



APPLICATION FOR MONTESSORI TODDLER PLAYGROUP ADMISSION

SECTION A		Student Information			
Student Surname		Given Names		Student Number	
Name in Chinese (if applicable)			Gender M / F		
Date of Birth (dd/mm/yy) / /		Place of Birth		Nationality	
Home Address					
Home Number			Email Address		
Have you applied for the Pre-Nursery or Kindergarten Program? Yes / No If yes, please provide application number: _____					
School / Program Currently Attending				How did you hear about us?	
Person(s) to accompany your child to class: (only 1 caregiver per child is permitted to enter the class at any one time.)					
1	Name	Relationship		Mobile Number	
2	Name	Relationship		Mobile Number	
SECTION B		Parent Information			
Name of Mother		Mobile Number		Occupation	
Name of Father		Mobile Number		Occupation	
SECTION C		Program Selection			
Program	Code	Age	Number of lessons	Session	Tuition Fee *
Tin Hau Toddler Campus					
Toddler Playgroup (English) - adult supervision required	TH-N1	16 - 24 months old	Continuous Minimum: 36 lessons	<input type="checkbox"/> 9:00am – 10:30am (Monday, Wednesday & Friday) <input type="checkbox"/> 9:00am – 10:30am (Tuesday, Thursday & Saturday)	\$5,040 per 12 lesson Instalment x 3 Instalments
				Seeking admission for (mm/yy) /	
Taste of Montessori (English/Putonghua) - adult supervision required	TH-TOM	16 - 36 months old		<input type="checkbox"/> 3:00pm – 4:30pm (Monday, Wednesday & Friday)	
				Seeking admission for (mm/yy) /	
Pre-Nursery Stepping Stone (English) - limited adult supervision required	TH-PNSS	20 - 36 months old		<input type="checkbox"/> 11:00am – 1:00pm (Monday, Wednesday & Friday) <input type="checkbox"/> 11:00am – 1:00pm (Tuesday, Thursday & Saturday)	
				Seeking admission for (mm/yy) /	
North Point Campus					
Nido Montessori Infant (English) - adult supervision required	NP-Nido	9 - 16 months old	Continuous Minimum: 24 lessons	<input type="checkbox"/> 2:00pm – 3:30pm (Tuesday & Thursday)	\$5,040 for 12 lessons x 2 Instalments
				Seeking admission for (mm/yy) /	
Taste of Montessori (English/Putonghua) - adult supervision required	NP-TOM	16 - 36 months old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only) <input type="checkbox"/> 11:00am – 12:30pm (Saturday only)	\$5,040 for 12 lessons
				Seeking admission for (mm/yy) /	
Pre-Nursery Stepping Stone (English) - limited adult supervision required	NP-PNSS	20 - 36 months old	Continuous Minimum: 36 lessons	<input type="checkbox"/> 2:45pm – 4:45pm (Monday, Wednesday & Friday)	\$5,040 per 12 lesson Instalment x 3 Instalments
				Seeking admission for (mm/yy) /	
Toddler Playgroup (English) - adult supervision required	NP-N1	16 - 24 months old		<input type="checkbox"/> 1:00pm – 2:30pm (Monday, Wednesday & Friday)	
				Seeking admission for (mm/yy) /	
Lei King Wan (LKW)					
Taste of Montessori (English/Putonghua) - adult supervision required	LKW-TOM	16 - 36 months old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only) <input type="checkbox"/> 11:00am – 12:30pm (Saturday only)	\$5,040 for 12 lessons
				Seeking admission for (mm/yy) /	

*Tuition fees are subject to change, effective 1st April 2019.

SECTION D | Registration and Payment

(For 2 or 3 lessons per week programs)
 2 passport size photos
 Payment of \$5,540 (Non-Refundable Application Fee \$500 and Security Deposit \$5040)

(For once a week programs only)
 2 passport size photos
 Payment of \$5,540 (Non-Refundable Application Fee \$500 and Tuition Fee \$5040)

Return this application form along with payment in person or by post to:

Admissions
Island Children's Montessori House,
Unit 1803, Park Commercial Centre, 180 Tung Lo Wan Road, Causeway Bay, Hong Kong

Please write student name, program and session selected on the back of the cheque.

Cheque payable to: **Island Children's Montessori House**

After submission of form and payment, your child's enrolment details and commencement date will be sent to you by email within 10 business days.

