



Please complete in BLOCK LETTERS (Personal information is collected for registration administration, email invoice system and school updates only)

Section 1 - STUDENT DETAILS	
Name (in English)	
Nationality	
Date of Birth (dd/mm/yy)	
Gender	
School Attending	
Class / Time	

Section 2 - CONTACT DETAILS	
Name of Contact Parent / Guardian	
HK ID # / Passport #	
Home Phone	
Office Phone	
Mum's Mobile	
Mum's Email	
Dad's Mobile	
Dad's Email	
Postal Address	
Emergency Contact	
Guardian Contact	
Others	
How did you hear about Baby Buddies?	
Does the student have any special needs caused by ill health / a medical condition? If so please specify her/his requirements.	

Section 3 - PROGRAMME DETAILS / FEE's	
Starting Date (dd/mm/yy)	
School Location	
Class Time	
Day	
New School Member / Old School Member	
School Fee	
Total Amount Payable	
Application without payment will NOT be accepted or processed / Please make cheque payable to " Baby Buddies Limited"	

Section 4 - CONSENT DETAILS	
In enrolling my child in Baby Buddies Classes, I agree that my child will abide by the rules and regulations set out in the policy section of www.letter-land.com . I will not hold Baby Buddies Limited responsible for any injury or damage to my child, myself, my family members or my property as a result of participation in Baby Buddies programmes.	
Signature of Contact Parent / Guardian	Date (dd/mm/yy)

Baby Buddies LTD Rules and Regulations

The rules and regulations at Baby Buddies Limited are all for your child's benefit and consideration to the class teacher. If your helper will be supervising your child at Baby Buddies please inform her clearly about the regulations, thank you.

Arrival time and Absence

The door will open for Baby Buddies at the following times:

9AM, 11:15 AM; 2 P.M; Please ensure that your child arrives at Baby Buddies within the first thirty minutes of their class during free play time. Please also ensure that you phone/email Baby Buddies if your child will be not be attending their class, or leave a message on the answer machine.

Indoor Shoes and Socks

For hygiene reasons all parents entering our school need to wear socks and all children need to have indoor shoes.

Mobile Phones

The use of mobile phones is prohibited throughout the class. We do have a telephone at Baby Buddies that can be used for outgoing and incoming calls.

Languages

The English language is promoted throughout all of the classes at Baby Buddies. Please speak in English whilst attending our classes, or in Mandarin for our bilingual classes.

Helpers Workshop

Helpers are welcome to all our classes at Baby Buddies; it is great to have a mixture of parents and helpers. Your helper can observe and learn from all of the new activities at Baby Buddies and follow them through at home with your child.

Application Fee

A non-refundable application fee of HK\$ 200 applies to all applications. The application fee includes a starter pack with a free t-shirt. The T-shirt can be worn to the class and must be worn for any special events and outdoor visits.

Adult and Child ratio

We only accept two adults to attend the class with their baby. This rule is only changed if you have made special arrangements with your child's class teacher, such as Grandparents visiting from overseas.

Siblings

We do not accept any siblings to attend the class with your child, if any siblings arrive at Baby Buddies you will be requested to leave the class. This rule is only changed if you have made special arrangements with your child's class teacher.

Discipline

It is unacceptable for any child to be smacked by parents or helpers during their classes with us at Baby Buddies. If you would like advice about assertive discipline methods please don't hesitate to ask your class teacher

Participating in activities

We request all parents and helpers to join in all of the activities at Baby Buddies, and follow all instructions from the class teacher.

Book Bags and Weekend Books

Baby Buddies Step 2 provides your child with a book to share with you once a week and a weekend book. However, if the books are damaged or misplaced, you must replace the book or pay for a new one.

Typhoon and Rainstorm Warnings

Baby Buddies does not operate during the following weather conditions:

- Typhoon: No. 3 and No. 8
- Rainstorm warnings: Red and Black

Please observe the weather conditions before leaving your home.

If the above signals are hoisted throughout the classes you will be required to take your child home.

Changing Classes

If you wish to change your child's class, one full calendar month's notice must be given

Graduation

Baby Buddies offers a unique International preschool education for your child from three months to three years old.

You will receive a letter of notice two months prior to your child's graduation to the next level of the National British curriculum

The Early Years Foundation Stage. Your child is also guaranteed a place at Alison's Letterland International Kindergarten for children two to six years old following the National British curriculum The Early Years Foundation Stage and Key Stage One.

One free trial class is offered.

Payment

You are required to pay your child's school fee at the beginning of each month or from when your child starts at Baby Buddies Limited.

You are still required to pay your child's fee when your child is absent and when Baby Buddies Limited is closed for holidays and public holidays.

The school fee includes all teaching materials and daily snacks. (Invoice/Receipted will be send by Email)

Holidays

- One week October half term • Two weeks Christmas • One week Chinese New Year • Two weeks Easter • All Public Holidays

Summer School

Baby Buddies Limited operates as normal throughout July and August.

Tuition Fees (per month)

Baby Buddies Tin Hau / Sheung Wan

Tiny Tots: 700 HK\$ / Baby Buddies: 700 HK\$ / Step 2: 850 HK\$ / Deposit Tiny Tots, Baby Buddies: 1,500 HK\$ / Deposit Step 2: 2,000 HK\$

Baby Buddies Kowloon

Tiny Tots: 800 HK\$ / Baby Buddies: 800 HK\$ / Step 2: 1,000 HK\$ / Deposit Tiny Tots, Baby Buddies: 1,600 HK\$ / Deposit Step 2: 2,000 HK\$

Our fees are competitive and represent excellent value for money. Unlike Playgroups (schools), Baby Buddies Limited International Playgroup is funded entirely by tuition fees. From these fees, we ensure that each playgroup is staffed with well qualified teaching staff and assistants, with a high adult to child ratio, that the provision of teaching materials is generous and age-appropriate and that the facilities are well-maintained, safe and suitable for young children.

Playgroup fees are deducted monthly on the beginning of each month. (Auto Pay possible)

On enrolment, one month's fee and deposit (please see below) are required to secure the place: one month's fee is for your child's first month with us and the deposit acts as a payment released to pay for your child's final month(s) at the playgroup, subject to one full month written notice of withdrawal.

(Deadline last day of each month to be able to leave Baby Buddies on the end of the following month)

Please note that should your child join Baby Buddies Limited during a month that includes a school holiday period, full fees will be charged for that month.