

Free Quality Kindergarten Education Scheme

Notes to Parents

I. Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2018/19 School Year

1. The Government implements the “Free Quality 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 2018/19 school year with fine-tuning as appropriate to tie in with the implementation of the Scheme.
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 Scheme-KGs can only admit students 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. KGs will inform parents of the application result before 22 December 2017.
5. Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are required to submit the “Registration Certificate for KG Admission” (hereafter referred to as “RC”) and pay registration fee at the KG to complete the registration procedure between 11 and 13 January 2018 (i.e. the “centralised registration dates”).
6. In case a child is offered a place 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 “RC” to the KG concerned.
7. As for the approved ceilings of registration fee, they are \$970 and \$1,570 for HD session and WD session respectively. Under the Scheme, participating KGs are not permitted to collect registration fee exceeding the approved ceilings.

8. EDB will release K1 vacancy information from end of January 2018 onwards so as to help parents find a K1 place for their children.
9. For details of the admission arrangements for K1 classes in KGs for the 2018/19 school year, parents may visit EDB's website (http://www.edb.gov.hk/k1-admission_e).
10. For enquiries, please call EDB at 3540 6808 / 3540 6811 or the 24-hour automatic telephone enquiry system at 2891 0088, or contact the EDB's Regional Education Offices or the Joint Office for KGs and Child Care Centres.

II. Points to Note Regarding the Use of RC

1. Subsidised kindergarten places

- 1.1 If your child holding a RC is offered a school place by a KG participating in the Scheme and the offer is accepted, you should present the original copy of the RC to the KG for retention. The KG will issue an acknowledgement to you to confirm receipt of the RC.
- 1.2 The Education Bureau (EDB) will disburse subsidies (half-day, whole-day 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.
- 1.3 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.
- 1.4 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.
- 1.5 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 student whose RC has already expired. Application for extension of validity of the RC will only be

¹ If a student has been issued with a "Certificate of Eligibility for the Pre-primary Education Voucher Scheme" (Voucher) before the 2017/18 school year and will attend eligible courses of a KG joining the Scheme, the remaining validity period of the Voucher will be automatically covered under the new funding mode of the Scheme.

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 registered medical practitioners or professionals, for the Government's consideration.

- 1.6 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 period as shown in his/her travel document. If permission has subsequently been granted by the Immigration Department to extend the stay of your child in Hong Kong and you wish to continue receiving subsidies under the Scheme, 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 subsidies. You are advised to send in copies of the documentary evidence of your child as well as that of yours 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 RC showing the new validity period. To avoid disruption in the receipt of subsidies, you are required to send your request to the Kindergarten Administration 2 Section of EDB preferably one month or earlier before the expiry of the original visa of your child.
- 1.7 To be eligible for subsidy for a month, an eligible student studying in a KG under the Scheme must have attended KG classes in that month. If your child is absent from school, you should notify the KG concerned as soon as possible. EDB will consider whether to disburse the monthly subsidy in respect of a student who has been absent from school for an entire month. Generally speaking, EDB will consider special circumstances (e.g. illness) with documentary proof on a case-by-case basis.
- 1.8 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.
- 1.9 Upon your child's completion of the KG courses or withdrawal from a KG, the KG will return the original copy of your child's RC to you.

2. Points to note for transfer to another KG

- 2.1 If your child changes to another KG during the validity period of the RC, the

KG that your child initially registered with/attended is obliged to return the RC to you upon your child's withdrawal from the KG. You should acknowledge receipt of your child's RC from the KG by signing a receipt. Upon getting back the RC, 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 participates in 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 to another KG in the middle of a month, the new KG 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 KG, he/she will not be eligible for subsidy under the Scheme for his/her attendance in the second KG. For example, if a student completes a KG course for the 2018/19 school year that finishes in late June 2019 and then, in July 2019, transfers to another KG that finishes in August 2019 for the 2018/19 school year, the child will not be eligible for subsidy for July and August 2019.

3. Others

- 3.1 Children of needy families who require financial assistance on top of the subsidies provided under the Scheme may apply for fee remission under the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS). Application forms for KCFRS (2018/19) are expected to be available around July 2018. Besides, the Student Finance Office (SFO) of Working Family and Student Financial Assistance Agency will provide a "Grant for School-related Expenses for Kindergarten Students" to eligible KG students to defray school-related expenses incurred from the students' KG education in addition to the continued implementation of the existing KCFRS. For details, please visit the website at <http://www.wfsfaa.gov.hk/sfo> or call the SFO's 24-hour hotline at 2802 2345.