

## General Information Guide

miniMinds was founded in 2006 with the mission to provide quality programmes to our students. We commit to excellence in what we do, and 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.**

We hope your child will gain a positive learning experience with us as we discover the joy of learning together!

### Our Courses

We offer courses in phonics, reading, speaking, creative and formal writing as well as critical thinking to students from pre-nursery to lower secondary levels.

### Our Team

Our teachers enjoy working with children and are dedicated to delivering quality curriculum in an engaging and effective way. Our team is passionate about what we do and feel blessed to have the opportunity to work with each of our students. We look forward to getting to know and welcoming your child at miniMinds!

### Proven Success

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

#### 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.**

### 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:
  - Submitting your Registration Agreement
  - Sending in a cheque payable to "miniMinds Ltd", or transferring through online banking/ATM/FPS upon due date.
    - HSBC account no. 023-221039-838 – Savings account (miniMinds Ltd)
    - FPS ID: 101649721 (miniMinds Ltd)
    - Please take a photo or scan us a copy of the transfer slip and email to [accounts@miniminds.com.hk](mailto:accounts@miniminds.com.hk), clearing stating: (1) Bank holder name; (2) Child's name; (3) Contact tel.; (4) Course level.
  - 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).



### 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



### miniENGLISH (Min 3 Years Old)

**Speaking and English immersion (PN to K3), \$520/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.



### miniPHONICS (Min 3 Years Old)

**Phonics (PN to K3), \$520/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 paves the way to success in spelling and writing for their next stage of development.



### miniSTARTERS

**Starters 1 & Starters 2 (K1 to K3), Starters 3 (K3 to P1)**

**Reading and Writing, \$520/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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### Private Interview Prep (Min 3 Years Old)

**Private Interview Prep (PN to P2) – 45 min**  
**\$900/lesson for PN to K3; \$1125/lesson for P1&2**

Our one-on-one interview prep sessions cover a variety of activities to encourage child to express ideas confidently while showing their unique personalities. Each session is specifically led by different teachers to allow your child to practice being comfortable with unfamiliar faces and different communication styles.



### miniSTEPPERS

**Foundation in Writing (P1 to P2), \$795/lesson (90 min) Max: 6 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), \$795/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), \$795/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.

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



### miniWRITERS

**2 levels – Writers 1 to Writers 2 (P3 to P5)**

**Creative and Formal Writing, \$820/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 3 & 4 (P5 to F1)**

**Creative and Formal Writing, \$820/lesson (90 min), Max: 6 students**

Besides covering creative and formal writing, the advanced writers levels (Writers 3 & 4 ) 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 (P5 to F1)**

**\$820/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 (P5 to F1) are our holiday programmes with the aim to provide students opportunities to broaden their exposure that will complement and solidify their understanding from regular term courses.



## Policy Statement

### Enrolment and Tuition Payment Policy

- Tuition fees are charged on a monthly basis and **due by the 8<sup>th</sup> of each month**. Payments received after due date will be subject to a \$150 late fee.
- For all holiday programmes separated from regular terms (e.g. Christmas/Easter workshops and summer programmes), tuition payment is due upon registration.
- A \$50 fee will be applied for returning any over payment and any bounced back cheques by the bank.
- For administrative purposes, a \$400 one-time registration fee is charged for all new students.
- If tuition has not been received by the due date, miniMinds reserves the right to release your child's place without further notice.
- Material fees are charged when students join regular term/ summer programmes, when course level changes using new materials, and when materials need to be replenished.
- Class times can be changed once during each term without charge. Thereafter, a \$50 fee will be charged.
- Summer term enrolment is on a first come first served basis with priority given to students who can join full programme.
- All classes, terms, make-ups and programmes are non-transferable and non-refundable.

### Make-ups (Online & Physical Classes)

- During the regular term, each child can arrange a maximum of 2 make-ups 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 at least 1 working day before class (not including Sunday or public holidays) to be entitled for make-up.
- Make-ups for sick leave can only be arranged with a valid sick leave certificate specifying the date of the class being missed which has to be presented before making any make-up arrangements and informed before the class of absence. For covid-related leave, an official government document is required to apply for make-up.
- No make-ups are allowed for holiday programmes unless the child is sick with a valid sick leave certificate.
- The make-up class cannot be rescheduled in the case of no-show (without prior notice)
- Make-ups are non-transferable, non-refundable and can only be rearranged twice.
- For online classes, make-ups may be substituted as physical make up
- Make-ups must be used within a month since the date of absence and before the last day of any regular term, holiday programmes, or withdrawal.
- miniMinds cannot guarantee that our make-up classes will fit your child's schedule, cover the exact materials/lessons missed, and may arrange make up in another course level that we deem suitable. Any unused make-ups will be invalid after the one-month expiration date.

