



## **ELCHK Chung On Nursery School Information on Admission and Withdrawal in the 2022/23 School Year**

### **Eligible Applicants:**

Children who must be 12 months or above can submit the application forms.

### **Collection of Application Forms (No quota):**

1. Download from school website

<https://cons.elchk.org.hk/download.php>

2. Obtain from school in person

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

1. Submit the application form in person / by post [together with the documents required (including identity document; a recent photo of the applicant; 3 stamped self-addressed envelopes)]

2. Application fee: \$30.00(to be collected upon interview). The application fee is non-returnable whether the application is successful or not.

### **Application for the “Registration Certificate for Kindergarten Admission” (Except PN class):**

1. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (“RC”) to the Education Bureau (EDB) from September to November 2021.

2. We can only admit students holding a valid registration document.

3. If a child cannot obtain a “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, the 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.

4. Non-local children should have obtained residence approval from the Director of Immigration before admission to our school. Those children are not eligible for receiving subsidy under the Scheme.

### **Admission Criteria:**

1. The alignment of the parent’s view with our school mission and values.

2. The applicant with sibling(s) currently studying or graduated in our school will be given due priority consideration.

3. The applicant from families in need will be given due priority consideration. (As the number of school places is limited, not all applicants fulfilling the priority consideration will be guaranteed a school place.)

4. Development and performance in appropriate with the applicant’s age.

5. First come first served.

### **Interview Arrangements:**

1. We will arrange interviews for all eligible applicants.

2. Interviews will be conducted

2.1. For K1 class from November to December 2021

2.2. For PN class from November 2021 to February 2022

3. Group and/or individual interviews will be arranged.

4. Parents should accompany their child for the interview.

5. Please contact us at 2393-5674 if interpretation / translation service is required.

**Announcement of Admission Results:**

We will inform parents

1. of the K1 admission results before 17 December 2021 by post.
2. of the PN admission results before the end of March 2022 by post.

**Registration Arrangements:**

1. Successful applicants: Parents should complete the registration procedures for their child from 6 to 8 January 2022 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to our school 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 our school. Parents are required to submit the “RC” / “AP” to our school and pay the registration fee.
3. If parents cannot submit the “RC” / “AP” during registration, our school will not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to the EDB within the specified period.
4. The registration fee for 2022/23 is \$1,500. For those admitted child, the registration fee will be deducted from the school fee in September 2022. Should parents decide to change school after registration, please notify us in writing. We will return the “RC” / “AP” as soon as possible but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, we will no longer keep the school place for the child.
5. Unallocated applications will remain in their designated place on the waiting list until September 2022

**Required documents and paid items before Admission:**

1. School and meal fee ;
2. School bag, uniform, bedding items and name stamp ;
3. Text book and supplementary learning materials ;
4. Report of Physical Examination ;
5. A copy of the immunization/vaccine records ;
6. Child Routine Questionnaire ;
7. 8 photos in school uniform.

**Withdrawal:**

1. Parents should provide a written notice at least 30 days in advance.
2. If it is determined that our school is unable to accommodate a child’s needs or family circumstances, we will provide the parents with advice or referral to appropriate services.
3. Main concerns on discharging a child:
  - 3.1. Child is absent more than a week without any form of notification.
  - 3.2. Outstanding fees or late payments.
  - 3.3. Safety or behavioral issues.

**Enquiries:**

1. Telephone no.: 2393-5674
2. Address: G/F, Wing A & B, Kam Lan House, Kam Fung Court, Ma On Shan, NT
3. Email: [cons@elchk.org.hk](mailto:cons@elchk.org.hk)
4. Hyperlinks to the EDB’s web page on “2022/2023 K1 Admission Arrangements”:  
<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2.html>