

**報名表格 (Steps Playgroup™ 及其他幼稚園課程)**
Application Form (Steps Playgroup™ and Other Courses for Kindergarten Students)* 請刪去不適用者。 Please delete as appropriate.
請☑適用答案。 Please ☑ the appropriate answer(s).

學生資料 Student's Personal Particulars					
姓名 Name	中文 Chinese	英文 English	性別 Sex	* M / F	
年齡 Age		出生日期 Date of Birth	20 (yyyy) / (mm) / (dd)		
就讀學校 School		(* CMI / EMI) (* AM / PM / FT)	2012/13 就讀年級 2012/13 Level of Study	* N. / K. / P. / Grade	
學生特別情況 (如食物敏感、早產、G6PD, ADHD) Special Attention Needed for Student (e.g.: food allergies, early birth, G6PD, ADHD, etc.)					
兄弟姊妹數目 Number of Siblings	_____ 個哥哥 elder brothers	_____ 個姊妹 elder sisters	_____ 個弟弟 younger brothers	_____ 個妹妹 younger sisters	
監護人姓名 Name of Guardian	中文 Chinese	英文 English			
關係 Relationship	* 父親 father / 母親 mother / 其他 others : _____				
聯絡電話 Telephone Number	手提電話號碼 Mobile Phone Number		其他日間聯絡電話號碼 Other Daytime Contact Number		
電郵地址 E-mail Address			傳真號碼 Fax Number		
英文地址 Address in English					
陪同出席課堂成人 In-class Accompanying Adult	姓名 Name		聯絡電話號碼 Contact Number		
關係 Relationship	* 父親 father / 母親 mother / 家庭傭工 domestic helper / 其他 others : _____				
緊急聯絡人 Emergency Contact Person	姓名 Name		聯絡電話號碼 Contact Number		
關係 Relationship	* 父親 father / 母親 mother / 家庭傭工 domestic helper / 其他 others : _____				

報讀課程資料 Courses Enrolled					For Office Use		
課程一 Course 1	課程編號 Course Code	選讀班別詳情 Details of Selected Class			Discounted Total	Paid on:	Remarks
		星期 Day	時間 Time				
課程名稱 Course Title		開始入讀日期 Commencement Date	學費 Course Fee	HK\$		<input type="checkbox"/> Cash <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	
課程二 Course 2	課程編號 Course Code	選讀班別詳情 Details of Selected Class			Discounted Total	Paid on:	Remarks
		星期 Day	時間 Time				
課程名稱 Course Title		開始入讀日期 Commencement Date	學費 Course Fee	HK\$		<input type="checkbox"/> Cash <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	
課程三 Course 3	課程編號 Course Code	選讀班別詳情 Details of Selected Class			Discounted Total	Paid on:	Remarks
		星期 Day	時間 Time				
課程名稱 Course Title		開始入讀日期 Commencement Date	學費 Course Fee	HK\$		<input type="checkbox"/> Cash <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	
合共學費 Total Course Fee (HK\$)					Receipt Number:		

從何處得知課程資料? Where did you learn about our courses?

- | | |
|--|--|
| <input type="checkbox"/> 朋友 Friends | <input type="checkbox"/> 活動章程 Programme leaflets |
| <input type="checkbox"/> 親屬 Relatives | <input type="checkbox"/> * 本中心網頁 Website / 搜索引擎 Search Engine |
| <input type="checkbox"/> 兒童刊物 Children's Magazines | <input type="checkbox"/> * 其他雜誌 Other Magazines / 報章 Newspaper |

申請人 (學生監護人) 簽署 Signature of Applicant (Student's Guardian) 日期 Date

(本人已細閱報名須知及幼兒課程注意事項, 並同意有關安排。 By signing above, I declare that I have read through the preceding 'Notes for Applicants' and 'Steps Playgroup™ Arrangements' and agree to all the said arrangements as listed.)

保護資料聲明 Personal Data Protection Declaration

有關提供予 Steps Education (本中心) 的資料, 將用於設計、推廣、舉辦、執行及評估學員活動, 本中心將以《個人資料(私隱)條例》為處理、保密、保存及使用有關資料之指引。有關資料如有任何更改, 申請人有責任以書面通知本中心。申請人如不欲收到本中心之推廣或通訊, 請書面通知本中心。

Information provided to Steps Education ('our centre') will be used to design, promote, organise, execute and evaluate our programmes, with reference to 'Personal Data (Privacy) Ordinance' when processing, safeguarding, keeping and using such personal data. Applicants are responsible for updating our centre whenever such personal data have been changed. If applicant would not like to receive our centre's promotional communicational materials, please furnish us with a written notification.

