

## H. TERMS & CONDITIONS 條款

### **Health and Safety**

- If a student suffers from infectious diseases such as chickenpox, blushing fever, German rash, rash, hand, foot and mouth disease, etc., they must not enter the school and must stay at home to rest; they must present a doctor's certificate when they recover and resume classes.
- Only one adult can accompany the student during the class (for Playgroup only). Accompanying adult and students are required to wear socks to class.
- All persons must check their temperature upon entering the school campus. If you have a fever (above 99.4.F or 37.5.C) or symptoms of COVID-19, please do not come to school and seek medical attention immediately. Please call or email to notify the school.

### **Enrollment**

- Enrollment is continuous and on a first-come, first-served basis. The course will be confirmed upon receipt of your enrollment form and settlement of tuition fees.

### **Tuition Fee**

- Post-cheque are not accepted.
- We reserve the right to cancel classes.
- Class fees are non-refundable. There is no refund for tuition fees paid, no course modification or transfer to a third party.

### **Sick Leave**

- Students can only ask for sick leave once a month and must notify the school before class. Make-up classes need to be arranged within 30 days. (If a class has "NR" symbol, the class is nonrefundable and no make-up class arrangement.)
- We encourage students not to miss classes as much as possible so as not to affect their learning progress.
- For unexcused absences, the class will be automatically deducted and will not be made up.

### **Important Weather Announcement**

- Should a typhoon signal number 3 or red rain be issued, all interest classes will continue as normal. However, we understand that some parents may prefer to keep their child at home. Please note that no makeup class will be offered in this situation.
- Classes will only be cancelled on a typhoon signal number 8 or black rain. In this case, we will arrange a make-up class for all our courses and full details will be given at a later date.

### **Expenses outside the classroom**

- If students are required to purchase additional clothing or pay exam fees for the course, the school will not collect or pay on students' behalf. Parents can settle payment and discuss logistics directly with the course instructors.

### **Home-school communication**

- In order for parents to follow their children's learning progress, students need to bring the Student Enrichment Class Handbook to each lesson.
- The school will notify parents of any emergencies (such as bad weather, suspension of classes, make-up classes, etc.) via whatsapp.

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## 健康與安全

1. 如學生患上傳染病如水痘、猩紅熱、德國麻疹、麻疹、手足口病等，絕不能進校，必須留在家中休息；病癒復課時必須出示醫生證明。
2. 課堂期間只可讓一位陪同者陪同學生上課(只限親子班)。陪同者及學生需穿著襪子上課。
3. 陪同者及學生必須於上課前量度體溫，如發燒(高於華氏 99.4° F 或攝氏 37.5° C)或出現 2019 冠狀病毒病病徵，請勿回校上課，並須立刻求醫及致電或以電郵通知校方。

## 報讀課程

- 報讀課程是連續的，先到先得。在收到您的報名表和學費後將會確認課程。

## 學費

- 不接受期票。
- 我們保留取消課堂的權利。
- 已繳交之學費不設退款、課程不設更改或轉讓予第三者使用。

## 請假安排

- 學生每月只可請病假一次，並需於課堂前通知本校，家長可安排於三十日內進行補課，課堂費用不可退回。(如課程簡介有"NR"符號，代表不設補課或退款安排)
- 除非必要，本校鼓勵學生盡量不要缺課，以免影響學習進度。
- 無故缺席者，課堂會被自動扣除，恕不補堂。

## 有關惡劣天氣之上課及停課安排

- 1)當天文台發出三號颱風或紅色暴雨警告訊號，所有興趣班將照常上課。如家長自行安排停課，本校將不會作出補課安排。
- 2)若天文台於上午七時前懸掛八號或以上風球或黑色暴雨警告訊號，所有興趣班將會停課，補課安排將另行通知。上課日期會根據 Pods Learning School 校曆的修訂而更改。

## 課堂以外費用

如學生所報讀的課堂程需另加購買服飾/考試費用/表演費用等，本校將不會代收，需自行與導師辦理。

## 家校溝通

- 為使家長了解學生上課學習進度，學生每堂需攜帶興趣班學生手冊。
- 本校將以 whatsapp 通知家長任何突發情況(如:惡劣天氣、停課、補課…等)。