



弘立幼稚園
THE ISF PRE-SCHOOL

PROSPECTUS

入學簡章

2018/19



| INDEPENDENT
| CHINESE
| GLOBAL

忠

Zhong

孝

Xiao

仁

Ren

愛

Ai

智

Zhi

禮

Li

義

Yi

和

He

平

Ping





FOREWORD

前言

This prospectus provides an overview of the school, including information on our mission and philosophy, as well as our admissions policy and procedures.

本入學簡章提供本校的概覽資料，包括目標與宗旨、辦學理念，以及招生政策和報名程序。

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EXECUTIVE DIRECTOR'S MESSAGE

執行總監的話

The Independent Schools Foundation Pre-School (The ISF Pre-School) is a unique, bilingual and bicultural learning institution for pre-school aged children in Hong Kong. Proudly independent, The ISF Pre-School offers a Chinese and English immersion education with a global perspective. Striking a balance between tradition and innovation, between China and the West, The ISF Pre-School hosts a vibrant, rich, and caring learning environment, where the power of experience to shape the future in these critically important formative years of childhood is well understood.

At The ISF Pre-School, we believe that excellent learning reaches both the heart and the head. Ideally, it is both challenging and inspiring, balancing experiential challenges with the security of a rich, stimulating learning environment. Great learning charts the journey between aspiration and achievement; it instills values and virtues, inspires courage and commitment, and draws wisdom from experience. An ISF education values, nurtures, and celebrates the intellectual, emotional, and spiritual dimensions of the human experience.

The ISF Pre-School students are immersed in a learning environment that reflects those essential human values that form the philosophical foundation of our school: respect, compassion, balance, harmony, benevolence, commitment, courtesy, and integrity: these are the *Eight Virtues + One*. We hold ourselves accountable to practice these values daily, from small acts to big decisions. Our school culture, personal interactions, decisions, and ideas are all founded on these core values.

The ISF Pre-School community works together in a close-knit, cooperative partnership. Our young learners are engaged and inquisitive. They explore and experience the world around them, as they understand about themselves and others. Our parents are supportive of their children and are active, engaged participants in the learning process. Under the care of our highly experienced and qualified teachers, learning takes shape through play and guided activities. Together, we share these first steps in the child's learning journey with its trials and challenges, and to lay a solid foundation for future learning and success.

Choosing a school is one of the most important decisions you will make on behalf of your child. We are honored by the interest you have shown in The ISF Pre-School. Your decision to choose our school as the first for your child will always be treated with due respect, as we look forward to welcome you into The ISF 'family'.



Dr. Malcolm Pritchard
Executive Director

弘

立幼稚園是一所具有國際視野的中、英文私立獨立學校。弘立幼稚園為香港幼稚園學齡兒童創編一套獨特的雙語沉浸式教學課程，努力在傳統與創新、中國與西方之間取得文化的平衡。眾所周知，童年是性格形成的關鍵時期，童年的成長經歷對孩子的未來有著極其重要的影響。弘立幼稚園為孩子提供了一個充滿活力與關愛及資源豐富的學習環境。

優質教育不僅促進智力的發展，還能陶冶情操；既充滿挑戰，又啟發靈感，讓學生在完善的安全措施、趣味盎然的學習環境中學習，同時又能得到真實世界豐富的體驗。優質教育可以把遠大的抱負轉化為成就，逐漸培育學生的正確價值觀與美德，激發他們的勇氣和責任，從經驗中擷取智慧。弘立幼稚園教育孩子珍惜、培養和讚美人類經驗中蘊含的智慧、情感和精神。

弘立幼稚園的學生學習、接納和體現人類重要的價值觀，這也正是學校的辦學理念「八德一智」，即：忠、孝、仁、愛、禮、義、和、平、智。弘立社群每天都認真、負責地從日常行動到重大抉擇實踐這些價值觀：塑造學校的文化、與他人的互動、分享決定和想法都是建基在這些核心價值上。

弘立幼稚園社群共同努力、緊密合作；學生對周圍的世界滿懷好奇，喜歡尋根問底，探索和體驗身邊的世界，學習認識自身與他人；弘立家長全力支持並積極參與孩子的學習進程；在經驗豐富、素質優良的老師關懷下，通過遊戲和系統的教學活動達到學習的作用。讓我們一起分享孩子學習歷程中這充滿考驗和挑戰的啟蒙階段，並為他們未來的學習和成功打下堅實基礎。

選擇學校是家長為孩子所做的重要決定之一。你們把孩子託付給本校，使我們與有榮焉。我們非常重視你們選擇弘立幼稚園作為孩子的第一所學校這一決定，並期待、歡迎你們加入弘立大家庭。



查永茂博士
執行總監

WELCOME FROM THE PRINCIPAL

校長的歡迎辭

The Independent Schools Foundation (ISF) was established in 2000 as a registered charitable organization to provide diversity in choice of education for local students. In 2003, the Foundation established The ISF Academy, which caters for students from Foundation Year to Grade 12.

The establishment of The ISF Pre-School in 2015 marks an important milestone for the ISF, extending its excellent educational services to the early years. The same vision and mission are shared throughout the Pre-School and the Academy, where the schools focus on the holistic development of young learners through experiential learning.

Using the International Early Years Curriculum (IEYC) as a framework and the Foundation Year program requirement as an end goal, the Pre-School designs its unique bilingual, inquiry-based, balanced, integrated curriculum that captures young learners' interest while challenging them at their own level. Values are taught and lived through incorporating the *Eight Virtues + One* and the IEYC's personal goals into our units of work and everyday school life, with a long-term goal to nurture global learners with a lifelong love of learning.

Authentic, developmentally appropriate learning experiences are carefully planned for each and every unit by our early years trained and experienced teaching team, to ensure our learners gain knowledge, skills and understanding in all key learning areas, including language, mathematics, science and technology, the arts, physical fitness and health, self and society.

Collaborative learning is also deeply valued at the Pre-School and we believe the diverse experiences and knowledge of our students, parents and staff will create a rich community of learners. We also believe in the importance of parental participation in the child's early education as a means of enhancing the learning environment, and seek parents who are committed in their child's learning. The Pre-School offers various opportunities for parent involvement and encourages parents to take part regularly.

We look forward to welcoming you and your family to The ISF Pre-School.



