

**Po Leung Kuk Lau Chun Kindergarten – cum – Nursery**  
**2020/21 School Year Admission Procedure**

**Collection of application forms (No quota):**

1. Download from school website ([Application form](#))
2. Obtain from school in person

**How to register**

1. Applicants should be at the age of 12 months.
2. Application is opened throughout the year and no application fee is charged.
3. Admission will be opened to all strictly on first come first serve basis.
4. Please submit the following documents with the application form in person or by mail:
  - a. Applicant's birth certificate, please present other identification document(s) if your child was not born in HK
  - b. One applicant's recent photograph (Please write the name of applicant at the back of the photograph)
  - c. Two self-addressed stamped of HK\$3.70 envelopes
  - d. Please mail to: G/F, Kwong Lai House, Kwong Fuk Estate, Tai Po, N.T.

**Application for the “2020/21 Registration Certificate for Kindergarten Admission”**

1. Education Bureau (EDB) implements the Free Quality Kindergarten Education policy starting from the 2017/18 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Kindergarten Admission” as the document for registration in the 2020/21 school year.
2. Parents are required to submit an application for the “2020/21 Registration Certificate for Kindergarten Admission” (hereafter referred as “2020/21 RC”) to EDB **from September to November 2019**. EDB will announce and upload the details of application onto EDB’s website in due course in September 2019.  
<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergart-en-k1-admission-arrangements/index-2.html>

### **Admission Criteria**

1. There is no limit set at various grades and all applications will be processed on first come first serve basis.
2. Priority admission will be considered if applicant fulfills one of the following requirements:
  - Applicant is attending our nursery class and has applied to our kindergarten.
  - Applicant has sibling who will be attending our school in the academic year of 2020/21.
  - Applicant has already attended other Po Leung Kuk's Kindergarten-cum-Nursery for one year but transfer to our school due to home relocation.
  - Applicant's parent who is serving in Childcare Services (Social Services Department).
  - Applicant from families in need

\* Admission will be prioritized according to the time of application submission for any updating information. Please note that no guarantee enrollment for all priority applicants due to limited vacancies.

### **Announcement of Admission Results**

We will inform parents of the K1 admission results before 20 December 2019 by post.

### **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 9 to 11 January 2020 ("Centralised Registration Dates") by submitting the original of the "2020/21 RC" to the kindergarten and paying the registration fee.
  - ♦ 9/1-10/1/2020: 10a.m. - 12p.m. & 2p.m. - 4p.m.
  - ♦ 11/1/2020: 10a.m. - 12p.m.
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 original of the "2020/21 RC" to the kindergarten and pay the registration fee.

3. Please be reminded that if parents cannot submit the “2020/21 RC” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
4. The registration fee of 2020/21 K1 place for full day service is HK\$1,570. Should parents decide to change school after registration, please notify the kindergarten by letter. The kindergarten will return the “2020/21 RC” but **the registration fee will not be refunded**. Upon obtaining the “2020/21 RC”, the kindergarten will no longer keep the school place for the child.

### **Enquiry**

Our telephone no.: 2653 2932

Our e-mail address: [lckgn@poleungkuk.org.hk](mailto:lckgn@poleungkuk.org.hk)

### **Remarks**

1. Po Leung Kuk reserves the right to change any admission information without prior notice, please visit our website.
2. Personal information will be used for admission only. All submitted documents are non-refundable.