



五邑工商總會張祝珊
Five Districts Business Welfare Association

幼兒園

幼稚園

Cheung Chuk Shan Nursery
Cheung Chuk Shan Kindergarten

Information on Admission to K1 Classes in the 2020/21 School Year

Collection of application Forms (No quota) :

1. Download from school website
2. Obtain from school in person :
9:00 a.m. to 12:00 p.m. (Saturdays)
(Except on School holidays and Public holidays)

Distribution Period :

1. Date : Applications are accepted whole-year round
2. Time : 9:00 a.m. to 12:00 p.m. (Saturdays)
(Except on School holidays and Public holidays)

Application form can also be attained from our website : www.ccsn.edu.hk

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

1. Return in person :
9:00 a.m. to 12:00 p.m. (Saturdays)
(Except on School holidays and Public holidays)

Application form can be placed in our mailbox at other times

2. By post :
Level 5, Commercial Complex, Lung Poon Court, Diamond Hill, Kowloon.

Please specify 《School Application form》

3. Documents required :

- a. application form (include a recent photo of the applicant)
- b. a copy of the applicant's Birth Certificate
- c. a copy of Hong Kong Identity Card of his or her parents

(For non-Hong Kong residents, please submit a copy of the Guardian's

Hong Kong Identity card and an affidavit certificate)

- d. a copy of the Department of Health's vaccination record
- e. four stamped envelopes with self-address
- f. application fee : HK\$40.00 crossed cheque payable to 『 **Five Districts Business Welfare Association Cheung Chuk Shan Kindergarten** 』

Application for the “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 students 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 2019. The “RC” will be open for applications in September 2019 and the EDB will announce and upload the details of application onto the EDB’s website (http://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 student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme², the EDB will then issue a “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student 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.

2 Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

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 will be given due to 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. Expected interview periods :
 - Kindergarten : November to December
 - Nursery : February to March
 - Backup and Transfer students will be notified separately
3. Interviews will be held between November and December 2019, parents will expect a notice of the interview by post :
 - Group and/or individual interviews will be arranged
 - Parents should accompany their child for the interview

Please contact us at 2327-3317 if interpretation/translation service is required

Announcement of Admission Results

We will inform parents of the K1 admission result before **20 December 2019** by post.

Registration Arrangements :

1. **Successful applicants** : Parents should complete the registration procedures for their child from 9 to 11 January 2020 (“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 2020/21 school year is HK\$1,570. This registration fee of HK\$1,570 will be deducted from the first month of the school fee.
5. 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 kindergarten will no longer keep the school place for the child.

For any further enquiries, please contact us on 2327-3317 or email us fd@ccsn.edu.hk