

保良局郭羅桂珍幼稚園
2019/2020 學年新生入學申請須知

敬請 台端注意及執行有關事項，並請保留此「入學申請須知」以便參閱。倘有任何查詢，請致電：2466 7666 或瀏覽本園網頁 <https://www.plkkg.edu.hk/plkeklkckg>。

一·開課日期：2019年9月2日

二·招收班級：2016年或以前出生的各級新生。

三·上課時間：星期一至星期五 ----- 上午班 — 上午9時至中午12時正
下午班 — 下午1時30分至下午4時30分

四·派表日期：2018年9月10日至10月31日

辦工時間：

星期一至星期五：上午9時至中午12時／下午1時30分至下午5時

星期六：上午9時至中午12時

五·收表日期：2018年10月8日至10月31日（遞交表格次序不影響取錄結果）

辦工時間：

星期一至星期五：上午9時至中午12時／下午1時30分至下午5時

星期六：上午9時至中午12時

六·報名方法：（不設限額）

1. 家長可直接於網上完成整個報名程序，網址：<http://application.plkkg.edu.hk>

2. 報名表格可親臨本園索取或於網上下載 <https://www.plkkg.edu.hk/plkeklkckg>

A. 清楚填寫入學申請表格，並需貼上幼兒的近照；

B. 遞交申請表格時，需攜帶以下文件：

a) **出生證明書(出世紙)正本、影印本**（如在內地出生者，須交回中華人民共和國發出的單程『前往港、澳通行證』或香港人民入境事務處發出的單程通行證及香港之身份證明）

b) **相片 2 張**（1 張貼於報名表上，1 張交回本園）

c) **回郵長信封 5 個**（信封面清楚註明回郵地址及學生姓名並貼上**\$2.00** 郵票，以便日後聯絡之用，**信封面積不能少於 23cm x 10cm**）

d) 證明文件（如適用）：

- 父／母或兄／姊就讀本園的畢業證書正、副本

- 父／母在本園辦學團體工作的證明

- 住址證明文件正、副本（包括租約、差餉單、公屋租約或水／電／煤／住宅電話收費單，所提交的地址證明文件上的姓名須與家長／監護人的姓名相同）

e) **報名費\$40元正（不設找贖）**

C. 面試時間由本園安排，家長如沒有充份理由，本園有權不作更改。

D. 本園將會接見所有成功報名的申請者。

E. 報名資料不足，恕不辦理，任何原因缺席面試，均不獲後補面試的安排。

七· 新生面見日期：2018 年 11 月 24 日(星期六)

八· 收生準則：以親子及小組形式進行，觀察及了解小朋友的認知能力、表達能力、大小肌肉操控能力及家長表現等。本校同時參考教育局之小一入學計分方法，按申請者獲得之總分數為取錄準則，教育局現時之小一入學計分辦法準則如下：

- 兄／姊在本園就讀或父／母全職在本園工作（20 分）
- 父／母或兄／姊為本園的畢業生（10 分）
- 父／母全職在本園的辦學團體之機構工作（10 分）
- 居住於洪水橋（10 分）／其他地區（5 分）

九· 取錄結果公布：

本園將於 2018 年 12 月 14 日前以電郵／郵寄(適用於未能提供電郵地址之申請者)方式通知家長幼兒班取錄結果。

十· 統一註冊日期：2019 年 1 月 10 日至 1 月 12 日

十一· 註冊安排：

1. 正選生：家長須於 2019 年 1 月 10 日至 12 日(「統一註冊日期」)內的指定時間到本園辦理註冊手續，並須提交「2019/20 註冊證」正本及繳交註冊費。(逾期仍未到本園辦理註冊手續者，則當自動放棄學位，有關學位將由備取生補上。)
2. 備取生：倘若有學位空額，本園將另行發出通知，請家長於指定日期到本園辦理註冊手續，並須提交「2019/20 註冊證」正本及繳交註冊費。
3. 家長請留意，如未能在指定的註冊日期提交有效的註冊文件，本園將不會為獲取錄兒童辦理有關手續，因此家長務必於指定日期內向教育局申請註冊證。
4. 2019/20 學年的註冊費為港幣 970 元正，若家長於註冊後決定為子女轉校，請以書面通知，本園將退回註冊證，但註冊費將不獲退還。

十二· 申請「2019/20 幼稚園入學註冊證」

1. 教育局現推行免費優質幼稚園教育政策，所有學生必需以「幼稚園入學註冊證」作為 2019/20 學年的幼兒班註冊文件。
2. 家長須於 2018 年 9 月至 11 月期間為子女向教育局申請「2019/20 幼稚園入學註冊證」(下稱「2019/20 註冊證」)。家長可到各區民政事務處及郵政局索取註冊證申請表或登入教育局網頁 www.edb.gov.hk 下載。



保良局郭羅桂珍幼稚園啓
2018 年 9 月 10 日

Po Leung Kuk Eleanor Kwok Law Kwai Chun Kindergarten
Information on Admission to K1 Classes in the 2019/20 School Year

1. **Start Date:** 2nd September 2019
2. **Applicant's Year of Birth:** Children born between Years 2016 or before are eligible to apply.
***Places in K2 and K3 classes are limited, but may become available during the academic year.
If no place is immediately available your child's application will be added to our waiting list.*
3. **Class Schedule :** Mondays to Fridays (5 days per week)

Session	Times
Morning Session	9:00 a.m. to 12:00 n.n.
Afternoon Session	1:30 p.m. to 4:30 p.m.

