



mini minds • BIG IDEAS

English Learning Centre for Kids

Registration Form (Regular Term - Sept 08 to July 2009)

Why miniMinds?

miniMinds offers high quality and effective English programs for children from 3 to 14 years of age in a small-class setting.

At miniMinds, we strive to instill confidence, increase motivation and inspire learning in every child. Everything we do is built around one simple idea: children learn best when they love to learn.

Highly Qualified Teachers

All our teachers are highly qualified with extensive teaching and curriculum-building experience. Our teachers are also professionally trained with post-graduate degrees in Education or certificates in teaching English.

Proven Success

We believe our high quality program is reflected by our strong base of students from top local and international schools.

Kindergartens	International Schools	Local Schools
Braemer Hill Cannan CCKG Kentville Ling Liang Lingnan Sheng Kung Hui St. Paul's Nursery Tutor time Victoria	CIS CDIS GSIS HKIS ICS ISF Kiangsu Quarry Bay SIS Yew Chung	DGJS, DGS DPS, DBS Marymount Maryknoll Sacred Heart St. Joseph's St. Paul's Co-ed St. Paul's Convent St. Stephen's Wah Yan

- For new students, please arrange an assessment **before** you enroll to ensure we place your child in the appropriate level. For existing students, you may directly return this registration form by hand, fax or mail.
- Your enrollment will be **confirmed** after we process your registration.
- If none of the listed times fits, please state your requested times below, and we'll try to accommodate.

Student's Name:	Sex: (M / F)	Age:
Date of Birth (mm/dd/yy):	School Attending:	School Yr/Grade in Sept 08:
Parent's name:	Tel:	Fax:
Address:		Email:
Emergency contact:	Relationship:	Tel:
Today's Date (mm/dd/yy):	How did you hear about us? <input type="checkbox"/> Brochure <input type="checkbox"/> Internet <input type="checkbox"/> Referral (Specify: _____) <input type="checkbox"/> Magazine (Specify: _____)	

Preference	Course Name (e.g. miniWriters)	Dates (e.g. Monday 4:15 to 5:45pm)
1 st choice		
2 nd choice		
Other available times:		

- Please check if you're interested in our free bible class for kids aged 4 to 6.
- I have read and agreed to miniMinds' policy statement (printed at the back of the page).

Please note that full payment is **due within a week** after confirming registration and a \$250 one-time registration fee is charged for new students for placement charges. Payment can be made by cash/ cheque payable to miniMinds. A minimum of 3 students is required to confirm a class.

Signature & Date



POLICY STATEMENT

Payment of Fees and Deposits

- Tuition fees are typically charged on a monthly basis. Full payment must be received latest on the start day of the program. Classes are only confirmed after fees are paid in full. Please note that a \$250 one-time registration fee is charged for all new students for administrative and placement charges.
- To cancel enrollment, parents have to provide **one month** of written notice (by fax, letter or email), otherwise monthly tuition will be charged as usual.

Make-up Sessions, Cancellation and Refunds

- We will arrange **a total maximum of two** make-up classes per regular term (First term: Sept to Jan; Second term: Feb to July) **only** if your child is sick with the presentation of a doctor's note or when parents inform us **ONE** week in advance before the child's intended absence. If our available dates for make-up lessons do not match your child's availability, we cannot guarantee a replacement class. Make-up classes are valid for 3 months. However, **no make-up class is allowed for holiday programs** unless the child is sick.
- We regret that we cannot, under any circumstances, give refunds for classes which are already paid for. We reserve the right to cancel classes. If a class is cancelled in such cases, unless it's due to weather condition, we will provide a full refund.
- Should there be any teacher absence, we will be responsible for arranging a substitute teacher and classes will be conducted as scheduled.

Integrity

- All our materials are strictly limited to current students at miniMinds. Reproduction of our materials in any form is prohibited.
- Approaching our employed staff for tutorial outside of miniMinds without the company's consent is strictly forbidden.

Public Holidays and Enforced Closures

- We are closed on Sundays and public holidays.
- All classes are cancelled when the warnings for black rain or typhoon signal number 8 or higher have been hoisted. Should any of these weather signals be lowered during the day, classes will resume 2 hours after official weather adjustment is announced by the Government. We regret to inform you that we do not arrange make-up classes and issue refunds for these situations.

Photos and Other Media

- Photos and videos may be taken only with the written permission of miniMinds Limited. We reserve the right to use photos, videos and/or sound recordings of children and their work for teaching training, curriculum and/or promotional purposes, unless otherwise informed by you in writing.

Disclaimer

- miniMinds' staff are authorized to handle any emergency or non-emergency medical situation as they see fit. All participants enrolled in activities at miniMinds assume their own responsibility and agree not to hold the company responsible or liable for any loss, damage to students' properties or injury to students or their guests as a result of participating in these activities.
- In case of dispute, the company reserves the right to make the final decision.

