



Caritas Nursery School—Lei Yue Mun

Information on Admission to K1 Class in the 2017/18 School Year

School Information

Please visit our school website (<http://lymns.caritas.org.hk>) for details.

Application Procedures

1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website:

http://cc.caritas.org.hk/apply_2016.htm

2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together with the following documents required:

- ✓ a copy of the child's birth certificate
- ✓ four self-addressed stamped envelopes
- ✓ a recent photo of the applicant
- ✓ a crossed cheque for Application Fee HK\$40 (made payable to Caritas - Hong Kong (SWD)). The application fee is non-returnable whether the application is successful or not.

ii. **Return Period:**

- ✓ Submit in Person : Monday to Friday 2:00p.m. to 4:00p.m. and Saturday 10:00 a.m. to 12:00 noon.
- ✓ Submit by Post : Please mark "Application for admission" on the envelope .
- ✓ Application Form and required documents should be submitted **on or before 31st October 2016 . Fax or e-mail application will not be accepted.**

Interview Arrangement

1. The Nursery School will arrange interview for all applicants.
2. Interviews will be conducted from November 2016 to December 2016.
3. The interview schedule will be sent to all eligible applicants by post on / before 10 November, 2016.
4. Group interviews will be arranged. We will observe the child's behavior and interview with the parents.
5. Parents are required to accompany their child for the interview to ease the anxiety in facing a new environment.
6. Interview will be conducted in Cantonese. Please contact us at 2246 5002 if interpretation / translation service is required.

Admission Criteria and Factors for Consideration

1. For K1 class: the child should be at least 2 years and 8 months old when she/he is admitted in September 2017.
For N1 class: the child should be at least 2 years old when she/he is admitted in September 2017.
2. The alignment of the parents' view with our school mission and values.
3. Interview performance of the child.
4. The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
5. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
6. The applicant has sibling (s) of our school's graduated alumni.
7. Residents in Yau Tong/ Lam Tin/ Kwun Tong 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.

Announcement of Admission Results

We will inform parents of the K1 admission results 2 weeks after the interviews by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from **12 to 14 January 2017** ("Centralised Registration Dates") by submitting the original of the "2017/18 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2017/18 is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2017.
3. If parents cannot submit the "2017/18 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 2016).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2017/18 RC" but the registration fee will not be refunded. Upon obtaining the "2017/18 RC", our school will no longer keep the school place for the child.
5. Applicants on waiting list will be notified if there were availability after the Centralised Registration Dates.

Enquiry

Should there be any enquiry, please contact us at 2246 5002.

Information of Admission can be obtained from EDB website:

*Admission Arrangements for K1 Places in Kindergartens for the 2017/18 School Year

<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-3.html>

Admission Schedule of 2017/18 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms	From 1 January 2016	Parents can obtain the Application Forms from our Nursery School or downloaded online http://lymns.caritas.org.hk/
2	Return of Application Forms (Please ensure the full fare is paid by post and state "Application Form" on the envelope)	1 January 2016 onwards	Please provide the following when submitting the Application Form: <ol style="list-style-type: none"> 1. Completed application form 2. A copy of Birth Certificate of the applicant 3. A recent photo of the applicant 4. 4 self-stamped envelopes for return-mail 5. Application fee HK\$40
3	Parents are required to submit an application for the "2017/18 Registration Certificate for Kindergarten Admission" to EDB from September to November 2016	September 2016 to November 2016	The "2017/18 RC" will be opened for application in September 2016. Please be reminded that if parents cannot submit the "2017/18 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	31 October 2016	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	Early November 2016	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 2017; or - reach the age of 2 years when he/she is admitted to N class in September 2017
6	Interview	K1-K3class: Mid November 2016 N class: November 2016 to December 2016	The school will inform individual applicant in written by post.
7	Notification of interview result and registration date for 2017/18 school year admission	K1 – K3 class : Before 17 December 2016 N class: Before 10 January 2017	
8	Registration of successful applicants	K1-K3class: 12-14 January 2017	Please register in person together with the following: <ol style="list-style-type: none"> 1. 2017/18 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,570
		N class: 22-24 January 2017	Registration fee HK\$ 1,570

