

# 聖公會青山聖彼得堂兆麟苑幼稚園

## 2024-2025 年度 K1 入學報名須知

### 一. 索取入學報名表方法 (不設入學報名表限額)

1. 於本校網頁下載 (2023 年 9 月 4 日(一) 上午 9:00 後)
2. 親臨本校索取

### 二. 派發入學報名表日期及時間

2023 年 9 月 4 日(一) 至 2023 年 10 月 14 日(六)

星期一至星期五 — 上午 9:00 至中午 12:00 / 下午 1:30 至 4:00

星期六 — 上午 9:00 至中午 12:00

### 三. 遞交入學報名表日期及時間

2023 年 10 月 7 日(六) 上午 9:00 至 中午 12:00

2023 年 10 月 9 日(一) 至 10 月 13 日(五) 上午 9:00 至 中午 12:00 / 下午 1:30 至 4:00

2023 年 10 月 14 日(六) 上午 9:00 至 中午 12:00

### 四. 報名方法

1. 親臨本校遞交入學報名表 (不接受郵寄及網上報名)
2. 遞交入學報名表時，必須連同報名費用及以下文件：
  - a) **報名費用\$40 (只收現金，為免找續需時，請盡量預備紙幣共\$40 正)**
  - b) **證件近照 1 張 (貼於入學報名表上)**
  - c) **出生證明書 (出世紙) 影印本 (必須同時出示出生證明書正本以供本校核對)**  
備註：如申請兒童非本地出生，家長須遞交其他證明文件，以顯示兒童符合資格申請就讀本校 (必須同時出示該證明文件之正本以供本校核對)
  - d) **免疫接種記錄 (針咭) 影印本之首頁及內容 (免疫接種記錄影印本必須顯示申請兒童之姓名)**
  - e) **貼上\$2.20 郵票之回郵長信封 1 個，信封面須寫上申請兒童中文姓名及通訊地址**
  - f) 如申請兒童已領有嬰兒洗禮證，請附上嬰兒洗禮證影印本 (必須出示洗禮證正本以供本校核對)。如兒童沒有受洗，則不需遞交嬰兒洗禮證。
3. 報名費用、入學報名表及所有文件，一經繳交，將不獲退回。
4. 本校不會收取資料及文件不齊全之入學報名表，家長遞交入學報名表時，請確保已填妥報名表，以及齊備上述所需文件。
5. 請家長留意報名日期及時間，逾期遞交之報名表恕不受理。
6. 每名申請兒童只限遞交 1 份報名表，重複報名將被取消申請資格。每位家長每次只限遞交 1 份報名表，雙生兒除外。
7. 遞交入學報名表時，切勿以任何物件代替親身排隊，敬請合作。
8. **面見日期及時間由校方安排，恕不能更改。**家長不能選取面見日期及時間，亦不能自行交換面見日期及時間，敬請留意。

## 五. 收生準則

1. 面見表現
2. 申請人的兄弟現正在本校就讀獲優先考慮  
(請留意由於學位有限，並非所有符合優先考慮的申請人均會獲取錄。)

## 六. 面見安排

1. 本校會安排面見所有申請入讀 K1 的兒童。
2. 家長遞交入學報名表時，會獲發「2024-2025 年度 K1 入學面見證」。面見當日，家長必須帶回面見證。請家長妥善保存面見證，以作日後上網查閱是否取錄之用 (取錄結果會以面見證上之申請編號顯示)。
3. 家長及申請兒童必須依時到校面見，如未能出席，則作放棄論。
4. 面見當日，會分別面見老師及校長/副校長/主任，家長須陪同申請兒童參與面見，每名申請兒童最多可由 2 位家長陪同。