COURSE DESCRIPTIONS & SCHEDULES

FREE Bible Classes – Give us a call to enroll and join us on **any Saturday!**

Age	Dates	Schedules
4 to 6	All Saturdays	10:00 to 11:00

Ages 3 to 4 (K1&K2 in Sept 08)

miniENGLISH – English Immersion

60 minutes; \$350/lesson

This English immersion program is designed to help students enhance their English conversational skills and vocabulary through reading and speaking activities. Students will improve their speaking skills and develop confidence in sharing ideas.

Dates	Schedule
Tues	3:00 to 4:00
Wed	4:45 to 5:45
Thurs	3:00 to 4:00
Thurs	5:30 to 6:30

- If any of the above times do not fit your schedule, please return the enrollment form and indicate your other available times.
- For morning class times, please call us directly for special arrangements.

Ages 3 to 5 (K1 to K3)

miniPHONICS – Phonics

60 minutes; \$350/lesson

miniPHONICS enables your child to become a confident and independent reader while enhancing his/her phonics and spelling skills through incorporating language rules into fun activities.

For children above 4 with some phonics background, we offer a free phonics assessment to ensure an appropriate level and class for them. Based on our assessment, we will recommend suitable times. Please call to enquire more or arrange an assessment.

Ages 4.5 to 6 (K2 & K3)

miniSTARTERS – Reading and Writing

60 minutes; \$400/lesson

The objective of the course is to enhance your child's spelling awareness and the ability to recognize words and read sentences. This course also aims to further develop your child's reading and writing capability by reinforcing and applying his/her phonetic skills.

Starters 1

Dates	Schedule
Tues	5:15 to 6:15
Wed	10:45 to 11:45
Wed	3:30 to 4:30
Wed	4:00 to 5:00
Sat	2:30 to 3:30

Starters 2

Dates	Schedule
Mon	11:15 to 12:15
Tues	4:15 to 5:15
Wed	4:45 to 5:45
Thurs	11:00 to 12:00
Fri	2:45 to 3:45
Sat	10:30 to 11:30
Sat	11:30 to 12:30

- If any of the above times do not fit your schedule, please return the enrollment form and indicate your other available times.
- For morning class times, please call us directly for special arrangements.

Age 6 to 7 (P1 in Sept 08)
miniLEARNERS – Reading and Writing
 (90 minutes; \$600/lesson)

Using an integrated reading and writing approach, miniLEARNERS aims to enhance not only your child's reading, oral, and writing skills, but also his/her grammar and vocabulary through a variety of engaging discussions, exercises, and activities.

Dates	Schedule
Mon	3:45 to 5:15
Wed	5:45 to 7:15
Fri	4:15 to 5:45
Sat	11:30 to 1:00
Sat	2:00 to 3:30
Sat	3:30 to 5:00

Age 7 to 8 (P2 in Sept 08)
miniLEARNERS – Reading and Writing
 (90 minutes; \$600/lesson)

Using an integrated reading and writing approach, miniLEARNERS aims to enhance not only your child's reading, oral, and writing skills, but also his/her grammar and vocabulary through a variety of engaging discussions, exercises, and activities.

Dates	Schedule
Mon	3:15 to 4:45
Mon	5:00 to 6:30
Thurs	5:00 to 6:30
Fri	5:45 to 7:15
Fri	5:45 to 7:15
Sat	10:00 to 11:30
Sat	2:30 to 4:00

miniWRITERS – Creative Writing

miniWRITERS aims to develop essential writing skills. Your child will learn how to express ideas in an accurate way, improve his/her vocabulary, develop literature appreciation and strengthen his/her ability to analyze written work.

Ages 8 to 9 (P3 in Sept 08)
 (90 minutes; \$630/lesson)

Dates	Schedule
Mon	5:15 to 6:45
Tues	4:15 to 5:45
Thurs	3:30 to 5:00
Fri	4:15 to 5:45
Fri	5:45 to 7:15
Sat	11:30 to 1:00
Sat	2:45 to 4:15

Ages 9 to 10 (P4 in Sept 08)
 (90 minutes; \$630/lesson)

Dates	Schedule
Thurs	3:30 to 5:00
Fri	4:15 to 5:45
Sat	9:45 to 11:15
Sat	4:00 to 5:30

miniWRITERS – Creative Writing

miniWRITERS aims to develop essential writing skills. Your child will learn how to express ideas in an accurate way, improve his/her vocabulary, develop literature appreciation and strengthen his/her ability to analyze written work.

Ages 10 to 11 (P5 in Sept 08)
 (90 minutes; \$630/lesson)

Dates	Schedule
Mon	5:15 to 6:45
Wed	5:00 to 6:30
Thurs	3:30 to 5:00
Sat	11:30 to 1:00

Ages 11 to 12 (P6 in Sept 08)
 (90 minutes; \$630/lesson)

Dates	Schedule
Sat	3:45 to 5:15

- If any of the above times do not fit your schedule, please return the enrollment form and indicate your other available times.
- For morning class times, please call us directly for special arrangements.