



Admission Application for K1 for the 2023 /24 school year

1. Our Kindergarten was founded in 1990, it is one of Po Leung Kuk's non-profit kindergartens. Our kindergarten has joined "Free Quality Kindergarten Education Scheme". Our school has set the Five Quality Circles to promote a broad, balanced approach to learning. To nurture talent for the future of society, to practice what they have learned and give it back to the community for the mission. Our children-oriented curriculum integrates the surrounding-based teaching methods which allow students to apply their knowledge in everyday life. Our flexible programmes and activities also allow students to learn joyfully through meaningful games and diverse modes of activities.

2. School Fee

Under "Kindergarten Education Scheme", the school fees is to be settled in 10 equal instalments (No school fee for July & August).

* Half-day class fees: Free

* Whole-day class fees: \$1,058 Meal fee: \$254 Total: \$1,262

3. School Hours

A.M. Classes: 9:00a.m.-12:00noon P.M. Classes: 1:15p.m.-4:15p.m.

Whole-day classes: 9:00a.m.- 4:30 p.m.

4. Information About The Application for 2023-2024 (For children born in 2020 or before)

Application for admission can be made from 1st September, 2022 by one of the following methods:

1. Method	Date	Contents
Online application	Starting from 1 st September, 2022	<p>Please log into the link : https://application.plkkg.edu.hk/?lan=english</p> <p>1.1. Please prepare a softcopy of a passport photo of your child taken within last 3 months, birth certificate and bank slip (if using bank transfer, please deposit in our HSBC bank account: 039-127345-001) before starting the online admission system.</p> <p>1.2. We will notify the parents by email or by phone (Applicant who failed to provide their email address) before 1st November, 2022.</p> <p>1.3. Please bring along the documents listed below on the interview day :</p> <ul style="list-style-type: none"> • Original birth certificate (for those not born in Hong Kong, the page of the passport showing the child's permit to remain in Hong Kong) • Original copy of bank slip (Only for the applicants who upload the bank slip as a payment method)
Online download	1 st September, 2022 to 31 st October, 2022	Parents can download the form from school website : https://www.plkkg.edu.hk/plkmrsvckg/en/
Collect in person	1 st September, 2022 to 31 st October, 2022	School office hours: Monday to Friday: 9:30 a.m. to 11:30 a.m.; 1:30 p.m. to 4:00p.m. Saturday: 9:30 a.m. to 12:30 p.m.

Application form submission

2. Method	Date	Contents
Submission of the application form in person/ by post	24 th September, 2022 to 31 st October, 2022	<p>2.1 Parents are required to submit the application form and related documents to the school during office hours/ mail to G/F, Yiu Ming House, Wah Ming Estate, Fanling, New Territories</p> <p>2.2 We will notify the parents by email or by phone before 31st October, 2022.</p> <p>Collection time: Thursday to Friday: 1:30 p.m. to 4:00p.m. Saturday: 9:30 a.m. to 12:30 p.m.</p>

5. Documents are required as follows :

- Completed application form (submit the application form in person/mail to G/F, Yiu Ming House, Wah Ming Estate, Fanling, New Territories) #Note 1
- A photocopy of applicant's birth certificate, and for those not born in Hong Kong, the page of the passport showing the child's permit to remain in Hong Kong
- 1 applicant's passport sized photo (size: 1.5 x 2 inch)
- 5 self-addressed stamped (Local \$2.2 ; Mainland \$2.6) of envelopes with the applicant's name and address (For applicant who failed to apply online)
- HK\$40 application fee by cash (non-refundable)

#Note 1: For those returns by post, the application fee should be paid by a crossed cheque, which is written to "Po Leung Kuk Mrs. Vicwood K.T. Chong Kindergarten"

6. Total permitted number of intake

Morning Class: 48 pupils

Afternoon Class: 29 pupils

Whole-day Class: 10 pupils

7. About the Interview

Interviews will held on 5th November, 2022. We will arrange interview for all applicants. Individual interviews will be arranged and the applicant shall accompanied by a parent to interview according to the scheduled time.

8. Admission Criteria

- To acknowledge the philosophy and the teaching mode of our school
- The applicant with sibling(s) currently studying in the kindergarten will be due a priority consideration
- Applicants who live in this district will be given priority consideration
- Interview performance
- The admission result will not be affected by the date on which applications were submitted prior to the deadline
- The application form families in need will be given due priority consideration when applying for whole day classes

(As the number of school places is limited , please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

9. Announcement of Application Result

The result will release on 5th December, 2022 via e-mail or post (Applicant who failed to provide their email address). If you did not received any response from our school after 13th December, 2022, please contact us at 2675 0012

10. Registration Arrangements

- Successful applicants: Parents should complete the registration procedures for their child from 5th to 7th January 2023 ("Centralized Registration Dates") by submitting the original copy of the "2023/24RC" to the kindergarten and paying the registration fee.
- 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 copy of the "2023/24 RC" to the kindergarten and pay the registration fee.
- Please be reminded that if parents cannot submit the "2023/24 RC" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit their application for the Registration Certificate to EDB within the specified period.
- The registration fee for 2023/24 K1 is HK\$970(half-day), \$1,570 (whole-day class) . If parents have decided for their children to study in the kindergarten, we will pay back the fee in September 2023. If parents decide to change school after registration, please notify the kindergarten in written letter. The kindergarten will return the "2023/24 RC" but the registration fee will not be refunded. Upon obtaining the "2023/24RC", the kindergarten will no longer keep the school place for the child.

11. Application for the “2023/2024 Registration Certificate For Kindergarten Admission”

- The Education Bureau (EDB) has implemented the Free Quality Kindergarten Education policy starting from the 2017/18 school year. 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.
- Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) to EDB from September to November 2022. The “RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/front.html>) in due course and Profile of kindergartens and Kindergarten-cum-child care centres (<https://kgp2021.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6274&district=north&category=&voucher=&schoolname=&ctype=>) .

12. Enquiry:

Telephone No.: 2675 0012

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