



## Caritas Zonta Club of Hong Kong Nursery School

### Information on Admission to K1 / N1 Class in the 2017/18 School Year

#### School Information

Please visit our school website (<http://zcns.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](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
- ✓ two self-addressed stamped envelopes
- ✓ a recent photo of the applicant
- ✓ a crossed cheque for Application Fee HK\$40  
(made payable to Caritas - Hong Kong (SWD)).

The application fee is non-refundable whether the application is successful or not.

##### ii. Return Period:

- ✓ Submit in Person : Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 12:00 noon.
- ✓ Submit by Post : Please mark "Application for admission" on the envelope .
- ✓ **For K1 class:** Application Form and required documents should be submitted on or before 31<sup>st</sup> October 2016 . Fax or e-mail application will not be accepted.
- ✓ **For N1 class:** Application Form and required documents should be submitted on or before 31<sup>st</sup> May 2017. Fax or e-mail application will not be accepted.

#### Interview Arrangement

1. The Nursery School will arrange interview for all applicant.
2. **For K1 class:** Interviews will be conducted on **November 2016**. The interview schedule will be sent to all eligible applicants by post in October 2016.
3. **For N1 class:** Interviews will be conducted on **December 2016** and **April 2017**. The interview schedule will be sent to all eligible applicants by post in November 2016 and March 2017.
4. Group interviews will be arranged. We will observe the child's behavior and interview with the parents.
5. Parents are required to accompany their child for the interview.
6. Interview will be conducted in Cantonese. Please contact us at 2675 0099 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 2017.  
**For N1 class:** the child should be at least 2 years old when she/he is admitted in September 2017.
2. The alignment of the parents' view with our school mission and values.
3. Interview performance of the child.
4. The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
5. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
6. The applicant has sibling (s) of our school's graduated alumni.
7. Residents in Fanling / Sheung Shui district.

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 K1 admission results 3 weeks after the interviews by post.

## **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from **12 to 14 January 2017** ("Centralised Registration Dates") by submitting the original of the "2017/18 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2017/18 is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2017.
3. If parents cannot submit the "2017/18 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 2016).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2017/18 RC" but the registration fee will not be refunded. Upon obtaining the "2017/18 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 2675 0099 .

## **Information of Admission can be obtained from EDB website:**

\*Admission Arrangements for K1 Places in Kindergartens for the 2017/18 School Year

<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-3.html>

## Admission Schedule of 2017/18 School Year

	<b>Schedule</b>	<b>Date</b>	<b>Notes</b>
1	Distribution of Application Forms	From 1 June 2016	Parents can obtain the Application Forms from our Nursery School or downloaded online <a href="http://zcns.caritas.org.hk/">http://zcns.caritas.org.hk/</a>
2	Return of Application Forms (Please ensure the full fare is paid by post and state <b>"Application Form"</b> on the envelope)	2 August 2016 onwards	Please provide the following when submitting the Application Form: <ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. A copy of Birth Certificate of the applicant</li> <li>3. A recent photo of the applicant</li> <li>4. 2 self-stamped envelopes for return-mail</li> <li>5. Application fee HK\$40 (a crossed cheque ) (made payable to Caritas - Hong Kong (SWD) )</li> </ol>
3	Parents are required to submit an application for the "2017/18 Registration Certificate for Kindergarten Admission" to EDB from September to November 2016	September 2016 to November 2016	The "2017/18 RC" will be opened for application in September 2016. Please be reminded that if parents cannot submit the "2017/18 RC" during registration, we may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate Admission to EDB within the specified period.
4	Deadline of Application	K1-K3 class: 31 <sup>st</sup> Oct 2016 N1 class: 31 <sup>st</sup> May 2016	For application submitted after the deadline, we will notify the applicant's parents if there will be vacancy after the normal application procedures.
5	Interview Confirmation	K1-K3 class: In late October 2016 N1 class: In late November 2016 In late March 2017	To be eligible for interview, the child must: -reach the age of 2 years 8 months when he/she is admitted to K1 class in September 2017; or - reach the age of 2 years when he/she is admitted to N class in September 2017
6	Interview	K1-K3 class: Early November 2016 N1 class: December 2016 April 2017	The school will inform individual applicant in written by post.
7	Notification of interview result and registration date for 2017/18 school year admission	K1-K3 class : Before 23 December 2016 N1 class: Before mid. January 2017 Before late April 2017	The school will inform individual applicant in written by post.
8	Registration of successful applicants	K1-K3class: 12-14 January 2017 N1 class: Before late January 2017 Before early May 2017	Please register in person together with the following: <ol style="list-style-type: none"> <li>1. 2017/18 Registration Certificate for Kindergarten Admission (original copy)</li> <li>2. Registration fee HK\$ 1,570</li> </ol> Registration fee HK\$ 1,570

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



**Caritas Pre-school Education & Child Care Service**

**Caritas Zonta Club of Hong Kong Nursery School**

**Application Form**

(Photo)
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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 attending/attended this school  Yes  No  
 Name \_\_\_\_\_ Relationship w/ Children \_\_\_\_\_

**Details of Family Member(s)**

	<b>Father</b>	<b>Mother</b>	<b>Guardian</b>
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 : \_\_\_\_\_

Date : \_\_\_\_\_

(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