Ms. Tammy Tam
Principal

立教育基金 (ISF) 成立於 2000 年，並註冊為慈善機構，為本地學生提供多元化的教育。2003 年，基金成立弘立書院，提供小一預備班至十二年級的課程。

2015 年，弘立幼稚園正式成立，標誌著基金提供的優質教育項目拓展至幼兒教育範疇。弘立幼稚園和弘立書院懷著相同的願景和使命，著重讓年幼的學習者通過體驗式學習獲得全面發展。

幼稚園以國際幼兒課程 (IEYC) 為框架，預備班的課程要求為最終目標，設計了一套獨特而具備雙語、探究性、均衡性及綜合性的課程。課程一方面提升年幼學習者的興趣，同時提供機會讓他們挑戰自己。透過單元學習及學校生活與「八德一智」及 IEYC 個人目標的結合，學生能學習並實踐正確價值觀；以培養熱愛終身學習且具備國際視野的學習者為長期目標。

我們的教師團隊受過專業的幼兒教育訓練，並具備豐富教學經驗。教師仔細設計每個學習單元，提供真實而適合幼兒發展階段的學習經驗，確保學生理解所有重要學習領域 (包括語言、數學、科學與科技、藝術、體能和健康、個人與社會)，並學習所涵蓋的知識和技能。

我們高度重視協作學習，並深信學生、家長及教師的多元化經驗和知識可以創造一個豐富的學習社群。我們亦相信家長的參與能強化孩子的學習興趣，對孩子的早期學習非常重要。我們會尋找積極參與孩子學習的家長，亦鼓勵家長定期參與幼稚園不同的項目。

我們期待你和你的家庭加入弘立幼稚園。



譚沛怡

譚沛怡女士
校長

THE ISF PRE-SCHOOL COMMUNITY

弘立幼稚園社群

Board of Governors and Executive Directors

弘立幼稚園董事會及執行總監

Chairman & School Supervisor 主席及校監

Mr. John YAN, S.C 甄孟義先生

Governors 董事

Mr. TANG Yin-Man 鄧燕敏先生

Ms. Frances WONG 黃惠君女士

Mr. Peter WONG Hong-Yuen 黃匡源太平紳士

Ms. Sylvia TSOI 蔡詠鈿女士

Executive Directors 執行總監

Dr. Malcolm PRITCHARD 查永茂博士

Dr. Norman NGAI 倪偉耀博士

The ISF Pre-School Governance and Management Structure

弘立幼稚園管理架構



VISION, MISSION AND VALUES

願景、使命及價值觀

Introduction to The ISF Pre-School

The ISF Pre-School is a non-profit, private early years educational institute established by The Independent Schools Foundation. It is a unique, Chinese-English bilingual and bicultural Pre-School where there is a strong emphasis on the core values of the "Eight Virtues + One". The Pre-School believes in establishing a community of young learners, dedicated educators and parents, where effective teaching and learning takes place in a supportive, nurturing environment based on mutual trust and respect. It is a place where young learners actively engage in first-hand experiences to construct knowledge and develop skills for a better understanding of the world in which they live.

關於弘立幼稚園

弘立幼稚園是由智立教育基金所創辦的私立、非牟利早期教育機構。我們以弘立書院的「八德一智」為核心價值，並以獨特的中英雙語、雙文化課程作為教學基礎。校方的信念是締造一個由年幼學習者、熱心教育工作者和家長組成的學習社群，在互相信任和尊重的基礎上提供一個支持和培育孩子、能夠有效地進行教學的環境。

The ISF Vision

The ISF Pre-School is a community of learners, independent in thought and action, deeply rooted in Chinese culture, global in understanding and experience, and excellent in all endeavors.

我們的願景

弘立幼稚園是一個由學習者組成的社群，思想、行動具有獨立性，根植於中國文化，擁有對世界的理解和體驗，永遠追求卓越。

The ISF Mission

The ISF Pre-School:

- ◆ Educates learners in a Chinese-English bilingual environment;
- ◆ Anchors its values on the *Eight Virtues + One*;
- ◆ Nurtures curiosity, critical thinking, and a lifelong love of learning; and
- ◆ Builds life skills through experiential learning.

我們的使命

弘立幼稚園教育孩子們：

- ◆ 在中、英文雙語環境中學習；
- ◆ 堅守「八德一智」的價值觀；
- ◆ 培養對學習的好奇心，批判性思維和終身愛學習；及
- ◆ 通過體驗學習建立生活技能。



Our Core Values 核心價值

THE EIGHT VIRTUES + ONE 「八德一智」

Grounded in Chinese culture and with a global perspective, The ISF community lives and learns under core values that draw from the school's Chinese heritage and which are updated to be relevant to today's world. *The Eight Virtues + One* give members of our school community a strong foundation from which to think, decide, and act. It prepares our students to meet all future challenges as active and ethical members of society.

根植中國文化，具備全球視野；秉承傳統價值，立足當代社會。基於這樣的願景，弘立社群確立了「八德一智」的核心價值觀。「八德一智」為弘立社群提供了堅實的德行基礎，為我們思考、決策及行動的準則。憑藉「八德一智」的核心價值觀，我們期望弘立的學生成為積極、有操守的社會成員，能夠迎接未來的種種挑戰。

Zhi 智 (WISDOM)



智 (zhi) means making the right choices in life. Wise choices require more than high academic achievement or exemplary behavior. Wisdom stems from knowledge, experience, judgment and a clear set of values to know what is right. The Eight Virtues guide us in our reflections and behavior to make the right choices in our interactions within and outside the school community. The Eight Virtues culminate in the achievement of 智.

「智」，是指我們能在人生的道路上做出正確的選擇。要做到這一點，僅有優良的學習成績或中規中矩的行為是不夠的。智慧，來自於個人的知識、經驗、判斷，以及一整套清晰的，能夠幫助我們辨別是非的價值觀。在校園內外的生活中，「八德」提供我們在自省和行為上的價值準則，指引我們在各種人事互動中做出正確的選擇。「智」是建立在「八德」之上的最高境界。

Zhong 忠 (LOYALTY AND COMMITMENT)



The character 忠 (zhong) embodies the concept of loyalty and commitment to others and to ourselves. Through 忠, we show our devotion to people around us and to our own being. We are loyal to The ISF Pre-School, each other, our families and our community. In the community, we strive to be exemplary citizens of Hong Kong and the world. Among our peers, we stand by each other, help each other, and overcome all difficulties together. On a personal level, we are committed to our own values and principles, and we devote ourselves in the pursuit of our ideals, dreams, and passions, always striving for excellence.

