

HHCKLA Buddhist Wai Kwong Ka Fuk Kindergarten/ Nursery School

2024-2025 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	<u>Application form distribution period:</u> whole year <u>Number of application forms to be distributed:</u> Unlimited <u>Methods for application:</u> download application form from school website/ collect in person / online application
Collection of application form and fee	<u>Application date:</u> Starting for 1 st April 2023, application forms can be submitted <u>Time for in person submission:</u> 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) <u>Submission methods:</u> 1. submit in person 2. by post(with documents and cheque for application fee) 3. online submission <u>Documents to be submitted:</u> Please attach the following with the application form 1. Student's original birth certificate and photocopy 2. Original Department of Health Immunisation record and photocopy 3. 2 photos 4. 1 rectangular shaped envelops (Please write down the student's name, address and stick the stamps) 5. \$40 application fee
Announce the interview schedule	<u>Interview date:</u> November 2023 (exact date will be announced later) <u>Interview announcement:</u> All student will be given a chance for interview (parents will be informed on or before 27 th October 2023)
Criteria for admission	1. Student's interview performance. 2. Priority will be given to students whose siblings are enrolled or are graduates of our kindergarten and students studying in our PN class. 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)
Interview arrangement	<p>Interview process:</p> <ol style="list-style-type: none"> 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. 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. 3. Interview will be conducted in groups which will be for 20 minutes. Three teachers from our kindergarten will be responsible for scores. 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. <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 sent by Whatsapp to all applicants on or before 24 th November, 2023. Entry list will also be uploaded to the kindergarten's website. (www.bwkkfk.edu.hk)
Application results and registration arrangement	<p><u>Accepted students:</u> Parents are kindly requested to register with the kindergarten from 04th January 2024 to 06th January 2024. Please submit the "2024/25 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 2024, parents can visit the EDB website to refer to the "K1 vacancy information".</p>
Notice	<ol style="list-style-type: none"> 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 2024/25 Registration Certificate for Kindergarten Admission from the kindergarten. Our kindergarten will not reserve a place for the student. 2. Students who have already paid the registration fee will not be reimbursed if they gave up their places. 3. When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative/ friend to facilitate communication. 4. Non-chinese speaking children's parent support Tel. 26832227 Email. bwkkfk@buddhist-hhckla.org