



Caritas St. Francis Kindergarten

Information on Admission to K1, K2 & K3 Classes in the 2019/20 School Year

School Information

Please visit our school website (<http://sfkg.caritas.org.hk>) for details.

Application Procedures

1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website:

http://cc.caritas.org.hk/apply_2016.htm

2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together with the following documents required:

- ✓ a copy of the child's birth certificate
- ✓ 3 self-addressed stamped envelopes
- ✓ 2 photos of the applicant
- ✓ a crossed cheque for Application Fee HK\$40 (made payable to "Caritas St. Francis Kindergarten"). Please write the name of the applicant on the back of the cheque. The application fee is non-refundable whether the application is successful or not.

ii. **Return Period:**

- ✓ Submit in Person : Monday to Friday 10:00 a.m. to 12:00 noon and 2:00 p.m. to 5:00 p.m. , Saturday 9:00 a.m. to 12:00 noon.
- ✓ Submit by Post : Please mark "Application for Admission" on the envelope .
- ✓ Application Form and required documents should be submitted **on or before 31st October 2018**. Fax or e-mail application will not be accepted.

Interview Arrangement

1. The Kindergarten will arrange interview for all applicant.
2. Interviews will be conducted on **17th November 2018**. The interview schedule will be sent to all eligible applicants by post in October 2018.
3. Individual interviews will be arranged. We will observe the child's behavior and interview with the parents.
4. Parents are required to accompany their child for the interview.
5. Interview will be conducted in Cantonese. Please contact us at [3589 2256](tel:35892256) if interpretation / translation service is required.

Admission Criteria and Factors for Consideration

1. For K1 class: the child should be at least 2 years and 8 months old when she/he is admitted in September 2019.
2. The alignment of the parents' view with our school mission and values.
3. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
4. The applicant has sibling (s) of our school's graduated alumni.
5. Interview performance of the child.
6. The applicant from families in need will be given due priority consideration when applying for whole day classes (just applicable for apply K2&K3 classes)

As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place. Our school has the final interpretation and decision on the factors concerned.

Announcement of Admission Results

We will inform parents of the Admission Results within 2 weeks after the interviews by post.

Registration Arrangements

1. Successful applicants of K1: 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 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2019/20 is HK\$970 (half day). For those admitted children, the registration fee will be refunded/ deducted from the school fee in September 2019.
3. If parents cannot submit the "2019/20 RC" during registration, our school may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period (September to November 2018).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2019/20 RC" but the registration fee will not be refunded. Upon obtaining the "2019/20 RC", our school will no longer keep the school place for the child.
5. Applicants on waiting list will be notified if there were availability after the Centralised Registration Dates.

Enquiry

Should there be any enquiry, please contact us at 3589 2256.

Information of Admission can be obtained from EDB website:

*Admission Arrangements for K1 Places in Kindergartens for the 2019/20 School Year
<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index.html#RC>

(To be filled in by School)
CR NO./YEAR/CP NO.
Ref. No. : ____ / ____ / ____
Registration Date :



Caritas Pre-school Education & Child Care Service

Caritas St. Francis Kindergarten

Application Form

(Photo)

Name (Chinese) _____ (English) _____ Sex _____

Date of Birth ____ / ____ / ____ (Yr/Month/Day) Place of Birth _____ HK Birth Certificate

No. _____

Age _____ Religion _____ Native _____

Place _____

Address _____

Telephone No. _____ Email Address _____ Language used by

parents _____

Nursery/Kindergarten attended _____ Class attended _____ Class Applied for

Any children/relative/friend Yes Name _____ Relationship w/

Children _____

attending/attended this school No

Details of Family Member(s)

	Father	Mother	Guardian
Name (Chinese)			
Name (English)			
HKID No. (first 4 digits)			
Academic Qualification (Primary school/Secondary school/Tertiary Institute/Others)			
Occupation			
Office Tel No.			

Mobile Phone No.			
Working District			
Relationship with children	NA	NA	

Other Relatives living together Children(including unmarried children and dependent parents) :

Name	Sex	Age	Relationship w/Children	Occupation/Class Attending

(to be cont.)

Way(s) of knowing our school : Relative(s) / Friend(s) / Website / School Activity / District Activity

(Please indicate with "✓" in the appropriate boxes :) Other (Please specify) : _____

Reason(s) of selecting our school :

Whether parents will apply for Fee Remission Scheme : Yes No

Remarks :

Personal information collection statement

- The personal data of you and your children collected by our Service will be used to provide appropriate service or assistance, to monitor, evaluate and improve our service quality.
- The information will be made available to our staff on a need-to-know basis. It may be disclosed to the relevant departments or organizations as requested when supporting services are applied from them.
- You can request for access to and correction of your or your children's personal data.

I hereby declare that all the above information is true and complete.

Signature :

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Date :

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(FOR NURSERY SCHOOL/KINDERGARTEN USE ONLY)

Date of Admission : _____

Date of Discharged : _____

Reason of Discharged : Graduation/Removal/Other_____

Remarks : _____

Calculation of Fee Remission :

1. Total Family Income(Yearly) : _____ 2. Total Family Members : _____

3. Estimated Amount of Fee Remission Level : 100% 75% 50% No Remission

Revised on 1/9/2016