



大埔禮賢會幼稚園

TAI PO RHENISH CHURCH KINDERGARTEN

正校 Main School	地址 Address : 大埔汀角路七號地下、一至二字樓 (汀角路 Ting Kok Road)	G/F,1-2/F No.7, Ting Kok Road, Tai Po, N.T.	電話 Tel : 2144 0708 傳真 Fax : 2144 0963
分校 Branch School	地址 Address : 大埔安富道二至八號金富樓一室二字樓 (安富道 On Fu Road)	1-2/F Kam Fu Building, No.2-8, On Fu Road, Tai Po, N.T.	電話 Tel : 2657 4168 傳真 Fax : 2638 1606

電郵 Email : info@rcktp.edu.hk

網址 Website : www.rcktp.edu.hk

Admission Procedures (2024/2025)

(I) Application of New students 【K1】 / Transfer students 【K2 / K3】 (Unlimited quota) :

	Application period	Interview date
Stage 1	19 th Jun, 2023 to 29 th Sep, 2023	In Nov 2023 (to be confirmed)
Stage 2	After 29 th Sep, 2023	Individually arranged

Remarks:

- ❖ Application forms should be filled in by parents / guardians only.
- ❖ Incomplete forms or late submissions without sound reasons will not be accepted or may be dealt with later.
- ❖ All submitted forms and materials will not be returned and will be used solely for the purpose of admission.
- ❖ The application fee is non-refundable whether the application is successful or not.

(A) Online application

- Date and time: 19th Jun, 2023(Monday) 9:00a.m.
to 29th Sep, 2023(Friday) 4:30p.m.
- Upload of documents:
- ❖ A recent passport-sized photo of the applicant
 - ❖ A copy of the Birth Certificate of the applicant
 - ❖ A copy of supporting documents such as graduation certificate, handbook, etc. if the applicant's parents or siblings graduated from or are currently studying in our School
- Application fee: HK\$40
- ❖ Through electronic or online payment
 - ❖ FPS payment (Hang Seng Bank account number: 224-007641-003, school name: Tai Po Rhenish Church Kindergarten) or ATM transfer (a copy of the transaction record should be uploaded)

Remarks: If the online application procedure is successful, parents will immediately receive a "Successful Application Confirmation Letter" via email for record.

(B) Application by mail or in person

- Form available: Download from the School website
(<https://www.rcktp.edu.hk/>) or obtain from the school in person
- Form collection period: 19th Jun, 2023(Monday) to 29th Sep, 2023(Friday)
- Form collection time: Mon to Fri 9:00a.m. to 4:30p.m.
Sat 9:00a.m. to 12:00pm.
- Submit documents:
- ❖ Photo of applicant (to be affixed on the application form)
 - ❖ A copy of the Birth Certificate of the applicant
 - A copy of supporting documents such as graduation certificate, handbook, etc. if the applicant's parents or siblings graduated from or are currently studying in our School

- Application fee: HK\$40 to be collected together with the application form
- ✧ FPS payment (Hang Seng Bank account number: 224-007641-003, school name: Tai Po Rhenish Church Kindergarten) or ATM transfer. Original transaction record should be produced with contact telephone number, student's name and class applied written on the back of it
 - ✧ To pay by a crossed check payable to "Tai Po Rhenish Church Kindergarten" and write the contact telephone number, student's name and class applied on the back of it

(II) Application for the “Registration Certificate for Kindergarten Admission (RC)”

1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as “HKSAR Government”) has implemented the kindergarten (KG) education scheme (hereafter referred to as “Scheme”) with effect from the 2017/18 school year to improve the quality of KG education in various aspects through different measures. On the scope of the “Scheme”, the HKSAR Government will provide basic subsidy which would cover half-day service in local non-profit-making (NPM) KGs to benefit all eligible KG children (including nursery (K1), lower KG (K2) and upper KG (K3) classes). To unleash the potential of the local labour force under the population policy, additional resources will be provided for eligible KGs offering whole-day and long whole-day services to encourage them to offer such services at a more affordable rate.
2. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2024/2025 school year should follow the procedure set out below. The procedure is applicable to all NPM KGs joining the “Scheme”.
3. Parents are required to apply to the EDB for an “RC” from September to November 2023. Upon receipt of the application with all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the application and issue the RC to applicants who are eligible for receiving subsidy under the “Scheme” by post. If a child cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, the EDB will then issue an “AP” to the child concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the “Scheme” as shown on the Fees Certificate of the KG to which the child is admitted.
4. Due to the processing time of the “RC”, parents are required to submit their applications for the “RC” to the EDB by 30 November 2023 at the latest. Otherwise, the “RC” / “AP” will generally not be issued before the Centralized Registration Dates for K1 registration.
5. The EDB will issue an “RC” or “AP” (hereafter referred to as registration document) to each child who can receive education in Hong Kong and all Scheme-KGs can only admit child(ren) holding a valid registration document.
6. For details, please refer to EDB Website (<https://www.edb.gov.hk/>): Home >Education System and Policy >Kindergarten Education >Admission Arrangements for Nursery (K1) Classes in Kindergartens.

