

Po Leung Kuk Mrs Fong Wong Kam Chuen Kindergarten

Admission Arrangements for 2024/2025 School Year

Please noted that the following details are for the admission arrangements of the 2024/2025 school year. If you have any further queries, please do not hesitate to contact us at 2349 3606 or visit our website: <http://www.plkkg.edu.hk/plkfwkckg/>.

1. School will begin on Monday, 2nd September 2024
2. Enrollment: There is a total of 60 school places, including morning (A.M.), afternoon (P.M.) and whole-day classes will be offered for applicants who were born in/ before the year of 2021.
3. Application will be opened on Friday, 1st September 2023 (Admission criteria is not affected by the submission date of the application form). The application is open all year round.
4. School fees and Miscellaneous fees:
 - PLK Mrs Fong Wong Kam Chuen Kindergarten is a non-profit making kindergarten under Po Leung Kuk's supervision. There are 10 instalments in a year from September 2024 to June 2025. Subsidy school fee for the school year of 2023/2024 is \$3,817.00 for morning/afternoon classes, and \$5,813.00 for whole-day classes.
 - School tuition fee for the holder of the KG Registration Certificate is \$0 for morning classes and \$851.00 for whole-day classes with \$510.00 of the Meal fee. Please noted that the above details of school fees for the school year of 2023/2024 are subject to change due to awaiting approval by the Hong Kong Education Bureau.
 - The K1 miscellaneous fee for the school year of 2023-2024 will be approximately \$1500.00 per school term. It will be adjusted according to the living index and inflation.
 - There is no additional fee for the school year except the school fee, school bus service fee (students who take the school bus service), meal fee for the whole-day class and miscellaneous fees.
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
6. Application procedures:
 - 1) Fill in the application form and paste your child's passport photo on it.
 - 2) Application forms are available at the school office or you may download the forms from our school website at <https://www.plkkg.edu.hk/plkfwkckg/>.
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 the school office (starting from 1st September 2023) during office hours:
Monday to Friday: 9:00 am – 12:00 noon/ 1:00 pm to 5:00 pm.
Saturday: 9:00 am – 12:00 nn
 - 4) Applicants should submit the completed application forms together with the necessary identify documents:
 - a. Birth Certificate (Original & copy), if an applicant was 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 sides)
 - c. 2 Passport photos (1 for the application form and 1 for the school)
 - d. 4 self-addressed stamped envelope (Please write down the 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
 - 5) Application fee: \$40 (No change will be provided)
 - 6) An interview card with a 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 the interview will be scheduled by the school. It is not subject to change without reasonable reason.
 - 8) Interview will be arranged for all applicants who have completed the application procedure.
 - 9) Incomplete or insufficiently detailed applications will not be processed and may result

in withdrawal. For applicants who are absent from the interview, 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 2349 3606 or by email (plkfwkckg@poleungkuk.hk). We also allow parents and children to be accompanied by a Chinese-speaking relative/friend during the interview to facilitate communication.

7. Interview day: 4th 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 Yau Tong or Lam Tin District (20 pts) / Other districts (5 pts).

* Priority for applying for whole-day classes will be given to applicants who both are working parents.

9. Result will be released before 18th November 2023. We will post the offering letter to inform you of the result. Besides,

10. Registration Day: 4th January 2024 to 6th January 2024

11. Registration procedure:

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

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

-Candidate on the waiting list: The school will inform parents about the arrangement of registration through phone calls if there is any vacancy.

-“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 by signing the acknowledged 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, Parents are required to submit the ‘RC’ for admission to the “scheme” kindergarten.
- b. Parents may download the guidance notes of the application and application form from the EDB website: www.edb.gov.hk/k1-admission_e. You may also obtain the guidance notes on the application and application form from Home Affairs Department, post office and Regional Education Office.
- c. Parents should apply for the “RC” from Hong Kong Education Bureau between September to November.

13. For details of 2024/25 K1 Admission Arrangements, please refer to the EDB website: www.edb.gov.hk/k1-admission_tc or contact EDB (Tel: 3540 6808 / 3540 6811).

For Non-Chinese Speaking Parents, please call Tel: 2892 6676.



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