



## General Information Guide

Thank you for your interest in our courses. We look forward to welcoming your child at miniMinds!

miniMinds is an English Learning Centre that cares about quality Education. We offer courses in phonics, reading, creative and formal writing for students from pre-nursery to lower secondary levels.

### **Highly Qualified and Passionate Teachers**

All our teachers are native English speakers with a heart for kids. Not only are they fluent in English, but they are also qualified with professional degrees in Education, English, Child Psychology or Certificates in Teaching English.

### **Proven Success**

Our courses are well-received by students from both top local and international schools. We believe this is a testimony to the quality we offer.

Kindergartens	International Schools	Local Schools
Braemar Hill	CIS	DGJS, DGS
Cannan	CDNIS	DBSPD
CCKG	ESF	Maryknoll
Kingston	GSIS	Marymount
Lingnan	HKIS	Sacred Heart
Sheng Kung Hui	ICS	St. Joseph's
St. Catherine's	ISF	St. Paul's Coed
St. Paul's	Kiangsu	St. Paul's Convent
TutorTime	SIS	St. Stephen's
Victoria	Yew Chung	Wah Yan

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

### **Registration process:**

We hope the following steps will guide you along our registration process:

1. Arrange a free assessment so teachers can provide a suitable recommended level for your child.
2. Our administrative team will provide you with potential class times of the recommended level.
3. After you submitted your preferred class times, we will check our teachers to ensure it is an ideal class for your child and if there are still slots available.
4. We will contact you to then confirm class time and start date, or discuss alternative arrangements if class is full or not suitable. Please allow us about a week or so to get back to you. We appreciate your patience.
5. The final step is for you to confirm the class proposed arrangement and complete registration by:
  - Completing a registration form
  - Sending in a cheque payable to "miniMinds Ltd" within 3 days after confirmation
  - We apologize that we are unable to reserve the spot after 3 days of confirmation if payment is not received.
6. Your child will begin his/her journey with us at miniMinds. We sincerely hope your child will have an enjoyable and rewarding time with us!

Thank you for letting us take part in the learning experience and development of your child. If you have any questions, please kindly contact us at 2808-1282 or [info@miniminds.com.hk](mailto:info@miniminds.com.hk)



## Policy Statement – Effective June 2018

### Payment of Fees and Deposits

- Tuition fees are charged on a monthly basis and are **due by the 1<sup>st</sup> of each month**. Payments received after the due date will be subject to a \$150 late fee. If payment is delayed for more than 7 days, your child's place may be released to other students without further notice.
- A \$400 one-time registration fee is charged for all new students for administrative purposes.
- Material fees are charged when joining regular and/or summer term, and when materials are being replenished or changed due to course levels.
- Class times can be changed once each term without charge. Thereafter, a \$50 admin fee will be charged.
- A \$50 admin fee will be applied for any cheque returned by your bank.

### Make-ups

- Each child can arrange max two make-up classes each term for casual leave (Sept 1-Dec 31; Jan 1-Mar 31, Apr 1 to end of regular term). All absences need to be notified before class to be eligible for make-up.
- Make-ups for sick leave can be arranged with a valid sick leave certificate specifying the date of the class being missed and needs to be presented before any make-up arrangements.
- All make-up classes need to be taken within a month from the date of absence, before last class upon withdrawal, and before end of regular term. In the case of no-show without prior notice, the make-up class cannot be rescheduled. Make-up can only be rearranged twice. Further rescheduling is not allowed unless the child is sick with a valid sick leave certificate.
- We cannot guarantee that our make-up classes fit your child's schedule, in which case the make-up will be forfeited after the one-month expiration date. So please call to schedule make ups early.
- No make-up is allowed for holiday programs unless the child is sick with a valid sick leave certificate.
- Make-ups are non-transferable, non-refundable, and need to be taken before notification of withdrawal.

### Withdrawal and Class cancellation

- To withdraw, a minimum of one month (4 lessons) written notice (by fax, email, withdrawal form) is appreciated. Any make up classes not taken prior to the withdrawal notice will be forfeited.
- Min 3 students are required to open a class. We reserve the right to cancel class if the minimum is not met.
- Should there be any teacher absence, we will be responsible for arranging a substitute teacher and classes will be conducted as scheduled.

### Integrity

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

### Public holidays and Enforced Closures

- We are closed on public holidays and Sundays, and if required by any enforced closures by the EDB due to non-weather related reasons.
- We will be closed when black rainstorm or typhoon signal number 8 or above is hoisted. If the signal is lowered before cut-off time (3:00pm for summer programme; 3:45pm (Mon to Fri) and 2:00pm (Sat) for regular term) classes will resume 2 hours after the announcement. If signal is not lowered by the cut-off time, all classes will be cancelled. Courses that are disrupted or cancelled due to adverse weather conditions or enforced closures by the EDB due to non-weather related reasons 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 authorised 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.
- The company reserves the right to make the final decision in case of disputes and to make changes to policy.

