報名方法及須知

1. 成功報讀 2020 年春季親子遊戲班之幼兒，可優先報讀 2020 年夏季親子遊戲班。
2. 已填妥之報名表請連同支票郵寄或親臨本校繳交。
3. 親子遊戲班費用為港幣 4,300 圓正，另遊戲班背囊費用港幣 70 圓正（新生必須購買），只接受支票繳付。支票抬頭請寫「民生書院(辦學團體)有限公司」。支票背面請寫上幼兒姓名、活動時段及聯絡電話。
4. 取錄與否將於 2019 年 12 月 20 日(五)或前以電郵通知。
5. 除課程額滿或取消外，所有繳交的費用，均不設退還及轉讓。
6. 如幼兒因任何原因請假，請假期間的課節將不設補課。
7. 每名幼兒必須由一位成人陪同參與所有活動（不設中途轉換）。就讀親子遊戲班的幼兒將來亦須循正規報名程序報讀民生書院幼稚園的幼兒班。
8. 在任何情況下，所有因天氣或其他原因，教育局宣佈停課的課節將不會作出補課或退款。

暴雨及熱帶氣旋警告

根據天文台有關的暴雨及熱帶氣旋警告，本校將按教育局的宣佈而作出安排如下：

天氣情況	採取行動
一號颱風訊號	照常上課
三號或以上颱風訊號	停課
黃色暴雨警告訊號	照常上課
紅色或黑色暴雨警告訊號	停課

如活動期間遇紅色及黑色暴雨警告訊號、改掛三號或以上颱風訊號，家長可在安全的情況下，攜同子女離開學校。

Notes to Parents

1. When applying for the Summer Phase 2020 priority will be given to those students who have completed the Spring Phase 2020.
2. Completed application forms together with the cheque can be submitted by mail or in person.
3. HK$4,300 is the fee each phase and HK$70 for a backpack (For new student only). Only cheque is accepted for fee payment. Please make the cheque payable to “Munsang College (SSB) Limited” with the student’s name, session and contact number given on the back of the cheque.
4. The result of the application will be released by email on or before 20th Dec 2019 (Fri).
5. All fees are non-refundable and non-transferable, unless the class is over-subscribed or cancelled.
6. There is no make-up class for children applying for sick leave or causal leave.
7. Each toddler must be accompanied by a parent or caretaker to class (No change in the interval). To apply for the Kindergarten One of Munsang College Kindergarten, children attending the playgroup should also undergo the normal application process.
8. If the Education Bureau (EDB) announces closure of school or suspension of classes, no refund and make-up class will be arranged under any circumstances.

Tropical Cyclone and Rainstorm Warning

When there is a tropical cyclone, heavy rain or thunderstorm, the school will make the following arrangements adhering to the announcement of the EDB:

Situation	Action to be taken
Typhoon Signal No. 1	School to be operated as usual
Typhoon Signal No. 3 or above	School to be closed
Amber Rainstorm signal in force	School to be operated as usual
Red or Black Rainstorm Signal in force before class	School to be closed

Should Red or Black Rainstorm Signal be in force, and/or Typhoon Signal No.3 or above is about to be hoisted, you may take your child home under safe conditions.

民生書院(辦學團體)有限公司 Munsang College (SSB) Limited
春季親子遊戲班報名表 Application Form for Playgroup Spring Phase

申請人資料 Information of Applicant		
	父親 Father	母親 Mother
姓名 Name*		
職業 Occupation		
聯絡電話 Contact No.*		
緊急聯絡電話 Contact No. for Emergence*		
電郵地址 Email Address*		

幼兒資料 Information of the Child	
姓名 Name* （中文）	
（ENG）	
出生日期 Date of Birth* (DD-MM-YYYY)	
出生地點 Place of Birth*	
性別 Sex*	
宗教 Religion	
住址 Address*	

需由一位成人陪同參與活動，陪同的參與者*是：
The child must be accompanied by a parent or a caretaker*, who will also participate in the activities and who is the child's:

☐ 父親 Father	☐ 母親 Mother	☐ 其他（請註明）Others (please specify)_____

上課時段*（請以數字排列優先次序，1 為首選，2 為次選，如此類推） Session of your choice* (Please rank your preference with 1 being the first choice, 2 the second etc.)	☐ 請以✓表示 Please indicate by a tick in the box below
☐ 11:45 – 12:45pm ☐ 13:00 – 14:00pm ☐ 14:15 – 15:15pm ☐ 15:30 – 16:30pm	☐ 新生 New student ☐ 舊生 Existing student

過去參與本校或其它機構遊戲班之記錄 Past Attendance Record in Playgroup	
年份 Year	機構名稱 Name of Organization

請列出曾經或現正在本校就讀／工作的親屬資料（如有） Please list all relatives studying/working or having studied/worked at Munsang College (if applicable)		
年份 Year	姓名 Name	與申請人的關係 Relationship with the Applicant

根據個人資料(私穩)條例，以上個人資料只用於報讀遊戲班。完成報名程序後，取錄者於報名程序提交的資料將紀錄在學生資料庫內，而未取錄者於報名程序提交的資料將會註銷。個人資料項目分別有標示*及沒有標示*，標示*的資料屬於必須提供，否則申請將不能進行，並視作放棄論；沒有標示*的資料為非必要資料，家長/申請人可自行決定提供與否。

According to the Personal Data (Privacy) Ordinance, the personal data collected will be used for the play programme application procedure only. If the child is successful the personal data collected will form part of the child's official student records. If the child is unsuccessful all personal data will be destroyed. There are two types of personal data requested on the application form. Mandatory information is marked with an asterisk * and this must be provided in order to process the application. Failure to provide such data will result in the application being rejected. Information not marked with an * is optional.

申請人簽署
Signature of Applicant : _____

日期
Date : _____