

# Pre-School Prospectus 幼稚園入學簡章

2023-24



Independent Minds | 獨立精神

Chinese Virtues | 中華美德

Global Outlook | 全球視野

ISF 弘立





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The Independent Schools Foundation Pre-School ("The ISF Pre-School" or the "Pre-School") is a not-for-profit private early years educational institute, offering a 2-year bilingual program to young learners from two years and eight months to five years of age.

This Prospectus provides an overview of the Pre-School. Additional information may be obtained from our Admissions Team or our website at [preschool.isf.edu.hk](http://preschool.isf.edu.hk).

弘立幼稚園為一所非牟利、私立、早期教育機構，為兩歲八個月至五歲的孩子提供兩年的雙語課程。

本入學簡章包含幼稚園的概要。如欲了解更多，請聯絡幼稚園招生部或瀏覽幼稚園網站 [preschool.isf.edu.hk](http://preschool.isf.edu.hk)。



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# CHIEF EXECUTIVE OFFICER'S MESSAGE

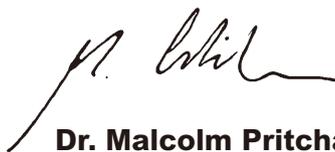
The Independent Schools Foundation Pre-School (The ISF Pre-School) is a unique, bilingual and bicultural learning institution for pre-school aged children in Hong Kong. Proudly independent, The ISF Pre-School offers a Chinese and English immersion education with a global perspective. Striking a balance between tradition and innovation, between East and West, The ISF Pre-School offers our youngest ISF learners a vibrant, rich, and caring sanctuary for learning, 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 carefully managed, stimulating setting for learning. 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 learn in an award-winning campus designed to reflect those essential human values that form the philosophical foundation of our school: commitment, respect, benevolence, compassion, courtesy, integrity, harmony, balance and wisdom; 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 cheerfully engaged and playfully inquisitive. They explore and experience the world around them, as they seek to understand more 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 learning journey of each ISF student, with its trials and challenges, as we work together to lay a solid foundation for future learning and success.

Choosing the right 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 and keen to explore further how we might partner you in educating your child. Your decision to choose our school as the first for your child will always be treated with due respect. We look forward to welcoming you into The ISF "family".



**Dr. Malcolm Pritchard**

Chief Executive Officer

The ISF Pre-School



## 行政總裁的話

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，及中西方文化之間取得平衡。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。弘立幼稚園為年幼的學生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，讓學生在管理完善的安全措施、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。

弘立幼稚園的學生在榮獲設計獎項的校舍裏學習，傳承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、平及智。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。讓我們一起分享每一位弘立學生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。

選擇最適合的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，使我們倍感榮幸，並希望進一步探索如何一起與您教育好孩子。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的決定，並期待、歡迎你們加入弘立大家庭。

**查永茂博士**  
行政總裁  
弘立幼稚園

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# WELCOME FROM THE PRINCIPAL

The ISF Pre-School opened its doors in Sheung Wan in 2015 and relocated to its new site in Kennedy Town in 2020. The establishment of Pre-School marks an important milestone for the Independent Schools Foundation (ISF), extending its excellent educational services to the early years and offering an opportunity for young learners to adopt the ISF learning style at an early age. The same vision and mission are shared throughout Pre-School, Primary and Secondary, where the focus is on the holistic development of young learners with **Independent Minds, Chinese Virtues** and a **Global Outlook**, through experiential learning.

Using the International Early Years Curriculum (IEYC) as a framework, Pre-School has designed a unique, bilingual, bicultural, inquiry-based, balanced and integrated curriculum that aligns with The ISF Academy's Foundation Year Program, with a strong emphasis on Chinese language development and student wellbeing. Our school-based curriculum 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 daily school life, with a long-term goal to nurture internationally-minded global learners with a lifelong love of learning.

Authentic, developmentally-appropriate and child-sensitive learning experiences are carefully planned by our early years trained and experienced teaching team, to ensure our learners gain knowledge, skills and understanding in all key learning areas in an enjoyable, play-based environment.

Collaborative learning is deeply valued at Pre-School. The diverse experiences and knowledge of our students, parents and staff help create our rich community of learners. Parent involvement is vital at ISF as it creates a connection between home and school. Parents who are actively involved in their child's education become teachers' best partners in promoting student wellbeing and ensuring student success.

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



**Ms. Tammy Tam**

Principal

# 校長歡迎辭

弘立幼稚園於2015年在上環開辦，並在2020年搬遷至位於堅尼地城的新建校舍。幼稚園的成立標誌著智立教育基金提供的優質教育項目拓展至幼兒教育範疇，讓孩子們能更早期融入弘立的學習生活。不論在幼稚園、小學還是中學，我們都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建立**獨立精神**、**中華美德**以及**全球視野**，達至全面發展。

弘立幼稚園以國際幼兒課程 (IEYC) 為框架，設計了一套獨特且強調以中文和學生福祉為主，並具備雙語、雙文化、探究性、均衡性、綜合性的課程以銜接弘立書院小一預備班。課程一方面提升年幼學習者的興趣，又給他們提供自我挑戰的機會。我們把「八德一智」及國際幼兒課程的個人目標融入不同的學習單元及學校生活當中，讓學生學習並實踐正確的價值觀；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。為確保學生能在一個愉快、寓遊戲於學習的環境中認識所

