



LITTLE BUDS KINDERGARTEN

Unit E, G/F-1/F, Golden Cloud Court, 1-4 Ferry Street, Jordan, Kowloon
Tel: 35862830 Fax: 35862831
Website: www.littlebuds.edu.hk

Admission Form

Please complete this application form in BLOCK LETTERS and put a "✓" in the appropriate box.

Class for Application

School Grade:	Session:
<input type="checkbox"/> K1 (Nursery)	<input type="checkbox"/> Morning (9:00 a.m. to 12:00 noon)
<input type="checkbox"/> K2 (Lower KG)	<input type="checkbox"/> Afternoon (1:15 p.m. to 4:15 p.m.)
<input type="checkbox"/> K3 (Upper KG)	



Child's Personal Particulars

English Name: _____ (Surname) _____ (Given name)
 Chinese Name: _____ (if any) Gender: Male Female
 Date of Birth (dd/mm/yyyy): _____ Place of Birth: _____
 Birth Certificate/Passport No.: _____ Nationality: _____
 Language Spoken at home: English Cantonese Others: _____
 Residence Address: _____
 Last School Attended (if any): _____ Class: _____
 Any Allergies or health concern? Yes (Please specify) _____ No
 Sibling(s) studying in or graduated at our school: _____
 (If any) (Name of Sibling) (Class / Year)

Parent's/ Guardian's Particulars

	1 st Parent / Guardian	2 nd Parent / Guardian
Name:		
Relationship:		
Occupation:		
Contact No.:		
Email:		

Declaration & Signature

I hereby declare that the above information is true and correct to the best of my knowledge. If there is any false information, the application will become invalid.
 I confirm that I have read, understand and agree to the "Admission arrangement" on the back of this page (P.2).
 I understand that my application may not be further processed if any of the required documents are missing.

Signature of Parent / Guardian: _____ Date: _____

****For Office Use Only****

Date of interview: _____ Ref no: _____

<input type="checkbox"/> A copy of the birth certificate	<input type="checkbox"/> 3 self-addressed envelopes	<input type="checkbox"/> RC/AP
<input type="checkbox"/> A copy of the immunization	<input type="checkbox"/> \$40 admission fee	<input type="checkbox"/> Book & miscellaneous fees
<input type="checkbox"/> A copy of the permit for stay	<input type="checkbox"/> \$970 Registration fee	<input type="checkbox"/> School uniform & bags

Admission arrangement 2023-2024

Collection of admission forms (No quota)

- Parents can obtain admission forms personally from the school or download them from the school's website.
- Time of distribution and submission: 9:30 a.m. to 4:00 p.m. (Mondays to Fridays)

Submission of admission forms (We accept applications throughout the year)

Parents can submit the completed admission forms to our school by hand or post. 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;
In the case of the non-local applicant, a copy of his/her passport, Exit/Entry Permit for Travelling to and from Hong Kong and Macau or other travel documents with a copy of his/her personal details and student visa are also required.
2. Copy of child's immunization record (both sides);
3. Three stamped self-addressed envelopes (stamp value HK\$2.2 each. Size of envelope: approximately 4" x 9");
4. A non-refundable application fee of HK\$40. Cash or crossed cheque payable to "Little Buds Kindergarten Limited" (Please write the name and contact number of the student on the back of the cheque.)

Remarks: Incomplete applications will not be accepted.

Application for the "Registration Certificate for Kindergarten Admission (RC) / Kindergarten Admission Pass (AP)"

1. Little Buds Kindergarten is a kindergarten under the "KG Education Scheme" and will process admission according to "K1 Admission Arrangements" by EDB. Parents need to present the "RC" / "AP" to the kindergarten their child has been admitted to in January.
2. Parents are required to submit an application for the "RC" / "AP" to EDB from September to November. Please visit EDB's website (http://www.edb.gov.hk/k1-admission_e) for the details.



Interview (November)

Parents will be notified of the time of their child's interview by letter. Due to the limitation of capacity, interviews are arranged according to the sequence of admission. Parents should attend the interview with their child punctually. The purpose of the interview is for the school to meet the parents and the child and make observations through games and activities. Translation will be provided for Non-Chinese speaking families during the interview. You may call us at Tel. No. 35862830 or write to us at admin@littlebuds.edu.hk to enquire about the arrangements.

Admission criteria

If the number of applications exceeds our quota, we would then consider the enrollment status and refer to the following principles for arranging admission.

1. Parent(s) working in our school;
2. Sibling(s) studying in our school;
3. Sibling(s) graduated from our school;
4. Upon interview performance.
5. Live nearby school;
6. Parents agreeing with our school's educational philosophy and our pedagogical approach;

Offers of places (December)

Parents will be notified of the application results by 16 December 2022 by post.

Reserve Place for New Students (January)

1. Successful applicants: Parents should complete the registration procedures for their child on the "Centralised Registration Dates" (i.e. 5 to 7 January 2023) by submitting the original of the "RC"/ "AP" to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: Parents will be informed by phone when school places are available. Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the original of the "RC"/ "AP" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "RC"/ "AP" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit an application for the Registration Certificate to EDB within the specified period.
4. The registration fee is HK\$970. This registration fee will be refunded within one month after the commencement of the educational course (in September).
5. Should parents decide to change school after registration, please notify the kindergarten in writing. The school will return the "RC"/ "AP", but the registration fee will not be refunded. Upon obtaining the "RC"/ "AP", the school will no longer keep the school place for the child.

Registration for New Students (May)

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

Kindergarten Orientation Information Evening (June)

In June, parents will be asked to attend an introductory meeting for parents in the term before their 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 & New Session Begins (August)

Nursery classes visit with parent/guardian. Each family will have an hour of the "K1 Class Orientation Programme" on the two orientation days before Kindergarten starts. First day of kindergarten. Parents are welcome to walk their children into the classroom and get them settled!

Personal Information Collection Statement

Personal data in this form is provided for processing applications for kindergarten admission. After completion of the application procedure, all information provided will be disposed of. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.