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Hong Kong Chinese Bank Causeway Bay Centre,
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Email: art@toddlekids.com

Welcome to Toddle Kids! Thank you for letting your children create and paint their own present and future Artground here. To optimise your child's enjoyment from our classes, please read and follow our class guidelines as follows:

General Classroom Guidelines

課室守則

- To minimize class disruption caused by late arrivals, please try to arrive five to ten minutes before the class scheduled time.
- 學生應在課堂開始前 5 至 10 分鐘到達中心。
- Food and drinks are strictly prohibited inside our classrooms.
- 課室內不准飲食
- For the consideration of all, please do not bring a sick child to class. A make-up class can be arranged with our administrative staff.
- 如學生身體不適，應留在家中休息，中心職員會為學生安排補課。

Class Arrangement

課堂安排

- All classes will normally be conducted in Cantonese. We can arrange classes in English or Mandarin upon special arrangement with our staff.
- 所有課堂以廣東話教授，如要英語或普通話教授，家長應預先通知職員，以作安排。
- If the teacher of the class is unable to attend, our Centre shall have the discretion to arrange a substitute teacher or provide a make-up class for students.
- 若老師缺席，中心有權安排代課老師或補課。
- Our Centre reserves the right of class cancellation due to under-enrolment or some other special circumstances.
- 如課堂學生人數不足或遇到特別情況，中心有權取消課堂。

Waitlist

輪候名單

- When a requested class is full, we will waitlist your children. Priority will be given to existing students and their siblings.
- 若學生報讀之班別名額已滿，學生會列入輪候名單，中心會優先處理名單上的學生。

Make-up Classes

補課須知

- Two make-up classes for each eight-lesson course can be arranged.
- 若學生請假，請預先通知中心職員，每個課程只有兩次補課。
- Classes missed without prior notice to us cannot be made up later. If you are unable to attend your scheduled make-up class, please give us advance notice, otherwise we will treat this as an attended class!
- 若學生缺席而沒有通知職員，中心不會為學生安排補課。若學生補課當天缺席，請預先通知中心職員，否則會當正常課堂處理。
- Make-up classes can only be offered if there is available space.

Payment

付款方法與須知

- Fees are payable in full in advance and are non-refundable and non-transferrable once the course has been confirmed.
- 家長須預先支付學費，課程開始後，學費不得退回和轉讓。
- Course fees are charged on an eight-class per course basis. Fees can be settled by paying cash, issuing a cheque made payable to “TODDLE KIDS LIMITED”, or by transfer to our Hang Seng Bank account #228-261376-883 (Account name: Toddle Kids Limited). Please fax or email the payment slip to us afterwards
- 學費以八堂為一個課程的計算單位，家長可透過以下途徑付款：
 1. 現金付款
 2. 支票付款，**支票抬頭請填寫上“TODDLE KIDS LIMITED”**
 3. **或轉帳至恆生銀行戶口，戶口號碼 #228-261376-883**

Weather arrangement

惡劣天氣安排

- We will remain open and classes will be held as usual when either the Amber or Red Rainstorm Signal or Typhoon Signal No. 1 and 3 are hoisted.
- When the Black Rainstorm Signal or Typhoon Signal No. 8 or higher signals are hoisted, our Centre will be closed and all classes will be cancelled.
- If the signals are cancelled **before 2:30p.m. on Weekdays & Saturday** or **before 8:00a.m. on Sunday**, classes will resume **two hours** after these signals have been lifted.
- If the signals are cancelled **after 2:30p.m. on Weekdays & Saturday** or **after 8:00a.m. on Sunday**, all classes will be cancelled on that day.
- **We regret that we cannot arrange make-up classes for these cancelled classes.**
- 如天文台發出黑色或八號颱風訊號，中心將會關閉，
- 如天文台於星期一至六下午 2 時 30 分前 或 星期日早上 8 時前取消黑色警告或八號颱風訊號，中心會於兩小時後照常開放。
- 如取消訊號消息於星期一至六下午 2 時 30 分後 或 星期日早上 8 時後公佈，當日所有課堂會取消，**中心亦不會為學生安排補課**。

Public Holidays

公眾假期

- We are closed on public holidays. If one of the eight classes within the course falls on a public holiday, this class will be postponed accordingly or you can contact our administrative staff to arrange a make-up class in advance.
- 本中心會於公眾假期休息
- 若課堂日子是公眾假期，該堂會順延至下星期。
- 如要安排補堂，請與本中心聯絡。