

Pok Oi Hospital Chan Poon Pui Ching Memorial Kindergarten Day Nursery

2026-2027 年度幼稚園/幼兒中心入學申請

Enrolment for Kindergarten/Nursery in the 2026/2027 School Year

開學日期

Start School Date

9/2026 至 8/2027



學校網站

School Website

成就夢想
由陳潘開始

報名表格

Application Form

到校索取表格

Obtain from school in person

日期 Date: **2/9/2025-30/9/2025**

時間 Time: 星期一至五: 9:00am-5:00pm

星期六: 9:00am-12:00noon

學校網址下載表格

Information for Downloading

From school website

<https://kindergarten.pokoi.org.hk/CPPC/>

Date 日期: **2/9/2025-7/10/2025**

Time 時間: 9:00am-5:00pm

所需文件

Documents Required

1. 出生證明書副本 1 份
A photocopy of the applicant's Birth Certificate
2. 父母身份證副本 1 份
A photocopy of the parent's identity card
3. 回郵信封 4 個 (貼上足夠郵票)
4 stamed self-addressed envelopes with sufficient postage

遞交表格

Submit of Application Form

親自交回日期

Submit the application form in person

8/10/2025 至 11/10/2025

郵寄日期 by post :

1/10/2025 至 18/10/2025

(以郵戳為準)

報名費

Application fee

40 元

**Pok Oi Hospital Chan Poon Pui Ching Memorial
Kindergarten Day Nursery
Application for Kindergarten/Nursery Classes in 2026/27
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: 2/9/2025(Tuesday) to 30/9/2025 (Tuesday)
- ✓ 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: 2/9/2025(Tuesday) to 7/10/2025(Tuesday)
(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: 8/10/2025 to 11/10/2025
- ✧ Time: 9:00a.m to 5:00p.m. (Monday to Friday) / 9:00a.m. to 12:00p.m. (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: 1/10/2025(Wednesday) to 18/10/2025(Saturday)
- ✧ 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 2026/27 Registration Certificate for Kindergarten Admission by parents**

- i. 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.
- ii. Parents are required to submit an application for the 2026/27 Registration Certificate for Kindergarten (2026/27 RC) to EDB from **September to November 2025**. The 2026/27 RC will be open for applications in September 2025. EDB will announce and upload the details of application onto EDB website (<https://www.edb.gov.hk/k1-admissione>) 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 **8/11/2025 or 15/11/2025 (Saturday)**
- ✧ **N class:** interviews will be conducted on **14/3/2026 or 21/3/2026 (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
✧ We will inform parents the application results before 12 December 2025 by post. ✧ Parents are required to submit an application for the 2026/27 RC to EDB from September to November 2025. The 2026/27 RC will be opened for applications in September 2025. EDB will announce and upload the details of application onto EDB website in due course.	✧ We will inform parents the application results before the end of March 2026 by post.



Registration Arrangements

K1,K2,K3 Class	Class N
✧ Successful applicants: Parents should complete the registration procedures from 8 to 10 January 2026 (Centralised Registration Dates) by submitting the "Registration Certificate for KG Admission"/ "Kindergarten Admission Pass" ("RC/AP") to the school and pay the registration fee. ✓ 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. ✓ 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.	✧ Successful applicants: Parents should complete the registration procedures before the end of March 2026 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.

✧ **Applicants on the waiting list:**

- ✓ The registration fee for 2026/27 K1 place is HK\$1,570. If the child studies in the school, the registration fee will be returned in ONE MONTH AFTER ADMISSION.
- ✓ 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.

✧ **Applicants on the waiting list:**

- ✓ Notification letter will be sent via post if a place is offered. Registration should be completed according to the assigned dates.
- ✓ The registration fee for 2026/27 N class is HK\$1,570.
- ✓ If the child concerned studies in the school, the registration fee paid will be refunded in ONE MONTH AFTER ADMISSION.
- ✓ 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.

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@poko.org.hk

