Pok Oi Hospital Mrs. Chu Kwok King Memorial Kindergarten / Day Nursery

Information on Admission to N/K1 Classes in the 2025/26 School Year

**Collection of application Forms (No quota) :**

1. Download from school website
2. Obtain from school in person

**Distribution Period :**

1. Date：2/1/2024(Tuesday) to 31/12/2024(Tuesday)
2. Time : 8a.m. to 6p.m.(Mondays to Fridays) / 9a.m. to 12 noon (Saturdays)

**Return of Application Forms (No set quota for the kindergarten) :**

1. Return method: Submit the application form in person [ together with the documents required ( details see the application form)]
2. Application fee: HK$40 (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.

**Return Period :**

1. Date : 2/1/2024(Tuesday) to 30/9/2024(Monday) ( For the First interview)
 2/10/2023(Wednesday) to 31/12/2024(Tuesday) (For the Second interview)
2. Time : 8a.m. to 6p.m. (Mondays to Fridays) / 9a.m. to 12 noon (Saturdays)

**Application for the “2025/26 Registration Certificate for Kindergarten Admission”**

1. Under the kindergarten (KG) education scheme (hereafter referred to as “Scheme”), 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.
2. Parents are required to submit an application for the Registration Certificate for Kindergarten Admission (hereafter referred to as “RC”) to the EDB from September to November 2024. The RC will be open for applications in September 2024 and the EDB will announce and upload the details of application onto the EDB’s website (https://www.edb.gov.hk/k1-admission\_e) in due course. Upon receipt of the applications with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the applications and issue the RC to applicants who are eligible for receiving subsidy under the Scheme by post. If a child cannot obtain an RC as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme 2 , the EDB will then issue a Kindergarten Admission Pass (hereafter referred to as “AP”) to the child concerned for registration and admission to a Scheme-KG but the parents concerned 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.



**Admission Criteria :**

1. Interview performance
2. The applicant with sibling(s) currently studying in the KG will be given due priority consideration
3. The applicant from families in need of whole day / long whole day classes will be given due priority consideration when applying for whole day / long whole day 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.)

**Interview Arrangements**

1. The KG will arrange interview for all applicants
2. Interviews will be conducted on 2/11/2024 and notification will be sent to parents separately
3. Group and/or individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Please contact us at 2617 3572 if interpretation / translation service if required

**Announcement of Admission Results**

We will inform parents of the admission results before 13 December 2024 by email /post.

**Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 2 to 4 January 2025 (Centralised Registration Dates) by submitting the RC / AP to the KG and paying the registration fee.
2. Applicants on the waiting list: Parents should complete the registration procedures for their child according to the specified date set by the KG. Parents are required to submit the RC / AP to the KG and pay the registration fee.
3. Please be reminded that if parents cannot submit the RC / AP during registration, the KG may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to the EDB within the specified period.
4. The registration fee for 2025/26 K1 place is HK$1,570. If the child concerned studies in the KG, the registration fee paid will be refunded in 9/2025. Should parents decide to change school after registration, please notify the KG in writing. The KG will return the RC / AP as soon as possible but the registration fee will not be refunded. Upon obtaining the RC / AP, the KG will no longer keep the school place for the child.

**Enquiry**

1. Our telephone no.: 2617 3572
2. Our e-mail address: ckkic@pokoi.org.hk

Pok Oi Hospial Mrs. Chu Kwok King Memorial Day Nursery

Student Admission Application Form

**Education Service**

 【SQS10/1/F】

G/F, Shui Moon House, Tin Shui Estate, Tin Shui Wai, N.T. Tel: 26173572 Fax: 26173413

Registered No. : 5640100001

**Student’s Information** Ref. No.：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Name in Chinede： | Name in English： | **Photo** |
| Date of Birth： | Country of Birth： |
| Birth Certificate No.： | Sex： |
| Home Address： |
|  | Tel. No.： |
| E-mail Address： |
| Class Applied： 🞏Nursery Class 🞏 K1 Class 🞏 K2 Class 🞏K3 Class |
| Name of Schoool Attended Previously： (Grade Attained： ) |

**Family’s Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name in Chinese | Relationship | Name of Company / School | Occupation / Class | Contact Tel. No. |
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**Note**

1. Please include copies of Birth Certificate, Immunization record, Three Stamped self-addressed envelopes and HK$40 application fee.
2. All information provided will be kept confidential.
3. In case of withdrawal / cancellation, all documents will be destroyed.
4. All personal data are collected in a lawful way base on the Personal Data (Privacy) Ordinance to pretect the privacy rights of a person. If any changes, plaese inform the school.

Parent’s name：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parents’s signature：\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission：\_\_\_ \_\_\_

**Office use only**

|  |  |
| --- | --- |
| Date of submission : | Name of staff : |
| One Photo  | 🞏Yes 🞏No | Name of staff : |
| Copies of immunization record | 🞏Yes 🞏No |
| Copies of birth certificate | 🞏Yes 🞏No |
| Three stamped self-addressed envelopes | 🞏Yes 🞏No |
| Date of interview : | Name of staff : |
| Date of registration : | Name of staff : |
| Note : |