有主要學習範疇，並掌握其涵蓋的知識、技能及概念，我們細心設計每個學習單元，為幼兒帶來真正適合其發展階段、興趣及需要的學習體驗。

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。為建立家校聯繫，家長的參與在弘立至關重要。積極參與孩子教育的家長將成為老師的最佳夥伴，共同促進學生福祉及學習。

我們期待你的家庭加入弘立幼稚園。

## 譚沛怡

譚沛怡女士

校長



# VISION, MISSION AND VALUES

## 願景、使命及價值觀

### About ISF

The Independent Schools Foundation (the Foundation) is a charitable, tax-exempt organization founded for the purpose of promoting education in the Hong Kong Special Administrative Region of the People's Republic of China. The Foundation is the School Sponsoring Body for the two schools under its oversight: The ISF Academy and The ISF Pre-School. The Foundation sets the vision, mission and values and strategic direction for both schools and raises funds to support its educational mission.

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.

### ISF Vision

The ISF 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.

### ISF Mission

The Mission of the ISF is to promote education to foster:

**Independent Minds:** Nurturing creativity, critical thinking, and a lifelong love of learning for academic, personal, and social development;

**Chinese Virtues:** Educating learners in a uniquely Chinese-English bilingual and East-West bicultural environment rooted in timeless Chinese values embodied in The *Eight Virtues + One*; and

**Global Outlook:** Building life skills through experiential learning, inspiring learners to act as empowered and resilient global stewards.

### 關於弘立

智立教育基金（基金）為一間獲豁免稅項的慈善組織，創辦宗旨為在中華人民共和國香港特別行政區推廣教育。基金作為辦學團體，督辦的兩間學校為弘立書院及弘立幼稚園。基金為兩所學校制定願景、使命、價值觀及發展方向，並籌募經費支持其教育使命。

弘立幼稚園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，提供一個建基於互相信任和尊重、支持和培育孩子，能進行有效的教與學的學習環境。弘立幼稚園讓孩子積極投入，以親身經驗建構知識和發展技能，更了解他們所生活的世界。

### 弘立的願景

弘立是一個由學習者組成的社群，思想、行動具有**獨立性**，根植於**中華**文化，擁有對**全球**的理解和體驗，永遠追求卓越。

### 弘立的使命

弘立的使命為推廣具備下列特質的教育：

**獨立精神：**培養創造力、批判性思維以及終身對學習的熱愛，包括在學術、個人和社交發展上的學習；

**中華美德：**在獨特的中英雙語、東西雙文化環境中教育學生，該環境根植於由「八德一智」體現的恆久中華價值觀；及

**全球視野：**通過體驗學習發展生活技能，啟發學生成為性格堅毅、具國際視野的地球護育者。

### ISF Core Values

All members of ISF respect and follow the core values of The *Eight Virtues + One*:

