- ① Parents can borrow books from 9:00 am – 4:30 pm, Mondays to Fridays, except school holidays and public holidays.
- ② Parents can borrow at most three items from the library. However, dictionaries, reference books and past exam papers are not for loan.
- ③ The loan period of each item is one month and can be renewed once (for another month).

Note: Parents should present the parent library card when using the library services (including photocopying).

Parent-Teacher Association
Yan Oi Tong Tin Ka Ping Secondary School

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(1) Yan Oi Tong Membership Card (Application form to be submitted to Ms Tang at the school office)

Please obtain an application form from the school office on or before 17/10 (Friday) and return the completed form, together with an annual fee of \$40 and one passport photo, to the school office by 24/10 (Friday).

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(2) Parent Library Card (Application form to be submitted to Ms. Tang at the school library)

Application for Parent Library Card	
Name of parent :	_____ (Chi) _____ (Eng)
Tel :	_____ (Home) _____ (Mobile)
Name of child(ren) studying in the school :	1 · _____ (F.____) 2 · _____ (F.____)
<p>The application form, together with a passport photo and a fee of \$5, should be submitted to the library staff at lunchtime or after school by 23 October.</p>	
Library card no. : _____ (For library use only)	