



Caritas Nursery School—Tsui Lam

Information on Admission in the 2024/ 25 School Year

Application procedures:

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

Admission Schedule for 2024/25 School Year

1	Distribution of Application Forms (we accept admission application forms throughout the year and without any quota)	From 1 January, 2023	Parents can obtain the Application Forms from our Nursery School or download from: http://tlns.caritas.org.hk
2	Registration (Submit in person, by post, the school address is Rm 306-313, Pik Lam House, Tsui Lam Estate, Tseung Kwan O. Please mark the envelope as [Application for Admission]. Please affix sufficient stamps on the envelope. If not, it will be handled by Hongkong Post.) Note - Submission time : Monday to Friday 9:30am - 5:00pm; Saturday 9:30am - 1:00pm	1 January 2023 onwards (For N1 Class) 1 September 2023 onwards (For K1 Class)	Please provide the following when submitting the Application Form: 1. Completed application form(with photo) 2. A copy of Birth Certificate of the applicant 3. 4 self-stamped envelopes for return-mail 4. Application fee HK\$40(a crossed cheque made payable to “Caritas Nursery School – Tsui Lam”)*Payment non-refundable*
3	Parents are required to apply for “2024/25 Registration Certificate for Kindergarten Admission” through EDB (only for K class)	September to November 2023	The application forms for the "2024/25 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 EDB.
4	Deadline of Application	31 October 2023 (K1 –K3 Class) ----- N1 class: 1 st round: 31 October 2023 2 nd round: 31 December 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	School sends a notification letter regarding appointment arrangement	Start from mid-October 2023 (K1 –K3 Class) ----- N1 class: 1 st round: start from October 2023 2 nd round: start from mid-December 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; or • reach the age of 2 when he/she is admitted to N class in September 2024.
6	Interview	K1-K3class: November 2023 N class: 1 st round interview: November 2023 2 nd round interview: January 2024	The school will inform individual applicant in written by post.
7	Notification of interview result and registration date for 2024/25 school year admission	K class (3-6 year olds) : Before 16 December 2023 N1 class 1 st round: Before December 2023 2 nd round: Before February 2024	The school will inform individual applicant in written by post.

8	Registration of successful applicants (The paid registration fee will be deducted/refunded from the tuition fee in September 2024. If the seat is given up, the registration fee will not be refunded)	K class (3-6 year olds): 4-6 January 2024	Please register in person together with the following: 1. 2024/25 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,539
		N class: will inform parents by post	Please register in person together with the following: 1. Admission Confirmation Letter 2. Registration fee HK\$ 1,570
9	Announcement of K1 vacancy information released by the EDB after the Centralised Registration Dates (i.e. from late January 2024)	The school will inform individual applicant by phone or post	

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

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 3rd September 2023. For the application procedures, please visit website:
<http://tlns.caritas.org.hk/>
- 1.2 In mid-October, the school will notify parents who have submitted the application form individually by post, 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 post within about a month 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 June or July 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 2702 0076.

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 whole day / long whole day edu-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 parents, 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 Tseung Kwan O and nearby our school;

4. 2023/24 original registration certificate and registration fee

- 4.1 The registration fee for 2024/25 (N1 Class) is HK\$ 1,570 and the registration fee for 2024/25 (K1 Class) is HK\$ 1,539. 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 2024. 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 certificate 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://kqp2023.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6297&district=saikun&category=&voucher=&schoolname=%E6%98%8E%E6%84%9B&otherkeywords=&ctype>