

**Po Leung Kuk Yick Kwai Fong Kindergarten**  
**Information on Admission to K1 Classes in the 2019/2020 School Year**

1. **Start Date:** 2 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:** 10<sup>th</sup> September 2018 (Monday) to 19<sup>th</sup> October 2018 (Saturdays)
- 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:** 8<sup>th</sup> October 2018 (Monday) to 19<sup>th</sup> October 2018 (Fridays)
- 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 10/09 to 19/10 )  
Kindergarten web site : [http://application .plkks.edu.hk](http://application.plkks.edu.hk)
- 6.2 Application forms and guidelines can be download from kindergarten website  
(<https://www.plkks.edu.hk/plkykfg/>) 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;
    - 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.  
**(\*All applicants will be invited to the interviews).**
- D. 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 : 10 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 6<sup>th</sup> December 2018 by post.

**10. Registration Date : 10<sup>th</sup> to 12<sup>th</sup> 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 **2455 0445** from 9am to 12noon or 1:30pm to 5:00pm, Monday to Friday, except for public holidays. You may also email at **plkykfk@poleungkuk.org.hk**.