### 弘立核心價值

所有弘立成員都尊重及遵守「八德一智」的核心價值：



# PRE-SCHOOL MANAGEMENT STRUCTURE

## 幼稚園管理架構

### Board of Directors 幼稚園董事會

#### School Supervisor 校監

Mr. John Yan, S.C. 甄孟義資深大律師

#### Chairman 主席

Mr. Yin-Man Tang 鄧燕敏先生

#### Directors 董事

Mr. Mark Teng 鄧敬翰先生

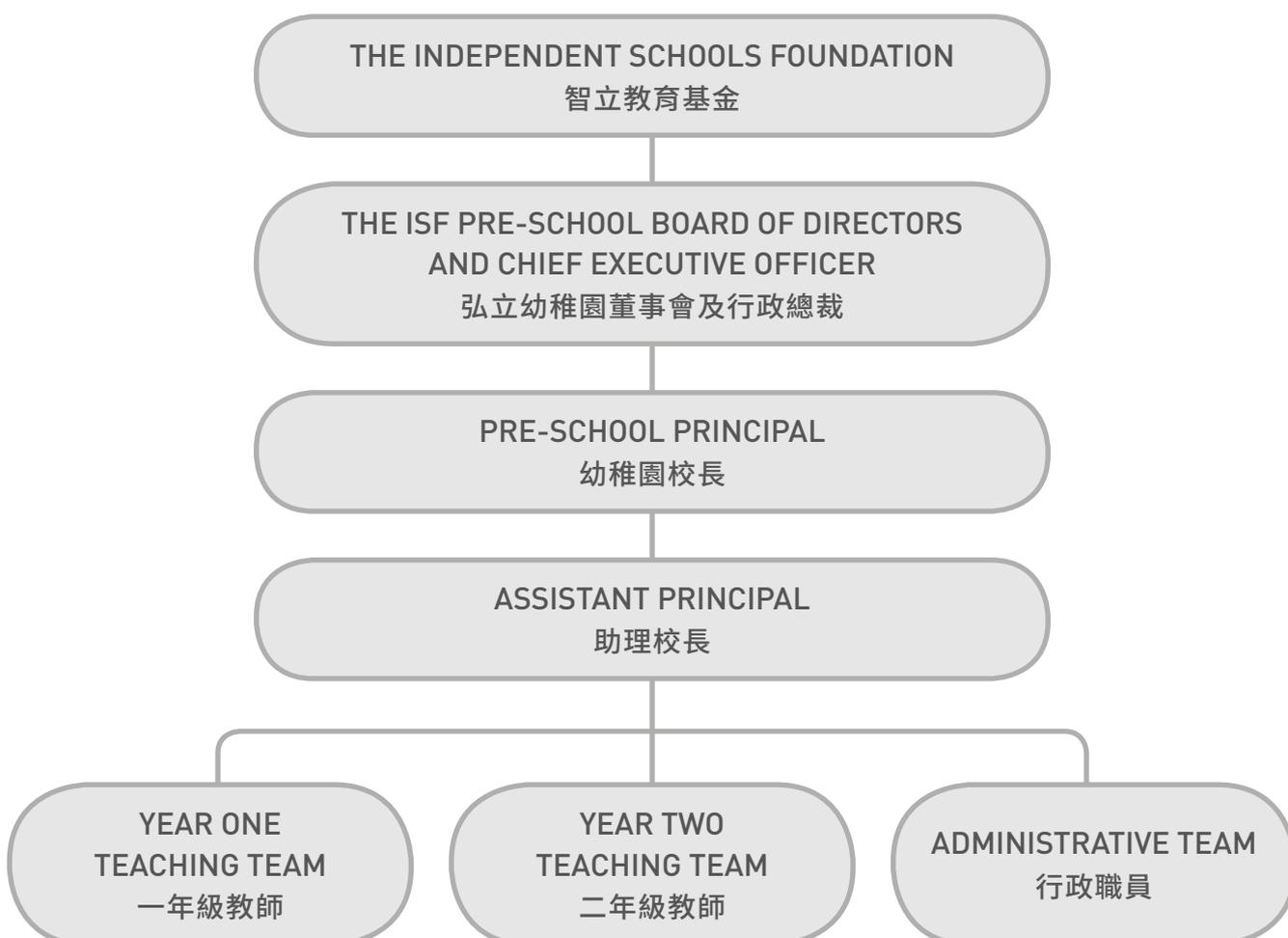
Ms. Sylvia Tsoi 蔡詠鈿女士

Ms. Frances Wong 黃惠君女士

Dr. Christine Wu 吳天心醫生

#### Chief Executive Officer 行政總裁

Dr. Malcolm Pritchard 查永茂博士





# FACILITIES AND PROGRAM

## 設施及課程

### OUR FACILITIES

Pre-School relocated to its new site at 97 Belcher's Street Kennedy Town in 2020, occupying a total area of 1,200m<sup>2</sup>. The campus has eight classrooms and breaks away from the traditional classroom boundary to create a fluid teaching, learning and playing space.

#### Special Learning Areas:

- ❖ Art Atelier
- ❖ Cooking Studio
- ❖ Body, Mind, Spirit Area
- ❖ Makerspace
- ❖ Open Play Area
- ❖ Rooftop Garden
- ❖ Reading Lounge
- ❖ Wooden Climbing Structure

Using natural timber, the Wooden Climbing Structure on the ground floor creates a setting for adventure, exploration and physical play. To optimize the high ceiling of the premises, the play structure meanders around the classrooms, Art Atelier, Makerspace, Reading Lounge and the Open Play Area on the ground floor, forming part of the double-deck playground.

The semi open plan classrooms and common learning spaces encourage students and teachers to work collaboratively with others, extending their learning beyond the classroom.

### 校園設施

幼稚園於2020年搬遷至位於堅尼地城卑路乍街97號的新大樓，佔地1,200平方米。校舍共設有八間課室，且突破了傳統的界限，建造流麗的教學、學習及遊玩空間。

#### 具有特色的學習區域：

- ❖ 藝術坊
- ❖ 烹飪坊
- ❖ 身心靈空間
- ❖ 創客坊
- ❖ 開放式活動區
- ❖ 平台花園
- ❖ 書舍
- ❖ 木製攀爬架

地下設有一個以天然木材建造的攀爬架，它為學生創造了一個具冒險、探索和體育活動的環境。為充份利用校舍高樓底的特色，木製攀爬架蜿蜒貫通課室、藝術坊、創客坊、書舍以及開放式活動區，成為雙層遊戲區的一部份。

半開放式的課室和不同的共用學習空間促進學生和老師與他人合作，使學習不再僅僅局限於課室裏。



## OUR PROGRAM 本校課程

### Class Structure

Half-Day Programs are offered to Year One students, while Year Two students have the option to join the Half-Day or the Extended Program. 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

<b>Morning Session</b>	9:00 a.m. to 12:00 noon
<b>Afternoon Session</b>	1:15 to 4:15 p.m.
<b>Extended Program</b>	9:00 a.m. to 3:15 p.m.

### 班級架構

我們為一年級學生提供半日班課程；二年級學生則可選擇半日班或延展班的課程。我們的專業教師團隊教學經驗豐富及具備幼兒教育資格，良好的師生比例亦確保教師能充份地照顧孩子的學習需要。

### 上課時間

<b>上午班</b>	上午 9:00 至 中午 12:00
<b>下午班</b>	下午 1:15 至 4:15
<b>延展班</b>	上午 9:00 至 下午 3:15



## Curriculum

The Pre-School curriculum is developed on the basis of the International Early Years Curriculum (IEYC) and the Academy's Foundation Year Curriculum, drawing together the essence of Chinese and Western thinking. The program is delivered through two languages of instruction, with 70% in Chinese 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.

