

XXX Kindergarten
Information on Admission to K1 Classes in the 2019/20 School Year

Collection of application Forms (No quota):

1. Download from school website
2. Obtain from school in person
3. Request by post

Distribution Period:

1. Date: dd/mm 2018 (day of the week) to dd/mm 2018 (day of the week)
2. Time: XXX a.m. to XXX p.m. (Mondays to Fridays) /
XXX a.m. to XXX p.m. (Saturdays)

Return of Application Forms (No set quota for the kindergarten):

1. Period: dd/mm 2018 (day of the week) to dd/mm 2018 (day of the week)
2. Time: XXX a.m. to XXX p.m. (Mondays to Fridays) /
XXX a.m. to XXX p.m. (Saturdays)
3. Return method: Submit the application form in person / by post [together with the documents required (including identity document)]
4. Application fee (if applicable): HK\$XX (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.

Application for the “Registration Certificate for Kindergarten Admission”

1. Under the kindergarten education scheme (Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) to EDB **from September to November 2018**. The “RC” will be open for applications in September 2018 and EDB will announce and upload the details of application onto EDB’s website (link to be inserted) in due course. Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme¹, EDB will then issue a “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG to which the child is admitted.

¹ Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

Admission Criteria

1. Interview performance
2. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration
3. The applicant from families in need will be given due priority consideration when applying for whole day / long whole day classes
(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

Interview Arrangements

1. The kindergarten will arrange interview for all applicants
2. Interviews will be conducted on dd/mm 2018
3. Group and/or individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at _____ (telephone no.) if interpretation / translation service is required

Announcement of Admission Results

We will inform parents of the K1 admission results before 21 December 2018 by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from 10 to 12 January 2019 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the “RC” / “AP” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “RC” / “AP” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
4. The registration fee for 2019/20 K1 place is HK\$XXX. If the child concerned studies in the kindergarten, the registration fee paid will be refunded in _____(month). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” / “AP” as soon as possible but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, the kindergarten will no longer keep the school place for the child.

Enquiry

Our telephone no.: XXXX XXXX

Our e-mail address: XXXXXXXXX@XXXX