



## Caritas Nursery School—Ta Kwu Ling

### Information on Admission in the 2022/ 23 School Year

#### School Information

Please visit our school website (<http://tklms.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 website:  
[http://cc.caritas.org.hk/apply\\_2016.htm](http://cc.caritas.org.hk/apply_2016.htm)

**2. Return of Application Forms (No set quota)**

Please submit the completed application form in person / by post /fax or e-mail

#### Interview Arrangement

1. The Nursery School will arrange interview for all applicant.
2. Interviews will be conducted from November 2021 to January 2022.
3. Individual interviews will be arranged. We will observe the child's behavior and interview with the parents.
4. Parents are required to accompany their child for the interview to ease the anxiety in facing a new environment.
5. Interview will be conducted in English.
6. Arrangement for admission application of non-Chinese Speaking (NCS) Children :  
When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication.  
Please contact us at \_\_26743207\_\_ if interpretation / translation service if 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 2022.  
For N1 class: the child should be at least 2 years old when she/he is admitted in September 2022.
2. The alignment of the parents' view with our school mission and values.
3. The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
4. Interview performance of the child.
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 Ta Kwu Ling/ Fanling/ Sha Tau Kok / Shenzhen

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 admission results 2 weeks after the interviews by post / e-mail.

### **Registration Arrangements**

1. Successful applicants: Parents of K – Class should complete the registration procedures for their child from **6 to 8 January 2022** (“Centralised Registration Dates”) by submitting the original of the “2022/23 Registration Certificate (RC) ” to our school and paying the registration fee.
2. The registration fee for 2022/23 is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2022.
3. If parents cannot submit the “2022/23 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 2021).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the “2022/23 RC” but the registration fee will not be refunded. Upon obtaining the “2022/23 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 26743207

### **Our school Information on Profile of Kindergartens and Kindergarten-cum-Child Care Centres:**

<https://kgp2021.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6255>

### **Information of Admission can be obtained from EDB website:**

\*Admission Arrangements for K1 Places in Kindergartens for the 2022/23 School Year

<https://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2.html>

## Admission Schedule of 2022/23 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms	From 1 January 2021	Parents can obtain the Application Forms from our Nursery School or downloaded online <a href="http://cc.caritas.org.hk/apply_2016.htm">http://cc.caritas.org.hk/apply_2016.htm</a>
2	Return of Application Forms (Please ensure the full fare is paid by post and state <b>"Application Form"</b> on the envelope)	1 January 2021 onwards	Please provide the following when submitting the Application Form: <ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. A copy of Birth Certificate of the applicant</li> <li>3. A recent photo of the applicant</li> <li>4. Application fee HK\$40 (Payment at the time of interview)</li> </ol>
3	Parents are required to submit an application for the "2022/23 Registration Certificate for Kindergarten Admission" to EDB (for K class)	September 2021 to November 2022	The "2022/23 RC" will be opened for application in September 2021. Please be reminded that if parents cannot submit the "2022/23 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	Interview Confirmation	K class: October 2021	
		N class: November 2021 to January 2022	
5	Interview	K class: November 2021	The school will inform individual applicant in written by post/e-mail
		N class: November 2021 to January 2022	The school will collect the application fee HK\$40
6	Notification of interview result and registration date for 2022/23 school year admission	K class : Before 18 December 2021	The school will inform individual applicant in written by post/e-mail
		N class: Before 28 February 2022	
7	Registration of successful applicants	K class: 6-8 January 2022	Please register in person together with the following: <ol style="list-style-type: none"> <li>1. 2022/23 Registration Certificate for Kindergarten Admission (original copy)</li> <li>2. Registration fee HK\$ 1,570</li> </ol>
		N class: November 2021 to January 2022	Registration fee HK\$ 1,570

(To be filled in by School)

**CR NO./YEAR/CP NO.**

Ref. No. : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Registration Date : \_\_\_\_\_



**Caritas Pre-school Education & Child Care Service**

**Caritas Nursery School—Ta Kwu Ling**

**Application Form**

(Photo)

Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_ Sex \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Yr/Month/Day) Place of Birth \_\_\_\_\_ HK Birth Certificate No. \_\_\_\_\_

Age \_\_\_\_\_ Religion \_\_\_\_\_ Native Place \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_ Language used by parents \_\_\_\_\_

Nursery/Kindergarten attended \_\_\_\_\_ Class attended \_\_\_\_\_ Class Applied for \_\_\_\_\_

Any children/relative/friend attending/attended this school  Yes  No  
 Name \_\_\_\_\_ Relationship w/ Children \_\_\_\_\_

**Details of Family Member(s)**

	<b>Father</b>	<b>Mother</b>	<b>Guardian</b>
Name (Chinese)			
Name (English)			
HKID No. (first 4 digits)			
Academic Qualification (Primary school/Secondary school/Tertiary Institute/Others)			
Occupation			
Office Tel No.			
Mobile Phone No.			
Working District			
Relationship with children	NA	NA	

**Other Relatives living together Children**(including unmarried children and dependent parents) :

Name	Sex	Age	Relationship w/Children	Occupation/Class Attending

(to be cont.)

**Way(s) of knowing our school :**  Relative(s) /  Friend(s) /  Website /  School Activity /  District Activity  
(Please indicate with "✓" in the appropriate boxes :)  Other (Please specify) : \_\_\_\_\_

**Reason(s) of selecting our school :**

\_\_\_\_\_

**Whether parents will apply for Fee Remission Scheme :**  Yes  No

Remarks :

\_\_\_\_\_

**Personal information collection statement**

- The personal data of you and your children collected by our Service will be used to provide appropriate service or assistance, to monitor, evaluate and improve our service quality.
- The information will be made available to our staff on a need-to-know basis. It may be disclosed to the relevant departments or organizations as requested when supporting services are applied from them.
- You can request for access to and correction of your or your children's personal data.

I hereby declare that all the above information is true and complete.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

(FOR NURSERY SCHOOL/KINDERGARTEN USE ONLY)

Date of Admission : \_\_\_\_\_

Date of Discharged : \_\_\_\_\_

Reason of Discharged : Graduation/Removal/Other\_\_\_\_\_

Remarks : \_\_\_\_\_  
\_\_\_\_\_

Calculation of Fee Remission :

1. Total Family Income(Yearly) : \_\_\_\_\_ 2. Total Family Members : \_\_\_\_\_

3. Estimated Amount of Fee Remission Level :  100%  75%  50%  No Remission