

TWGHs Fong Shu Fook Tong Kindergarten (Queen's Hill)
Application Procedure for Admission 2023/24

1. Admission information

Guests can get the information via:

- School Web Page (Admission information—related links)
- School Admission Guidelines / Leaflet
- School Open Day
- Admission Talk for parents

Students or school parents can get the information via:

- Parent Notice
- Admission Handbook
- Admission information posted on board
- School Open Day
- Admission Talk for parents

2. Collection of application Forms (No Quota):

- Download from school website
- Obtain from school in person
- Request by post

3. Distribution Period:

- Date: Starting from **June 2022**, the application form will be uploaded on the school website for parents to download or visit the school to obtain the application form
- Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) /
9:00a.m. to 12:00 nn (Saturdays)

4. Return of Application Forms (No Quota):

- Return method: Submit the application form in person / by post
[together with the documents required (including identity document)]
- Return Period: Start from **June 2022**
- Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) /
9:00a.m. to 12:00 nn (Saturdays)

5. Application fee:

- Free of charge

6. Application for the “2023/24 Registration Certificate for Kindergarten Admission”

- 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 the 2023/24 school year.

- Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” (hereafter referred as “2023/24 RC”) to EDB from September to November 2022. The “2023/24 RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (www.edb.gov.hk) in due course.

7. Admission Criteria:

➤ Priority of Consideration will be given to:

- ✧ Applicant with sibling(s) currently studying in TWGHs Fong Shu Fook Tong Kindergarten (Queen’s Hill) or other TWGHs’ kindergartens;
- ✧ Applicant with sibling(s) or parents graduated from TWGHs Fong Shu Fook Tong Kindergarten (Queen’s Hill) or other TWGHs’ kindergartens;
- ✧ Applicant whose parent(s) is/are member or staff of TWGHs;
- ✧ Applicant who resides near to the TWGHs Fong Shu Fook Tong Kindergarten (Queen’s Hill);
- ✧ Others, such as the applicant from families in need will be given due priority consideration when applying for whole day classes

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

➤ Interview performance

- ✧ It will be based on the performance of applicants on the day of interview.

8. Interview Arrangements

➤ Interview opportunity

- ✧ The kindergarten will arrange interviews for all applicants

➤ Date of interview

- ✧ The interview will be conducted on **5/11/2022**

➤ Interview mode

- ✧ Parents should accompany their child for the interview
- ✧ Group and/or individual interviews will be arranged

➤ Interview notifications

- ✧ It will be distributed by post two weeks before the interview.

➤ Interpretation / translation service

- ✧ Please contact us at 2348 4438 if interpretation / translation service is required

9. Announcement of Admission Results

- We will inform parents of the K1 admission results **before 16 December 2022 by post.**

10. Registration Arrangements

➤ **Successful applicants:**

- ✧ Parents should complete the registration procedures for their child from **5 to 7 January 2023** (“Centralised Registration Dates”) by submitting the original of the “2023/24 RC” to the kindergarten and paying the registration fee.

➤ **Applicants on the waiting list:**

- ✧ If the successful applicant fails to register during the “Centralised Registration Dates”, the school may allocate the unfilled places to applicants on the waiting list.
- ✧ Then, we will inform parents of the results by post. Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the original of the “2023/24 RC” to the kindergarten and pay the registration fee.

➤ **Unsuccessful Application**

- ✧ Applicants refer to the K1 vacancy information released by the EDB on its website after the “Centralised Registration Dates” starting at the start of **February 2023**.

➤ **Remarks**

- ✧ Please be reminded that if parents cannot submit the “2023/24 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 2023/24 K1 place **half day class** is **HK\$970** and the **whole day class** is **HK\$1,570**. If children are admitted to our school, our school will notify whether tuition fees need to be paid. Our school will refund the registration fee in full in September. If tuition fees are required, our school will refund the registration fee to parents after deducting the tuition fee for September.
- ✧ Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2023/24 RC” but the registration fee will not be refunded. Upon obtaining the “2023/24 RC”, the kindergarten will no longer keep the school place for the child.
- ✧ Before admission, parents are required to submit **an original physical**

examination report of the applicant issued by any Registered Medical Practitioner.

- ✧ Successful applicants are also required to **submit a copy of the immunization record (both sides)**.

11. References can be obtained from the following websites:

- **EDB Circular Memorandum no. 80/2022
Admission Arrangements for Nursery Classes in Kindergartens for the 2023/24 School Year**
 - ✧ **Chinese version**
 - ✧ https://www.edb.gov.hk/k1-admission_tc
 - ✧ **Simplified Chinese version**
 - ✧ https://www.edb.gov.hk/k1-admission_sc
 - ✧ **English version**
 - ✧ https://www.edb.gov.hk/k1-admission_e

- **Application for the “2023/24 Registration Certificate for Kindergarten Admission**
 - ✧ Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” (hereafter referred as “2023/24 RC”) to EDB from September to November 2022. The “2023/24 RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website in due course.

- **Frequently Asked Questions**
 - ✧ **Chinese version**
 - ✧ https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202122%20CM/FAQ%202021_22_TC.pdf
 - ✧ **English version**
 - ✧ https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202122%20CM/FAQ%202021_22_EN.pdf