Our program'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 the answers. Each unit is designed to focus on concepts 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 (Chinese and English)
- ❖ Early Childhood Mathematics
- ❖ Arts and Creativity
- ❖ Nature and Living
- ❖ Physical Fitness and Health
- ❖ Self and Society

The program is designed to be sufficiently flexible to accommodate individual children's patterns of learning and development. Opportunities are provided for new learning to be fostered and enable 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 academic program, children have the opportunity to participate in a variety of co-curricular activities after school and during the summer break. Please visit [preschool.isf.edu.hk/program/](http://preschool.isf.edu.hk/program/) for programs on offer in the 2022-23 Academic Year.

## 課程

弘立幼稚園的課程以國際幼兒課程 (IEYC) 和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。我們的課程以雙語教授：70% 中文及 30% 英文。學生可從豐富的學習經驗中認識自己和周遭的事物。

弘立幼稚園課程綜合、均衡和探究為本的教學模式充份利用孩子的好奇心和他們為求知而勇於發問尋找答案的天性。每個為期數週的單元學習都按照與孩子息息相關的概念而設，讓學生能得到深入和實在的學習。幼稚園的課程涵蓋以下六個主要學習範疇：

- ❖ 語文 (中文及英文)
- ❖ 幼兒數學
- ❖ 藝術與創意
- ❖ 大自然與生活
- ❖ 體能與健康
- ❖ 個人與群體

我們的課程設計能靈活配合每位孩子的學習和發展模式，為他們提供應有盡有的學習機會，鼓勵他們建構新知識、對不同的做事方法進行思考、建立不同的聯繫和考慮不同的觀點。

## 聯課活動

除了學術課程外，學生可選擇於放學後及暑假期間參與各項聯課活動。請到幼稚園網站 [preschool.isf.edu.hk/課程/](http://preschool.isf.edu.hk/課程/) 瀏覽有關 2022-23 學年所提供的聯課活動。

# THE ESSENTIALS

## 一般須知

### Child Safeguarding

The ISF Pre-School is committed to creating a safe, accepting, and inclusive learning environment. At ISF, the health, safety, and wellbeing of every student is of paramount importance. ISF has child safeguarding and protection policies and procedures in place to ensure that the child safeguarding practice reflects statutory responsibilities, government guidance, and complies with the best practices in child protection and welfare.

### Uniforms

Pre-School uniforms may be purchased from our contracted vendor in North Point or ordered online. The store carries a full range of our summer and winter uniform styles and sizes.

### Meals

Pre-School promotes healthy eating and students are encouraged and taught to maintain a balanced diet. Pre-School offers hot meals to Extended Program students onsite. Students may also bring lunch from home.

### School Bus

Pre-School has appointed a bus company to provide transportation for our students. Areas serviced include Hong Kong Island and parts of Kowloon. This bus service is a private arrangement between parents and the bus company. Fees are paid twice a year to the bus company and dependent on the route.

### Term Dates for 2022-23

#### Term One

August 23, 2022 to January 13, 2023

#### Term Two

January 30, 2023 to June 16, 2023



### 兒童保護

弘立幼稚園致力為每一位學習者營造一個安全、充滿關愛及支持的學習環境。弘立視每一位兒童的健康、安全和福祉為最重要的考慮。弘立制訂了兒童保護政策及程序，確保兒童保護措施符合法定要求及政府相關指引，並同時依照最佳的兒童保護守則執行。

### 校服

幼稚園校服均可經由位於北角的合約校服供應商購買或經網上訂購，包括夏季和冬季系列的款式及尺寸。

### 午餐

幼稚園提倡健康飲食、鼓勵及教育學生保持均衡的膳食習慣。幼稚園為在校午膳的延展班學生提供熱食。學生亦可自備午餐。

### 校車

幼稚園指定一間校車公司為學生提供交通服務，校車路線覆蓋港島及部份九龍地區。校車服務是由家長與校車公司雙方協商而安排。校車費用視乎路線而定，每年分兩次繳付給校車公司。

### 2022-23學年的上學日期

#### 第一學期

2022年8月23日至2023年1月13日

#### 第二學期

2023年1月30日至2023年6月16日

# ADMISSIONS INFORMATION

## 招生資訊

### Disclaimer

The Foundation has not appointed or authorized any agents or third parties to represent ISF in any way in connection with admissions activities of The ISF Academy or The ISF Pre-School. Please do not liaise with any third party who asks for compensation or claims to be representing ISF in the admissions application process.

### Friends of ISF

We invite all prospective parents to join our Friends of ISF community at [admissions.isf.edu.hk](https://admissions.isf.edu.hk). Registering online as part of our community allows parents to sign up for our admissions events and submit admissions applications. Please note that applications can only be made online through Friends of ISF.

### Admissions Events

We warmly welcome prospective parents who are interested in learning more about our philosophy, curriculum, and admissions criteria and procedures to join our Open Day or one of our admissions events.

Please visit our Friends of ISF website for admissions events and online registration.

### 免責聲明

基金從來不會委任或授權任何中介或第三方代表弘立書院或弘立幼稚園處理任何招生活動或入學申請手續。在辦理申請入學手續的過程中，請切勿聯絡任何聲稱代表弘立或要求報酬的第三方。

### 弘立之友

我們邀請所有希望子女入讀本校的家長，經 [admissions.isf.edu.hk](https://admissions.isf.edu.hk) 成為弘立之友。家長可以通過弘立之友遞交入學申請及註冊出席招生活動。請注意，入學申請只可以透過弘立之友網站遞交。

### 招生活動

我們熱切歡迎有意了解更多有關本校的教學理念、課程特色、招生政策及程序的家長參加幼稚園開放日或任何招生活動。

請到弘立之友網站瀏覽招生活動資訊及登記出席活動。

## Admissions Applications for Current and Next Academic Year 申請於本學年及下學年入學

### Applications for Current Academic Year 2022-23

#### Rolling Application Period

We adopt a rolling admissions process for grades with vacancies, generally accepting rolling applications and conducting admissions assessments from May 2022 to January 2023. As a general practice, Pre-School does not enroll new students after mid-February.

