



## Playgroup and Preschool Enrolment Form

S \_\_\_\_\_

Photo

1st Floor, Winner House, 310 Kings Road, North Point  
Tel: 2715 8788 Email: littlesprouts@catiline.edu.hk

Thank you for applying to Little Sprouts Playgroup and Preschool, we look forward to welcoming you and your child to our programmes.

Student Details		
Surname	Given Names	Chinese Name
Gender	Date of Birth	Place of Birth
Nationality	Birth Cert No.	Home Tel
Home Address		
Language(s) spoken at home		
Medical Conditions (Food Allergies, Medication, Health Issues etc)		
Any previous Playgroup / Kindergarten Experience - Please let us know location, language of instruction, duration.		

Parents/Guardians Details			
	MOTHER	FATHER	EMERGENCY CONTACT
English Name			
Mobile Tel			
Email			
Person Authorised to Collect the Student			
Name			Mobile Tel

I would like to enrol my child in the following Playgroup:	Classes	Class Time	Preferred Day(s)
<input type="checkbox"/> <b>CRAWLERS</b> 6 - 12 months (Parent & Child) 1 hour	<input type="checkbox"/> <b>WALKERS</b> 12 - 18 months (Parent & Child) 1 hour	<b>1 class per week:</b> <input type="checkbox"/> 1 month plan (4 classes) <input type="checkbox"/> 3 months plan (12 classes)	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
<input type="checkbox"/> <b>TODDLERS</b> 18 - 24 months (Parent & Child) 90 mins	<b>2 classes per week:</b> <input type="checkbox"/> 1 month plan (8 classes) <input type="checkbox"/> 3 months plan (24 classes)	_____	
I would like to enrol my child in the Preschool:	Classes	Class Time	Preferred Day(s)
<input type="checkbox"/> <b>PRESCHOOL</b> 2 - 3 years (Unaccompanied) 3 hours	<input type="checkbox"/> 2 classes per week  <input type="checkbox"/> 3 classes per week  <input type="checkbox"/> 5 classes per week	<b>AM / PM</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

**Application Checklist - A completed enrolment form must be submitted with the following documents:**

- A copy of the child's birth certificate or a copy of his/her passport with valid HK visa for non - local family
- Copy of parent's HKIDs
- One recent passport size photo
- Playgroup: Tuition fee and administration fee
- Preschool: Deposit, Tuition fee and administration fee

**Other Information**

How did you hear about Little Sprouts?

- Internet : \_\_\_\_\_
- Word of Mouth
- Other : \_\_\_\_\_
- Magazine/Newspaper
- Pamphlet

**Parent Agreement**

- I have read and agree to the Playgroup and Preschool Terms and Conditions.**
- I confirm that the information given in this application is true, complete and accurate.
- I understand that Little Sprouts reserves the right to allocate places, that the administration fee is non-refundable and submission of an application does not guarantee an offer of a place.
- I give my consent to allow Little Sprouts to use photos and videos of students for educational and promotional material. Please inform us in writing if you do not want your child's image to be used.
- I agree to inform Little Sprouts before class starts of any absence and that failure to do so will forfeit a replacement class.
- I understand that declining an offered replacement class within the month will forfeit that class.
- I agree that in the event of a medical emergency and parents cannot be contacted, your child should be taken to the nearest public hospital.

Parent / Guardian Name	Parent / Guardian Signature	Date

Applicants should read the below Terms & Conditions carefully.  
From here on, "Little Sprouts Playgroup and Preschool" will be referred to as Little Sprouts.

## PLAYGROUP AND PRESCHOOL TERMS & CONDITIONS

### 1. APPLICATION PROCESS

Complete the enrolment form with the following:

- a) HK\$40 administration fee (non-refundable)
- b) A copy of the child's birth certificate or a copy of his/her passport with valid HK visa for non-local family
- c) Copy of parent's HKIDs
- d) 1 x recent passport photo
- e) Tuition fee and deposit (see below)

### 2. ADMISSION

- a) A non-refundable administration fee will be collected for first time enrolment.
- b) The administration fee should be submitted to us together with the completed and signed enrolment form which constitutes a contract between you, the Parent and Little Sprouts.
- c) Places are allocated on a first-come first-served basis. Submission of an application does not guarantee a place. We cannot start processing the enrolment until we receive the administration, tuition and preschool deposit fees.

### 3. PRESCHOOL DEPOSIT

- a) A deposit equivalent to one month tuition fee will be collected upon the notification of a place for your child.
- b) This deposit will be held to pay for the final month tuition fee.

