

Kindergarten Education Scheme

Notes to Parents

I. Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year

1. The Government has implemented the Kindergarten (KG) Education Scheme (Scheme) starting from the 2017/18 school year. Under the Scheme, KG student admission would, in principle, remain a school-based matter with a view to maintaining the flexibility and diversity of the KG sector and free choice for parents. The Education Bureau (EDB) will continue the implementation of K1 Admission Arrangements for the 2025/26 school year.
2. To prevent a child from hoarding a number of places at one time, which would affect other children, each child who can receive education in Hong Kong will only be issued a registration document and all KGs joining the Scheme (Scheme-KGs) can only admit children holding a valid registration document (i.e. “Registration Certificate for KG Admission” or “KG Admission Pass”).
3. Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application form and submit application for admission in accordance with the requirements as specified by individual KGs.
4. Scheme-KGs will inform parents of the application result before 13 December 2024.
5. Upon receipt of notification(s) of admission, should parents, after careful consideration, choose one Scheme-KG for registration, they are required to submit the “KG Admission Pass” (hereafter referred to as “AP”) and pay registration fee at the KG to complete the registration procedure between 2 and 4 January 2025 (i.e. the Centralised Registration Dates”).
6. In case a child is offered a place of a Scheme-KG after the Centralised Registration Dates, the parents should complete the registration procedure on the date set by individual KGs, but they are still required to complete the registration by tendering the “AP” to the KG concerned.
7. As for the approved ceilings of registration fee, they are \$970 and \$1,570 for half-day session and whole-day session respectively. Scheme-KGs are not permitted to collect registration fee exceeding the approved ceilings.

8. EDB will release K1-K3 vacancy information from early February 2025 onwards so as to help parents find a school place for their children at different school levels.
9. For details of the admission arrangements for K1 classes in KGs for the 2025/26 school year, parents may visit EDB's website (https://www.edb.gov.hk/k1-admission_e).
10. After the "AP" is issued, if parents subsequently find that the development of the child is not suitable for enrolment in a KG in the 2025/26 school year and decide to defer their child's K1 study to the next school year, parents should return the original copy of the "AP" to EDB for voiding.
11. For enquiries, please call EDB at 3540 6808 / 3540 6811 (Office hours: Mondays to Fridays 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays) or the 24-hour automatic telephone enquiry system at 2891 0088, or contact EDB's Regional Education Offices or the Joint Office for KGs and Child Care Centres. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 for enquiry on admission to KGs.

II. Points to Note Regarding the Use of AP

1. School places under the Scheme-KGs

- 1.1 In case of any discrepancy between the personal information shown on the issued AP and that you submitted for the application, please notify EDB promptly to facilitate rectification.
- 1.2 If your child holding an AP is offered a school place by a Scheme-KG and the offer is accepted, you should present the original copy of the AP to the KG for retention. The KG will issue an acknowledgement to you to confirm receipt of the AP.
- 1.3 You should pay full tuition fee before deduction of subsidy under the Scheme by monthly instalments. The amount of tuition fee per instalment and the number of instalments are shown on the "Fees Certificate" issued by EDB to the KG. The "Fees Certificate" should be exhibited conspicuously at a prominent position in the KG.
- 1.4 If your child is permitted by the Immigration Department to stay in Hong Kong for a limited period of time, his/her AP will remain valid up to the end of the permitted period for him/her to stay in Hong Kong. If permission has subsequently been granted by the Immigration Department to extend the stay of your child in Hong Kong, you are required to inform the Kindergarten Administration 2 Section of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) in writing for re-assessment of

the eligibility of your child for application of the AP. You are advised to send in or fax copies of the required documents of your child as well as that of yours, i.e. valid entry permits (Issued by the Hong Kong Special Administration Region Government) and the copy of the travel documents showing the extended limit to stay granted by the Immigration Department (Please indicate the reference number of the application), showing the endorsement by the Immigration Department for the extension of stay in Hong Kong to EDB. Where qualified, your child will be issued with another AP showing the new validity period. You are required to send your request to the Kindergarten Administration 2 Section of EDB before the expiry of the original visa of your child.

- 1.5 In case the child's eligibility for receiving the subsidy under the Scheme and/ or the validity period of registration document changes upon EDB's reexamination of the application, EDB will issue an appropriate registration document in replacement of the previously issued RC or AP in light of the circumstances. Your attention is drawn to note that the child/parent should comply with the requirements and directions from time to time be issued by the HKSAR Government regarding the application for and the conditions on use of the RC or AP.
- 1.6 If there is any change of holder's personal information (e.g. name) during the validity period of AP, the holder should apply for re-issue of the AP with copies of the relevant supporting documents and prescribed fee to EDB. The application form (EDB198) can be downloaded from EDB's website at <http://www.edb.gov.hk> > About EDB > Forms & Circulars or applicants may apply through electronic application (<https://eform.cefs.gov.hk/form/edb037/en/>).
- 1.7 Upon your child's completion of the KG courses or withdrawal from a Scheme- KG, the KG will return the original copy of your child's AP to you.

2. Points to note for transfer to another KG

- 2.1 If your child changes to another Scheme-KG during the validity period of the AP, the KG that your child initially registered with/attended is obliged to return the AP to you upon your child's withdrawal from the KG. You should acknowledge receipt of your child's AP from the KG by signing a receipt. Upon getting back the AP, the KG concerned will no longer reserve the place for the child. Normally, the registration fee paid to the KG with which the child has registered will not be refunded.