

Enrolment Form for JOYFUL WORLD Easter Workshop 2019 二零一九年復活節學習坊申請表
Enroll by Mar 27th Wed – 10% discount 3月27日前報讀即享有九折優惠 **Enroll by Apr 3rd Wed – 5% discount 4月3日前報讀即享有九五折優惠**

 Place 上課地點: Belvedere (BD) 麗城 Tsuen King (TK) 荃景 Sha Tin (ST) 沙田 Tsuen Wan (JEC) 荃灣

 Child's Name 學生姓名: _____ (_____) Gender 性別: M 男 F 女
Family Name 姓氏 Given Name 名字 Chinese Name 中文姓名

Date of Birth 出生日期: _____ Age 年齡: _____ School Grade 年級: _____ School Name 學校名稱: _____

Contact Person 聯絡人: _____ Contact No. 聯絡電話: _____ E-mail 電郵地址: _____

 Address 地址: _____ Allergy 敏感: No 沒有 Yes 有

Payment Options:

Campus Location	Crossed Cheque TO:	Bank Transfer	Cash Accepted
Belvedere	Joyful English Ltd.	HSBC 033 – 295809 – 838	
Tsuen King	Joyful English Education Ltd.	HSBC 033 – 754292 – 838	
Sha Tin	Joyful World Education Ltd.	HSBC 033 – 183963 – 838	
Tsuen Wan (JEC)	Joyful English Centre Ltd.	HSBC 032 – 737249 – 838	

 Please note: **Receipts from Bank Transfers** must be scanned and e-mailed to our e-mail addresses to secure enrolment.

My child would like to join the class(es) below:

Age	Course Time	Class Size	No. of Lessons	Price/Lesson	Course Fees	Early Bird Discount
PN – K1 <input type="checkbox"/>	9:00 – 12:00	4 – 16	1 – 2	\$480	\$480 x _____ =	\$ _____
			3 – 4	\$450	\$450 x _____ =	\$ _____
K2 – K3 <input type="checkbox"/>			5 – 6	\$420	\$420 x _____ =	\$ _____
			7 – 8	\$390	\$390 x _____ =	\$ _____

 Please circle the dates your child will join for the **JOYFUL WORLD Easter Workshop** below:

❖ JOYFUL WORLD Easter Workshop's Calendar – Circle the dates your child can join!			
Monday, Apr 15	Tuesday, Apr 16	Wednesday, Apr 17	Thursday, Apr 18
Tuesday, Apr 23	Wednesday, Apr 24	Thursday, Apr 25	Friday, Apr 26

 Terms & Conditions
 I have read and agree to all terms and conditions set out by Joyful World attached to this form.
 本人已閱讀及同意心怡天地後頁所有條款及細則，並遵守有關之安排。若家長不同意有關條款，申請將恕不接受辦理。
 Enrolments cannot be accepted without reading and acknowledging Joyful World's terms and conditions.

Parent's Signature 家長簽署: _____

Date 日期: _____

Terms & Conditions for JOYFUL WORLD Easter Workshop 2019 條款及細則

Drop-off / Pick-up Policy 學生的接送安排

Our first priority is the safety of our students, so kindly follow our drop-off and pick-up procedure. Classes begin and end on time, please drop off and pick up your child punctually. Joyful World is not responsible for looking after the children before or after classes. If you are running late, please make sure the Front Desk is notified so we can make further arrangement. To ensure the safety and security of your child, parents / guardians must present the Student Card before your child / children can be collected. In the absence of this, the parent / guardian will be required to show their HKID and sign a collection form. Should another person be picking up your child, you must notify Joyful World campuses in advance.

學生的安全是我們首要關注的，所以請依照我們的接送程序安排。請各家長準時接送學生，對於課堂以外學生的看管，本中心概不負責。假若未能準時前來接學生放學，請確保及早知會本中心以作特別安排。為了保障孩子的安全，在接送時請家長或監護人必須出示學生證。若不能出示學生證，請出示身份證並填妥表格登記。若需要安排別人接回您的子女，請預先通知本中心。

Temperature Check 檢查體溫

We request that your child's temperature be taken prior to attending our workshops to prevent existing health issues developing further at our campuses. If the temperature is checked at home this may save unnecessary travel and discomfort for your child. Please ensure this is completed by yourself or the guardian each time prior to departure. If a temperature check at our campuses determines your child has a fever, or if your child feels ill in the classroom, we will notify you to make arrangements to collect your child.

請家長或監護人每天於子女上學前，替子女量度體溫，確保到校的兒童體溫正常。為免讓潛在病菌擴散至其他學童身上，也免患病的兒童因舟車勞頓，而增加不適感，請家長替子女預早量度體溫。倘若本中心確定你的子女發燒，或在上課時感到不適，本中心將會通知家長接子女回家。

Illnesses and Infectious Diseases 傳染性疾病

It is Joyful World's Policy that children are required to stay at home when they feel sick. Joyful World reserves the right to ask parents to take their child home when it is in the best interest of the child or Joyful World. Children suffering from any kind of infectious disease should refrain from classes until fully recovered. In such case, no make-up lesson or refund will be given for such workshops. If they have a fever and respiratory symptoms, they are strongly advised not to attend school until 48 hours after the fever has subsided.

