



**Registration Form
Alison's Letterland Child Care Centre**

Child's Name _____ Sex ____

Date of Birth _____

Nationality _____

Language spoken at Home _____

Religion _____

Home Address

Email _____

Mother's Mobile No _____

Father's Mobile No _____

Helper's Mobile No _____

Home No _____

Mother's Work No _____

Father's Work No _____

Emergency No _____

Emergency Address

Family Doctors Name _____

Doctors Phone No _____

Doctors Address



Mother's ID Card No _____
Father's ID Card No _____
Helper's ID Card No _____
Guardians ID Card No _____
Any Brother's or Sister's _____
Age _____
Previous School's _____
First Spoken Language _____
Any " Pet's " Names _____
Any other relevant information's _____

Any Allergies _____

I agree that in the event of medical emergency my child should be taken to the nearest hospital. And I to be advised as soon as possible. I agree to pay any expenses necessarily incurred.

I agree that all of the above information is correct and pay one month advanced, when registering my child at the centre. I agree to pay the said fee at the beginning of every month. (Fee's please see next page).

I agree to follow all the School Regulations (Regulations please see next Page).

I agree/ I don't agree to grant permission to the centre to use the image of my child for video, printed materials such as brochures and newsletters and website use.

Requested class/ date of enrolment _____

Signed _____ Parent/ Guardian _____ 200_



Fee's and Registration

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 Child Care Centre. You are still required to pay your child's fee when your child is absent and when Alison's Letterland Child Care Centre is closed for Holidays.

Fee's

A.M. Class: HK \$ 3,350 per month

P.M. Class: HK \$ 3,350 per month or HK \$ 170 per session
(Tuesdays and Thursdays, Monday - Wednesdays and Fridays)

Saturday Class: HK \$ 1,000 per month

The school fees include all learning materials and snacks, provided by the centre.

If you have any questions please do not hesitate to contact us.

Holidays:

Two weeks Christmas

Two weeks Chinese New Year

Two weeks Easter And all Public Holidays

Summer School Alison's Letterland Child Care Centre operates throughout July and August. However, the summer school is optional. You are only required to pay for the dates your child is attending the centre. All school fees must be paid at the beginning of the Summer School.



Regulations at Alison's Letterland Child Care Centre

All of the regulations at Alison's Letterland Child Care Centre are for your child's benefit and safety. There are forms that must be completed before your child registers with the centre.

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 Care Centre, you must inform the Centre by phone.

Please ensure that your child arrives at the Centre before

09:30am

02:30pm

The front door will be open for the morning class at 8:30am and 1:45pm for the afternoon class. On registration, you are required to record your ID card number and your child's guardians. If at any time another person, not recorded on the registration form, collects your child, you must inform the Centre. If we are not informed, for safety reasons, we cannot allow your child to leave the Centre.

Clothing Polo Shirts

Our Polo shirts are available for you to purchase and cost HK\$75.

You must buy a Polo shirt for your child when you register with the centre and they must be worn for special events and outdoor visits.

Your child can also wear their polo shirt to their class; it can be used as a great teaching aid when your child first starts at the centre, relating their polo shirt to attending the centre.

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 Centre.

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 News Books

The Centre provides your child with a book to share with you once a week and a news 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 Centre, unless he/she is required to bring them for topic work.

Key Stage One Profile

Your child will be presented with their Key Stage One Profile twice a year. It must be signed and returned to the Centre.

You will be able to keep your child's Key Stage One Profile at home, at the end of the school year.

Early Milestones

The early milestones are to give your child's class teacher more knowledge and information about your child. Please complete the early milestones when you register your child at the centre.

Typhoon and Rainstorm Warnings

Alison's Letterland Child Care Centre 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 Centre.

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 Child Care Centre.

- Registration Form
- Medical treatment
- Medical form
- Photocopies provided by yourself
- Birth certificate
- Immunization card