

Parents of applicants should read the below Terms & Conditions carefully.

**MOUNT KELLY BABIES AND TODDLERS  
BABIES & TODDLERS and PRE-NURSERY PROGRAMME TERMS & CONDITIONS**

**❑ APPLICATION FEE POLICY**

- A non-refundable application fee will be collected for first-time enrolment.
- The application fee should be submitted to us together with the completed and signed application form which constitutes a contract between you, the Parent, and Mount Kelly Babies and Toddlers.
- Application and enrolment cannot start processing until we receive the application fee.

**❑ APPLICATION FEE AND TUITION FEE PAYMENT METHOD**

- By CASH in person at our Admissions Office
- By sending a cheque together with the application form (payable to “**MOUNT KELLY PLAYGROUPS LIMITED**”) or
- By sending a receipt/payment record of Bank Transfer payable to **Mount Kelly Playgroups Limited** (Heng Seng Bank Limited A/C No: 239-728470-001) SWIFT CODE: HASEHKHH, together with the application form. (**Bank transfer will incur an additional \$15 bank charge – i.e. total transfer payment for the application fee should be \$115**)

**❑ CONFIRMATION OF ENROLMENT**

Upon receipt of application and tuition fee, a confirmation of enrolment will be provided to you upon notification of a place for your child including the class commencement date and programme period.

**❑ TUITION FEE POLICY**

**ALL BABIES AND TODDLERS PROGRAMMES (Excluding PRE-NURSERY Barn Owls and ENRICHMENT programmes)**

- Tuition fees (10 or more classes) are payable in advance before the commencement of class.
- The second and thereafter terms tuition fees must be paid 14 days before the next term programme begins. We cannot guarantee a place for pupils who fail to do so.

**PRE-NURSERY - Barn Owls programme AND ENRICHMENT PROGRAMME**

- Tuition fees for the PRE-NURSERY (Barn Owls) and ENRICHMENT PROGRAMME are payable in advance on a monthly basis and a one-month refundable deposit is required to be settled before commencement of class. The deposit will be refunded only if a FULL one-month written notice is given and approved.
- The second and thereafter monthly tuition fees must be paid 14 days before the next month’s programme begins. We cannot guarantee a place for pupils who fail to do so.
- All fees are NOT transferrable to other pupil(s) or to a later date under any circumstances.
- Changes to a selected programme are not encouraged, but we will endeavor to accommodate your request if possible. This is however not guaranteed.

**❑ REFUNDS & WITHDRAWALS**

- The application and tuition fee are non-refundable.
- We regret that we cannot, under any circumstances, give refunds for Babies and Toddlers services and classes already paid for, except in the event of cessation of a course after its commencement. Mount Kelly Babies and Toddlers will refund to pupils the course fee on a pro-rata basis within 30 days after the cessation of the course.
- For all Babies and Toddlers programmes (except the PRE-NURSERY Barn Owls and ENRICHMENT PROGRAMME), if we do not receive the second and thereafter terms tuition fees 14 days before the next programme begins, we may treat as a withdrawal from the programme. The place will be filled by the pupil on the waiting list and we cannot guarantee a place for the original pupil even if payment is settled afterwards. NO tuition fee or make-up class fees will be refunded.
- For the PRE-NURSERY Barn Owls and ENRICHMENT PROGRAMME, the one-month tuition deposit will be refundable ONLY IF a one FULL month written notice period is given and approved.

**❑ ATTENDANCE**

- Please attend the programme according to the enrolled timetable. Absences without proper notice will **NOT** be made-up later and NO refund of tuition will be arranged.
- If your child cannot attend class for any reasons, please inform the school administration directly by phone at +852 2317 8881 or e-mail to [kellykids@mountkelly.com.hk](mailto:kellykids@mountkelly.com.hk) before the class time. A child with an infectious disease or with any symptom of one, such as cough, runny nose, fever or rash, should rest at home and not be sent to school.

