



Playgroup Admission Guidelines

How to Obtain the Application Form

Application forms can be obtained through the following:

- School administration office
- Download from our school website: <http://www.pips.edu.hk/kln>

How to Submit the Application Form

- Submit to the school administration office in person
- By post

Things to Submit for Your Application

Please include the following with your completed Student Application Form:

- 2 Photos (passport-size)
- A copy of the applicant's birth certificate
- A copy of the applicant's passport and dependent visa for non-local families
- Parents' identity card copies, or passport copies including valid visa for non-local families
- 2 self-addressed stamped envelopes
- Application Fee (non-refundable) – HK\$40.00
Please issue a crossed cheque payable to **PIPS (KLN)**.

****Please Note - Applications will only be processed once ALL THE ABOVE DOCUMENTS have been submitted.****

IMPORTANT NOTES

Application Procedure:

- ***Priority for Admission** is given to:
 - **Applicants who have purchased a refundable \$5,000 Playgroup Levy. This will be refunded when the child leaves the playgroup.**
 - **Siblings of current students.**
- We accept applicants who are 12 months old in the middle of the term subject to availability.
- Applications for future enrollment due to unavailability of places or other reasons will be placed on the waiting list. When a place becomes available, the school will contact the parents.
- Places will only be confirmed after payment of the tuition fee has been made.
- In case there are more applicants than places available, the school reserves the right to allocate places based on order of submission, age and other considerations.
- For Playgroup Classes: A refundable \$5,000 Playgroup Levy is required at time of registration. All applications will be accepted on a first come-first served basis.

Tuitions Fees:

- Monthly installment school fees are collected by either autopay or wire/online transfer.
- Tuition fees have to be paid for one month in advance. Once the enrollment is confirmed fees will not be refunded.
- Tuition fee is to be paid by the 1st of each month. A 10 % surcharge per month will be levied for any debt outstanding until the student's account is clear.
- PIPS reserves the right to terminate the enrollment of a student if parents fail to settle any fee charges for their child / children.
- ****In the event of an "ENFORCED" school closure due to health alerts, PAYMENT collection remains UNCHANGED.****

Remarks

- PIPS gives priority to existing students to re-register for the next term. If no payment is received after the due date for paying tuition fees, the place will be allocated to other applicants without further notifying the parents.

**~You are welcome to visit the school ~
Please call the school office at 2812 6801 to make an appointment for a visit.**

Playgroup ~ Time Sessions and Tuition Fees

We offer 1 ½ hours programme for children from 12 months to 18 months and 2 hours programme for children from 18 months to 24 months, morning or afternoon sessions.

You may choose to enroll your child for one of the following programme:

| Programme | | | | |
|--|----------------------------------|-------------------------|-------------------|-----------------|
| Programme / Age | Day | Time Schedule | | Monthly Tuition |
| | | Morning Session | Afternoon Session | |
| 2 hrs Programme (Recommended for 18 months to 2 years old) | Monday, Wednesday & Friday | 8:45 – 10:45 a.m. | 2:00 – 4:00 p.m. | HK\$3,475 |
| | Monday, Wednesday & Friday | 11:00a.m. - 12:30p.m. | ---- | HK\$2,580 |
| 1 ½ hrs Programme (Recommended for 12 to 18 months) | Tuesday & Thursday | 8:45 – 10:15 a.m. | ---- | HK\$1,735 |
| | | 10:30 a.m. – 12:00 p.m. | ---- | |
| | | ----- | 2:00 – 3:30 p.m. | |

*****School fees may be adjusted each school year, subject to EDB approval.*****

Transfer to Pre-Nursery:

- Children may enter the Pre-Nursery as and when they become 2 years old, if there is a place available, and if you have completed an application form for the Pre-Nursery. The last month for children to move from Playgroup to Pre-Nursery is April.
- If a child's birthday falls in the middle of the month of entry into the Pre-Nursery (e.g. 9th February), they will not be able to start in the Pre-Nursery until their actual birthday. This is an EDB regulation. A child starting mid-month in the Pre-Nursery will not be able to stay in the Playgroup until their birthday unless Playgroup and Pre-Nursery fees are both paid for that month.
- Please note that children who turn 2 after the 31st December and then go to the Pre-Nursery will have to repeat the Pre-Nursery year, again an EDB requirement.

