

**Pok Oi Hospital Chan Poon Pui Ching Memorial  
Kindergarten Day Nursery  
Application for Kindergarten/Nursery Classes in 2024/25  
Notes to Applicants**



**1. Collection of Application Form**

- ✧ Obtain from school in person
- ✧ Request by post
- ✧ Download from school website

**2. Period of distribution**

- ✧ **Collecting at the school in person or by request via post**
  - ✓ Date: 11/9/2023(Monday) to 23/9/2023 (Saturday)
  - ✓ Time: 9:00a.m. to 5:00p.m. (Monday to Friday)  
9:00a.m. to 12:00 p.m. (Saturday)  
(Late application will not be accepted.)
- ✧ **Downloading Application Form from the school website**
  - ✓ Date: 11/9/2023(Monday) to 29/9/2023(Friday)
  - ✓ Time: 9:00a.m. to 5:00p.m. (Monday to Friday)  
(Downloads will not be available after the deadline.)
  - ✓ School website: <https://kindergarten.pokoi.org.hk/CPPC/>

**3. Submission of Application Form**

Submit the application form in person or by post before the deadlines

**1. In person**

- ✧ Submit the application form together with the Application Form and documents required to the school office
- ✧ Date: 5/10/2023 to 7/10/2023 (Thursday to Saturday)

**2. By Post**

- ✧ Submit the application form together with the documents required via post to the following address:  
Pok Oi Hospital Chan Poon Pui Ching Memorial Kindergarten  
G/F., 9-14, Hor Ping House, Long Ping Estate, Yuen Long
- ✧ Date: 3/10/2023(Tuesday) to 17/10/2023(Tuesday)
- ✧ For applications submitted by post, the postmark date will be taken as the date of application. **Late application will not be processed.**

**4. Other Documents Required**

- ✧ A copy of the Parents' Identity Card
- ✧ Completed Application form
- ✧ For applicants who was born in Hong Kong: a copy of his/her Hong Kong Birth Certificate
- ✧ For applicants who was not born in Hong Kong: a copy of the his/her birth certificate, passport and documents showing his/her right of abode in Hong Kong

## 5. Application Fee

- ✧ 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 Poon Pui Ching Memorial Kindergarten**. Please write the name of applicant at the back of the cheque
- ✧ The fee is non-refundable.

## 6. Self-addressed envelopes

- ✧ **4** self-addressed stamped envelopes with adequate postage should be attached with the application form and other documents
- ✧ The envelopes are used for notifying applicants the interview arrangements and the application result. Please put the name of the applicant on the front of the envelopes and ensure the address is clear and accurate.

## 7. Additional Points to Note

- ✧ Personal information provided is for processing application only and will be treated confidentially. They will be destroyed upon completion of application.
- ✧ Documents submitted will not be returned regardless of the application result.
- ✧ For withdrawal of application, the application form and other documents submitted will be destroyed as soon as practicable.
- ✧ Underpaid mail items are subject to surcharge by Hongkong Post. School reserve the right to collect the surcharge paid to Hongkong Post (if any) back from the parents and process the late submission due to postal delay.
- ✧ The school assumes no responsibility or obligation for any mistakes or losses sent by mail.
- ✧ **Application for the 2024/25 Registration Certificate for Kindergarten Admission by parents**
  - Under the Kindergarten Education Scheme, each child who can receive education in Hong Kong will only be issued one registration document and all kindergarten joining the Scheme can only admit children holding a valid registration document.
  - Parents are required to submit an application for the 2024/25 Registration Certificate for Kindergarten (2024/25 RC) to EDB **from September to November 2023**. The 2023/24 RC will be open for applications in September 2023. EDB will announce and upload the details of application onto EDB website (<https://www.edb.gov.hk/k1-admission>) in due course.

## 8. Selection Criteria

- ✧ vacancy available at that age group
- ✧ connection with the school ( e.g. applicant with sibling(s) currently studying in the school; parent being a graduate of school/ working full time in the school/ being a registered school manager of the kindergarten).
- ✧ interview performance
- ✧ applicant's family needs

**As the number of school places is limited, please understand that not all applicants meeting the requirements will be guaranteed a place.**




## 9. Interview Arrangements

- ✧ All applicants will be invited for an interview. Details will be sent via mail.
- ✧ **K1, K2 or K3 class:** interviews will be conducted on 25/11/2023 or 2/12/2023 (Saturday)
- ✧ **N class:** interviews will be conducted on 2/3/2024 or 9/3/2024(Saturday)
- ✧ Group or individual interviews will be arranged.
- ✧ Parents should accompany their child for interview.
- ✧ Please contact Miss LEE at 2442 0776 if interpretation/ translation service is required.



## 10. Announcement of Application result

K1, K2, K3 Class	Class N
<ul style="list-style-type: none"><li>✧ We will inform parents the application results before 15 December 2023 by post.</li><li>✧ Parents are required to submit an application for the 2024/25 RC to EDB from September to November 2023. The 2024/25 RC will be opened for applications in September 2023. EDB will announce and upload the details of application onto EDB website in due course.</li></ul>	<ul style="list-style-type: none"><li>✧ We will inform parents the application results before mid-March 2024 by post.</li></ul>  An illustration of a white envelope with a red stamp, floating above two children (a girl in a red dress and a boy in a blue shirt) who are running happily towards the right. There are yellow stars around them.





K1, K2, K3 Class	Class N
<p>✧ <b>Successful applicants:</b> Parents should complete the registration procedures from <b>4 to 6 January 2024</b> (Centralised Registration Dates) by submitting the "Registration Certificate for KG Admission"/ "Kindergarten Admission Pass" ("RC/AP") to the school and pay the registration fee.</p>	<p>✧ <b>Successful applicants:</b> Parents should complete the registration procedures before the end of <b>March 2024</b> and pay the registration fee. Parents fail to do so will be regarded as withdrawal. The school place will not be kept for the child.</p>
<p>✧ <b>Applicants on the waiting list:</b></p> <ul style="list-style-type: none"> <li>✓ If the applicant is offered a place, registration notice will be sent via post. Registration of the child should be completed according to the dates specified in the letter. Parents are reminded submit the RC / AP and the registration fee on the registration day.</li> <li>✓ If parents cannot submit the RC / AP during registration, the school 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.</li> <li>✓ The registration fee for 2024/25 K1 place is HK\$1,570. If the child studies in the school, the registration fee will be returned in <b>ONE MONTH AFTER ADMISSION</b>.</li> <li>✓ Should parents decide to change school after registration, please notify the school in writing. The school will return the RC / AP but the registration fee will not be refunded. Upon obtaining the RC / AP, the school will no longer keep the school place for the child.</li> </ul>	<p><b>Applicants on the waiting list:</b></p> <ul style="list-style-type: none"> <li>✓ Notification letter will be sent via post if a place is offered. Registration should be completed according to the assigned dates.</li> <li>✓ The registration fee for 2024/25 N class is HK\$1,570.</li> <li>✓ If the child concerned studies in the school, the registration fee paid will be refunded in <b>ONE MONTH AFTER ADMISSION</b>.</li> <li>✓ Should parents decide to change school after registration, please notify the school in writing. The registration fee will not be refunded and the school will no longer keep the school place for the child.</li> </ul>

**Enquiry**

- ✧ **Office Hour:** 9:00a.m.to 5:00p.m.( Monday to Friday)  
9:00a.m.to 12:00 p.m.(Saturday)
- ✧ Telephone no : **2442 0776**
- ✧ E-mail address : [cppcic@pokoi.org.hk](mailto:cppcic@pokoi.org.hk)