### Applications for Next Academic Year 2023-24

#### Regular Application Period

2023-24 applications for both grades will open on **Thursday, September 1, 2022**. The deadline for submitting applications is **Friday, September 30, 2022** for Year One, and **Tuesday, December 20, 2022** for Year Two.

#### Rolling Application Period

Depending on the grade, Pre-School may have available spaces after concluding the Regular Application Process. Hence, from **Tuesday, May 2, 2023**, Pre-School may accept and review applications for 2023-24 on a Rolling Admissions basis.

### 申請現學年課程 2022 - 23

#### 循環招生申請

從2022年5月至2023年1月，任何年級只要有空餘學位，我們一般都會接受入學申請，並進行入學評估。一般而言，本校新生的最後入學日期為2月中旬。

### 申請下一學年 2023-24

#### 第一輪入學申請

2023-24學年所有年級的入學申請將於**2022年9月1日(星期四)**開始。幼稚園一年級的入學申請截止日期為**2022年9月30日(星期五)**，幼稚園二年級的截止日期則為**2022年12月20日(星期二)**。

#### 循環招生申請

第一輪入學申請過程結束後，如果幼稚園部份年級仍有學位提供，招生部將有機會從**2023年5月2日(星期二)**起以循環的形式接受2023-24學年的入學申請，並進行入學評估。



# ADMISSIONS POLICY AND PROCEDURE

## 招生政策及入學申請程序

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

### Age Requirements for 2023-24 Admissions

Applicants need to meet 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 in the year of entry.

Parents whose children are born between September 1 and December 31 have the option of applying for the lower grade, or higher grade, or both grades. For example, a child born on September 13, 2019 can submit applications for both 2023-24 Year One as well as 2023-24 Year Two. Please note that if a child is applying for both grades, two separate applications and assessments are required, one assessment for each grade. Based on the assessments and interviews, the child will be placed in the more appropriate grade. Pre-School DOES NOT have a preference with regards to placing a child in a lower grade or higher grade as Pre-School seeks to place the child in the most appropriate grade level.

弘立幼稚園歡迎不同國籍、背景、有才能及多元化的學生，從而激起他們充滿活力的思想交流，增進學習的機會。請注意，就讀弘立幼稚園並不代表能自動取得入讀弘立書院的資格。

### 2023-24 學年入學之年齡要求

申請者須符合申請年級的最低入學年齡要求。每個年級學生的最低與最高年齡不多於16個月的差距。例如：申請幼稚園一年級的學生，以入讀該學年的8月31日計算，年齡需介乎2歲8個月至4歲。

孩子若出生於9月1日至12月31日可申請兩個年級，分別是低一年級及高一年級，或同時申請兩者。例如2019年9月13日出生的孩子，可同時申請2023-24學年的幼稚園一年級和二年級。請家長注意，若孩子申請兩個年級，需分別提交兩份入學申請及進行兩次不同年級的評估活動。我們會根據評估及面試結果安排適合的入讀年級。幼稚園對孩子入讀低一年級或高一年級並無特定偏好，我們希望孩子入讀最適合的年級。



	DATE OF BIRTH 出生日期	ACADEMIC YEAR 2022-23 2022-23 學年	ACADEMIC YEAR 2023-24 2023-24 學年	ACADEMIC YEAR 2024-25 2024-25 學年
2018	January 1 – August 31 1月1日至8月31日	Year Two 幼稚園二年級		
	September 1 – December 31 9月1日至12月31日	Year One, Year Two 幼稚園一、二年級	Year Two 幼稚園二年級	
2019	January 1 – August 31 1月1日至8月31日	Year One 幼稚園一年級	Year Two 幼稚園二年級	
	September 1 – December 31 9月1日至12月31日	Year One 幼稚園一年級	Year One, Year Two 幼稚園一、二年級	
2020	January 1 – August 31 1月1日至8月31日		Year One 幼稚園一年級	Year Two 幼稚園二年級
	September 1 – December 31 9月1日至12月31日		Year One 幼稚園一年級	Year One, Year Two 幼稚園一、二年級
2021	January 1 – August 31 1月1日至8月31日			Year One 幼稚園一年級
	September 1 – December 31 9月1日至12月31日			Year One 幼稚園一年級



# ADMISSIONS CRITERIA

## 招生標準

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

### Parents / Legal Guardians:

- ❖ Agree with The ISF Pre-School's educational philosophy and values (The *Eight Virtues + One*);
- ❖ Agree to collaborate with The ISF Pre-School and be a part of our learning community to support their child's learning and development;
- ❖ Agree to support and practice the ISF Community Code and the ISF Child Safeguarding and Protection Policy;
- ❖ Agree to abide by Pre-School's rules and regulations; and
- ❖ Reside in Hong Kong (at least one parent / guardian).