### 4. TUITION FEE POLICY

- a) Payable in advance by **CASH, EPS or CHEQUE** (payable to Catiline Child Development Education Centre).  
For **DIRECT DEPOSIT** you can pay at Hang Seng Bank ATM or the counter, please keep a copy of the receipt for our payment records. For **ONLINE BANKING**, please make a copy of the 'Payment Processed Screen' and send it with your child's name to us. Our account details are below:  
Account name : **Catiline Child Development Education Centre**  
Bank Name: **Hang Seng Bank**  
Account number: **369-182449-883**
- b) The Centre reserves the right to cancel an enrolment if tuition fees have not been paid.
- c) We cannot guarantee a place for students who have not paid.
- d) Changes mid-month to a selected Programme are not encouraged, but we will endeavour to accommodate your request, dependant on class availability.
- e) Preschool Tuition Fees are payable before the 25th of each month, in consecutive instalments.
- f) The Preschool deposit and the first month's fees must be paid within 7 days from the issuance of the invoice.
- g) For new Preschool students enrolling after the 15th of the month, half a month's fee for the first month of tuition will be charged.

### 5. FEE TRANSFER OR DEFERRAL

Fees cannot be transferred to another student(s) or deferred to a later date under any circumstances.

### 6. REFUNDS

- a) The tuition fee and administration fee are non-refundable.
- b) We cannot, under any circumstances, give refunds for services & classes already paid for, except in the event of cessation of a course after its commencement. Little Sprouts will refund to students the course fee on a pro rata basis within 30 days after the cessation of the course.

### 7. WITHDRAWALS

- a) We assume that your child will continue with classes from session to session unless you notify us otherwise in writing one month prior to date of the final class.
- b) Without one month advanced notice to the end of term, your child will automatically be re-enrolled in the next term.

### 8. WAITING LIST POLICY

- a) If a requested class is full, we will add your child's name to the waiting list upon receipt of the administration fee.

### 9. PLAYGROUP TRIAL CLASS

Prospective applicants are invited to attend ONE paid trial class, scheduled as per the normal timetable.  
The trial fee can be redeemed against the tuition fee upon SAME DAY enrolment.

### 10. CANCELLATION & REPLACEMENT CLASSES (PLAYGROUP)

- a) Playgroup students enrolled ONCE per week will be given ONE replacement class per month.
- b) Playgroup students enrolled MORE THAN ONCE per week will be given TWO replacement classes per month.
- c) ALL replacement classes are to be taken WITHIN the month, cannot be deferred and are subject to availability.
- d) Students unable to attend the replacement class offered will forfeit the class.
- e) If a student cannot attend a class for any reason, please notify the Centre Admin before the start of the class. Late or non-notification will be considered as absence and no replacement class can be offered.

## PLAYGROUP AND PRESCHOOL TERMS & CONDITIONS

### 11. CANCELLATION & REPLACEMENT CLASSES (PRESCHOOL)

Little Sprouts are unable to provide replacement classes for Preschool students due to operational reasons.

### 12. MEDICAL LEAVE

If your child cannot attend class for medical reasons, please inform Little Sprouts administration directly by phone or email before the class time. A child with a contagious disease or with any symptoms of one, such as cough, runny nose, fever, or rash, should rest at home and not attend.

### 13. SUPERVISION

- a) ONE adult must accompany each student under 2 years old (Playgroup).
- b) Students aged over 2 years old (Preschool) will be supervised by our staff, they will not require an adult to accompany them.

### 14. HOLIDAYS

Little Sprouts is closed during all public holidays and school holidays, please refer to the school calendar for the details.

### 15. WEATHER POLICY

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

- a) Typhoon 1 & Amber Rain: All classes continue as normal.
- b) Red Rain, Black Rain, Typhoon 3 and above: Classes are cancelled.
- c) Classes may not proceed due to overriding circumstances, including but not limited to unsafe facilities, EDB or other announcements. In such cases, no refund or replacement classes will be provided.

### 16. CLOTHING & FOOTWEAR

- a) Students are not required to wear a uniform. However, it is recommended to bring a change of clothes.
- b) Playgroup parents/carers may wish to bring an apron.
- c) Please follow the guidelines for outdoor shoes.

### 17. FOOD & BEVERAGES

Little Sprouts has a NO NUT policy on the premises.

### 18. STUDENTS' WORK

We reserve the right to dispose of or use any students' work not collected within one month.

### 19. PHOTOS & OTHER MEDIA

- a) Please respect our students privacy, photos and videos may only be taken with our prior permission.
- b) Little Sprouts reserve the right to use photos, videos 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. Kindly inform us in writing if you do not wish the image of your child to be used for such purposes.

### 20. PERSONAL INFORMATION

All personal information provided will remain confidential and will not be released to third parties without your consent. Please inform Little Sprouts of any changes of personal information.

### 21. DISCLAIMER

- a) All participants enrolled in activities at Little Sprouts do so at their own risk. Little Sprouts including its employees, 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.
- b) These terms and conditions are subject to change at any time without prior written notice from Little Sprouts. It is the responsibility of the applicant to check the Playgroup and Preschool Terms & Conditions from time to time.
- c) Little Sprouts retain the right of final decisions and interpretation in all matters and disputes. We shall not be responsible or liable for any claims however suffered or incurred.
- d) Little Sprouts has the right to refuse admission to persons who do not follow this policy.