



Caritas Nursery School—Ta Kwu Ling

Information on Admission in the 2022/ 23 School Year

Application procedures:

Our school accepts admission application forms throughout the year. Parents can download the form from school website or visit our school during office hours to obtain the form.

Admission Schedule for 2022/23 School Year

1	Distribution of Application Forms (we accept admission application forms throughout the year and without any quota)	From 1 January 2021	Parents can obtain the Application Forms from our Nursery School or download from: http://tklns.caritas.org.hk
2	Registration (Submit in person, by post, by email or by fax. Please mark the envelope as [Application for Admission]. Please affix sufficient stamps on the envelope. If not, it will be handled by Hongkong Post.)	1 January 2021 onwards	Please provide the following when submitting the Application Form: 1. Completed form 2. Applicant's copy of Birth Certificate 3. A recent photo of the applicant 4. Application fee HK\$40 (Pay on the day of interview)
3	Parents are required to apply for "2022/23 Registration Certificate for Kindergarten Admission" through EDB (only for K class)	September 2021 to November 2022	The application forms for the "2022/23 Kindergarten Admission Certificate" can be downloaded from the EDB website, or can be obtained from all District Offices, Post Offices, Regional Education Service Offices and Student Financial Assistance Agency of the EDB.
4	School sends a notification letter regarding appointment arrangement	K class(3-6 year olds): October 2021	
		N class(2 years old): November 2021 to January 2022	
5	Interview	K class(3-6 year olds): November 2021	The school will inform applicants individually in written form by post or by e-mail
		N class(2 years old): November 2021 to January 2022	Application fee of HK\$40 will be charged
6	Notification of interview result and registration date for 2022/23 school year admission	K class(3-6 year olds) : Before 18 December 2021	The school will inform individual applicant in written by post/e-mail
		N class(2 years old): Before 28 February 2022	

7	Registration of successful applicants (The paid registration fee will be deducted/refunded from the tuition fee in September 2022. If the seat is given up, registration fee will not be refunded)	K class(3-6 year olds): 6-8 January 2022	Please register in person together with the following: 1. 2022/23 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,570
		N class(2 years old): November 2021 to January 2022	Registration fee HK\$ 1,570

*Parents can also refer to the EDB website for admission arrangements for kindergarten (K1)

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

Admission Procedure, Admission Factors and Criteria

1. Admission Procedure

- 1.1 The enrollment information of 11 preschools and kindergartens under Caritas Hong Kong has been published in the Kung Kao Po in August 2021. For the application procedures, please visit website:
<http://tklms.caritas.org.hk/>
- 1.2 In mid-October, the school will notify parents who have submitted the application form individually by letter or email, we will arrange a date and time to meet our new students and their parents. Appointments are generally arranged from November to January;
- 1.3 The school will send the admission result of the child by letter or email within about two weeks after the meeting with the parents.
- 1.4 The parents of students who have been admitted must pay a registration fee within the specified date; the waiting students will be included in the waiting list; after the unified registration day, if the school still has places, the school will accept those waiting students and notify parents to arrange for registration procedures.
- 1.5 The school will hold a parent meeting for new students in May every year to explain the admission arrangement; if there is a place in the future, the school will arrange the registration procedures for other waiting students;
- 1.6 According to the administrative guidelines of the organization, all application forms for students who have not been admitted will be stored for one year and then be destroyed. During this period, if parents have any enquiries, they can contact the school directly.

2. Interview arrangements for new students

- 2.1 In order to reduce children's resistance to unfamiliar environments, please arrange an adult to accompany your child to the interview;
- 2.2 The interview will be conducted in Cantonese, through individual conversations with parents and children and observation of children during play;
- 2.3 Arrangements for admission applications for non-Chinese speaking children:
When interviewing non-Chinese speaking children, our school may arrange interpretation services for applicants if needed, or parents and children may be accompanied by relatives and friends who could understand Chinese to assist in communication. For interpretation/translation services, please contact the school on 2674 3207.

3. Consideration of admission factors and criteria:

Due to limited places, the following are only considerations, the admission right is determined by the school

(Please note that due to places limitations, not all applicants who meet the priority consideration will be admitted)

- 3.1 The age of the child is 2 years and 8 months (preschool class) or 2 years old (preschool class) on September 1.
- 3.2 Parents agree with the mission and educational goals of the school;
- 3.3 Both parents need to go out to work and need full-time child care services;
- 3.4 Children's performance in interviews;
- 3.5 There are brothers and sisters who are current students of the school, which is convenient for parents to pick up and drop off;
- 3.6 There are brothers and sisters who are graduates of the school (who have completed K3);
- 3.7 have social and caring needs;
- 3.8 Those who live near TaKwuling, Fanling, Sha Tau Kok and Shenzhen, and nearby our school;

4. 2022/23 original registration certificate and registration fee

- 4.1 The registration fee for 2022/23 is HK\$1570. If the child is enrolled in the school in the new school year, the registration fee paid will be deducted/refunded from the tuition fee in September 2022. If parents decide to transfer their children to other school after registration, please notify the school in writing. The school will return the relevant registration certificate (for K class only), but the registration fee will not be refunded. After the registration card is returned, the school will no longer retain the place for the child.

5. 《Profile of kindergartens and kindergarten-cum-Child-care centres》 - Information about our school

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

(To be filled by the school)
CR NO./YEAR/CP NO.
No : _____ / _____ / _____
Registration date : _____



**Caritas Nursery School—
Ta Kwu Ling**

Child' s photo

Admission application

Child' s name (Chinese) _____ (English) _____ Sex _____

Date of birth _____ Place of birth _____

Birth certificate no: _____

Age _____ Religion _____ Hometown _____

Address _____

Tel: _____ email address _____ Language use at home _____

Previous kindergarten, if any: _____ Class _____ Class apply for _____

Do you have any children/relatives/friends/currently/used to study in this school?

Yes Name _____ relationship _____ No

Family condition

	Father	Mother	Care=taker
Chinese name			
English name			
HKID(First 4 letter and number)			
Education(Primary/Secondary/ Tertiary/Others)			
Occupation			
Work Place number			
Mobile phone number			
Working place			
Relationship of care-taker with child	Not applicable	Not applicable	

Other family members who live together

Name	Sex	Age	Relationship with child	Occupation/Class

(Please see next page)

How did you know relatives / friends / website / school activity / regional activity

our school?

others (Please specify) : _____

(You may choose more than one answer)

reason parents choose our school :

Will parents apply for the School fees Remission Scheme? : Yes No

Note :

Personal Information Collection Statement

- We collect you and your children personal data for the purpose of providing you services or assistance you need, and for monitoring, reviewing and improving our service quality.
- The above information collected will also be forwarded to the relevant supporting departments/organizations if necessary.

You may request to access and correct you and your child's personal data with us.

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I declare that the information reported is true

Parent's signature : _____

Date : _____

(To be filled by school)

Date of admission : _____

Date of leaving the school : _____ reason : go to Primary/moving/others _____

Note : _____

Preliminary Calculation of School fee Waiver :

1. Family total income : _____ 2. Number of family members : _____

3. Estimated school fee waived : 100% 75% 50% none