

# Po Leung Kuk Chan Seng Yee Kindergarten 2019-2020 Term

## 2020/21 Admission Arrangements Flowchart

**\* Application Form will be started to distribute on 2<sup>nd</sup> September 2019. (Tue)**

- can visit our school to get the form
- can download the form from our school website
- can get the form by post



### 2019/20 Admission Applications

**\* The admission application will be started on 9<sup>th</sup> September 2019. (Mon)**

**When you hand in the application form, you need to submit the following documents:**

- The applicant's birth certificate (original copy & photocopy)
- The applicant's immunisation record (original copy & photocopy with both sides)
- 2 passport sized photographs
- 5 self-addressed stamped \*envelopes (Please mark the address and student name on envelopes)

**\* The size of the envelopes cannot be smaller than 23cm X 10cm**



**Interview Day will be on 2<sup>nd</sup> Nov 2019**



We will post the admission result on the school notice board, school website and will post the acceptance letter **before 2<sup>nd</sup> December 2019.**



**If application is successful**



### **“Centralized Registration Day”**

**\* From 9<sup>th</sup> January 2020 to 11<sup>th</sup> January 2020**

- to bring the Acceptance letter
- to submit the “RC” / “AP” for registration
- to pay the registration fee of HK\$970 for half day class or HK\$1570 for full day class



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

-If your child changes to another KG during the validity period of the RC, the KG that your child initially registered with/attended is obliged to return the RC to you upon your child's withdrawal from the KG. You should acknowledge receipt of your child's RC from the KG by signing a receipt. Upon getting back the RC, the KG concerned will no longer reserve the place for the child. Normally, the registration fee paid to the KG with which the child has registered will not be refunded.



**If application is not successful**



### The arrangement of K1 Vacancy

If we have any vacancy before January 2020, we will contact the parent by phone.



**Will return all the information about the application**



Applicants refer to the K1 vacancy information released by EDB after the “centralised registration dates” (i.e. from the end of February 2020)