Leapfrog Kindergarten

(A registered charity and a member of the Hong Kong Pre-School Playgroups Association)

Schedules & Fees

From April 2011

Kindergarten/Pre School

Monday to Friday, K2: 9am – 12pm; K1: 1pm – 4pm

Deposit: One month's fees. To be used as your final month's fees, or refundable with one month's notice (before the last day of attendance). Non-refundable should you choose *not* to take up your Kindergarten placement for any reason. See "Fee Payment & Refunds" policy below for details.

Fees: $4,000 per month, 10 monthly payments per school year, payable one month in advance or as stated on invoice.

Hoppers (2-3 year olds, accompanied by an adult)

- **Monday, Wednesday & Friday mornings, 9.00 – 11.00am**

Fees: $120 per session and calculated per term

Tadpoles (1-2 year olds, accompanied by an adult)

- **Tuesday and Thursday mornings, 9.00 – 11.00am**
- Children may start in Tadpoles the month of their first birthday or when they are able to walk, whichever is sooner

Fees: $120 per session and calculated per term

Super 2s – Unaccompanied Playgroup

- **Tuesday/Thursday afternoons, 2.00 – 4.00pm**
- **For 2 – 3 year olds, unaccompanied**
- A great preparation for Kindergarten; small group size.

Fees: $200 per session and calculated per term

Afternoon Mixed Playgroup (1-3 year olds, accompanied by an adult)

- **Wednesday afternoons – 2.00 – 4.00pm**

Fees: $120 per session and calculated per term

Additional charges

- **Maintenance/supplies levy: $100** added to each child's termly invoice
- **HKPPA membership fee: maximum $400 annually** (for Autumn term enrollment)
- **Kindergarten Application fee: $100** (should you wish to apply for Kindergarten)

Leapfrog Kindergarten (School Reg No 564770)
11 Pak Tam Chung Village, Sai Kung ✉ PO Box 121, Sai Kung Post Office
Tel: 27911540 Fax: 27923458 admin@leapfrogkindergarten.org www.leapfrogkindergarten.org

Leapfrog Kindergarten

Fee Payment & Refunds

KINDERGARTEN FEES are invoiced *monthly*, payable one month in advance or as stated on your invoice. The exception to this is the first fee payment of a new school year, which will be paid in June before the Summer break.

Fees are paid monthly, ten times a year – from August/September through to June, or you can choose to pay termly.

The monthly fee for Kindergarten remains the same regardless of public holidays, mid term breaks or any sick or holiday absences your child may have during the term.

Kindergarten fees cannot be paid pro-rated.

If you wish to withdraw your child from Kindergarten, one month's notice *before the child's last day of attendance* needs to be given *in writing* for any refund of fees or deposit. If this notice should extend into another calendar month, full fees for both months must be paid, as we *do not pro-rata Kindergarten fees*.
Your child's place would then be offered to the next on the waiting list.

For **new children** for whom a deposit has been paid for a start in the new Autumn term, last day of notice for withdrawal of the offered placement will be the *stated deadline date on the invoice for first fee payment*. This will be one week before the end of the current school year (Thursday June 23rd 2011 for 2011/12).

Non-payment of first installment of fees by this date will be taken as a withdrawal and your child's place will be offered to the next child on the waiting list. Your deposit will not be refunded.

Payment of first fee installment by the stated deadline date will secure your child's place at Leapfrog at the start of the new school year. If you choose not to send your child to Leapfrog after first fee payment is made, or notice of withdrawal is given *after* this date, no refund of fees or deposit will be given.

HKPPA (Hong Kong Pre-school Playgroups Association) annual membership fees for the year 2011/12 will be added to your second fee installment invoice, or thereafter on your child's first invoice. HKPPA membership fees are paid per family.

Amended April 2011

Leapfrog Playgroup

Fee Payment & Refunds

PLAYGROUP FEES (Hoppers, Tadpoles, Super 2s & Afternoon Playgroup) are invoiced *termly*, based on a *per session* fee.

Should your child enroll *after* the start of term, you will be charged only for the remaining sessions in that term.

You will *not* be charged for public holidays or mid-term breaks, however *no refunds or make-up classes will be given for any sickness, holiday or other absences during the term.*

Playgroup fees must be paid in full and in advance, as stated on your invoice in order to secure your placement.

If you wish to withdraw your child from Playgroup, one month's notice *before the child's last day of attendance* must be given *in writing* for any refund of fees.

You will be refunded for all paid sessions remaining after one month from the day of notice.

No refund will be given for any *swapping* of sessions which results in a *lesser fee*, once original invoice has been paid.

HKPPA (Hong Kong Pre-school Playgroups Association) annual membership fees will be invoiced through Leapfrog at the start of the new school year and thereafter will be added to each child's first invoice on registration at Leapfrog. HKPPA fees are paid per family.

Amended April 2011