

Kindergarten Education Scheme

Notes on using the “Registration Certificate for Kindergarten Admission”

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. EDB has launched the electronic “Registration Document” (i.e. "Registration Certificate for Kindergarten Admission" / “Kindergarten Admission Pass”) since June 2025. An encrypted QR code is printed on the electronic “Registration Document”. Parents are required to present it to the KGs joining the Scheme (Scheme-KGs) to complete the registration procedure for their children by scanning the QR code.
3. To prevent a child from hoarding a number of places at one time, each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit children holding a valid registration document.
4. 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.
5. Scheme-KGs will inform parents of the application result before 13 December 2024.
6. Upon receipt of notification(s) of admission, should parents, after careful consideration, choose one Scheme-KG for registration, they are required to complete the registration procedure with the KG and pay registration fee at the KG between 2 and 4 January 2025 (i.e. the Centralised Registration Dates”).
7. 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.
8. As for the approved ceilings of registration fee, they are \$970 and \$1,570 for half-day (HD) session and whole-day (WD) session respectively. Scheme-KGs are not permitted to collect registration fee exceeding the approved ceilings.

9. 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.
10. 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).
11. After the "RC" is issued, if parents subsequently find that the development of their child is not suitable for enrolment in a KG in the 2025/26 school year and decide to defer their child's K1 study for one year, parents should return the original copy of the "RC" (applicable to non-electronic "RC") for voiding. Please note that the returned/voided "RC" must not have been used for receiving subsidised KG education.
12. For enquiries, you can visit the EDB website (https://www.edb.gov.hk/k1-admission_e), or "Glowie", the chatbot under EDB or call the Kindergarten Administration 2 Section 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 RC

1. Subsidised KG places

- 1.1 In case of any discrepancy between the personal information shown on the issued RC and that you submitted for the application, please notify EDB promptly to facilitate rectification.
- 1.2 If your child holding a RC is offered a school place by a Scheme-KG and the offer is accepted, you should complete the registration procedure with the selected KG. The KG will issue an acknowledgement to you to confirm the completion of the registration procedure. To ensure a smooth registration process, parents need to provide a legible image of the QR code and download the electronic "RC" in advance or save the screenshot of it beforehand (for example: displaying it directly on the screen of your mobile phone or print it on paper).
- 1.3 EDB will disburse subsidies (HD, WD or long whole-day unit subsidies) to KGs eligible for subsidies according to the number of students holding a valid RC and enrolled to eligible courses (nursery (K1), lower KG (K2) and upper KG (K3) classes adopting local curriculum).
- 1.4 If a KG is approved to collect a tuition fee upon receipt of Government subsidies,

you should pay the tuition fee by monthly instalments. The amount of tuition fee per instalment (if applicable) 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.

- 1.5 If a KG is not approved to collect a tuition fee upon receipt of Government subsidies, you are not required to pay any tuition fee.
- 1.6 The maximum validity period of the RC is three years. The RC is valid for use only within its validity period and will expire afterwards. Subsidies will not be disbursed to a KG in respect of a child whose RC has already expired. If you arrange for your child to repeat his / her study in certain level due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc) so that the KG education required is more than three years, then you would have to pay the school fee before deduction of government subsidy. Application for extension of validity of the RC will only be considered under very special circumstances and on a case-by-case basis, for example, the child has been identified with special needs. For such application, the applicant must provide strong and solid proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc) showing that the children have to pursue KG education for a period longer than the normal three years, for EDB’s consideration.
- 1.7 If your child is permitted by the Immigration Department to stay in Hong Kong for a limited period of time, his / her RC 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 may lodge the application for the extension of the validity period of the “RC” through the mobile application (Apps) of the “iAM Smart” or the webpage of EDB (<https://eform.cefs.gov.hk/form/edb037/en/>), and provide electronic copies of the required documents of your child as well as that of yours, i.e. valid entry permits [issued by the Immigration Department of the Hong Kong Special Administration Region Government (“Immigration Department”)] and travel documents in PDF, JPEG and JPG format, showing the extended limit to stay granted by the Immigration Department, and submit them according to the instruction for the re-assessment of the eligibility of your child(ren). EDB will issue the application result to you by email. Alternatively, you may apply by writing to us or paper application form (EDB198) by downloading it from EDB’s website at <http://www.edb.gov.hk/en> > About EDB > Forms & Circulars, and send it to the Kindergarten Administration 2 Section of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post. The

eligible child(ren) will be issued with a renewed RC showing the new validity period. You are advised to lodge your application to EDB before the expiry of the original visa of your child.

- 1.8 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 re-examination of the application, EDB will issue an appropriate registration document in replacement of the previously issued RC 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 EDB regarding the application for and the conditions on use of the RC.
- 1.9 If there is any change of holder's personal information (e.g. name) during the validity period, the holder should apply for the re-issue of the "RC" as soon as possible. You may lodge the application for the re-issue of the "RC" through the mobile application (Apps) of the "iAM Smart" or the EDB's webpage (<https://eform.cefs.gov.hk/form/edb037/en/>). Alternatively, you may apply by writing to us or paper application form (EDB198) by downloading it from EDB's website at <http://www.edb.gov.hk/en> > About EDB > Forms & Circulars, and provide copies of the required documents and pay the prescribed fee. EDB will re-issue the "RC" to you. Please be reminded that once the "RC" is void, it cannot be used as the registration document for KG admission.
- 1.10 For a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month. In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents 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. If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy for that specific month. Each case would be considered on its individual merits. However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered.
- 1.11 If the KG under the Scheme you choose for your child withdraws from the Scheme subsequently and your child continues to attend courses which are eligible for subsidies in the same KG, your child is still eligible to receive subsidies until he / she leaves the KG concerned or the expiry of the validity of his / her RC.

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 RC, you are required to cancel the registration by scanning the QR code with the KG that your child initially registered with/attended. Otherwise, your registration with another KG will be restricted. Upon de-registration, 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.
- 2.2 You are reminded to select a KG that also joins the Scheme if you wish to continue to receive subsidies after your child is transferred to another KG. You are also advised to note that the new KG and the KG that your child initially registered with / attended may charge a different level of tuition fee.
- 2.3 If your child is transferred from a Scheme-KG to another Scheme-KG in the middle of a month, the KG newly attended by your child can only collect from you the approved tuition fee after deduction of Government subsidy.
- 2.4 If your child has completed a KG course in a school year and then enrolled to a course of the same school year in another Scheme-KG, he / she will not be eligible for subsidy for that school year. For example, if a student completes a 10-month course at KG A for the 2025/26 school year that finishes in late June 2025 and is then transferred to KG B in July 2026 to attend a course that finishes in August 2026 in the same school year, the student **will not be eligible** for subsidy for July and August 2026 of that school year.

3. Others

- 3.1 Under the Scheme, the HKSAR Government will provide subsidy to eligible local non-profit-making (NPM) KGs. Needy families may apply to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) separately for financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (“KCFRS”) and the Grant for School-related Expenses for Kindergarten Students (“Grant-KG”). Eligible KG student-applicants holding a valid RC will be provided with fee remission under KCFRS (if applicable) and Grant-KG. Families applying for the above student financial assistance schemes are subject to the eligibility requirements of the concerned schemes. New applicants should return the completed “Household Application Form for Student Financial Assistance Schemes (2025/26)” to the SFO through online submission or by post as soon as possible starting from July 2025. The application form, application procedures and details of the concerned schemes can be found at the WFSFAA’s website.

Education Bureau
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