



Application Form

School Registration No: 564036

Application No: _____

(A) Applicant's Particulars

English Name		Chinese Name		Photo
Date of Birth		Gender		
Birth Certificate No.		Place of Birth		
Address				
Religion		Contact No.		
Name of current / previous school and class				

(B) Particulars of Family Members

Name	Relationship	Occupation	Work district	Office No.	Mobile No.

Reason for applying to our school: _____

Desired starting date and class: _____

Parent's name: _____ Parent's signature: _____ Date: _____

Additional information: _____

Official Use Only

Date of application:		Staff:	
1. Two photos of the applicant	Yes / No	Staff:	
2. A copy of the child's birth certificate	Yes / No		
3. A copy of the child's immunisation record	Yes / No		
4. A copy of address proof	Yes / No		
5. 4 stamped self-addressed envelopes with sufficient postage	Yes / No		
Interview date:		Staff:	
Date of registration:		Staff:	
Starting date:		Staff:	
Date of withdrawal:		Staff:	
Remarks: 1. Application Fee HK\$40.-		2. Registration fee HK\$1570.-	

< Notes to Parents >

Personal Data Collection Statement

- (1) You must fill in the student admission application form, otherwise, you will not be able to complete the admission process. The personal data in the application form for admission is solely used for the purpose of applying to our kindergarten.
- (2) According to the Personal Data (Privacy) Ordinance, you have the right to access/correct and update your personal data.
- (3) For any inquiry, including access/correction of personal data, please contact our kindergarten directly. (Tel. No. 2349 1583)
- (4) If you are not selected after the interview, all the information submitted by you to the school, will be destroyed within 6 months.
- (5) If you are absent on the interview day, it shall be waived. All the information submitted by you to the school will be destroyed within 6 months.
- (6) When the Education Bureau or government departments come to the school for inspection, the information submitted by you will be shared with the inspector for inspection.

Pok Oi Hospital Chan Hsu Fong Lam Kindergarten Day Nursery

Enrolment Notes for Kindergarten/Nursery Classes in the 2024/25 School Year

1. Collection of application Forms (No. quota)

- ✧ Obtain from school in person
Office Hour : 9:00a.m. to 5:00p.m. (Monday to Friday)
 9:00a.m. to 12:00 noon (Saturday)
- ✧ Download from school website
School website: www.pokoī.org.hk or <https://kindergarten.pokoī.org.hk/CHFL/>

2. Submit of Application Forms (No set quota)

- ✧ Submit the application form in person / by post (together with the application form and identity document)

3. Documents Required

- ✧ A completed Application Form
- ✧ For applicants born in Hong Kong, please submit a photocopy of the applicant's Hong Kong Birth Certificate
- ✧ For applicants that are not born in Hong Kong , please submit a photocopy of the applicant's Birth Certificate and documents permitting him/her to stay in Hong Kong
- ✧ A copy of the child' s immunisation record
- ✧ An application fee of HK\$40 should be paid to our Admission Office by cash or crossed cheque made payable to "Pok Oi Hospital Chan Hsu Fong Lam Kindergarten" . Please write the applicant' s name at the back of the cheque. (The fee is non-refundable)
- ✧ Two photos of the applicant
- ✧ A copy of address proof
- ✧ 4 stamped self-addressed envelopes with sufficient postage. Self-addressed envelopes will be used to notify the applicant about the interview arrangement and the result of the application. Please put the name of the applicant on the front envelopes and ensure the address is clear and accurate.
- ✧ The school assumes no responsibility or obligation for any mistakes or losses of the fee sent by mail. If there are not enough stamps for envelopes, the school will get back the fees from the applicant' s and may not accept the application.

4. Notes to Parents

- ✧ Applicant should provide personal information to be used for assessment purposes, and the information will be treated confidentially and will be destroyed when the procedure is completed.
- ✧ All documents submitted will not be returned, whether admitted or not.
- ✧ If the application is canceled, the application form and the relevant information will be destroyed immediately.

- ✧ Parents who wish to enroll their children in K1 to K3 for the 2024-2025 academic year should submit their "Registration Certificate for Kindergarten Admission" application to the EDB between September and November 2023.

5. Admission Criteria

- ✧ Based on school class vacancies
- ✧ Applicants with siblings in our schools will be given priority consideration
- ✧ Interview performance
- ✧ Families who need to apply for full-time/long full-time 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.)

6. Interview Arrangements

- ✧ All applicants will be invited for an interview by mail.
- ✧ Interview arrangements and details will be notified separately in writing.
- ✧ Please contact us at 2349 1583 if interpretation/ translation service is required.

7. Result of Application

- ✧ We will inform parents of admission results by post.
- ✧ Registration Arrangements :
 - ✧ K1-K3 parents should complete the registration procedures for their child from 4 to 6 January 2024 ("Centralised Registration Dates") by submitting the registration certificate along with the registration fee. NI parents just need to pay the registration fee. Applicants who fail to register during the centralized registration dates will be considered giving up the school place.
 - ✧ Please be reminded that if parents cannot submit the "2024/25 RC" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
 - ✧ The registration fee for 2024/25 HK\$1570. If the child enrolled in our school, the school will refund the registration fee to the school fee in September 2024/25.
 - ✧ Should parents decide to change school after registration, please notify the kindergarten by written letters. We will return the "2023/24 RC", but the registration fee will not be refunded. Upon obtaining the "2023/24 RC", we will no longer keep the school place for the child.



Major Paid Item Reference price of 22/23 School Year

Summer Uniform	\$160/set	Winter Uniform	\$366/set
School Bag	\$104/each	Party Bag	\$46/each
Textbook	Not directly involved	Exercise books/ Workbooks	Not directly involved
Tea and Snacks	Not directly involved		

Major Paid Item Reference price of 23/24 School Year

Summer Uniform	\$160/set	Winter Uniform	\$366/set
School Bag	\$104/each	Party Bag	\$46/each
Textbook	Not directly involved	Exercise books/ Workbooks	Not directly involved
Tea and Snacks	Not directly involved		

