

# HHCKLA Buddhist Wai Kwong Ka Fuk Kindergarten

## 2019-2020 Application and Interview Process

|  | Content   |
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| Application form distribution          | <p>Application form distribution period:<br/>whole year</p> <p>Number of application forms to be distributed:<br/>Unlimited</p> <p>Methods for application:<br/>download application form from school website/ collect in person / online application</p>   |
| Collection of application form and fee | <p>Application date:<br/>Starting for 3<sup>rd</sup> June 2018, application forms can be submitted</p> <p>Time for in person submission:<br/>9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. (Monday to Friday)<br/>9:30 a.m. to 11:30 a.m. (Saturday)</p> <p>Submission methods:<br/>1. submit in person<br/>2. by post(with documents and cheque for application fee)<br/>3. online submission</p> <p>Documents to be submitted:<br/>Please attach the following with the application form</p> <ol style="list-style-type: none"> <li>1. Student's original birth certificate and photocopy</li> <li>2. Original Department of Health Immunisation record and photocopy</li> <li>3. 2 photos</li> <li>4. 3 rectangular shaped envelopes (Please write down the student's name, address and stick the stamps)</li> <li>5. \$40 application fee</li> </ol> |
| Announce the interview schedule        | <p>Interview date:<br/>November 2018 (exact date will be announced later)</p> <p>Interview announcement:<br/>All student will be given a chance for interview<br/>(parents will be informed on or before 26<sup>th</sup> October 2018)</p>  |

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| Criteria for admission                           | <ol style="list-style-type: none"> <li>1. Student's interview performance.</li> <li>2. Priority will be given to students whose siblings are enrolled or are graduates of our kindergarten.</li> <li>3. For applicants of whole-day class, priorities will be provided to parent who are working or families with needs (If needed, our kindergarten might request relevant proof)</li> </ol>  |
| Interview arrangement                            | <p>Interview process:</p> <ol style="list-style-type: none"> <li>1. Please arrive at the kindergarten 15 minutes before the given time. Present student's documentation for registration at the school entrance. After receiving personal application form, you will also be given a sticker with a number. The sticker should be attached on the student until the end of interview.</li> <li>2. Please wait at the waiting area quietly and pay attention to the staff member's instructions. Bring the applicant to the instructed classroom for interview.</li> <li>3. Interview will be conducted in groups which will be for 20 minutes. Three teachers from our kindergarten will be responsible for scores.</li> <li>4. Interview will be mainly conducted in Cantonese.</li> <li>5. After the interview, parents will retrieve the "Interview notes". Please pay attention to the notes and according to the time and date to check the interview results.</li> </ol> |
| Entry list announcement                          | <p>Interview results will be mailed to all applicants on or before 21<sup>st</sup> December, 2018. Entry list will also be uploaded to the kindergarten's website. (<a href="http://www.bwkkfk.edu.hk">www.bwkkfk.edu.hk</a>)</p>  |
| Application results and registration arrangement | <p><u>Accepted students:</u><br/>Parents are kindly requested to register with the kindergarten from 10<sup>th</sup> January 2019 to 12<sup>th</sup> January 2019. Please submit the "2019/20 Registration Certificate for Kindergarten Admission " and pay the registration fee.<br/>(Registration fee: Whole-day class: \$1570/ half-day class: \$970)</p> <p><u>Waiting list students:</u><br/>If the accepted student fails to register within the registration period, he/she will be automatically considered as giving up for placement. The kindergarten will inform students from waiting list to replace him/her.</p> <p><u>Unaccepted students:</u><br/>By the end of January 2019, parents can visit the EDB website to refer to the "K1 vacancy information".</p>   |

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| Notice | <ol style="list-style-type: none"><li data-bbox="379 152 1474 432">1. In case parents choose to transfer to another kindergarten, please inform the kindergarten a day before and register for retrieving of Registration Certificate for Kindergarten Admission on the next day and collect 2019/20 Registration Certificate for Kindergarten Admission from the kindergarten. Our kindergarten will not reserve a place for the student.</li><li data-bbox="379 443 1394 521">2. Students who have already paid the registration fee will not be reimbursed if they gave up their places.</li></ol> |
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