

Tak Sun Private Kindergarten

Admission Guidelines

1. General Information

- Tak Sun Private Kindergarten uses Chinese as the main learning medium, parents are encouraged to help their children 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 31/12/2016).
- Please read the Admission Guidelines 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 HK\$40 application fee (in cash).

- **Submission Period**

In Person

Date : 2/10/2018 to 13/10/2018 (Except Sundays and public holidays)

Time: 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. (Mondays to Fridays)

9:00 a.m. to 12:00 noon (Saturdays)

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** \$ 2 stamped envelopes and **One** \$3 stamped envelope)

4. Interview Arrangements

- Interview will be conducted on 10/11/2018 (Saturday)
- The kindergarten will arrange interview for all applicants
- Group and individual interviews will be arranged (Parent should accompany their child for the interview, and the other one will be arranged to attend the briefing session)
- When interviewing non-Chinese speaking (NCS) children, it is acceptable for parents and children 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 1/11/2018

5. Admission Criteria

- Interview performance
- The applicant with sibling(s) currently studying in the kindergarten, parent(s) teaching or working full-time at Tak Sun private kindergarten, Tak Sun primary school or Tak Sun secondary school will be given due priority consideration

(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

6. **Announcement of Admission Results**

- The kindergarten will inform parents of the K1 admission results before 21/12/2018 by post

7. **Registration Arrangements**

- Successful applicants: Parents should complete the registration procedures for their child from 10 to 12 January 2019 (“Centralised Registration Dates”) by submitting the “Registration Certificate for KG” to the kindergarten and paying the registration fee. Please be reminded that if parents cannot submit the “Registration Certificate for KG” 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 from September to November 2018. For enquiries, please contact EDB at 3540 6808 / 3540 6811.
- Applicants on the waiting list: The kindergarten will inform parents by post if school places are available after the “Centralised Registration Dates” . Parents are required to complete the registration procedures within the specified period by submitting the “Registration Certificate for KG” to the kindergarten and paying the registration fee.
- The registration fee for 2019/20 K1 place is HK\$970. If the successful applicant has completed the registration procedure and eventually studies in Tak Sun private kindergarten, the registration fee paid will be refunded. Should parents decide to forego the school place after registration, parents are required to notify the kindergarten by submitting a withdrawal letter. The kindergarten will return the “Registration Certificate for KG” within 5 working days but the registration fee will not be refunded. Upon obtaining the “Registration Certificate for KG” , the kindergarten will no longer keep the school place for the child.

8. **Enquiry**

Telephone no. : 2724 1674

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

德信幼稚園 Tak Sun Private Kindergarten

2019-2020 學年入學申請表(幼兒班)

Application Form for Admission in the 2019/2020 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/監護人資料 Parent/Guardian'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	關係 Relationship	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。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與本園聯絡。

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. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

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：

2019/20 年度入讀上午班 A.M. / 下午班 P.M. 幼兒班 K1_____；

2020/21 年度上午班 A.M. / 下午班 P.M. 低班 K2_____；

2021/22 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 2019/20 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 is not allowed).

Tak Sun Private Kindergarten

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: 10/11/2018 (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. Parents / guardians should accompany their child for the interview; it is acceptable for the parents 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 for registration. Latecomers (more than 10 minutes) will not be admitted.