



Parkview International Pre-School Infant/Toddler Playgroup

We are happy to introduce our Playgroup Programme to you. The Playgroup program acts as a feeder class to our Pre-Nursery (2 year-old) program and enables children to become familiar with the school environment whilst enjoying the facilities and company of others.

Children who are aged between 1 and 2 are eligible to enroll in our Playgroup program. As in all playgroup situations, one adult will need to accompany each child to the class.

Classes normally have 9 students. The class is led by a qualified Early Childhood Educator and it consists of structured programmes. The program aims at the development of the *whole child*, focusing on all the developmental domains. There are activities such as arts and crafts, music and movement, outdoor play and story time. A Putonghua specialist teacher also teaches one circle time per week.

Our Playgroup classes are scheduled according to demand. To enhance the Playgroup experience for children, we operate on a termly-basis (Sep-Dec, Jan-Mar, Apr-Jun). The class schedule for the current year is as follows:

Schedule		Mon/Wed/Fri (3 days/week) Fee: \$3,840/mth	Tue/Thu (2 days/week) Fee:\$3,200/mth	Wed/Fri (2 days/week) Fee:\$3,200/mth
AM	0830-1030	Class: M/W/F-0830	Class: T/TH-0830	n/a
	1045-1245	Class: M/W/F-1045	Class: T/TH-1045	n/a
PM	1330-1530	n/a	Class : T/TH-1330	Class: W/F-1330

For enrollment policies and procedures, please refer to the information overleaf.

You are welcome to visit the school. Please call us at 2812 6023 to fix an appointment for a tour. (Tours are normally conducted on Wednesday and Friday mornings.)

If you have any questions, please do not hesitate to contact us at 2812 6023.



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Enrollment and Payment Policies

- + Please complete the application form, attach a copy of the child's birth certificate or passport. A copy of the child's immunization record is required at the time of admission.
- + Places will be subject to availability. Advance applicants will be placed on the waiting list. When a space becomes available, the school will contact the applicant*. The school reserves the right to allocate space based on age and other considerations.
- + Enrollment will be confirmed upon receipt of the tuition fee for a term in advance. Fees will be charged on pro-rata basis if enrollment is in the middle of a term. Once the enrollment is confirmed by the school, fees will not be refunded.
- + Please note that our playgroup classes follow the school's academic calendar. (The school's calendar is available on our website.)
- + There is no refund or credit for classes missed.
- + PIPS gives priority to existing students to re-register for the following term. If no payment is received by the required payment date, the space will be allocated to other applicants without further notification.

Class Policies

- + Each student is to be accompanied by ***ONE ADULT*** and ONLY THIS ADULT can remain on the school premises. The accompanying adult's role is to assist, interact, and participate with the child in the class.
- + The SAME ADULT is to accompany the student for the ENTIRE SESSION.
- + The accompanying adult must comply with the Playgroup teacher's instructions as well as pay full attention in caring and engaging the student at all times. The accompanying adult is responsible for the child's safety.
- + Please bring a NUT-FREE snack and beverage to each session. Please be reminded that PIPS is a NUT-FREE school and nut allergies may lead to severe medical complications.
- + Student and the accompanying adult are required to REMOVE THEIR SHOES before entering the classroom. For hygiene reasons, please wear socks or indoor shoes.
- + Students who are not well will be asked to stay at home to minimize the risk of infecting others.
- + Mobile phones must be TURNED OFF during the entire lesson.
- + Photo-taking and video-shooting are PROHIBITED, except for special events.

Notes:

- o *Applicants will be contacted when spaces become available.
- o We reserve the right to change the class schedule as and when required.
- o The above fees have been approved by EDB and are effective from Sept 1, 2009.
- o Fees are subject to change annually conditional upon EDB's approval.