## 七. 取錄公布結果日期

本校將於 2023 年 12 月 4 日(星期一)以郵遞方式通知家長 K1 學位取錄結果。有關取錄結果會於當日下午 6:30 後上載本校網頁。

## 八. 申請「幼稚園入學註冊證」

1. 在幼稚園教育計劃 (下稱「計劃」) 下，每名可在本港接受教育的兒童只會獲發一張註冊文件，而所有參加「計劃」的幼稚園，只可取錄持有有效註冊文件的兒童。
2. 家長須於 2023 年 9 月至 11 月 期間為其子女向教育局申請「幼稚園入學註冊證」(下稱「註冊證」)。「註冊證」會於本年 9 月開始接受申請，屆時教育局會公布申請細則，並會在教育局網頁 ([https://www.edb.gov.hk/k1-admission\\_tc](https://www.edb.gov.hk/k1-admission_tc)) 上載詳情。如申請人在遞交申請時已提供全部所需資料及文件，教育局一般可在六至八個星期內完成審核，並以郵遞方式發放「註冊證」給合資格接受計劃資助的申請人。如兒童可於本港接受教育但不合乎資格接受計劃資助<sup>1</sup>而未能獲發「註冊證」，教育局會為有關兒童發出「幼稚園入學許可書」(下稱「入學許可書」)，兒童可憑「入學許可書」註冊並入讀參加計劃的幼稚園，惟其家長須按註冊入讀之幼稚園的收費證明書繳付未扣減計劃資助前的全額學費。

<sup>1</sup> 非本地兒童 (例如持有擔保書的兒童，其父或母是持有學生簽證的兒童等) 須獲得入境事務處處長的許可，才可在香港接受教育，但不會獲得「計劃」下的資助。

## 九. 註冊安排

1. 獲取錄之兒童家長須於 2024 年 1 月 4 日至 6 日（「統一註冊日期」）內的指定時間到本校辦理註冊手續，並須提交「註冊證」/「入學許可書」及繳交註冊費。
2. 未獲取錄之兒童，將會自動成為本校 K1 備取生。倘有學位空缺，本校將個別以電話通知家長到校辦理註冊手續（須提交「註冊證」/「入學許可書」）及繳交註冊費。
3. 家長請留意，如未能在指定的註冊日期提交「註冊證」/「入學許可書」，本校或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊文件。
4. 2024/25 學年的註冊費為港幣\$970。如有關兒童入讀本校，本校會於 9 月退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本校。本校會儘快退回「註冊證」/「入學許可書」，但註冊費將不獲退還。在取回「註冊證」/「入學許可書」後，本校亦不會再為該兒童保留學位。

## 十. 對非華語兒童的支援措施

1. 非華語家長和兒童，如需要於面見時接受傳譯 / 翻譯服務，可提前向本校提出。
2. 非華語家長和兒童，可由懂中文的親友陪同會面，協助溝通。
3. 非華語家長如有任何查詢，請與本校聯絡。
  - 查詢電話：2618 1166
  - 電郵地址：[slc@skhspcslc.edu.hk](mailto:slc@skhspcslc.edu.hk)
4. 非華語兒童家長可在教育局網頁獲取更多支援非華語兒童的相關資訊 ([https://www.edb.gov.hk/k1-admission\\_tc](https://www.edb.gov.hk/k1-admission_tc)) (路徑：2024/25 學年幼稚園幼兒班(K1)收生安排>11.為非華語兒童提供的相關支援)。

**S.K.H. St. Peter's Church Castle Peak Siu Lun Court Kindergarten**  
**Guidelines For Parents Regarding K1 Admission Application 2024-2025**

**(A) Collection of Application Forms (No quota)**

- (1) Download from our school website (from 4<sup>th</sup> September 2023 (Monday) after 9:00 am)
- (2) Obtain from our school in person

**(B) Distribution Date and Time**

From 4<sup>th</sup> September 2023 (Monday) to 14<sup>th</sup> October 2023 (Saturday)

Mon – Fri : 9:00 am – 12:00 noon / 1:30 pm – 4:00 pm

Sat : 9:00 am – 12:00 noon

**(C) Submission Date and Time**

From 7<sup>th</sup> October 2023 (Saturday) to 14<sup>th</sup> October 2023 (Saturday)

