



# MAPLE BEAR HONG KONG

School Year: 2020-2021

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INFANT CARE & EARLY LEARNING

Start Date: \_\_\_\_\_

Reference Number: \_\_\_\_\_

PHOTO

HERE

(45mm x 35mm)

## Student Enrollment Form

### STUDENT INFORMATION

English Full Name:	Last _____	Middle _____	First _____	Preferred Name:	_____
Chinese Full Name:	Last _____	First _____		Gender:	_____
Address: _____					
Phone:	_____	Email:	_____		
Nationality:	_____	Place of Birth:	_____		
Date of Birth (DD/MM/YYYY):	_____	Previous School:	_____		
Child's 1 <sup>st</sup> Language:	_____	Child's 2 <sup>nd</sup> Language:	_____		
Name of sibling(s) (age):	_____ (____)	Child is toilet trained	YES / NO		

### EDUCATION

## Full English Immersion

Time	8:30am-10:00am		10:30am-12:00pm		3:30pm-4:30pm	
Age	12-17 months		18-24 months		12-17 months	18-24 months
Date	Mon, Wed, Fri	Tue, Thu	Mon, Wed, Fri	Tue, Thu, Sat	Tue, Thu	Wed, Fri
Tick (✓)						

\*Please check with staff for the detailed schedule

## SCHEDULE AND FEES

### Full English Immersion

School Fee: HK\$250 for 1 hour session / HK\$375 for 1.5 hour session

Application Fee<sup>#</sup>: HK\$500 per new student

In case absent from class, with approved emergency reason, seat will only be maximum reserved for 1 month from date of absence in total. Application fee will be charged again if children resumes class after 1 month. Seat availability isn't guaranteed if child is absent for more than 1 month.

Class Deposit<sup>\*</sup>: HK\$750 per new student

Refundable by giving one full calendar month notice for course cancellation.

## PARENT / GUARDIAN'S INFORMATION

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

## IMPORTANT NOTES

Does your child have any allergies, medical conditions, physical abnormalities or learning difficulties? ☐ Yes ☐ No

If "Yes", please give more details:

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICATION GUIDELINES

Application checklist, please submit the following documents:

- ☐ a completed student enrollment form for admission
- ☐ a photocopy of your child's birth certificate / child's HKID / Passport (for non-HK residents)
- ☐ a copy of your child's vaccination record
- ☐ 2 passport photos of your child (Within the last 2 months)
- ☐ HK\$500 application fee<sup>#</sup> per new student (non-transferrable and non-refundable)
- ☐ HK\$750 class deposit<sup>\*</sup> (refundable)

How did you hear about Maple Bear?

- |                                                                        |                                                 |
|------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Online Search                                 | <input type="checkbox"/> Friend Referral: _____ |
| <input type="checkbox"/> Social Media (Facebook / Instagram / Twitter) | <input type="checkbox"/> Event: _____           |
| <input type="checkbox"/> Word of Mouth                                 | <input type="checkbox"/> Living Nearby: _____   |

## PARENTAL CONSENT AND ACCEPTANCE

1. I understand that there are limited places, a meeting with the family and child is required to assess the application. The school reserves all final rights.
2. I certify that the information provided is true and correct.
3. I understand and accept that a signed Student Enrolment Form is required before my child can start school.
4. I agree that in the event of a medical need, my child should be taken to the nearest hospital and pay all medical and other expenses incurred in the treatment of my child.
5. I consent to the use of images of my child participating in school activities on the school website, social media pages and promotional materials, unless I inform the Director of School with written declaration.
6. I know that all paid school fees are non-refundable. Deposit will be refunded by cheque with sufficient 1 month notice.
7. All documents provided will be used for admission related purposes only.
8. All documents of cancelled or unsuccessful applications will be destroyed.
9. School Fees are subject to change in the future. Parents will be notified in due course.
10. The personal data collected is strictly confidential and will not be disclosed to any external parties without prior consent or as required by law.
11. Makeup class is only provided if medical certification is presented and if the school is notified of sudden absence. Make up class must be taken within the same month of absence. Makeup class will not be provided for vacations or any other leave, class will be automatically forfeited.
12. Course dates can be postponed once only and can be maximum postponed for 1 month. If course fees need to be postponed further, a new registration fee will be charged.
13. Classes will not be available on public holidays or during adverse weather conditions (Black rainstorms or Typhoon signal No. 8 or above).

I UNDERSTAND and ACCEPT the Terms and Conditions as stated above.

## PAYMENT INFORMATION

<p>By Cheque</p> <p>(Please write your child name &amp; class at the back of the cheque)</p> <p>Please make cheque payable to:</p> <p>KRESBI HK LIMITED</p>	<p>By Bank Transfer</p> <p>Bank: OCBC WING HANG BANK LTD (035)</p> <p>Name: Kresbi HK Limited</p> <p>Account number: 802-601716-051</p> <p>Swift Code: WIHBKHH</p>
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Signature of  
Parent/  
Guardian: \_\_\_\_\_

Date: \_\_\_\_\_