

Guidelines on Kindergarten Admission Arrangements for the 2019/20 School Year

(1) Information on Admission Application

Ways to distribute application forms:

1. Application forms are distributed throughout the year (Office hour : Monday to Friday, from 8:30am to 5:30pm; Saturday, from 8:30am to 1:00pm)
2. No quota
3. Download from school website or obtain from school in person

Return of Application Forms

1. Application forms are received throughout the year
2. Return method: Submit the application form in person (Office hour : Monday to Friday, from 8:30am to 5:30pm; Saturday, from 8:30am to 1:00pm) or by post [together with a copy of the birth certificate, 4 passport photos, vaccination record and two envelopes with affixed \$2 stamp, the Chinese name of the child and the current address]

Application fee: HK\$40 (to be collected before interview). The application fee is non-returnable whether the application is successful or not.

(2) Application for the “Registration Certificate for Kindergarten Admission”

1. The Government will implement the “Free Quality Kindergarten Education Scheme” (hereafter referred to as “Scheme”) starting from the 2017/18 school year. Each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.

2. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) to EDB from September to November 2018. The “RC” will be open for applications in September 2018 and EDB will announce and upload the details of application onto EDB’s website (www.edb.gov.hk) in due course. Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme¹, 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.

¹Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

(3) School-based Admission Mechanism

Interview Arrangements

*School-age children who submitted the applications can all be arranged to have interview. Please contact us at 23276311 if interpretation / translation service is required

Format of Interview

1. Parents should accompany their child for the interview.
2. Interview will be conducted in group activities and observation.

Admission Criteria

1. Interview performance
2. The applicant from families in need will be given due priority consideration when applying for whole day (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)
3. The applicant with sibling(s) currently studying in the kindergarten

Announcement of admission results

The school will mail notification letters to applicants before **21 December 2018** by post and follow up phone call.

(4) Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from **10 to 12 January 2019** ("Centralised Registration Dates") by submitting the "RC"/"AP" to the school and paying the registration fee HK\$1,000.
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 "RC"/"AP" to the school and pay registration fee.
3. Please be reminded that if parents cannot submit the "RC"/"AP" during registration, the school may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specific period.
4. Should parents decide to change school after registration, please notify the school in writing. The school will return the "RC" / "AP" but the registration fee will not be refunded. Upon obtaining the "RC" / "AP", the school will no longer keep the school place for the child.

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