

# ENROLMENT FORM

# KOWLOON

I would like to enrol my child(ren) in classes at Kids' Gallery:

<b>Parent's name:</b>		(Mother / father / legal guardian)	
<b>Address:</b> ..... .....			
<b>Telephone no.:</b>	(Home / office)	<b>Fax:</b>	(Home / office)
<b>Mobile:</b>		<b>Email:</b>	
<b>Name of child's caregiver / nann</b>			<b>Contact no.:</b>

	Child 1	Child 2
<b>Name (First, Last Name)</b>		
<b>Date of birth (DD/MM/YY)</b>		
<b>Sex (M/F)</b>		
<b>Existing student, sibling or waitlisted?</b>		

Please mark which classes and times are most suitable for you, according to the timetable, in order of preference. We shall do our best to accommodate you:

Child 1	Name of class	Day/Time	Deposit (\$500 per child per course)
First choice			
Second choice			

Child 2	Name of class	Day/Time	Deposit
First choice			
Second choice			

Please make out cheque to **KIDS' GALLERY CO LTD.** **Total \$ :**

Is there anything we should know about your child (eg existing health condition, allergies, etc)? If so, please specify:  
 \_\_\_\_\_

What school does your child attend? \_\_\_\_\_

Where did you hear about Kids' Gallery? \_\_\_\_\_

How would you prefer to receive information from Kids' Gallery? Email  Mail

I have read the terms and conditions and agree to them.

Signature of parent or legal guardian

\_\_\_\_\_  
 (Enrolments cannot be accepted without signature)

KG-EF-P-2009



## PAYMENT OF FEES

- Tuition fees are charged on a two-monthly basis, payable 14 days before the first day of the two-month term in which your child is attending classes. Payment is based on **eight classes over the two-month term**
- We charge a \$20 administrative fee for each change you may make to courses within term time or before your child's first class
- Please make out cheques to **KIDS' GALLERY CO LTD**

## DEPOSITS

- We require a refundable deposit of \$500 per child per course in order to reserve the space for the following term. Your deposit will be returned when your child leaves Kids' Gallery, provided you give not less than 14 days' written notice of your intention to leave classes
- When you give less than 14 days' written notice before the term starts, we charge a \$200 administrative fee for each course
- When you give less than 14 days' written notice within term time, the course deposit will be forfeited
- For deposits unclaimed within 12 months after the child's last class at Kids' Gallery, the deposit shall be forfeited and retained by Kids' Gallery for its own benefit

## REFUNDS

- We regret that we cannot, under any circumstances, give refunds for classes already paid for

## ENROLMENT

- Parents should complete and sign the enrolment form and mail it to us with the deposit and tuition fees payment enclosed

## WAITLIST

- When a requested class is full we waitlist your child. We require a deposit of \$500 per child per course in order to waitlist your child. The cheque will not be deposited until confirmation of enrolment.

## CATCH-UP/MAKE-UP CLASSES

- For students who enrol partway through the two-month term, parents may either pay pro rata for the remaining classes or arrange one or two catch-up classes to achieve the same level as the other students in the class
- We can arrange make-up classes only for children who miss their regular class either through **sickness** or **travel overseas**. We cannot arrange make-ups for other reasons
- We must be informed **in advance and in writing** of classes to be missed so that we can schedule the make-up classes and inform our teachers. Classes missed without proper notice will not be made-up later
- A **maximum of two make-ups may be made per term**, regardless of the reason for the make-ups
- Make-up classes must be taken within the two-month term and cannot be carried over to the next term
- If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class

## PUBLIC HOLIDAYS

- Kids' Gallery is closed on all public holidays. If one of the eight classes in the term falls on a public holiday, this class may be made-up anytime during the two-month term. Please arrange with us in advance

## ENFORCED CLOSURES

- We do not hold classes when the warnings for black rain or typhoon signal number 8 or higher have been raised. We use our discretion as to whether or not to cancel classes due to typhoon signal number 3 or red rain warning. Please call us to confirm classes at these times. We regret that we **cannot** arrange make-up classes for these enforced closures

## ACCOMPANYING YOUR CHILD

- In line with Social Welfare Department policy, we require all carers of children under three years to remain on the premises while their children are in class; waiting areas are provided

## FOOD AND BEVERAGES

- Children are not permitted to eat in class, as food provides a distraction to others and may be dangerous if certain children are allergic to food being consumed. We do provide a drink and small snack for children in our ArtPlay®, BookStart™, Creative Movement® and CreativePlay™ classes. Please advise us of any food or other allergies

## STUDENTS' WORK

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

## PHOTOS AND OTHER MEDIA

- Due to the proprietary nature of our courses, photos and videos may only be taken with the written permission of Kids' Gallery. We reserve the right to use photos, videos and/or sound recordings of children and their artwork, performances or classes, for teacher training, curriculum and/or promotional purposes, unless otherwise informed by you in writing

## LEAVING KIDS' GALLERY / CANCELLING CLASSES

- **We assume that your child will continue with classes from term to term unless you notify us otherwise in writing**
- We require **14 days' written notice** prior to the date your child is leaving, or fees will be charged as usual. Where 14 days' notice is given, your deposit will be refunded and any remaining pre-paid tuition fees will be credited to your account for your future use

## DISCLAIMER

- All participants enrolled in activities at Kids' Gallery do so at their own risk and the company is not responsible for any loss, damage or injury to students, their family members and guests as a result of participating in these activities

