



PLAYGROUP POLICIES

MEMBERSHIP

- A child has to join our membership at an **annual fee of \$300** in order to enroll in any courses.

PAYMENT OF FEES

- Tuition fees are charged on a **two-monthly/quarterly basis**, payable before the first day of the term in which your child is attending classes. Payment is settled either by cheque or cash. **No post dated cheque is acceptable.**
- We charge a \$100 administrative fee for each change made to courses during term time.

DEPOSITS

- We require a **refundable deposit of \$300** per child. Your deposit will be returned when your child leaves Littleton Discovery Playgroup, provided you give **14 days written notice before end of the term** of your intention to leave classes.
- When the written notice is given less than 14 days before the end of the term, you may choose to replace it with one session at Littleton within 2 months.
- The deposits will be forfeited and retained by Littleton if it is unclaimed within 2 months after the child's last class at Littleton.

REFUNDS

- We regret that we cannot, under any circumstances, give refunds or credits for classes already paid for.

CATCH-UP CLASSES

- For students who enroll partway through the two-month term, parents may either pay pro-rata for the remaining classes or arrange catch-up classes to achieve the same level as the other students in the class.

MAKE-UP CLASSES

- We can arrange make-up classes only for children who miss their regular class either through **sickness or travel overseas**. We cannot arrange make-ups for other reasons.
- We must be informed at least two hours in advance so that we can schedule the make-up classes and inform our group leaders. Classes missed, without proper notice will NOT be made-up later.
- A **maximum of one make-up may be made per month**, regardless of the reason for the make-ups.
- Make-up classes must be taken within the two-month term and cannot be carried over to the next term.
- If our available dates for make-up classes do not match your child's availability, we cannot guarantee a replacement class.
- If your child is going to miss classes for 2 weeks or more and you would like to retain your child's place in class, please inform us **in advance and in writing**, and we shall, where possible, make special arrangements for your child.
- We are unable to arrange make-up classes to **5-Day Preparatory, Pre-Nursery, Prep, Bilingual Reception, Bilingual Nursery, Reception, Kindermusik, Cambridge and Letterland classes**.

HOLIDAYS

- Littleton Discovery Playgroup is **closed on all public holidays**. If one of the eight classes in the terms falls on a public holiday, this class will not be charged in your invoice, or else, it may be made-up anytime during the two-month term. Please arrange with us in advance.

ENFORCED CLOSURES

- We do not hold classes when the Red/Black Rainstorm or Typhoon signal no. 8 have been raised. Make-up classes will be arranged for classes cancelled due to these enforced closures.
- All classes are as usual for typhoon signal no.3 and yellow rainstorm, unless otherwise closure announced by the Education Department.
- **Classes will resume two hours after all signal sign has withdrawn.**

ACCOMPANYING YOUR CHILD

- In line with Social Welfare Department policy, we require all carers of children under 3 years to accompany their children in class or wait at the reception area.

HYGIENIC AWARENESS

- For hygiene purpose, all adults should put on their socks before entering the classrooms.

FOOD AND BEVERAGES

- Children are not permitted to eat in class (unless provided by the playgroup), as food provides a distraction to others and may be dangerous if certain children are allergic to food being consumed.

CHANGING OF NAPPY

- There is a nappy changing room next to the playarea. We would appreciate your cooperation in utilizing the facility when necessary.

PHOTOGRAPHS, VIDEOS & MOBILE PHONES

- **Taking photos and videos are not allowed** at Littleton Discovery Playgroup.
- Photos taking by the school **may** be used in promotional material. If you do not want your child's image used for this purpose please check the box.
- **All mobile phones should be switched off** before entering the play area.

DROPPING & PICKING UP OF CHILDREN

- We appreciate your understanding in dropping and picking up your child at the playgroup on time which promotes the importance of punctuality to our children.

LEAVING LITTLETON DISCOVERY PLAYGROUP

- We assume that your child will continue with classes from term to term unless you notify us otherwise in writing.
- We require **14 days written notice** prior to the date your child is leaving, or fees will be charged as usual.

DISCLAIMER

All participants enrolled in activities at Littleton do so at their own risk and the company is not responsible for any loss, damage or injury to students, their family members and guests as a result of participating in these activities.

I have read and agreed to the above policies.

Signature of parent/legal guardian : _____ Date : _____