

**Yuen Long Church (CCC) Chan Kwong Kindergarten**  
**Yuen Long Church (CCC) Chan Kwong No.2 Kindergarten**  
**Information on Admission to K1 Classes in the 2024/25 School Year**

**Admission application:** Kindergarten (K1)

**Eligible applicants:** All children born on or before December 31, 2021 can apply (The child(ren) must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong )

**School hours**

Monday to Friday

AM Class: 9:00 am to 12:15 pm

PM Class: 1:15 pm to 4:30 pm

**EDB's website on Admission Arrangements for Nursery (K1) Classes in Kindergarten:**

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/front.html>

**Collection of application Forms**

1. Online Application (To register online, applicants must have a valid email address.)

**Document preparation**

1. A passport photo (1.5 × 2 inches)
2. Birth certificate
3. Certificate of Entitlement (Suitable for overseas births)
4. Student information of sibling(s) [The applicant with sibling(s) currently studying in the kindergarten]
5. Graduate certificate of parents or sibling(s) [The applicant with parents or sibling(s) previously attended in the kindergarten]

**Parents can pay the HK\$40 registration fee online by following the instructions in the registration process. The application fee is non-refundable.**

**\*Information (including email address, correspondence address, mobile phone number, etc.) provided by parents on the application form is for internal communication purposes only. The school will keep the relevant information strictly confidential and will not sell, rent or transfer the information to anyone in any form.**

**【The above documents will not be returned after submission】**

**Submit the Application form online (no quota)**

\* The application will be open on 12<sup>th</sup> October 2023

**Application period:**

Starting date and time: 12<sup>th</sup> October 2023 (Thursday) 9:00 am

Ending date and time: 25<sup>th</sup> October 2023 (Wednesday) 4:00 pm

How to register	<p>Link of online application: <a href="https://ylcck.cloudoase.com/">https://ylcck.cloudoase.com/</a></p> <p>When applying, the applicant must attach a photo (1.5 inches x 2 inches), birth certificate, and any other pertinent documents (for example, a copy of the sibling's school registration form, parents' or siblings' graduation certificates, etc.). All submitted documents must be legible, and the passport photo must be clearly in focus showing the applicant's face. Applicants with unclear photographs or documents will not be considered.</p> <p>After completing the registration, parents will receive an email confirmation notification with the application number. If the applicant does not receive the confirmation notification with the application number, it indicates that the application is not successfully submitted. In this instance, the applicant must re-register online.</p> <p>Renewal or updating information must be done via the application system before 4:00 p.m., 25<sup>th</sup> October, 2023 (Wednesday). The school will send out an interview notice on or before 1<sup>st</sup> November, 2023 (Wednesday). Parents should check your email regularly. If you have not received the interview notice by 6<sup>th</sup> November, 2023 (Monday), please contact our school at 2476 5623 / 2442 4464.</p>
Contact details	<p>Our school will contact parents through email regarding their admission application status, interview arrangements, and admission results. Please provide a valid email address which you check on a regular basis. To avoid receiving emails from our school as spam, please add no-reply@chankwong.edu.hk to your contact list.</p>

**Admission Criteria**

1. Age of admission to K1 class need to be over 2 years 8 months on or before August 2023.
2. Interview performance
3. The applicant with parents currently working in the kindergarten will be given due priority consideration.
4. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration.
5. The applicant with parents or sibling(s) previously attended in the kindergarten will be given due priority consideration.
6. The applicant with parents currently in the kindergarten management committee will be given due priority consideration.
7. Church member of Yuen Long Church (Church of Christ in China) will be given due priority consideration.
8. The same religion
9. Vicinity of our school

\* **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 Arrangements

1. The kindergarten will arrange an interview for all applicants. (The interview time will not be changed). Those who are absent from the interview for any reason will not be offered a make-up interview.
  2. Interviews will be conducted on 16<sup>th</sup> November 2023 (Thursday). Please note that the date and time of the interview cannot be rescheduled. The parents will be notified of the interview details by post.
    - If the number of applicants exceeds expectations, interviews will be continued on 17<sup>th</sup> November 2023 (Friday).
    - Please note that the date and time of the interview cannot be rescheduled.
  3. Individual interviews will be arranged, please do not take any pictures or videos.
  4. Cantonese will be the main language used in our school, the interview will be conducted in Cantonese. When interviewing NCS children, interpretation and / or translation service for applicants will be provided where necessary to facilitate communication.
- \*The school will not provide printing or photocopying services. Applicants who apply online must print out the interview notice in color. The school will not accept the electronic version of the interview notice.**
- \*If the photo cannot be printed out when printing the interview notice, please bring the same photo of the applicant's ID card to the registration counter for registration.**

## Notification of Admission Result

1. Our school will inform parents of the K1 admission results through email on 13<sup>th</sup> December, 2023 (Wednesday), the results will also be announced through our school website at 4pm. Our school will not provide any telephone enquiry regarding results.
  2. Unsuccessful applicants: If parents would like our school to put the applicants on the waiting list, please download the form from the school website or obtain from school in person. Completed form can be submitted by fax (2475 8718) or in person during office hours.
- \* Only the interview number will be displayed when the admission result is announced on the website.**

## Registration Arrangement

1. Successful applicants: Parents should complete the registration procedures for their child within "Centralized Registration Dates" (4<sup>th</sup> January to 6<sup>th</sup> January 2024) by submitting the "Registration Certificate for Kindergarten Admission" ("RC") or "Kindergarten Admission Pass" ("AP") to the kindergarten and paying the registration fee.

Registration time :

Monday to Friday : 9:00 am to 11:30 am

1:30 pm to 4:00 pm

Saturday : 9:00 am to 11:30 am

2. Candidates on waiting list: When there is a vacancy, the school will inform the candidate on top of the waiting list for admission by phone call. 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" or "AP" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "RC" or "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.

4. The registration fee (\$970) paid will be refunded in September, 2024. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” or “AP” but the registration fee will not be refunded. Upon obtaining the “RC” or “AP”, the kindergarten will no longer keep the school place for the child.

#### **Note \*Application for the “Registration Certificate for Kindergarten Admission”**

1. Under the kindergarten education scheme (Scheme), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) to EDB **from September to November 2023**. The “RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/front.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 child cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>1</sup>, 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.

#### **Arrangement for admission application of non-Chinese Speaking (NCS) Children**

When interviewing NCS children, applicants may request translation services, or parents and children may be accompanied by a Chinese-speaking relative or friend to facilitate conversation. If interpretation or translation services are required, please notify us as soon as the "Interview Notification Letter" is received. (Enquiry number: 2476 5623 / 2442 4464; email: ylckk1@gmail.com)

#### **Enquiry**

- Our Telephone no. : 2476 5623 / 2442 4464
- Our Website : <http://www.chankwong.edu.hk>
- Our Address : No.5-7, Ping Shun Street, Yuen Long, New Territories (CK)  
No.9, Ping Shun Street, Yuen Long, New Territories (CK2)
- Office hour : Monday to Friday : 9am – 11.30am, 1.30pm – 4pm  
Saturday : 9am – 11.30am

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<sup>1</sup> Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.