



Information on Admission to K1. K2 & K 3 Classes for the 2023/24 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 website:
<https://sfkg.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHgGia3Yg%3d%3d>
- Online application :
https://docs.google.com/forms/d/e/1FAIpQLScvUpjHmbxs_hGOFfruVr-mxGjqeG4qoRP56JYruIgNecI2AA/viewform

2. Return of Application Forms (No set quota)

- **Return Method:** Please submit the completed application by post. Please mark “Application for Admission” on the envelope. (Address: 3/F, Caritas House, 2 Caine Road, Hong Kong)

Interview Arrangement

1. The Kindergarten will arrange interview for all applicant.
2. Please submit the following documents when you attend the interview:
 - a copy of the child’s birth certificate
 - 3 self-addressed stamped envelopes
 - 1 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-returnable whether the application is successful or not.
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 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 2023.
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.

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 by post before 16 December 2022.

Registration Arrangements

1. Successful applicants of K1: Parents should complete the registration procedures for their child from **5 to 7 January 2023** ("Centralised Registration Dates") by submitting the original of the "2023/24 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2023/24 is HK\$970 (half day) / \$1,570 (Whole day). For those admitted children, the registration fee will be refunded/ deducted from the school fee in September 2023.
3. If parents cannot submit the "2023/24 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 2022).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2023/24 RC" but the registration fee will not be refunded. Upon obtaining the "2023/24 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

Profile of Kindergartens and Kindergarten-cum-Child Care Centres 2020/21 School Year
<https://kgp2021.azurewebsites.net/edb/schoolinfo.php?schid=5866&lang=tc&district=central&category=&voucher=&ctype=&schoolname>

Admission Arrangements for K1 Places in Kindergartens for the 2023/24 School Year
<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2324.html>

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



學童個人資料 Information of Student

中文姓名 Name in Chinese		性別 Sex	<input type="checkbox"/> 男M <input type="checkbox"/> 女F	相片 Photograph
英文姓名 Name in English		宗教 Religion		
出生日期 Date of Birth		出生地點 Place of Birth		
出生證明書編號 Birth Certificate No.		聯絡電話 Contact No.		
住址 Address				
電郵地址 Email				

家庭成員資料 Family members

與申請人關係 Relationship with applicant	姓名 Name	學歷 Academic Qualification	職業 Occupation	聯絡電話 Mobile No.
父/母/監護人 Father/Mother/Guardian				
父/母/監護人 Father/Mother/Guardian				

現/曾在本校就讀的子女/親屬/朋友資料(如適用)

Particulars of Siblings/Relatives/Friends attending /having attended this kindergarten (if applicable)

姓名 Name	與兒童關係 Relationship

擬申請 Applying for	班級 Class	幼兒班(K1) <input type="checkbox"/>	低班(K2) <input type="checkbox"/>	高班(K3) <input type="checkbox"/>
	時段 Session	上午(AM) <input type="checkbox"/> 下午(PM) <input type="checkbox"/> 全日(WD) <input type="checkbox"/> (請選擇優先次序1-3, "1"為最優先選擇) (Please fill in the ascending order 1-3, "1" being the more preferable choice)		

認識本校途徑 Received the Kindergarten Information through

<input type="checkbox"/> 居住附近 Living nearby the kindergarten	<input type="checkbox"/> 本校網頁、幼稚園概覽...等 School website, profile of kindergartens...etc
<input type="checkbox"/> 親友鄰里推介 Recommended by relatives/friends	<input type="checkbox"/> 其他(請註明: _____) Others(Please specify: _____)

本人在申請表上所填寫的一切資料均屬真確，申請人所提供的資料只用於處理入學申請之用，並同意若申請人未獲取錄或自動放棄學位，有關資料將於一年內全部銷毀。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與幼稚園聯絡。

I hereby certify that the information provided is true and accurate. I understand that all information provided to the school during the enrolment process will be treated confidentially. Records will be permanently destroyed within one year if I give up the enrollment or are not shortlisted. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

日期Date: _____

家長/監護人簽署Signature of Parent/Guardain: _____

由學校填寫(For School's use only)

<input type="checkbox"/> 報名費 Application fee	<input type="checkbox"/> 出生證明文件副本 Photocopy of applicant's birth certificate	<input type="checkbox"/> 回郵信封(3個) Three envelopes with stamps and address
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製表日期Tabulation Date: 7/6/2022

現校地址：香港中環堅道二號明愛大廈三樓（新界上水寶石湖邨服務設施大樓二樓校舍預計於2023年初啟用，有待教育局批核）

Current Address: 3/F, Caritas House, 2 Caine Road, Central, HK (The school will be relocate to Level 2, Ancillary Facilities Block, Po Shek Wu Estate, Sheung Shui in early 2023, pending EDB approval)