***Please indicate on the application form your preference for morning session, or afternoon session.
If your preferred class is not available you may be offered an alternative time.*

4. Application Form Collection:

- 4.1 **Date:** 10th September 2018 (Monday) to 31th October 2018 (Wednesday)
- 4.2 **Office Hours:** 9:00a.m. to 12:00n.n. / 1:30p.m to 5:00p.m (Mondays to Fridays)
9:00a.m. to 12:00n.n. (Saturdays)

5. Application Form Submission:

- 5.1 **Date:** 10th October 2018 (Monday) to 31th October 2018 (Wednesday)
- 5.2 **Office Hours:** 9:00a.m. to 12:00n.n. / 1:30p.m to 5:00p.m (Mondays to Fridays)
9:00a.m. to 12:00n.n. (Saturdays)

6. Methods of application (No set quota for the kindergarten)

- 6.1 Apply online (only applicable from 8/10/2018 to 31/10/2018)
Kindergarten web site : <http://application.plkks.edu.hk>
- 6.2 Application forms and guidelines can be download from kindergarten website (<https://www.plkks.edu.hk/plkeklkckg>) or obtained from our school
 - A. fill in the information of applicant. Affix a recent photo of the applicant into the space provided
 - B. Parent / Guardian should submit in person the completed Application Form together with all relevant documents, including :
 - a) Original and a copy of the child's birth certificate (If the child was not born in Hong Kong, please also send us the Verification of Right of Abode in Hong Kong) ;
 - b) Two recent photos (One photo attached to the application form and the other photo to be used for the student card);
 - c) Five self-addressed stamped envelopes. Put a \$2.00 postage stamp on each envelope (If it is not a local mail, please put on sufficient postage). Also write your mailing address and applicant's Chinese name on the front of the envelope (envelope size : 23 cm x 10 cm);
 - d) Document required (if applicable)
 - Photocopy of the Kindergarten Graduate Certificate of the applicant's parent sibling(s) if claiming parent's / sibling(s)'s graduate status from the Schools.
 - Photocopy of Parent's reference letter if it is of the same address as the kindergarten or same organization.
 - Address proof (original and photocopy)
 - e) **Application fee: HKD\$40** (The application fee is non-refundable and non-transferable).
 - C. Please be reminded that the interview time cannot be changed. Those who arrive late or miss their appointment will not be able to reschedule their appointment and will forfeit their application.

- D. All applicants will be invited to the interviews.
- E. Applications will be processed only upon receipt of full set of document as above-mentioned. Those who arrive late or miss their appointment will not be able to reschedule their appointment and will forfeit their application.

****Late applications will not be accepted.**

7. Interview Date : 24th November 2018 (Saturday)

8. Admission Criteria

Group and/or individual interviews will be arranged. Admission criteria are based on the applicant's in the interviews, including their performance, cognitive ability, presentation skills, muscle manipulation and Parent's attitude, etc.

- The applicant with sibling(s) studying in the kindergarten if it is of the same address as the school / Parent(s)teaching or working full-time in the kindergarten if it is of the same address as the school (20 marks)
- The applicant with Parent(s) or sibling(s) being a graduate of the primary school (10 marks)
- Parent(s) being a member of the same organization which sponsors the operation of the kindergarten (10 marks)
- Children of current employees in the institutions of the school (10 marks)Living close (Tuen Mun) to the kindergarten (10 marks) / Other locations (5 marks)

9. Announcement of Admission Results

Admission results will be released on or before 14th December 2018 by email or post (applicant(s) cannot provided email address only).

10. Registration Date : 10th to 12th January 2019,

11. Registration Arrangements

- 11.1 Successful applicants: Parents should complete the registration procedures for their child from 10 to 12 January 2019 ("Centralised Registration Dates") by submitting the original of the "2019/20 RC" to the kindergarten and paying the registration fee. The reservation fee will be deducted from your child's first month of school fees. Once paid, these fees are non-refundable and non-transferable.
- 11.2 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 "2019/20 RC" to the kindergarten and pay the registration fee.
- 11.3 Please be reminded that if parents cannot submit the "2019/20 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.
- 11.4 The registration fee for 2019/20 K1 place is HK\$970(half-day). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the "2019/20 RC" but the registration fee will not be refunded. Upon obtaining the "2019/20 RC", the kindergarten will no longer keep the school place for the child.

12. Application for the "2019/20 Registration Certificate for Kindergarten Admission"

- 12.1 Education Bureau (EDB) will continue to implement the Free Quality Kindergarten Education policy in the 2019/20 school year. Under the Scheme, EDB will use the"Registration Certificate for Kindergarten Admission" as the document for registration in the 2019/20 school year.
- 12.2 Parents are required to submit an application for the "2019/20 Registration Certificate for Kindergarten Admission" (hereafter referred as "2019/20 RC") to EDB from September to November 2018. The "2019/20 RC" will be open for applications in September 2018 and EDB will announce and upload the details of application onto EDB's website (link to be inserted) in due course.

For inquiries, please contact the Kindergarten Office on **2466 7666** from 9am to 12noon or 1:30pm to 5:00pm, Monday to Friday, except for public holidays. You may also email at <https://www.plkks.edu.hk/plkekklckg>