

Enrolment Guidelines

To make a formal application for any of the Safari Kid International programs, please complete the appropriate enrolment (electronic version available at safarikidasia.com/hk) for the applicant's age range and provide the following supporting documentation:

1. A copy of the applicant's birth certificate
2. A copy of the applicant's vaccination records
3. For **non-residents of Hong Kong only**, a copy of the applicant's passport and visa entry page
4. A passport size photo of applicant
5. 3 self-addressed and stamped envelopes
6. Application fee of \$40 (not applicable for the Accompanied Toddler program only)

All cheques should be made payable to DML EDUCATION (HK) PRIVATE LIMITED. All documents can be submitted by post to any campus, or electronically to infohk@safarikidasia.com

Once we have received your application, an observation may be schedule for new entrants into the school. Once an observation has been completed, a formal response will be sent within 10 working days.

Thank you for your attention,

Safari Kid Admissions

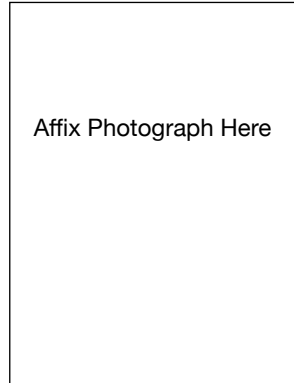


SAFARI KID INTERNATIONAL NURSERY

16 Min Fat Street, Happy Valley, Hong Kong; 101 Chi Fu Landmark, Pok Fu Lam, Hong Kong
happyvalley@safarikidasia.com; infohk@safarikidasia.com; +852 2177 0001; www.safarikid.com.hk

ENROLLMENT FORM

Please fill out and sign this form and email it back to us at happyvalley@safarikidasia.com or drop it at the school. If you are filling the form online, please do send a photograph of your child along with the form.



Child's Last Name

Child's First & Middle Names

Date of Birth (dd/mm/yyyy)

Gender

Male Female

Address

Mother's Name

Father's Name

Primary Contact Person

Father Mother

Other (please give name)

Email Address (Primary Contact)

Mobile Number (Primary Contact)

Secondary Contact Person

Father Mother

Other (please give name)

Email Address (Secondary Contact)

Mobile Number (Secondary Contact)

Expected Starting Month/Year

Campus Applied For

Happy Valley Pok Fu Lam

For Office Use Only

F	
HA	
HP	
D	
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T	

Getting to Know Your Child and Their Home Environment

(this information will help us in ensuring the child settles in well, and in customizing the program for the child)

Siblings

Name	Age	M/F	Any special name the child calls / knows them by	School (if applicable)	Any other sibling related information that may be useful

Other persons in the household (grandparents, helper(s) and others)

Name	Relationship	Any special name the child calls / knows them by

Language(s) Spoken at Home

Mothertongue / Main Language

Second Language

Other Language(s)

Schedule and Habits

(these can be anything! We want to know which activities they're used to, which they're immediately drawn to and which ones they just don't like to do!)

Nap Times

Toilet Habits / Nappy Change

Is there a schedule for diaper change? Terminology Used (wee-wee etc.)

Yes No

If yes, please detail:

Urination

Defecation

Eating Habits

Feeding Times (during the day)

Other Information

(please indicate any other recent events - new baby, relocation, Mummy's pregnancy etc. that may have an emotional impact on the child)

Previous / Current School

Previous / Other School / Playgroup

School timing (if child is attending / will attend another school as well)

Your Expectations from Safari Kid

(this information will help us in ensuring that the learning experience of your child matches your objectives)

Where will you send your child to in Primary School?

Local School

International School

School Preference(s)

(leave blank if don't know)

Any specific requests regarding your child?

(please let us know if there are specific areas you would like us to focus on, or not focus on for your child)

How important to you is your child's development in the following areas?

(...at the preschool stage. Please leave blank if unsure. The Safari Kid program ensures all round development. This information will help us in assisting you and the child to set and meet specific developmental objectives.)

Areas of Learning	Very Important	Somewhat Important	Not so important
Social skills and interaction with others			
Creativity and Imagination			
Self Confidence and Public Speaking			
Reading and Writing Skills			
Mandarin Chinese - Communication			
Chinese Language - Reading and Writing			
Self Expression through Art, Drama and Music			
Mathematics and Problem Solving			
Science, Technology and the Environment			

Terms and Conditions, and Fees:

1. Programs

Safari Kid offers unaccompanied programs and may offer more programs from time to time.

2. Nap time and Snack/Lunch Time

The Half Day and Full Day programs include snack / lunch times and possible nap times. Parents need to send snacks / lunch with the child in these cases. Please note that nuts and nut products are not allowed in any snack or lunch at school. Nap times are flexible and timing for naps (if any) needs to be discussed with the school.

3. Fees and Notice of Withdrawal

The following fees and deposits are payable, with due dates as indicated below.

Payment Type	Amount	Due Date	Notes
Refundable Security Deposit	One month's fees	Upon enrollment	Refundable upon a two month notice of withdrawal, prior to the end of the current term.
Monthly Fees by Autopay	Depending on Program	The last week of the month (for the following month)	Monthly Fees by autopay will be deducted from your account in the last week of every month, for fees for the following month.

