

PRESCHOOL BABIES AND TODDLERS APPLICATION FORM

Please submit the application by POST or by EMAIL together with the below required documents to our Admissions Office.

Application Checklist

- Completed application form
- Copy of applicant's birth certificate
- Copy of parent's HKID card or passport page
- Completed & signed Medical & Immunisation Record

- Proof of a \$500 non-refundable administrative fee payment by i) Send a cheque together with the application (payable to "MOUNT KELLY INTERNATIONAL LIMITED") or ii) Send a receipt/payment record of Bank Transfer payable to Mount Kelly International Limited (Bank of China A/C No: 012-928-0-005454-8) SWIFT CODE: BKCHHKHH, together with the application (Bank transfer will incur an additional \$15 bank charge - total transfer payment \$515)

Child's Details

*Family Name (Surname)		*First Name		Chinese Name (if any)	
*Child's name above has to be identical to the birth certificate			Gender	#Female / Male	Current Age
Date of Birth		Country of Birth	Nationality		Other Nationality (if any)
DD / MM / YYYY					
Home Address					
Language Spoken at home: * <input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua <input type="checkbox"/> Others _____ (please specify)					
One adult must accompany and participate in the Babies & Toddlers programmes, please indicate below who will be accompanying your child:					
* <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Others _____ (Relationship with the child)					

#Circle as appropriate / * tick as appropriate

Parents / Guardian Details

Father / Guardian 1 Details

Father/Guardian's Family Name		First Name	
Hong Kong permanent resident?	#YES / NO	HKID / Passport no.	Marital Status
Father/Guardian's First language	Second Language(s) (if any)		
*Email Address			Mobile Phone
Residential Address (if different)			

Mother / Guardian 2 Details

Mother/Guardian's Family Name		First Name	
Hong Kong Permanent Resident?	#YES / NO	HKID / Passport no.	Marital Status
Mother/Guardian's First language	Second Language(s) (if any)		
*Email address			Mobile Phone
Residential Address (if different)			

Emergency Contact Person





Name		Mobile No	
		Relationship with the Child	

Referral Information


Did any person refer you to our Babies & toddlers Programmes? If yes, please provide further information for our future membership benefit programme.

Name of Referral Person	
Referral Person's child name	Referral Person Mobile No
	Class attending (if known)

BABIES & TODDLERS PROGRAMMES

	Toddling Hedgehogs (12 to 18 months) 60 minutes per class	Accompanied	<input type="checkbox"/> Regular	<input type="checkbox"/> Once a week \$300/class Term Package : ~HK\$3600 <input type="checkbox"/> Twice a week \$250/class Term Package : ~HK\$6000
	Pre-Two Badgers (19 to 24 months) 90 minutes per class		<input type="checkbox"/> Regular	<input type="checkbox"/> Once a week \$420/class Term Package : ~HK\$5040 <input type="checkbox"/> Twice a week \$400/class Term Package : ~HK\$9600
	Pre-Three Red Deer (15 to 36 months) 90 minutes per class		<input type="checkbox"/> Bilingual	<input type="checkbox"/> Once a week \$420/class Term Package : ~HK\$5040 <input type="checkbox"/> Twice a week \$400/class Term Package : ~HK\$9600
~ The actual price will be subject to the total number of lessons per term. Please refer to our tuition fee schedule or contact our Admissions Office for details.				
	Pre- Nursery Barn Owls (25 to 36 months) 180 minutes per class	Unaccompanied	<input type="checkbox"/> Regular	<input type="checkbox"/> Five a week \$8,500/month

Arts Programmes

	Babies with Music & Movement (6 to 36 months) 60 minutes per class	Accompanied	<input type="checkbox"/> Once a week \$300/class Term Package : ~HK\$3600
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NOTE: The above classes will be held on Shop 1, G/F, The Austine Place, 38 Kwun Chung St, Kowloon, Hong Kong

*Please check with the Admissions Office for detailed timetables. ~ The actual price will be subject to the total number of lessons per term. Please refer to our tuition fee schedule or contact our Admissions Office for details

✓ as appropriate (Actual Class Hours will be subject to place availability, school office will further confirm with parents)

Expected Join Date

Please provide the date you and/or your child would like to start class (if necessary, please check with our Admissions Office for further details/timetable)		Marketing Source / Where did you learn about our programmes ?
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Others

Does the applicant have any allergies (e.g. food, medication)?	#YES / NO	If yes, please tell us more	
Any other information about the applicant, that you feel may be helpful for us?	#YES / NO		

#Circle as appropriate

Signature and Declaration

- I declare that the information provided is true, complete and accurate. I provide permission to Mount Kelly School Hong Kong to seek medical assistance for my child in the event of an emergency and I will bear full financial responsibility for any cost incurred.
- I understand and agree with all the Terms and Conditions for the programme.
- I provide permission to use images of my child participating in school activities for promotional material such as advertisements, videos, websites and other social media.

