



Admissions Office

2/F, Austin Tower Phase Two, 152 Austin Road, Tsim Sha Tsui,, Hong Kong
TEL: +852 2110 1978 / Email: admissions@mountkelly.com.hk

For Office Use Only:

Application No.: _____

Date Received: _____

PRE-PREPATORY SCHOOL PLAYGROUP APPLICATION FORM

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

Application Checklist

- 2 passport-sized photos of the applicant
- 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 address (recent utility bill or bank statement)
- 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

Applicant's Details

*Family Name (Surname)		*First Name		Chinese Name (if any)		
*Applicant's name above has to be identical to the birth certificate			Gender	*Female / Male	Current Age	Months/years old
Date of Birth	DD / MM / YYYY	Country of Birth		Nationality	Other Nationality (if any)	
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 playgroup, please indicate below who will be accompanying your child:						
* <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Others _____						

#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 / Allergies


Name	Mobile Phone	Relationship with Applicant	Any Allergies?
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Application Details


I) Babies bumblebees (6 to 11 months)

	Session	Fee	Monday	Tuesday	Wednesday	Thursday	Friday	
	Once a week *Tick any 1 box	\$1,100 / month	<input type="checkbox"/> (9:30–10:30am)				<input type="checkbox"/> (9:30–10:30am)	
	Twice a week *Tick any 2 boxes	\$1,750 / month			<input type="checkbox"/> (2:00–3:00pm)			


II) Toddling Hedgehogs (12 to 18 months)

	Session	Fee	Monday	Tuesday	Wednesday	Thursday	Friday
	Once a week *Tick any 1 box	\$1,100 / month		<input type="checkbox"/> (9:30–10:30am)	<input type="checkbox"/> (11:00–12:30pm)		<input type="checkbox"/> (9:30–10:30am)
	Twice a week *Tick any 2 boxes	\$1,750 / month					

III) Pre-Two Badgers (19 to 24 months)

	Session	Fee	Monday	Tuesday	Wednesday	Thursday	Friday
	Once a week *Tick any 1 box	\$1,200 / month	<input type="checkbox"/> (11:00–12:30pm)		<input type="checkbox"/> (9:30–11:00am)		<input type="checkbox"/> (11:00–12:30pm)
	Twice a week *Tick any 2 boxes	\$2,300 / month					
	Three a week *Tick any 3 boxes	\$3,400 / month					

IV) Pre-Three Red Deer (25 to 36 months)

	Session	Fee	Monday	Tuesday	Wednesday	Thursday	Friday
	Twice a week *Tick any 2 boxes	\$3,000 / month		<input type="checkbox"/> (11:00am–1:00pm)		<input type="checkbox"/> (11:00am–1:00pm)	
	Three a week *Tick any 3 boxes	\$4,250 / month	<input type="checkbox"/> (2:00–4:00pm)				<input type="checkbox"/> (2:00–4:00pm)

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

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.

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:

Application Checklist

- Completed application form
- Applicant's birth certificate
- Administrative Fee of \$500

- Parents/guardians HKID or passport
- Address Proof



Applicants should read the below Terms & Conditions carefully.

MOUNT KELLY SCHOOL HONG KONG PLAYGROUP PROGRAMME TERMS & CONDITIONS

CONFIRMATION OF ENROLMENT

A confirmation of enrolment with a request for payment of two month's deposit and one month tuition fee will be provided to you upon notification of a place for your child.

- The deposit should be paid by cash, cheque or bank transfer

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.
- We regret that we cannot start processing the enrolment 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.

DOCUMENTS REQUIRED

The following documents should be submitted to Mount Kelly School Hong Kong upon notification of a place for the chosen program:

- The signed confirmation of enrolment and a cheque for the deposit and first month tuition fees.
- Failure to return the signed confirmation of enrolment together with the deposit and one month tuition fee within 7 days upon notification of a place will result in the forfeiture of the place.

DEPOSIT

- A refundable deposit equivalent to two month's tuition fee will be collected upon the notification of a place for your child.
- This deposit is fully refundable subject to Mount Kelly School Hong Kong receiving a minimum of two month's written notice prior to the date of withdrawal.

TUITION FEE POLICY

- Tuition fees for playgroup are payable in advance on a monthly basis.
- For pupils who wish to re-enroll in a new month, invoice of the tuition fees will be issued 7 days in advance before the new month begins.
- The deposit and the first month's fees must be paid within 7 days from the issuance of the invoice. We cannot guarantee a place for pupils who fail to do so.
- For new pupils enrolling after the 1st lesson of the month, that month's tuition will be pro-rated accordingly.
- 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

- We regret that fees cannot be transferred to other pupil(s) or to a later date under any circumstances.

REFUNDS

- The tuition fee is non-refundable.
- The administrative fee is 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.
- Refunds will only be made by cheque.
- Deposit will be refunded within 30 days counting from the last class of the pupil.

ATTENDANCE

- If your child cannot attend class for medical reasons, please inform the school administration directly by phone or e-mail 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.

WITHDRAWALS

- We assume that your child will continue with classes from session to session unless you notify us otherwise in writing two months prior to date of the final class or the last lesson of the month.
- Without two months' advance notice to the end of month, your child will automatically be re-enrolled in the next month.



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 programs at Mount Kelly School Hong Kong are on a first come, first serve basis with full payment.
- When a requested class is full, we waitlist your child upon receipt of the application fee.

MAKE-UP CLASSES

- Make-up class will be ONLY at the discretion of the Playgroup Leader and subject to availability.

PUBLIC HOLIDAY & SCHOOL CALENDAR

- Our school is closed on all public holidays & dates as specified in the timetable/playgroup 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.
- 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 makeups will be provided.

CLOTHING

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

PERSONAL HYGIENE

- School staff will conduct daily check on 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 to enter the premises who refuse to follow the said policy.

FOOD AND BEVERAGES

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

PUPIL'S WORK

- We reserve the right to dispose of or use any pupil's work not collected within one month from the last class attended.

PORTFOLIO

- A portfolio is a system for organizing observations and samples of the children's work in order to document their progress and development over the programme. These results and records will be used by teachers for future curriculum planning and as a means of sharing children's information with their parents.

PHOTOS & OTHER MEDIA

- 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 of personal information.

DISCLAIMER

All participants enrolled and/or registered in programs/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.