



保良局屬下幼稚園
Po Leung Kuk Affiliated Kindergartens
2022 - 2023 年度

Application Form for Admission 入學申請表

學校名稱：保良局劉陳小寶幼稚園 School Name : Po Leung Kuk Lau Chan Siu Po Kindergarten				申請編號 Ref :		
Please select the grade level for which you are applying 請選擇申請年級* : ☐ K1 幼兒班 ☐ K2 低班 ☐ K3 高班						
Part A 第一部份				Photo 相片		
Applicant's Information 申請之幼兒資料						
Name 姓名* :	Chinese 中文					
	English 英文	(Surname 姓)	(First Name 名)			
Sex 性別* :	☐ Male 男 ☐ Female 女					
Birth Certificate / Others: (Please state) 出生證明書/其他證件* : (請註明) _____			Document No. 證件號碼* :			
Date of Birth 出生日期* :			Place of Birth 出生地點* :			
Nationality 國籍* :			Spoken Language at Home 在家常用語言* :			
Address 地址* :	Chinese 中文					
	English 英文					
Home Tel. 住宅電話* :		Email Address 電郵地址* :				
Former School 曾就讀之學校 :						
Session Choice 入讀志願* :		___ AM Session 上午班 ___ WD Session 全日班 (請按照意願填寫1、2)				
If the session you have chosen is already full, are you willing to move to the other session allocated by us? 如閣下所選的志願班別額滿時，是否同意由本園編排其他班別學位？ ☐ Yes 願意 ☐ No 不願意						
Part B 第二部份						
Parent's / Guardian's Information 父 / 母 / 監護人資料						
Father 父						
Name in Chinese 中文姓名* :		Occupation 職業 :				
Name in English 英文姓名* :		Mobile Tel. 手提電話* :				
Mother 母						
Name in Chinese 中文姓名* :		Occupation 職業 :				
Name in English 英文姓名* :		Mobile Tel. 手提電話* :				
Guardian 監護人				Relationship 關係* :		
Name in Chinese 中文姓名* :		Occupation 職業* :				
Name in English 英文姓名* :		Mobile Tel. 手提電話* :				

Part C 第三部份

Other Information 其他資料

a. Is the applicant's brother(s) or sister(s) studying in this school? 該生之兄姊是否正在本園就讀？	☐ Yes 是 Name _____ Class _____ 姓名：_____ 現讀班別：_____	☐ No 否
b. Are any parents or brother(s) or sister(s) a former student of this school? 該生之父母及兄姊是否本園畢業生？	☐ Yes 是 Name _____ Year of Graduation _____ 姓名：_____ 畢業年份：_____	☐ No 否
Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____ Date: _____ 家長/監護人姓名: _____ 家長/監護人簽署: _____ 日期: _____		

#備註：1. 港幣 40 元報名費(一經繳交，恕不退還) HKD\$40.00 Application fee. (Non-refundable)

2. 請在適當的□內加✓。 Please put a ✓ at the suitable □.

3. (*)為必須填寫項目。 Questions marked with (*) are mandatory questions.

本園適用：遞交報名表所需資料

出生證明書正、副本	Original copy & copy of birth certificate
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免疫注射紀錄咁正、副本 Original copy & copy of Immunisation Records

祈昭一張 1 Photo

回郵信封六個(貼上足夠郵票及寫上回郵地址)

6 reply envelopes with the correspondence address and enough postage stamp on each

「收集個人資料聲明」

1. 申請人必須在註明(*)之欄目，提供所需的個人資料。如未能提供，校方未必能處理有關入學申請。
2. 根據《個人資料（私隱）條例》，本申請表內有關個人資料將僅供校方作處理入學申請之用。在未得到申請人的同意之前，校方不會向第三者披露或轉移所收集得關於你的資料。
3. 如入學申請不被接納，校方將銷毀一切有關個人資料；成功申請者個人資料將會存入學生檔案中，並由校方保管。
4. 根據《個人資料（私隱）條例》，申請人有權查閱及更改填報於申請表內的資料，並可索取此等資料的副本。申請人如須查閱或更改其個人資料，請致函告知校務處書記。

Collection of Personal Data

1. Please note that it is mandatory for you to provide the personal data marked with (*). In the event that you do not provide such personal data, the kindergarten may not be able to process your application.
2. According to the Personal Data (Privacy) Ordinance, the above Personal data provided will be used solely for the purpose of admission and the data will only be handled by the kindergarten in this connection. The information collected about you will not be disclosed or transferred to third parties without your prior consent.
3. The application of unsuccessful candidates will be destroyed. The application of successful candidates will become part of the student file; in connection with this data will thereafter be handled by the kindergarten.
4. In accordance with the Personal Data (Privacy) Ordinance, applicants have the rights of access to and correct the personal data contained in the application form, and the right to request a copy of such data. Applicants wishing to access or make corrections to the data should submit written requests to the clerks at the reception.



