

Alison's Letterland Child Care Centre (Registration Form)

www.letter-land.com

info@letter-land.com

School location

Sessions requested

Name (Student)

Sex (Student)

Date of birth (Student)

Nationality (Student)

Home address

Emergency address

Home contact #

Work contact #

Mobile contact #

Emergency contact #

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Name (Parent(s))

Parent's HK ID #

Helper's HK ID #

Email address

Any other relevant information

From where did you hear about us?

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Regulations at Alison's Letterland International Kindergarten

All of the regulations at Alison's Letterland International Kindergarten are for your child's benefit and safety. There are forms that must be completed before your child registers with the Kindergarten. All of the forms are required by the Government of Hong Kong. Thank you for your co-operation.

Absence and Arrival

If your child will not be attending class at Alison's Letterland Child International Kindergarten, you must inform the Kindergarten by phone or email.

Please ensure that your child arrives at the Centre before

- 09:30 am
- 2.30pm
- 01:30 pm- Saturday Class

The front door will be open for the morning class at 8:45am 1:45pm for the afternoon class./ 1pm for Saturday afternoon class. On registration, you are required to record your ID card number and your child's guardian's. If at any time another person, not recorded on the registration form, collects your child, you must inform the Kindergarten. If we are not informed, for safety reasons, we cannot allow your child to leave the Kindergarten.

Application Fee & T-shirt

A non-refundable application fee of \$300 applies to all applications. The application fee includes a starter pack with a free t-shirt and school bag.

Indoor Shoes

You are required to provide your child with a pair of indoor shoes, which must be clearly labelled and have backs to them. The indoor shoes are to be kept at the Kindergarten. It is sensible to provide your child with a small bag with a change of clothes inside, in case they have any accidents at the centre.

Book Bags and Weekend Books

The Kindergarten provides your child with a book to share with you once a week and a weekend book. However, if the books are damaged or misplaced, you must replace the book or pay for a new one.

Toys

Your child is not allowed to bring toys to the Kindergarten, unless he/she is required to bring them for topic work.

Toilet Training

Your child does not have to be toilet trained to register at the Kindergarten and we are happy to assist your child with their toilet training. If your child is not toilet trained please provide them with nappies and change of clothing.

Typhoon and Rainstorm Warnings

Alison's Letterland International Kindergarten does not operate during the following weather conditions:

- Typhoon No. 3 and No. 8
- Rainstorm warnings – Red and Black.

Please observe weather conditions before leaving home. If the above signals are hoisted during the class, you will be contacted to come and collect your child from the Kindergarten.

Forms to be completed

You are required by the Government of Hong Kong to complete the following forms before you register with Alison's Letterland International Kindergarten

- Registration Form
- Medical Details
- Birth Certificate
- Immunization Certificate

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Payment

You are required to pay your child's school fee at the beginning of each month or as from when your child starts at Alison's Letterland International Kindergarten. You are still required to pay your child's fee when your child is absent and when Alison's Letterland International Kindergarten is closed for holidays and public holidays. The school fee includes all teaching materials and daily snacks at the Kindergarten.

Holidays

- One week October half term
- Two weeks Christmas
- One week Chinese New Year
- Two Weeks Easter
- All Public Holidays

Summer School

Alison's Letterland International Kindergarten operates throughout July and August. However, the summer school is optional. There are no Saturday classes during the summer school period.

Tuition Fees

Our fees are competitive and represent excellent value for money. Unlike Kindergarten (schools), Alison's Letterland Child Care Centre International Kindergarten is funded entirely by tuition fees. From these fees, we ensure that each kindergarten is staffed with well qualified teaching staff and assistants, with a high adult to child ratio, that the provision of teaching materials is generous and age-appropriate and that the facilities are well-maintained, safe and suitable for young children.

Kindergarten fees are deducted monthly on the beginning of each month. (Auto Pay possible)

On enrolment, two months' fees are required to secure the place. One full calendar months notice is required if you wish to discharge your child from the Kindergarten. The notice must be given in writing and handed into the Kindergarten or emailed to sveneuler@netvigator.com

Please note that should your child join Alison's Letterland International Kindergarten mid-month or during a month that includes a school holiday period, full fees will be charged for that month.

Summer school in July/August is offered for enrolled children only and can be accessed at an additional fee. The Kindergarten will send information and enrolment information to parents early in the summer term.

Tuition fee (The tuition fee for the academic year 2010/11) is:

- HKD \$ 4,400 per month for AM class
- HKD \$ 220 per session for PM class (minimum 2 sessions per week based on a monthly school fee)
- HKD \$ 1,500 per month for Saturday AM or PM class

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A non-refundable application fee of \$300 applies to all applications. The application fee includes a starter pack with a free t-shirt. The T-shirt can be worn to the class and must be worn for any special events and outdoor visits.

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Consent and Acceptance

I

(Parent/ Guardian)

Agree to the following points:

- I certify that the information provided above is true and correct.
- I understand and accept all rules and regulations from Alison's Letterland Child Care Centre
- I understand and accept that a signed Enrolment Contract is required before my child can start school.
- I agree that in the event of a medical need, my child should be taken to the nearest hospital or

(Enter alternative hospital name and address, if any)

- I agree to pay all medical and other expenses incurred in the treatment of my child.
- I consent to the use of images of my child participating in school activities on the Letterland website and in promotional materials.

Signature of Parent/ Guardian

Name in full

HK I.D. # (Passport #)

Date
