



**York International Pre-School (Wetland)**  
Kindergarten Premises, G/F., Shop Kindergarten, G/F, Wetland Seasons Bay  
Shopping Arcade, 1 Wetland Park Road, Tin Shui Wai, New Territories  
Tel: 2337 2388  
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).  
Payable by: i) cheque (made out to York International Pre-School (Wetland)) or  
ii) pay-in slip (DBS Business Direct Account: 016-478-002389938)
  - 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 \$5.4 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	9:00 a.m. – 12:00 p.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 2021	August 2024
Kindergarten Class (L2)	January - December 2020	August 2024
Kindergarten Class (U3)	January - December 2019	August 2024

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