



Student Handbook

Academic Year
2020 - 21

Causeway Bay Campus:

5/F Park Avenue Tower, 5 Moreton Terrace, Causeway Bay

Sheung Wan Campus:

3/F Gold Shine Tower, 346-8 Queen's Road Central, Sheung Wan

Mong Kok Campus:

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KYP Policies

“Parents of Creativity” Agreement

By enrolling your child in KYP, you agree to the following terms and conditions:

I agree to allow my child to participate in The Kelly Yang Project programme at The Kelly Yang Project learning centres and/or online.

I agree that my child will not miss class except in the case of emergencies and illness. If my child misses class for reason other than sickness or emergency, I will let the instructor know at least **24 hours** prior to the start of class; otherwise I forfeit my right to a makeup class.

I agree to accept the policies of the Kelly Yang Project on cancellation and make-up classes. It is my responsibility to initiate the arrangement of make-up classes. For details on the make-up class process, please see Page 2.

I agree to allow my child to be photographed and video-recorded in class while performing creative exercises, presenting projects, debating, writing, or participating in KYP activities and competitions.

I agree to give The Kelly Yang Project license to use my child’s works to promote and enhance creative, critical, and global thinking in KYP publications such as KYP website and social media.

If, through The Kelly Yang Project, my child develops a special creative passion or talent, I agree to support that talent and encourage it every day.

Thank you and welcome, Parents of Creativity!



KYP Terms and Conditions

Please carefully read our terms and conditions below:

PAYMENT

1. For live classes: classes will be billed on a two-month basis. The payment must be received before the due date on the invoice or the child may not be allowed to attend class.
2. A **HK\$500** deposit will be charged to all students upon enrollment in an academic school year and will be refunded at the end of the academic school year, provided there is no violation of our terms and policies.
3. Any late payment will be subject to a \$100 processing penalty.
4. You may not deduct class fees from the tuition (i.e. classes not used may not be carried forward into a new tuition cycle).

CLASS ABSENCE

1. For private lessons, please let us know at least **24 hours** in advance if you plan on cancelling a private class. Otherwise, you will be charged for the lesson.
2. For Academic classes, please let us know at least **2 hours** in advance if your child is not available for the class or the makeup class option will not be provided.



MAKE-UP CLASS ARRANGEMENT

1. ACADEMIC YEAR CLASSES– Students are allowed a maximum of **three** make-up classes between August and December and a maximum of **five** make-up classes from January to July.
2. Make-up classes must be completed in classes with at least one other student within two weeks from the original date of absence. If no make-up class can be arranged, KYP is not required to issue a refund.
3. Make-up classes cannot be carried over into a new semester. Parents must place a make-up class request **no less than 24 hours** in advance or we may not be able to accommodate the make-up class request.
4. We arrange make-up classes according to age. Students must do a make-up class either in the same week that they are absent, or do a makeup class in a different class for their age group within two weeks. If students do make-up class in a more expensive class, KYP will charge an additional fee equivalent to the difference in course fee. Make-up class credits cannot be combined for private classes.
5. Makeup classes need to be arranging before last class upon withdrawal and before end of the Academic Year. If the student schedules a make-up class but does not attend without prior notice, the make-up class will be forfeited.
6. There are no make-up classes during Summer Term, Holiday Workshops, or other seasonal classes. There are also no make-up classes for online classes; however, we will email you the material missed.



WITHDRAWING FROM KYP

1. To withdraw from the regular classes, you must submit a written notice (letter or e-mail) at least **30 days (4 lessons)** prior or payment in lieu of notice prior to the last day of attendance.
2. Failure to provide 30 days notice will result in forfeiture of \$500 deposit.

PUBLIC HOLIDAYS, BAD WEATHER, CIVIL UNREST, PANDEMIC

1. We do not hold classes for all Hong Kong public holidays. For live classes, we do not hold classes when the Typhoon No. 8 or Black Rain Signal is hoisted in Hong Kong. We will make every effort to continue in-person classes or online classes during periods of civil unrest or pandemic:

Public Holidays:

2. For the 2020-21 Academic Year, we are closed on the following days:

National Day	1 Oct 2020	Thursday
Day after Mid-Autumn Festival	2 Oct 2020	Friday
Chung Yeung Festival	26 Oct 2020	Monday
Christmas Day	25 Dec 2020	Friday
The day after Christmas Day (Boxing Day)	26 Dec 2020	Saturday
New Year's Day	1 Jan 2021	Friday
Lunar New Year	12 Feb 2021	Friday
The Second Day of Lunar New Year	13 Feb 2021	Saturday
The Third Day of Lunar New Year	14 Feb 2021	Sunday
The Fourth Day of Lunar New Year	15 Feb 2021	Monday
Good Friday	2 Apr 2021	Friday
The Day Following Good Friday	3 Apr 2021	Saturday
Ching Ming Festival	4 Apr 2021	Sunday
Easter Monday	5 Apr 2021	Monday
Labour Day	1 May 2021	Saturday
Birthday of Buddha	19 May 2021	Wednesday
Tuen Ng Festival	14 Jun 2021	Monday
HKSAR Establishment Day	1 Jul 2021	Thursday