「忠」所體現的精神是忠於他人，並且忠於自己。我們對身邊的人盡責、忠誠，同時也對自己盡責、忠誠。我們表達「忠」的對象，包括我們的學校 — 弘立幼稚園、學校的老師、同學、同事、我們的家人，以及我們所屬的社群。在社會上，「忠」表現在盡力成為香港和世界的模範公民；在同儕中，「忠」表現在彼此扶持、互相幫助，共同克服困難；在個人層面上，「忠」表現在堅守自己的價值觀和原則，忠於自己的理想、夢想和愛好，傾力探尋，全情投入，並且不斷追求卓越。

Xiao 孝 (RESPECT AND OBLIGATION)



孝 (xiao) recognizes that we have an obligation toward our parents in our role as children, we respect our teachers in our role as students, and we respect and cherish our histories and traditions that define who we are. 孝 calls for an attitude of respect for not only those around us, but also for ourselves. Through 孝, we are connected to our past and our traditions; we are the inheritors and guardians of our culture, bridging the gap between the old and the new, building on the strengths of the past to create the future.

我們對「孝」最基本的認識便是孝順父母，尊敬師長，以及尊重我們自身的歷史和傳統。「孝」的引申意義，在於尊重我們身邊的人和事物，以及尊重我們自己。「孝」讓我們能夠心繫傳統，成為文化的傳承者和守護者；「孝」也代表了在新與舊之間搭建橋樑，善用過去優越的傳承，創造美好的未來。

Ren 仁 (COMPASSION AND KINDNESS)



We show kindness and care to all through 仁 (ren). We care for the natural world by being kind to all creatures and protecting the environment. We are kind and compassionate to those who are less fortunate than we are. We choose forgiveness over revenge, generosity of word and action over meanness. The character for 仁 depicts two people together, showing that 仁 is expressed outwardly, towards others. By treating each other with kindness and empathy, we move beyond difference and indifference, to create common ground and become one with those around you.

「仁」的精神在於「仁慈」和「關懷」。「仁」的對象包括世間萬物以及我們賴以生存的環境，也包括比我們不幸的人們。在待人處世上，我們選擇寬恕而非報復，選擇寬宏大度而非斤斤計較。「仁」字由「人」和「二」組成，本意便是人與人之間的相處之道。當我們彼此以善意相待，處處為他人着想，我們就能超越彼此之間的差異和隔閡，建立共通之點，用善意和仁心將我們與周遭的人融合在一起。

Ai 愛 (LOVE AND PASSION)

 愛 (ai), or love, is an expression of our passion in life. We give our best in all of our endeavors; nothing is 'half-hearted'. We show a love of learning and intellectual curiosity that goes beyond the classroom. We immerse ourselves in our hobbies and interests and appreciate the achievements of others. 愛 means that we find happiness in our friendships, with our families and our loved ones.

「愛」體現於我們對生命和生活的熱愛。「愛」促使我們在做每一件事時都盡心盡力，以高度的熱情做到最好；「愛」讓我們在課室內外都能保持對學習的熱忱，孜孜不倦，求知若渴；「愛」也讓我們沉浸於自己的愛好和興趣，並且能讚賞他人的成就；「愛」同時也教我們關愛自己的家人和朋友，珍視親情友情，並從中獲得幸福快樂。

Li 禮 (ETIQUETTE AND CEREMONY)

 禮 (li) is found in the exemplary, cultured behavior of the true gentleman or lady. In 禮, we find the rules and precepts that constrain our actions, and mold our routines and interactions. 禮 also shapes our school discipline and ceremonies, providing signposts and rules to guide us through life. A person with 禮 treats others with courtesy and respect. We control our impulses and act after careful consideration. Our ceremonies and formal actions express 禮, showing our deep understanding and respect for our core values.

「禮」的精神，體現在「君子淑女」們所表現出的教養和儀態。「禮」也代表了規矩和紀律；它約束着我們的行為，規範着我們日常生活中彼此相處的禮節。「禮」也塑造了學校的校規和典禮；校規制定了學校生活的約章，典禮則標示着學生成長過程中的重要里程碑。一位有「禮」的人，是有教養、有禮貌的，不但懂得尊重他人，也懂得約束自己，凡事三思而後行。在校園中，我們的典禮和行為都是「禮」的外在表現，反映我們對核心價值觀的深刻理解和尊重。

Yi 義 (PRINCIPLES AND JUSTICE)

 義 (yi) embodies the quality of being principled, committed to justice, and standing up for our beliefs. We believe in fairness, that right will prevail, and that we are all held accountable for our own actions. We show personal integrity in all that we do; we strive for higher standards that go beyond what is expedient, convenient, or arbitrary. We believe in justice in society and support it with our actions. We are trustworthy and always ready to help those around us.

「義」，體現在講求原則，堅持公義，以及勇於捍衛自己的信念。我們相信公平公正，相信正義必能得到伸張，相信每個人都應為自己的行為負責。在待人處世上，我們秉持正直誠實的原則，用更高的標準要求自己，不以權宜、方便或缺乏原則的態度去處理事情。我們相信社會公義，並以實際的行動予以支持。我們注重信義，做一個值得他人信賴的人，並隨時準備幫助我們身邊的人。

He 和 (HARMONY AND TOLERANCE)

 和 (he) We live in moderation, tolerance, good humor and joy through the virtue of 和 (he). We control our tempers and promote peace. We seek to include and embrace others, replacing confrontation with understanding. We are peacemakers, avoiding words and actions that might cause unnecessary misunderstanding or conflicts. We seek to live with nature. We recognize that to achieve harmony, we need to give generously and receive graciously. We promote international and cross-cultural understanding.

