GENERAL TERMS & CONDITIONS
SAI KUNG PLAYGROUPS

(Effective January 2014)

GENERAL

1. Admissions to the playgroups are organized on a “First Come, First Served” basis.

2. Acceptance into our playgroups does not guarantee a place for GSIS Kindergarten.

3. The playgroups will only take place if there are a sufficient number of participants. In the event of the cancellation of a playgroup, parents will be informed directly.

4. Term fees quoted apply for one whole semester.

5. There are no playgroup classes on public holidays and GSIS school holidays. You will not be charged for these days. The school holiday calendar is provided on the school website at http://mygsis.gsis.edu.hk/news/calendar/school-holidays/.

6. Whilst every precaution is taken to ensure your child’s wellbeing and safety all participants enrolled in playgroup activities do so at their own risk. GSIS is not responsible for any loss, damage, or injury to students, accompanying family members or caretakers, and guests as a result of participating in these activities.

7. Each child attending the “Smiling Faces” playgroup must be accompanied by an adult. Only one adult per child is permitted onto the school premises. Please note that GSIS prefers that a child is accompanied by a parent or their usual caretaker.

8. If the child and/or the accompanying adult suffer from an infectious disease or feels unwell, please stay at home and allow time for recuperation.

9. These terms and conditions are subject to change at any time without prior written notice.

REGISTRATION AND PAYMENT

1. When applying for a complete term, only online applications and payment will be accepted. The online booking system will not be available for late applicants and parents should contact Ms Eva Ubowski by e-mail under EUbowski@gsis.edu.hk for pro rata term fees and further details.

2. When applying for a complete term, the course fee is to be paid online. For children who join a playgroup later in the term, the pro rate term fee is to be paid by crossed cheque – payable to “GSIS Association Ltd.” Please write the name of the playgroup and the child’s name on the back of the cheque.

3. Fees must be paid in full before children may attend the playgroups.
REFUND AND CANCELLATION POLICY

1. Refund will only be given for cancellation of a playgroup by GSIS or serious illness of a child (supported by medical certificate).

2. Cancellation and full refund requests will only be considered if made at least seven days before the start of the term. Only written requests will be considered. Parents should contact Ms Eva Ubowski by e-mail under EUbowski@gsis.edu.hk. An administration fee of HKD 200 will be deducted.

3. In the event of Typhoon Warning Signal No 3 or higher, black or red rainstorm warnings being hoisted and still in place by 1:00 pm, all afternoon playgroups will be cancelled.

4. No refunds will be given for playgroup classes cancelled due to bad weather and no make-up classes will be offered.

5. If your child cannot attend the playgroup please inform Mrs Helma Schewior by phone +852 2792 8111 or email HSchewior@gsis.edu.hk before playgroup class time. We do not offer make-ups for missed classes.

MEDIA AND COPYRIGHT

1. Parents or caretakers may take photographs, videos and recordings focusing on their own children and not on the other children in the class. Any media used must not cause a distraction to teachers, other children, or interrupt the class format. Any material taken/recorded may not be used for commercial or financial gains. You must respect the proprietary nature of all the classes taught and not infringe on copyright, registration marks, and trademarks.

2. We reserve the right to use photos, videos, and/or sound recordings of children and classes, performances, for school purposes, including school brochures, school newsletter, school website etc., for teacher training, curriculum, and/or promotional purposes, unless otherwise informed by you in writing. It is the policy of GSIS to use such photography and video/audio recording in a responsible and appropriate manner.