

Hong Kong Sheng Kung Hui
The Church of The Epiphany Kindergarten
2018-2019 School Year
Information on admission to K1 Classes

1. Age :

Children who were born on or before 31stDecember, 2015 are enrolled in our school for the 2018-2019 school year.

2. The date and place of the distribution and payment of the forms :

Application forms can be downloaded from our website (www.coekg.edu.hk) or obtained from our school.

Payment of the registration form and relevant documents should be presented in person at our school beginning on 1stSeptember, 2017.

3. Payment of documents and fees :

Please bring the following documents to the school office for enrollment during office hours.

- A. Application form
- B. Birth certificate or ROA documents and a copy of the original
- C. Two student photos
- D. Five self-addressed envelopes with stamps
- E. Application fee \$40

4. Meeting arrangement :

- I. Children who have submitted the application form will be invited to attend the Meeting Day in early November, 2017. The relevant date and time will be notified upon return of the application form.
- II. Group and/or individual interviews will be arranged.
- III. Parents should accompany their child for the interview.
- IV. Please contact us at 24356666 if interpretation / translation service is required.
- V. The school will send a letter in writing to parents by 8thDecember 2017 to inform parents of the results.

Admission criteria :

- 1. Meeting performance ;
 - 2. Applicant siblings are enrolled or have graduated from this kindergarten.
 - 3. The kindergarten staff's child.
 - 4. Applicants with family needs will be given priority if they apply for full-time classes.
- Due to the new-student restriction (EDB) limit, not all eligible applicants are admitted.

5. Registration :

* Parents are required to apply to the EDB for the Registration Certificate for Kindergarten Admission or Kindergarten Admission Pass from September to November 2016.

+ Registration fee: \$970 for half-day classes, \$1570 for full-time classes.

- I. If the applicant is admitted, the parents will be required to register with the school on the "Registration Day" from January 11 to 13, 2018 (Thursday to Saturday). Parents are required to submit the "Registration Certificate for Kindergarten Admission" * / "Kindergarten Admission Pass" and the registration fee +.
- II. Please be reminded that if parents cannot submit the "RC" / "AP" during registration, the kindergarten 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.
- III. If the applicants on the waiting list: Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the "RC" / "AP" to the kindergarten and pay the registration fee.
- IV. If the applicants are not admitted, refer to the K-1 vacancy information released by the EDB after the "Centralised Registration Dates" (i.e. from the end of January 2018).
- V. If you decide to transfer your child after registration, please notify to us in writing and we will return the "2018/19 Registration Form" to you. The registration fee will not be refunded and we will not reserve a place for the child. Parents please note.

6. Inquire :

For inquiries, please contact the School Liaison Office on 2435 6666 during office hours or send E-mail to tsingyikdg@yahoo.com.hk.

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