### Withdrawal and Class Cancellation/Changes (Online & Physical Classes)

- To withdraw, a minimum of one month (4 lessons) written notice/ withdrawal form is appreciated.
- Minimum 3 students are required to open a class. miniMinds reserves the right to cancel class if the minimum is not met.
- If a teacher is absent or unavailable due to any reason, a substitute teacher will be arranged for the class without prior notice, or students may be asked to rearrange class times.

### Public Health & Safety

- For safety and to minimize disruption to your child's learning, if required by EDB or if miniMinds deems it safer to switch classes online due to COVID, any serious contagious disease and/or other safety-related issues, classes will be conducted online at the same class time (unless miniMinds' staff informs you of any alternative arrangement).

- Any individual who contracted any infectious disease such as but not limited to: COVID, Hand-food-and mouth disease, Swine flu, etc. should not attend any miniMinds' classes until recovery. Make-up can be arranged with valid sick leave certificate or official document to prove condition. miniMinds is entitled to request any student and/or parents to produce medical reports and reasonable requirements to disclose whether any students should be refrained from attending class.

### **Integrity and Intellectual Property**

- Unless with the written consent of miniMinds, private tutorial arrangements with miniMinds teachers (paid or not paid) outside of miniMinds' classes or events, are prohibited.
- All miniMinds materials are strictly limited to current students only. Reproduction of materials in any form is prohibited.
- miniMinds reserves all rights and interests in any intellectual property related to any lessons, curriculum and training provided.
- Any parent or guardian in violation of the above terms will indemnify miniMinds of its losses and charges.

### **Public Holidays and Closures (same for both physical and online classes)**

- miniMinds are closed on public holidays and Sundays.
- When black rainstorm or T8 or above is hoisted or when government issues "Extreme conditions" warning, miniMinds will be closed 1 hour before hoist time/announcement. Classes with at least an hour of class time remaining will continue till the close time.
- If signal is lowered or "extreme conditions" is withdrawn before "cut-off time" (Summer program: 3:00pm; Regular term: 3:15pm - Mon to Thur; 3:45pm on Fri; and 2:00pm on Sat), classes will resume 2 hours after announcement, given there is at least one hour of remaining class time.
- If the signal is not lowered or "extreme conditions" warning is not withdrawn by the cut-off time, all classes including make-up will be cancelled.
- Leave of absence can only be applied before the projected hoisting time or "extreme conditions" is announced.
- All classes including make-up that are cancelled or disrupted due to weather conditions or extreme conditions announced by the HK government will not be refunded or rescheduled.

### **Photos and Other Media**

- Photos and videos may be taken only with the written permission of miniMinds.
- miniMinds reserves the right to use any photos, videos, sound recordings of children and their work for teaching, training, curriculum and promotional purposes (other purposes will be informed to parents and guardians through a written notice).

### **Disclaimer**

- miniMinds' staff are authorised to handle any emergency or non-emergency medical situations as they see fit.
- In the event of any situations deemed unsuitable by miniMinds which includes but are not limited to reasons such as classes being unsuitable for student's or others' learning, tuition non-payment/adjustment, non-observance or disagreement of policy, individuals displaying disruptive behaviours or using foul language towards any staff, student or parent, miniMinds reserves the right, at our sole discretion, to not accept, discontinue, or suspend a student's enrolment at any time without prior notice.
- All participants (including but not limited to students, parents, guardians, helpers, visitors) at miniMinds will assume their own responsibility and agree not to hold miniMinds or any staff responsible or liable for any loss, damage or injury to any participants as a result of being on premise at miniMinds. In particular, any parent, guardian, and students shall not make any claims of whatsoever nature against miniMinds for whatever reason, miniMinds reserves the right to make the final decision and alteration in case of disputes.
- miniMinds reserves the right to modify, change, add or remove any terms and conditions of each of the Terms at any time at our sole discretion. The latest version of the policy statement will be the one available at <https://www.miniminds.com.hk/policy-statement/>. Such modification, change, addition and removal will be effective when it is posted on the website or sent to you.
- Your child's continued enrolment with us after any changes to these terms sent or posted will be deemed acceptance of those changes.