### The applicant:

- ❖ Must
  - ◆ be a Hong Kong Permanent Resident; or
  - ◆ have a parent / legal guardian who is employed and resides in Hong Kong with a valid work permit and the applicant has a corresponding dependent visa on his / her passport;
- ❖ Demonstrate satisfactory socio-emotional and cognitive skills (e.g. willingness to communicate, curiosity to learn, teamwork); and
- ❖ Obtain satisfactory results in the admissions assessments.

Meeting the admissions criteria does not guarantee admissions into The ISF Pre-School but serves as a guide to the minimum expected requirements. Admissions is at the sole discretion of The ISF Pre-School.

# PRIORITIES IN ADMISSIONS

## 優先入學

To be eligible for consideration of enrollment, every applicant must pass the admissions assessments, complete the entire admissions process, and fulfill all the admissions requirements. The ISF Pre-School does not guarantee admissions for Capital Note nominees and siblings.

Certain preferential treatment relating to the admissions procedures will be given to Capital Note nominees. Such preferential treatment includes an additional opportunity for admissions assessment and admissions priority. Applicants with siblings currently studying at The ISF Academy and/or The ISF Pre-School also have an additional opportunity for admissions assessment and those who pass the admissions assessment will be looked upon favorably in the selection process. Please contact our Admissions Team for details of admissions-related benefits for nominees of Capital Note holders.

弘立幼稚園規定的入學要求如下：

### 家長 / 監護人：

- ❖ 認同弘立幼稚園的教育理念及「八德一智」價值觀；
- ❖ 同意與弘立幼稚園合作並成為學習社群的一員，支持孩子的學習和發展；
- ❖ 同意支持和實踐弘立社群社則及兒童保護政策；
- ❖ 承諾遵守幼稚園的條例和規則；及
- ❖ 現居香港 (至少一位家長 / 監護人)。

### 申請者：

- ❖ 必須
  - ◆ 為香港永久性居民；或
  - ◆ 有一位現居於香港、持有香港有效工作簽證及受僱的家長 / 監護人，且申請者獲得受養人簽證；
- ❖ 展現令人滿意的社交技巧、情緒管理和認知能力 (例如：願意與別人溝通、對學習充滿好奇、有團隊合作精神)；及
- ❖ 通過入學評估。

符合招生標準並非保證獲弘立幼稚園錄取，此標準為入讀本校的最低要求。弘立幼稚園擁有最終收生決定權。

每位申請者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，方可獲資格錄取入學。弘立幼稚園對於持有本金券的被提名人、有兄弟姊妹在本校就讀的申請者，沒有保證必可入學。

本金券的被提名人在招生程序中可獲優待，包括多一次入學評估的機會和優先入學條件。有兄弟姊妹在弘立書院及 / 或弘立幼稚園就讀的申請者亦會多一次入學評估的機會，如通過入學評估，在甄選過程中也較有優勢。關於本金券之被提名人的優先入學詳情，請聯絡招生部查詢。



# ADMISSIONS ASSESSMENTS FORMAT

## 入學評估模式

The assessment process in The ISF Pre-School is divided into two stages. All applicants will be invited for the first stage, while only shortlisted families will be invited to the second stage. The assessments will be conducted in Cantonese, English or Putonghua, and parents may indicate their preferred assessment language on the application form. In its deliberations, the Admissions Selection Committee does not favor one assessment language over another.

**Stage One:** Assessments will be conducted in groups. Year One applicants will participate in the assessment with one parent. Year Two applicants will participate in the assessment unaccompanied.

**Stage Two:** Shortlisted families will be invited to meet with a senior member of Pre-School.

Applicants must ensure that they are able to participate in the admissions assessments in person on the assigned dates. The Admissions Team will offer at most one other alternative date. **If an applicant is not able to attend Stage One Assessments on the assigned date(s), the application will be considered unsuccessful and will be closed, and no application fee will be refunded.**

COVID-19 Health Precautions: Changes to all assessment dates and formats may be made if deemed necessary. Parents who have submitted an application for their child will be notified of any changes via email. Parents may also contact the Admissions Team for more information.

弘立幼稚園的入學評估過程分為兩個階段。所有申請者都會獲邀參加第一階段評估，但只有部份的申請家庭會獲邀參加第二階段。入學評估將會以廣東話、英文或普通話進行，家長可以在入學申請表上選擇評估語言。在評審過程中，招生委員會對任何評估語言均無偏好。

**第一階段：**評估以小組形式進行。幼稚園一年級申請者會與一位家長參與整個小組評估。幼稚園二年級申請者則在沒有家長陪同下完成整個小組評估。

**第二階段：**經過挑選的申請家庭會獲邀與學校的一位高級職員會面。

申請者須確保能於指定評估日期親自到校參加入學評估。招生部只會為因故未能出席評估的申請者另安排最多一個評估日期。**若申請者未能於指定評估日期內參加第一階段評估，該申請即被視為失敗，亦將會取消，所繳付的報名費亦不會獲得退還。**

2019冠狀病毒病預防措施：如有需要，評估日期及模式或會作出更改。已遞交入學申請的家長將會收到電郵通知所有相關更改。如有任何查詢，請與招生部聯絡。

GRADE LEVEL 年級	STAGE ONE ASSESSMENT DATES 第一階段評估日期	STAGE TWO ASSESSMENT DATES 第二階段評估日期	NOTIFICATION 通知結果
Year One 幼稚園一年級	November 5 and 12, 2022 2022年11月5日及12日	December 2022 to January 2023 2022年12月至2023年1月	Mid-January 2023 2023年1月中
Year Two 幼稚園二年級	January 7, 2023 2023年1月7日	February 2023 2023年2月	End of February 2023 2023年2月底

\* The ISF Pre-School reserves the right to modify these dates and periods if necessary.