Have questions? Contact us at 3188-9266, or by email at playgroup.icmh@gmail.com

SECTION E | Terms of Enrolment

Enrolment and admission to Island Children's Montessori House (ICMH) are subject to the conditions outlined below.

1. A caregiver must accompany the child and remain at the campus at all times.
2. Students must attend at least 3 consecutive months or 36 lessons in any program or programs to be awarded the Certificate of Attendance; and at least 6 consecutive months or 72 lessons in any program or programs to be awarded the Certificate of Completion.
3. Assessment Reports: Assessment Reports are issued at the end of every 12 lessons for weekly TOM or Nido programs; and Monthly Assessment Reports are issued each month for students attending 2 or 3 lesson-per-week programs.
4. Tuition fees are subject to change, effective 1st April 2019.
5. Class cancellations that are beyond the control of ICMH will not result in makeup classes, tuition adjustment or refund, including Tropical cyclone number 8 or above; black rainstorm warning advice; or other unforeseen circumstances, including EDB advice.
6. The commencement date can only be postponed once within 3 months of the original commencement date. If after postponing the commencement date the parent withdraws the child from any of our programs, the Security Deposit and tuition fees paid will be forfeited.
7. Make-up lessons: two(2) make-up lessons are permitted for every 12 lessons and must be taken within 30 days of the missed lesson. Unused make-up lessons cannot be accumulated or carried over to other months. It is the responsibility of the parent to inform the class teachers to arrange make-up lessons. Due to class scheduling, all missed or unused make-up lessons will not result in additional make-up lessons or fee refunds/adjustments.
8. All lessons in a 36-lesson parcel must be scheduled and completed within 6 months of the original commencement of classes. Placement after a period of leave or absence is subject to space availability and requires at least 2 weeks' notice of expected return date. When taking personal or extended leave, tuition fees remain due and payable during this time.
9. All other absences, including personal leave, will not result in make-up lessons, fee refunds/adjustments.
10. Withdrawal from program before completion of 36 lessons: the security deposit will not be refundable.
11. Withdrawal from program: parents who do not wish to continue after completion of the minimum 36 lessons must give withdrawal notice, by the 24th lesson at the latest. If insufficient notice is given, the security deposit will not be refundable after completion of the 36 lessons.
12. ICMH will not be responsible or liable for student or caregiver's personal injuries, accidents, losses or any other damages occurred and incurred on ICMH premises.

Refund Policy: (Please read and check all boxes. Initial below as your acknowledgement and acceptance of the refund policy.)

13. I understand that once enrolled in the program, my child will complete the minimum required lessons in the program.
14. I understand the Security Deposit and tuition fees paid will be forfeited if any of the following circumstances occur:
 - withdrawal after submission of application form
 - withdrawal prior to the commencement date of a new or re-enrolled program
 - did not complete the minimum required lessons
15. I understand there are no partial tuition fee refunds for mid-month withdrawals.

Parent initial here: _____

Parent Declaration and Acceptance of Terms

1. By signing this form, I understand and agree to abide by the terms, conditions and school policies outlined in this form.
2. I hereby release and agree to indemnify Island Children's Montessori House, its instructors, teachers, administrators, officers, directors, agents and employees, from any and all actions, claims and demands for damages, indemnity, costs, interest, loss or injury of every nature and kind whatsoever and howsoever, which we have had, may now or may hereafter have, in any way relating to or arising from my child's enrollment and/or participation of activities and events at Island Children's Montessori House.
3. I hereby permit my child to be filmed or photographed by Island Children's Montessori House and I hereby irrevocably grant permission for my child's likeness to appear in curriculum related areas and promotional materials authorized or published by Island Children's Montessori School and Kindergarten without notice or compensation, including the website.
4. I understand that requests for my child's photos to not be used must be explicitly made in writing.
5. **I acknowledge having read the Terms of Enrolment.** I hereby understand and agree to follow and adhere to the policies outlined, and such other rules and regulations that may be added hereafter by Island Children's Montessori House.

Name of Child: _____

Name of Parent (please print): _____

Parent Signature: _____

Date: _____

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FOR OFFICE USE ONLY

Application Number	Date received	Student ID	Start Date	Notes
<input type="radio"/> Photographs	<input type="radio"/> Application Fee	<input type="radio"/> Security Deposit	<input type="radio"/> Postdated Cheques:	<input type="radio"/> Stamped Envelopes