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Please select the grade level for which you are applying 請選擇申請年級* : ☒ K1 幼兒班 ☐ K2 低班 ☐ K3 高班					
Part A 第一部份					
Applicant's Information 申請之幼兒資料					Photo 相片
Name 姓名 * :		Chinese 中文 陳小文			
		English 英文 Chan Siu Man			
Sex 性別 * :		☒ Male 男 ☐ Female 女			
Birth Certificate / Others: (Please state) 出生證明書/其他證件* : (請註明) /				Document ID 證件號碼 A 123456 (7)	
Date of Birth 出生日期* :		01/01/2019		Place of Birth 出生地點 : 香港	
Nationality 國籍* :		中國		Spoken Language at Home 常用語言* : 廣東話	
Address 地址* :		Chinese 中文 深水埗 123 號幸運花園3座6樓A室			
		English Room A, 6/F, Block 3, Fortune Garden, 123 Fortune Road, Sham Shui Po			
Home Tel. 家庭電話 * :		22 1111		Email Address 電郵地址* : abcd@yahoo.com.hk	
Former School 曾就讀之學校 : /					
Session Choice 請志願* :		2 AM Session 上午班 1 WD Session 全日班 (請按照意願填寫1、2)			
If the session you have chosen is already full, are you willing to move to the other session allocated by us? 如閣下所選之志願班額滿時, 是否同意由本園編排其他班別學位? ☒ Yes 願意 ☐ No 不願意					
Part B 第二部份					
Parent's / Guardian's Information 父 / 母 / 監護人資料 (At least one individual's personal data MUST be provided 必須填妥至少一人的資料*)					
Father 父 :					
Name in Chinese 中文姓名* :		陳大文		Occupation 職業 : 老師	
Name in English 英文姓名* :		Chan Tai Man		Mobile Tel. 手提電話* : 9876 5432	
Mother 母 :					
Name in Chinese 中文姓名* :		林美美		Occupation 職業 : 主婦	
Name in English 英文姓名* :		Lam Mei Mei		Mobile Tel. 手提電話* : 9876 2345	
Guardian 監護人 :				Relationship 關係* : 母子	
Name in Chinese 中文姓名* :		林美美		Occupation 職業* : 主婦	
Name in English 英文姓名* :		Lam Mei Mei		Mobile Tel. 手提電話* : 9876 2345	

Part C 第三部份

Other Information 其他資料

a. Is the applicant's brother(s) or sister(s) studying in this school? 該生之兄姊是否正在本園就讀？	☒ Yes 是 Name 姓名: <u>陳小穎</u> Class 現讀班別: <u>上低A班</u>	☐ No 否
b. Are any parents or brother(s) or sister(s) a former student of this school? 該生之父母及兄姊是否本園畢業生？	☐ Yes 是 Name 姓名: _____ Year of Graduation 畢業年份: _____	☒ No 否
Name of Parent/Guardian: 家長/監護人姓名: <u>林美美</u>		
Signature of Parent/Guardian: 家長/監護人簽署: <u>Mei</u>		
Date: 日期: <u>26-09-2021</u>		

#備註：1. 港幣 40 元報名費(一經繳交，恕不退還) HKD\$40.00 Application fee. (Non-refundable)

2. 請在適當的□內加。 Please put a at the suitable □.

3. (*)為必須填寫項目。 Questions marked with (*) are mandatory questions.