「和」的意義涵蓋了「溫和」、「包容」及「和悅」。在與人相處上，我們避免意氣用事，以和為貴；我們學會包容及接納他人，以理解代替對立。我們致力於調解糾紛，留心自己的言辭與行為，避免不必要的誤會或衝突。我們盡力與大自然和諧共存。我們認識到：為達致和諧，我們必須慷慨地施予，也必須謙卑地接受。我們致力於促進跨國界及跨文化的相互理解。

Ping 平 (BALANCE AND EQUALITY)

 平 (ping) means balance and equality. We know that in all dimensions of life there is a time for work, a time for rest, and a time for play. Through 平 we learn to find the balance between external demands and internal desires. Equality in our community is both the right and the responsibility of each member. We share common aspirations and goals that consider all genders, ethnicities, faiths, beliefs, socio-economic backgrounds, and physical abilities to be equal. 平 is closely tied to the concept of 和 (he): when we place these two characters together, they form the word 'peace' (和平). The ISF Pre-School strives to be a place of balance and peace.

「平」的意義包含了「平衡」與「平等」。在生活中，我們學習如何平衡工作、休息和娛樂，也學習如何平衡外界的需求和內心的欲望。在社群中，我們堅信人生而平等，我們懷抱着共同的願望和目標，以期達致不分性別、族裔、宗教、信念、社經背景、體能，人人平等。「平」與「和」兩個概念密切相關，將兩個字放在一起，便是「和平」。弘立幼稚園致力於讓我們的校園成為一方平衡及和平的樂土。

SCHOOL FACILITIES & PROGRAM

校園設施及課程

Our Facilities

The modern and elegantly simple design of the school allows the focus to remain on the children's work. The facilities are spread on three different levels, with five classrooms and a common activity room on the mezzanine and first floors, and an indoor play area on the ground floor of the building.

Each classroom is equipped with an interactive whiteboard and set up with areas for both whole class and small group learning. The common activity room is designed for multi-purposes where children enjoy music, drama, cooking and other activities. The indoor play area is equipped with movable climbers and other sports equipment.

本校設施

本校採取現代化及優雅的簡約式設計，把焦點放在孩子的學習上。設施分佈在三個樓層，包括在閣樓及一樓的五間教室和共用活動室，以及在大樓地面的室內遊戲區。

每一間教室均設有互動式白板，並經精心佈置以配合全班及小組學習。共用活動室可供多用途使用，孩子可以在此進行音樂、戲劇、烹飪及其他活動。室內遊戲區備有可移動的攀爬架及其他運動器材。

Our Program 本校課程

Class Structure

Our program caters to young learners from two years and eight months to five years of age. Half-day sessions are offered in two year levels, Year One and Year Two. Our professional teaching team is highly experienced and qualified in early childhood education. Our favorable teacher-child ratio also helps ensure children's learning needs are appropriately met.

School Hours

Year One: 9 a.m. to 12 noon

Year Two: 1 p.m. to 4 p.m.

班級架構

弘立幼稚園的課程是為 2 歲 8 個月至 5 歲的孩子而設計。我們提供幼稚園一年級和幼稚園二年級的課程，皆為半日制。我們的專業教師團隊經驗豐富並擁有所需的幼兒教學資格。我們的師生比例有助滿足孩子的學習需要。

上課時間

幼稚園一年級：上午九時至中午十二時

幼稚園二年級：下午一時至四時



Curriculum

The ISF Pre-School program is developed on the basis of the International Early Years Curriculum (IEYC) and The ISF Academy Foundation Years Curriculum, drawing together the essence of Chinese and Western thinking. The program is delivered through two languages of instruction, with 70% in Putonghua and 30% in English. It provides a rich bank of experiences from which young children can learn to make sense of their own world and the world around them.

The ISF Pre-School curriculum's fully integrated, balanced, inquiry approach to teaching and learning capitalizes on young children's interest and their desire to explore, ask questions and find answers. Each unit is designed to focus on issues relevant to young children and lasts several weeks to allow in-depth and authentic learning. The curriculum fully integrates the six key learning areas:

- ◆ Language and Early Literacy Skills
- ◆ Early Mathematics
- ◆ Science and Technology
- ◆ The Arts
- ◆ Physical Fitness and Health
- ◆ Self and Society

The program is designed to be sufficiently flexible to accommodate for individual children's patterns of learning and development. The program provides opportunities for new learning to be fostered and enables children to reflect on different ways of doing things, make connections across time and place, establish different kinds of relationships and encounter different points of view.

Co-Curricular Activities

In addition to our curricular program, children have the opportunity to participate in a variety of co-curricular activities after school and during the summer break. The following are the activities on offer in the 2017/18 Academic Year:

- ◆ Arts and Crafts – by Colourful Kids
- ◆ Gym-Fit
- ◆ Jr. Mechanic Adventure
- ◆ Kids' Theatre
- ◆ MusikGarten
- ◆ Science Adventures
- ◆ Shirley's Art
- ◆ The Chess Academy
- ◆ TinyTots Soccer
- ◆ Wu Shu

課程

弘立幼稚園的課程以國際幼兒課程 (IEYC) 及弘立書院小一預備班的課程為基礎，結合了中、西方思想的精髓。我們的雙語課程以 70% 普通話及 30% 英語教授。學生可從豐富的學習經驗中認識自己及周圍的環境。

弘立幼稚園課程的綜合、均衡和重視發問的教學模式充分利用孩子的好奇心和他們尋根問底的天性。每個學習單元的教授時間為數星期，讓孩子能集中和深入地學習與他們相關的課題。幼稚園的課程綜合了以下六個主要學習範疇：

- ◆ 語言與幼兒讀寫能力
- ◆ 幼兒數學
- ◆ 科學與技術
- ◆ 藝術
- ◆ 體能與健康
- ◆ 個人與社會

我們的課程設計能靈活地配合每個兒童的學習和發展模式，並啟發學生建構新知識、對不同的做事方法進行思考、尋找關聯和理解不同的觀點。

聯課活動

除了學術課程外，孩子也有機會在放學後及暑假期間參與各種聯課活動。以下為 2017/18 學年開辦的活動班。

- ◆ 小小工藝家
- ◆ 體操小健將
- ◆ 機械工作坊
- ◆ 兒童劇場
- ◆ 小小音樂家
- ◆ 科學探險
- ◆ 童藝園
- ◆ 趣味棋藝
- ◆ 小腳丫足球
- ◆ 功夫小子



THE ESSENTIALS 一般須知

School Bus

The school has appointed a bus company to provide transportation to our students. Areas serviced include Hong Kong Island and parts of Kowloon. School bus fees are paid twice a year and the fee paid depends on the distance travelled.