Mon – Fri : 9:00 am – 12:00 noon / 1:30 pm – 4:00 pm

Sat : 9:00 am – 12:00 noon

**(D) How to Apply**

- (1) Apply in person to the school by submitting the completed application form (application by post and online will not be accepted)
- (2) When submitting the application form, please bring the application fee (cash only) along with the following documents:
  - a) **To expedite the application process, please bring the exact amount of \$40.**
  - b) **1 recent passport-size photo (attached to the application form).**
  - c) **Please bring along the applicant child's birth certificate (both original and copy).**  
Remarks: If the applicant child was not born in Hong Kong, please submit other identification document (both original and copy) to indicate his/her eligibility of admission application.
  - d) **A copy of Immunisation Record (front page with applicant child's name and the inner pages).**
  - e) **1 self-addressed long envelope with stamp (\$2.20) and the applicant child's Chinese name.**
  - f) If the applicant child has obtained a Certificate of Infant Baptism, parents are required to provide both the original and a copy of it.
- (3) The application fee, application form and all supporting documents will not be returned.
- (4) The school will not accept any incomplete application form or form with incomplete supporting documents.
- (5) Please take note of the application date and time, late submission of the application form will not be accepted.
- (6) Each applicant child can submit only ONE application form. In case of duplicate applications, both applications will be forfeited. Each parent can submit only ONE application form at a time, except for twins.
- (7) Please line up in person when submitting the application form and refrain from using any objects to occupy the place in the queue.
- (8) **Interview time will be decided by the school, no changes will be allowed.** Time allocated is non-transferable.

### (E) Admission Criteria

- (1) Interview performance
- (2) The applicant with sibling(s) currently studying in the school will be given due priority consideration. (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

### (F) Arrangements for Interview Day

- (1) The school will arrange interview for all applicants.
- (2) Upon handing in the application form, parents will be given an "Interview Card for K1 Admission 2024-2025". **Parents must bring the card on the interview day** and retain it as a reference to check online for acceptance (please refer to the application number on the interview card).
- (3) Please be punctual for your interview. If you are unable to attend the interview, your application will be forfeited.
- (4) On the interview day, there will be an interview with a teacher, followed by another interview with our principal, vice-principal or deputy. One or both parents are required to accompany their child for both interviews.

### (G) Release of Results

Parents will be notified of the results by post on 4<sup>th</sup> December 2023 (Monday) and the result will be uploaded on the school website after 6:30 pm on that day.

### (H) Application for the "Registration Certificate for Kindergarten Admission"

- (1) Under the kindergarten education scheme (Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
- (2) Parents are required to submit an application for the "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") to EDB **from September to November 2023**. The "RC" will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB's website ([https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the "RC" to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an "RC" as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>1</sup>, EDB will then issue a "Kindergarten Admission Pass" (hereafter referred to as "AP") to the student concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG to which the child is admitted.

<sup>1</sup> Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

## **(I) Registration Arrangements**

- (1) Successful applicants: Parents should complete the registration procedures for their child from 4<sup>th</sup> to 6<sup>th</sup> January 2024 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to the school and paying the registration fee.
- (2) Unsuccessful applicants: Your child will be placed on our waiting list automatically. Parents will be informed by phone if there is a vacancy. If parents accept our offer, please register at our school in person by submitting the “RC” / “AP” and paying the registration fee.
- (3) Please be reminded that if parents cannot submit the “RC” / “AP” during registration, the school may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
- (4) The registration fee for 2024/25 K1 place is HK\$970. If the child concerned studies in the school, the registration fee paid will be refunded in September. Should parents decide to change school after registration, please notify the school in writing. The school will return the “RC” / “AP” as soon as possible but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, the school will no longer keep the school place for the child.

## **(J) Measures for Supporting Non-Chinese Speaking (NCS) Children**

- (1) When interviewing NCS children and parents, interpretation and / or translation services will be provided. If required, please notify our school in advance.
- (2) NCS children and parents can be accompanied by a Chinese speaking relative or friend to facilitate communication during the interview.
- (3) For any enquires, please feel free to contact us.
  - Enquiry telephone no.: 2618 1166
  - E-mail address: [slc@skhspcslc.edu.hk](mailto:slc@skhspcslc.edu.hk)
- (4) NCS parents can acquire more information related to the support for the Non-Chinese Speaking Children through the EDB website.

