

Hong Kong, 15 May 2024

Dear Parents,

Thank you for enrolling your son or daughter into Scuola Italiana Manzoni Ltd (“Scuola”) for the school year 2024/25.

The Scuola is a not-for-profit initiative established in 2004 and coordinated by a small group of parents in Hong Kong. Its aim is to create a space for school-age children in which to breathe and live the beauty of Italy, its culture and its language. Children attend the Scuola on Saturday morning, during which they follow age-appropriate classes at the level of asilo, scuola elementare e scuola media, the equivalent of Kindergarten, Primary and Middle School. Children are accepted between 4 and 14 years old. A basic level of spoken Italian is expected in order to be able to access with success the activities in which children speak, read and write in Italian. Good record of attendance and homework are also expected.

During the past years, we celebrated the works of Botticelli, Dante, Collodi and Marco Polo with special events. For the coming year we have planned new exciting initiatives to continue to celebrate Italian culture.

We look forward to seeing you in August for the start of school. A presto!

Scuola Italiana Manzoni

How to apply - checklist

- 1) Print and fill in one (1) enrolment form per each child
- 2) Sign it (both parents)
- 3) Copy of the student passport
- 4) Enclose payment (copy of bank transfer)
- 5) Send the form, copy of passport, bank slip by email to the school coordinator at information@manzoni.edu.hk (“**School Coordinator**”) and send the original documents by post to the following address:

Scuola Italiana Manzoni Ltd.

P.O. Box 23606 Wanchai Post Office

Hong Kong

Note: Enrolment is subject to the sole and absolute discretion of the Scuola and to the receipt of

- I) full payment of the School Fees (as hereafter defined) fee and
- II) the above documents, which shall be in good and proper order.

If you have any question please contact the School Coordinator at information@manzoni.edu.hk

Enrolment deadline

Current students: 15th July 2024

New students: 5th August 2024

Fees for school year 2024-2025 (“School Fees”)

HK\$ 12,300 – Classi asilo and scuola elementare (Kindergarten and Primary School - children born between 2020 and 2014), if your second or third child the fee is reduced to HK\$ 11,685

HK\$ 12,500 – Classi di scuola media (Middle School), if your second or third child the fee is reduced to HK\$ 11,875.

School Fees are paid in lump sum in advance and are inclusive of Bus Service (as hereafter defined) and textbooks (except for Kindergarten which does not have textbooks). The Bus Service’s fees are mandatory and cannot be deducted from the School Fees, even if such service is not used and/or required.

Payment details of the School Fees**Pay by bank transfer:**

SCUOLA ITALIANA MANZONI LTD

BENEFICIARY’S ACCOUNT: 7097-001-0001 (bank code: 161; branch code: 967)

BENEFICIARY’S BANK: Intesa SanPaolo S.P.A. Hong Kong Branch Unit 8102-05 & 8106A

Level 81, International Commerce Centre No.1 Austin West, Kowloon, Hong Kong Swift code: BCITHKHH

PLEASE INDICATE YOUR SON/DAUGHTER FULL NAME UNDER REMARKS

Scuola bus service (“Bus Service”)

The Bus Service is provided by an external bus company under the coordination of the Manzoni bus coordinator (email: bus@manzoni.edu.hk)

Our goal is to make every effort to organize routes to ensure a comfortable journey even for those children who travel long distance. However, sometimes the nearest pickup point and drop off point may require some walking.

Before the start of the school year, bus routes are planned according to the distribution of students over the Hong Kong territory and children are assigned to a specific bus route. For students whose application is received after the deadline, the Bus Service can be guaranteed only from pick up points already in place. If you move home or join the Scuola once the school year has already started, contact bus@manzoni.edu.hk who will assign the student to a convenient bus route.



The week before Scuola starts, we will send you by email details of bus routes, timetables and location of pick up and drop off points. Should you not have received any communication three days before school year is due to start, please send an email to bus@manzoni.edu.hk.

