

TERMS & CONDITION

SPARKLAB PLAYGROUP

WELCOME TO SPARKLAB PLAYSCHOOL! WE ARE EXCITED TO HAVE YOUR CHILD AS PART OF OUR PLAYGROUP CLASSES. PLEASE READ AND UNDERSTAND THE FOLLOWING TERMS AND CONDITIONS GOVERNING OUR PLAYGROUP CLASSES.

1. Registration and Payment:

- Once your child's registration has been reviewed and accepted by the admin, you will receive a confirmation email containing your payment details.
- The first payment, whether full or installment down payment, must be made within 24 hours after receiving the confirmation email.
- If payment is not completed within 24 hours, the registration will be automatically cancelled, and the slot may be offered to another registrant.

2. Attendance:

- Regular attendance is encouraged to ensure your child's progress and development.
- If your child is unable to attend a class due to illness or other unforeseen circumstances, please notify us in advance whenever possible.

4. Payment Obligations:

- Payment for the entire term is required, even if your child misses one or more classes.
- No refunds or discounts will be provided for missed classes, regardless of the reason.
- For those who selected the installment plan, payment is divided into three (3) parts:
 1. First payment (down payment): within 24 hours after receiving the confirmation email.
 2. Second payment: on or before the second session.
 3. Third payment: on or before the third session.

2. Registration Cancellation

- If you wish to cancel your child's registration, you must notify SparkLab Playschool by contacting us through our official Facebook page or contact number.
- Once the cancellation is confirmed, the account linked to the registration will be deactivated.
- Registration fees and payments made prior to cancellation are non-refundable.

3. Make-Up Classes:

- SparkLab Playschool offers one (1) make-up class per term per child for missed classes.
- Make-up classes are subject to availability and must be scheduled in advance.

5. Materials and Supplies:

- Materials and supplies needed for playgroup classes are purchased in advance based on enrollment.
- The cost of materials and supplies is included in the enrollment fee and is non-refundable.

6. Privacy and Photography:

- Photographs or videos of your child may be taken during classes for promotional or educational purposes, unless you notify us otherwise by contacting us through our official Facebook page or contact number.

READ IT

ACCOUNT TERMS AND CONDITIONS:

1. Account Security

- Each account is intended for the registered parent or guardian to manage their child's SparkLab Playschool activities.
- Accounts should not be shared or used for purposes unrelated to SparkLab.
- Upon first login, users are required to change their password to a strong and unique one for better security.
- A strong password should include a combination of uppercase and lowercase letters, numbers, and special characters.
- Users are responsible for keeping their login credentials confidential at all times.

2. Account Deactivation

- Parents may request to deactivate or delete their account by contacting the admin.
- Once a registration is cancelled, the corresponding account will also be deactivated and can no longer be accessed.
- Archived accounts will be reactivated one (1) day before the start of the user's next enrolled cycle.

3. Account Access and Visibility

- When a student is logged in to their account, they will only be able to view information, cycles, sessions, and activities related to their currently enrolled cycle.
- This is to ensure accurate records and to maintain the privacy of each enrollment cycle.

4. Updates to Terms:

- These Terms and Conditions may be updated or revised from time to time.
- Any changes will be communicated through email or posted on our official channels before taking effect.

BY ENROLLING YOUR CHILD IN SPARKLAB PLAYSCHOOL PLAYGROUP CLASSES, YOU ACKNOWLEDGE AND AGREE TO ABIDE BY THESE TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE, AND ANY UPDATES WILL BE COMMUNICATED TO YOU IN ADVANCE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THESE TERMS AND CONDITIONS, PLEASE FEEL FREE TO CONTACT US. WE LOOK FORWARD TO PROVIDING A FUN AND ENRICHING EXPERIENCE FOR YOUR CHILD IN OUR PLAYGROUP CLASSES