



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 make sure to enter your child's preferred start date.
 2. Cheque or online transfer is accepted. If you pay online, please provide printed proof of payment with the application.
 3. We are not responsible for any bank charges that may arise from the online transfer.
 4. Please submit your application and payment or payment proof in person or by post. We will contact you by email within 10 business days with further details on your child's program.

Send to:
ICMS Admissions
Lower Ground Floor, Unit C
16 Tin Hau Temple Road, Hong Kong.

About Payment Method
 Cheque, online payment

Account Information
 Beneficiary
 Island Children's Montessori House
 Bank
 HSBC
 Account number (Bank code - branch code - account number)
 004*-127-776375-838 (*do not enter 004 if the transfer is made from an HSBC bank account)
 Bank Swift Code
 HSBCHKHKKH

Have questions? Contact us at 2387-3033, or email playgroups@icmh.hk

Program	Code	Age	Number of lessons	Session	Send with your application: *
North Point Campus					
Nido Montessori Infant (English) ○	NP-Nido	9 - 16 months old	Continuous Minimum: 24 lessons	<input type="checkbox"/> 3:00pm – 4:30pm (Tuesday & Thursday) Seeking admission for (mm/yy) /	Application Fee \$500 Security Deposit \$5,400 We will send you an invoice for the 24 lessons. Fee: \$5,400/12 lessons.
Nido Montessori Infant (English) ○			Continuous Minimum: 12 lessons	<input type="checkbox"/> 9:00am – 10:30am (Saturday only) <input type="checkbox"/> 11:00am – 12:30pm (Saturday only) Seeking admission for (mm/yy) /	
Taste of Montessori (English & Putonghua) ○	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) Seeking admission for (mm/yy) /	
Pre-Nursery Stepping Stone (English) △	NP-PNSS	20 - 36 months old	Continuous Minimum: 36 lessons	<input type="checkbox"/> 2:00pm – 4:00pm (Monday, Wednesday & Friday) Seeking admission for (mm/yy) /	Application Fee \$500 Security Deposit \$5,400 We will send you an invoice for the 36 lessons. Fee: \$5,400/12 lessons.
Toddler Playgroup (English) ○	NP-N1	16 - 24 months old	Continuous Minimum: 24 lessons	<input type="checkbox"/> 3:00pm – 4:30pm (Tuesday & Thursday) Seeking admission for (mm/yy) /	Application Fee \$500 Security Deposit \$5,400 We will send you an invoice for the 24 lessons. Fee: \$5,400/12 lessons.

Program	Code	Age	Number of lessons	Session	Send with your application: *
Tin Hau Toddler Campus					
Toddler Playgroup (English) ○	TH-N1	16 - 24 months old	Continuous Minimum: 36 lessons	<input type="checkbox"/> 3:00pm – 4:30pm (Tuesday & Thursday) Seeking admission for (mm/yy) /	Application Fee \$500 Security Deposit \$5,400 We will send you an invoice for the 36 lessons. Fee: \$5,400/12 lessons.
Pre-Nursery Stepping Stone (English/Putonghua) ○				TH-PNSS	

Program	Code	Age	Number of lessons	Session	Send with your application: *
Lei King Wan					
Taste of Montessori (English & Putonghua) ○	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) Seeking admission for (mm/yy) /	Application Fee \$500 Tuition Fee \$5,400

○ adult supervision required △ limited adult supervision required

Name of Child: _____

Name of Parent (please print): _____

Parent Signature: _____

Date: _____

1. Fees to submit with a new application: a non-refundable application fee of \$500 and a security deposit of \$5,400 when applying for any 2 or 3 days a week program.
2. A caregiver is required to accompany the child and remain at the campus at all times.
3. All programs in 12, 24 or 36-lesson parcels must be completed within 6 months of the original program commencement date.
4. Students must attend the minimum required number of lessons in the program they have enrolled in.
5. Tuition fees once paid are not refundable. There are no partial tuition fee refunds.
6. Certificates:
 - a Certificate of Attendance will be awarded upon attendance of the minimum required number of lessons of the enrolled program of 12, 24, or 36 lessons.
 - a Certificate of Completion will be awarded upon attendance in the Playgroup Program for at least 12 consecutive months, or 72 lessons in one or a combination of Playgroup Programs.
7. Assessment reports are issued to students in the TOM, Toddler and PNSS Programs. Nido students do not receive reports.
8. Postponing the Commencing Date:
 - postponement is permitted prior to the commencement date stated on the Enrolment Confirmation. However, after commencing class, postponement of subsequent lessons will not be permitted but will be treated as Extended Leave. Please refer to Point 10.
 - all lessons in a 12, 24 or 36-lesson parcel must be completed within 6 months of the approved new commencement date.
 - withdrawal from program during the postponed period: the security deposit and tuition fees paid are not refundable.
9. Make-up Lessons:
 - 2 make-up lessons are permitted for each 12-lesson parcel.
 - parents are responsible for informing the school office of absences in advance and reserving make-up lessons.
 - make-up lessons must be taken within 30 days of the confirmed last lesson stated on the Enrolment Confirmation.
 - unused or missed make-up lessons cannot be accumulated, used or carried over to other months.
 - missed make-up lessons will not result in new make-up lessons.
10. Extended or Personal Leave. Advance notice is required when extended leave is taken. During the notice period, tuition fees remain payable regardless of attendance. When the extended leave is less than the number of lessons stated below, the regular make-up policy will apply. Please refer to the below for the notice period:
 - 3 lessons per week program: at least 6 lessons' advance notice if the extended leave is for 9 or more consecutive lessons.
 - 2 lessons per week program: at least 4 lessons' advance notice if the extended leave is for 6 or more consecutive lessons.
 - once a week program: extended leave does not apply. The regular make-up class policy will apply.
11. Withdrawal. The security deposit is refundable upon completion of the minimum lesson requirement of the new or re-enrolled program. Under the following circumstances, the security deposit and tuition fees are not refundable:
 - withdrawal during extended leave.
 - withdrawal before commencing a new or re-enrolled program.
 - withdrawal without completing the minimum lesson requirement in the new or re-enrolled program.
12. Any outstanding fees will be deducted from the security deposit.
13. 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.
14. 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 or school grounds.

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: _____