The Hong Kong Institute of Education HSBC Early Childhood Learning Centre
Application Information for the Academic Year 2014-2015

1. Admission Policies:

The Hong Kong Institute of Education HSBC Early Childhood Learning Centre (ECLC) accepts applications from all local young children aged from 1 to 6. If the number of applications exceeds our quota, we would then consider the enrollment status and refer to the following principles for arranging admission:

- Children’s sibling(s) studying in our Centre;
- Parents agreeing with the Centre’s mission and its educational goal, and willing to be actively participating in the home-school collaboration activities held by the Centre;
- Families living in Tai Po or parents working in Tai Po;
- Children or families having special social and caring needs.

ECLC will help families needing financial assistance apply for government’s school fee remission. In the meantime, ECLC has also set up a grant scheme for providing family-in-need with financial assistance, taking into consideration the circumstances of individual family already obtaining fee remission from government.

2. Class Structure and Teacher-child Ratio:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Class</th>
<th>Age</th>
<th>Teacher-child Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-day</td>
<td>Crèche</td>
<td>1-2</td>
<td>1:6</td>
</tr>
<tr>
<td></td>
<td>Pre-nursery</td>
<td>2-3</td>
<td>1:14</td>
</tr>
<tr>
<td></td>
<td>Nursery</td>
<td>3-4</td>
<td>1:15</td>
</tr>
<tr>
<td></td>
<td>Lower KG</td>
<td>4-5</td>
<td>1:15</td>
</tr>
<tr>
<td></td>
<td>Upper KG</td>
<td>5-6</td>
<td>1:15</td>
</tr>
<tr>
<td>Half-day</td>
<td>Nursery</td>
<td>3-4</td>
<td>1:15</td>
</tr>
<tr>
<td></td>
<td>Lower KG</td>
<td>4-5</td>
<td>1:15</td>
</tr>
<tr>
<td></td>
<td>Upper KG</td>
<td>5-6</td>
<td>1:15</td>
</tr>
</tbody>
</table>

3. School Fees

(i) Schools Fees for 2013-2014:

- Full-day Crèche Class: $6,228 per month (12 payments per year)
- Full-day Pre-nursery Class: $4,693 per month (12 payments per year)
- Full-day Nursery to Upper KG Classes: $55,404 per year (12 installments)
- Half-day Nursery to Upper KG Classes: $25,190 per year (11 installments)

Remarks:

- Centre was approved to join the Pre-primary Education Voucher Scheme.
- Apart from the school fees, our Centre will charge miscellaneous fee of $1,474 per year for Nursery to Upper Classes (2 installments).

(ii) Schools Fees for 2014-2015:

The school fees / miscellaneous fee for the academic year 2014-2015 will be announced once confirmed by the official unit concerned.
### 4. Application Procedure and Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Scheduled Activity</th>
<th>Details</th>
</tr>
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</table>
| 2 October 2013 to 1 December 2013 | Submission of Applications | **Application method:** Please complete the application form, adhere a photo to it, and return it by mail or in person to our Centre together with the following:  
- A copy of applicant’s birth certificate;  
- 4 self-addressed and stamped ($1.7) long envelopes with applicant’s name;  
- A copy of bank deposit receipt or ATM transaction advice with a clear print of the application fee of $30, with applicant’s name, class applying, deposit date and contact number clearly written on the copy. Please deposit the application fee to the following bank account:  
  Account number: 206-001307-001  
  Account name: The HKIEd HSBC Early Childhood Learning Centre  
**Submission of application form:**  
1. **In person**  
   You may come to Room G03 of our Centre to submit the application during office hours: 9:00 am to 5:00 pm (holidays excepted);  
2. **By mail**  
   Envelope mark with ‘application for academic year 2014-2015’ to The Hong Kong Institute of Education HSBC Early Childhood Learning Centre, 10 Lo Ping Road, Tai Po, N.T. Hong Kong.  
**Remarks:** Application form returned by fax, and payment by bank cheque or cash will not be accepted. |
| 11 November 2013      | Sending out notice of Interview Day to applicants      | ➢ For applicants who submit their application form between 2 October and 2 November 2013;  
 ➢ If you do not receive the notice on 15 November 2013, please call 2948 1638 for enquiries. |
| 10 December 2013      | Interview Day for parents applying for Nursery Class to Upper KG Class | ➢ We will meet with parents to understand if they share the same philosophy of the Centre;  
 ➢ Parent-child activity will be facilitated;  
 ➢ Small group activities will be arranged for children. Teachers will observe the children aside for taking records as future reference, if your child is enrolled to our Centre. |
| 7 December 2013 & 4 January 2014 | Announcement of enrollment results for Nursery Class to Upper KG Class of 2014-2015 | ➢ Parents will be notified by mail.  
 ➢ If you do not receive the letter on 10 January 2014, please contact us at 2948 1638. |
| 7 January 2014        | Confirmation of enrollment                             | Parents have to confirm the enrollment of nursery class to upper class of 2014-2015 on this day. |
| 13 January 2014       | Registration Day                                       | 1. Admission-related forms will be introduced and distributed;  
 2. Parents will register, pay registration fee (the fee will later be deducted from the school fee of the first month);  
 3. Parents can get information regarding the nanny bus service, and place order for caps, school bags and beddings.  
**Remarks:**  
- The am or pm section of enrollment for half-day classes will be determined by ballot;  
- Information and ordering service mentioned in item no.3 above will be supplied on behalf of the service provider. |
| 15 March 2014 & 22 March 2014 | Interview Day for parents applying for Crèche Class and Pre-nursery Class | ➢ We will meet with parents to understand if they share the same philosophy of the Centre;  
 ➢ Free activities will be arranged for infants and toddlers. Teachers will observe them aside for taking records as future reference, if your child is enrolled to our Centre. |
| 31 March 2014         | Announcement of enrollment results for Crèche Class and Pre-nursery Class of 2014-2015 | ➢ Parents will be notified by mail.  
 ➢ If you do not receive the letter on 7 April 2014, please contact us at 2948 1638. |
| 3 May 2014            | Registration Day                                       | 1. Admission-related forms will be introduced and distributed;  
 2. Parents will register, pay registration fee (the fee will later be deducted from the school fee of the first month);  
 3. Parents can get information regarding the nanny bus service, and place order for caps, school bags and beddings. (Information and ordering service will be supplied on behalf of the service provider.) |
| 7 June 2014           | Welcoming Parents Day                                  | 1. Curriculum will be introduced;  

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Note</th>
</tr>
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<tbody>
<tr>
<td>5 July 2014</td>
<td>Ballot for deciding the admission sequence of children on the waiting list</td>
<td>Parents of children on the waiting list will be drawn for deciding the back-up admission sequence during the year 2014-2015.</td>
</tr>
</tbody>
</table>

**Remarks:**
The Hong Kong Institute of Education Jockey Club Primary School (JCPS) is an aided school. Parents who wish to apply to the JCPS should follow government’s Admission System. Meanwhile, children studying in our Centre would not obtain any particular points during the Discretionary Places Admission stage.