[https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)

(Click on: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year>11. Related Support for Non-Chinese Speaking Children)



聖公會青山聖彼得堂兆麟苑幼稚園  
S.K.H. St. Peter's Church Castle Peak Siu Lun Court Kindergarten  
2024-2025年度 K1入學報名表 Application Form for K1 (2024-2025)

| 校方專用 |    |    |             |
|------|----|----|-------------|
| 出世紙  | 針咭 | 信封 | 洗禮證<br>(如有) |

申請兒童資料 Applicant Child's Particulars

申請編號 (校方填寫)  
Application No.: \_\_\_\_\_ (for official use)

|   |   |                          |              |
|---|---|--------------------------|--------------|
| 中文姓名<br>Name in Chinese: _____  | * 性別<br>* Gender: 男 M <input type="checkbox"/> 女 F <input type="checkbox"/> | 年齡<br>Age: _____         | 相 片<br>Photo |
| 英文姓名<br>Name in English: _____  | 出生地點<br>Place of Birth: _____   | 國籍<br>Nationality: _____ |              |
| 出生日期<br>Date of Birth: _____  | 宗教<br>Religion: _____   |                          |              |
| * 出生證明書 / 護照 / 其他證件號碼<br>* Birth Certificate/Passport/Other Document No.: _____ |   |                          |              |
| 擬入學日期<br>Date of Admission: _____   | * 報讀班級 (上午 / 下午)<br>* Applying Level: (A M / P M)                           | K1                       |              |
| 原就讀學校<br>Last school attended: _____  |   |                          |              |
| 居住地址 (中文)<br>Address: (in Chinese) _____  |   |                          |              |
| (英文)<br>(in English) _____  |   |                          |              |
| 住址電話<br>Home Tel. No.: _____  | 手提電話 (父)<br>Mobile: (Father) _____  | (母)<br>(Mother) _____    |              |

請填寫父母/監護人資料  
Parents'/Guardian's Particulars

| 關係<br>Relationship | 中文姓名<br>Name in Chinese | 英文姓名<br>Name in English | 職業<br>Occupation | 工作地點<br>Workplace | 辦事處電話<br>Office Tel. No. | 宗教<br>Religion |
|--------------------|-------------------------|-------------------------|------------------|-------------------|--------------------------|----------------|
| 父<br>Father        |                         |                         |                  |                   |                          |                |
| 母<br>Mother        |                         |                         |                  |                   |                          |                |
|                    |                         |                         |                  |                   |                          |                |

| 現於本校就讀之親兄弟<br>Any sibling(s) currently attending our school |              |                       | 父/母或兄/姊為本校的畢業生<br>Parent(s) or sibling(s) being a graduate of our school |              |  |                            |
|---|--------------|-----------------------|--|--------------|--|----------------------------|
| 姓名<br>Name  | 性別<br>Gender | 班別<br>Class Attending | 姓名<br>Name   | 性別<br>Gender | 與申請兒童關係<br>Relationship with Applicant | 畢業年份<br>Year of Graduation |
|   |              |                       |  |              |  |                            |
|   |              |                       |  |              |  |                            |

備註: 1. 如 貴子女未能以廣東話進行面見, 則可選擇 (\*普通話 / 英語)。  
Remarks: If your child does not understand any Cantonese, parents can choose (\*Putonghua / English) for interview.

\* 2. 如你為 貴子女選擇入讀上午班, 但本校未能安排, 你會  
\*If your child is not allocated to the morning school, you will:  
 接受轉讀下午班。Accept the afternoon school offer.  
 未能接受轉讀下午班。Not accept the afternoon school offer.

家長 / 監護人姓名  
Name of Parent / Guardian: \_\_\_\_\_

家長 / 監護人簽署  
Signature of Parent / Guardian: \_\_\_\_\_

- 填寫此報名表時, 請參閱隨附的「報名須知」。
- 此報名表所提供的個人資料會用作處理入學申請之用。如申請兒童不獲取錄, 所有提供資料將被銷毀。獲取錄的申請兒童之個人資料則會由校方存檔。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, 請與本校聯絡。
- Please read the "Guidelines For Parents Regarding K1 Admission Application" before filling in this form.
- Personal data in this form is provided for processing application for kindergarten admission. If your application is unsuccessful, all information provided will be disposed of. If your application is successful, all information provided will be retained at school. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their personal data. For any enquiries, please feel free to contact us.

校方專用 For Official Use

安排學生面見日期: 2023 年 11 月 日 時 分 Date of Interview: / 11 / 2023 Time: \_\_\_\_\_

註冊費編號: \_\_\_\_\_ Registration No.: \_\_\_\_\_

入學班別: \_\_\_\_\_ Class Admitted: \_\_\_\_\_

入學編號: \_\_\_\_\_ Admission No.: \_\_\_\_\_