

# Baby Buddies Limited (Registration Form)

[www.letter-land.com](http://www.letter-land.com)

[info@letter-land.com](mailto:info@letter-land.com)

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School location

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Sessions requested

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Name (Student)

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Sex (Student)

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Date of birth (Student)

---

Nationality (Student)

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Home address

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---

Emergency address

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Home contact #

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Work contact #

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Mobile contact #

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Emergency contact #

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Name (Parent(s))

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Parent's HK ID #

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Helper's HK ID #

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Email address

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Any other relevant information

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From where did you hear about us?

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## **Baby Buddies Limited Rules and Regulations**

The rules and regulations at Baby Buddies 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 throughout 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.

## **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**

Please speak in English at Baby Buddies; it is very confusing for the children to hear different languages around them.

## **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\$ 150 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**

We do not accept 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 for all parents and helpers to join in all of the activities at Baby Buddies. And to follow all instructions from the class teacher.

## **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.

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## Changing Classes

If you wish to change your child's one full calendar months 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 child class is offered.

## Payment

You are required to pay your child's school fee at the beginning of each month or as 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.

## 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

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 months' 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.

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### **Baby Buddies Tin Hau Tuition fee (The tuition fee for the academic year 2010/11) is:**

Tiny Tots Class:

Once a week HKD \$ 650 per month

Baby Buddies Class:

Once a week HKD \$ 650 per month / two times a week HKD \$ 1,300 per month / three times a week HKD \$ 1,950 per month

Step 2 Class:

Once a week HKD \$ 800 per month / two times a week HKD \$ 1,600 per month / three times a week HKD \$ 2,400 per month

### **Deposits:**

Tiny Tots Class:

HKD \$ 1,500

Baby Buddies Class:

HKD \$ 1,500

Step 2 Class:

HKD \$ 2,000

Registration Fee:

HKD \$ 150

### **Baby Buddies Sheung Wan Tuition fee (The tuition fee for the academic year 2010/11) is:**

Tiny Tots Class:

Once a week HKD \$ 650 per month / two times a week HKD \$ 1,300 per month

Baby Buddies Class:

Once a week HKD \$ 650 per month / two times a week HKD \$ 1,300 per month / three times a week HKD \$ 1,950 per month

Step 2 Class:

Once a week HKD \$ 800 per month / two times a week HKD \$ 1,600 per month / three times a week HKD \$ 2,400 per month

### **Deposits:**

Tiny Tots Class:

HKD \$ 1,500

Baby Buddies Class:

HKD \$ 1,500

Step 2 Class:

HKD \$ 2,000

Registration Fee:

HKD \$ 150

### **Baby Buddies Tuen Mun Tuition fee (The tuition fee for the academic year 2010/11) is:**

Tiny Tots Class:

Once a week HKD \$ 600 per month

Baby Buddies Class:

Once a week HKD \$ 600 per month / two times a week HKD \$ 1,200 per month / three times a week HKD \$ 1,800 per month

Step 2 Class:

Once a week HKD \$ 750 per month / two times a week HKD \$ 1,500 per month / three times a week HKD \$ 2,200 per month

### **Deposits:**

Tiny Tots Class:

HKD \$ 1,500

Baby Buddies Class:

HKD \$ 1,500

Step 2 Class:

HKD \$ 2,000

Registration Fee:

HKD \$ 150

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## Consent and Acceptance

I

\_\_\_\_\_

*(Parent/ Guardian)*

Agree to the following points:

- I certify that the information provided above is true and correct.
- I understand and accept all rules and regulations from Baby Buddies Limited
- I understand that my child will graduate to the appropriate age group once informed by Baby Buddies Limited
- I understand and accept that a signed Enrolment Contract is required before my child can start school.
- I agree that in the event of a medical need, my child should be taken to the nearest hospital or

(Enter alternative hospital name and address, if any)

\_\_\_\_\_

- I agree to pay all medical and other expenses incurred in the treatment of my child.
- I consent to the use of images of my child participating in school activities on the Baby Buddies website and in promotional materials.

Signature of Parent/ Guardian

\_\_\_\_\_

Name in full

\_\_\_\_\_

HK I.D. # (Passport #)

\_\_\_\_\_

Date

\_\_\_\_\_