Parents/helpers are requested to be at the bus stop at least five minutes before pick-up/drop-off times. Please note that the bus operator may modify the routes each year depending on the circumstances. This bus service is a private arrangement between parents and the bus company and the company will typically notify parents of the confirmed bus pick-up and drop-off points and schedules one week prior to the start of the school year.

Uniforms

The ISF Pre-School uniforms may be purchased at our contracted vendor in Causeway Bay. The store carries a full range of our summer and winter uniform styles and sizes.

School Calendar for 2017/18

The 2017/18 school calendar below shows our term dates for this academic year.

Date	Activity
August 16, 2017	Parent Orientation
August 17, 2017 – February 9, 2018	Semester One
February 26, 2018 – June 14, 2018	Semester Two

校巴

本校指定一間校巴公司為學生提供交通服務。校巴路線大致分佈於香港島及部份九龍。費用須每年繳付兩次，費用按距離計算。

家長或負責接送者須於校巴的上 / 落時間前五分鐘到達上落點等候。校巴服務上學和放學的途徑，上下車地點相似。請注意，每年的校巴路線或會因個別情況而作出調整。校巴服務是由家長與校巴公司雙方協商而安排，校巴公司一般會於開學前一星期與家長確認上落點及時間安排。

校服

弘立幼稚園的校服均由位於銅鑼灣的合約校服公司提供，包括夏季和冬季系列的款式及尺寸。

2017/18 校曆

以下是 2017/18 學年校曆中的上學日期。

日期	活動
2017 年 8 月 16 日	開學資訊日
2017 年 8 月 17 日 – 2018 年 2 月 9 日	第一學期
2018 年 2 月 26 日 – 2018 年 6 月 14 日	第二學期



ADMISSIONS POLICY AND PROCEDURES

招生政策及入學申請程序

Admissions Policy

The ISF Pre-School welcomes people of all nationalities and backgrounds. We seek a diverse student body and faculty to promote the robust exchange of ideas and experiences and enhance learning opportunities. It is important to note that admission to The ISF Pre-School does NOT grant automatic right of entry to The ISF Academy.

招生政策

弘立幼稚園歡迎不同國籍和背景的學生。多元化的學生和教職員組合更能激發活潑的思想交流，增進學習的機會。所有申請人/家長必須清楚，就讀弘立幼稚園並不代表他們能夠獲得資格入讀弘立書院。

Admissions Criteria

To be eligible for admission to The ISF Pre-School, the following criteria must be met:

Parents/Guardians

- ◆ agree with The ISF Pre-School's educational philosophy;
- ◆ are willing to collaborate with The ISF Pre-School and be part of our learning community to support their child's learning and development; and
- ◆ agree to abide by the school's rules and regulations.

Students

- ◆ possess Hong Kong residency OR a foreign passport with a parent/legal guardian who is employed and resides in Hong Kong with a valid work permit;
- ◆ demonstrate satisfactory social skills (e.g. willingness to communicate, curiosity to learn); and
- ◆ achieve satisfactory results in the admissions assessment.

招生標準

弘立幼稚園所訂定的入學資格如下：

父母 / 監護人

- ◆ 認同弘立幼稚園的教育理念；
- ◆ 願意與弘立幼稚園合作並成為學習社群的一員，支持孩子的學習及發展；及
- ◆ 承諾遵守弘立幼稚園的條例及規則。

學生

- ◆ 須擁有香港居留權，或如學生持外國護照則必須擁有一位在香港居住、持有有效香港工作許可證並受僱的法定監護人；
- ◆ 展現令人滿意的社交技巧（例如：願意與別人溝通，對學習充滿興趣等）；及
- ◆ 入學評估表現滿意。



Age Requirements

Please check below for the age requirements for students:

Grade Level 年級	Minimum Age* (by August 31 of year of entry) 最低入學年齡* (以入讀學年的 8 月 31 日計算)	For 2018/19 admissions (Applicants are born between dates shown below) 2018/19 學年入學 (申請人應於以下日期間出生)
Year One 幼稚園一年級	2 years 8 months 2 歲 8 個月	September 1, 2014 and December 31, 2015 2014 年 9 月 1 日至 2015 年 12 月 31 日
Year Two 幼稚園二年級	3 years 8 months 3 歲 8 個月	September 1, 2013 and December 31, 2014 2013 年 9 月 1 日至 2014 年 12 月 31 日

* Applicants need to fulfill the minimum age requirement for the grade applied. The age range for students in each grade is typically 16 months, for example, students applying for Year One would be between 2 years 8 months and 4 years of age on August 31 of the year of entry. Parents of children who were born during the period between September 1 and December 31 have the options of applying for the higher grade, the lower grade, or both grades. For example, a child born on September 13, 2014 can submit applications for both Year 1 and Year 2 in the 2018/19 Academic Year. Please note that if a child is applying for both grades, separate applications and assessments are required. Based on the assessment results, the child will be placed in the more appropriate grade.

年齡要求

學生必須符合以下入學年齡要求：

* 申請者需要符合入學年齡的最低要求，每個年級學生的年齡相距不多於 16 個月。例如：申請幼稚園一年班的學生，以入讀該學年的 8 月 31 日計算，年齡應介乎 2 歲 8 個月至 4 歲。學生若於 9 月 1 日至 12 月 31 日出生可申請高一級、低一級或同時申請兩個年級。例如 2014 年 9 月 13 日出生的學生，可同時申請 2018/19 學年的幼稚園一年級及二年級。請家長注意，若學生報讀兩個年級，必須分別提交申請及完成各年級的評估。我們會根據面試及評估結果為學生安排較適合的年級。

Priorities in Admissions

Every applicant must pass the admissions assessments, complete the entire admissions process, and fulfill all the admissions requirements to be considered for enrollment. The ISF Pre-School does not guarantee admission to siblings and Capital Note Nominees.

Admissions priority will be given to Capital Note Nominees. Applicants with siblings currently studying at The ISF Pre-School and/or The ISF Academy who pass the admissions assessment will also be looked upon favorably in the selection process. Nominees of Capital Note Holders and/or siblings will be given an opportunity for a re-assessment should they not pass the initial admissions assessment. Please contact our School Office for details of admissions-related benefits for nominees of Capital Note Holders.

