



Caritas Lions Club of Hong Kong (Pacific) Nursery School

Address: G/F, Carport Block, Harmony Garden, 9 Siu Sai Wan Road, Chai Wan, Hong Kong

Tel No.: 2505 3553

Admission Schedule for the 2024/25 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms (Accept admission application forms throughout the year and without any quota)	From 1 st January 2023 (Collect in person: Monday to Friday 2:00p.m. to 4:00p.m., Saturday 10:00 a.m. to 12:00 noon)	Parents can obtain the Application Forms from our Nursery School or downloaded online: http://lcns.caritas.org.hk
2	Return of Application Forms (Please ensure the full fare is paid by post and state "Application Form" on the envelope)	From 7 th August 2023 (Submit in person: Monday to Friday 2:00p.m. to 4:00p.m., Saturday 10:00 a.m. to 12:00 noon) (Submit by post: G/F, Carport Block, Harmony Garden, 9 Siu Sai Wan Road, Chai Wan, Hong Kong)	Please provide the following when submitting the Application Form: 1. Completed application form(with a recent photo of the applicant) 2. A copy of Birth Certificate of the applicant 3. 4 self-stamped envelopes for return-mail 5. Application fee HK\$40 (a crossed cheque and made payable to Caritas Lions Club of Hong Kong (Pacific) Nursery School) (The application fee is non-returnable whether the application is successful or not)
3	Parents are required to submit an application for the "2024/25 Registration Certificate for Kindergarten Admission" to EDB from September to November 2023	September 2023 to November 2023	The "2024/25 RC" will be opened for application in September 2023. Please be reminded that if parents cannot submit the "2024/25 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	K1-K3 classes(3-6 years old): 20 st October 2023	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	N1 class(2 years old): Start from late October 2023	To be eligible for interview, the child must reach the age of 2 years when he/she is admitted to N class in September 2024.
		K1-K3 classes(3-6 years old): Start from late October 2023	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 2024.
6	Interview	N1 class(2 years old) and K1-K3 classes(3-6 years old): 4 th or 11 th November 2023	The school will inform individual applicant in written by post.

7	Notification of interview result and registration date for 2024/25 school year admission	N1 class(2 years old): Within 4 weeks K1 –K3 classes(3-6 years old): Before 15 th December 2023	The school will inform individual applicant in written by post.
8	Registration of successful applicants	N1 class(2 years old): Inform individual applicant in written by post	Please register in person together with the following: 1. Registration fee HK\$ 1,500
		K1-K3 class(3-6 years old): 4 th -6 th January 2024	Please register in person together with the following: 1. 2024/25 Registration Certificate for Kindergarten Admission(original copy) 2. Registration fee HK\$ 1,500

Information of Admission can be obtained from EDB website:

*Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/25 School Year

https://www.edb.gov.hk/k1-admission_e

*For more school details, please visit the website of Profile of Kindergartens and Kindergarten-cum-Child Care Centres 2023/24 School Year:

[Profile of Kindergartens and Kindergarten-cum-Child Care Centres 2023/24 School Year \(kgp2023.azurewebsites.net\)](https://www.kgp2023.azurewebsites.net/)

Information on Admission in the 2024/25 School Year

1. Application Procedures

- 1.1 The 11 preschools and kindergartens under Caritas Hong Kong accept public applications for admission. For the application procedures, please visit our website: <http://lcns.caritas.org.hk/> for details;
- 1.2 In October, the school will notify parents who have submitted the application form individually by letter, we will arrange a date and time to meet our new students and their parents. Appointments are generally arranged on 4th or 11th November;
- 1.3 The school will send the admission result of the child by letter within four weeks after the meeting with the parents by post;
- 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 June 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 Arrangement

- 2.1 Group interviews will be arranged. We will observe the child's behavior and interview with the parent.
- 2.2 One of the parents is required to accompany their child for the interview.
- 2.3 Interview will be conducted in Cantonese. Please contact us at 2505 3553 if interpretation / translation service is required.

