Children Workshop Playgroup

Terms and Conditions

Application Information

- Applications are accepted all year around and we only accept online applications. The application fee is HK$200. When applying for enrollment, payment is not necessary.
- The course fees are paid based on the total lessons of each period.
- To avoid delaying the processing of application, please only submit one online application form for each child. Applicants can apply for different groups on the same online application form.
- If applicants have been admitted to the group we offered, other applications will be cancelled automatically without prior notice.
- All our playgroup students who are interested in applying for nursery or kindergarten classes are required to apply in accordance with formal admission procedures. We will not guarantee any nursery or kindergarten admission.
- We will not offer site visitation or trial lessons. Parents may visit our Facebook page "Children Workshop Playgroup" to obtain more information.
- No classes/ activities will be held on public holidays except special arrangement.
- Applications must ensure that all the information provided in the application is true and correct. The applicants have the responsibility to ensure all the emails issued by us are timely read and to submit all the required documents according to the application procedures. We shall not be responsible for any email delivery failure under any circumstances.

Admission Procedures

1. Once we have received your online application, a confirmation email will be sent. If applicants cannot receive the confirmation email within 3 working days, please contact us by phone as soon as possible.
2. Acceptance of your application is only confirmed by email. Upon receiving the email of acceptance, parents are required to pay the fees in full on time according to the details mentioned in the email; Otherwise, the places will be cancelled without prior notice.
3. After receiving the copy of the receipt for whole payment, an admission confirmation email will be sent to the applicants. Please read the class details and arrangement in the email carefully.

- We will allocate the places based on your child's age and desired group.
- We resume the right, at our sole and absolute discretion, to allocate or cancel the places.

Activity Room Guidelines

- The activity room will be opened 10 minutes prior to each lesson/ activity; Photo taking and video recording are strictly prohibited.
- Please arrange an adult to accompany your child during each lesson.
- For the sake of safety, a CCTV system has been installed in our playgroup area and cameras are located at prominent places.

Health and Safety Policy

- Parents should measure your child's and carer's temperature before arriving at our playgroup area. If their temperatures run over 37.5 C or 99.5 F, feeling sick or showing symptoms of any infectious disease, they will not be allowed to attend any playgroup lessons/ activities. Please keep them at home or ask for medical advice at once, and acknowledge us as soon as possible.

- We reserve the right to refuse entry to any participants if there is a medical concern. Refund or make-up classes will not be arranged for such affected lesson(s).
- Participants who have fully recovered must present a doctor's certificate before going back to classes. It is to ensure that they have been fully recovered and to avoid the spread of diseases.
- To maintain a hygienic environment, all participants are required to wear clean socks within the playgroup area. Please also prepare a dry towel, spare clothes, diapers and some snacks for your child.

The Application of Certificate

- For children who have continuous participated in the playgroup for 6 months or over, parents can apply for a free certificate from us. The duration of the application process will be 10 working days. Interested parties, please feel free to contact us for application form.

Weather Arrangements, Cancellation or Absence of classes

- Classes/ activities will run as normal:
    - When the Amber Rainstorm Warning Signal or the Tropical Cyclone Warning Signal No.1 has been issued by the Hong Kong Observatory.
- Classes/ activities will be cancelled:
    - When the Hong Kong Observatory has issued announcement two hours prior to the lesson begins with the Tropical Cyclone Warning Signal NO.3 or above, or the Red/ Black Rainstorm Warning Signal.
    - When the Education Bureau/ Social Welfare Department has issued the announcement on the class suspension of all kindergartens, if classes of morning

schools are suspended, then morning classes/ activities will be cancelled; if classes of afternoon schools are suspended, then afternoon classes/ activities will be cancelled. For whole day schools, all classes/ activities will be cancelled.

- When The Government of the Hong Kong Special Administrative Region/ Education Bureau/ Social Welfare Department has announced the class suspension of all schools under any circumstances, all classes/ activities will be cancelled.

- No make-up classes and refund will be arranged under any circumstances (including weather, class suspension, absences of classes due to sickness and personal reasons.)

Payment of Course/ Activities Fees

- Kindly pay the fees in full after the payment slip has been distributed, and return the original payment receipt to us on time. Otherwise, the places will be cancelled without prior notice.
- All paid fees are non- refundable, non- transferable and cannot be reserved for other purposes.
- Parents may withdraw your child from our playgroup by giving one month' s notice. Please bring back all your belongings within one month after withdrawal.

Disclaimer

- We do not assume responsibility or liability for any loss or damage arising from any injuries of participant's or your personal belongings.
- Playgroup reserves the right to use children's, their parents' or carers' personal information, including photos and videos for future communication, course promotion, tutor training or publicity.
- Playgroup reserves the right in its sole discretion, to amend the provisions of these Terms and Conditions at any time and from time to time without prior notice from playgroup and

without consent from the applicants.

- In case of any disputes about these "Children Workshop Playgroup Terms and Conditions", the decision of Children Workshop shall be final and binding on all parties concerned.