

**Po Leung Kuk Chan Seng Yee Kindergarten**  
**Admission Arrangements for 2020/2021 School Year**

Please note the following details about the admission arrangements for 2020/2021 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 2020
2. Enrollment class: student-applicant must be born in 2017 or before.
3. Application will be opened on: 9<sup>th</sup> September 2019 (Admission criteria is not affected by the submission date of application form).
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 2020 to June 2021. The school fee for 2019/2020 school year are \$3511.00(morning class) \$5249.00(whole-day class)+\$510.00(Meal fee). School fee for student who hold the Registration Certificate for KG Admission are \$0 (morning class) / \$685.00(whole-day class)+\$510.00 (Meal fee). The school fee for 2020/2021 school year need to be approved by Education Bureau and it will be announced after the approval.
  - The miscellaneous fee for K1 in 2019-2020 school year is \$1300.00 (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  
Whole-day class: 8 am to 4:30 pm
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) Applicants please submit the completed application forms to school office(start from 9<sup>th</sup> September 2019) 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 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) Interview will be arranged after the application procedure is completed.

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 students, we will arrange English interpreter during the interview.

7. Interview day: 2th November 2019

8. Admission criteria:

- We will observe children's behavior and abilities through group and individual interview. We also take reference from EDB's prescribed criteria for admission primary one system.

(1) Applicants with sibling(s) studying (20 pts)

(2) Parent(s) working full-time in the school (20 pts)

(3) Parent(s)/sibling(s) is/are graduate(s) of the school (10pts)

(4) Parent(s) working full- time in Po Leung Kuk (10 pts)

(5) Live in Tin Shui Wai or Yuen Long District (20 pts) / Other district (5 pts)

\* Whole-day class vacancy will be priority for double-income parents family.

9. Result will be released on 23<sup>rd</sup> November 2019. 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 : 9<sup>th</sup> January 2020 to 11<sup>th</sup> January 2020

11. Registration procedure: Please bring along with the offering letter, Registration Certificate for KG admission 2020/2021(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 2020/2021 will not be processed.

\*Parents please apply the Registration Certificate for KG admission 2020/2021 in advance.

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

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\\_tc](http://www.edb.gov.hk/k1-admission_tc). 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 2020/21 K1 Admission Arrangements, please refer to the EDB website: [www.edb.gov.hk/k1-admission\\_tc](http://www.edb.gov.hk/k1-admission_tc) or contact with EDB (Tel: 3540 6808 / 3540 6811).  
For Non-Chinese Speaking Parents, please call Tel: 2892 6676.



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