



Caritas Nursery School—Tsui Lam

Information on Admission to K1 / N1 Class in the 2018/19 School Year

School Information

The school website (<http://tlns.caritas.org.hk>) for more information.

Application Procedures

1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website:

http://cc.caritas.org.hk/apply_2016.htm

2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together

with the following documents required:

- ✓ a copy of the child's birth certificate
- ✓ four self-addressed stamped envelopes
- ✓ a recent photo of the applicant
- ✓ a crossed cheque for Application Fee HK\$40 (made payable to **Caritas Nursery School – Tsui Lam**). The application fee is non-returnable whether the application is successful or not.

ii. Return Period:

- ✓ Submit in Person : Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 12:00 noon.
- ✓ Submit by Post : Please mark "Application for admission" on the envelope .
- ✓ Application Form and required documents should be submitted **on or before 28th October 2017** . **Fax or e-mail application will not be accepted.**

Interview Arrangement

1. The Nursery School will arrange interview for all eligible applicants.
2. Interviews will be conducted in Early November 2017 . The interview schedule will be sent to all eligible applicants by post on / before October 2017 .
3. Group activities and 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 Cantonese. Please contact us at Tel:27020076 if interpretation / translation service is 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 2018.

For N1 class: the child should be at least 2 years old when she/he is admitted in September 2018.

2. The alignment of the parents' view with our school mission and values.
3. Interview performance of the child.
4. The applicant from families in needs for whole day / long whole day edu-care service will be given due priority consideration.
5. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
6. The applicant has sibling (s) or parent(s) of our school's graduated alumni.
7. The applicant with social needs.
8. Residents in Tseung Kwan O district.

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 K1 admission results 3 weeks after the interviews by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from **11 to 13 January 2018** ("Centralised Registration Dates") by submitting the original of the "2017/18 Registration Certificate (RC)" to our school and paying the registration fee.
2. The registration fee for 2018/19 is HK\$ 1,570. For those admitted children, the registration fee will be deducted from the school fee in September 2018.
3. If parents cannot submit the "2018/19 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 2017).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2018/19 RC" but the registration fee will not be refunded. Upon obtaining the "2018/19 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 Tel:27020076

Information of Admission can be obtained from EDB website:

*Admission Arrangements for K1 Places in Kindergartens for the 2018/19 School Year

<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-4.html>

Admission Schedule of 2018/19 School Year

	Schedule	Date	Notes
1	Distribution of Application Forms	From 1 January 2017	Parents can obtain the Application Forms from our Nursery School or downloaded online http://tlns.caritas.org.hk/
2	Return of Application Forms (Please ensure the full fare is paid by post and state "Application Form" on the envelope)	1 January 2017 onwards (N1 class) From 1 September 2017 (K1 class)	Please provide the following when submitting the Application Form: <ol style="list-style-type: none"> 1. Completed application form 2. A copy of Birth Certificate of the applicant 3. A recent photo of the applicant 4. 4 self-stamped envelopes for return-mail 5. Application fee HK\$40 (a crossed cheque made payable to "Caritas Nursery School – Tsui Lam")
3	Parents are required to submit an application for the "2018/19 Registration Certificate for Kindergarten Admission" to EDB from September to November 2017	September 2017 to November 2017	The "2018/19 RC" will be opened for application in September 2017. Please be reminded that if parents cannot submit the "2018/19 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	28 October 2017 (K1 Class) ----- N1 class: 1 st round: 28 October 2017 2 nd round: 22 December 2017	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	Mid October 2017(K1 class) N1 class: 1 st round: Mid October 2017 2 nd round: Mid December 2017	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 2018; or - reach the age of 2 years when he/she is admitted to N class in September 2018
6	Interview	K1-K3class: Early November 2017 N class: 1 st round interview: Early November 2017 2 nd round interview: Early to Mid January 2018	The school will inform individual applicant in written by post.
7	Notification of interview result and registration date for 2018/19 school year admission	K1 – K3 class : Before 22 December 2017 N1 class 1 st round: Early December 2017 2 nd round: Early February 2018	The school will inform individual applicant in written by post.
8	Registration of successful applicants	K1-K3class: 11-13 January 2018 N class: will inform parents by post	Please register in person together with the following: <ol style="list-style-type: none"> 1. 2018/19 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,570 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—Tusi Lam

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)

	Father	Mother	Guardian
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 Relative(s) / Friend(s) / Website / School Activity / District Activity

our school :

(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

Revised on 1/9/2016