



## Information on Admission to K1/ Nursery Classes in the 2024/25 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 Saturdays 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 prioritise dual-career families with special needs children under referral from the Education Bureau (EDB), the Social Welfare Department and other related organisations.

### **Return of Application Forms (No quota):**

1. Return Period: Open for application all year round
2. Return Time:
  - a. In person: Saturdays 9:00 a.m. to 12:00 p.m.  
(except on School Holidays/ Public Holidays)
  - b. By post: Level 5, Commercial Complex, Lung Poon Court, Diamond Hill, Kowloon.
3. Please include the following documents with the application form:
  - a. Photo of applicant
  - b. A copy of Birth Certificate of applicant
  - c. A copy of Vaccination Record issued by the HKSAR Department of Health (inside pages) of applicant
  - d. Four stamped envelopes with self-address and applicant's name.
  - e. 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.

## **Application for the “2024/25 Registration Certificate for Kindergarten Admission”**

1. Under the Kindergarten (KG) Education Scheme (the 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 (RC) to the Education Bureau (EDB) from September to November 2023. The RC will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB’s website ([https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, 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<sup>2</sup>, EDB will then issue a Kindergarten Admission Pass (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.

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<sup>2</sup> 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 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 (for Kindergarten class); and in December and January (for Nursery class).
3. Interviews will be undertaken individually and/ 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:**

We will inform parents of the K1 admission results before **22 December 2023** by post.

**Registration Arrangements:**

1. **Successful applicants:** Parents should complete the registration procedures for their child from 4 to 6 January 2024 (Centralized Registration Dates) by submitting the original of the RC / AP to the kindergarten and paying the registration fee.
2. **Applicants on the waiting list:** We will inform parents (notification means: by email/by post/others) and 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 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.
4. The registration fee for 2024/25 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 RC / AP 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.

**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](mailto: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](mailto:fd@ccsn.edu.hk)