

TWGHs Lions Club of Metropolitan Hong Kong Kindergarten Application Procedure for Admission 2024/25 (Nursery Class PM)

1. Admission information

Guest can get the information via:

- School Web Page (Admission information—related links)
- School Admission Guidelines / Leaflet
- School Open Day
- Admission Talk for parents

Students or school parents can get the information via:

- Parent Notice
- Admission Handbook
- Admission information posted on board
- School Open Day
- Admission Talk for parents

2. Collection of application Forms (No Quota):

- Download from school website
- Obtain from school in person
- Request by post

3. Distribution Period:

- Date: Start from July 2023
- Time: 9:00 a.m. to 11:00a.m. & 2:00p.m. to 4:00 p.m. (Mondays to Fridays) /
9:00 a.m. to 12:00 p.m. (Saturdays)

4. Return of Application Forms (No Quota):

- Return method: Submit the application form in person / by post
[together with the documents required (including identity document)]
- Return Period:
- Date: Start from July 2023
- Time: 9:00 a.m. to 11:00a.m. & 2:00p.m. to 4:00 p.m. (Mondays to Fridays) /
9:00 a.m. to 12:00 p.m. (Saturdays)

5. Application fee:

- Free of charge

6. Admission Criteria:

➤ Priority of Consideration will be given to:

- ✧ Applicant with sibling(s) currently studying in TWGHs Lions Club of Metropolitan Hong Kong Kindergarten or other TWGHs' kindergartens;
- ✧ Applicant with sibling(s) or parents graduated from TWGHs Lions Club of Metropolitan Hong Kong Kindergarten or other TWGHs' kindergartens;
- ✧ Applicant whose parent(s) is/are member or staff of TWGHs;
- ✧ Applicant who resides near to the TWGHs Lions Club of Metropolitan Hong Kong Kindergarten;
- ✧ Others, such as the applicant from families in need will be given due priority consideration when applying for whole day classes

(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

➤ Interview performance

- ✧ It will be based on the performance of applicants on the day of interview.

7. Interview Arrangements

➤ Interview opportunity

- ✧ The kindergarten will arrange interview for all applicants

➤ Date of interview

- ✧ The interview will be conducted on 25/11/2023 (Saturday)

➤ Interview mode

- ✧ Group and/or individual interviews will be arranged
- ✧ Parents should accompany their child for the interview

➤ Interview notifications

- ✧ It will be distributed by post two weeks before the interview. If there is no notice received by then, please contact us at 3188 3565

➤ Interpretation / translation service

- ✧ Please contact us at 3188 3565 if interpretation / translation service is required

8. Announcement of Admission Results

- We will inform parents of the N1 admission results before January 2024 by post.

9. Registration Arrangements

➤ Successful applicants:

- ✧ Parents should complete the registration procedures for their child by paying the registration fee.

➤ **Applicants on the waiting list:**

- ✧ If the successful applicant fails to register during the “Centralised Registration Dates”, the school may allocate the unfilled places to applicants on the waiting list.
- ✧ The school will inform parents by post. Then, parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to pay the registration fee.

➤ **Remarks**

- ✧ Please be reminded that if parents cannot complete the registration procedures, the kindergarten may not be able to complete registration for their child.
- ✧ The registration fee for 2024/25 N1 place half day class is **HK\$970**. Should parents decide to change school after registration, please notify the kindergarten in writing. The registration fee will not be refunded. And the kindergarten will no longer keep the school place for the child.
- ✧ Before admission, parents are required to submit **an original physical examination report** of the applicant issued by any Registered Medical Practitioner.
- ✧ Successful applicants are also required to **submit a copy of the immunization record (both sides)**.