



**Registration Form (Regular Term - Sept 2010 to July 2011)**

We at miniMinds take pride in the quality English courses we offer and hope your child will enjoy and benefit from them. We provide courses in phonics, reading, conversation, creative and critical writing for students from pre-nursery to lower secondary levels.

**Highly Qualified and Passionate Teachers**

All our teachers are full-time and are not only fluent in English, but also qualified with degrees in Education, English, Children Psychology, or certificates in Teaching English.

**Proven Success**

Our programmes are well-received by students from both top local and international schools. We believe this is a testimony of our courses' quality.

**Kindergartens**

- Braemar Hill
- Cannan
- CCKG
- Kingston
- Lingnan
- Sheng Kung Hui
- St. Catherine's
- St. Paul's
- Tutorime
- Victoria

**International Schools**

- CIS
- CDNIS
- ESF
- GSIS
- HKIS
- ICS
- ISF
- Kiangsu
- SIS
- Yew Chung

**Local Schools**

- DGJS, DGS
- DBSPD
- Maryknoll
- Marymount
- Sacred Heart
- St. Joseph's
- St. Paul's Coed
- St. Paul's Convent
- St. Stephen's
- Wah Yan

**Call to arrange a FREE assessment and enquire about our course schedule.**

**Student Information:**

Student's Name:	Sex: ( M / F )	Age:
Date of Birth (mm/dd/yy):	School Attending:	School level in Sept 2010:
Parent's name:	Tel:	Fax:
Address:		Email:
Emergency contact:	Relationship:	Tel:
Today's Date (mm/dd/yy):	Course(s) interested in:	
Available Times (in the order of preference):		

- Your enrollment will be **confirmed** after processing your registration. A min. of 3 students is required to confirm a class.
- Please check if you're interested in our **free** bible class for kids aged 4 to 6 on Saturday from 10am to 11am.
- I have read and agreed to miniMinds' policy statement.

Please note that full payment is **due within a week** after confirming registration and a \$400 one-time registration fee is charged for new students as placement cost. Payment can be made by cash/cheque payable to miniMinds.

\_\_\_\_\_  
Signature & Date



## Terms and Conditions – Effective September 1<sup>st</sup> 2010

### **Payment of Fees and Deposits**

- Tuition fees are charged on a monthly basis which are due a week before the first class of the month. Payments received after the due date stated on the invoice will be subject to a late fee of \$150. Classes are only confirmed after fees are paid in full.
- A \$400 one-time registration fee is charged for all new students for administrative and placement purposes.
- An administrative fee of \$150 will be applied for any cheque returned by your bank.

### **Make-ups and Withdrawal**

- Your child is entitled to a maximum of **two** make-up classes per regular school term (1st term: Sept 1st to Jan 31st; 2nd term: Feb 1st to July 9<sup>th</sup>) **not counting** sick leave with a doctor's note. For other absences, please inform us at least ONE day in advance. We do not accommodate any make up request given on the day of class or after the class.
- No make-up is allowed for holiday programs unless the child is sick with a doctor's note.
- Make-ups are non-transferable, non-refundable, and need to be taken during the term when classes are missed. No make-ups can be carried forward to the next term or taken after the child's withdrawal is notified.
- We will try to provide as many timeslots as possible for you to schedule make up. However, we cannot guarantee that our make up classes fit your child's schedule. You may have to rearrange your child's activities to accommodate our make up times.
- For enrollment withdrawals, parents are required to give us at least **one month notice** by completing a withdrawal form. Otherwise, parents are liable for the fees of the following month.
- 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 public holidays and Sundays.
- We will be closed when black rainstorm or typhoon signal number 8 or above is hoisted. Classes will resume 2 hours after such warnings are lowered or removed. Courses that are disrupted or cancelled due to adverse weather conditions will not be refunded or rescheduled.

### **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.



### Free Bible Class (Age 4 to 6)

This free Bible class offers a fun-filled experience for kids to learn more about Jesus and His love for us. We have worship songs, Bible stories, prayers, arts and crafts, and more! It's an awesome way to know more about our Lord Jesus who loves and cares for each one of us!

Jesus said, "Let the little children come to me, for the kingdom of God belongs to such as these." ~ Luke 18:16



### miniPHONICS

#### Phonics (Age 3 to 5), \$400/lesson (60 min)

miniPHONICS enables your child to become a confident and independent reader through engaging activities. The objective of the course is to develop his/her ability to recognize name and sound of letters, blending skills and sight-reading ability, and of course to have fun at the same time!



### miniENGLISH

#### Speaking and English immersion (Age 3 to 5), \$400/lesson (60 min)

This English immersion course is designed to help students enhance their English conversational skills and vocabulary. Students will develop confidence and fluency in expressing their ideas and speaking skills.



### miniSTARTERS

#### Reading and Writing (Ages 4 to 6), \$450/lesson (60 min)

The objective of the course is to enhance your child's spelling awareness and the ability to recognize words so they can be capable and confident readers and spellers. This course also aims to develop your child's writing capability by reinforcing and applying his/her phonetic and spelling skills.

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### miniSTEPPERS

**Foundation in Writing (P1 to P2), \$650/lesson (90 min)**

miniSTEPPERS is a bridging course between STARTERS and LEARNERS, aiming to build a strong foundation in writing by encouraging the sharing of ideas and improving accuracy in expressing them effectively through fun-filled writing activities.



### miniLEARNERS

**Foundation in Writing (P1 to P3), \$650/lesson (90 min)**

Using an integrated reading and writing approach, miniLEARNERS aims to enhance your child's writing capability by improving idea development and accuracy through engaging discussions and writing activities.



### miniWRITERS

**Creative and Formal Writing (P3 to P5), \$675/lesson (90 min)**

miniWRITERS is designed to enhance your child's writing ability by exposing them to both creative and formal writings. Your child will have the opportunity to discuss and write about a variety of topics, through which he/she will learn to develop and present ideas effectively.



### miniTHINKERS

**Creative and Critical Writing (P5 to F2), \$675/lesson (90 min)**

Besides creative writing, miniTHINKERS also covers discussions and writings on relevant issues in life. The objective is to broaden students' horizons, connect learning to real-life experience, and cultivate essential life-long learning skills such as critical and independent thinking, problem-solving, decision-making and self-directed learning.

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