

**XXX Kindergarten**  
**Arrangements for Repeat Study/**  
**Extension of Kindergarten Education for More Than Three Years**

dd mm 20XX

To: Parent / Guardian of \_\_\_\_\_(name of student)

We are informed that you intend to arrange for your child to repeat his / her study and extend the kindergarten (KG) education for more than three years. In this connection, please note the following items:

- In general, the validity period of Registration Certificate for KG Admission (RC) is three years. If the parents arrange for their children to repeat their study in certain level due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.) and the KG education required is more than three years, the parents have to pay the full school fees before deduction of subsidy under the Kindergarten Education Scheme.
- Under special circumstances, parents may apply for the extension of the validity period of the RC. Application for extension of validity period of RC will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child for pursuing KG education for a period longer than the normal three years.
- As it takes time to wait for Government assessment services, if necessary, parents should arrange for their children to receive assessment as soon as possible. Parents may seek assessment service through the referrals from Maternal and Child Health Centre or public hospitals to Child Assessment Centre under Department of Health / Hospital Authority, or arrange for their children to receive assessment by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.).
- For enquiries about the applications for the extension of the validity period of the RC, please call EDB at 3540 6808 / 3540 6811. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676. (Working 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).

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