3. Admission Criteria and Factors for Consideration

- 3.1 The child should be at least 2 years and 8 months old (For K1 class) and at least 2 years old (For N1 class) when she/he is admitted in September 2024.
- 3.2 The alignment of the parents' view with our school mission and values.
- 3.3 The applicant from families in need for whole day / long whole day edu-care service will be given due priority consideration.
- 3.4 Interview performance of the child.
- 3.5 The applicant with sibling(s) currently studying in our school will be given due priority consideration.
- 3.6 The applicant has sibling (s) of our school's graduated alumni.
- 3.7 Special social and care needs.

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.

4. Registration Arrangements

- 4.1 Successful applicants' parents should complete the registration procedures for their child from **4th -6th January 2024** ("Centralized Registration Dates") by submitting the original of the "2024/25 Registration Certificate (RC)" to our school and paying the registration fee.
- 4.2 The registration fee for 2024/25 K classes and N class is HK\$ 1,500. For those admitted children, the registration fee will be deducted from the school fee in September 2024.

- 4.3 If parents cannot submit the “2024/25 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 September to November 2022.
- 4.4 If parents decide to change school after registration, please notify to us in writing. We will return the “2024/25 RC” but the registration fee will not be refunded. Upon obtaining the “2024/25 RC”, our school will no longer keep the school place for the child.

5. Arrangement for admission application and supporting to non-Chinese Speaking Children

- 5.1 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.
- 5.2 Our School created an enriched language environment to facilitate their learning of the Chinese language. For further information, please visit our website:
<https://lcns.caritas.org.hk/page.aspx?73%2feWedQ4wd1zi1y8T3vRE3xFlfcAlPnvUi3SeC10tA%3d>



學童個人資料 Information of Student

中文姓名 Name in Chinese		性別 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	相片 Photograph
英文姓名 Name in English		宗教 Religion		
出生日期(日/月/年) Date of Birth(Day/Month/Yr)		出生地點 Place of Birth		
出生證明書編號 HK Birth Certificate No.		聯絡電話 Contact No.		
住址 Address				
電郵地址 Email				

家庭成員資料 Family members

與申請人關係 Relationship with applicant	姓名 Name	學歷 Academic Qualification	職業 Occupation	聯絡電話 Mobile No.
父/母/監護人 Father/Mother/Guardian				
父/母/監護人 Father/Mother/Guardian				

現/曾在本校就讀的子女/親屬/朋友資料(如適用)

Particulars of Siblings/Relatives/Friends attending /having attended this kindergarten (if applicable)

姓名 Name	與兒童關係 Relationship

擬申請 Applying for	班級 Class	N1 幼初班 <input type="checkbox"/>	K1 幼兒班 <input type="checkbox"/>	K2 低班 <input type="checkbox"/>	K3 高班 <input type="checkbox"/>
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認識本校途徑 Received the Kindergarten Information through

<input type="checkbox"/> 居住附近 Living nearby the kindergarten	<input type="checkbox"/> 本校網頁、幼稚園概覽...等 School website, profile of kindergartens...etc
<input type="checkbox"/> 親友鄰里推介 Recommended by relatives/friends	<input type="checkbox"/> 其他(請註明: _____) Others(Please specify: _____)

本人在申請表上所填寫的一切資料均屬真確，申請人所提供的資料只用於處理入學申請之用，並同意若申請人未獲取錄或自動放棄學位，有關資料將於一年內全部銷毀。根據個人資料(私隱)條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與幼稚園聯絡。

I hereby certify that the information provided is true and accurate. I understand that all information provided to the school during the enrolment process will be treated confidentially. Records will be permanently destroyed within one year if I give up the enrollment or are not shortlisted. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

日期 Date : _____

家長/監護人簽署 Signature of Parent/Guardain: _____

由學校填寫(For School' s use only)

<input type="checkbox"/> 報名費 Application fee	<input type="checkbox"/> 出生證明文件副本 Photocopy of applicant's birth certificate	<input type="checkbox"/> 回郵信封(4個) Four envelopes with stamps and address
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