

HONG KONG CHRISTIAN SERVICE

SHEK KIP MEI NURSERY SCHOOL

For Parents Only

Since 1952, Hong Kong Christian Service (HKCS) has been working towards a humane and just society. We uphold the vision of "Towards a Benevolent and Just Society, Holistic Development for All" and provide early childhood education service for family in Hong Kong over 40 years. We have 9 nursery schools with suitable, professional and quality services genuinely. We merge and apply child developmental theories and different early childhood education findings into the curriculums and programs in order to inspire children's creativity and critical reasoning. We enrich and improve early childhood education that children can be nurture and grow up with the changing society.

1. Mission

- Childhood is a unique and precious stage of our lives. Our mission is to provide our children with a safe, healthy, interesting and interactive environment.
- We respect children's individuality, we will also help children develop their ability of self care and learn how to co-operate with each other while promote their self esteem.
- Through quality services, we offer our children an all-round development.

2. Objectives

- To promote balanced intellectual, physical, emotional and social development of children, encourage their enthusiasm for learning, and establish good habits of daily lives. The purposes of doing so are to prepare them for entering into schools by achieving a balanced growth both physically and emotionally.
- To nurture their artistic senses by organizing enjoyable cultural events.
- To assist working parents in educating and taking care of their children, so that they can have peace of mind when going to work.
- Some corporations also provide child-care services to their staff and their children.

3. Target Service Recipients

Children aged two to six (Medical certificate issued by registered doctor).

4. Curriculums

- Children oriented curriculums and programs designed according to children development, ability and interest.
- Activity approach, Initiate children's self-determining abilities by theme and project study.
- Children make use of their creativity, analyzing ability and adventurous spirits to experience and attain knowledge.

5. Parent-School Cooperation

Parent-school cooperation is the goal of the school. We develop intimate interactions between parents through parents talk, parent representatives meeting, parent-child activities and so on. Parents have in-depth understanding toward children through learning report and portfolio.

6. Professionals

We employ teachers who love children and have been professionally trained for pre-school services.

7. Health Meal

We encourage healthy eating habit and lifestyle. The meals are specifically designed by pediatrician and dietitian to ensure balance nutrition. There are breakfast, lunch, tea and fruit for children everyday from the school kitchen.

8. Scope of Services

9. Service Hours

Nursery School:	Monday – Friday Saturday	8am-6pm 8am-1pm
Extension Service:	Monday – Friday Saturday	6pm-8pm 1pm -3pm
Occasional Service:	Monday – Friday Saturday	8am-6pm 8am-1pm

- Early Childhood Education Service
- Extended Hours Child Care Service
- Occasional Child Care Service
- Integrated Program for mentally and physically challenged children

※ Close for Sunday, public holidays and School holidays for Christmas, Lunar New Year and Summer etc
School holidays: around 20 days, will be announced in advance

10. School Fee

Authorized by EDB (2022-2023) & (2023-2024) :

- \$ 4,820/month (Pre-Nursery Class)
- \$ 1,431/month (Nursery to upper class who have Registration Certificate)

※ Parents can apply for Kindergarten and Child Care Centre Fee Remission Scheme of Student Finance Office.

※ The fee of extension and occasional service are authorized by Social Welfare Department.

**HONG KONG CHRISTIAN SERVICE
SHEK KIP MEI NURSERY SCHOOL
APPLICATION FORM
(2024-2025)**

Child's
Photo

Office use only:
Submission date: _____
Application fee: <input type="checkbox"/> Cash
<input type="checkbox"/> Cheque (No: _____)
Remark: _____
Application No: _____

1. CHILD INFORMATION

Name in Chinese		Name in English	
Date of Birth	/ / (dd/mm/yyyy)	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth		HK Birth Certificate / Passport No.	
Residential Address			
Residential Phone No.		E-mail Address	
Class Applied for	<input type="checkbox"/> NC (2-3 yrs old) <input type="checkbox"/> N1 (3-4 yrs old) <input type="checkbox"/> N2 (4-5 yrs old) <input type="checkbox"/> N3 (5-6 yrs old)		

2. PARENTS INFORMATION

	Father	Mother
Name	<input type="checkbox"/>	<input type="checkbox"/>
(*Please put a "✓" in the box for contact person)		
Occupation		
Work District		
Mobile Phone		
Religion / Church		
Relative in case parents cannot be reached :		
Name :	Relationship :	Contact No. :
Correspondence Address	<i>(If your residential address is NOT the same as your correspondence address, please indicate below)</i>	

- ★ Please put a "✓" in the appropriate boxes
- ★ The application form required to be filled by child's parents or guardian. Information provided in this application form will be used for the selection of applicants for admission to the school. In accordance with the Personal Data (Privacy) Ordinance, information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise.

- ★ **Please put a "✓" in the appropriate box to choose the way of receiving application information from our school:**
 - By post (Please submit the form together with five self-addressed and child-name-stated envelopes.)
 - By E-mail (Please state the email address accurately in "Child Information" section. The receipt of the application fee will be distributed on Information Seminar. Should parents wish to get the receipt in advance, please submit the form together with one self-addressed and child-name-stated envelope.)

