

Please complete in BLOCK LETTERS ( Personal information is collected for registration administration, email invoice system and school updates only)

### Section 1 - STUDENT DETAILS

Name (in English) Nationality			
	Family Name	Given Name	English Given Name
Date of Birth (dd/mm/yy)		Age (yy/mm)	Gender <input type="radio"/> Female <input type="radio"/> Male
School Attending			Class/Time

### Section 2 - CONTACT DETAILS

Name of Contact Parent / Guardian / HK ID #			
Home Phone	Home Fax	Office Phone	Mum's Mobile
Mum's E-mail	Emergency Contact	Guardian Contact	Others
Dad's Mobile		Dad's E-mail	
Postal Address			
How did you hear about Baby Buddies Limited? <input type="radio"/> Friend <input type="radio"/> Newspaper <input type="radio"/> Open Day <input type="radio"/> Website <input type="radio"/> Postal Circular <input type="radio"/> Other			
Does the student have any special needs caused by ill health / a medical condition? If so, please specify her/his requirements.			

### Section 3 - PROGRAMME DETAILS / FEE'S

Starting Date (dd/mm/yy)  School Location's <input type="radio"/> Causeway Bay  Class Time <input type="radio"/> 9 - 12NOON <input type="radio"/> 2 - 5PM  Day's <input type="radio"/> MO <input type="radio"/> TU <input type="radio"/> WE <input type="radio"/> THU <input type="radio"/> FRI <input type="radio"/> SAT  <input type="radio"/> New School Member <input type="radio"/> Old School Member	<input type="radio"/> Nursery Class - Minnie Mouse Group / age 2 - 3 years old <input type="radio"/> K 1 Class - Mouse Group / age 3 - 4 years old <input type="radio"/> K 2 and K 3 - Elephant Group / age 4 - 6 years old <input type="radio"/> Saturday Letterland Fix it Phonics Class / age 2 - 6 years old <input type="radio"/> Saturday Mandarin Class / age 2 - 6 years old <input type="radio"/> Others
(School Fee per month / per class) <input type="radio"/> Letterland AM/PM Class 5 days a week / HK\$ 4,400 / HK\$ 220 <input type="radio"/> Letterland PM Class 2 times a week / HK\$ 220 per class <input type="radio"/> Letterland PM Class 3 times a week / HK\$ 220 per class <input type="radio"/> Letterland Saturday AM/PM Class / HK\$ 1,500 / HK\$ 375	Debenture (Refundable) <input type="radio"/> Letterland AM/PM 5 days a week / HK\$ 4,400 <input type="radio"/> Letterland PM 2 - 3 classes per week / HK\$ 2,000 / HK\$ 2,800 <input type="radio"/> Letterland Saturday AM/PM / HK\$ 1,500  Registration Fee (Non Refundable) <input type="radio"/> Alison's Letterland Registration / HK\$ 300  Application without payment will NOT be accepted or processed  Cheque Payment / (# _____) Please make cheque payable to " ALISON'S LETTERLAND CHILD CARE CENTRE " Bank Transfer to (HSBC # _____)  TOTAL AMOUNT PAYABLE = _____

### Section 4 - CONSENT DETAILS

In enrolling my child in Alison's Letterland Child Care Centre Classes, I agree that my child will abide by the rules and regulations set out in the policy section of www.letter-land.com. I will not hold Alison's Letterland responsible for any injury or damage to my child, myself, my family members or my property as a result of participation in Alison's Letterland programmes.	
Signature of Contact Parent / Guardian	Date (dd/mm/yy)

## 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

--2.30 pm

The front door will be open for the morning class at 8:45am 1:45pm for the 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 labeled 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

### 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 [info@letter-land.com](mailto:info@letter-land.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.