



## 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	International Schools	Local Schools
Braemar Hill Cannan CCKG Kingston Lingnan Sheng Kung Hui St. Catherine's St. Paul's Tutortime Victoria	CIS CDNIS ESF GSIS HKIS ICS ISF Kiangsu SIS Yew Chung	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).

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### Free Bible Class (Ages 4-6)

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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### miniREADERS

**Interactive Story-Telling & Group Discussion (PN to K3)**

**\$520/lesson (60 min), Max: 8 Students**

This interactive one-hour workshop features captivating story-telling and read-aloud time will allow your child to delve deeper into story ideas, characters, and themes such as friendship, adventure and courage through group discussions and fun activities to discover the joy of reading!



### 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 your 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.

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



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### \*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.



### 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(Advanced)

**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.

### \*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.
- No make-ups are allowed for holiday programmes. If your child is sick with a valid sick leave certificate, we will try our best to accommodate with alternative arrangement.
- 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).

### **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 T8 or above or "Extreme conditions" warning is hoisted:
  - Our centre will be closed 1 hour before hoist time/announcement.
  - If the signal is lowered/removed before cut-off time\*, classes will resume 2 hours after announcement.
  - If the signal or "extreme conditions" warning remains hoisted by the cut-off time\*, all classes including make-up will be cancelled.
- When black rainstorm signal is hoisted:
  - During opening hours (Regular term: Mon to Fri 10:00am to 7:00pm & Sat 9:00am to 5:30pm; Summer program: Mon to Fri 9:00am to 6:15pm):
    - Classes that have started or will start within 60 minutes of hoist time will continue as usual. All other classes will be cancelled and resume 2 hours after the signal is lowered/removed before cut-off time.\*
    - Students already on-site are advised to stay indoors until conditions are safe to travel. For students who have not yet arrived and are not able to attend due to safety, weather, traffic, or other concerns, please contact us for alternative arrangements.
  - Outside of opening hours (Refer to above):
    - Our centre will remain closed with all classes including make-up cancelled. If the signal is lowered/removed before cut-off time\*, classes will resume 2 hours after announcement.
    - If the signal is not lowered/removed by the cut-off time\*, all classes including make-up will be cancelled.
- During regular term, leave of absence can only be applied before the 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, but we will try to offer alternative arrangements.
- \*Cut-off time: Regular term: Mon to Thu – 3:15pm; Fri – 3:30pm; Sat – 2:00pm; Summer program: Mon to Fri – 3:00pm.

### **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.