

Terms and Policies 條款及政策

1. The School 學校概要

- a. Kid's Corner Playgroup International Ltd. and Kids Corner ImagiNation are aimed to provide high standard early childhood and enhancement program for children. 國際兒童遊樂坊有限公司及其分公司 Kids Corner ImagiNation，旨在為兒童提供高質素的學前教育及個人潛能提升課程。
- b. Kid's Corner Playgroup International Ltd. is a private self regulating company which respects the human rights of the parents and their children. 國際兒童遊樂坊有限公司是一間注重人權及學生利益的私人經營的公司。

2. Admission and Entry to the Program 報名須知

- a. Children will be considered as candidates for admission and entry to the program when Registration Form and Terms and Policies has been completed, signed and returned to the center together with the registration fee of HK\$50. Spaces will not be reserved if parent fail to do so. 家長需填妥、簽署「報名表格」及「條款及政策」，並連同不退款的報名費港幣 50 元正交回本校，即表明申請報讀本中心課程。如未能交齊以上資料，學位將不會被保留。
- b. Admission and entry will be subject to the availability of a place on a first come first served basis. 本校堅持機會平等原則，及先到先得為原則。
- c. We regret that we cannot, under any circumstances, give refunds or credits for deposit already paid for, nor transferring to another party or any courses at the center. 任何情況下，本校不會退還任何費用及留位費或將費用轉作預付款；也不能將訂金轉移給第三者或轉用於報讀本校之其他課程。

3. Center Policy 中心守則

- a. Parental guardian is required for children under the age of three. 3 歲以下兒童需由家長或監護人照顧。
- b. Parent/guardian is required to remain at the center during class time and be responsible with his/her child safety and needs; please inform the staff should they wish to leave the center premises. 家長或監護人需於上課期間需留在本中心等候及照顧；若要離開本校，請通知本校職員。
- c. Siblings are not allowed to be in the classroom at all times. 學生的兄弟姊妹均不得進入學校上課範圍內。
- d. The Center will not be responsible for any injuries caused by children who being left unattended. 家長需留在本中心看管 貴子弟，若 貴子弟於本中心內受傷，本校一概不會負責。
- e. Children are not allowed to bring toys or any valuable items to the center unless stated. The Center will not be responsible for any loss and claims. 學生不應攜帶任何貴重物品或其他個人物品回校。如有遺失或索償，本校概不負責。

4. Personal hygiene and Absence 衛生和缺席

- a. Parent/guardian is responsible to check the temperature of their child at home and to bring their child to the toilet and hand wash thoroughly with soap before the start of each class. 家長或應在學生回校前為子女量度體溫，並在上課前帶子女如廁及洗手。
- b. No shoes and slippers are allowed in our center. Accompanying adults must wear sock at all times. 進入本校務請脫鞋，隨同的成人任何時候必須穿襪子。
- c. Food and drinks are not allowed at the center at all times. 本校範圍內不准飲食。
- d. If your child is not feeling well, it is necessary to keep him/her at home. Please inform the center at least 2 hours before class. Make up class(es) will not be offered if parent fail to do so. (Not applicable to Preschools, Discovery Lite, After-schools, Workshops and Joint Programmes) 家長應時常留意子女身體健康狀況。如遇不適，應留在家中休息。請於開課前不少於 2 小時致電本校請假。如未能辦妥以上手續，將不會被安排補堂。(學前班、Discovery Lite、After-school、工作坊及協辦課程不接受請假，及不會安排補堂)
- e. Two class vouchers will be given for any 12 sessions of enrollment. One class voucher will be given for any enrollment of less than 12 sessions. Class Voucher/s will be given to students who have fulfilled the requirement (d) of a make up class; for Playgroup Programme, class(es) will be postponed to the next class date. Please refer to payment of receipt for the details of the make-up class arrangement. 每 12 堂的課程將有 2 張課堂券，而少於 12 堂則有 1 張課堂券，補堂將會獲發「課堂券」或順延至下一堂（只適用於家長幼兒親子課程）。有關補堂的安排以報名時的資料或收據為準。
- f. If your child is diagnosed with any transmitted disease, a letter of recovery by the doctor needs to be submitted together with a medical certificate. 如感染傳染病，須按醫務衛生署指示暫停回校。待完全康復後，請攜同醫生證明文件回校銷假復課。
- g. Those who are fail to report to the center or other unexplained absences will consider automatically drop out. Space will not be reserved for the coming term/session. 無故缺席者將會視為自動退學，下一期的學位將不會被保留。

5. Fees and extras 費用須知

- a. Payment is to be made before the start of each course. A non-refundable deposit of HK\$500 is required for a space reservation. The reservation is only valid for a maximum of 3 months. 所有款項需開課前繳妥。留位費為 500 元正，已繳付之留位費一律，不作退款，留位費有效期為三個月。
- b. Accounts must be paid in HK dollars. Cash, crossed cheque or direct banking into KC Playgroup "Kid's Corner Playgroup International Ltd" or KC ImagiNation "Kids Corner Imagination". Direct bank into Bank Of China: 012 924 0000 9122 所有費用支付貨幣均為港幣。可以現金、劃線支票或由銀行直接存入總校「國際兒童遊樂坊有限公司」或分校「KIDS CORNER IMAGINATION」賬戶。直接存入銀行賬戶：中國銀行: 012 924 0000 9122
- c. Cash payment or cheque must be hand delivered or sent by special or guaranteed delivery post to the center where the course was enrolled. 可以親身付款或由有保證的速遞公司郵寄支票到本校地址付款。
- d. Please allow sufficient time for cheque payment and other form of payment by post. 若以支票或以郵寄方式付款，請預留足夠時間。
- e. Fees will not be refunded or waived for absence through sickness; drop out or a vacation extended; or for any other cause. 如學生因疾病、自行延長假期或其他原因缺席；及學期因突發情況而縮短或停課，學費亦不獲退還或轉讓。
- f. We regret that we cannot, under any circumstances, give refunds, credits or transfer payment/course fees or deposits already paid for. 在任何情況下校方都不能退還及轉讓已經支付或預繳的學費。

