



**APPLICATION FORM  
IMS FOUNDATION GROUPS (AGE 2 – 3.5)**

**Admissions Office**  
phone: 852-2772-2468 • fax: 852-2566-7188  
e-mail: apply@ims.edu.hk • website: www.ims.edu.hk

**Aldrich Bay Campus:** G/F, i-UniQ Grand, 155 Shau Kei Wan Road, Hong Kong  
**South Horizons Campus:** G/F, Blocks 23 to 23A South Horizons, Phase III, Ap Lei Chau, Hong Kong  
**Mid-Levels Campus:** Mezz Entrance, Tung Fai Gardens, 17 Po Yan Street, Sheung Wan, Hong Kong



**A. CHILD'S INFORMATION**

Child's Full English Name: \_\_\_\_\_  
 (Surname) (First) (Middle)

Child's Chinese Name (if any): \_\_\_\_\_ Name Used: \_\_\_\_\_

Passport Number: \_\_\_\_\_ HKID Number (if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female Citizenship: \_\_\_\_\_  
 (Day / Month / Year )

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Home E-mail\*: \_\_\_\_\_  
 (\*This email will be used for future correspondence)

**B. PARENTS' CONTACT INFORMATION**

	FATHER	MOTHER
English Name		
Chinese Name		
Citizenship		
Occupation		
Company Name		
Work Phone		
Mobile		
Work E-Mail		

**C. CHILD'S LANGUAGE AND EDUCATION INFORMATION**

Language(s) spoken at home:  English  Mandarin  Other(s): \_\_\_\_\_

Child's Current / Previous Educational Programme(s) Attended: (Please indicate if Montessori school)

From (Mth / Yr)	To (Mth / Yr)	Name of Programme/School	City/ Country	Language of Instruction

Details of Child's Siblings (if any):

Name	Sex	DOB (DD/MM/YYYY)	Current School (Dates)

## D. QUESTIONNAIRE FOR PARENTS

1. What do you see as your child's greatest strengths?

2. What is your experience with Montessori education?

3. What educational goals do you have for your child?

4. How do you see IMS assisting you in meeting these goals?

5. Where do you intend to have your child attend School at age 3?

IMS Casa dei Bambini (ages 3 to 6) at: (indicate your order of Campus preference, 1-4)  
\_\_\_Mid-Levels (ML) \_\_\_South Horizons (SH) \_\_\_Stanley Campus (ST) \_\_\_Aldrich Bay (AB)

Other School (please specify: \_\_\_\_\_)

6. Contacts with IMS:

Information Session

Date: \_\_\_\_\_

School Tour

Date: \_\_\_\_\_

Phone / E-mail Enquiry

Date: \_\_\_\_\_

Open Day

Date: \_\_\_\_\_

Speaker Event

Date: \_\_\_\_\_

Other

Date: \_\_\_\_\_

7. Please specify any special physical, emotional or educational needs for your child.

8. Please specify any medical alerts (seizures / migraines etc.) or allergies (to food / medicine) your child may have:

9. Please indicate your choice of Foundation Group location / time in order of preference (1-9):

Campus	Day and Time Offered	Indicate your Preference in Order, 1- 9
South Horizons Campus	<b>Group A:</b> Mon to Fri – 8:00 am to 10:00 am	
	<b>Group B:</b> Mon to Fri – 10:30 am to 12:30 pm	
	<b>Group C:</b> Mon to Fri – 2:00 pm to 4:00 pm	
Mid-Levels Campus	<b>Group A:</b> Mon to Fri – 8:00 am to 10:00 am	
	<b>Group B:</b> Mon to Fri – 10:30 am to 12:30 pm	
	<b>Group C:</b> Mon to Fri – 2:00 pm to 4:00 pm	
Aldrich Bay Campus	<b>Group A:</b> Mon to Fri – 8:00 am to 10:00 am	
	<b>Group B:</b> Mon to Fri – 10:30 am to 12:30 pm	
	<b>Group C:</b> Mon to Fri – 2:00 pm to 4:00 pm	

**Foundation Group Admissions Notes:**

- A designated Caregiver must remain on Campus **at all times.** Teacher to child ratio is no less than 2 to 16.
- IMS Foundation Group is a year-long programme, designed for children 2 to 3.5 years old. A child must be two (2) years of age to join the Group in September. Children who are born from October to December of the year will be considered for mid-year entry.
- Assessments for a Foundation place take place in Feb/ March of each academic year. Children will be invited for a group assessment when the child is 1.5 to 2 years old. Upon successful assessment, parents will be notified through email for a place of offer in our Foundation Group. Once an offer is made, a Place Confirmation Fee (equivalent to two-month group fees) must be paid to confirm the place for the upcoming year. The place confirmation fee will be refunded upon the child's withdrawal, or applied to any outstanding fees. Two months' notice is required for withdrawal.
- Children enrolled in the Foundation Group are given priority of placement for admission to IMS. All children participating in IMS' Foundation Group will be assessed within the normal Group environment after at least 4 months. Admissions decisions for an IMS Casa place will be made based on these assessments and each family's commitment to the IMS School community.

## E. PARENTAL AGREEMENT

I certify that the information given on this application form and photocopies attached are true and correct. I understand that if I fail to provide accurate details of important information about this applicant, this may affect my child's future placement.

I have received, read and understood the current Foundation Group Admissions Notes and the "IMS Foundation Groups Fee Agreement," and agree to abide by them. I hereby apply for a placement of my child \_\_\_\_\_ into the pool of applicants for placement.

A non-refundable Application Fee of HK\$2,000 should accompany this form. Please make the check out to "**The International Montessori Education Foundation Limited**". The Application Form will be processed upon receipt of all documents requested in the checklist below.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

## F. APPLICATION CHECKLIST

- A completed Application Form with your child's recent photo attached
- Copy of your child's Birth Certificate
- Copy of your child's Hong Kong ID card (if available)
- Copy of your child's valid passport statistics page
- Copy of both parents' (or legal guardian's) passport statistics page
- Copy of proof of right of abode OR child's visa page (If HK Visa is not currently available, it is essential to provide proof before child's first day at school)
- A non-refundable application fee of HK\$2,000 (Please make cheque payable to "**The International Montessori Education Foundation Limited**")

**Please send all the required documents to:**

**Admissions Office  
International Montessori School – an IMEF School  
Ma Hang Estate, Phase III, Stanley,  
Hong Kong (off Stanley Plaza)  
Tel: 2772-2468 Fax:2566-7188**

***The application will be processed only upon receipt of all documents and application fee.  
Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application.  
Any underpaid mail items will be disposed of by the Hong Kong Post Office.***

### **Personal Information Collection Statement**

The personal data collected in this application form will be used by International Montessori Education Foundation Limited (IMEF) for the purposes of processing the application for admission and enrolment to the school, and for academic and administrative purposes relating to school activities and events. The personal data collected will be kept confidential and will only be disclosed to our Admissions Committee and others deemed necessary by the Admissions Committee for the purpose(s) mentioned above, or where disclosure is required by Law.