

**Tak Sun Private Kindergarten**  
**Admission Guidelines**  
(Submission on or after 16.10.2017)

**1. General Information**

- Tak Sun Private Kindergarten uses Chinese as the learning medium, parents are encouraged to help their children to study with an immersed Chinese language environment so as to facilitate their command of the Chinese language.
- Admission Criteria:
  - ✓ Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; and
  - ✓ Minimum age of 2 years and 8 months (born on or before 31.12.2015).
- Please read the application guide carefully before completing and submitting the form.
- Use a BLUE or BLACK ball pen to complete the application form.
- It is the responsibility of parents or guardians to complete the application form fully and truthfully and to provide all supporting documents ( as listed in point 3: Documents to submit). **Insufficient information may lead to delay in processing the application or render it invalid.**
- The submitted application form, supporting documents and application fee are **non-returnable** whether the application is successful or not.
- **Please keep a record of the application number**, and this Admission Guidelines for future reference.
- Each applicant is allowed to submit only ONE application, applications that are submitted repeatedly will not be processed.

**2. Submission of Application Forms**

- For those who obtained the form In Person or download the form from the Web, please **submit the application form in person** together with the documents required (as listed in point 3: Documents to submit) and \$40 application fee (paid in cash).
- **Return Period**

In Person

Date : 16/10/2017 to 18/11/2017 (Except Sundays and public holidays)

Time: Office hours

### 3. Documents to Submit

- ✓ A completed Application Form
- ✓ A completed form of Acknowledgement of Application & Notification for Interview
- ✓ A copy of the Birth Certificate (the application will be disqualified for non-submission)
- ✓ Two recent passport size color photos (affixed to the completed Application Form and Notification for Interview Form respectively)
- ✓ A copy of the Baptismal Certificate (for Catholic applicants only)
- ✓ Three self-addressed stamped envelopes (4" x 9" ) with applicant's name (**Two** \$ 1.7 stamped envelopes and **One** \$3 stamped envelope)

### 4. Interview Arrangement

- Interview will be conducted on 25/11/2017
- Parent(s) / guardian should accompany their child for the interview; it is acceptable for parents to be accompanied by a Chinese speaking relative/ friend during interview so as to facilitate communication.
- Please contact us if you do not receive the notification for interview by post on 23/11/2017.

### 5. Announcement of Admission Results

- The kindergarten will inform parents of the K1 admission results before 22/12/2017 by mail.

### 6. Enquiry

Telephone no. : 2724 1674

Office hours : 9:00 a.m. to 5:00 p.m. (Mondays to Fridays)

\*Education Bureau will organize parent seminars in collaboration with Home Affairs Department-funded Support Service Centres for Ethnic Minorities in September and October 2017 to introduce the "2018/19 K1 Admission Arrangements" and related matters. Please visit the website at: <http://www.edb.gov.hk/en/student-parents/events-services/parents-talks/index.html>

# 德信幼稚園 Tak Sun Private Kindergarten

## 2018-2019 學年入學申請表(幼兒班)

### Application Form for Admission in the 2018/2019 School Year (K1 Classes)

申請入讀 Applying for Class \*  上午 A.M.  下午 P.M.

\*(請以「1」及「2」列明優先次序) Please use 1 or 2 to indicate your preference.

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申請編號

Application No: \_\_\_\_\_

#### (一) 學生資料 Applicant's Information

中文姓名： Name in Chinese		英文姓名： Name in English		請貼上近照 Recent Photo 照片背面 寫上申請人之姓名 Write applicant's name on the back of the photo	
性別： Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	出生日期： Date of Birth	年 月 日 Y M D		出生地點： Place of Birth
出生證明書號碼： Birth Cert No.		家中常用語言： Spoken language at home			
		<input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 其他 Others			
宗教： Religion		住址(中文)：			
住宅電話： Home Telephone		Home Address (in English)			
現就讀班別(如有)： Class attending (if any)		現就讀幼稚園 (如有)： Kindergarten currently attending (if any)			

#### (二) 家長資料 Parent's Information

	父親 Father	母親 Mother	監護人(如有需要, 請填此欄) Guardian (if applicable)
中文姓名： Name in Chinese			姓名 ( ) 關係 ( )
英文姓名： Name in English			Name ( ) Relationship ( )
宗教：Religion			
職業：Occupation			
工作機構名稱： Name of Company			
電話 Telephone (辦事處 Office)			
(手提 Mobile)			

#### (三) 現/曾就讀本幼稚園的兄弟資料 (如適用)

##### Information of Siblings attending/ having attended this kindergarten (if applicable)

姓名 Name	就讀班別 / 畢業年份 Class/ Year of Graduation

(四) 注意事項 **Points to Note**

1. 此申請表所提供的個人資料會用作處理本幼稚園入學申請之用，被取錄者的表格將保存為學生個人檔案之一部分。倘若申請未被接納，所有提交的文件將會被銷毀。

Personal Data provided in this form is solely used for the purpose of application for Tak Sun Private Kindergarten admission and will become part of the student's record upon successful application. For unsuccessful applications, all documents submitted will be destroyed.

2. 本人在申請表上所填報及提供的資料均屬真實無訛，並明白若有任何虛報或誤導，申請資格將會被取消。

I declare that all information given in this form are true and correct to the best of my knowledge, and I understand that provision of any false or misleading information will lead to disqualification of application and registration.

家長/監護人姓名

Name of Parent/ Guardian: \_\_\_\_\_

家長/監護人簽署

Signature of Parent/ Guardian: \_\_\_\_\_

日期

Date : \_\_\_\_\_

**園方填寫**

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〈學生記錄 **Student Record**〉

註冊日期：

放棄學位：

2018/19 年度入讀上午班 A.M. / 下午班 P.M. 幼兒班 K1\_\_\_\_\_；

2019/20 年度上午班 A.M. / 下午班 P.M. 低班 K2\_\_\_\_\_；

2020/21 年度上午班 A.M. / 下午班 P.M. 高班 K3 \_\_\_\_\_。

面見日期：\_\_\_\_\_ 時 間：\_\_\_\_\_ 簽 署：\_\_\_\_\_

# Tak Sun Private Kindergarten Acknowledgement of Application

Date:

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Application No: \_\_\_\_\_

To whom it may concern,

We acknowledge receipt of the application of \_\_\_\_\_ (applicant) for admission in the 2018/19 school year. Attached is the Notification for Interview, parent(s) / guardian should accompany the applicant to attend the interview according to the date and time stated (rescheduling not allowed).

**Tak Sun Private Kindergarten**

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## Tak Sun Private Kindergarten Notification for Interview

**Name of Applicant:** \_\_\_\_\_ **Sex:** \* M / F

**Applying for Class:** K1 \*A.M. / P.M. (\*Please delete as appropriate)

**Interview Date:** 25/11/2017 (Saturday)

**Appointment Time:** \_\_\_\_\_ (to be arranged by kindergarten)

Recent Photo

(Write applicant's  
name on the back  
of the photo)

# For the confirmation of validity, an official kindergarten stamp on the photo is required.

# Please bring this paper to the interview for verification

Remarks

1. Parent(s) / guardian should accompany their child for the interview; it is acceptable for the parent(s) to be accompanied by a Chinese speaking relative/ friend during interview so as to facilitate communication.
2. Please arrive 20 minutes prior to your appointment time to allow for registration. Latecomers (more than 10 minutes) will not be admitted.