Withdrawal Note:

For the withdrawal of a student ***ONE FULL CALENDAR MONTH*** advance notice in writing is required prior to the last date of a student's attendance. The parents are required to pay for their children's tuition fee up to the last month which the withdrawal notice serves. (One full calendar month means from the first day of a month to the last day of that month. If the last day of study is not the last or the first day of a month, then withdrawal notice will need to be served more than one month in advance.)

Immediate Withdrawal:

For immediate withdrawal one full month tuition fee is charged, even if only part of the month has been attended. One month's tuition fee will be deducted from the Playgroup Levy as payment in lieu of insufficient notice.

Redemption of Playgroup Levy

To redeem the Playgroup Levy, please return the original receipt of Playgroup Levy to the School together with the withdrawal notice. PIPS reserves the right to deduct any outstanding tuition fees or penalty for insufficient withdrawal notice from the Playgroup Levy refund.

Lead Time for Playgroup Levy Refund

Refund will take about one month, from the date of last school day and clearance of outstanding payment, whichever is the later.



PIPS (KLN) Playgroup Programme

PIPS (KLN) Playgroup Programme was founded in 2007 based on the following principle:

"We respect the child's curiosity and love of discovery. Therefore, at PIPS we believe in providing a caring, stimulating, stress-free and safe environment that encourages children of all nationalities to achieve their full potential."

PIPS is committed to developing a holistic approach to stimulate inquiring, independent, knowledgeable and creative thinkers, with a life-long love of learning.

Children between 1 and 2 years old are eligible to enroll in the Playgroup. As in all playgroup situations, an adult will need to accompany each child to the class.

There are up to 12 students in each class. Our Playgroup Programme offers a child-centred environment, designed to encourage children to learn independently through a wide range of activities, such as arts and crafts, music, outdoor play, creative play and story time. A Putonghua and Music teacher also lead circle times during the week for the 2 hours programme.

Key Features:

In our playgroups, students will have opportunities to explore and have fun while learning with the following educational activities:

- Active and Gross Motor Play - includes rocking toys, riding toys, and large climbing structures
- Fine Motor Play and Manipulative - includes action and reaction toys, puzzles, stacking toys and a wide range of sensory experiences
- Imaginative and Quiet Play - includes pretend play items such as dolls, kitchen sets and food, among others
- Language Development and Music Movement - includes children's books, puppets, musical instruments, songs, rhymes and dance
- Creative Arts and Exploration - includes art materials, a sand and water table, sensory materials such as tactile play materials and treasure baskets



To enhance the Playgroup experience for children, we operate the programme on a monthly basis and accept applications in the middle of the term. For the schedule, tuition fees and course timetable, please refer to the table overleaf.

Playgroup Timetable

3 Days 2 Hours Playgroup A.M. / P.M. Timetable

| Day | Monday | ----- | Wednesday | ----- | Friday |
|----------------------------|---------------------------------|-------|---------------|-------|-------------------|
| Time: a.m. / p.m. | | | | | |
| 08:45-09:00 02:00-02:15 | Welcome / Classroom Free Play | | | | |
| 09:00-09:15 02:15-02:30 | Hello Circle Time | | | | |
| 09:15-09:30 02:30-02:45 | Physical Play | | | | |
| 09:30-09:35 02:45-02:50 | Toilet/ Washing Up Time | | | | |
| 09:35-09:50 02:50-03:05 | Snack Time / Quiet Reading Time | | | | |
| 09:50-10:05 03:05-03:20 | Art & Craft | | | | |
| 10:05-10:20 03:20-03:35 | Putonghua Time | ----- | Music Time | ----- | Putonghua Time |
| 10:20-10:35 03:35-03:50 | Classroom Music & Movement | | | | |
| 10:35-10:45 03:50-04:00 | Goodbye Circle Time | | | | |

