



**YORK MONTESSORI INTERNATIONAL PLAYSCHOOL (TSEUNG KWAN O)**

**YORK MONTESSORI INTERNATIONAL PRE-SCHOOL (TSEUNG KWAN O)**

Shop 32A-32B, G/F., & 1/F., Kindergarten / Commercial Block,

On Ning Garden, 10 Sheung Ning Road, Tseung Kwan O, N.T.

Tel: 2368 5678

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 \$5.0 dollars each.
- If your child secures a place in 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.

### **CLASS SCHEDULES**

Daily: Monday-Friday (5 days per week)

<b>Session</b>	<b>Tentative Session Times</b>
Morning session	8:45 a.m. – 11:45 a.m.
Afternoon session	1:30 p.m. – 4:30 p.m.

### **APPLICATION POLICY**

	<b>Child born between</b>	<b>Start date in class</b>
Pre-Nursery (PN)	Above two years old when the child starts his/her class	
Nursery Class (N1)	January - December 2017	August 2020
Kindergarten Class (L2)	January - December 2016	August 2020
Kindergarten Class (U3)	January - December 2015	August 2020

## **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 Montessori International Pre-School " 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 Montessori International Pre-School (Tseung Kwan O), excluding the months of July and August. For a student who will not be returning to York Montessori International Pre-School (Tseung Kwan O) 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.