Inclement Weather:

3. If live classes are cancelled due to Typhoon No. 8 or Black Rain, there will be **NO** makeup classes or refunds.
4. If Typhoon No. 8 is hoisted during class, the class will stop immediately and students should go home. If Black Rain is hoisted during class, the class will continue until the end of class and then students will go home once conditions have cleared.
5. If the signal for the Black Rainstorm or Typhoon #8 is lowered:

Before 7am	The centre will open at 9am
Before 12 noon	The centre will be open at 2pm
After 12 noon	The centre will remained closed

There are no makeup classes or refunds for live class cancellations due to weather.
6. Students will not be notified individually of the weather situation. Parents should pay attention to the Hong Kong Observatory's weather reports.
7. If class resumes after Typhoon No. 8 or Black Rain has been lowered and students do not come to the class, there will be no make-up classes or refund offered.

Civil Unrest:

8. During periods of civil unrest, we realize that some students may not be able to safely reach our centres. In cases of spontaneous civil unrest (e.g. that occurring with less than 24 hours' notice), students will be offered an online or make-up class option. Students will not be penalized for missing classes in cases of spontaneous civil unrest.
9. In cases of planned civil unrest (e.g. more than 24 hours' notice); an online or make-up class will be offered. Students who miss such pre-arranged online classes will not receive a make-up option.



Pandemic:

10. During periods of pandemic, KYP will make every effort to keep the flow of learning uninterrupted. The Company will follow best practices from the Hong Kong government's relevant departments, including but not limited to the Department of Health and its Centre for Health Protection. In-person classes will be held as long as it is safe to do so according to these relevant authorities. Make-up classes will be offered for students and parents who prefer not to attend in-person classes, even if the government has not advised otherwise.

11. In cases where in-person classes are no longer possible, online classes will be provided on a KYP-wide basis. Because these online classes will take place at the same time as in-person classes – and because in these extenuating circumstances it is unlikely that other outside events will conflict with regular classes – make-up classes will not be provided for reasons other than illness.

RIGHTS

1. All KYP materials (including notes and worksheets) are prepared by KYP and the exclusive proprietary rights of KYP and are not to be distributed to the public or sold for commercial or educational purposes.

2. In case of any teacher absence, we will be arranging a substitute teacher and classes will be conducted as scheduled.

3. We reserve the right to use our students' works in our publications.

4. We have the right to withdraw any student who is being disruptive or who we deem not suitable for our program and/or students or families who do not adhere to our policies. We will also withdraw any student whose parents have solicited any of the KYP teachers or staff to do private tutoring outside the KYP premises without KYP permission.



5. We have the right to withdraw any student if
 - a.) he or she behaves in ways that are disruptive and, by the teacher's judgment, may infringe upon other students' right to learn; and
 - b.) he or she continues to behave in a similar way after repeated warnings.
6. If a student is dismissed or requested to withdraw because of behavioral problems, no refund will be made.
7. We reserve the right to arrange for one of the other KYP teachers to teach your child if your child's teacher is not available due to unforeseen circumstances.
8. For live classes, we also have the right to send your child home if your child displays any symptoms of illness and to allow your child to come back to class only when a doctor's note is given.

SCHOOL PROPERTY

We work hard to ensure that each and every KYP learning centre is state of the art. If your child damages KYP school property, you are liable for paying for the cost of the damage.

Thank you for your attention and welcome to the KYP community!



KYP 2020 - 2021 Academic Year Calendar

KYP Operation Hours

Mon-Fri: 10am - 7pm
Sat-Sun: 9am - 5:30pm
Workshops: 9am-6pm

 Public Holiday (no classes, campus closed)

 Holiday Workshops (daytime classes)

*Regular classes will stop during most Workshops

(See details below for each Workshop session)

 Academic Year Classes

 Academic Year Last Day CWB and KLN

2020

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Regular Courses will continue alongside Mid-term Workshops

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*KYP operating hours during Winter Workshops will change to Mon - Fri 9am - 6pm & Sat 9am - 1pm (No Regular Class During Winter Workshops)

2021

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

*KYP operating hours during CNY Workshops will change to Mon - Fri 9am - 6pm & Sat 9am - 1pm (No Regular Class During CNY Workshops)

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*Regular Courses will continue alongside Easter Workshops

MAY						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*KYP operating hours during Summer Workshops will change to Mon - Fri 9am - 6pm & Sat 9am - 1pm