#### ❑ MAKE-UP CLASSES

- There are no make-up classes for the **PRE-NURSERY Barn Owls and ENRICHMENT programmes.**
- Make-up class for other programmes may **ONLY** be arranged on **Saturdays**, and at the discretion of the Babies and Toddlers Leader under the following conditions:
  - Make-up classes may **ONLY** be arranged if the child is sick on the class date.
  - A doctor's certificate must be provided in order to apply for a make-up class.
  - For termly paid programmes: Only 1 make-up class may be arranged after the child's absence and must be completed within 4 weeks after the child's absence. Parents need to inform the administration office by sending an email to: [kellykids@mountkelly.com.hk](mailto:kellykids@mountkelly.com.hk) or call 2736 8688 at least 2 hours in advance before the class commences.
  - All make-up classes arrangements must be approved. Once the date of make-up class is confirmed, no further changes are allowed.
  - If a child is absent from a make-up class, no other make-up class can be applied for.
  - Make-up classes cannot be accumulated to offset tuition fees for the following term.
  - Babies & Toddlers Leader has the final discretion on all make-up class applications.

#### ❑ WAITLIST POLICY

- If a class you have requested for your child to join is full, we will add your child's name to the waitlist for that class. Successful enrollments to programmes at Mount Kelly Babies and Toddlers are on a first-come, first-served basis with full payment.

#### ❑ WEATHER POLICY

During times of severe weather (i.e. rainstorms and typhoons), classes may be cancelled.

- Typhoon signal No. 1 and Amber Rain: All classes continue as normal.
- Red Rain, Black Rain, T3 and above: Classes are cancelled if any of the signals remain in effect 2 hours before the lesson is due to start.
- During bad weather, classes may not proceed due to overriding circumstance, included but not limited to unsafe facilities, EDB or other announcements. In such cases, no refund, credit or make-up class will be provided.

#### ❑ CLOTHING

- All Mount Kelly Babies and Toddlers pupils must wear secure fitting house shoes or non-slip socks during sessions.
- Adults accompanying children are required to wear clean socks in the Babies and Toddlers rooms. We have a no shoe policy in all Babies and Toddlers rooms.

#### ❑ PERSONAL HYGIENE

- School staff will conduct daily checks of your child's temperature.
- A child with an infectious disease or with any symptom of one, such as cough, runny nose, fever or rash, should rest at home and not be sent to school.
- It is at Mount Kelly Babies and Toddlers' sole discretion to refuse parents/caregivers/children entry to the premises if they refuse to follow the said policy.

#### ❑ FOOD AND BEVERAGES

- Please be aware that we have a NO NUT policy on the premises.
- Please inform the school of any allergies.

#### ❑ PHOTOS & OTHER MEDIA

- Parents are encouraged to engage with their child instead of taking pictures. It is a good bonding session for both adult and child so NO photos in class.
- Due to the proprietary nature of our courses, photos and videos may only be taken with the written permission of Mount Kelly Babies and Toddlers.
- After written consent, parents may take photographs, videos and recordings but only focusing on their own children and not on the other children in the class. Any media used must not cause a distraction to teachers, other children or interrupt the class format, and may not be used for commercial or financial gain.
- We reserve the right to use photos and/or sound or any media recordings of children/parents/caregivers and their artwork, performances or classes, for but not limited to the purposes of teacher training, curriculum, and/or promotional/marketing purposes.

#### ❑ CHANGE OF INFORMATION

- Please inform Mount Kelly Babies and Toddlers of any changes to your personal information.

#### ❑ DISCLAIMER

All participants enrolled and/or registered in programmes/activities at Mount Kelly Babies and Toddlers do so at their own risk. Mount Kelly Babies and Toddlers, including its officers, employees and/or agents, are not responsible for any loss, damage or injury to participants, their family members, caregivers and guests as a result of participating in these activities. These terms and conditions are subject to change at any time without prior written notice from Mount Kelly Babies and Toddlers.

- It is the responsibility of the applicant to check on the Terms & Conditions of Mount Kelly Babies and Toddlers from time to time.
- We retain the right of final decisions and interpretation in all matters and disputes in relation to this registration. We shall not be responsible or liable for any claims or liability resulting from any customer's registration for any classes, events and/or workshops howsoever suffered or incurred.