Fees (other than Monthly Fees) can be paid by cheque to "DML Education (Hong Kong) Private Limited", or by bank transfer as per details below:

Account Name: DML Education (Hong Kong) Private Limited

Bank: The Hong Kong and Shanghai Banking Corporation

A/C Number: 023-226434-838

Swift: HSBCHKHCHK

In the event that there is a waiting list, there may be a waiting period before our Administrator will contact you to confirm a place for your child and notify you of the date of entry for your child. The pro-rata school fee for the term and refundable deposit have to be paid by the date of entry of your child.

Monthly Fees must be paid by Autopay. Should you wish to withdraw your child from the school, you must notify the school at least by giving one month's notice. Notice must be served in writing or by email. We will not entertain verbal notices, in person or on the telephone.

4. Late Payment

If Term Fees or account balances are not settled by the due dates set, Safari Kid at its exclusive discretion reserves the right to either: a) Levy a pro-rata late payment fee of 1.5% per month on the outstanding balance and/or
b) Refuse the child from attending classes and/or
c) Withhold Safari Kid reports and any other documentation.

5. Late Collection of Children

We understand that emergency situations may arise and we are willing to assist in such cases. However, under normal circumstances, we would appreciate prompt collection of your child every day. Should there be habitual late collection, the school reserves the right to impose a late collection fee of HKD 50 for every half an hour.

6. School Terms and Holidays

The school year is divided into 3 terms. The school is closed on Saturdays, Sundays and public holidays. The School Calendar (attached) takes into account all major festive celebrations, term breaks, and wherever possible, the major events of Safari Kid.

7. Late Entry

If a child joins at any time during the Academic Year, the full amount of Refundable Security Deposit are payable. However the Term Fees will be calculated on a pro rata rate for that term depending on when the child has joined.

8. Child Withdrawal

If a child withdraws at any time without notice, or does not join Safari Kid, the Security Deposit is non-refundable. If a notice for withdrawal of a child is initiated by Safari Kid, the pro-rata balance of Tuition Fees paid will be refunded. A parent can withdraw their child from Safari Kid by providing one full month's written notice in order to secure a refund of the Security Deposit only. Failing to do so, the Security Deposit will be non-refundable.

8a. Prior to the Start of the Academic Year

If a parent informs Safari Kid in writing of the intent to withdraw the child's seat in the next Academic Year on or before 15th May (existing children) and 30th June (new children), Safari Kid will refund the amount paid for Term Fees and the Security Deposit.

8b. After the Start of the Academic Year

Fees will be charged for 1 month if a child attends Safari Kid for 2 weeks or less.

I/We hereby acknowledge that I/We have read, understood, and agree to adhere to the Terms and Conditions as stated in this form, and any standard policies and procedures that may be made known to me from time to time. I/We agree to give one month's written notice of withdrawal in advance, should I/We wish to withdraw our child from school, failing which I/We shall be entitled to forfeit the refundable deposit. Further, I/We accept that the refundable deposit is non-transferable.

Name

Signature

Date

Indemnity Form

I, _____ being the lawful parent or guardian of _____ hereby agree:

That Safari Kid International Nursery (from here onwards "the Nursery"), its staff, or supervisors, teachers, assistants, officials, or voluntary helpers, shall have no responsibility of whatsoever nature in the above mentioned child in the following cases:

- 1) Prior to actual delivery of the above said child into the custody of the said concerned staff or officials inside the Nursery, or after the child has been collected from the Nursery by a person authorized by me to do so, on a normal Nursery day.
- 2) Whilst on Nursery premises outside the official opening times.
- 3) At any other time, unless the above said child is in the direct custody or control of one of the said concerned staff whilst on a recognized outing or function arranged by the Nursery, in which the said child participates.
- 4) Unless the injury is caused by, or resulted from:
 - a) The neglectful act or omission of any employee, teacher or other person / persons authorized to act for or on behalf of the said Nursery.
 - b) Any defect on the premises of the said Nursery that cause child injury.

IN ADDITION I ACKNOWLEDGE AND AGREE

- 5) To keep the Nursery, or any of its supervisors, teachers, or officials, or voluntary helpers, or owners, absolutely harmless, fully and effectively indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, fees (including medical, judicial and attorneys' fees), whatsoever, which are suffered by the Nursery as a consequence of any accidental injury or contraction of any virus / disease by the child, other than as set out in paragraph 4 above.
- 6) The Nursery reserves the right to add, amend and/or modify the above terms from time to time at its sole absolute discretion.
- 7) I have read and accepted the terms and conditions, I waive all claims against the nursery and I accepted the policy of the Nursery; whether in present or in future.

I, the undersigned, lawful parent or guardian of the child hereby accept and agree that in case of an accident or injury occurring to, or virus / disease being contracted by the child, the Nursery will try to make reasonable efforts to contact both legal guardians and other emergency contacts if the legal guardians cannot be reached. In case neither the legal guardians, or the emergency contacts can be reached at the emergency numbers the Director, Principal, Deputy Principal, Nurse or any person in charge of the Nursery, shall have full authority to take the necessary decision to ensure appropriate emergency medical treatment of my child by the Nursery Nurse or if necessary at a government hospital / clinic.
This form is deemed valid for the entire duration of your child's stay at Safari Kid Nursery.

