

Photo

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  M  F Nationality: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian 1**

**Parent/Guardian 2**

Title \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Mobile Number \_\_\_\_\_

Primary Email \_\_\_\_\_

Home Address (if different) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Responsibilities:**  Parent/caregiver responsibility  Payment of fees  Parent/caregiver responsibility  Payment of fees  
*(Tick all that apply)*  Collect child from nursery  Contact in emergency  Collect child from nursery  Contact in emergency

**Emergency Contact** – one must be provided and should be different to the named parent/carer.

**Contact 1**

**Contact 2**

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Mobile Number \_\_\_\_\_

Primary Email \_\_\_\_\_

Relationship to the child \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Responsibilities**  Collect child from nursery  Contact in emergency  Collect child from nursery  Contact in emergency  
*(Tick all that apply)*

**Photographs and Video's**

Whilst your child is in nursery we will be taking photographs and videos for a variety of different purposes. Please indicate which of the following you give your consent to:

Child's development records and profile  Y  N

School Display Boards and group photos (maybe shared with other parents within the nursery)  Y  N

School's promotional Literature  Y  N

School's Website  Y  N

Staff/ Students Course Work for Qualifications  Y  N

Social media – specifically Facebook, Instagram and Slack  Y  N

Press releases  Y  N

**Preferred session**

Days	Class timing	Fees	Preference (write 1,2 3)
Mon / Wed / Fri	9:00am - 10:30am Adventurers (12-24 months)	HK\$ 4,950	
Mon /Wed	10:45am - 11:45am Discoverers (6-12 months)	HK\$ 3,800	
Tues / Thurs	9:00am - 10:30am Adventurers (12-24 months)	HK\$ 3,800	
	10:45am - 12:15pm Adventurers (12-24 months)	HK\$ 3,800	
Fri	10:45am - 11:45am Discoverers (6-12 months)	HK\$ 2,000	

**Parent Terms and Conditions****This contract is between**

DML Education (HK) Private Limited (Company Number 1938157) and Parent/  
Legal Guardian Name and Address:

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The following terms and conditions constitute your Parent Agreement with Safari Kid regarding the provision of early years care and education for your child at our School. Throughout the Agreement the School and/or Safari Kid may be referred to as 'us' and the Parent(s)/Legal Guardian(s) may be referred to as 'you'.

By agreeing to the Parent Agreement you are agreeing to abide by our Policies and Procedures and any other email or letter issued to you by us, we will provide you this information upon enrolment and will request that you sign.

A contract for the Services will be formed between you and us once you have given us a signed, fully completed, enrolment form with signed consented permissions and a signed form agreeing that you have read and understood our policies and procedures.

**Illness, Medication, Sunscreen, and Activities**

Children may not attend school if they are suffering from sickness, diarrhoea, an infectious illness or have any non-specific rashes until they are symptom free or cleared to return to School by a doctor. You are required to inform us if your child has the above symptoms and is absent from School due to illness. In the event of your child being injured or becoming ill whilst at School, we may administer first aid, or arrange for your child to obtain medical assistance until early collection can be arranged. If we are unable to reach you then we will call an authorised contact as the School deems appropriate. If your child requires urgent medical attention whilst in our care, we will follow the parent/guardian declaration stated in the 'Medical Authorisation Form' as completed upon orientation.

You will be required to sign against permissions to enable your child to participate in regular outings within a 1km radius of the School, those further afield we will seek additional permissions. If you object to your child participating on regular outings we will require additional written confirmation.

**Term and Conditions:**

1. Confirmation of enrollment and schedule will be sent by email.
2. One guardian only must accompany the child in the class.
3. Payment is due on the 25th of each month. Non payment might result in loss of space for the next month.
4. 10% discount for term payments. Term payment is due on the 25th of the month before the term starts. Non payment might result in loss of space for the term.
5. Socks are required to enter the school premises.

We have a responsibility to ensure your child's well-being is paramount, we may apply sunscreen to your child during sunny weather, we ask that you provide your own sunscreen if you'd prefer a particular type. You may request in writing that the School not apply sunscreen, please be advised this may limit your child's participation in activities outside during sunny weather, it will be at our discretion if we consider they are appropriately covered.

**Non-solicitation of staff**

The parent/carer of the child, the subject of this registration form hereby agrees that during the term of this agreement and for a period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of DML Education (HK) Private Limited (the "Company") any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/carer or any person or persons who was employed by the company in the six months preceding the date of termination of the agreement between the parent/carer and the company. If the parent/carer shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the company in replacing the member of staff together with all legal fees and disbursements. We do not sanction any arrangements made between you and School staff which are solely between you and the School staff member. You agree to hold the School and DML Education (HK) Private Limited harmless for any liability, loss or damages you incur as a result of any such arrangements.

**General**

We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us and will provide at least one month's written notice of our intention to do so. The School is not responsible for any items left by you at the School, including without limitation, pushchairs, prams, car seats and clothing, neither will the School be liable for damage to any personal property brought onto the School premises. All clothing and property must be clearly labelled with the child's full name. We will make reasonable endeavours to keep parent/carers and/or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence. We accept no responsibility for any loss suffered by parents/guardians, arising directly or indirectly, as a result of the School being temporarily closed or the non-admittance of your child to the School for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parent/carers care on School premises, i.e. prior to arrival or after pick up.

