



### 2019/20 學年幼兒班(K1)入學申請注意事項

**報名日期:** 凡子女於 2016 年 12 月 31 日或以前出生，並將會在 2019/20 學年就讀幼稚園(必須是香港居民，擁有香港居留權、入境權或不附帶任何逗留條件(逗留期限除外)的有效香港居留許可)，可透過網上系統或親臨報名。

1. 網上報名：2018 年 9 月 10 日(星期一)至 2018 年 10 月 15 日(星期一)
2. 到校索取表格：2018 年 10 月 2 日(星期二)至 2018 年 10 月 15 日(星期一)  
遞交表格：2018 年 10 月 2 日(星期二)至 2018 年 10 月 15 日(星期一)  
時間：星期一至星期五 (上午 9:00 至中午 12:00 / 下午 1:30 至下午 4:30) 及  
星期六 (上午 9:00 至中午 12:00)



**網上報名：** <https://www.plkks.edu.hk/plktpshkg> 或 <https://application.plkks.edu.hk/> 或

- 家長須於網上填妥報名表格
- 繳交\$40 報名費(人數:滙豐銀行戶口 004-488-019282-001 或以網上付款:VISA / MASTER)
- 上載相片、出生證明書、報名費入數紙(適用於銀行入數)
- 上載相片及文件格式必須為 png/jpg/jpeg
- 完成報名手續後，本幼稚園將透過電郵發出「確認入學申請電郵通知」
- 並將於 10 月 22 日前發出「面見通知電郵」，如 10 月 26 日仍未收到電郵，請致電 2466 8131 查詢。

#### 索取申請表格方法 (不設派發申請表限額)：

1. 於本幼稚園網頁下載
2. 親臨本幼稚園索取

#### 遞交申請表格方法 (不設收取入學申請表限額)：

- 1.家長可親臨本幼稚園遞交申請表格，連同所需文件包括:-
  - 兒童出生證明書正、副本
  - 相片 2 張 (一張貼於報名表上，一張交回本園)
  - 回郵信封 2 個 (寫有通訊地址、學生姓名及貼上郵票港幣 2 元，信封面積大於 23cm x 10cm。)
  - 其他證明文件包括(如有需要)：
    - 父/母或兄/姊的畢業證書正、副本
2. 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

#### 申請「2019/20 幼稚園入學註冊證」

1. 教育局推行免費優質幼稚園教育政策，在計劃下，教育局會以「幼稚園入學註冊證」作為 2019/20 學年的 K1 註冊文件。
2. 家長須於 2018 年 9 月至 11 月期間為其子女向教育局申請「2019/20 幼稚園入學註冊證」(下稱「2019/20 註冊證」)。「2019/20 註冊證」於本年 9 月開始接受申請，並已在教育局網頁 (<http://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-3.html#10>)上載詳情。

## 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
3. 申請人的父／母或兄／姊為本園的畢業生

## 面見安排：

1. 本幼稚園會安排面見所有申請入讀者，惟面試日期及時間由本園安排，不得更改
2. 面見於 2018 年 11 月 3 日進行，本幼稚園會以電郵(適用網上報名申請者)通知家長
3. 以小組形式及個別面見
4. 由一位家長陪同兒童參與面見
5. 如需要傳譯/翻譯服務，請致電 2466 8131 與本園聯絡
6. 經網上報名者請於面見日當天提早 20 分鐘到達本園，並須帶同以下文件：
  - 兒童出生證明書副本
  - 相片 1 張
  - 回郵信封 2 個(寫有通訊地址、學生姓名及貼上郵票港幣 2 元，信封面積大於 **23cm x 10cm**。)
  - 其他證明文件包括(如有需要)：
    - 父／母或兄／姊的畢業證書正、副本
    - 入數紙相關存根之正本(適用於用網上報名系統，上傳入數紙繳交報名費之申請者)
7. 資料不齊，恕不辦理，另任何原因缺席面試，只能獲安排備取生後補面試的機會。

## 取錄結果公布：

幼稚園將於 2018 年 12 月 10 日把取錄結果貼於本園佈告板及上載學校網站，並會以電郵 / 郵寄方式通知家長。

## 註冊安排：

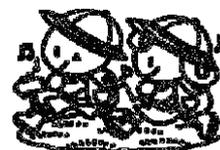
1. 正選生：家長須於 2019 年 1 月 10 日至 12 日(「統一註冊日期」)內的指定時間到本園辦理註冊手續，並須提交「2019/20 註冊證」正本及繳交註冊費。
2. 備取生：本幼稚園會發出通知，請家長於指定日期到本園辦理註冊手續，並須提交「2019/20 註冊證」正本及繳交註冊費。
3. 家長請留意，如未能在指定的註冊日期提交有效的註冊文件，本幼稚園或將不會為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊證。
4. 2019/20 學年的註冊費為港幣 970 元正。如有關兒童入讀本園，本園會於 9 月份退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本幼稚園。本幼稚園會退回相關註冊證，但註冊費將不獲退還。在取回註冊證後，本幼稚園亦不會再為該兒童保留學位。

## 查詢：

電話：2466 8131

電郵：plktkphkg@poleungkuk.org.hk

**Po Leung Kuk Tin Ka Ping Siu Hong Kindergarten**  
**Information on Admission to K1 Classes in the 2019/20 School Year**



Application Date: Parents will be able to apply to the kindergarten for their children who were born on or before 31 Dec 2016 and will be attending KG classes in the 2019/2020 school year (must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay in Hong Kong) via internet or submit the application form in person