優先入學

任何入學申請人都必須通過入學評估，完成整個入學申請程序及達到所有的入學要求，方可獲錄取入學。本校沒有保證兄弟姊妹在弘立就讀及持有本金券的被提名人必可入學的承諾。

持有本金券的被提名人及兄弟姊妹在弘立幼稚園及 / 或在弘立書院就讀的申請人，在通過入學評估考試後可獲優先考慮。持有本金券的被提名人及 / 或兄弟姊妹在弘立幼稚園及 / 或弘立書院就讀的申請人，如未能通過首次入學評估，將可獲一次再評估的機會。關於持有本金券之被提名人的其他優先詳情，請聯絡校務處查詢。

Admissions Procedures

Application Submission

Applications can ONLY be submitted online. Please visit the Admissions page on our school website.

Any other form of admissions application, such as email, fax, in-person, or post, will NOT be processed. Applications will not be accepted after the closing dates for applications.

Before submitting an admissions application, you need to join the "Friends of The ISF".

As a Friend of The ISF, you can:

- 1) Submit your child's/children's admissions application(s); and
- 2) Sign up for our Admissions Briefing Sessions and school tours.

To become a Friend, please go to: <http://admissions.isf.edu.hk>.

申請程序

遞交申請

所有入學申請只可以於網上遞交，請瀏覽本校網頁內的招生部分。

所有以其他形式的申請，包括電郵、傳真、親身遞交或郵寄申請都不獲受理。凡於入學申請截止日期後所遞交的申請，將不獲受理。

在遞交入學申請前，須加入成為「弘立之友」。

成為弘立之友後，你才可以：

- 1) 遞交孩子的入學申請；及
- 2) 登記參加入學簡介會及學校參觀

要成為「弘立之友」，請到：<http://admissions.isf.edu.hk>。

Admissions Applications for Current and Next Academic Year

Applications for Current Academic Year: 2017/18

We adopt a rolling admissions process for grades with vacancies, generally accepting students from August to January of the same academic year. Parents may contact our School Office for vacancies.

Applications for Next Academic Year: 2018/19

Regular Application Period

Applications for the 2018/19 Academic Year will commence on Friday, September 1, 2017. The table below serves as a guide to our admissions process and The ISF Pre-School reserves the right to modify these dates and periods if necessary. For the most up-to-date information, please refer to our website or contact our School Office.

Rolling Application Period

The school may have available spaces after the Regular Application Process. The school will accept and review applications for 2018/19 on a rolling basis, i.e. Rolling Admissions. For more information, please contact the School Office at psadmissions@isf.edu.hk.

Admissions Assessment Dates

Our assessments involve group activities. All applicants must participate in the student assessment before moving on to the parent meeting. All applicants must participate in an assessment held during the periods indicated below. The School Office is under no obligation to conduct an interview outside the time periods stated below and is not able to assess applicants who are not in Hong Kong. Please see "Rescheduling an Admissions Assessment".

Grade Level 年級	Closing Date for Applications 入學申請截止日期	Student Assessment 學生入學評估	Parent Meeting 家長會面	Release of Results 通知結果
Year One 幼稚園一年級	September 30, 2017 2017年9月30日	November 4, 11 and 25, 2017 2017年11月4日, 11日及25日	January to February 2018 2018年1月至2月	By March 29, 2018 2018年3月29日或之前
Year Two 幼稚園二年級	January 26, 2018 2018年1月26日	March 3, 2018 2018年3月3日	March 2018 2018年3月	By April 30, 2018 2018年4月30日或之前

申請入讀現學年及下學年課程

申請現學年入學：2017/18

每個學年從8月至第二年的1月，任何年級只要有學位空餘，我們都會接受入學申請。請聯絡校務處查詢學位空餘情況。

申請下學年入學：2018/19

第一輪入學申請日期

本校將於2017年9月1日（星期五）開始接受2018/19學年的入學申請。下表為本校的一般招生程序；如有需要，弘立幼稚園會作出更改。如欲取得最新的入學資料，請瀏覽本校網站或與校務處聯絡。

循環招生申請日期

整個第一輪入學申請過程結束後，學校預計部份年級或許仍有學位提供。校務處將以循環的形式接受2018/19學年的第二輪入學申請，並進行入學評估。如欲查詢相關資訊，請發電郵至 psadmissions@isf.edu.hk 聯絡校務處。

入學評估日期

本校的入學評估會以小組活動的形式進行。所有申請者必須通過學生入學評估才會獲邀參加家長會面。申請者須出席下列相關時間之評估。校務處並無責任為申請人在下列期間以外安排入學評估，亦不能為不在香港的申請人以其他方式進行評估。請參閱「重新安排入學評估時間」。

Rescheduling an Admissions Assessment

In the event the applicant is unable to attend the scheduled admissions assessment for any reason, applicants are to inform the School Office as soon as possible and no less than three business days before the date of the admissions assessment. The School Office will, whenever possible, provide one alternative assessment date on one of the predetermined dates listed in the table showing the Admissions Assessments Dates. However, please note that the School Office is under no obligation to arrange another assessment and should the Office be unable to find a mutually agreed date, the application will be considered unsuccessful, the application will be closed, and no application fee will be refunded.

In the event the applicant falls ill on the morning of the assessment, parents must inform the School Office prior to the scheduled assessment time and a new assessment date will be given when a doctor's note is submitted to the School Office. Applicants who are not feeling well are advised not to participate in the assessments. Applicants who are not feeling well and who choose to participate in the assessment activity will not be granted another assessment opportunity.

