



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

### **Information on Admission in the 2024/25 School Year**

#### **1. Application Procedures**

- 1.1 The 11 preschools and kindergartens under Caritas Hong Kong accept public applications for admission. For the application procedures, please visit our website: <https://zcns.caritas.org.hk/index.aspx> for details.
- 1.2 In October to March, the school will notify parents who have submitted the application form individually by letter, we will arrange a date and time to meet our new students and their parents. Appointments are generally arranged from November to March;
- 1.3 The school will send the admission result of the child by letter within three weeks after the meeting with the parents by post.
- 1.4 The parents of students who have been admitted must pay a registration fee within the specified date; the waiting students will be included in the waiting list; after the unified registration day, if the school still has places, the school will accept those waiting students and notify parents to arrange for registration procedures.
- 1.5 The school will hold a parent meeting for new students in May every year to explain the admission arrangement; if there is a place in the future, the school will arrange the registration procedures for other waiting students;
- 1.6 According to the administrative guidelines of the organization, all application forms for students who have not been admitted will be stored for one year and then be destroyed. During this period, if parents have any enquiries, they can contact the school directly.

#### **2. Interview Arrangement**

- 2.1 Group interviews/ individual interviews will be arranged. We will observe the child's behavior and interview with the parent.
- 2.2 One of the parents is required to accompany their child for the interview.
- 2.3 Interview will be conducted in Cantonese. Please contact us at 2675 0099 if interpretation / translation service if required.

#### **3. Admission Criteria and Factors for Consideration**

- 3.1 The child should be at least 2 years and 8 months old (For K1 class) and at least 2 years old (For N1 class) when she/he is admitted in September 2024.
- 3.2 Interview performance of the child.
- 3.3 The alignment of the parents' view with our school mission and values.
- 3.4 The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
- 3.5 The applicant with sibling(s) currently studying in our school will be given due priority consideration.

- 3.6 The applicant has sibling (s) of our school's graduated alumni.
- 3.7 Special social and care needs.
- 3.8 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.

#### **4 Registration Arrangements**

- 4.1 Successful applicants' parents should complete the registration procedures for their child from **4 to 6 January 2024** ("Centralized Registration Dates") by submitting the original of the "2024/25 Registration Certificate (RC)" to our school and paying the registration fee.
- 4.2 The registration fee for 2024/25 K class is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2024.
- 4.3 If parents cannot submit the "2024/25 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 2023).
- 4.4 If parents decide to change school after registration, please notify to us in writing. We will return the "2024/25 RC" but the registration fee will not be refunded. Upon obtaining the "2024/25 RC", our school will no longer keep the school place for the child.

#### **5. Arrangement for admission application and supporting to non-Chinese Speaking Children**

- 5.1 When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative / friend to facilitate communication.
- 5.2 Our School created an enriched language environment to facilitate their learning of the Chinese language. For further information, please visit our website.

#### **Enquiry**

Should there be any enquiry, please contact us at 2675 0099.

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

\*Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year  
[https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)

Our school information on Profile of Kindergartens and Kindergarten-cum-Child Care Centres  
Profile of Kindergartens and Kindergarten-cum-Child Care Centres 2023/24 School Year  
<https://kgp2023.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6256&district=north&category=&voucher=&schoolname=%E6%98%8E%E6%84%9B&otherkeywords=&ctype=>

# Admission Schedule of 2024/25 School Year

School website:



	Schedule	Date	Notes
1	Distribution of Application Forms  (Accept admission application forms throughout the year and without any quota)	From 1 <sup>st</sup> June 2023  (Collect in Person: Monday to Friday 10:00a.m. to 5:00p.m. Saturday 10:00 a.m. to 1:00 p.m.)	Parents can obtain the Application Forms from our Nursery School or downloaded online <a href="https://zcns.caritas.org.hk/index.aspx">https://zcns.caritas.org.hk/index.aspx</a>
2	Return of Application Forms  (Please ensure the full fare is paid by post and state " <b>Application Form</b> " on the envelope)	From 1 <sup>st</sup> Aug 2023  (Submit in Person: Monday to Friday 10:00a.m. to 5:00p.m. Saturday 10:00 a.m. to 1:00 p.m.)  //////////////////////////////////// (Submit by post: G/F, Fu Ming Hse, Wah Ming Estate, Fanling, N.T)	Please provide the following when submitting the Application Form: 1. Completed application form 2. A copy of Birth Certificate of the applicant 3. A recent photo of the applicant 4. 2 self-stamped envelopes for return-mail 5. Application fee HK\$40 (a crossed cheque and made payable to <b>Caritas Zonta Club of Hong Kong Nursery School</b> )  (The application fee is non-returnable whether the application is successful or not)
3	Parents are required to submit an application for the "2024/25 Registration Certificate for Kindergarten Admission" to EDB from September to November 2023	September 2023 to November 2023	The "2024/25 RC" will be opened for application in September 2023. Please be reminded that if parents cannot submit the "2024/25 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> October 2023 ~~~~~ N1 class: 1 <sup>st</sup> round: 30 <sup>th</sup> November 2023 2 <sup>nd</sup> round: 31 <sup>st</sup> March 2024	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: Start from October 2023 ~~~~~ N1 class: 1 <sup>st</sup> round: Start from Early November 2023 2 <sup>nd</sup> round: Start from Early March 2024	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 2024 or - reach the age of 2 years when he/she is admitted to N class in September 2024
6	Interview	K1 - K3 class: Early November 2023 ~~~~~ N1 class: 1 <sup>st</sup> round: Late November 2023 2 <sup>nd</sup> round: March 2024	The school will inform individual applicant in written by post.

7	Notification of interview result and registration date for 2024/25 school year admission	K1 – K3 class : Before 15 <sup>th</sup> December 2023 ~~~~~ N1 class: 1 <sup>st</sup> round: Before early December 2023 2 <sup>nd</sup> round: Before mid. April 2024	The school will inform individual applicant in written by post.
8	Registration of successful applicants	K1-K3 class: 4 <sup>th</sup> -6 <sup>th</sup> January 2024 ~~~~~ N1 class: 1 <sup>st</sup> round: Before mid. January 2024 2 <sup>nd</sup> round: Before early May 2024	Please register in person together with the following: 1. 2024/25 Registration Certificate for Kindergarten Admission (original copy) 2. Admission Confirmation letter 3. Registration fee HK\$ 1,570 <hr/> Please register in person together with the following: 1. Admission Confirmation Letter 2. Registration fee HK\$ 1,570