

## Centre Policy 中心政策

We appreciate your trust in us to provide a positive and meaningful experience for your child. The following centre policy is for your reference.  
請在報名前詳細閱讀以下條款和細則。

### Admission 報名

Students must complete an assessment prior to admission. Priority will be given to children currently enrolled or to their siblings.

學生於報名前必須由教師進行評估。報名會以先到先得安排；現有學生或有直系親屬就讀之學生將獲優先考慮。

Students who admit to our courses will need to pay an administration fee of \$500HKD.  
成功報讀之學生需繳付\$500 行政費。

### Class Arrangement 課堂安排

■ You will receive an individualized Attendance Schedule, which will include a list of dates for all your lessons.

學生將獲得學生手冊以及上課時間表，列明課堂的正確日期以及時間。

■ In case of any changes in the program schedule, Bilingual International Group Limited will notify parents or guardians in advance.

如課堂安排有變，英普將提前通知家長或監護人。

■ Bilingual International Group Limited reserves the right to change teachers before or during any program.

英普將根據實際情況安排教師。我們將保留更換教師的權利。

■ Bilingual International Group Limited reserves the right to allocate or change rooms before or during any program.

英普將根據實際情況改變課室安排，我們將保留更換教室的權利。

### Changing Class Schedule 更改恆常課程安排

A one-month notice must be provided, should parents see the need to switch to another time.  
如需更改課程時間或課程，家長需提前一個月通知本中心。

### Refunds 退款

Bilingual International Group Limited will not, under any circumstances, give refunds for tuition fees paid.

報名一經確認，在任何情況下，英普將不會退還或轉讓學費

### Caregiver In-class Participation 家長／監護人陪同

For children aged under 2, caregivers are encouraged to accompany their children to attend classes. Only one adult at a time may enter the classroom. All adults accompanying a child are important role models for their children so are expected to engage in all classroom activities and should refrain from causing any distractions, such as using mobile phones or chatting.

2 歲以下之學生必須由家長／監護人陪同上課。一位學生將只能由一位監護人陪同。監護人必須陪同學生參與課堂活動而且需避免影響課堂正常運作，如將電話，聊天等。

### Dress Code 課堂穿著

Everyone entering classrooms must wear socks. We reserve the right to refuse anyone from entering the room without socks. Socks can be purchased from our reception area.

進入課室的所有人都必須穿著襪子。沒有穿著襪子之人士將不能夠進入課室。本中心將提供襪子供需要人士購買。

### Hygiene 公眾衛生

To ensure a clean and hygienic environment for learning:

為確保一個乾淨衛生的學習環境:

- Students must have their body temperature checked prior entering the classroom.  
學生將在課堂前量體溫
- Students are encouraged to bring their own water bottles, towels and snacks  
學生必須自備水壺、毛巾及零食

### Sickness and Infectious Diseases 疾病及身體不適

- In the event where a child is sick, he or she should refrain from coming to classes until he or she is recovered.

以免病菌的傳染，如學生生病或身體不適，我們建議學生缺席課堂，等完全康復方才恢復課堂。

- Our staff may request the child to be sent home if he or she demonstrates any symptoms of illness.

如發現學生有身體不適之情況，教職員可能建議家長愈早送子女回家休息。

### Sick Leave 病假申請

- Should students apply sick leave, parents must notify Bilingual International Group Limited before the scheduled lesson. A copy of the medical certificate dated within three days before or after the scheduled lesson is to be presented to us. Make-up lesson can be arranged in the case of meeting the requirement above.

如因身體不適而未能出席課堂，必須於該課堂的開始前通知本中心。學生需遞交在該課堂前後三天的醫生證明。

- All make-up lessons must be arranged within the semester period or no later than 30 days after the student's final lesson. You may refer to the date of the final lesson on the

attendance schedule.

所有缺席課堂必須要在課程期間或課程完畢後一個月內安排補回該課堂。日期詳情請參照上課時間表。

#### Personal Leave Application 事假申請

- Please contact us via phone, email or in person 7 days in advance, should parents plan to apply personal leaves. Make-up lesson can be arranged in the case of meeting the requirement above. All make-up lessons must be arranged within the semester period or no later than 30 days after the student's final lesson. You may refer to the date of the final lesson on the attendance schedule. Make-up lessons will not be arranged if Bilingual International Group Limited was not notified prior to the scheduled lesson.