\* 弘立幼稚園會按需要保留修改相關日子和時間的權利。

## Rescheduling an Admissions Assessment

In the event the applicant is unable to attend the scheduled admissions assessment for **any reason**, parents must inform Pre-School **in writing** as soon as possible in **no less than three business days** before the date of the admissions assessment. Pre-School will, whenever possible, provide one alternative assessment date. However, Pre-School is under no obligation to arrange another assessment and should Pre-School be unable to find a mutually agreed date, the application will be considered unsuccessful and 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 Pre-School **prior to the assessment time** and a new assessment date will be given when a doctor's note is submitted to Pre-School. Applicants who are not feeling well are advised not to participate in the assessments. **Applicants who are not feeling well and choose to participate in the assessment activity will not be granted another assessment opportunity.**

## 重新安排入學評估時間

若申請者因**任何原因**未能出席入學評估，家長必須於入學評估日期前**最少三個工作日以書面形式**通知幼稚園。幼稚園會盡力嘗試安排另一個評估日期。幼稚園並無責任另行安排評估日期，若幼稚園與家長未能安排一個雙方同意的日期，該申請即被視為失敗，亦將會取消，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**評估開始之前**通知幼稚園，並向幼稚園提供醫生證明，方獲安排另一個指定的評估日期。幼稚園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，將不獲安排另一個評估機會。**

# RESULT OF APPLICATION AND ENROLLMENT

## 申請結果及註冊

1. Notification of application results is by email. Parents / Legal guardians of successful applicants are to confirm their child's enrollment through the online Enrollment Confirmation Form and make the payment for the Acceptance Deposit and Capital Contribution before the deadline stipulated on the Admissions Offer Letter to secure the place.
2. **Parents / Legal guardians requesting Financial Aid** are advised to submit the Financial Aid Application before September 30, 2022 for Year One and December 20, 2022 for Year Two. **The ISF Pre-School has a need-blind admissions policy.**
3. Pre-School does **not** provide feedback regarding an applicant's performance in any assessment activities.

## Voluntary Withdrawal

Voluntary withdrawal of a child, whether an existing student or an incoming student, before or during the Academic Year requires at least 90 days' notice in writing and the submission of the Voluntary Withdrawal Form. The month of July during the summer break is excluded from the notice period. Hence any withdrawal notice that is to take effect for a new academic year should reach The ISF Pre-School at **psadmissions@isf.edu.hk before April 1**, failing which the requisite tuition installment amount will be charged on a pro-rata basis.

## How to Apply

1. Register on Friends of ISF.
2. Complete an online Application Form.
3. Upload the following items (in jpg or pdf format) to the online application system. Applications will only be processed when ALL of the items below have been received.
  - ◆ Recent (within the past three months) passport-size photo of the applicant;
  - ◆ One recent (within the past three months) family photo (with ALL family members including both parents and siblings if any);
  - ◆ Copy of Birth Certificate<sup>#</sup>;
  - ◆ Identification documents for the applicant and both parents:
    - ◆ copy of Hong Kong Permanent Identity Card<sup>#</sup>; or
    - ◆ copy of Passport biodata page and Hong Kong visa stamp<sup>#</sup>; and
  - ◆ Copy of current and prior year school reports (if available)<sup>#</sup>.
4. Pay an application fee of HK\$1,000 through PayPal.

<sup>#</sup> Parents will be required to bring the original documents for verification during the Stage Two interview.

1. 申請結果會經電郵發出。成功獲錄取申請者的家長 / 監護人須於「錄取函」上所列明的指定限期前，在線上確認接受入學及繳付留位費及建校費以確保學位。
2. **申請助學金的家長 / 監護人**，請在下列截止日期前遞交助學金申請。幼稚園一年級：2022年9月30日，幼稚園二年級：2022年12月20日。**弘立幼稚園的招生政策不會考量申請者家庭的財政狀況。**
3. 幼稚園將**不會**對有關申請者在任何評估活動中的表現給予意見。

## 自願退學

不論是現有學生還是新生，在學年開始前及/或學年中退學，都必須於退學最少90日之前以書面形式通知幼稚園並遞交「自願退學通知書」。暑假的7月將不包括在計算代通知金的月份內。因此，新學年的退學通知必須於**4月1日前**電郵 **psadmissions@isf.edu.hk** 至弘立幼稚園，否則須繳付按學費比例計算的代通知金。

## 申請程序

1. 登記成為弘立之友。
2. 填寫線上入學申請表。
3. 上傳以下文件（以jpg或pdf格式）到線上申請系統。所有申請只會在以下文件齊備後方會進入處理程序：
  - ◆ 申請者護照相片（最近三個月內）一張；
  - ◆ 家庭照片一張（最近三個月內，與父母及兄弟姊妹所有家庭成員，如有）；
  - ◆ 出生證明書副本<sup>#</sup>；
  - ◆ 申請者及父母雙方的證件：
    - ◆ 香港永久性居民身份證副本<sup>#</sup>；或
    - ◆ 護照資料頁及香港簽證副本<sup>#</sup>；及
  - ◆ 現時及往年就讀學校的成績報告副本（如適用）<sup>#</sup>。
4. 通過PayPal繳付報名費港幣1,000元。

<sup>#</sup> 家長於出席第二階段入學面試時必須帶備資料正本以供核對。

# TUITION AND FEES

## 學費及費用

The ISF Pre-School is a not-for-profit, private, independent school that receives no Government subsidies for its daily operations. Tuition fees mainly support the high teacher-student ratio and provide what Pre-School deems as the best education for its students.

