

**Po Leung Kuk Yuen Long Kindergarten cum Child Care Centre**  
**2019/20 School Year Admission Procedure**

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

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

**How to register**

1. Applicants should be at the age of 18months.
2. Application is opened throughout the year and no registration 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\$3.20 envelopes
  - d. Please mail to: Shops 1-8, G/F, 44. Shui Che Kwun Street, Yuen Long, N.T.

**Application for the “2019/20 Registration Certificate for Kindergarten Admission”**

1. Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2019/20 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 2019/20 school year.
2. Parents are required to submit an application for the “2019/20 Registration Certificate for Kindergarten Admission” (hereafter referred as “2019/20 RC”) to EDB **from September to November 2018**. EDB will announce and upload the details of application onto EDB’s website <https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index.html#RC> in due course.

## **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 2019/2020.
  - 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 our school.
  - 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 21 December 2018 by post.

## **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 original of the "2019/20 RC" to the kindergarten and paying the registration fee.
  - ♦ 10/1-11/1/2019: 9:30a.m.-11:30a.m. & 2p.m.-4p.m.
  - ♦ 12/1/2019: 9:30a.m.-11:30a.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 "2019/20 RC" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "2019/20 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 2019/20 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 “2019/20 RC” but **the registration fee will not be refunded**. Upon obtaining the “2019/20 RC”, the kindergarten will no longer keep the school place for the child.

### **Enquiry**

Our telephone no.: 2479 0999

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