本園適用：遞交報名表所需資料

出生證明書正、副本 Original copy & copy of birth certificate
 免疫注射紀錄咭正、副本 Original copy & copy of Immunisation cards
 近照一張 1 Photo
 回郵信封五個(貼上足夠郵票及寫上回郵地址)
 5 reply envelopes with the correspondence address and enough postage stamp on each

「收集個人資料聲明」

- 申請人必須在註明(*)之欄目，提供所需的個人資料。如未提供，校方未必能處理有關入學申請。
- 根據《個人資料(私隱)條例》，本申請表內有關個人資料將會被校方作處理入學申請之用。在未得到申請人的同意之前，校方不會向第三者披露或轉交收集得關於你的資料。
- 如入學申請不被接納，校方將會毀掉有關個人資料，成功申請者個人資料將會存入學生檔案中，並由校方保管。
- 根據《個人資料(私隱)條例》，申請人有權查閱及更改填報於申請表內的資料，並可索取此等資料的副本。申請人如須查閱或更改其個人資料，請致函告知校務處。

Collection of Personal Data

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- According to the Personal Data (Privacy) Ordinance, the above Personal data provided will be used solely for the purpose of admission and the data will only be handled by the kindergarten in this connection. The information collected about you will not be disclosed or transferred to third parties without your prior consent.
- The application of unsuccessful candidates will be destroyed. The application of successful candidates will become part of the student file; in connection with this data will thereafter be handled by the kindergarten.
- In accordance with the Personal Data (Privacy) Ordinance, applicants have the rights of access to and correct the personal data contained in the application form, and the right to request a copy of such data. Applicants wishing to access or make corrections to the data should submit written requests to the clerks at the reception.

2022/23學年幼兒班(K1)入學申請注意事項

報名方法一：網上報名系統

9月1日上午10時起可直接於網上填妥報名表、繳交報名費及遞交申請(詳情請瀏覽幼稚園網頁), 本園將於10月22日前發出面見通知電郵, 如10月30日仍未收到電郵, 請致電2267 4531向幼稚園查詢。網上報名系統網址: <http://application.plkks.edu.hk/>



報名方法二：於本幼稚園網頁下載：

9月1日上午10時起於本幼稚園網頁下載



報名方法三：親臨本幼稚園索取(不設派發申請表限額)

派發申請表格日期：2021年8月30日(星期一)開始

時 間：星期一至星期五(上午9:00-11:30、下午1:30-4:00)及星期六(上午9:00-12:00)

遞交申請表格(不設收取入學申請表限額)：

1. 日 期：2021年9月20日(星期一)至2021年10月15日(星期五)
2. 時 間：星期一至星期五(上午9:00-11:30、下午1:30-4:00)及
星期六(上午9:00-12:00)
3. 報 名 費：港幣40元正(於遞交申請表格時一併繳交)，無論申請成功與否，報名費概不退還。
4. 遞交方法：親臨本幼稚園遞交申請表格(不接受郵寄遞交申請表格)

申請「2022/23 幼稚園入學註冊證」：

1. 在幼稚園教育計劃之「免費優質幼稚園教育計劃」下，每名可在本港接受教育的學童只會獲發一張註冊文件，而所有參加「計劃」的幼稚園，只可取錄持有有效註冊文件的學童。
2. 家長須於2021年9月至11月期間為其子女向教育局申請「幼稚園入學註冊證」。「註冊證」於9月開始接受申請，屆時教育局會公布申請細則，並會在教育局網頁(www.edb.gov.hk)上載詳情。如申請人在遞交申請時已提供全部所需資料及文件，教育局一般可在六至八個星期內完成審核，並以郵遞方式發放「註冊證」給合資格接受「計劃」資助的申請人。
3. 如學童可於本港接受教育但不合乎資格接受「計劃」資助而未能獲發「註冊證」，教育局會為有關學童發出「幼稚園入學許可書」，學童可憑「入學許可書」註冊並入讀參加「計劃」的幼稚園，惟其家長須按註冊入讀之幼稚園的收費證明書繳付未扣減「計劃」資助前的全額學費。

收生準則：

1. 面見表現
2. 申請人的兄弟姊妹現正在本幼稚園就讀獲優先考慮

備註：如申請全日班學位，有家庭需要的申請人可獲優先考慮

(請留意學位所限，並非所有符合優先考慮的申請人均會獲取錄。)

- 父母雙方在職，其中一方從事全職工作
- 申請學生來自大家庭(學生有兩個或以上的兄弟姊妹)
- 申請學生本身需要全日照顧(學生是雙胞胎或三胞胎的成員)
- 申請全日班家長需進行面見 (約 15 分鐘)

面見安排：

1. 本幼稚園會安排面見所有申請入讀者
2. 面見於 2021 年 11 月 7 日(星期日)進行，本幼稚園會以電郵/郵寄通知家長
3. 以小組形式面見 (大約 20-30 分鐘)
4. 家長須陪同兒童參與面見 (一位成年人)

