



JING JING INTERNATIONAL KINDERGARTEN & NURSERY

SHOP NO. 47-54, G/F CHI LOK FA YUEN, 18 TSING HOI CIRCUIT, TUEN MUN, N.T., HONG KONG

TELEPHONE: 2404 5266

WEB: www.jingjing.edu.hk

Important Information for Nursery Preparation Class Applications

Jing Jing International Nursery Preparation Class Rules and Regulations

All rules and regulations at Jing Jing are for your child's benefit and consideration. If your helper or relative will be accompanying your child, please inform her/him clearly on the regulations.

Arrival time and Absence

Please ensure that your child arrives at Jing Jing within the first fifteen minutes of the class. We politely request that you phone or email us if your child will not be attending the class.

Languages

Our classes are all conducted in English. We request that you converse in English during your child's session.

Adult and Child ratio

We only accept one adult to attend the class with your child.

Participating in activities

We request all adults to join in all activities and follow all instructions from the class teacher.

Discipline

We do not accept any physical discipline by parents or helpers during class. If you wish to seek advice on assertive discipline methods please do not hesitate to ask your class teacher.

Typhoon and Rainstorm Warnings

Please observe the weather conditions before leaving home.

We do not operate during the following weather conditions, and there will be no make-up lesson:

- Typhoon: No. 3 and or above
- Rainstorm warnings: Red and Black

If any of the above is hoisted only during class, you will be required to take your child home immediately, and there will be no make-up lesson.

Changing Classes

If you wish to change your child's allocated class time, one full calendar months' notice must be given.

Absence

Please give 48 hours' notice if you are unable to attend lesson, if not there will be no refund or make-up lesson. If the notice is given, the fees will not be refunded but will be brought forward to the next lesson.

Deposit

Deposit of HK\$1500 is require prior to first session. This is refundable with one month's written notice

Important Information for Nursery and Kindergarten Applications

Submitting the Application Form:

- Applications for the current academic year are accepted throughout, however spaces are subject to availability.
- A non-refundable Registration Fee of HK\$40 will be charged at the time of submitting the Application Form. This fee covers administration costs, and does not guarantee a space at Jing Jing International Kindergarten.

Admissions Process:

Students applying for enrolment to Jing Jing International Kindergarten will be placed on a waiting list. Where such waiting lists occur, priority for a place will be based on the following ranked criteria; students who are:

1. Siblings of current students



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2. Siblings of past students
 3. *Expatriate families (Clarification of Expatriate families - those who have moved from abroad and are unable to speak Cantonese)
 4. Children attending Jing Jing International Nursery Preparation Classes.
 5. Date of registration.
- * As stipulated by EDB as part of our school registration.*

Additional Information:

- All of our communication will take place via email, so please ensure you write email addresses clearly on the Application Form and update us of any changes.
- Jing Jing International Kindergarten communications will be in English only. To allow effective communication, it is essential that parents/carers possess an adequate level of English.
- Documents detailing allergies/medical conditions/developmental needs must be attached to the Application Form for our reference.
- All participants enrolled at Jing Jing International Kindergarten do so at their own risk. Jing Jing is not responsible for any loss, damage or injury to students or their guests as a result of participating in classes. Jing Jing International Kindergarten reserves the right to make all final decision in the event of any dispute.
- Jing Jing International Kindergarten reserves all rights to change or amend our policies, terms and conditions by notice in circumstances we consider as necessary and appropriate.
- All closures relating but not limited to weather, health or political stability are dictated by the EDB and/or associated government authorities and must be adhered by the school. No make-up classes or refunds of tuition fees paid will be arranged in such cases. Formal confirmation will be sent to all parents/guardians upon any enforced closures.
- We accept no responsibility for any loss incurred by parents/guardians, arising directly or indirectly, as a result of the Jing Jing International Kindergarten being temporarily closed or the non-attendance of your child to the Kindergarten for any reason. This applies to absence due to sickness and holidays. EDB regulations state that all enrolled students must continue to pay tuition fees regardless of absent by sickness, Government closure or holidays.
- If your child will be leaving school at the end of the school year, a written withdrawal notice MUST be received by 15 June. If a student is not returning to school in the following year and his/her parent has not informed the Kindergarten of the withdrawal on or before 15 June, the parent is liable to the tuition fees for September even if the student does not return to school.

Please note:

On acceptance to our Nursery and Kindergarten a deposit payment of one month's school fees (cheque or cash) based on the fees of the current school year is required in order to secure your child's space at Jing Jing International Kindergarten and Nursery. A confirmation email with our official offer letter will be sent to you upon receipt of this deposit

Once a space is offered to your child should we fail to hear from you by the date stated on your acceptance letter we will proceed in offering your space to another family currently on our waiting list.

- 100% refundable with 3 month's (term time) written notice prior to enrolment.
- 75% deposit refund if only with 2 month's (term time) written notice prior to enrolment.
- 25% deposit refund if only 1 months or less than 1 month's (term time) written notice prior to enrolment
- On commencement one months' notice period (term time only) is required for a full refund of school fees and bus fees.



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Payment Methods

Auto direct debit – please ask our administrative staff for an application form.

While waiting for authorisation of Auto payment school fees may be made by Cheques payable to: Jing Jing International Kindergarten ensuring your child's full name is clearly stated on the back of the cheque.

Cheques are to be made payable to: Jing Jing International Kindergarten ensuring your child's full name is clearly stated on the back of the cheque.

Consent and Acceptance

- I certify that the information provided above is true and correct.
- I understand and accept all rules and regulations of the Jing Jing International Nursery/Kindergarten and Nursery Preparation Classes.
- Nursery Preparation classes only- I agree that in the event of a medical need, the adult guardian with my child will decide where my child will be taken to. The school is not required to assist in any way.
- A first aid trained member of staff is on duty at the premises at all times. Minor accidents (e.g. grazed knee) to children are reported to parents in writing. When parents/carers collect their child - the details of what happened and any treatment administered will be discussed. If injury has been sustained that required medical treatment (beyond that of first aid) I consent to an ambulance being called or a member of staff accompanying my child to the Accident and Emergency department of the nearest hospital until I am able to attend.
- I agree to inform the school immediately if my child has a confirmed case of an infectious disease.

Signature of Parent/Guardian

Name in full

Date

PLEASE NOTE: An accident where an injury is sustained to the head will result in parents immediately being called and the child visiting a medical practitioner/hospital.

Jing Jing will require a 'fit to return to school' document before a student can return to school.

Please note: Parents are welcome to enquire into their child's position on the waiting list.