Please turn the page →

3. Others information

Previous/Present School : _____ Class : _____
Name of applicant's sibling(s) currently studying in the school : _____ <input type="checkbox"/> Class : ____ / <input type="checkbox"/> Graduate (Year: _____)
Family Status : ___ Brother(s) ___ Sister(s) ___ (School of Sibling(s) : _____)
Child Take Care By : <input type="checkbox"/> Parents <input type="checkbox"/> Grand-Father/Mother <input type="checkbox"/> Maid <input type="checkbox"/> Others : _____
How long do you stay with your child every day? What would you do with your child in weekends or holidays?
What group activities have your child participated in?(e.g.: Playgroup)
Please specify clearly if your child has any food/drug allergy or need special care, so that we can pay attention.

4. PARENTS QUESTIONNAIRE

4.1 What is your expectation about your child study in our school?

4.2 What kinds of parent-child activity would you expect after your child study in our school?

4.3 How did you know our school ?

- Internet Banner Phone inquiry Friends Sibling(s) study in this Nursery
 Others : _____

4.4 The reason(s) of applying our school.(can select more than one answer)

- Close to residence Experienced teachers Good Reputation School Culture
 School environment Religion Appreciate our teaching style Confide to our institution
 Introduced by relatives/siblings Others : _____

4.5 Opinions of our school tenet in Christian :

- Strongly agree Agree Neutral Others: _____

*I declare that all information provided in this form are accurate and complete.

Guardian signature : _____ Date : _____

★ Please put a "✓" in the appropriate boxes

Application Guide

Collection of application Forms (No set quota for application)

- ◆ Download from school website or Obtain from school in person

Distribution Period

1. Date: Whole year
2. Time: 8 a.m. to 6 p.m. (Mondays to Fridays) / 8 a.m. to 1 p.m. (Saturdays)

Application Procedure

1. Completed application forms should be **submitted to school in person or by post.**
 - ◆ All the blanks in the application form **MUST BE COMPLETED**, and with **child's photo** attached.
 - ◆ **HK\$40 application fee** will be charged for each application.

Paid application fees are *non-refundable* and *non-transferable*. Please pay in cash or cheque only. (Cheques should be crossed and made payable to "Hong Kong Christian Service Shek Kip Mei Nursery School" with child's name written behind.) Please do not send in cash by post.

 - ◆ Please submit the form together with five self-addressed and child-name-stated envelopes.
 - ◆ You may apply through our online application system, or submit the hardcopy application in person or by post.
2. You will receive an acknowledgement of application with your unique application reference number within two weeks after your submission. Please note down your application number for future reference.
3. Application Deadline: **31st October 2023(Tuesday)**
 - ◆ Count as the postmark date.
4. The school will accept applications throughout the year depending on the vacancy situation. Parents who have submitted application forms on or before 27th October 2023, will be invited to attend a Freshmen Orientation, an introduction of school pedagogy and operation on 28th October 2023 (Provisional). Further details will be informed **by the means you selected.**

Interview Format

1. Interview Date : **4 or 11 November 2023 (Saturday) (Provisional)**
 - ◆ For the detailed interview arrangement, parents will be informed **by the means you selected** three weeks before the interview date.
 - ◆ Group interview
 - ◆ Mainly in Cantonese (English and Mandarin is available if children are needed)
2. Considering equal admission opportunities, each qualified applicant will be arranged for an interview.
 - ◆ Interview will be arranged for children who are at least 2 years old on or before **1st September 2024** only
 - ◆ Children who absent for the interview without any notification in advance will be regarded as withdrawal.
3. Admission Support for Non-Chinese Speaking (NCS) Children
We arrange interpretation and/or translation service for applicants as necessary, or allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.

Admission Criteria

1. Child's performance in the interview.
 2. Sibling (s) who are currently studying at our school will be given priority consideration.
 3. Graduate parent (s) or sibling (s) will be given priority consideration.
 4. Families in need for full day early childhood education service will be given priority consideration.
- ** Students who are currently studying pre-nursery class will be in priority to promotion.*

Result Announcement and Registration Details

1. **Results Announcement** : The results will be informed by post/e-mail **on or before 8th December 2023**
2. **Registration Arrangement** : For those successful applications, please bring along with the Registration Certificate / Admission Permit and the Registration Fee \$1200 by cheque (payable to "Hong Kong Christian Service Shek Kip Mei Nursery School" with child's name written behind) to our school for registration during the centralized registration dates (January 2024) as the guidance of the Education Bureau.
3. **Arrangement for Applicants on the waiting list** : Our school will contact you by phone if there is any vacancy after registration day.
4. **Arrangement for transferring** : Should parents decided to cancel the school registration, parents are required to notify in writing to our school. School will return the registration certificate within one week but the registration fee is NOT refundable. School will NOT retain the accommodation for the child.