



## **Christian & Missionary Alliance Plover Cove Nursery School** **Information for Admission to K1 Classes in the 2023/24 School Year**

### **Application Procedures**

1. Children aged one year and six months can start waiting.
2. Please fill in the Online Application Form within the school website (Only Online Application is accepted).
3. When submitting the application form, please also submit a copy of the child's birth certificate, a copy of the child's vaccination record card, a photo.
4. The school will arrange the interview time and notify parents of the registration procedures and tuition payment details by phone.
5. The child is officially admitted after receiving a proof of health from a registered medical practitioner.
6. Free application fee.

### **Application for the "2023/24 Registration Certificate for Kindergarten Admission"**

1. Under the kindergarten (KG) education scheme (hereafter referred to as "Scheme"), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit children holding a valid registration document.
2. Parents are required to submit an application for the Registration Certificate for Kindergarten Admission (hereafter referred to as "RC") to the EDB from September to November 2022. The RC will be open for applications in September 2022 and the EDB will announce and upload the details of application onto the EDB's website ([https://www.edb.gov.hk/k1-admission\\_e](https://www.edb.gov.hk/k1-admission_e)) in due course. Upon receipt of the applications with all necessary information and documents provided, the 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. 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 1, the EDB will then issue a Kindergarten Admission Pass (hereafter referred to as "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.
3. Parent can access to the "Profile of Kindergartens and Kindergraten-cum-Child Care Centres" website (<https://kcp2021.azurewebsites.net/edb/schoolinfo.php?lang=en&schid=6579&district=taipo&category=&voucher=&schoolname=&ctype=>) and gather the school information kept by EDB.

**Admission Criteria:**

1. Interview performance
2. The applicant with sibling(s) currently studying in the school will be given due priority consideration
3. The applicant from families in need will be given due priority consideration when applying for long whole day classes  
(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

**Interview Arrangements**

1. The school will make an appointment for children who apply for admission according to the waiting number.
2. Interviews will be conducted on 12/11/2022 and 19/11/2022. Time of interview will be informed by post
3. Group and/or individual interviews will be arranged
4. Parents should accompany their child during the interview
5. When interviewing Non-Chinese speaking students, interpretation and/or translation service for applicants could be arranged where necessary, or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication.

**Announcement of Admission Results**

We will inform parents of the K1 admission results before 16 December 2022 by post.

**Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 5 to 7 January 2023 ("Centralised Registration Dates") by submitting the original of the "2023/24 RC" to the school and paying the registration fee.
2. Applicants on the waiting list: We will inform parents by phone. Parents should complete the registration procedures for their child according to the specified date set by the school by phone. Parents are required to submit the original of the "2023/24 RC" to the school and pay the registration fee.
3. Please be reminded that if parents cannot submit the "2023/24 RC" during registration, the school may not be able to complete registration for their child. Hence, parents are required to submit the application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2023/24 K1 place is HK\$1,570. Should parents decide to change their choice of school after registration, please notify the school in writing. The school will return the "2023/24 RC" but the registration fee will not be refunded. Upon the request to return the "2023/24 RC", the school will no longer keep the school place for the child.

**Enquiry for the Parents / the Parents of Non Chinese Speaking Children**

Our telephone no.: 2650 8223

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