報名須知 Notes for Applicants

1. 請親臨或致電本中心 (2569-1321) 查詢最新報名情況, 並登記留位。你亦可電郵到 info@steps.edu.hk 留位, 本中心將於收到有關電郵兩個工作天內以電郵確認及留位。
2. 當留位確認後, 請填妥報名表格連同學費以現金交到本中心; 或將學費直接存入 Steps Education Limited 的恆生銀行戶口 788-134245-883, 並把報名表格及銀行入數紙電郵到 info@steps.edu.hk (郵件主題請註明: 學生姓名-課首月()月)學費) 或傳真到 2569 2351。
3. 各課程的留位期為三天 (最遲只可留位至開課前七天), 如留位期滿本中心仍未收到有關報名表格和銀行入數紙, 留位將自動取消, 而不作任何通知。如報名人數踴躍, 本中心有權經電話要求你於更短的留位期內繳交有關學費以善用每班僅有額額。開課前七天內本中心將因應情況接受報名。
4. 除以現金繳費申請者可獲即場確認外, 本中心將於收到有關文件 (報名表格和首月學費的銀行入數紙副本) 三個工作天內以電子郵件確認, 若在有關時間內仍未收到確認電郵, 請致電或電郵與本中心職員聯絡。
5. 隨後月份之學費須於每月的一日前於本中心以現金繳交, 逾期未繳費而沒有事前獲本中心特別許可者, 課堂的名額將不獲保留。
6. 所有已付之學費, 除取消課程外, 一概不予發還。
1. Please visit, call our centre (2569-1321) or e-mail to info@steps.edu.hk to enquire about the latest class availability and to reserve for a place. We will reply via e-mail to confirm the reservation within 2 working days.
2. Once the place is reserved, please come to our centre to pay by cash or submit a completed application form with the bank-in slip for the tuition fee to secure the place (payment should be made to the Hang Seng Bank a/c of Steps Education Limited: 788-134245-883) either via E-mail (to info@steps.edu.hk) (with subject: name of student – tuition fees of month) or via fax (to 2569-2321).
3. The place will be reserved for you for THREE DAYS (the latest until seven days before the commencement date). If by the end of the 'reservation period' the tuition fee is not settled, our centre will cancel the reservation without further notice. We may shorten the reservation period for certain courses when necessary (and inform the applicants) to make the best use of the limited spaces available for each course. Within the week prior to the course commencement date, our centre will accept course enrolment on a case-by-case basis.
4. While place can be confirmed immediately for cash payment made at our reception, other applicants should receive an e-mail confirmation, within THREE WORKING DAYS after the fax or e-mail message is received, to get notified that their place has been secured. If no news is heard from us by that time, please call or e-mail us for details.
5. The tuition fees for the coming month should be paid at our centre before 1st of each month. If payment has not been received by then, without prior approval granted by our centre, we will assume a withdrawal from the course.
6. All paid tuition fees will not be refunded unless the course is cancelled by our centre.

