



ADMISSIONS POLICY OF MERRYSTAR KINDERGARTEN FOR SCHOOL YEAR 2023 - 2024

I. ENROLLMENT AGES

In the school year 2023-2024, students in the following age groups will be eligible to enroll at MerryStar Kindergarten:

Age group	Year of birth	Group/class	No. of students/class
15-24 months old	June 2021 – March 2022	Sesame	20
25-36 months old	January 2021 – June 2021	Rice	20
3-4 years old	2020	Pea	25
4-5 years old	2019	Corn	25
5-6 years old	2018	Chestnut	25

If Parent/Guardian has the expectation for your child to join a group/class that does not belong to his/her age group, MerryStar Kindergarten will consult and consider these cases based on Kindergarten Policy.

Alongside with our highly experienced, loving, careful teachers, the assistant group will be guarding the venue of MerryStar Kindergarten to provide support when needed, especially during physical activity session.

Priority enrollment:

- **Group 1:** Students who are biological children of leader, teachers and staff members working in MerryStar Kindergarten or CEO Vietnam Holding group will be entitled to priority enrollment at MerryStar Kindergarten with vacancies;

- **Group 2:** Students who are biological siblings to students who are studying at MerryStar Kindergarten will be entitled to priority enrollment at MerryStar Kindergarten with vacancies;
- **Group 3:** Others will be enrolled depending on the available slots.

II. CLASS SIZES

MerryStar Kindergarten sets class size limits as follows:

Kindergarten: capped at 20-25 students per class, depending on the age group and program;

In special cases, the regular class size may have a standard deviation of 02 but will not fall below the National Standards of the Preschool Program in order to ensure the best possible conditions for teaching and learning.

III. ADMISSIONS PROCEDURE

1. Admissions procedure for first-time applicants:

- Step 1: Register information required by MerryStar Kindergarten's policy at: <https://tuyensinh.merrystar.edu.vn/>;
- Step 2: MerryStar Kindergarten processes the application and send out instruction for enrollment if satisfying enrollment requirements.
- Step 3: Parent/Guardian completes admissions procedures for students;
- Step 4: Student experience screening process and health consultation;
- Step 5: Parent/Guardian completes enrollment procedure if the student is admitted;
- Step 6: Student are officially enrolled as notified by MerryStar Kindergarten.

2. Admissions procedure for continuing students of MerryStar:

- Step 1: Parent/Guardian registers for their children to continue studying at MerryStar Kindergarten according to the school notice;
- Step 2: MerryStar Kindergarten will conduct student assessment according to set policies and standards;
- Step 3: Parent/Guardian completes application procedure if students meet required standards;
- Step 4: Student are officially enrolled as notified by MerryStar Kindergarten.

IV. SCREENING TEST FEE AND APPLICATION FORM

- For first time applicants, the screening process fee is 3,000,000 VND/per session. With applicants who need to be re-assessed, the fee is not payable if re-assessment is conducted in the same school year.
This fee is not refundable or transferable under any circumstances.
- Parent/Guardian needs to submit the following documents for the screening test:
 - ✓ 01 4×6 photo of the student taken within the past month;
 - ✓ 01 health certificate of the student with doctor’s confirmation and stamp of hospital/clinic, issued within the past month (original);
- Notice: Parent/Guardian will receive instruction on how to complete application form and payment for the screening test from MerryStar Kindergarten’s email: info@merrystar.edu.vn or contact@merrystar.edu.vn.

V. SCREENING

All first-time applicants must pass the screening organized by MerryStar Kindergarten.

- About 5 days before the screening process, MerryStar Kindergarten will send an instruction for the screening process, which includes attending a health consultation with top Doctor – Nutrition Expert, a 10-15 minutes consultation session with MerryStar Kindergarten’s teacher on language ability, feeling expression and psychological ability based on age groups. Students will act in basic activities to show their skills, for both physical and psychological activities before officially attending school.
- After the screening session, Principal will meet and consult with parent/guardian in a one to one session for 10-15 minutes.
- Annoucement of Screening result test at MerryStar Kindergarten will be sent to Parent/Guardian within one working day (not includes Saturdays, Sundays or holidays) after completing the screening test.

The Kindergarten screening aims to record children’s characteristics and abilities for their future homeroom teachers so that appropriate care and education can be provided for their development.

VI. FEES AND APPLICATION FORM

- Parent pays the tuition fees based on **Fees and Financial Regulations** for the school year 2023-2024 of MerryStar Kindergarten.
 - Parent/Guardian to submit application form:
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- ✓ 01 copy of birth certificate of the student (with red seal)
- ✓ 01 4×6 photo and 01 copy of identity card of the student's biological father (soft copy)
- ✓ 01 4×6 photo and 01 copy of identity card of the student's biological mother (soft copy)
- ✓ 01 4×6 photo and 01 copy of identity card of the student's guardian (soft copy), (if any)
- ✓ 01 copy of Household Book
- ✓ 01 copy of student's Vaccination Records
- Please note: Parents will receive detailed instructions of payment and enrollment documents submission via email from MerryStar Kindergarten: info@merrystar.edu.vn or contact@merrystar.edu.vn.

VII. ADMISSIONS REGISTRATION TIMINGS

Admissions at MerryStar Kindergarten intends to start from March, 2023 and continue to run until all quotas for class sizes are met per class.

The school year 2023-2024 will start from: 12/06/2023 till 30/05/2024.

VIII. REGISTRATION AND ADMISSIONS CONSULTANCY

Parent/Guardian please registers information at: <https://tuyensinh.merrystar.edu.vn/>

Parent/Guardian can contact the Admissions Department to be consulted and resolve your queries about admissions as well as book a tour to visit MerryStar Kindergarten's facility.

Hotline: 0931 683 999

Email: info@merrystar.edu.vn / contact@merrystar.edu.vn.

Address: Admissions and Customer Care Department – MerryStar Kindergarten, Tulip 09-38 & 40, Vinhomes Riverside 2 Residence, Viet Hung Ward, Long Bien District, Hanoi.

The Admissions Department is delighted to consult Parent/Guardian on information about MerryStar Kindergarten so Parent/Guardian can decide and choose the best environment for your children to study and develop during the early years of our little ones!