Unfortunately, we cannot arrange Bus Service for residents of Discovery Bay (“DB”) due to travel time issues. Children from DB will be picked up at the bus stop in front of the Ferry Pier. For details and schedule, please contact bus@manzoni.edu.hk

Remarks

The Scuola is a “limited company by guarantee” of which parents become members by enrolling their children into the Scuola. To see the Memorandum and Articles of the Association of the Scuola, please contact the School Coordinator at information@manzoni.edu.hk

The Scuola's regulations are available at: <https://manzoni.edu.hk>

**PLEASE PRINT AND FILL THE FOLLOWING
ENROLMENT FORM YEAR 2024 – 2025**

STUDENT PERSONAL DATA

Surname and name _____

Place and date of birth _____

Any particular remarks/medical condition /
allergies: _____

Attended international or local school (2024–2025 academic year):

Name of the school _____

School address _____

Attended grade in international/local school
(2024-2025 academic year)

Kindergarten	Primary School	Middle School
--------------	----------------	---------------

Level of the Italian language:

Basic	good	proficient
-------	------	------------

Do you need Bus Service?

Yes	No
-----	----

Attended grade in Scuola Italiana Manzoni
(2024-2025 academic year)

Kindergarten	Primary School	Middle School
--------------	----------------	---------------

Is this your first, second or third child currently
enrolled in Scuola Italiana Manzoni?

First	Second	Third
-------	--------	-------

School Fee (2024-2025 academic year) Note:
Your second/third child enrolled can be the older
one

First child	Second/third child
12,300 HKD	11,685 HKD
12,500 HKD	11,875 HKD

Surname and name of the parent/guardian: _____

Home address _____

Tel. # Home _____ Office _____ Mobile _____

e-mail address _____

The undersigned parent/guardian _____ is asking to enroll his/her son/daughter _____ to the extra curricular course of Lingua e Cultura Italiana.

With this enrollment the parent/guardian is becoming a member of the Scuola., and he/she undertakes to contribute to the assets of the Scuola, in the event of its being wound up while he/she is a member or within 1 year after he/she ceases to be a member howsoever arising, for the payment of the debts and liabilities of the Scuola contracted before he/she ceases to be a member and the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories among themselves, such amount as may be required not exceeding Hong Kong One Hundred Dollars (HK\$ 100).

The Scuola reserves the right to alter and modify the condition of the application for enrolment without further notice to the applicant and from time to time and such alteration and/or modification shall be binding on the applicant.

Student Withdrawal

If your child is going to withdraw from the Scuola, write an email to the School Coordinator at information@manzoni.edu.hk at least one calendar month before the last attendance date.

If a family has more than one child attending the Scuola, please submit individual withdrawal notice for each child.

School Fees are charged in advanced for the full school year, which is divided in two terms.

If the student attends up to and including the last day of the first term according to the school calendar, half of the School Fees will be reimbursed. If the student withdraws after the last day of the first term, the School Fees will not be refunded. The withdrawal date is, and is deemed to be, the date on which the School Coordinator confirms in writing to the parent(s) of the student that their application for withdraw has been processed and accepted

The refund will be made via the designated account, communicated from the parent(s).

Generally the refund will be completed within two calendar months after student's last date of attendance, but the process may take longer.

Inclusivity

The Scuola accepts students with a wide range of abilities, some of whom could have special educational needs, however the parent(s) need to notify to the School Coordinator and the class teacher these students at the time of enrolment or later as soon as the aforementioned conditions have been ascertained. The Scuola does not offer support service for these students, so the presence of a parent during lessons may be required.

Medical policy

Medication

Daily prescription medication must be taken at home, because the Scuola does not provide any medication and/or medical services.

