

# 2018-2019 年度幼兒班入學申請注意事項

本校接受 2015 年出生的兒童報名

## 索取申請表格方法：

1. 2017 年 9 月 18 日(星期一)至 10 月 13 日(星期五)可於本校網頁下載。  
網址：<http://fkkg.funkai.edu.hk>
2. 2017 年 10 月 13 日(星期五)至 10 月 14 日(星期六)親臨本校索取。

## 遞交申請表格方法：

日期：2017 年 10 月 13 日(星期五) 上午 9 時至下午 5 時  
2017 年 10 月 14 日(星期六) 上午 9 時至下午 1 時

遞交方法：父母/合法監護人親臨本校辦理手續

請填妥申請表格連同以下文件一併遞交：（請帶同正本文件以供核實）

1. 兒童出生證明文件副本
2. 父母身份證明文件副本
3. 合法監護人身份證明文件副本及授權書正本(如適用)
  - 如由合法監護人辦理手續，必須連同授權書正本一併遞交。
4. 針卡副本(包括封面及內頁)
5. 相片兩張(其中一張貼於申請表格上)
6. 回郵信封一個(請貼上足額郵票並寫上兒童姓名及通訊地址)
7. 報名費港幣 40 元(無論申請成功與否，報名費概不退還)

備註：本校不會接受未能出示上述文件之申請。

## 面見安排：

1. 面見日期：2017 年 11 月 4 日(星期六)
2. 面見日期及時間由本校編定，未能按時出席者作放棄論。
3. 家長須陪同兒童參與面見。

## 收生準則：

1. 面試表現
2. 申請人的兄姊現正在本校或鳳溪屬校就讀獲優先考慮

## 取錄結果公布：

本校將於 2017 年 12 月 20 日前郵寄信函通知，家長亦可於本校網頁查閱取錄結果。

## 註冊安排：

1. 如獲取錄，家長須於 2018 年 1 月 11 日至 12 日內的指定時間親臨本校辦理註冊手續，並須提交「註冊證」正本及繳交註冊費。
2. 備取生：本校會發出通知，請家長於指定日期親臨本校辦理註冊手續，並須提交「註冊證」正本及繳交註冊費。
3. 家長請留意，如未能在指定的註冊日期提交「註冊證」，本校或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊文件。
4. 2018/19 學年的註冊費為港幣 900 元正。如有關兒童入讀本校，本校會於 2018 年 9 月退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本校。本校會退回相關「註冊證」，但註冊費將不獲退還。在取回「註冊證」後，本校亦不會再為該兒童保留學位。

## 申請「幼稚園入學註冊證」：

1. 政府由 2017/18 學年起落實推行「免費優質幼稚園教育計劃」，每名可在本港接受教育的學童只會獲發一張註冊文件，而所有參加「計劃」的幼稚園，只可取錄持有有效註冊文件的學童。
2. 家長須於 2017 年 9 月至 11 月 期間為子女向教育局申請「幼稚園入學註冊證」。「註冊證」於本年 9 月開始接受申請，教育局已公布申請細則，並在教育局網頁 ([http://www.edb.gov.hk/k1-admission\\_tc](http://www.edb.gov.hk/k1-admission_tc)) 上載詳情。如申請人在遞交申請時已提供全部所需資料及文件，教育局一般可在六至八個星期內完成審核，並以郵遞方式發放「註冊證」給合資格接受「計劃」資助的申請人。
3. 申請表格及指引可在各區民政事務處、郵政局或教育局區域教育服務處索取，亦可從教育局網頁下載。

# Information on Admission to K1 Classes in the 2018/19 School Year

## Application Policy:

Child born between: January – December 2015

## Collection of Application Form:

1. Download from school website (Date: 18 September 2017 (Mon) to 13 October 2017 (Fri) )  
Website: <http://fkkg.fungkai.edu.hk>
2. Obtain from school in person (Date: 13 October 2017 (Fri) to 14 October 2017 (Sat) )

## Submission of Application Form:

Date: 13 October 2017 (Fri) 9 am to 5 pm  
14 October 2017 (Sat) 9 am to 1 pm

Method: Submit the application form in person (by parents or legal guardians)

Please fill in the application form with the following: (Please bring the original documents for verification)

1. A copy of applicant's birth certificate
2. A copy of parent's identity document
3. A copy of legal guardian's identity document & original authorization letter (if applicable)
  - When a legal guardian is the person responsible to apply for the child, then an authorization letter must be submitted with the application.
4. A copy of Immunisation Record (include the cover and the content page)
5. Two recent photos (one attached to the application form)
6. A self-addressed stamped envelope (marked with applicant's name)
7. Application fee \$40 (non-refundable)

**Remarks: Incomplete applications will not be accepted.**

## Interview Arrangement:

1. Interviews will be conducted on 4 November 2017 (Sat).
2. Date & Time of interview will be arranged by school. Applicant who fails to attend the interview on time, the application shall be deemed to be withdrawn.
3. Parents should accompany their child for the interview.

## Admission Criteria:

1. Interview performance.
2. The applicant with sibling(s) currently studying in the kindergarten or affiliated schools of Fung Kai will be given due priority consideration.

## **Notification of Application Result:**

Result will be mailed to parents and posted on school website before 20 December 2017.

## **Registration Arrangement:**

1. Successful applicants: Parents should complete the registration procedures for their child from 11 to 12 January 2018 by submitting the original of the “Registration Certificate” to the kindergarten 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 “Registration Certificate” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “Registration Certificate” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
4. The registration fee for 2018/19 K1 place is HK\$900. If the child concerned studies in the kindergarten, the registration fee paid will be refunded in September 2018. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “Registration Certificate” but the registration fee will not be refunded. Upon obtaining the “Registration Certificate”, the kindergarten will no longer keep the school place for the child.

## **Application for the “Registration Certificate for Kindergarten Admission”**

1. The Government will implement the “Free Quality Kindergarten Education Scheme” starting from the 2017/18 school year. Each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” to EDB from September to November 2017. The “RC” will be open for applications in September 2017 and EDB will announce and upload the details of application onto EDB’s website ([http://www.edb.gov.hk/k1-admission\\_e](http://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” to applicants who are eligible for receiving subsidy under the Scheme by post.
3. Application forms and guidance notes for the “RC” are available at District Offices, Post Offices or Regional Education Offices of EDB. Application forms and related documents may also be downloaded from the EDB’s website.