### Acceptance Deposit

An Acceptance Deposit must be paid to secure a place for your child. The deposit will be credited towards the tuition fees and is non-refundable if the student subsequently withdraws from Pre-School.

### Annual Tuition Fees

Annual Tuition for the 2022-23 Academic Year is payable in 11 equal installments via bank autopay as outlined below. The first installment for new students is settled by cheque one month before the start of the Academic Year.

Half-Day Program	HK\$134,530*
Extended Program	HK\$269,060*

\* Tuition fees are non-refundable and subject to change for each new Academic Year. Annual Tuition for the 2022-23 Academic Year is pending approval from the Education Bureau.

弘立幼稚園是一所非牟利、私立、獨立學校，學校在日常運作上並沒有獲得政府的任何資助，所收取的學費主要用作維持高師生比率的小班教學，並致力為學生提供優質教育。

### 留位費

家長必須於限期前繳交留位費以保留學位。留位費將納入全年的學費之中。如學生最終決定不入讀幼稚園，已繳交的留位費恕不退還。

### 每年的學費

2022-23 學年的學費如下，可分十一期以銀行自動轉帳形式繳付。新生家長須於學年開始的一個月前以支票形式繳付第一期的款項。

半日班	港幣 134,530 元*
延展班	港幣 269,060 元*

\* 已繳付的學費恕不退還。每個新學年的學費也會作出調整。2022-23 學年的學費有待教育局批核。



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# CAPITAL CONTRIBUTION SCHEME

## 建校計劃

The Capital Contribution Scheme is established to accumulate funds for new buildings and equipment, school environment enhancement projects, and major repairs / maintenance to buildings and plants. Each new student is required to pay a capital contribution within the deadline stipulated in ways as described in the Acceptance Letter.

### Annual Capital Levy

The Annual Capital Levy for the 2022-23 Academic Year is HK\$15,000 for the Half-Day Program and HK\$22,500 for the Extended Program. It is non-interest bearing, non-transferable, non-refundable, and subject to annual adjustment.

### Capital Note

A Capital Note is non-interest bearing, non-refundable and fully transferable at any time 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 Academy/The ISF Pre-School, whichever is later. The Nominee will be exempted from paying the Annual Capital Levy.

The latest tranche of Capital Notes was launched with a face value of HK\$7,000,000 each. Acceptance of subscriptions of Capital Note is on a first-come-first-served basis and is subject to the approval of the Foundation. The face value is subject to change when a new tranche of Capital Notes is issued.

Interested parties may also purchase a Capital Note from current holders in the secondary market.

For enquiries, please email [capcontribution@isf.edu.hk](mailto:capcontribution@isf.edu.hk).

### Additional Costs

- ❖ Non-refundable application fee of HK\$1,000\*
- ❖ Co-curricular activities course fees for selected courses. Enrollments in these courses are optional.

\* The application fee covers the admissions assessments and administrative fee for processing the application. Tuition fees and application fees are non-refundable and subject to change for each Academic Year.

建校計劃是為籌集資本興建新大樓、購置設備、優化學校環境和保修校舍及設備而設立的。每名獲錄取的新生須按照錄取函所述的方式，在指定的限期前支付建校費。

### 年付建校費

2022-23學年幼稚園一年級和幼稚園二年級半日班的年付建校費為港幣15,000元，幼稚園二年級延展班每年為港幣22,500元，不獲發放任何利息，不可轉讓，亦不獲退還。每個新學年的年付建校費均可能有所調整。

### 本金券

本金券不獲派利息亦不予退還，並可在持有最少一年後，或所提名的弘立書院 / 弘立幼稚園學生退學三個月後，轉讓給第三者，以時間較後者為準。被提名人將獲豁免支付年付建校費。

最新一批已發行之本金券，面值為每張港幣7,000,000元。認購本金券會以先到先得的方式處理，並須獲得基金會同意。未來如再發售新本金券，其面值可能有變。

有意者亦可在二手市場向現有持有人購買本金券。

如有查詢，請電郵至 [capcontribution@isf.edu.hk](mailto:capcontribution@isf.edu.hk)。

### 其他費用

- ❖ 不獲退還的港幣1,000元報名費\*
- ❖ 部份自願參加的聯課活動費用

\* 報名費涵蓋入學評估及處理入學申請之行政費用。學費及報名費恕不退還，並可能會按學年而作出調整。

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# FINANCIAL AID PROGRAM

## 助學金計劃

The Board of Governors of The Independent Schools Foundation is committed to creating a diverse student population at The ISF Pre-School. Pre-School does not receive any financial support from the Government for its operating expenses and Financial Aid program, but funds a small number of students who need financial assistance. Interested families may contact Pre-School for more information.

智立教育基金董事會致力為弘立幼稚園締造一個多元化的學生群體。弘立幼稚園的日常運作和助學金計劃並沒有得到政府的資助。幼稚園為小部份有需要學生提供財政資助。有興趣的家庭可向幼稚園查詢。



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