2 Days 1.5 Hours Playgroup A.M. / P.M. Timetable

| Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------------------------------|----------------|--------------------------------|--------------------------------|----------------|
| Time: a.m. / p.m. | | | | | |
| 08:45-09:00 10:30-10:45 11:00-11:15 02:00-02:15 | Welcome / Classroom Free Play | | | | |
| 09:00-09:15 10:45-11:00 11:15-11:30 02:15-02:30 | Hello Circle Time | | | | |
| 09:15-09:30 11:00-11:15 11:30-11:45 02:30-02:45 | Physical Play | | | | |
| 09:30-09:35 11:15-11:20 11:45-11:50 02:45-02:50 | Toilet / Washing Up Time | | | | |
| 09:35-09:50 11:20-11:35 11:50-12:05 02:50-03:05 | Snack Time / Quiet Reading Time | | | | |
| 09:50-10:05 11:35-11:50 12:05-12:20 03:05-03:20 | Art & Craft | Art & Craft | Classroom Music Movement | Classroom Music Movement | Art & Craft |
| 10:05-10:15 11:50-12:00 12:20-12:30 03:20-03:30 | Goodbye Circle Time | | | | |

**Application for PIPS (KLN) Playgroup****PARTICULARS OF STUDENT**

Name (English) _____ (Chinese) _____

Gender M F Birth Certificate No. / Passport No. _____

Date of Birth _____ Place of Birth _____ Nationality _____

Home Address _____

Home Tel _____ Fax _____

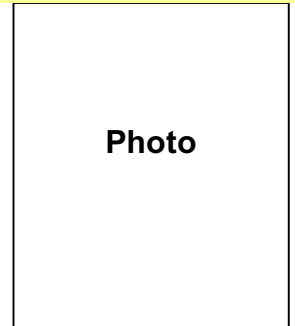
Who will accompany the student? _____

Is your child currently enrolled in PIPS (KLN)?

 Yes, Class's Name _____ No, School Attending _____

Any other family members attending our school? Yes / No

Name _____ Class _____ Relationship to Student _____



Photo

PARTICULARS OF PARENTS / GUARDIAN

Name of Father _____

Father's Mobile _____

Father's Office Tel _____

Company Name _____

Position _____

Email _____

Name of Mother _____

Mother's Mobile _____

Mother's Office Tel _____

Company Name _____

Position _____

Email _____

CLASS APPLIED FOR

Date of Entrance _____

Please put numbers stating your preference in the table below:

| Programme / Age | Day | Time Schedule | | Preferences |
|---|----------------|-------------------------|-----------------------|-------------|
| | | Morning Session | Afternoon Session | |
| 2hrs Programme (Recommended for 18 Months to Two years old) | Mon, Wed & Fri | 8:45 a.m. – 10:45 a.m. | --- | |
| | Mon, Wed & Fri | --- | 2:00 p.m. – 4:00 p.m. | |
| 1 ½ hr Programme (Recommended for 12 to 18 months) | Mon, Wed & Fri | 11:00 a.m. – 12:30 p.m. | --- | |
| | Tue & Thur | 8:45 a.m. – 10:15 a.m. | --- | |
| | Tue & Thur | 10:30 a.m. – 12:00 p.m. | --- | |
| | Tue & Thur | --- | 2:00 p.m. – 3:30 p.m. | |

I declare that I have read and agree to the terms and conditions of the Playgroup Admission Guidelines. I understand the school reserves the right to allocate places based on order of submission, age and other considerations. I also understand that the refundable Playgroup Levy does not guarantee a playgroup offer.

Signature of Parent / Guardian _____ Date _____

FOR OFFICE USE ONLY

Date of Application _____ Class Allocation _____ Class Time _____

Date of Entrance _____ Payment Date _____

 Copy of Birth Certificate / Passport Copy of Father's I.D. Card / Passport & Visa Copy of Mother's I.D. Card / Passport & Visa 2 Passport size photos 2 Self-addressed Stamped Envelopes Application Fee \$40 (Cheque No. _____ Receipt No. _____) Playgroup Levy (Cheque No. _____ Amount (\$) _____) Date of receive: _____)