重新安排入學評估時間

假若申請者因任何原因未能出席入學評估，申請者必須儘快在入學評估日期前最少三個工作日通知校務處。校務處會盡力嘗試安排上表中另一個評估日期。但請注意校務處並無責任另行安排評估日期，而如果校務處及家長未能安排到一個雙方都可接受的日期，該申請即被視為失敗，並將會取消，所繳付的報名費亦不會獲得退還。

如申請者在評估當天早上生病，家長必須於評估開始時間之前通知校務處，並向校務處提供醫生證明，則將獲安排新的評估日期。學校不建議生病的申請者出席評估。若生病的申請者選擇出席評估活動，將不獲另一個評估機會。

Application Package 申請資料清單

A complete application package consists of the following:

完整的入學申請資料須包括以下各項：

1	Completed Online Application Form 填寫網上入學申請表
2	Recent (within the past three months) passport-size photo of the applicant[#] 申請者近照（攝於三個月內；護照相片尺寸）一張 [#]
3	Copy of the applicant's Birth Certificate^{**} 申請人出生證明書副本 ^{**}
4	Copy of the applicant's HKID or Passport data page and Hong Kong visa stamp^{**} 香港身份證或護照資料頁及香港簽證副本 ^{**}
5	Copy of the applicant's current and prior year school reports (if applicable)^{**} 現時就讀學校的成績表及以往的成績表副本（如適用） ^{**}
6	One recent (within the past three months) family photo (with ALL immediate family members)[#] 一張最近的家庭照片（攝於三個月內；包括所有直系家庭成員） [#]
7	HK\$1,000 application fee payable through PayPal to "The Independent Schools Foundation Pre-School Limited" 報名費為港幣 1,000 元（在網上入學申請的最後程序通過 PayPal 繳付給「弘立幼稚園有限公司」）

Please scan the required items into JPEG or PDF format and upload them through the Online Admissions Application system.

網上入學申請的程序中會要求以 JPEG 或 PDF 格式上載這些附件，請在遞交網上入學申請前預先掃描好這些文件，並以適當格式儲存。

* Parents will be required to bring the original documents for verification during the Parent Meeting.

* 本校會要求申請人家長於面試時帶備以上資料正本供本校核對。

Applications will be processed when ALL of the above items have been received.

所有申請只會在以上資料齊備後方獲處理。



Format of Admissions Assessment

The assessments for Year One and Year Two applicants are conducted as below:

- ◆ Parents and Students Group Activities (around one hour);
- ◆ Activities are conducted in Cantonese, English or Putonghua, as requested by the applicant; and
- ◆ Parent meeting with our Principal or Senior Staff.

Result of Application and Enrollment

1. Parents/Guardians of the successful applicant are to confirm enrollment by submitting the online "Enrollment Confirmation Form", "Conditions of Entry" and "The ISF Community Code" before the deadline stipulated in the Letter of Acceptance. This deadline is typically one week from the issue date of the Letter of Acceptance.
2. The School Office will then issue an invoice for the Admissions Deposit and Capital Contribution. Parents/Guardians have to make the payment before the due date stated on the invoice in order to secure the place.
3. Parents/Guardian requesting Financial Aid may submit the completed Financial Aid package upon receipt of the Acceptance Offer Letter from the school. Parents/Guardian may also submit their Financial Aid information request earlier to expedite the Financial Aid Review process and obtain an indicative amount that could be granted under our Financial Aid program.
4. The School will not provide feedback on the admissions assessment or process.

Voluntary Withdrawal

Voluntary withdrawal of a child before and/or during the academic year requires at least three months' notice in writing or three installments of tuition in lieu of notice. The start date for each academic year is August 1, hence any withdrawal notice from any incoming student that is to take effect for a new academic year should reach the School Office before May 1, failing which the requisite tuition installment amount will be charged on a pro-rata basis. Please note that existing / returning students must inform the Pre-School Office before April 1, failing which the requisite tuition installment amount will be charged on a pro-rata basis. If you have any enquiries, please contact the School Office at psadmissions@isf.edu.hk.

入學評估模式

幼稚園一年級及幼稚園二年級入學評估模式：

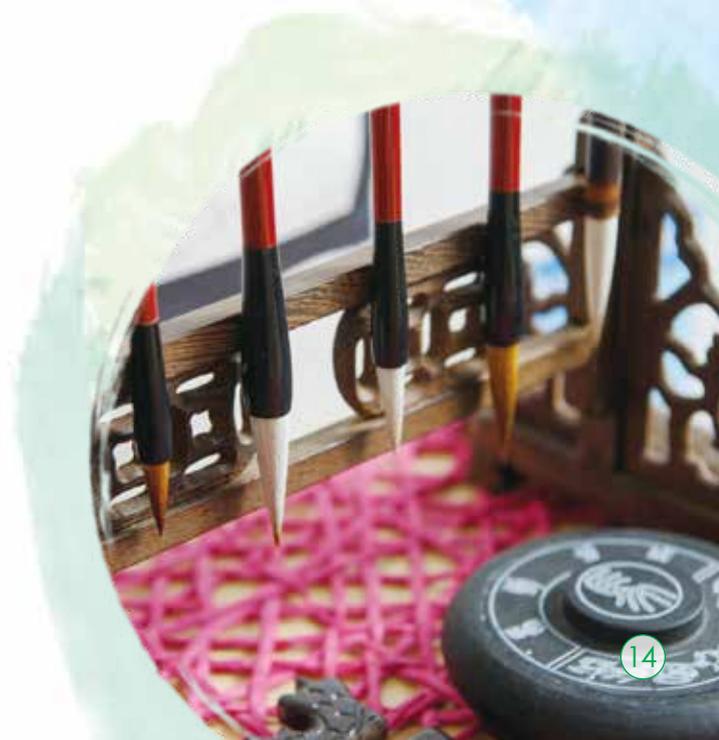
- ◆ 家長及學生小組活動評估（約 1 小時）；
- ◆ 按申請者要求，活動會以廣東話、英文或普通話進行；及
- ◆ 家長與校長或高級職員面談。

申請結果及註冊

1. 獲錄取之申請人的家長 / 監護人需在「錄取函」上列明之指定限期前提交已同意的網上「接受入學」回條、附帶的「入學條件」及「弘立社群守則」。該限期一般為「錄取函」發出日計起一個星期。
2. 在收到「接受入學」回條及所需文件後，學校便會發出入學註按金及建校費的所有繳費通知，所需費用必須於指定日期前繳付，以確保學位。
3. 申請助學金的家長 / 監護人可在收到學校「錄取函」時遞交已填妥的助學金申請表格。家長 / 監護人也可以提早遞交助學金申請，以加快助學金審核程序，並可盡早獲知由本校助學金計劃批出的金額。
4. 本校將不會對申請人面試表現或整個招生過程作出任何評論 / 回饋。

自願退學

在學年開始前及 / 或學年中退學，學生必須於退學前最少三個月以書面遞交自願退學通知書。否則須繳付相等於三個月學費的代通知金。每個新學年都以 8 月 1 日開始計，故此所有新生的退學通知必須於 5 月 1 日前通知校務處，否則須繳付按學費比例計算的代通知金。請注意，所有舊生的退學申請必須於 4 月 1 日前通知校務處，否則須繳付按學費比例計算的代通知金。如有任何查詢，請電郵至 psadmissions@isf.edu.hk 聯絡校務處。



TUITION AND FEES

學費及雜費

The ISF Pre-School is a private, independent, non-profit school that receives no Government subsidies for its daily operations. School fees mainly support the low student-teacher ratio and provide what The ISF Pre-School deems as the best education for its students. Tuition fees, however, only cover part of the cost of educating a student at The ISF Pre-School. The difference is made up through donations from parents and friends of The ISF.