✓ as appropriate

Signature: _____

Relationship to applicant: _____

Date: _____

The data collected in this form will be used and stored in accordance with the provisions of the Personal Data (Privacy) Ord. Cap. 486 of Hong Kong.

For Office Use Only:	
<input type="checkbox"/> Completed application form <input type="checkbox"/> Applicant's birth certificate <input type="checkbox"/> Administrative Fee of \$500	<input type="checkbox"/> Parents/guardians HKID or passport <input type="checkbox"/> Medical & Immunisation Record

Applicants should read the below Terms & Conditions carefully.

**MOUNT KELLY SCHOOL HONG KONG
BABIES & TODDLERS and PRE-NURSERY PROGRAMME TERMS & CONDITIONS**

❑ ADMINISTRATIVE FEE POLICY

- A non-refundable administrative fee will be collected for first-time enrolment.
- The administrative fee should be submitted to us together with the completed and signed application form which constitutes a contract between you, the Parent, and Mount Kelly School Hong Kong.
- Application and enrolment cannot start processing until we receive the administrative fee.

❑ ADMINISTRATIVE FEE AND TUITION FEE PAYMENT METHOD

- By CASH in person at our Admissions Office
- By sending a cheque together with the application form (payable to “MOUNT KELLY INTERNATIONAL LIMITED”) or
- By sending a receipt/payment record of Bank Transfer payable to Mount Kelly International Limited (Bank of China A/C No: 012-928-0-005454-8) SWIFT CODE: BKCHHKHH, together with the application form. **(Bank transfer will incur an additional \$15 bank charge – i.e. total transfer payment for the administrative fee should be \$515)**

❑ CONFIRMATION OF ENROLMENT

Upon receipt of administrative and tuition fee, a confirmation of enrolment will be provided to you upon notification of a place for your child including the class commencement date and programme period.

❑ TUITION FEE POLICY

ALL BABIES AND TODDLERS PROGRAMMES (Except PRE-NURSERY Barn Owls programme)

- Tuition fees for all BABIES AND TODDLERS programmes are payable in advance on a TERMLY basis before commencement of class.
- The second and thereafter terms tuition fees must be paid 14 days before the next term programme begins. We cannot guarantee a place for pupils who fail to do so.

PRE-NURSERY - Barn Owls programme

- Tuition fees for the PRE-NURSERY (Barn Owls) programme is payable in advance on a monthly basis and a one-month refundable deposit is required to be settled before commencement of class. The deposit will be refunded only if a FULL one-month written notice is given and approved by the Head of Preschool and/or Babies & Toddlers Leader.
- The second and thereafter monthly tuition fees must be paid 14 days before the next month's programme begins. We cannot guarantee a place for pupils who fail to do so.
- Changes to a selected programme are not encouraged, but we will endeavor to accommodate your request if possible. This is however not guaranteed.

❑ FEE TRANSFER TO OTHER PUPIL(S) OR TO A LATER DATE

- All fees are NOT transferrable to other pupil(s) or to a later date under any circumstances.

❑ REFUNDS

- The administrative and tuition fee are non-refundable.
- We regret that we cannot, under any circumstances, give refunds for services and classes already paid for, except in the event of cessation of a course after its commencement. Mount Kelly School Hong Kong will refund to pupils the course fee on a pro-rata basis within 30 days after the cessation of the course.

❑ ATTENDANCE

- Please attend the programme according to the enrolled timetable. Absents without proper notice will **NOT** be made-up later and NO refund of tuition will be arranged.
- If your child cannot attend class for any reasons, please inform the school administration directly by phone at 2110 1978 or e-mail to kellykids@mountkelly.com.hk before the class time. A child with an infectious disease or with any symptom of one, such as cough, runny nose, fever or rash, should rest at home and not be sent to school.

