



**APPLICATION FORM  
IMS PLAYGROUPS (AGES 1 – 3)**

Admissions Office  
Phone: 852-2772-2468 • Fax: 852-2566-7188  
Email: [apply@ims.edu.hk](mailto:apply@ims.edu.hk) • Website: [www.ims.edu.hk](http://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 Email\*: \_\_\_\_\_  
(\*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 Email		

**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 Name



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 Programme in order of preference (if applying for First Steps, please also indicate your preferred slot for Foundation):

<b>Montessori First Steps (Ages 1-2)</b>		<b>Indicate Preference in Order, 1-3</b>
<b>Campus</b>	<b>Day and Time Offered</b>	
<b>South Horizons</b>	<b>2 Days A Week:</b> Tue/Thur – 8:15 am to 9:45 am	
	<b>3 Days A Week:</b> Mon/Wed/Fri – 8:15 am to 9:45 am	
	<b>3 Days A Week:</b> Mon/Wed/Fri – 10:45 am to 12:15 pm	
<b>Foundation (Ages 2-3)</b>		<b>Indicate Preference in Order, 1- 9</b>
<b>Campus</b>	<b>Day and Time Offered</b>	
<b>South Horizons</b>	<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	
<b>Mid-Levels</b>	<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	
<b>Aldrich Bay</b>	<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	

**Admissions Notes:**

- There is no assessment for the Montessori First Steps and/or Foundation.
- Enrolments in the Programme are rolling during the academic year, and places are offered based on space availability.
- Parents will be notified of an offer by email once a place becomes available in the preferred time slot.

**Montessori First Steps (Ages 1-2)**

- Designed for the emerging walker, learning side-by-side with a parent or caregiver, under the guidance of Montessori teachers in preparation for an IMS Foundation at 20- 24 months.
- Teacher to child & parent/caregiver ratio is no less than 2 : 8
- A designated caregiver must remain on campus at all times, wither in the environment learning with the child, or on campus as the toddler begins to separate.
- Children enrolled in the Montessori First Steps will be given priority for placement in a preferred IMS Foundation campus and time. Children will be assisted in separating from their parent/caregiver within the Montessori First Steps environment as they approach 20-22 months, and/or after at least 4 months of attending the programme.

**Foundation (Ages 2-3)**

- A year-long programme designed for the independent toddler who is ready for an unaccompanied experience, guided by Montessori teachers.
- Teacher to child ratio is no less than 2 : 16
- A designated caregiver must remain on Campus **at all times.**
- Foundation children will be given priority of admission into an IMS Casa dei Bambini (Ages 3-6) class. All children participating in Foundation will be assessed within the normal group environment after at least 3 months.

## 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 have provided inaccurate information, The International Montessori School - an IMEF School reserves the right to restrict entry or withdraw placement in the school.

I have received, read, and understood the current Admissions Notes and the "IMS Playgroups Fees 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 "IMS 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 "IMS 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.