如因任何情況下未能出席課堂，必須於上課當日的7天前以電話、電郵或親身與本校職員聯絡，以便安排補課。所有缺席課堂必須要在課程期間或課程完畢後一個月內安排補回該課堂。如學生在未事前通知的情況下缺席課堂，本中心將不會另行安排補課或退款。

#### Weather Conditions 惡劣天氣安排

All classes will be canceled when:

下列情況下課堂將被取消：

- Typhoon Signal No.8 or above is hoisted  
懸掛八號或更高風球
- BLACK Rainstorm Warning Signal  
黑色暴雨警告。
- Enforced closure of the centre on announcements from the Education Bureau  
教育局宣佈停課

\* Make-up classes for these enforced closures will be deferred to the next lesson, cancelations under this circumstance are nonrefundable.

\*如課堂因天氣惡劣取消課堂，課程將會順延而該課堂將不設退款。

- If a BLACK Rainstorm Warning Signal or the Typhoon Signal No.8 is issued during lesson, students shall stay at the centre.  
如在課堂期間懸掛八號或更高風球或黑色暴雨警告，學生將建議留早本中心。
- If a BLACK Rainstorm Warning Signal or the Typhoon Signal No. 8 is lowered after 1:00pm, there are no classes on that day.  
如在下午一點以後取消懸掛八號或更高風球或黑色暴雨警告，課堂將被取消。
- Classes will operate as usual with Typhoon Signal No. 3 and Red Rainstorm Warning. If students choose to apply leave for these classes, make-up classes will be arranged.  
如懸掛三號強風信號或紅色暴雨警告，課堂將如常進行。如果家長決定請假，需通知本校並安排補課。

- Enforced closure of the centre will be depended on announcements from the Education Bureau. There will not be any make-up classes or refund for enforced closures. For information regarding weather conditions, please use the following information :  
強制中心關閉將取決於教育局的公告。課程將不會有任何補課或退款。有關天氣狀況的信息，請瀏覽以下資料

For more information on special weather arrangements, please call us or go to our website: [www.bilingual.com.hk](http://www.bilingual.com.hk)

如有任何問題，請致電本校查詢，或瀏覽本校網址「[www.bilingual.com.hk](http://www.bilingual.com.hk)」

For information regarding weather conditions, Please use the following sources:

Hong Kong Observatory Web site: <http://www.weather.gov.hk/school/main.shtml>

Telephone: 1878 200 (Dial-a-Weather)

如需更多天氣情況，請瀏覽天文台網頁

「<http://www.weather.gov.hk/school/main.shtml>」或致電 1878 200

### Photography/Videos 照片及影片

- Photographs and videos are not allowed at any time during class time.  
課堂進行期間，家長或學生均不能夠照相或拍攝上課情況。
- Bilingual International Group Limited or anyone authorized by it may take photographs during classes for its own use or for publication and promotion materials.  
英普保留在課堂上拍照，影片和/或聲音，並記錄學生的作品，表演的權利，作為日後教師培訓，課程設計，和/或製作廣告。
- All such photographs and video will remain the property of Bilingual International Group Limited.  
英普保留所收錄的照片、影片和/或聲音的擁有權。

### Privacy Consent 私隱保密

- Personal data provided for admission will, during the admissions process, be used solely for the purpose of admission and the data will be handled by Bilingual International Group Limited staff only.  
英普會將您提供的個人資料保密。資料將只用作行政用途而只由本中心之教職員處理。
- When the processing and consideration of all the applications for a particular program have been completed:  
在報名申請處理後：
  - The application papers of unsuccessful candidates will be destroyed; and  
未能成功報讀學生之個人資料將被註銷，而

- The application papers of successful candidates will become part of the student file, with which Bilingual International Group Limited staff will thereafter handle the data.  
成功報讀學生之個人資料將被加入個人檔案，作行政用途。
- Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to, and the request the correction of their personal data. Applicants wishing to access r make corrections to their data should submit written requests to Bilingual International Group Limited.  
根據《個人資料(私隱)條例》，申請人有權要求查閱其個人資料；若發現有關個人資料不準確，有權要求更正。由需要人士必須向英普填寫書面申請，方可更改個人資料。

#### Parents-Centre Partnership 家校合作

Bilingual International Group Limited values the partnership between parents and the centre, therefore we encourage any comments brought to our attention.

英普非常注重與家長的合作，因此非常看重你們給的意見。