(III) Admission Criteria

1. Interview performance
2. Criteria for priority admission:
 - a. Father / Mother is currently employed at our School
 - b. Brother / Sister is currently studying at our School
 - c. Father / Mother is the School Manager of our School
 - d. Father / Mother or Brother / Sister is an alumnus of our School
3. Our school offers whole day classes. Applicants from families in need (for example: the dual career families, families taking care of people with disabilities at home) will be given due priority consideration.

Remark: As the number of school places is limited, please understand that not all applicants fulfilling the priority admission criteria will be guaranteed a school place.

(IV) Interview Arrangements

1. Interviews are only applicable to candidates reaching school age (Turning 2 years and 8 months old **【K1 or above by September next year】** .
2. The selected candidates will receive an “Invitation letter for interview” within October. Please attend the interview on time according to the date and time stated on the “Interview Letter” and bring along the letter. Each candidate will be invited to the interview once only and no rescheduling will be allowed (except children falling ill with the production of a medical certificate issued by a registered doctor).
3. At the interview, the following documents should be provided:
 - ✧ A copy of the Birth Certificate of the applicant
 - ✧ Copies of the Hong Kong Identity Card of the Father and Mother / Guardian
 - ✧ ONE self-addressed manila envelope (A4) with a postage stamp of HK\$6.0 affixed on it (please print clearly the name and address of the applicant on the envelope).
4. Both individual interview and play will be arranged. Only one parent is allowed to accompany their child for the interview.
5. For non-Chinese-speaking children, our School will arrange interpretation and/or translation service for applicants as necessary, or allow parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication. Should interpretation / translation service be required, please make prior arrangement with our School. Our contact number is 2144 0708 (main school) / 2657 4168 (branch school).

(V) Announcement of Admission Results

We will inform parents of the admission results before 16th Dec, 2023 via email.

(VI) Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures in person for their child (K1) within the January 2024 “Centralized Registration Dates” announced by EDB by paying the registration fee and submitting the original of the “RC”/ “AP” to our School.
2. Applicants on the waiting list: Our School will notify them by phone. Parents should complete the registration procedures for their child according to the specified date set by our School. Parents are required to submit the original of the “RC”/ “AP”.

Remark:

- ❖ If parents cannot submit the “RC”/ “AP” within the Centralized Registration Dates, our School may not be able to complete the registration for their child. Hence, parents are required to submit the application for the “RC”/ “AP” to EDB within the specified time period.
- ❖ According to the provisions of the EDB, our School charges a registration fee of HK\$970 for half day classes and HK1,570 for full day classes. Our school will deduct from the tuition fee or refund the paid registration fee to parents in the first two months after the school year starts. Should parents decide to change school after registration, please notify our School in writing. Our School will return the “RC”/ “AP” but the registration fee will not be refunded. Upon obtaining the “RC”/ “AP”, our School will no longer keep the school place for the child.
- ❖ After the “Centralized Registration Dates”, parents will be notified about the “admission procedures” by email in May 2024. Relevant information and forms will be mailed to parents for perusal and completion.

(VII) On Waiting List Arrangements

If school places are available after the Registration Day, our School will contact parents by phone to admit candidates on the waiting list or candidates who were not previously shortlisted for an interview to attend an admission interview. Parents accepting the offer are required to complete the registration process within the specified period of time and submit the “RC”/ “AP” within a month.

(VIII) Withdrawal Arrangements

- ✧ Should you decide to forego the school place after the registration (January) or admission (May), you are required to lodge a written withdrawal letter. “RC”/ “AP” will be returned to parents within a month after our School receives the letter. Refunds on some of the payment items will be available. Details are as follows:

Fees or documents paid and submitted at registration or admission	Refund available	Remarks
a) Registration fee	✖	/
b) School uniform and school bag fee	✖	/
c) Books and miscellaneous fee		<ul style="list-style-type: none">➤ Refunds will be available only when the withdrawal letter is lodged on or before 30th June. Refunds will be made 6-8 weeks after the withdrawal letter is received.➤ After 30th June, refunds will not be available. Only textbooks and materials will be returned.

- ✧ Application for withdrawal must be made in writing to our School at least 1 month or 30 days prior to the date of withdrawal, otherwise a one-month tuition fee will be charged.
- ✧ Each student who completes the entire academic year in our School will receive the “Learning Portfolio” at the end of the school year.