

ABSTRACTION

Kindergarten Pembinaan is the agency in the field of Early Childhood Education. Not only moves in the world of education institutions also require you information about the world of Education, through correspondence to connect to the agencies sharing. A large number of letters made and received administrative section of Administration, Management of correspondence on Kindergarten is still use manual system so that data retrieval is not efficient in terms of time and effort. So at this time we need a system of administrative management more structured letter in order to speed up the search data and as well as report generation.

The purpose of this study is to design a system that is ANALYSIS AND DESIGN OF INFORMATION SYSTEMS correspondence KINDERGARTEN IN FOSTERING to assist the process of managing incoming and outgoing mail today system is still done by hand with a system of record in the diary and correspondence.

The research method is done by two methods namely, methods of data collection and information system development. Methods of data collection is done in finding the information needed by field study and research literature. Information system development methods used in the assessment of the problems in the collection of data, this method in the form of a survey, analysis, design, design, implementation. Results achieved that Kindergarten Pembinaan require correspondence management systems are computerized, with this application is expected to be simplify all the parties concerned with incoming and outgoing mail in kindergarten so that it can work effectively and efficiently, which in turn is able to provide better service again.