Admission Information (2016/17)

Thank you for your interest in Little Buds Kindergarten. Little Buds Kindergarten is fully committed to equal opportunities in education. No applicant to Little Buds should be discriminated against on the basis of background religion, race, nationality, colour, national or ethnic origin. Our students learn in a loving and supportive environment for them to acquire skills for the future. We hope you consider joining our school and community.

1. Admission Procedure

We accept applications throughout the year.

Parents can obtain admission forms personally from school or download it from the school’s website.

Complete application

Parents can submit the completed admission forms from 9:30a.m. to 4:30p.m. to the school. The admission forms must have attached a child’s recent photo (stick on the application form) when submitted and include the following:

1) Copy of child’s birth certificate
2) Copy of immunization record
3) 3 self- addressed envelopes
4) Admission fee: HK$30

(*Children who weren’t born in Hong Kong should present a copy of at least a 1-year right to aboard document.)

(*Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data.)

Interview

Parents will be notified of the time of your child’s interview by letter or phone. Due to the limitation of capacity, interviews are arranged according to the sequence of admission. Parents should attend the interview with their child punctually. We encourage that both parents attend the interview with the child. The purpose of the interview is for the school to meet the parents and the child and make observations through games and activities. Parents will be notified of the results within 14 working days after the interview by letter.

Offers of places

Offers of places are notified in a separate letter. If places are oversubscribed, it will be necessary to place some children on a reserve waiting list and parents would be notified of this in the letter.

Reserve Place for New Students

Once parents have received a letter offering to reserve a place and have accepted the place, a non-returnable deposit of HK$ 970 is payable to secure the place.

This deposit will be used to offset tuition/ miscellaneous fees for August 2016.

Also, you will need to submit the Pre-primary Education Voucher in order to reserve a place for your child.

Registration for New Students (May 2016)

Kindergarten registration will be held in May 2016, there will be more school forms to complete, and at this time, you will also purchase and measure school uniforms, purchase Books and Learning materials and Snack service.

Kindergarten Orientation Information Evening (June 2016)

In June 2016, parents will be asked to attend an introductory meeting for parents in the term before your child is due to start kindergarten. We will also arrange an opportunity for your child to visit the school and meet the teachers.

K1 Orientation Days (15-17 August, 2016)

Nursery classes visit with parent/guardian. Each family will be scheduled to have an hour “K1 Class Orientation Programme” in the two orientation days before Kindergarten starts.

New Session 2016/17 Begins (18 August, 2016)

First day of kindergarten. Parents are welcome to walk their children into the classroom and get them settled!
2. Admission Criteria

Those children who are 2 years and 8 months when they enter K1 on 1st September are eligible for admission to K2 on 1st September in the following school year, i.e. they will be 3 years and 8 months by the following 1st September. Places in K2 and K3 classes are limited, but may become available during the academic year. If no place is immediately available your child’s application will be added to our waiting list.

Occasionally, a child may have fallen behind in his/her education due to illness etc. In such a case, the School may offer a place in a year lower than the child's age would normally imply. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the child, taking into account all the relevant circumstances, is a matter for the Principal, whose decision is final.

In accordance with regulations as stipulated by the Education Bureau and Immigration Department all students joining Little Buds Kindergarten must be in possession of a valid Hong Kong ID card, allowed an unconditional stay, or must have a valid passport with authorized residency status to be eligible for a place at Little Buds Kindergarten. A visitor visa does not entitle the holder to attend any school in Hong Kong.

Parents are requested to return the completed admission form with a HK$30 non-refundable admission fee to Little Buds Kindergarten as soon as possible. It should be noted that the completion of an application neither guarantees a subsequent interview, nor constitutes the offer of a place.

Parents for entry into the Nursery class (K1) who are called for interview, will be seen in the November prior to the March in which their child is due to enter school. The purpose of the interview is to meet the parents and the child and make observations through games and activities. During the interview, the terms and conditions of entry into the School are explained and there is an opportunity to tour the school. Offers of places are notified in a separate letter. If places are oversubscribed, it will be necessary to place some children on a reserve waiting list and parents would be notified of this in the letter.

In keeping with the traditions handed down from the School’s founder in respect of the family-oriented nature of the school and its links with the local community, the following criteria will be taken into consideration (in the order set out below) when determining offers for places:

- Children with a brother or sister in the School at the time that the child (sibling) would be due to be admitted.
- Children with a past family connection to the School, eg children of past students.
- Parent of children is a full-time employee of Little Buds Kindergarten.
- Date of receipt of a completed application
- Children whose names are not on the waiting lists for any other local school, ie those whose stated first preference is Little Buds Kindergarten.
- The distance of the child’s home from the School.

The School reserves the right to withdraw the offer of a place for entry into the School if it is subsequently discovered that the entry criteria no longer apply to an applicant.

It is the School’s expectation that children entering Kindergarten will stay at Little Buds until the year in which they attain the age of six and are due to transfer to primary education. However, the School does understand that changes in personal circumstances such as financial difficulty, relocation, emigration etc may render this impossible. Nevertheless, once parents have received a letter offering to reserve a place and have accepted the place, a non-returnable deposit* of HK$970 is payable to secure the place. This deposit will be used to offset tuition/ miscellaneous fees for August 2016.

Whilst attending Little Buds Kindergarten, the Principal and Trustees expect students and parents to be fully committed to and supportive of the School, both during and out of school hours. The School reserves the right to insist that parents remove their children from the school if it has reason to believe that such commitment and support does not exist.

<table>
<thead>
<tr>
<th>Class</th>
<th>Child born between</th>
<th>Start date in class</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1</td>
<td>January - December 2013</td>
<td>15 August 2016</td>
</tr>
<tr>
<td>K2</td>
<td>January - December 2012</td>
<td>18 August 2016</td>
</tr>
<tr>
<td>K3</td>
<td>January - December 2011</td>
<td>18 August 2016</td>
</tr>
</tbody>
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3. “To Do” List for Interview Appointment:

- Return the Reply Slip of admission arrangement
- Bring child’s birth certificate
- Bring child’s immunization record
- Talk about the interview day with your child.

4. Related Administrative Policies

- Our annual school fees should be payable in 12 equal installments.
- Our annual school fees may vary and will be confirmed once approval is obtained from the Education Bureau (EDB). School fees include all the equipment and materials used in class. Other fees payable include those for books, miscellaneous items, uniforms, parent-child picnics and entrance fees (if any) for the outings/visits/field trips led by our teachers.
- No reduction in school fees will be made for any absences.
- If a child leaves or is admitted part way through the school year, it should be noted that attendance on any day in a particular month renders school fees payable for the entire month.
- If a child who has left the School would like to re-apply, the application will be considered according to available vacancies at the time. It may not be possible to enroll the child in the same class.
- All school fees paid are non-transferable and non-refundable.
- In case of your child’s withdrawal from school, you must inform the School in writing at least one month in advance. When insufficient notice of withdrawal is given, a payment in lieu of notice should be paid.