

**Po Leung Kuk Chan Seng Yee Kindergarten**  
**Admission Arrangements for 2024/2025 School Year**

Please note the following details about the admission arrangements for 2024/2025 school year. If you have any further queries, please do not hesitate to contact us (Tel: 2447 0133) or visit our website: <https://www.plkkg.edu.hk/plkcsykg>.

1. School starting day: 1<sup>st</sup> September 2024
2. Enrollment class: Total 90 student-applicants who will be attending morning (A.M.) class, afternoon (P.M. Bilingual) class or whole-day (W.D.) class in the 2024/25 school year must be born on or before 2021.
3. Application will be opened on:
  - On-line application (<https://application.plkkg.edu.hk/>) will be started on 1<sup>st</sup> August 2023.
  - The admission application will be started on 1<sup>st</sup> September 2023.(Admission criteria is not affected by the submission date of application form). The application opens all year round.
4. School fee and Miscellaneous fees:
  - PLK Chan Seng Yee Kindergarten is a non-profit making kindergarten which is under supervision of Po Leung Kuk. The school fee will be charged monthly. Ten-month payment for whole year from Sept 2024 to June 2025. The school fee subsidy for 2023/2024 school year are \$3,761.00(morning class/ afternoon class) \$4,889.00(whole-day class).
  - School fee for student who hold the Registration Certificate for KG Admission (2023/24) are \$0 (morning class/ afternoon class) / \$927.00(whole-day class)+\$550.00 (Meal fee). The above school fees information is for your reference only, the school fee for 2024/2025 school year need to be approved by Education Bureau and it will be announced after the approval.
  - The miscellaneous fee for K1 in 2023-2024 school year is \$1600.00 (respectively for 1<sup>st</sup> and 2<sup>nd</sup> Term). The miscellaneous fee will be adjusted according to the living index.
  - Except the school fee, school bus service fee (students who take the school bus service), meal fee for whole-day class and the miscellaneous fees, there is no other constancy fee.
5. School Time: Monday to Friday – Morning class: 9 am to 12 noon  
Afternoon class: 1:30 pm to 4:30 pm  
Whole-day class: 9 am to 4:30 pm (Opens at 8:00)
6. Application procedure:
  - 1) Fill in the application form and paste your child's passport photo on it.
  - 2) Application forms are available at school office or you may download the forms from our school website <https://www.plkkg.edu.hk/plkcsykg/>.  
On-line application is also available, you may apply directly through the following website: <https://application.plkkg.edu.hk/>
  - 3) On-line application (<https://application.plkkg.edu.hk/>) will be started on 1<sup>st</sup> August 2023.  
The admission application will be started on 1<sup>st</sup> September 2023. Applicants please submit the completed application forms to school office during office hour:  
Monday to Friday: 9:00 am – 12:00 noon/ 1:00 pm to 5:00 pm.  
Saturday: 9:00 am – 1:00 pm
  - 4) Applicants should submit the completed application forms together with the necessary identify documents:
    - a. Certificate of Birth (Original & copy), if applicant who born in Mainland of China please present the 'Permit for Proceeding to Hong Kong and Macau' (One-way Permit).
    - b. Copy of Immunization Record (Both side)
    - c. 2 Passport photos ( 1for application form, 1 for school)
    - d. 5 self-addressed stamped envelope (Please write down return address ,child's name and \$2.2 stamp on the envelopes)  
\*The size of envelopes should not be smaller than 23 cm x 10 cm
    - e. Documents submission (if needed):
      - father/mother/sister/brother graduation certificate (Original & copy)
      - father/ mother working certificate under Po Leung Kuk
      - proof of address (Original & copy) i.e electricity bills/ tenancy agreement (Name on the proof of address should be same with the name of parents or guardian)
  - 5) Application fee: \$40 (No change will be provided)

- 6) An interview card with scheduled time slot will be provided after the application procedure is completed. Please bring along the interview card to attend the interview with applicants according to the scheduled time slot.
- 7) Date and time of interview will be scheduled by school. It is not subject to change without reasonable reason.
- 8) Interview will be arranged for all applicants who has completed the application procedure.
- 9) Incomplete or insufficiently detailed applications will not be processed and may result in withdrawal. Applicants who absent from the interview with any reason, make-up interview will not be arranged.
- 10) For non-Chinese speaking (NCS) applicants, if interpretation and/or translation service during the interview is necessary, please contact us at 24470133 or by email (plkcsykg@poleungkuk.hk). We also allow parents and children to be accompanied by a Chinese speaking relative/friend during interview to facilitate communication.

7. Interview day: 4<sup>th</sup> November 2023

8. Admission criteria:

In the individual and group interview, ethics, concentration, intellect, language, life-related knowledge, fine motor skill, and parent-child relationship, etc., of each applicant via conversations or activities will be assessed. We also take reference from EDB's prescribed criteria of the primary one admission system, and the admission criteria are based on the total scores obtained by the applicant.

EDB admits the applicant children according to the Points System below:

- Sibling(s) studying in the school (20 pts)
- Parent(s) teaching or working full-time in the school (20 pts)
- Parent(s) or sibling(s) being a graduate of the school (10pts)
- Parent(s) working full-time in any organization under Po Leung Kuk (10 pts)
- Live in Tin Shui Wai or Yuen Long District (20 pts) / Other districts (5 pts).

- \* The applicant from family with both working parents will be given due priority consideration when applying for whole-day classes.
9. Result will be released before 18<sup>th</sup> November 2023. We will post the offering letter to inform you the result. Besides, we will also upload the result to school website and post it on the school front door.

10. Registration day: 4<sup>th</sup> January 2024 to 6<sup>th</sup> January 2024

11. Registration procedure:

-Please bring along with the offering letter, Registration Certificate for KG admission 2024/2025(Application without RC will not be processed), Registration fee \$970 (morning class) / \$1570(whole-day class). (Registration fee will be refunded in September. If applicants have chosen to give up the places the registration fee will not be refunded).

\*During the registration period, application without Registration Certificate for KG admission 2024/2025 will not be processed.

\*Parents please apply the Registration Certificate for KG admission 2024/2025 in advance.

-Candidate on the waiting list for admission: If there is vacancy, we will inform parents about the arrangement of registration through the telephone conversations.

**–“Note for transfer to another KG”**

If the applicant transfers to another kindergarten (KG) during the validity period of the registration certificate (RC), we will return the relevant RC to the parents and please sign the acknowledge receipt of the original of RC of the applicant. Please understand that we will no longer reserve the school place for the applicant upon obtaining the RC, and the registration fee will not be refunded.

12. Application of Registration Certificate for KG admission (“RC”)

- a. Under the kindergarten (KG) education scheme (Scheme), parents are required to apply to EDB for a “RC” for admission to the “Scheme” kindergarten.
- b. Parents may download the Guidance notes on application and application form from the EDB website: [www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e). You may also obtain the guidance notes on application and application form from Home Affairs Department, post office and Regional Education Office.
- c. Parents should apply to EDB for “RC” during September to November.

13. For details of 2024/25 K1 Admission Arrangements, please refer to the EDB website: [www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e) or contact with EDB (Tel: 3540 6808 / 3540 6811). For Non-Chinese Speaking Parents, please call Tel: 2892 6676.

