



LUTHERAN PHILIP HOUSE HING MAN NURSERY SCHOOL

LEVEL 3, COMMUNITY BUILDING,
HING MAN ESTATE, CHAI WAN, HONG KONG.
TEL: 2558 8070 FAX: 25153743
E-mail: lphmccc@netvigator.com

粵南信義會腓力堂
興民幼兒學園
香港柴灣興民
社區中心大樓第三層
電話：二五五八八〇七〇
傳真：二五一五三七四三

Letter of Enrollment

I hereby agree to enroll my child _____ into your school.

I hereby agree to the following conditions. I am fully convinced that your school will do its very best to take care of the children. In case there are any incidents and my child is involved, such as if the children gets sick, injured or in worst case dies, then all the legal consequences for the accident caused will be addressed to the negligence of the school. All the legal consequences shall be faced by your school.

I hereby agree to authorize your school to send any causal children to the nearest hospital or to the hospital designated by me _____ (hospital name), and Agree/Disagree to authorize the school principal or school teachers of your school to represent me in case of any emergency. If my child is suffering from any illness or if there is any emergency situation, I authorize the school to represent me: _____ at the Government Hospital Emergency Department. The consequences will not have anything to do with your school, and I will not demand any compensations.

I also understand that my child should be send and pick up at school on time every day. If anything happens to my child in school and the school is unable to contact me/if I am not able to come and pick up my child, please inform _____ (relationship with the child) _____ (Name) _____ (Phone Number) _____ (Address) on my behalf. The above person will come and register with his/her ID card to pick up the child. If anything happens to my child outside school, the school will not be responsible for it. I stand by these agreements.

Regulations

1. After registration, parents must submit a medical examination proof from a registered western doctor to prove that the child physical health is normal before they can enroll into the school.
2. Parents/Guardians must personally send the child to school every day between 8 a.m. – 9 a.m. Parents must send their children into the school and allow the teachers to collect the child before they leave. For children who arrive to school after 9 a.m., they will be considered as late. Parents can pick-up the child from 4:30 p.m. – 6:00 p.m. and leave. On Saturday, parents can pick up the child before 1 p.m. If the typhoon signal no. 3 is issued, or if there is heavy rain, thunderstorms, flooding or any other bad weather situations, parents are advised to pay attention to the announcement made by the Social Welfare Department through television or radio. Or parents can decide whether they want to send their children to school or not.

3. If the child suddenly gets sick in school, the school will immediately inform the parents to come and take them back to home. If there is any emergency illness, the school staff will take the child to the hospital, however all the cost will be beared by the parents.
4. Students must wear proper uniform when they come to school, their clothes, shoes and socks must be kept tidy.
5. If the child is suffering from any kind of infectious disease, please do not send them to school. However, parents must ask the school to apply for leave and the child should resume school once he/she recovers. If you have any suspicion of any symptoms, please take your child to see a doctor and provide doctor's letter before coming to school.
6. Parents must inform the school if they have changed their address or phone number.
7. All newly-enrolled children must participate in a two-week of getting used to school program. After getting used to the full-day system, students will follow the full-day school system. For the first and second day, newly-enrolled children can go home from 9 a.m. to 10 a.m. After the child develops the ability to go to school for the scheduled time periods, students will start to come to school for the whole day starting from the third week.
8. Please pay the tuition fee before the end of each month.
9. Withdrawing a child from school requires parents to notify the school principal one-month notice beforehand, otherwise you would have to pay for an extra month.
10. For those who do not follow the school rules and fails to cooperate with the school, they may withdraw the child from the school.
11. The school committee make changes to the following rules anytime.

Parent/Guardian Signature and Date: _____

Name: _____

Relationship with the child: _____

Witness Name: _____ Witness Signature and Date: _____

Notes: According to the Ordinance of Personal Data, all personal information provided by you will be used for school purpose only. The school will only disclose your personal information under the following circumstances:

1. If you are seeking any government or non-governmental organizations services.
2. To people who have consoled and gave permission to obtain your personal information.
3. To related people authorized by the law committee.