POK OI HOSPITAL CHAN HSU FONG LAM KINDERGARTEN DAY NURSERY

Application Form

School Registration No: 564036

Application No: _____

(A) Applicant's Particulars

English Name		Chinese Name		Photo
Date of Birth		Gender		
Birth Certificate No.		Place of Birth		
Address				
Religion		Contact No.		
Name of current / previous school and class				

(B) Particulars of Family Members

Name	Relationship	I.D No.	Occupation	Work district	Office No.	Mobile No.

Reason for applying to our school: _____

Desired starting date and class: _____

Parent's name: _____ Parent's signature: _____ Date: _____

Additional information: _____

Official Use Only

Date of application		staff	
Two photos of the applicant.	Yes / No	staff	
A copy of the child's birth certificate	Yes / No	staff	
A copy of the child's immunisation record	Yes / No	staff	
A copy of address proof	Yes / No	staff	
4 Stamped, self-addressed envelopes	Yes / No	staff	
Interview date		staff	
Date of registration		staff	
Starting date		staff	
Date of withdrawal		staff	
Remarks			

＜Notes to Parents＞

(1) The data in the application form for admission is solely used for the purpose of admission of your child into our Kindergarten.

(2) According to the Personal Data (Privacy) Ordinance, you have the right to access / make correction of your personal data.

(3) For any enquiry including access / correction of personal data, please contact our Kindergarten directly. (Tel. No. 2349 1583)

(4) All the information submitted to the school will be destroyed within 6 months after the interview.

(5) If the school has arranged for an interview to be absent, all the information submitted to the school, will be destroyed within 6 months.

Pok Oi Hospital Chan Hsu Fong Lam Kindergarten Day Nursery

Enrolment Notes for Kindergarten/Nursery Classes in the 2020/21 School Year

1. Collection of application Forms (No. quota)

✧ Obtain from school in person
Office Hour：9:00a.m. to 5:00p.m.(Monday to Friday)
9:00a.m. to 12:00n.n (Saturday)

✧ Download from school website
School website: www.pokoi.org.hk or www.pohchfl.edu.hk/

2. Submit of Application Forms (No set quota)

✧ Submit the application form in person / by post (together with the application form and identity document)

3. Documents Required

✧ A completed Application Form
✧ For applicants born in Hong Kong, please submit a photocopy of the applicant's Hong Kong Birth Certificate
✧ For applicants that are not born in Hong Kong , please submit a photocopy of the applicant's Birth Certificate and documents permitting him/her to stay in Hong Kong
✧ A copy of the child's immunisation record
✧ An application fee of HK$40 should be paid to our Admission Office by cash or crossed cheque made payable to "Pok Oi Hospital Chan Hsu Fong Lam Kindergarten". Please write the applicant's name at the back of the cheque. (The fee is non-refundable)
✧ Two photos of the applicant.
✧ A copy of address proof
✧ 4 stamped self-addressed envelopes with sufficient postage. Self-addressed envelopes will be used to notify the applicant about the interview arrangement and the result of the application. Please put the name of the applicant on the front envelopes and ensure the address is clear and accurate.
✧ The school assumes no responsibility or obligation for any mistakes or losses of the fee sent by mail. If there are not enough stamps for envelopes, the school will get back the fees from the applicant's and may not accept the application.

4. Notes to Parents

✧ Applicant should provide personal information to be used for assessment purposes, and the information will be treated confidentially and will be destroyed when the procedure is completed.
✧ All documents submitted will not be returned, whether admitted or not
✧ If the application is canceled, the application form and the relevant information will be
✧ destroyed immediately.

- **Application for the "2020/21Registration Certificate for Kindergarten Admission" by K1-K3 children's parents**
  1. Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2017/18 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 the2020/21 school year.
  2. Parents are required to submit an application for the "2020/21Registration Certificate for Kindergarten Admission" (hereafter referred as "2020/21RC") to EDB from September to November 2019. The "2020/21RC" will be open for applications in September 2019 and EDB will announce and upload the details of application onto EDB's website (link to be inserted) in due course.

5. Admission Criteria

- Based on school class vacancies
- Applicants with siblings in our schools will be given priority consideration
- Interview performance
- The applicant from families in need

(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

6. Interview Arrangements

- All applicants will be invited for an interview by mail.
- Interviews will be conducted on 23/11/2019 (Saturday), detail will be sent by mail.
- Group or individual interviews will be arranged.
- Parents should accompany their child for the interview.
- Please contact us at 23491588 Miss Wong if interpretation/ translation service if required.

7. Result of Application

- We will inform parents of admission results before 21 December 2019 by post.
- Registration Arrangements

  Successful applicants**:** K1-K3 parents should complete the registration procedures for their child from 9 to 11 January 2020 ("Centralised Registration Dates") by submitting the registration certificate along with the registration fee, N1 parents just need to play the registration fee. Applicants who fail to register during the centralized registration dates will be considered giving up the school place.

  Applicants on the waiting list: Our school will inform parents should there be a vacancy available for their child. K1-K3 parents should complete the registration procedures for their child by submitting the registration certificate along with the registration fee within the specified period. N1 parents will just need to pay the registration fee.

- Please be reminded that if parents cannot submit the “2020/21 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.
- The registration fee for 2020/21 HK$1570. If the child enrolled in our school, the school will refund the registration fee to the school fee in September 2020/21.
  Should parents decide to change school after registration, please notify the kindergarten by written letters. We will return the “2020/21 RC”, but the registration fee will not be refunded. Upon obtaining the “2020/21 RC”, we will no longer keep the school place for the child.