Fever Policy

Students with a temperature of 37.5°C/99.5°F or greater, should remain away from the Scuola until they are fever free for at least 48 hours without the benefit of fever reducing medicines such as Panadol or Ibuprofen (Nurofen, Advil)

Infectious Diseases Policy

Students with vomiting and/or diarrhea should remain away from the Scuola until 48 hours after the last episode of vomiting and diarrhea. Some diseases are categorized as “notifiable diseases” in Hong Kong. Therefore it is mandatory for parent(s) to notify the school immediately, if a student diagnosed by a doctor.

Personal data

The personal data provided by you to the Scuola, from time to time, will be used for the following purposes:

1. Processing of the applications and selection of applicants for admission to the school;
2. As evidence for verification of the applicant’s identity, academic records and other information;
3. To send communications that are relevant to parents and students, including but not limited to newsletters, programs, courses, seminars, lectures, conferences, events and extra-curricular activities of clubs or selected third party service providers; and
4. For administrative and security purposes relating to the operation of the Scuola.

From time to time students (or their parents/guardians) may be required to supply the Scuola with personal data for school administrative and academic purposes.

Personal data of students and their parents/guardians will be handled by the staff of the Scuola in accordance with the applicable rules and regulations.

Personal data may be stored in the school database systems and online portals and any such personal data provided will form part of the student’s official records at the school.

Failure to provide the data requested may result in the Scuola not being able to proceed with the purpose for which such data was requested and the relevant student may be requested to leave the Scuola without any reimbursement of the School Fees.

The Scuola may place student’s photos, name or school work, activities and accomplishments in the Scuola’s publications, websites (including but not limited to social media sites) used by the Scuola for organizational purposes. If you do not want your photos and/or of your children published on our website and/or in printed material, please notify us in writing addressed to [Scuola Manzoni Ltd, c/o P.O Box 23606, Wanchai Post Office, Wanchai, Hong Kong] within three (3) days from the date hereof.



In no event will the Scuola be liable for any claims, losses, demands, or damages of any kind whatsoever with regard to any information, content, or services provided, including but not limited to direct, indirect, incidental, or consequential loss or damages.

Insurance and damage

The Scuola insures all students against accidental death and permanent disability only while they are participating or attending activities organized by the Scuola.

The Scuola does not cover any medical expenses or personal properties (e.g. laptops, mobile phones, glasses). Parent(s) may wish to take out personal insurance to cover medical expenses and property damage/loss for their children.

Further, by signing this Enrollment Form, you agree and confirm to be bound by the provisions set out in this Enrollment Form and to notify the Scuola, of any changes in the particulars and information set out in this Enrollment Form within three (3) days of the occurrence of any change to the address [Scuola Manzoni Ltd, c/o P.O Box 23606, Wanchai Post Office, Wanchai, Hong Kong] and to information@manzoni.edu.hk.

Both parent surname and name

Both parent Signature

Data _____

Liability Release, Waiver and Agreement

I hereby confirm and agree that I am fully aware that by attending the Scuola the student can be subject and face safety risks. I understand and agree that although the Scuola will take all reasonable care to ensure the safety of the students attending the Scuola, accidents and injuries may occur and some risks are or may not be known or reasonably foreseeable at this time. I also understand and agree that certain activities are designed such that the student may be physically separated from the teacher or any other person assigned to look after the student. I hereby confirm and agree that I have the due authority to make any decision on behalf of the student and I accept those risks, however caused, for myself and on behalf of the student and understand and agree that the teacher or any other person assigned to look after the student, may make emergency medical decisions on my behalf for the student.

I, for myself, and the student, to the extent permitted by law, hold the Scuola harmless from and against any personal injury or death, or any loss or damage to property suffered by the student, which arises from or in connection with, or in the course of, the participation in this school activity, or which is caused by or attributable to the activity or any act or omission of the Scuola.

I hereby also agree and understand that in case of emergency, the student will be taken to a public hospital. Should I wish to then transfer or take the student to a private hospital, I hereby understand and agree that I will be fully and financially responsible for the private treatment.

Name and Surname of the student: _____

Date of Birth: _____

Both parent surname and name

Both parent Signature

Data _____
