

Sharon Lutheran Church Kindergarten (Tsz Oi Branch)
Information on Admission to K1 Classes in the 2019/20 School Year

Application for the “2019/20 Registration Certificate for Kindergarten Admission”

Parents are required to submit an application for the “2019/20 Registration Certificate for Kindergarten Admission” (hereafter referred as “2019/20 RC”) to EDB **from September to November 2018**. The “2019/20 RC” will be open for applications in September 2018 and EDB will announce and upload the details of application onto EDB’s website (<http://www.edb.gov.hk>) in due course.

Collection of application Forms (No quota):

1. Obtain from school in person
2. Download from school website (<http://www.sharonlutheran.edu.hk>)

Distribution Period:

1. Date: 03/09/2018 (Monday) to 21/09/2018 (Friday)
2. Time: 9:00a.m. to 11:30a.m. & 1:00p.m. to 4:00 p.m. (Mondays to Fridays) / 9:00a.m. to 12:00p.m. (Saturdays)

Return of Application Forms (No set quota for the kindergarten):

1. Return method: Submit the application form in person (together with the documents required) :
 - ~2 passport size photo (one stick it on the form)
 - ~Original and Photocopy of birth certificate
 - ~Photocopy of vaccination record
 - ~4 envelopes 9”x4” (with a stamp \$2 and return address written)
 - ~Application Fee: HK\$40
(by cash or cheque payable to : Sharon Lutheran Church Kindergarten (Tsz Oi Branch))
2. The Application fee is non-returnable whether the application is successful or not.

Return Period:

1. Date: 26/9/2018 (Wednesday) to 19/10/2018 (Friday)
2. Time: 9:00a.m. to 11:30a.m. & 1:00p.m. to 4:00 p.m. (Mondays to Fridays) / 9:00a.m. to 12:00p.m. (Saturdays)

Interview Arrangements

1. The kindergarten will arrange interview for all applicants
2. Interviews will be conducted on November
3. Individual interviews will be arranged
4. Parents should accompany their child for the interview
5. Interview time will not able to change due to the large number of interviews
6. According to the guidelines of Education Bureau, application fee is non-refundable due to the absence of interview.

Announcement of Admission Results

We will inform parents of the K1 admission results before 21 December 2018 by post.

Registration Arrangements

1. **Successful applicants:** Parents should complete the registration procedures for their child from 10 to 12 January 2019 (“Centralised Registration Dates”) by submitting the original of the “2019/20 RC” to the kindergarten, Admission Letter and paying the registration fee.
2. **Applicants on the waiting list:** 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 “2019/20 RC” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “2019/20 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.
4. The registration fee for 2019/20 K1 place is HK\$970(Half Day Class) / HK\$1,570(Whole Day Class). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2019/20 RC” but the registration fee will not be refunded. Upon obtaining the “2019/20 RC”, the kindergarten will no longer keep the school place for the child.

Admission Criteria

1. Interview performance
2. Children will be given priority if:
 - Siblings currently enrolled
 - Graduated siblings
 - Living nearby
3. 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.)

Enquiry

Our telephone no.: 2326 0280

Our Website: <http://www.sharonlutheran.edu.hk>