❑ MAKE-UP CLASSES

- Make-up class may ONLY be arranged on **Saturdays**, and at the discretion of the Babies and Toddlers Leaders under the following conditions:
 - Make-up classes may ONLY be arranged if the child is sick on the class date
 - A doctor's certificate must be provided in order to apply for a make-up class.
 - For termly paid programmes: Only 1 make-up class for the “Once a week” programme and 2 make-up classes for “Twice a week” programme may be arranged during the paid term. Parents need to inform the School by sending email to: kellykids@mountkelly.com.hk or call 2110 1978 at least 2 hours in advance before the class commences.
 - All make-up classes arrangements must be approved by the Head of Preschool and/or Babies & Toddlers Leader. Once the date of make-up class is confirmed, no further changes are allowed.
 - If a child is absent from a make-up class, no other make-up class can be applied for
 - Make-up classes cannot be accumulated to offset tuition fees for the following term.
 - Head of Preschool and/or Babies & Toddlers Leader have/has the final discretion on all make-up class applications.

❑ WITHDRAWALS & REFUND POLICY

- For all Babies and Toddlers programmes except Barn Owls (PRE-NURSERY), if we do not receive the second and thereafter terms tuition fees 14 days before the next programme begins, we may treat as a withdrawal from the programme. The place will be filled by the pupil on the waiting list and we cannot guarantee a place for the original pupil even if payment is settled afterwards. NO tuition fee or make-up class fees will be refunded.
- For the PRE-NURSERY (Barn Owls) programme, the one-month tuition deposit will be refundable ONLY IF a one FULL month written notice period is given and approved by Head of Preschool and/or Babies & Toddlers Leader.

❑ WAITLIST POLICY

- If a class you have requested for your child to join is full, we will add your child's name to the waitlist for that class. Successful enrollments to programmes at Mount Kelly School Hong Kong are on a first come, first served basis with full payment.

❑ PUBLIC HOLIDAY & SCHOOL CALENDAR

- Our school is closed on all public holidays & dates as specified in the timetable/ Babies and Toddlers/Pre-nursery calendar.

❑ WEATHER POLICY

During times of severe weather (i.e. rainstorms and typhoons), classes may be cancelled.

- Typhoon signal No. 1 and Amber Rain: All classes continue as normal.
- Red Rain, Black Rain, T3 and above: Classes are cancelled if any of the signals remain in effect 2 hours before the lesson is due to start.
- During bad weather, classes may not proceed due to overriding circumstance, included but not limited to unsafe facilities, EDB or other announcements. In such cases, no refund, credit or make-up class will be provided.

❑ CLOTHING

- All Mount Kelly School Hong Kong Babies and Toddlers pupils must wear secure fitting house shoes or non-slip socks during sessions.
- Adults accompanying children are required to wear clean socks in the Babies and Toddlers rooms. We have a no shoe policy in all Babies and Toddlers rooms.

❑ PERSONAL HYGIENE

- School staff will conduct daily checks of your child's temperature.
- A child with an infectious disease or with any symptom of one, such as cough, runny nose, fever or rash, should rest at home and not be sent to school.
- It is at Mount Kelly School Hong Kong's sole discretion to refuse parents/caregivers/children entry to the premises if they refuse to follow the said policy.

❑ FOOD AND BEVERAGES

- Please be aware that we have a NO NUT policy on the premises.
- Please inform the school of any allergies.

❑ PHOTOS & OTHER MEDIA

- Parents are encouraged to engage with their child instead of taking pictures. It is a good bonding session for both adult and child so NO photos in class.
- Due to the proprietary nature of our courses, photos and videos may only be taken with the written permission of Mount Kelly School Hong Kong.
- After written consent, parents may take photographs, videos and recordings but only focusing on their own children and not on the other children in the class. Any media used must not cause a distraction to teachers, other children or interrupt the class format, and may not be used for commercial or financial gain.
- We reserve the right to use photos and/or sound or any media recordings of children/parents/caregivers and their artwork, performances or classes, for but not limited to the purposes of teacher training, curriculum, and/or promotional/marketing purposes.

❑ CHANGE OF INFORMATION

- Please inform Mount Kelly School Hong Kong of any changes to your personal information.

❑ DISCLAIMER

All participants enrolled and/or registered in programmes/activities at Mount Kelly School Hong Kong do so at their own risk. Mount Kelly School Hong Kong, including its officers, employees and/or agents, are not responsible for any loss, damage or injury to participants, their family members, caregivers and guests as a result of participating in these activities. These terms and conditions are subject to change at any time without prior written notice from Mount Kelly School Hong Kong.

- It is the responsibility of the applicant to check on the Terms & Conditions of Mount Kelly School Hong Kong from time to time.
- We retain the right of final decisions and interpretation in all matters and disputes in relation to this registration. We shall not be responsible or liable for any claims or liability resulting from any customer's registration for any classes, events and/or workshops howsoever suffered or incurred.