### 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 (Min 3 Years Old)

**Phonics (PN to K2), \$475/lesson (60 min)**

**Max: 5 students**

Through engaging activities, miniPHONICS aims to develop your child's ability to recognize the name and sound of letters, to blend and to sight-read, so that your child can become a confident and independent reader. The course also pave the way to success in spelling and writing for their next stage of development.



### miniENGLISH (Min 3 Years Old)

**Speaking and English immersion (PN to K3), \$475/lesson (60 min)**

**Max: 5 students**

A complementary course to miniPHONICS, this English immersion course has multiple levels designed to help different age groups of kindergarteners enhance their English speaking skills in a native-speaking environment. The course focuses on vocabulary building, fluency, confidence in speaking, social interactions with peers, and classroom behavior and more.



### miniSTARTERS

**Reading and Writing (K1 to K3), \$475/lesson (60 min)**

**Max: 5 students**

The course is designed to develop your child's reading, spelling and writing skills by building a solid English foundation for your child. Appropriate learning goals are set to maximize your child's potential, paving the way to success in reading and writing for their next stage of development.

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### miniSTEPPERS

**Foundation in Writing (P1 to P2), \$720/lesson (90 min)**

**Max: K3 (6 students) / P1 to P2 (5 students)**

Using an integrated reading and writing approach, miniSteppers is the extension course for STARTERS students, designed to build a strong foundation in writing by developing their ability to generate, develop, and articulate ideas through engaging discussions and writing activities.



### miniLEARNERS

**Foundation in Writing (P1 to P3), \$720/lesson (90 min)**

**Max: 6 students**

Using an integrated reading and writing approach, miniLEARNERS aims to enhance your child's writing capability by improving idea development and elaboration, expanding vocabulary, and strengthening accuracy through engaging discussions and writing activities. We cover a variety of writing styles such as story writing, letters, articles, instructional, persuasive writing...etc.



### \*miniGRAMMAR

**Foundation in Grammar (P1 to P5), \$720/lesson (90 min),**

**Max: 6 students**

This course is designed to help students to better grasp grammar concepts and to apply what they learn into practice. Focusing on a specific grammar area each day, students will be encouraged to expand their knowledge and understanding of English grammar through various activities, written exercises, and story ideas.

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### miniWRITERS

**3 levels – Writers 1 to Writers 3 (P3 to P6)**

**Creative and Formal Writing, \$745/lesson (90 min), Max: 6 students**

Our miniWriters courses are designed to allow your child's writing ability and creativity to flourish with our structured approach which covers key stages of writing effectively – brainstorming, planning, drafting, analysis, proofreading and final review. Your child will be exposed to a variety of writing topics and styles through stimulating discussions and practices, through which your child will master writing techniques to become a confident and competent writer. The curriculum also includes comprehension exercises aim to further build students' ability to understand and construct meaning from written text.



### miniWRITERS<sup>(adv)</sup>

**2 advanced levels – Writers 4 & 5 (P6 to F2)**

**Creative and Formal Writing, 745/lesson (90 min), Max: 6 students**

Besides covering creative and formal writing, the advanced writers levels (Writers 4 & 5) also aim to develop students' critical thinking and analytical reasoning skills. The objective is to help students analyse and evaluate critically the relevance of ideas and the reasoning of statements based on current, local and global real-life issues. This course also incorporates comprehension exercises with the aim to build up students' inferential skills and logical reasoning by constructing meaning from written text.



### \*miniFORUM

**Character Building and Critical Thinking (P4 to F1)**

**\$745/lesson (90 min), Max: 8 Students**

A discussion-based course designed to teach and inspire character building, critical thinking and reasoning skills through inspirational and relatable topics. Students will reflect on what they notice around them, what they have been told and experienced, and how they choose to respond. Students will be encouraged to set achievable goals to apply the learnings in their own lives.

**Sample topic:**

Sue Austin is a handicapped lady who desires to change people's perception of the limitations faced by wheelchair users. Through her determination, she unveils the freedom and joy of scuba diving in a wheelchair. By delving into this true story, students will be encouraged to experience the power of positive thinking, to pursue what may seem impossible, and learn to not give up easily.

### \*Holiday Programmes

miniGRAMMAR (P1 to P5) and miniFORUM (P4 to P6) are our holiday programmes with the aim to provide an opportunity for students to gain more exposure in certain aspects of learning that will complement and solidifying their understanding in the regular programmes.