

**索取申請表格方法 (不設時限)**

- 親臨索取
- 網上下載 (<http://hkc.heephong.org>)

**遞交申請表格條件及方法 (不設限額收取入學申請表)**

- 幼兒年滿一歲並已領取香港出生證明書，皆可報名。
- 家長 / 監護人填寫「入學申請表」並在申請表上貼上幼兒近照，連同以下文件一併交回或郵寄至幼兒園，以辦理申請手續：
  - 幼兒出生證明書副本、香港特別行政區政府衛生署免疫接種記錄副本、父母身份證副本
  - 貼有足夠郵票的回郵信封三個
  - 報名費港幣 40 元正，於遞交申請表格時一併收取，無論申請成功與否，入學申請表文件及報名費概不退還 (如以郵寄方式遞交，請以支票繳付報名費，支票抬頭：協康會)

**申請「2019/20 幼稚園入學註冊證」**

- 政府由 2017/18 學年起落實推行「免費優質幼稚園教育計劃」(下稱「計劃」)，每名可在本港接受教育的學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學童。
- 家長須於 2018 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 (<http://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-4.html>) 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。
- 如學童可於本港接受教育但不合乎資格接受「計劃」資助而未能獲發「註冊證」，本局會為有關學童發出「幼稚園入學許可書」(下稱「入學許可書」)，學童可憑「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。

**收生準則**

- 申請人的兄弟姊妹現正在本校就讀獲優先考慮。
- 按遞交報名表的先後次序，邀請申請人進行面見。
- 申請人之家長需認同本園之辦學理念，以達致伙伴合作的關係。(請留意由於學位所限，並非所有符合優先考慮的申請人均會獲取錄。)

**2019/20 面見安排**

- 2018 年 11 月約見 K1 申請人
  - 按遞交報名表先後次序約見適齡學童(按學位數目約見)；
  - 個別面見家長及幼兒；
  - 如申請人獲取錄，需提交「註冊證」/「入學許可書」正本並繳交註冊費。
- 2019 年 1 月約見 N1(學前班)申請人
  - 按報名先後次序約見適齡學童(按學位數目約見)；
  - 個別面見家長及幼兒；
  - 如申請人獲取錄，需繳交註冊費。

**面見時間**

- 第一階段：2018 年 11 月份
- 第二階段：2019 年 1 月份

**取錄結果公布**

- 本校將於 2018 年 12 月 24 日前以郵遞方式通知家長 K1 取錄結果。

**註冊安排**

- 家長須於 2019 年 1 月 10 日至 12 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」正本及繳交註冊費。
- 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。
- 2019/20 學年的註冊費為港幣 1500 元正。如有關兒童入讀本校，註冊費將會撥作 2019 年 9 月學費的一部份，若家長於註冊後決定為子女轉校，請以書面通知本校退回「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。

**Heep Hong Society Healthy Kids Nursery School**  
**Information on Admission in the 2018/2019 School Year**

**Collection of Application Forms (No time limit):**

- Obtain from school in person
- Download from The school website (<http://hkc.heephong.org>)

**Return of Application Forms and criteria of application (No set quota for the school):**

- Child who is in one year of age and has received a Hong Kong birth certificate.
- Fill in the "application form" and attach a recent photo of child on the form, submit the application form with the following documents:
  - A copy of child birth certificate
  - A copy of Childhood Immunization Record of the Department of Health, the Government of the Hong Kong Special Administrative Region
  - A copy of Parent's ID card
  - Three return envelopes affixed with sufficient stamps
  - Application fee : HK\$40 (to be collected upon submission of the application form). The application information and application fee is non-returnable whether the application is successful or not.

If submission is made by mail, please pay the registration fee by cheque payable to: '**Heep Hong Society**'

**Application for the "2019/20 Registration Certificate for Kindergarten Admission"**

- The Government will implement the "Free Quality Kindergarten Education Scheme" (hereafter referred to as "Scheme") starting from the 2017/18 school year. Each child who can receive education in Hong Kong will only be issued one registration document and all Scheme-KGs can only admit students holding a valid registration document.
- Parents are required to submit an application for the "Registration Certificate for Kindergarten Admission" (hereafter referred as "RC") to EDB from September to November 2018. The "RC" will be open for applications in September 2018 and EDB will announce and upload the details of application onto EDB's website (<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-4.html>) 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, 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.

**Admission Criteria**

- The applicant with sibling(s) currently studying in the school will be given due priority consideration.
- Interview will be arranged according to the order of application submission of applicants.
- Parents should agree with the educational philosophy of the school, in order to achieve the relationship of partnership. (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

**2019/20 Interview Arrangements**

- Interviews with K1 applicant will be conducted in November 2018
  - According to registration order of appointment by school-age children, depending on the number of places by appointment.
  - individual interviews with parents and children will be arranged.
  - The applicant selected should submit "Registration Certificate for Kindergarten Admission" / "Kindergarten Admission Pass" and pay the registration fee.
- Interviews with N1(preschool) applicant will be conducted in January 2019
  - According to registration order of appointment by school-age children, depending on the number of places by appointment.
  - individual interview with parents and child will be arranged
  - The applicant is required to pay the registration fee to obtain a place.

**Interview Time Arrangements**

- Phase one: November 2018
- Phase two: January 2019

**Announcement of Admission Results**

We will inform parents of the K1 admission results by post before 24 December 2018.

**Registration Arrangements**

- Parents should complete the registration procedures for their child from 10 to 12 January 2019 ("Centralised Registration Dates") by submitting the original of the "R C" / "A P" to the school and paying the registration fee.
- Please be reminded that if parents cannot submit the "RC"/ "A P" 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.
- The registration fee for 2019/20 K1 place is HK\$1500. The registration fee will be allocated for part of the September 2019 tuition fees. Should parents decide to change school after registration, please notify the school in writing. The school will return the "R C" / "A P" to parents, but the registration fee will not be refunded. Upon obtaining the "R C" / "A P" the school will no longer keep the school place for the child.