1. Online Admission: 10.9.2018 (Monday) to 15.10.2018(Monday)
2. Take the application form : 2.10.2108 (Tuesday) to15.10.2018 (Monday)
3. Submit the application form in person: 2.10.2108 (Tuesday) to 15.10.2018 (Monday)  
Office hour: 9:00 a.m-12:00 noon / 1:30 p.m-4:30 p.m (Monday to Friday)  
9:00 a.m-12:00 noon (Saturday)



Online Admission: <https://www.plkks.edu.hk/plktpshkg> or <https://application.plkks.edu.hk/> or

- Complete the application form
- Application fee: HK\$40 (Bank Slip: HSBC account 004-488-019282-001 or online payment: VISA / MASTER
- Upload the applicant recent photo, birth certificate, and bank slip(suitable for bank payment)
- Upload the photo and all documents must be (png/jpg/jpeg) format
- After the admission, our kindergarten will send the (confirmation notice) to parents by email
- Email notification of interview will be sent by school before 22.10.2018. Please directly contact the school of the email cannot be received on 26.10.2018

**Collection of application Forms (No quota)**

1. Download from school website or
2. Obtain from school in person or

**Submit of Application Forms method (No set quota for the kindergarten)**

1. Submit the application form in person and bring along the documents listed below :
  - Original and copy of birth certificate
  - 2 applicant recent photos (one for application form, one for interview card)
  - 2 reply envelopes with the correspondence address, applicant's name and \$2 postage stamp on each (envelopes size: **23cm x 10cm** )
  - Original and copy of parents or brothers / sisters graduated certificate (if needed)
2. Application fee: HK\$40 (to be collected together with the application form). The application fee is non-refundable whether the application is successful or not.

**Application for the "2019/20 Registration Certificate for Kindergarten Admission"**

1. The Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2019/20 school year to replace the existing "Pre-primary Education Voucher Scheme". Under the new Scheme, EDB will use the "Registration Certificate for Kindergarten Admission" as the document for K1 registration in the 2019/20 school year.
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 the EDB will announce and upload the details of application onto the EDB's website (<http://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-3.html#10>) in due course.

### **Admission Criteria**

1. Interview performance.
2. The applicant with sibling(s) currently studying in the kindergarten will be considered a priority.
3. The applicant's parent(s) or brothers or sisters graduated from our kindergarten.

### **Interview Arrangements**

1. The kindergarten will arrange interview for all applicants. Interview date and time arranged by kindergarten. No changes for any reason.
2. Interviews will be conducted on 3.11.2018 (Saturday), and notification will be sent by email (suitable for online admission).
3. Group and/or individual interviews will be arranged.
4. One parent should accompany their child for the interview.
5. Please contact us by (2466 8131) if interpretation / translation service is required.
6. Please come for interview before 20 mins, and bring along the documents listed below on the interview day (suitable for online admission):
  - Copy of birth certificate
  - 1 applicant recent photo
  - 2 reply envelopes with the correspondence address, applicant's name and \$2 postage stamp on each (envelopes size: **23cm x 10cm** )
  - Original and copy of parents or brothers / sisters graduated certificate(if needed)
  - Original copy of the Bank Slip(if the application fee is paid via online admission system or by ATM/by counter)
7. If the applicants are absent on the day of the interview, we will arrange the applicants on the waiting list.

### **Announcement of Admission Results**

We will inform parents of the K1 admission results on 10.12.2018 (Monday) in kindergarten notice board, website and by email or by post.

### **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 10<sup>th</sup> to 12<sup>nd</sup> January 2019 ("Centralized Registration Dates") by submitting the original copy of the "2019/20RC" 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 original copy of the "2019/20 RC" to the kindergarten and pay the registration fee.
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 their application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2019/20 K1 is HK\$970(half-day). If parents have decided for their children to study in the kindergarten, we will pay back the fee in September 2019. If parents decide to change school after registration, please notify the kindergarten in written letter. The kindergarten will return the "2019/20 RC" but the registration fee will not be refunded. Upon obtaining the "2019/20RC", the kindergarten will no longer keep the school place for the child.

### **Enquiry**

Telephone No.: 2466 8131

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



保良局屬下幼稚園  
Po Leung Kuk Affiliated Kindergartens  
2019 - 2020 年度  
Application Form for Admission 入學申請表

學校名稱：保良局田家炳兆康幼稚園 School Name : Po Leung Kuk Tin Ka Ping Siu Hong 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	
<b>Part A 第一部份</b>			
Applicant's Information 申請之幼兒資料			
Name 姓名*：	Chinese 中文	Photo 相片	
	English 英文		
	(Surname 姓)	(First Name 名)	
Sex 性別*：	<input type="checkbox"/> Male 男 <input type="checkbox"/> 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*：		<input type="checkbox"/> AM Session 上午班 <input type="checkbox"/> PM Session 下午班	
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？ <input type="checkbox"/> Yes 願意 <input type="checkbox"/> No 不願意			
<b>Part B 第二部份</b>			
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*：		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*：	
<b>Part C 第三部份</b>			
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？		<input type="checkbox"/> Yes 是 Name 姓名：_____ Class 現讀班別：_____	<input type="checkbox"/> 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？		<input type="checkbox"/> Yes 是 Name 姓名：_____ Year of Graduation 畢業年份：_____	<input type="checkbox"/> No 否
Name of Parent/Guardian: 家長/監護人姓名：_____		Signature of Parent/Guardian: 家長/監護人簽署：_____	Date: 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.

#### 「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。如未能提供，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。
- 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。
- 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

- 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.
- 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.