



## Taking Leave Policy

If your child needs to take leave due to sickness or other personal reasons, please note the following policy for obtaining make-up class approval. It is parents' obligation to inform our center on time in order to keep the policy equitable for both sides.

### Sick Leave

<b>Advance Notice</b>	Telephone the center <b>before the beginning of class</b> and obtain the <b>confirmation code</b> . <b>If no advance notice is made on time, no make-up class will be issued.</b> Please make sure you notify us by phone and obtain the confirmation code.	<b>Valid dates of Supporting Document</b>	<b>The date of the doctor's certificate should be the same as class date or within 2 days prior to the class date.</b> E.g. If a child takes sick leave on the July 8 class, only the doctor's certificate dated July 6, 7 or 8 will be accepted.
<b>Supporting Document Required</b>	Registered doctor's certificate (registered Chinese Herbal Doctor's certificate is acceptable). The child's name must be indicated on the doctor's certificate.	<b>Limit of Sick Leave</b>	No limit; we will follow the professional advice from registered doctors.

\*\*\* Sick leave is defined as sudden occurrence of sick symptoms. Scheduled body check-ups\*\*\* and scheduled injections at health clinic are defined as personal leave.

### Personal Leave

<b>Advance Notice</b>  <b>Minimum 10 days advance notice. No late notice will be accepted</b> E.g. If a child takes leave on the July 18 class, our center must be notified on or before July 8. If no advance notice is made on time, no make-up class will be issued.	<b>Limit of Personal Leave</b>  Maximum 2 make-up classes per each enrolled term.
<b>Acceptable Situations</b>  <b>Overseas Travelling</b> (Local travelling not accepted)  <b>School Interview</b>  <b>School Activities</b> Limited only to <b>school-wise outings, graduation, sport day and school performance</b> . (No parent/ report card days, open days, rehearsals, special activities, training or practising sessions or other reasons will be accepted)  <b>Scheduled Body Check-ups and Scheduled Injections at Health Clinic</b>	<b>Supporting Document Required for the Mentioned Situation</b>  <b>The child's travelling document (with child's name indicated).</b> E.g. boarding pass, original of air-ticket (e-ticket not accepted), hotel check-in proof, etc.  <b>School notice.</b> The school notice must indicate the interview time which clashes with the class time. (If the interview time is in the morning while the class time is in the afternoon, this does not fulfill the Personal Leave criteria and no approval will be issued)  <b>School Notice</b> Must indicate the date of activity  <b>Proof of body check-up or injection.</b> Only the doctor's certificate with the date of taking leave is accepted.

\*\*\*Only the above four situations are accepted for taking leave for personal reasons;\*\*\* please note that all other situations are not accepted for taking personal leave.

No make-up class will be issued under any circumstances of late notification of taking leave or any circumstances that does not fulfill the above mentioned make-up class situations. Graceful Hands Kids Center reserves its rights of explanation and final discretion should any disputes arise.

The above mentioned sick leave and personal leave policy is not applicable to the following programs in any circumstances:  
 Summer Fun Programs/ All special workshops/ Little Scientist/ Mind-Mapping for Children/ Any other programs with special policy.



## 申請病假或事假需注意事項

貴子弟如需申請病假或事假，敬請注意以下事項，家長有責任依所示程序通知中心，務求達到公平的原則：

### 申請病假

<b>通知時限</b>	<b>上課之前</b> 必需致電本中心，及 <b>取回確認編號</b> 。 如中心未有收到通知， <b>恕不受理</b> 。 請家長注意必需致電及取得確認編號。
<b>需遞交文件</b>	醫生證明文件（中醫或西醫均可）必需註明小朋友的姓名
<b>有效期限</b>	只接受 <b>上課當天或前兩天</b> 所發出的醫生證明 例如：小朋友上7日8日的課堂， 只接受由7日6日、7日或8日開出的醫生紙。
<b>病假總數</b>	不限，依醫生的專業意見
<b>**病假指突發病徵，如預約醫生作定期檢查或到健康院作注射，均作事假論，請參考事假規條**</b>	

### 申請事假

<b>通知時限</b>	
最少 <b>10天</b> 前通知。 <b>逾期通知，恕不受理</b> 。 例如：小朋友上7日18日的課堂，必須於7日8日或之前通知。	
<b>包括的情況</b>	<b>需遞交文件</b>
出境旅遊（不接受本地旅遊）	<b>出境旅遊證明文件註明小朋友的姓名</b> 如登機証、機票正本(不包括e-ticket) 或入住酒店證明等。
入學面試	<b>學校通知信</b> 必需註明面試時間與上課時間有相撞的情況。 (如面試時間為上午，而上課時間為下午， 此情況並不符合事假原則)
學校活動，但只限學生旅行、畢業禮、 運動會及學校表演四項。 (不接受家長會、開放日、綵排、特別活 動、集訓等其他各種原因)	<b>學校通告</b> 必需註明日期。
預約醫生作定期檢查或到健康院作注射	<b>檢查或注射的證明</b> 只接受當日的醫生證明。
<b>**除以上四項外，並不涵蓋其他情況，敬請注意**</b>	
<b>事假總數</b>	
全期課程中最多合共 <b>兩課</b>	

以上事假及病假之補課原則，不包括以下課程：  
Summer Fun Programs / All Special Workshops / Little Scientist /  
Mind-Mapping for Children / 其他有特別註明的課程或活動

請各家長注意以上條款，逾期通知或不符合補課原則的，均不能受理，請勿爭議。多謝各位垂注。