

鄰舍輔導會東涌幼兒園

2023/24 學年幼兒班 (K1) 入學申請注意事項

1. 索取入學申請表方法 (不設申請限額)
 - a/ 於本幼兒園網頁下載
 - b/ 親臨本幼兒園索取
 - c/ 以郵遞方式索取，須附一個註明地址和足夠郵票的回郵信封

2. 索取申請表格時段
 - a/ 日期：全年
 - b/ 時間：星期一至星期五 (上午八時至下午六時)
 星期六 (上午八時至下午一時)

3. 遞交入學申請表格 (不設限額收取入學申請表)
 - a/ 日期：全年 (幼兒年滿一歲即可遞交入學申請表)
 - b/ 時間：星期一至星期五 (上午八時至下午六時)
 星期六 (上午八時至下午一時)
 - c/ 遞交方法：親臨 / 郵寄至本幼兒園遞交申請表格 [須連同以下所需文件]
 - d/ 遞交所需文件：
 - i. 已填妥的入學申請表格；
 - ii. 兒童出世證明書副本 (若非香港出生，需遞交居港證明文件)，須核對正本；
 - iii. 幼兒相片 1 張 (貼於申請表上)；
 - iv. 貼有足夠郵票的回郵信封三個，信封面請註明學生人姓名及其地址；
 - e/ 報名費用：全免

4. 申請「2023/24 幼稚園入學註冊證」
 - a/ 在「免費優質幼稚園教育」政策下，教育局以「幼稚園入學註冊證」作為 2023/24 學年的幼兒班 (K1) 註冊文件。
 - b/ 家長須於 2022 年 9 月至 11 月期間為其子女向教育局申請「2023/24 入學註冊證」(下稱「註冊證」)，申請細節可瀏覽教育局網頁 <https://www.edb.gov.hk/applyRC/2324/tc/>。

5. 收生準則
 - a/ 遞交入學申請表格次序；
 - b/ 申請人的兄弟姊妹現正在本幼兒園就讀獲優先考慮；
 - c/ 有家庭需要的申請人可獲優先考慮，如社工推薦信；
 註：請留意由於學位有限，並非所有符合優先考慮的申請人均會獲取錄。

6. 面見安排
 - a/ 本幼兒園會安排面見所有申請入讀幼兒班的幼兒；
 - b/ 面見於 2022 年 11 月期間進行，本幼兒園會另函通知家長；
 - c/ 以小組形式及個別面見；
 - d/ 家長須陪同幼兒參與；
 - e/ 面見非華語兒童時，如需要傳譯 / 翻譯服務，請致電 3152 2202 與本園職員聯絡。
 - f/ 本幼兒園接納家長由懂中文的親友陪同面見，協助溝通。

7. 取錄結果公布

本幼兒園將於 2022 年 12 月 16 日前以郵遞方式通知家長幼兒班取錄結果。

8. 註冊安排

a/ 正選生：家長須於 2023 年 1 月 5 日至 7 日（「統一註冊日期」）內的指定時間到本幼兒園辦理註冊手續，並須提交「註冊證」正本及繳交註冊費。

b/ 備取生：本幼兒園會以郵遞方式通知，請家長於指定日期到本幼兒園辦理註冊手續，並須提交「註冊證」正本及繳交註冊費。

c/ 家長請留意，如未能在指定的註冊日期提交有效的註冊文件，本幼兒園或未能為獲取錄幼兒完成手續，因此家長務必於指定日期內向教育局申請相關註冊證。

d/ 2022/23 學年的註冊費為港幣 1000 元正。如有關幼兒入讀本校，本校會於 2023 年 9 月退回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本幼兒園。本幼兒園會退回相關註冊證，但註冊費將不獲退還。在取回註冊證後，本幼兒園亦不會再為該幼兒保留學位。

9. 查詢

a/ 電話：3152 2202

b/ 地址：大嶼山東涌逸東邨二號停車場一樓

修訂日期：30.9.2022

The Neighbourhood Advice-Action Council
Tung Chung Day Nursery
Information on Admission to K1 Classes in the 2023/24 School Year

1. Obtaining Application Forms (No quota)

- a/ Download from school website
- b/ Obtain from school in person
- c/ Request by post with 1 self-addressed envelope with stamp

2. Distribution Period

- a/ Date: Throughout the year
- b/ Time: 8:00 a.m. to 6:00 p.m. (Mondays to Fridays)
8:00 a.m. to 1:00 p.m. (Saturdays)

3. Return of Application Forms (No set quota for the kindergarten)

a/ Return Period

- i. Date: Throughout the year (Children aged 1 or above are eligible to submit the applications)
- ii. Time: 8:00 a.m. to 6:00 p.m. (Mondays to Fridays) /
8:00 a.m. to 1:00 p.m. (Saturdays)

b/ Return method

Submit the application form in person / by post [together with the enrolment documents required].

c/ Enrolment Documents

- i. Return the completed application form
- ii. Child's Birth Cert. with the original copy for the confirmation (If your child was not born in Hong Kong, you have to submit the document from the immigration to prove that he/she is allowed to stay in Hong Kong as resident)
- iii. 1 passport size Child's Photo (stick on the application form)
- iv. 3 self-addressed envelopes with stamps

d/ No application fee will be charged.

4. Application for the "2023/24 Registration Certificate for Kindergarten Admission"

a/ Under the Free Quality Kindergarten Education policy, EDB will use the "Registration Certificate for Kindergarten Admission" as the document for registration in the 2023/24 school year.

b/ Parents are required to submit an application for the "2023/24 Registration Certificate for Kindergarten Admission" (hereafter referred as "2023/24 RC") to EDB from September to November 2022. Details of "2023/24 RC" application can be find on EDB's website: <https://www.edb.gov.hk/applyRC/2324/en> .

5. Admission Criteria

- a/ The order of submitting the application form.
- b/ The applicant with sibling(s) currently studying in the nursery will be given due priority consideration.
- c/ The applicant from families in need will be given due priority consideration, e.g. referred by the social worker with recommendation letter.

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

6. Interview Arrangements

- a/ The nursery will arrange interview for all applicants
- b/ Interviews will be conducted in November.
- c/ Group and individual interviews will be arranged.
- d/ Parents should accompany their child.
- e/ When interviewing non-Chinese speaking children, please contact us at 3152-2202 or email to tcdn@naac.org.hk if interpretation / translation service is required.
- f/ Parents are allowed to be accompanied by a Chinese speaking relative / friend to facilitate communication.

7. Announcement of Admission Results

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

8. Registration Arrangements

- a/ Successful applicants: Parents should complete the registration procedures for their child from 5 to 7 January (“Centralized Registration Dates”) by submitting the original of the “2023/24 RC” to the nursery and paying the registration fee.
- b/ Applicants on the waiting list: Parents informed by mail 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 “2023/24 RC” to the nursery and pay the registration fee.
- c/ Please be reminded that if parents cannot submit the “2023/24RC” during registration, the nursery may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
- d/ The registration fee for 2023/24 K1 place is HK\$1000, and will be refunded on September 2023. If parents decide to change school after registration, please notify the kindergarten in writing. The nursery will return the “RC” but the registration fee will not be refunded. Upon obtaining the “2023/24 RC”, the kindergarten will no longer keep the school place for the child.

9. Enquiry

Our telephone no.: 3152 2202

Our address: 1/F, Carpark No.2, Yat Tung Estate, Tung Chung, N.T.