



York International Kindergarten

51 Cumberland Road, Kowloon Tong, Kowloon, H.K.

Tel: (852) 2336-1483 Fax: (852) 2336-1825

York International Pre-School

G/F (Portion) & 1/F, No. 14 Stafford Road, Kowloon Tong, Kowloon

Tel: (852) 2339-0728 Fax: (852) 2337-8083

York International Child Care Centre

10, York Road, Kowloon Tong, Kowloon, H.K.

Tel: (852) 2336-1119 Fax: (852) 2337-5924

web site: <http://www.york.edu.hk/>

ADMISSION INFORMATION

ADMISSION PROCEDURES

- Complete and return the Application Form to the School Office. Application Form should be returned together with the following:
 - the application fee \$40 (which is non-refundable and non-transferable).
 - a copy of applicant's birth certificate.
 - a copy of the applicant's last school report (if any).
 - a copy of immunization record(s) of the applicant (if applicable).
 - a copy of Medical / Special needs report(s) of the applicant (if applicable).
 - one photograph attached to the Application Form.
 - four self-addressed A5 envelopes (14.8cm x 21cm), stamped at \$3.9 dollars each.
- If your child secures a place in PN or N1, you will be invited to attend an introductory meeting for parents before your child is due to start his/ her class.
- For students applying for a L2 or U3 place, an informal meeting with the Principal is required and you will be notified of the date and time of the meeting in due course.
- Please note that the school determines which campus the child will eventually attend and there is a possibility that the child may be allocated to a different campus as he/she gets promoted.

INTERNATIONAL CLASS SCHEDULES

Campus	Session	Tentative Session Times
Child Care Centre	1. Monday, Wednesday & Friday 2. Tuesday, Thursday	8:30am - 10:30am
		10:45am - 12:45pm
		1:00pm - 3:00pm
		3:15pm - 5:15pm
Kindergarten Pre-School	Morning session	9:15am - 12:15pm
	Afternoon session	1:55pm - 4:55pm

Kindergarten / Pre-School Section: Monday-Friday (5 days per week)

APPLICATION POLICY

	Child born between	Start date in class
Pre-Nursery (PN)	Above two years old when the child starts his/her class	
Nursery Class (N1)	January - December 2014	August 2017
Lower Kindergarten Class (L2)	January - December 2013	August 2017
Upper Kindergarten Class (U3)	January - December 2012	August 2017

Places in L2 and U3 classes are limited, but may become available during the academic year. If no place is immediately available, your child's application will be placed on our waiting list.

CONDITION OF PAYMENT

- Fees are payable at the beginning of each month.
- Payment may be made by auto-pay (direct debit), cheque or bank transfer. Cheques should be crossed and made payable to "**York International Kindergarten**" or "**York International Pre-School**" or "**York International Child Care Centre**" and mailed directly to the school's address as given above.
- No reduction in school fees will be made for any absence.

STUDENT'S WITHDRAWAL

- To withdraw a student, parents must give written notice to the Principal no less than 30 days before the student leaves York International Kindergarten / York International Pre-School / York International Child Care Centre, excluding the months of July and August. For a student who will not be returning to York International Kindergarten / York International Pre-School / York International Child Care Centre at the start of the school year in August, parents must give written notice by 30 May. Failure to adhere to the required notice period will result in a levy being imposed.
- This levy is calculated based on the number of days by which the written notification was late. For example, if a withdrawal letter is received 10 days before the leaving date, then 20 days of levy will be invoiced.