



TalentUni Education
Unit 21B, KP Tower, 93 King's Road,
Fortress Hill
Tel: 2806 2777

Playgroup Terms and Conditions

Enrolment

- Please call our admission hotline (Tel: 3853 5750) to check for the class vacancy situation. Please do the phone reservation in advance.
- Fill in the application form and pay the class fee by ATM transfer (Hang Seng: 246-191985 -882, Bank of China: 012-787-0-005082-0).
- Send the filled application form with the deposit slip to info@talentunikid.com
- Seat will only be reserved for 5 days. If no filled form and deposit slip are received, reservation will be cancelled without notifying.
- We will contact you via email within 3 working days after receiving the whole set of documents. If no email notification within a period of time, kindly call our centre. Receipt will be distributed in the first class

Refunds

- No refunds for the classes already paid for.

Attendance

- Please arrive 10 minutes before the class
- All students and parents must wear socks at all time to attend the class. Socks are available for purchase at our reception
- Shoes are not allowed in the centre
- Foods and drinks are not permitted in class except for milk, water, medicine or other items with the prior approval of play house staff.
- Smoking and chewing gum are strictly prohibited
- Children with an infection disease or have shown any symptoms such as cough, runny nose, or rash should rest at home.
- Temperature will be tested at the reception area before the class. For some specific situations, parents or children will be requested to wear mask for class
- If your child cannot attend school for medical reasons, please inform the school administration directly by phone before the class time.

Make-up classes

- We can arrange make-up classes only for children who miss their regular class either through sickness or travel overseas. It can only be once for done for whole course period (for 9-24 months playgroup) or once for every 8 classes (for 2-6 years old class) and children can only attend the weekdays class for the make-up class. We cannot arrange make-ups for other reasons.
- Please note class materials and content might be repeated. Make up classes need to be done on or before the session ends. Any makeup classes which cannot be taken before session ends will be forfeited.

Personal belongings

- Valuable accessories (such as jewelries) are not recommended. Guests are advised to mind their own belongings at all time. TalentUni Education will not be held liable for any lost, stolen or damaged personal property and belongings brought into our premises.

Accompanied by an Adult

- For kids less than 3 years old, each child must be accompanied by an adult to playgroup classes. Only one adult per child is permitted onto the school premises. Please note that parent or usual caregiver is highly preferred.

Tropical Cyclone or Heavy Rainstorm Signals

- We adhere to guidelines set by Hong Kong Education Bureau (EDB) when typhoon and rainstorm warnings are announced.

Weather Condition	Action to be taken
Tropical Cyclone Warning Signal No. 1 is issued	School will operate as normal.
Tropical Cyclone Warning Signal No. 3 or above is issued	School will close
Tropical Cyclone Warning Signal No. 3 is replaced by Signal No. 1 or when all signals are cancelled	For the p.m. session children, school will resume as normal if the signal is lowered before 10 am.

Rainstorm Warning Signal	Action to be taken
AMBER	Unless the EDB has made a special announcement on closure of schools, school will operate as usual.
Red or Black	
Before 7 am	a.m. session will be closed
Before 10 am	p.m. session will be closed

Other

- By signing TalentUni Education application form, you agree to allow TalentUni Education the right to use photographs and video/audio recording taken for school purposes, including school brochures, School newsletter, the www.talentunikid.com website etc. Some of them may be used in educational research reports or for promotional purposes. If you do not want your child's photograph or videos to be used, you must inform the school in writing. It is the policy of TalentUni Education to use such photograph and video/audio recording in a responsible and decent manner.
- Please inform TalentUni Education Centre on any changes of personal information.
- TalentUni Education Centre reserves the right to change the teacher, curriculum, school fees and the above terms & conditions without prior notice
- All our materials and curriculum information are strictly limited to current students at TalentUni Education. Reproduction of our materials in any form is strictly prohibited.
- Please refrain from hiring our staff to provide private tuition for your child.
- For any disputes, TalentUni Education reserves the right to have the final decision.