為保障全體兒童的利益，倘若子女的身體不適，中心有權要求家長接患病兒童回家休息。倘若兒童患上傳染性疾病，家長應避免兒童上學，待兒童痊癒後，向中心出示醫生證明文件，確保兒童徹底痊癒，適合參與中心活動，才可回中心上課。倘若兒童發燒或出現呼吸道感染病徵，兒童必須待退燒後 48 小時才可回中心上課。

Accidents 意外

We take every precaution to ensure that each child is safe with us. However, should an accident occur, we will inform parents either by note in the child's Handbook or by direct contact. In the case of a more serious accident or sudden illness, parents or guardians will be notified immediately.

我們會採取一切預防措施，以確保每位兒童在中心內的安全，如有任何事故發生，我們會通過手冊或直接聯絡家長，若不幸發生較嚴重的意外或兒童突然病倒，本中心會馬上通知父母或監護人。

Surveillance System 監控系統

In order to provide your child with a safe learning environment, Joyful World is equipped with a surveillance system. CCTVs are installed in each classroom; therefore, classes are monitored closely by the administrative staff at all times.

為了提供您的孩子有一個安全的學習環境，本中心已配備監察系統，每個教室已安裝閉路電視，以便中心主管密切監察每個課堂。

Replacement of Teachers 老師的調動與安排

Should the class teacher of your child be absent from work due to personal or health reason, a substitute teacher will be arranged for your child's class and the class will be conducted as usual. Parents and students are not allowed to choose their preferred teacher.

老師因要事或不適而缺席，本中心將委派其他老師代課，學生不可自行揀選或隨意更換老師。

Photo Shooting & Video Taking Consent 拍攝與錄影

Occasionally Joyful World will invite photographers to take pictures and/or videos of our teachers and students when classes are in session. These might be posted or published on our website or other advertising materials. However, parents are strictly prohibited from taking pictures or videos of your child during class unless otherwise agreed by Joyful campuses.

未經中心同意，課堂期間嚴禁拍攝或錄影。中心對課堂會作適量的拍攝或錄影以作宣傳之用。

Inclement Weather Arrangement 惡劣天氣下活動安排

If Amber or Red Rainstorm Warning / Typhoon Signal No. 1 or 3 is hoisted, classes will continue as normal. If parents decide not to bring their child to the classes, no make-up classes will be arranged.

當一、三號颱風訊號或黃色、紅色暴雨警告生效時，本中心之課堂將繼續進行，家長可自行決定是否帶子女回中心上課，在此情況下缺席課堂，均不作安排補課或退款。

If Black Rainstorm Warning / Typhoon Signal No. 8 or above is hoisted, classes will be cancelled and no make-up classes will be arranged as classes are under forced closures. Should these two inclement weather conditions be cancelled at or before 3:00pm, Joyful World will re-open after 2 hours and the remaining classes for the day will continue as usual. If parents decide not to bring their child to the Centre, no make-up classes will be arranged. However, should these two inclement weather conditions be cancelled after 3:00pm, all classes for the day will be cancelled and no make-up classes will be arranged.

當惡劣天氣訊號生效即八號或以上颱風訊號、黑色暴雨警告，所有課堂將會取消，並不作安排補課或退款。當惡劣天氣訊號於下午三時前除下，所有當天的課堂將於兩小時後回復正常。家長可以自行選擇安排子女回中心繼續課堂。未有繼續的課堂並不作安排補課或退款。若惡劣天氣訊號於下午三時仍然生效，所有課堂將會取消，並不作安排補課或退款。

Make-up Class & Refund Arrangement 補課及退款安排

We do not provide any make up classes for the Workshop. Once the payment has been made, there is no refund arranged due to any reasons unless the classes are cancelled due to insufficient number of enrolment.

基於課程的檔期為由，我們並不提供補課。當付款確認後(除因收生不足而取消課程外)，款項並不能退回。

Attendance Certificate Arrangement 出席率證書安排

Attendance certificates are available upon request and are only issued if the student has reached 80% attendance rate. The requests needs to be addressed within 4 weeks of the last lesson. Each certificate costs \$20.00 and takes 4 weeks to process. If this is required, please fill in our "Extra-Curricular Course Certificate Request Form".

如小朋友出席率達最少 80%，家長可提出索取出席率證書。請於最後一堂起計，不多於 4 星期內填妥表格及繳交每張證書\$20 元的費用。4 星期後會通知家長前來領取。

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本人已閱讀及同意心怡天地後頁所有條款及細則，並遵守有關之安排。若家長不同意有關條款，申請將恕不接受辦理。

Parent's Signature 家長簽署：_____

Date 日期：_____