取錄結果公布：

本幼稚園將於 2021 年 12 月 17 日前將取錄名單張貼於本園大堂通訊欄，同時亦會以電郵 / 郵寄方式通知家長幼兒班取錄結果。

註冊安排：

1. 正選生：家長須於 2022 年 1 月 6 日至 8 日(「統一註冊日期」)內的指定時間到本幼稚園辦理註冊手續，並須提交「註冊證」/「入學許可書」及繳交註冊費。
2. 備取生：倘學校尚有學位空缺，本園將會向個別學生發出通知書，請家長於指定日期到本幼稚園辦理註冊手續，並須提交「註冊證」/「入學許可書」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「註冊證」/「入學許可書」，本幼稚園或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊文件。
4. 2022/23 學年的註冊費為港幣 970 元正、全日班註冊費為港幣 1,570 元正。如有關兒童入讀本校，本校會於 9 月退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本幼稚園。本幼稚園會退回「註冊證」/「入學許可書」，但註冊費將不獲退還。在取回「註冊證」/「入學許可書」後，本幼稚園亦不會再為該兒童保留學位。

查詢

電話: 2267 4531

電郵: plklcspkg@poleungkuk.org.hk

網址: <https://www.plkks.edu.hk/plklcspkg/>

Po Leung Kuk Lau Chan Siu Po Kindergarten

Information on Admission to K1 Classes in the 2022/23 School Year

Online Admission

(The paragraph to adopt after the implementation of the online admission system)

Please complete the application form, handle the payment and submit online will be start on 1st September, 2021. Email notification of interviews will be sent by the school on 22th October, 2021. Please directly contact the school if the email cannot be received by 30th October, 2021.



Collection of application Forms

1. Download from school website



Distribution Period

1. Date: Start on 30th August, 2021
2. Time: 9:00a.m.-11:30a.m., 1:30p.m.-4:00p.m. (Monday to Friday) / 9:00a.m. to 12:00n.n. (Saturday)

Return of Application Forms (No set quota for the kindergarten)

1. Date: 20th September, 2021 (Monday) to 15th October, 2021(Friday)
2. Time: 9:00a.m.-11:30a.m. 1:30p.m.-4:00p.m. (Monday to Friday) / 9:00a.m. to 12:00n.n. (Saturday)
3. Return method: Submit the application form in person [together with the documents required (including identity document)]
4. Application fee: HK\$40 (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.

Application for the "2022/23Registration Certificate for Kindergarten Admission"

1. Under the kindergarten education scheme (Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the "Registration Certificate for Kindergarten Admission" (hereafter referred as "RC") to EDB from September to November 2021. The "RC" will be open for applications in September 2021and EDB will announce and upload the details of application onto EDB' s website(link to be inserted) in due course. Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the "RC" to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an "RC" as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme¹ , EDB will then issue a "Kindergarten Admission Pass" (hereafter referred to as "AP") to the student concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG to which the child is admitted.

Admission Criteria

1. Interview performance.
2. The applicant with sibling(s) currently studying in the kindergarten will be due a priority consideration.
3. The applicant from families in need will be given priority consideration when applying for whole day (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

Interview Arrangements

1. The kindergarten will arrange interview for all applicants.
2. Interviews will be start on 7th November 2021 and notification will be sent by email or mail.
3. Group interviews will be arranged.
4. Parents should accompany their child for the interview.(Only one person)
5. Please bring along the documents listed below on the interview day:
 - Original copy of birth certificate
 - 6 reply envelopes with the correspondence address and enough postage stamp on each (only available for the applicants with no email address provided)
 - Original copy of the Bank Slip(if the application fee is paid via online admission system or by ATM/by counter)

Announcement of Admission Results

We will inform parents of the K1 admission results before 17th December 2021 by email or by post (for applicants who cannot provide their email address).

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from 6th to 8th January 2022 ("Centralised Registration Dates") by submitting the "RC" / "AP" to the kindergarten and paying the registration fee.
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 "RC" / "AP" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "RC" / "AP" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
4. The registration fee for 2022/23 K1 is HK\$970(half-day) / HK\$1,570(whole-day). If the child concerned studies in the kindergarten, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the "RC" / "AP" but the registration fee will not be refunded. Upon obtaining the "RC" / "AP" , the kindergarten will no longer keep the school place for the child.

Enquiry

Telephone No:2267 4531

E-mail Address: plklcspkg@poleungkuk.org.hk