幼兒課程注意事項 Steps Playgroup™ and other courses arrangements

1. 由於本中心 Steps Playgroup™ 課程根據 ASQ®發展潛力評估結果編班, 請在報讀 Steps Playgroup™ 課程前預約進行免費評估。
2. 所有參與課程者請於開課前五至十分鐘到達本中心, 並可於此時間先安定一下, 喝點水或者先上洗手間, 務求所有人都能以最佳狀態投入課程。
3. 請保持環境清潔衛生。中心可因應當時情況, 要求家長及兒童戴上口罩進行活動。
4. 課室內禁止飲食 (課堂活動除外), 如有需要, 可到接待處餵食。
5. 請家長於前往本中心參加活動前為孩子量度體溫, 如遇發燒情況, 請不要參加活動, 盡快求醫。
6. 如學員於本中心上課期間, 導師或職員發現學員有任何病徵, 可要求學員回家休息, 並要求家長及學員離開本中心。
7. 如需缺席, 請事前於辦公時間內通知本中心 (電話: 2569-1321)。缺席學員可獲補發該課節內派發之課堂筆記, 但不設補堂。
8. 因病缺席學員, 請於開課前通知本中心, 並於下一堂遞交有效「醫生證明書」(合資格中醫及西醫均可), 便於下月課堂收費中「扣減相應學費」。如學員於下月不再繼續修讀相同課程, 缺席課堂之學費將會如常報銷, 任何情況下均不予退款。
9. 惡劣天氣安排:
 - 若香港天文台於早上八時後取消三號或以上暴風或烈風訊號, 紅色或黑色暴雨警告, 當天下午二時前開始的活動全部取消;
 - 若香港天文台於正午十二時後取消三號或以上暴風或烈風訊號, 紅色或黑色暴雨警告, 當天所有活動全部取消。
 - 如遇其他惡劣天氣, 例如雷電、大雨或非非常酷熱的情況下, 課程導師及本中心負責人會因應情況取消或延遲進行原定戶外活動。有關安排請留意中心方面的宣佈。如因此造成任何不便, 本中心謹此致歉。
 - 因惡劣天氣而取消課堂, 該課堂將會順延到下一堂, 課節之學費可在下月課堂的收費中減相應扣減; 如學員於下月不再繼續修讀相同課程, 缺席課堂之學費將會如常報銷, 任何情況下均不予退款。
 - 當三號或以上暴風或烈風訊號、紅色或黑色暴雨警告訊號於活動期間生效, 所有活動會立即終止, 但導師會留在中心照顧仍未被接走學童的安全, 家長請盡快到本中心接回學生。中途停止之課堂將不設補課或下月學費扣減。
10. 除非本中心未能提供課程或本中心預先特別聲明, 否則已繳費用恕不退回, 亦不可轉讓他人。
11. 除獲本中心事前批准外, 活動進行中不可攝影、錄音或錄影。
12. 本中心會為部份活動進行拍攝、錄影, 以作紀錄及宣傳之用。如參加者不欲攝入鏡頭內, 請於報名時通知本中心職員, 以作妥善安排。照片及錄像的版權由本中心所有。
13. 本中心有權更改收費、課程或導師, 而不作個別通知。
14. 如有任何爭議, 本中心將保留最終決定權。
1. As students are admitted to different levels of courses according to the results of the ASQ® assessments, please contact us for a free assessment before making the application.
2. Course participants should arrive 5-10 minutes before the class starts, for settling down as well as a washroom visit, so to benefit the most from the lesson with the best status.
3. Please keep the environment clean and hygienic. Our centre reserves the rights to request children and parents to join our activities with a surgical mask on.
4. Eating and drinking are not allowed in the classroom (except for particular in-class activities). Please do all the feeding, etc. at the reception area when needed.
5. Before coming to our centre, please measure the body temperature of your children. Children with a fever should not take part in any activities and a consultation to a doctor is suggested.
6. If our teacher or staff notices that any student is feeling unwell, we can request the parents to bring their child home to take a rest.
7. Please call our centre (at 2569-1321) in advance within office hours for absence. Absentees will be given the handouts for that lesson, but additional classes will not be arranged.
8. If sick-leaves have been reported to our centre prior to the lessons, with a medical certificate (issued by qualified medical practitioners, including doctors, physiotherapists, Chinese herbalists, etc.) given to us by the next lesson, the respective amount of tuition fee can be deducted from the tuition fees of the following month. For those discontinuing to follow the same course in the next month, the amount will be forfeited but not refunded in any circumstances.
9. Severe Weather Arrangements:
 - If Hong Kong Observatory ('HKO') cancels any Number 3-or-above Tropical Cyclone Signals or Red or Black Rainstorm Warning after 8 a.m., all classes starting on or before 2 p.m. will be cancelled.
 - If HKO cancels any Number 3-or-above Tropical Cyclone Signals or Red or Black Rainstorm Warning after 12 noon, for the sake of children's safety, all classes for that day will be cancelled.
 - For other severe weather, like heavy rain, thunder or extremely hot weather, teachers and person-in-charge of our centre may cancel or postpone any scheduled outdoor activities according to individual circumstances. For such cases, please be aware of the notice of our centre. We apologise for any inconvenience caused by such arrangements.
 - Lessons cancelled due to severe weather will be postponed to the next lesson, while the tuition fee of the respective lesson can be deducted from the tuition fees of the following month. For those discontinuing to follow the same course in the next month, the amount will be forfeited but not refunded in any circumstances.
 - If Number 3-or-above Tropical Cyclone Signal or Red or Black Rainstorm Warning is issued during a lesson, all the activities will be terminated immediately, but teachers will stay in our centre to take care of the students who have not yet been picked up by parents. When this situation arises, parents should pick up their children as soon as possible. For terminated lessons, no extra lesson or tuition fees reduction would be available.
10. All payments made are non-refundable and non-transferable unless our centre cancels the course or unless otherwise specified.
11. Unless with the prior approval of our centre, no video-shooting, voice-recording or photographing is allowed in the course of any activities.
12. Our centre will take photos or videos during certain activities, for record and promotion purposes. For appropriate arrangements, participants refusing to be seen in such materials should tell our staff during enrolment. Copyrights of these products are owned by our centre.
13. Our centre reserves the rights to amend course contents, teachers and fees without notice.
14. In case of any dispute, our centre reserves the rights to make the final decisions.