

# HHCKLA Buddhist Wai Kwong Ka Fuk Kindergarten/ Nursery School

## 2023-2024 Application and Interview Process

### I. Instructions for Admission Application:

- The school is open for applications.
- Students need to fulfil the age requirement.
- Parents should accept the school's philosophy.

### II. School fees

- Kindergarten Education Scheme is applicable to our kindergarten.
- No school fee for the half-day classes.
- School fees and meals fees for the whole day students are to be paid in 10 instalments.
- Books, stationery, miscellaneous and snack fees are to be paid in the first and second term.
- Eligible family can apply for Kindergarten Subsidy Scheme and School-related Expenses.
- All fees are non-refundable.

### III. Admission application process arrangement

	Content
Application form distribution	Application form distribution period: whole year  Number of application forms to be distributed: Unlimited  Methods for application: download application form from school website/ collect in person / online application
Collection of application form and fee	Application date: Starting for 1 <sup>st</sup> April 2022, application forms can be submitted  Time for in person submission: 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. (Monday to Friday) 9:30 a.m. to 11:30 a.m. (Saturday)  Submission methods: 1. submit in person 2. by post(with documents and cheque for application fee) 3. online submission

	<p>Documents to be submitted: 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. 1 rectangular shaped envelopes (Please write down the student's name, address and stick the stamps)</li> <li>5. \$40 application fee</li> </ol>
<p>Announce the interview schedule</p>	<p>Interview date: November 2022 (exact date will be announced later)</p> <p>Interview announcement: All student will be given a chance for interview (parents will be informed on or before 21<sup>st</sup> October 2022)</p>
<p>Criteria for admission</p>	<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 and students studying in our PN class.</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>
<p>Interview arrangement</p>	<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. The interview will be mainly conducted in Cantonese. A Cantonese speaking relative or friend can accompany the child to attend the interview. If assistance is needed, please inform the school for further arrangements.</li> </ol> <p>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.</p>

Entry list announcement	Interview results will be mailed to all applicants on or before 16 <sup>th</sup> December, 2022. Entry list will also be uploaded to the kindergarten's website. ( <a href="http://www.bwkkfk.edu.hk">www.bwkkfk.edu.hk</a> )
Application results and registration arrangement	<p><u>Accepted students:</u> Parents are kindly requested to register with the kindergarten from 05<sup>th</sup> January 2023 to 07<sup>th</sup> January 2023. Please submit the "2023/24 Registration Certificate for Kindergarten Admission " and pay the registration fee. (Registration fee: Whole-day class: \$1570/ half-day class: \$970)</p>
	<p><u>Waiting list students:</u> 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 by phone.</p>
	<p><u>Unaccepted students:</u> By the end of January 2023, parents can visit the EDB website to refer to the "K1 vacancy information".</p>
Notice	<ol style="list-style-type: none"> <li>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 2023/24 Registration Certificate for Kindergarten Admission from the kindergarten. Our kindergarten will not reserve a place for the student.</li> <li>2. Students who have already paid the registration fee will not be reimbursed if they gave up their places.</li> <li>3. Non-chinese speaking children's parent support Tel. 26832227 Email. <a href="mailto:bwkkfk@buddhist-hhckla.org">bwkkfk@buddhist-hhckla.org</a></li> </ol>