



POK OI HOSPITAL CHAN HSU FONG LAM

KINDERGARTEN  
DAY NURSERY



### 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.-	

## < Application Form >

### 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.

### Submit of Application Forms

- (1) Submit the application form in person / by post (together with the application form and identity document)  
Office Hour : 9:00a.m. to 5:00p.m. (Monday to Friday)  
9:00a.m. to 12:00 noon (Saturday)

### Documents Required

- (1) A completed Application Form
- (2) For applicants born in Hong Kong, please submit a photocopy of the applicant's Hong Kong Birth Certificate
- (3) 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
- (4) A copy of the child's immunisation record
- (5) 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)
- (6) Two photos of the applicant
- (7) A copy of address proof
- (8) 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.

For Reference :

2024-2025 Approved Fees (12 School Months, Paid Monthly (1/9/2024-31/8/2025))		
Class :	N(2 y/o)	K1-K3 (3-6 y/o)
Monthly School Fees :	HK\$3, 132. 00	After "Registration Certificate for Kindergarten Admission" subsidy: HK\$822. 00
Monthly Meal Fees :	HK\$600. 00	HK\$\$440. 00
Monthly Total Fees :	HK\$3, 732. 00	HK\$1, 262. 00