# MAPLE ACADEMY

## BEAR CARE PLAYGROUP

**Shop 7, G/F, Alto Residences, 29 Tong Yin Street, Tseung Kwan O, Hong Kong**
**T: +852 2813 4887** **W: +852 6848 1264**

PHOTO

HERE

(45mm x 35mm)

Start Date: _____ Reference Number: _____

## Student Enrollment Form

### STUDENT INFORMATION

English Full Name: Last _____ Middle _____ First _____ Preferred Name: _____

Chinese Full Name: Last _____ First _____ Gender: _____

Address: _____

Phone: _____ Email: _____

Nationality: _____ Place of Birth: _____

Date of Birth (DD/MM/YYYY): _____ Previous School: _____

Child's 1st Language: _____ Child's 2nd Language: _____

Name of sibling(s) (age): _____(_____)__ Child is toilet trained YES / NO

### SCHEDULE

### Full English Immersion

| Age | 12 - 17 months | | |
|---|---|---|---|
| Time | 8:30-10:00am | 2:00-3:00pm | 3:30-4:30pm |
| Date | Tue, Thu | Wed, Fri | Tue, Thu |
| Tick (✓) | | | |

| Age | 18 - 24 months | | | | |
|---|---|---|---|---|---|
| Time | 8:30-10:00am | 10:30am-12:00pm | | 2:00-3:00pm | 3:30-4:30pm |
| Date | Wed, Fri | Wed, Fri | Tue, Thu | Tue, Thu | Wed, Fri |
| Tick (✓) | | | | | |

*Please check with staff for the detailed schedule

### SCHEDULE AND FEES

School Fee: HK$250 for 1 hour session / HK$375 for 1.5 hour session

Application Fee#: HK$500 per new student

In case absent from class, with approved emergency reason, seat will only be maximum reserved for 1 month from date of absence in total. Application fee will be charged again if children resumes class after 1 month. Seat availability isn't guaranteed if child is absent for more than 1 month.

Class Deposit*: HK$750 per new student

Refundable by giving one full calendar month notice for course cancellation.

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## PARENT / GUARDIAN'S INFORMATION

Full Name: _____ Relationship: _____

Mobile Number: _____ Occupation: _____

Email: _____

Full Name: _____ Relationship: _____

Mobile Number: _____ Occupation: _____

Email: _____

## IMPORTANT NOTES

Does your child have any allergies, medical conditions, physical abnormalities or learning difficulties? ☐ Yes ☐ No

If "Yes", please give more details:

Emergency Contact Name: _____ Phone: _____

## APPLICATION GUIDELINES

Application checklist, please submit the following documents:

- ☐ a completed student enrollment form for admission
- ☐ a photocopy of your child's birth certificate / child's HKID / Passport (for non-HK residents)
- ☐ HK$500 application fee# per new student (non-transferrable and non-refundable)
- ☐ a copy of your child's vaccination record
- ☐ 2 passport photos of your child (Within the last 2 months)
- ☐ HK$750 class deposit* (refundable)

How did you hear about Maple Bear?

- ☐ Online Search
- ☐ Social Media
- ☐ Event:
- ☐ Living Nearby: _____
- ☐ Word of Mouth
- ☐ Friend Referral: _____

## PARENTAL CONSENT AND ACCEPTANCE

1. I understand that there are limited places, a meeting with the family and child is required to assess the application. The school reserves all final rights.
2. I certify that the information provided is true and correct.
3. I understand and accept that a signed Student Enrolment Form is required before my child can start school.
4. I agree that in the event of a medical need, my child should be taken to the nearest hospital and pay all medical and other expenses incurred in the treatment of my child.
5. I consent to the use of images of my child participating in school activities on the school website, social media pages and promotional materials, unless I inform the Director of School with written declaration.
6. I know that all paid school fees are non-refundable. Deposit will be refunded by cheque with sufficient 1 month notice.
7. All documents provided will be used for admission related purposes only.
8. All documents of cancelled or unsuccessful applications will be destroyed.
9. School Fees are subject to change in the future. Parents will be notified in due course.
10. The personal data collected is strictly confidential and will not be disclosed to any external parties without prior consent or as required by law.
11. Makeup class is only provided if medical certification is presented and if the school is notified of sudden absence. Make up class must be taken within the same month of absence. Makeup class will not be provided for vacations or any other leave, class will be automatically forfeited.
12. Couse dates can be postponed once only and can be maximum postponed for 1 month. If course fees need to be postponed further, a new registration fee will be charged.
13. Classes will not be available on public holidays or during adverse weather conditions (Black rainstorms or Typhoon signal No. 8 or above).
14. I understand that if teachers are sick or on holidays, the school will be responsible to arrange a qualified staff to teach the class.

I UNDERSTAND and ACCEPT the Terms and Conditions as stated above.

Signature of Parent/ Guardian: _____ Date: _____

## PAYMENT INFORMATION

| By Cheque | By Bank Transfer | FPS |
|---|---|---|
| Please make cheque payable to: | Bank: HSBC | Name : MAPLE ACADEMY LIMITED |
| MAPLE ACADEMY LIMITED | Name: MAPLE ACADEMY LIMITED | ID : 162658538 |
| | Account number: 040-154-148-838 | |

**Please put your child's name as the reference on the payment and send the bank confirmation to 6848-1264**