Po Leung Kuk Yick Kwai Fong Kindergarten
Information on Admission to K1 Classes in the 2020/2021 School Year

1. **Start Date**: 1 September 2020

2. **Applicant's Year of Birth**: Children born between Years 2017 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:** 9th September 2019 to 25th October 2019

9:00a.m. to 12:00n.n. / 1:30p.m to 5:00p.m (Monday to Friday)
9:00a.m. to 12:00n.n. (Saturday)

5. **Application Form Submission:** 8th October 2019 to 25th October 2019

9:00a.m. to 12:00n.n. / 1:30p.m to 5:00p.m (Monday to Friday)
9:00a.m. to 12:00n.n. (Saturday)

6. **Methods of application (No set quota for the kindergarten)**

6.1 **Online application** http://application .plkkgs.edu.hk

6.2 **Walk in application**

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) The 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) Two 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(envelope size : 23cm x 10cm);

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).

f) Applications will be processed only upon receipt of full set of document as above-mentioned.

7. Interview Date : 16 November 2019 (Saturday)

A. Please be reminded that the interview time cannot be changed.
B. Those who arrive late or miss their appointment will not be able to reschedule their appointment and their application will be forfeited.
C. All applicants will be invited to the interviews.

* Our school will arrange interpretation and/or translation service for non Chinese speaking applicants , or applicants may accompanied by a Chinese speaking relative/friend during interview to facilitate communication.

8. Admission Criteria

Group and/or individual interviews will be arranged. Admission criteria are based on the applicant's performance in the interviews, including their , cognitive ability, presentation skills, muscle manipulation and parent's attitude, etc.

- Applicants 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)

- Applicants with Parent(s) or sibling(s) being a graduate of the kindergarten (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：2rd December 2019

Admission results will be released by email or post (applicants who cannot provide email address).

10. Registration Date : 9th to 11th January 2020,

11. Registration Arrangements

11.1 Successful applicants: Parents should complete the registration procedures for their child from 9th to 11th January 2020 ("Centralised Registration Dates") by submitting the original of the "2020/21 RC" to the kindergarten and paying the registration fee. The reservation fee will be deducted from the child's first month of school fee. Once paid, the fee is 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.

11.3 Please be reminded that if parents cannot submit the "2020/21 RC" during registration, the kindergarten may not be able to complete registration for their child.

11.4 The registration fee for 2020/21 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 "2020/21 RC" but the registration fee will not be refunded. Upon obtaining the "2020/21 RC", the kindergarten will no longer keep the school place for the child.

12. Application for the "2020/21 Registration Certificate for Kindergarten Admission"

12.1 Education Bureau (EDB) will continue to implement the Free Quality Kindergarten Education Scheme in the 2020/21 school year. Under the scheme, EDB will use the"Registration Certificate for Kindergarten Admission" as the document for registration in the 2020/21 school year.

12.2 Parents are required to submit an application for the "2020/21 Registration Certificate for Kindergarten Admission" (hereafter referred as "2020/21 RC") to EDB from September to November 2019. The "2020/21 RC" will be open for application in September 2019 and EDB will announce and upload the details of application on EDB's website (link to be inserted) in due course.

13. EDB's website on K1Admission Arrangements in KGs :http://www.edb.gov.hk/k1-admission_e

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 to **plkykfkg@poleungkuk.org.hk**.