Name

Signature

Date

Permissions

Authorized Pick Up / Drop Off

Please provide the names of personnel authorized by you to pick up and drop off your child (other than the child's parents). Please note that the school will not allow anyone other than authorized personnel to pick up children. In the event that there is a change of personnel (e.g. if a helper is no longer working with the family), please inform the school immediately. Kindly also enclose photographs of the person(s). Each child will be assigned two pick up cards which must be carried by authorized personnel to pick up the child. If parents lose the pick up cards they must notify the school immediately.

Authorized Person 1

Name

Relationship

Authorized Person 2

Name

Relationship

Authorized Person 3

Name

Relationship

By signing this form below, I authorize the above mentioned personnel to pick up and drop off our child from Safari Kid. I undertake to inform Safari Kid promptly in the event of any changes of authorized personnel.

Photography / Videography

Safari Kid will routinely take videos and photos of your child for the purposes of documenting their learning journey with the school, internal training purposes, and for use in year books and within the premises of Safari Kid schools. Safari Kid (and the companies operating Safari Kid schools worldwide) also use photos and videos of children for promotional purposes, website, media press releases and coverage and other such purposes. You can specify restrictions on the use of your child's photographs and videos by selecting the appropriate option below. In the event that you grant permission to us to use your child's photograph or video for any purpose, you agree and understand that you or your minor child (under the age of 18) will not receive compensation for the current and future use of these photographs or videos in any form and you agree that you, your assignees, heirs, distributors, guardians or legal representatives, will not make any claim against any company operating a Safari Kid school, or sue any such company or any of its contractors/teachers. You also agree that you have carefully read and clearly understood and are voluntarily signing this authorization agreement thereby releasing any company operating Safari Kid schools (including their employees, and vendors/contractors) from any and all liabilities associated with this.

I authorize Safari Kid and all companies operating Safari Kid Schools to take and use photographs and videos of my child for the purposes of:

Internal use within Safari Kid, and in yearbooks, newsletters and other publications distributed to existing parents.

Promotional purposes on websites, advertisements, press releases and similar coverage for public consumption.

For distribution to me, or persons designated by me only.

Name

Signature

Date

Medical Consent and Declaration Form

Consent for Administration of First Aid and Non-Prescription Records

I/We hereby authorize Safari Kid to use the following medication/products on my child according to the manufacturers or physicians written instructions. I/We will not hold Safari Kid liable for any allergic reactions or other symptoms when the medication/products are used in accordance with these terms.

Agree

Disagree

The following are the first aid medications available in the sick bay for your child. Please tick below the medicines that can be administered to your child, when necessary:

Panadol / Paracetamol – Fever/body ache/headache
First Aid Ointment – Anti-allergic, insect bite and itching
Insect Repellent
Please do not give my child any of the above

Emergency Treatment Consent

I/We hereby authorize:

- i. First Aid qualified Nursery personnel to give first aid treatment.
 - ii. The Principal or Nursery Representative to act on my behalf and give required consent to provide medical treatment for my child including provision of required consent for operations and anesthetics in the event of an emergency. I recognize that it may not always be possible for the members of Nursery Staff authorizing such emergency treatment, to inform me before this treatment is administered, though reasonable efforts will be made to do so.
- I/We hereby agree to fully update Safari Kid, at the time of admission, of any pre-existing medical condition which may require emergency medical treatment, along with a Doctor's certificate and emergency contact numbers. We will ensure that the Doctor's certificate will clearly enumerate the steps to be followed by the school in the event of such an emergency occurring.

Agree

Disagree

Declaration

I/We have read, understood and agree to abide by the terms and conditions in our child's application which incorporates by reference, the Safari Kid policies, rules and regulations. I/We declare that all the information provided in this application is true and accurate. I/We agree that Safari Kid reserves the right to withdraw the offer of a place, even after our child has commenced the program at Safari Kid, if any information is found to be incorrect.

I/We understand and agree that Safari Kid reserves the right to suspend attendance to Safari Kid and/or withhold our child's report and/or release any documents which I/We may request until I/We settle all outstanding balances, return all borrowed Safari Kid resources and pay for any damages to Safari Kid's property.

I/We understand and agree that Safari Kid reserves the right to make any changes to its policies, rules and regulations at any time without notice. I/We declare that we have provided Safari Kid with relevant health information/record about our child to the best of our knowledge.

I/We have no objection for the Safari Kid Nurse/Doctor to seek further information either directly from us or from our General Practitioner or other appropriate Doctor when necessary.

I/We, as the parent/lawful guardians of our child, hereby declare I/We have read, understood and agree to irrevocably abide by all the terms and conditions of Safari Kid Application as contained herein.

This form is deemed to be valid for the entire duration of the child's stay at Safari Kid.

Name

Signature

Date