6. Holidays and Special Arrangement 假期和特別安排

- a. All classes that falls on a Public Holiday will be postponed to the next working day or class date. (Except for Preschools, After- School and Seasonal Workshop)
如遇公眾假期，課程將會順延至下一個工作日或上課日。(Preschool、After-school 及季節性工作坊除外)
- b. Parent/guardian may consult the front desk for the allocation of holidays and special events.
家長或監護人可於詢問處得知本校的假期及特別事項或日子。
- c. Special notice or changes in schedule will be notified through emails or What's app. Parent/guardian please ensures email provided is accurate upon enrollment.
如有任何特別安排或變動，本校會透過電郵或電話訊息通知家長。報名時家長或監護人請務必確認電郵地址。
- d. Classes will be cancelled at the hoisting of Tropical Cyclones Warning Signal No. 8 or higher and at the announcement of the Black Rainstorm Warnings. Classes will resume in 2 hours after the signal has been lifted.
當天文台發出 8 號或以上烈風或暴風訊號、黑色暴雨警告訊號及其他突發情況，所有課堂將會取消。在有關訊號取消後兩小時，所有課堂將會恢復正常。
- f. ONE class voucher will be given if the class is cancelled due to bad weather (Tropical Cyclones Warning Signal No. 8 or higher and at the announcement of the Black Rainstorm Warnings). *Terms and conditions applies for class vouchers issued due to bad weather, please refer to overleaf for details.
因天氣惡劣 (8 號或以上烈風或暴風訊號、黑色暴雨警告訊號) 而取消的課堂，學生將會獲發該課堂的補堂券乙張。(有關惡劣天氣安排的補堂券詳情，請參閱補堂券背面的條款與細則)
- g. Classes will be continuing as usual if Typhoon Signal No. 1 or No. 3, or Yellow/Red Warning is hoisted.
當 1 號、3 號或備訊號或黃色、紅色暴雨警告訊號生效時，本中心將不會停課。
- h. Parent/guardian is responsible to follow closely to the announcement made by the center through the website or face-book for the weather arrangement.
家長或監護人有責任密切留意本校在互聯網最新的天氣安排。
- i. Under any circumstances, parents should consider the safety of their child and to decide whether he/she is safe to attend the classes at the center.
家長應衡量實際安全情況並自行決定是否安排小童前來上課。
- j. The Center will follow closely to the decision made by the Education Bureau or the Centre for Health Protection for influenza or any other major outbreak.
本校會緊貼依從教育局或衛生防疫中心指引，處理流感和任何其他爆發性疫情。
- k. The decision to suspend classes or any other special arrangement made shall be at the sole discretion of the Head. However, the Center will put its student's health and safety first before any decisions are made. No make-up class or refund will be arranged for class suspension due to this reason.
校方有權決定停課或任何其他特別安排。然而本校會把學生的健康和安全第一，因以上原因而取消的課堂，將不獲補堂安排或退款。
- l. The reason for this rule is to ensure that the center has sufficient fund to cover the loss on administration, course materials and other resources already paid for.
此舉為保證本校有足夠的資金應付行政費，教材費和其他已付的費用。

7. Liability and insurances 責任和保險

- a. Unless it is due to the negligence of the center, the center will not take responsibility for any accidents, injuries or loss of property that occur in the center.
如非因本校的疏忽，校方一概不負責任何意外事故或財產的遺失。
- b. The Center undertakes to provide insurances which are mandatory by law. All other insurances are the responsibility of the parent.
本校負責法律闡明的保險，但若家長需購買額外的保險，請家長自行負責。

8. Concerns/Complaints 疑問與投訴

- a. Parent/guardian who has cause for serious concern as to a matter of safety, care or quality of education must inform the Head without delay.
家長如對本校的安全措施及教學質素有任何疑問或投訴，歡迎與本校校長聯絡。

9. Confidentiality 保密條款

- a. The Center will preserve the confidentiality of information concerning the students and parents.
本校會保密學生和家長的個人資料。
- b. The parents, however, consent on behalf of themselves and the student to the Center(through the Head, as the person responsible)obtaining, holding, using and communicating, on a 'need-to-know' basis, confidential information which, in the opinion of the Head, is material to the safety and welfare of the students and others.
基於學生安全及公平的原則，校方有權索取家長及學生的基本資料。家長亦同意提供足夠的資料給校方以供日常行政或聯絡溝通之用。本校會保密家長及學生私密資料，未經家長同意，本校不會擅自外流或使用。
- c. Parent/guardian is consent and authorizes the Center to use photograph of their child, without compensation. The Center reserves the right to use these photographs in any of its print or electronic publication for advertising or marketing purposes.
家長同意授權學校使用學生之肖像(包含照片及動態影像)以非獨佔性，免版稅的方式授權學校從事適當的用途。若家長有任何擔心或難處，可向本校職員查詢或於開學日提出。

I have read and agreed with the Terms and Policies listed above.
本人已閱讀及同意以上條款及政策。

Authorized Signature & Company Chop:
授權簽名及公司印章




Principal 校長
Christibelle Thor 涂碧秋女士
Kid's Corner Playgroup Intl Ltd
國際兒童遊樂坊有限公司

Parent/Guardian Signature:
家長或監護人簽名

Name in Block 姓名 (正階)
HKID Card/Passport No 香港身份證/護照號碼:
Date 日期: