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信義會社會服務

ELCHK Chung On Nursery School
Information on Admission and Withdrawal
in the 2027/28 School Year

Admission Criteria：
Children aged 2 to 6 years old.

Eligible Applicants:
Children aged 12 months or above can submit applications.

Collection of Application Forms :
1. We accept applications throughout the year, and there is no quota set for the application forms distributed or collected.
2. Download from school website https://cons.elchk.org.hk/download.php
3. Obtain from school in person. Our office hour is as follows:
   Monday - Friday: 9:00am to 5:00pm
   Saturday: 9:00am to 12:00(Noon)

Return of Application Forms (No set quota for the kindergarten):
1. Submit the application form in person / by post
2. Submit together with the documents required
   - a copy of the birth certificate;
   - a recent photo of the applicant;
   - 3 stamped self-addressed envelopes
3. Application fee: $40.00(to be collected upon interview). The application fee is non-refundable.

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 2026.
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 2026
   2.2. For PN class from January to February 2027
3. Interview notifications will be distributed by post two weeks before the interview. If no notifications are received, please contact us at 2393 5674 for enquiry.
4. Group and/or individual interviews will be arranged.
5. Parents should accompany their child for the interview.
6. Interviews are mainly conducted in Cantonese.
7. For Non-Chinese Speaking (NCS) Children:
7.1. Interview can be conducted in English, or

7.2. Parents and children are allowed to be accompanied by a Chinese speaking relative or friend to facilitate communication.
7.3. Please contact us if interpretation / translation service is required.

Announcement of Admission Results:
Parents will be informed of the admission result by post:
1. K1 Class: before 11 December 2026.
2. PN Class: before the end of March 2027.

Registration Arrangements:
1. Successful applicants: Parents should complete the registration procedures for their child from 7 to 9 January 2027 ("Centralised Registration Dates") by submitting the "RC" / "AP" to our school and paying the registration fee.
2. Applicants on the waiting list: Parents will receive written notifications from our school. They 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 2027/28 is $1,500. For those admitted child, the registration fee will be deducted from the school fee in September 2027. 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 2027.

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. 6 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. Reasons for discharging a child:
   3.1. Main concerns including:
      3.1.1. Child is absent more than a week without any form of notification.
      3.1.2. Outstanding fees or late payments.
      3.1.3. Safety or behavioral issues.

   3.2. Handling procedures
      3.2.1. A designated staff will call and make appointment with the parent.
      3.2.2. Written notification and resend 10 days after the first letter, sending twice for total.
      3.2.3. If the situation remains unchanged, the child has to dropout and parent will receive notification letter by mail.

Enquiries:



1. Telephone no.: 2393 5674
2. Address: G/F, Wing A & B, Kam Lan House, Kam Fung Court, Ma On Shan, N.T.
3. Hyperlinks to the EDB's web page on "2027/2028 K1 Admission Arrangements":

https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2728.html