弘立幼稚園是一所非牟利私立獨立學校，學校的日常運作並沒有政府的任何資助，所收取的學費主要用來維持低師生比例的小班教學，致力為學生提供優質教育。弘立學生所繳付的學費只能抵銷部份的教學支出，其他的開支有賴家長及弘立之友每年的捐獻。

Admissions Deposit

An Admissions Deposit must be paid to secure a child's placement prior to the specified deadline. The deposit is paid to "The Independent Schools Foundation Pre-School Limited" and will be credited towards the total tuition. The Admissions Deposit is not refundable if the student decides at a later date not to attend the school.

註冊按金

家長必須在取錄函上規定的限期前支付註冊按金到「弘立幼稚園有限公司」以保留學額。註冊按金可從全年學費中扣除。如果學生最終決定不入學，已繳交的按金恕不退還。

Annual Tuition Fees

For the 2017/18 Academic Year, the Annual Tuition, payable in eleven equal installments via bank autopay, is as shown below:

Year One	HK\$115,500*
Year Two	HK\$115,500*

* The 2017/18 annual tuition fees are pending for approval from the Education Bureau.

The first installment for new students is made one month before the start of the school year. Subsequent installments, for those paying by bank autopay, will be paid on the first bank working day of each month from September to June of the following year. Tuition Fees are non-refundable and subject to change for each new academic year.

年度學費

以下提供 2017/18 學年的年度學費作參考，學費分十一期以銀行自動轉賬形式繳付：

幼稚園一年級	港幣 115,500 元*
幼稚園二年級	港幣 115,500 元*

*2017/18 學年的年度學費有待教育局批核。

家長須在學年開始前一個月繳付第一期學費，隨後的分期學費須在該學年之 9 月至翌年 6 月，每月第一個銀行工作日以自動轉帳形式繳付。已繳付的學費恕不退還。每個新學年的學費也會作出調整。

Financial Aid Program

The Board of Governors of The Independent Schools Foundation is committed to creating a diverse student population at The ISF Pre-School. The Pre-School does not receive any financial support from the Government for its operating expenses and financial aid program.

The ISF Pre-School funds a small number of students who need financial assistance. Interested families may contact the School Office for more information.

助學金計劃

智立教育基金會竭力營造弘立幼稚園的多元化學生群體。幼稚園並沒有從香港政府得到任何財政支持以供日常運作或助學金之用。

弘立幼稚園會為少部份有經濟需要的學生提供助學金資助，有興趣的家庭可以聯絡校務處了解詳情。

Capital Contribution Scheme for 2017/18 Academic Year

The Capital Contribution Scheme was established by The Independent Schools Foundation Limited to allow the Foundation to access funds for capital improvements, such as new buildings and equipment, and enhancements to the school environment and the establishment of learning programs. Each new student is required to pay a capital contribution to “The Independent Schools Foundation Limited” within the deadline stipulated in the Acceptance Letter in one of the two ways described below.

I) ANNUAL CAPITAL LEVY

The Annual Capital Levy for 2017/18 is HK\$10,000. It is non-interest bearing, non-transferable and non-refundable and is subject to annual adjustment at the discretion of the Foundation.

II) CAPITAL NOTE

The Capital Note is non-interest bearing, non-refundable and fully transferable one year after the date of issuance of the Capital Note Certificate or three months after the date on which the Nominee ceases to be a student of The ISF Pre-School or The ISF Academy, whichever is later.

The transfer price of the Capital Note will be determined by the Noteholder and the transferee of the Capital Note, subject to the approval of the Foundation and upon payment of a transfer fee to the Foundation. In addition, any profit derived from the transfer of the Capital Note will be shared between the Noteholder and the Foundation on an equal basis.

Requests for Capital Notes are processed on a first-come-first-served basis. Interested parents may purchase a Capital Note from current holders or submit an Indication of Interest Form to the Finance Office by fax: 2235 4485 or email: capcontribution@isf.edu.hk or post. Indications of interest will be placed on our waiting list for Capital Notes.

Additional Costs

- ◆ Non-refundable application fee of HK\$1,000.*
- ◆ Co-Curricular Activities Course Fees for selected courses. Enrollments in these courses are optional.



2017/18 學年建校計劃

建校計劃是智立教育基金有限公司為確保有足夠的資金改善資本狀況而設立。通過此計劃學校得以持續發展，例如興建新大樓、配置新設備、優化學校環境及編制學習課程。每名新生需要在錄取函上規定的限期前用以下其中一種方式支付建校費到「智立教育基金有限公司」。

I) 年付建校費

2017/18 學年的年付建校費為港幣 10,000 元。此建校費不獲發放任何利息，不可轉讓，亦不獲退還。智立教育基金有權在每個新學年調整年付建校費。

II) 本金券

本金券不獲利息亦不予退還，在持有年限期屆滿後（持有最少年限為一年）或提名學生退學三個月後可將此本金轉讓給第三者，以較長時間者為準。

本金券轉讓價值將由本金券持有人及承購人雙方決定，但需獲智立教育基金有限公司同意及需繳付轉售手續費。因轉讓本金券而獲得之利潤，將由持有人及智立教育基金均分。

本金券會以先到先得形式發售。如欲從持有人手上購入或加入本金券的輪候名單，可填妥「本金券申請意向書」並傳真至財務部 2235 4485；電郵 capcontribution@isf.edu.hk；或郵寄。

其他費用

- ◆ 不獲退還的報名費港幣 1,000 元*
- ◆ 自願參加的聯課活動費用。

* The application fee includes the admissions assessment and the administrative fee for processing the application. The tuition fees and application fees are non-refundable and subject to change for each new academic year.

* 報名費包括入學評估及處理入學申請之行政費用。已繳付的學費及報名費恕不退還，而每個新學年的費用可能會作出調整。



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