



APPLICATION FOR MONTESSORI TODDLER PLAYGROUP ADMISSION

SECTION A Student Information

Student Surname		Given Names		Student Number		Affix Photo Here
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 Registration and Payment

1. Please attach 2 passport size photos to each completed and signed application.
 2. Select your program and session on page 2.
 3. On the back of your proof of payment (cheque, bank deposit slip or hardcopy of internet transaction), write student name, campus, program and session.
 4. Bank charges, if any, will be borne by the applicant.
 5. Return your application along with proof of 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

6. After payment is confirmed, you will be contacted by email within 10 business days with further details on your child's program.

About Payment Method
 Cheque, ATM, teller or internet banking

Account Information
 Bank: HSBC
 Account Number*: 004-127-776375-838
 Beneficiary: Island Children's Montessori House

* No need to enter 004 if you are paying via HSBC ATM machine.

Have questions? Contact us at 3188 9266, or email playgroups@icmh.hk

FOR OFFICE USE ONLY

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

SECTION D | **Program Selection**

Program	Code	Age	Number of lessons	Session	Send with your application: *
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)	Application Fee \$500 Security Deposit \$5,040
				<input type="checkbox"/> 9:00am – 10:30am (Tuesday, Thursday & Saturday)	
		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)	
				<input type="checkbox"/> 3:00pm – 4:30pm (Tuesday, Thursday & Saturday)	
		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"/> 3:00pm – 4:30pm (Tuesday & Thursday)	Application Fee \$500 Security Deposit \$5,040
				<input type="checkbox"/> 3:00pm – 4:30pm (Monday & Wednesday)	
		Seeking admission for (mm/yy) /			
Nido Montessori Infant (English & Putonghua) - adult supervision required	NP-TOM	16 - 36 months old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only)	Application Fee \$500 Tuition Fee \$5040
				<input type="checkbox"/> 11:00am – 12:30pm (Saturday only)	
		Seeking admission for (mm/yy) /			
Taste of Montessori (English & Putonghua) - adult supervision required	NP-PNSS	20 - 36 months old	Continuous Minimum: 36 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only)	Application Fee \$500 Security Deposit \$5,040
				<input type="checkbox"/> 11:00am – 12:30pm (Saturday only)	
		Seeking admission for (mm/yy) /			
Pre-Nursery Stepping Stone (English) - limited adult supervision required	NP-N1	16 - 24 months old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 2:45pm – 4:45pm (Monday, Wednesday & Friday)	Application Fee \$500 Security Deposit \$5,040
				<input type="checkbox"/> 1:00pm – 2:30pm (Monday, Wednesday & Friday)	
		Seeking admission for (mm/yy) /			
Toddler Playgroup (English) - adult supervision required	LKW-TOM	16 - 36 months old	Continuous Minimum: 12 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only)	Application Fee \$500 Tuition Fee \$5040
				<input type="checkbox"/> 11:00am – 12:30pm (Saturday only)	
		Seeking admission for (mm/yy) /			

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

Name of Child: _____

Name of Parent (please print): _____

Parent Signature: _____

Date: _____

1. A non-refundable application fee of \$500 must accompany each new application to Island Children's Montessori House (ICMH).
2. A caregiver is required to accompany the child and remain at the campus at all times.
3. Students must attend the minimum required number of lessons in the course they have applied for.
4. All lessons in a 12, 24 or 36-lesson parcel must be completed within 6 months of the original program commencement date.
5. Tuition fees once paid are not refundable. There are no partial tuition fee refunds.
6. Tuition fees will be subject to change effective 1st April 2019.
7. Certificates:
 - A Certificate of Attendance will be awarded upon attendance of the minimum number of required lessons (12, 24, or 36 depending on the program).
 - A Certificate of Completion will be awarded upon completion of lessons in 6 or more consecutive months, or 72 lessons in one or a combination of Playgroup Programs.
8. Assessment Reports
 - Once and twice a week programs: reports are issued once every 12 lessons.
 - Three times a week programs: monthly reports are issued.
9. Class cancellations that are beyond the control of ICMH including Tropical cyclone number 8 or above, black rainstorm warning advice, unforeseen circumstances such as EDB advice will not result in makeup classes, tuition adjustments or refunds.
10. Postponement of Program
 - Before commencing class, postponement is permitted to up to 3 months of the original commencement date. After commencing class, please refer to Point 13 regarding "Extended Leave".
 - All lessons in a 12, 24 or 36-lesson parcel must be completed within 6 months of the postponed date.
 - In the case of withdrawal during the postponed period, the Security Deposit and/or tuition fees paid will be not be refundable.
11. Make-up Lessons
 - 2 make-up lessons are permitted for each bundle of 12 lessons.
 - Make-up lessons must be taken within 30 days of the confirmed last lesson on the Enrolment Confirmation.
 - Unused make-up lessons cannot be accumulated or carried over to other months.
 - Parents are responsible for informing their class teachers of their child's absences and reserving make-up lessons.
 - Missed make-up lessons will not result in additional make-up lessons.
12. Withdrawal.
 - Withdrawal before or after commencement of program: the Security Deposit and/or tuition fees paid are not refundable.
 - Submission of the official withdrawal form is required and with a minimum notice period of 4 weeks (excluding school holidays).
 - During the notice period, tuition fees are payable regardless of attendance.
13. Extended Leave (refer to the table below).

When enrolled in	If your absence is at least	Advance notice required
3 lessons per week	9 consecutive lessons	6 lessons
2 lessons per week	6 consecutive lessons	4 lessons
1 lessons per week	Does not qualify for extended leave	n/a

- Advance written notice to take extended leave is required. During the period of advance notice, tuition fees remain payable regardless of attendance.
 - If your absence is less than the minimum lessons stated above, the regular 2 make-up lessons per 12 lessons will apply.
 - In the event of withdrawal during the period of advance notice or extended leave, the withdrawal policies under "Withdrawal" in Point 12 will apply.
14. Security Deposit and Tuition Fees
 - The security deposit is refundable upon completion of the minimum lesson requirement of the last enrolled program.
 - The security deposit and tuition fees are not refundable in the event of withdrawal after submission of application, withdrawal prior to the commencement date of a new or re-enrolled program, or incompleteness of the minimum required lessons in the enrolled program.
 - In the event of unpaid lessons or dishonored cheques, tuition fees will be deducted from the Security Deposit.
 15. Island Children's Montessori House, Island Children's Montessori School and Kindergarten, Island Montessori International Kindergarten and their teachers, administrators, officers, directors and employees will not be responsible or liable for student or caregiver's personal injuries, accidents, losses or any other damages occurred and incurred at any time on playgroup premises.

Parent Declaration and Acceptance of Terms

I acknowledge having read the Terms of Enrolment. I hereby understand and will comply with the above policies, and such other policies that may be added hereafter by Island Children's Montessori House.

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 House, Island Children's Montessori School and Kindergarten, Island Montessori International Kindergarten without notice or compensation, including Instagram, Facebook and school website. I understand that requests for my child's photos to not be used must be explicitly made in writing.

Name of Child: _____

Parent Signature: _____

Name of Parent (please print): _____

Date: _____