### Complaints and Concerns

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery manager/principal. Please refer to our complaints and compliments policy which shall apply to any complaints received by us.

### Parking

Please exercise great care when using the car park, if available. The car park is for staff, parents/guardians and visitors. People using the car park do so entirely at their own risk. The School accepts NO responsibility for injury or damage to vehicles. The parent/guardian maintains responsibility for their child/children in and around the front access and carpark to the school. The school accepts no responsibility for injury or loss of the child whilst in the care of their parent/guardian.

### Suspension of Services

	Weather signals hoisted before the start of a session	Weather signals hoisted during a session
Amber Rain, T1	All classes will operate as usual unless advised by the EDB.	All classes will operate as usual.
Red and Black Rain T3 and Above	All classes will be cancelled. If weather signal has not been lowered by 11:00 am, the school will remain closed for the whole day. If the weather signal is lowered to Amber or T1 by 11:00 am the afternoon sessions will continue as usual, unless advised otherwise by the EDB.	All classes will operate as usual. However, parents are permitted to collect their child during the session.

All closures relating but not limited to weather, health, or political stability are dictated by the EDB and/or associated government authorities and must be followed by all schools. No make-up classes will be arranged under any circumstances. Formal confirmation will be sent to all parents/guardians upon any forced closure notice being received by the School for any government authority.

### Data Protection and Privacy

In compliance with current Global Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by the Company and will not be disclosed to any external sources without your prior consent. The Company processes personal data including but not to sensitive data such as name, address, telephone contacts, date of birth, email addresses, authorised and medical contacts, employment information if relevant, physical conditions, disabilities or allergies, dietary requirements, child photographs and care, learning and development records. The Company processes personal data for the following purposes:

1. Ensures a safe, healthy prepared environment for your child.
2. Administer First aid/medical care when necessary.
3. Comply with Government legislation and School policy.
4. Aid in the administration of services allowing us to provide the services we are required to do so to ensure quality and safety.

The Company may share your Personal Data under the following circumstances:

1. With any other School setting within the Company network your child attends or is transferring to
2. As required by court order, law or regulation, and/or if the School suspects child abuse and is therefore required to disclose concerns to relevant authorities in accordance with our policy and regulations.
3. Third-party processors that are subject to confidential non-disclosure agreements For full details please see our 'Privacy Statement'.

We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the 'Permissions and Declarations' section of this form, or by writing to the School manager/principal.

### Invoice and Fee Information

#### Opening Times and Hours

Safari Kid International Nursery will be open Monday to Friday. We are closed during the Public/Bank Holidays in addition to published school holidays as listed on the 'School Calendar' provided during orientation or upon request.

- Core Hours: 8:30 am - 4:45 pm
- Operating Hours: 8:30 am - 5:30 pm

### Fees Information

School fees are calculated on the amount of time the School is in operation throughout the academic year divided equally into 10 monthly installments (September to June). Public/bank holidays and School holidays are not paid for. No pro-rata fees will be given.

Application fees, security deposits, and first month's tuition fees can be paid by cheque to:

DML EDUCATION (HK) Private Limited

Or by bank transfer as per the below:

Account: DML EDUCATION (HK) Private Limited

Bank: The Hong Kong and Shanghai Banking Corporation

A/C Number: 023-694334-838

Swift: HSBCHKHKKH

In the event that a wait list is in use, there may be a waiting period before the School administrator will contact you to confirm a place for your child.

**Please Note:** On commencement of a child attending Safari Kid International Kindergarten and Nursery, the fees shall be made in full. The Company reserves the right to review the fees. In the event of there being changes to the fees one calendar month's written notice shall be given. A refund will not be given where a child is absent from the School due to sickness or holiday. No pro-rata fees will be given for children starting mid way through a month.

### Types of Sessions and Conditions of Booking

The session types available are set sessions. Set sessions are permanently booked recurring sessions or days requiring one full calendar month's notice in writing should this be necessary to change.

### Alteration of Schedule

You are required to give us one full calendar month's written notice of any changes in the number of sessions you require. It will be agreed upon written confirmation by the School.

### Holidays

There will be no discount made available to parents for holidays taken, and no reimbursement will be given.

**Notice Periods**

The School reserves the right to terminate your child's place with immediate effect and without notice if you breach the Parent Agreement, have outstanding nursery fees owed, or if we at our sole discretion consider termination of child's place to be in the best interests of the nursery and or welfare of your child, other children or staff. On termination of the contract for any reason: You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt. Payment is due on the 25th of each month. Non payment might result in loss of space for the next month.

**Fees Review**

Fees may be reviewed and our fee structure is subject to terms and conditions. We may increase our charges once per year before the start of the following academic year. We will give you written notice of any such increase one month before the proposed date of increase.

**By Signing you acknowledge and accept the following**

You have read the privacy notice and give your consent to the processing and transfer of the Personal Data You will at all times abide all relevant School policies and procedures which are provided to you by the School I hereby agree to sign the Parent Agreement in conjunction with the Enrolment Form and Fee Schedule and understand that this incorporates the Terms and Conditions that as a parent/guardian of 'named' said child are deemed to have read, understood and agree to the same.

You have read the Parent Agreement and it is your intention to be legally bound by it, understanding you are responsible for fees due as per your agreed child's sessions and the Terms and Conditions as stated.

This Parent Agreement will be governed by Hong Kong Law and is subject to the exclusive jurisdiction of the Hong Kong Courts.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_