



**Five Districts Business Welfare Association Cheung Chuk Shan Nursery
Five Districts Business Welfare Association Cheung Chuk Shan Kindergarten
Information on Admission to K1/ Nursery Classes in the 2023/24 School Year**

Collection of Application Forms (No quota):

1. Download from school website (<http://www.ccsnkg.edu.hk>)
2. Obtain from school in person (Only on Saturday 9:00 a.m. to 12:00 p.m.)

Criteria for Form submission:

1. Applicant must be 12 months old to submit their application form.
2. We will prioritize dual-career families with special needs children under referral from the Education Bureau (EDB), the Social Welfare Department and other related organizations.

Return of Application Forms (No quota):

1. Return methods: Submit the application form in person or by post together with a copy of Birth Certificate of applicant, a recent photo of applicant and four stamped envelopes with self-address.
2. Application Fee: **HK\$40.00** (crossed cheque payable to “**Five Districts Business Welfare Association Cheung Chuk Shan Kindergarten**”). The application fee is **non-refundable** whether the application is successful or not.

Return Period:

1. Time:
 - a. Monday to Friday by post to: Level 5, Commercial Complex, Lung Poon Court, Diamond Hill, Kowloon.
 - b. 9:00 a.m. to 12:00 p.m. on Saturdays (in person, except on School Holidays or Public Holidays)

Application for the “2023/24 Registration Certificate (RC) for Kindergarten Admission”:

1. Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2017-2018 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Kindergarten Admission” as the document for registration in the 2023/24 school year.
2. Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” (hereafter referred as “**2023/24 RC**”) to EDB from September to November 2022. The “**2023/24 RC**” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (<http://www.edb.gov.hk>) in due course.

Admission Criteria:

1. Interview performance
2. The applicant with sibling(s) currently studying in the kindergarten will be given due to priority consideration.
3. The applicant from families in need will be given due to priority consideration. However, 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 kindergarten will arrange interview for all applicants.
2. Interviews will be conducted in **November and December 2022 (Kindergarten class); and in February and March 2023 (Nursery class)**.
3. Interviews will be undertaken individually or in small groups.
4. Parents should accompany their child for the interview.
5. For non-Chinese speaking children (NCS) and parents. Please contact us at **2327 3317** if interpretation/translation service is required or come along with a Chinese-speaking friend or relative.

Announcement of Admission Results:

After the interview, we will inform parents of the admission results **within 1 month** by post.

Registration Arrangements:

1. Successful applicants: Parents should complete the registration procedures for their child **from 5 to 7 January 2023** (“Centralized Registration Dates”) by submitting the original of the “**2023/24 RC**” to the kindergarten 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 school. Parents are required to submit the original of the “**2023/24 RC**” to the kindergarten and pay the registration fee.
3. The Registration period is set according to the “**Centralized Registration Date**”.
4. Please be reminded that if parents cannot submit the “**2023/24 RC**” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
5. The registration fee for **2023/24** place is **HK\$1,570.00**. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “**2023/24 RC**” but the registration fee will not be refunded. Upon obtaining the “**2023/24 RC**”, the kindergarten will no longer keep the school place for the child.

Support for non-Chinese speaking (NCS) students:

Our school provides interpretation/ translation services to facilitate NCS students and families. Support can be accessed through 2327 3317 or email fd@ccsn.edu.hk .

For more information on ‘Support for non-Chinese speaking (NCS) students and families, please visit:

Support to Parents and Students

<https://www.edb.gov.hk/en/student-parents/ncs-students/support-to-parents-and-students/index.html> \

Enquiry:

Our telephone no.: 2327 3317

Our e-mail address: fd@ccsn.edu.hk