



鄰舍輔導會 粉嶺 / 元朗 / 東涌 / 東欣** 幼兒園
The Neighbourhood Advice-Action Council
Fanling /Yuen Long /Tung Chung /Tung Yan Nursery**
 入學申請表格

DN-001

Application Form for Admission

本校專用 FOR OFFICAL USE ONLY

申請編號 Application No. : _____

Part A 學生資料 Student's Particulars				
中文姓名 Name in Chinese		* 性別 * Sex	<input type="checkbox"/> 男M / <input type="checkbox"/> 女F	相片 Photo
英文姓名 Name in English		出生日期 Date of Birth		
出生地點 Place of Birth		年齡 Age		
# 出生證明書號碼 # Birth Certificate No.		住宅電話 Home Telephone		
住址 Home Address				
家中常用語言 Spoken Language at Home			期望入學日期 Expected Admission Date	
* 申請班級 * Applying for Class	<input type="checkbox"/> 基礎班 N	<input type="checkbox"/> 幼兒班 K1	<input type="checkbox"/> 低班 K2	<input type="checkbox"/> 高班 K3

如使用出生證明書以外的身份證明文件，請註明。If identity document(s) other than Birth Certificate is used, please specify.

Part B 家長/監護人資料 Parent/Guardian's Particulars					
	姓名 Name	職業◇ Occupation◇	性別 sex	與學生關係 Relationship with Student	聯絡電話 Contact Telephone
1					
2					

Part C 現/曾就讀本幼兒園的兄弟姊妹資料 Particulars of siblings attending/having attended this Nursery				
	姓名 Name	學年 School Year	與學生關係 Relationship with Student	班級 Class
1				
2				

Part D 其他 Other	
申請原因 ◇ Applying for Reason ◇	介紹來源 ◇ Source of Information ◇
<input type="checkbox"/> 父母外出工作 Working parent <input type="checkbox"/> 子女眾多 A large family <input type="checkbox"/> 求學 Study <input type="checkbox"/> 其他，請註明 Other, please specify : _____ _____	<input type="checkbox"/> 自行申請 Self-apply <input type="checkbox"/> 親友鄰里 Recommended by relatives/friends <input type="checkbox"/> 社區團體轉介 Referred by the organization of the community <input type="checkbox"/> 宣傳途徑 (單張、海報、展板等) Through newspaper/ magazine <input type="checkbox"/> 其他，請註明 Other, please specify : _____ _____

◇資料供分析用，非必要資料。Not compulsory item, information for data analysis only

**請刪去不適用者。Please delete whichever is inapplicable.

* 請在適當的□內加上✓。Please tick the appropriate boxes.

日期
Date: _____

家長/監護人簽署
Signature of Parent/Guardian: _____

家長/監護人姓名
Name of Parent/Guardian: _____

注意事項/Point to Note : 此表格所提供的個人資料會用作處理入學申請之用。申請程序完成後，所有提供資料將一年後被銷毀。至於中途退學之幼兒和畢業生，此表格及有關資料則於七年後銷毀。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，請與幼兒園聯絡。Personal data in this form is provided for processing application for admission. After completion of the application procedure, all information provided will be disposed of after one year. For those children who leave or graduate from the school, the form and the related information will be invalidated immediately after seven years. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the nursery for any enquiries. (修訂日期: 15/10/2016)

Part E 此部分由職員填寫 For Office Use Only**呈交文件****Enrolment Documents**

- 幼兒出世紙副本(若非香港出生，需遞交居港證明文件副本)，連同正本核對。
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)
- 幼兒相片 1 張 (貼於申請表上)
1 passport size Child's Photo (stick on the application form)
- 回郵信封三個
3 self-addressed envelopes with stamps

查收職員簽署 Staff signature/stamp		查收日期 Checking Date	
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申請結果**Result**

<input type="checkbox"/>	接納 Accepted	入園日期 Admission Date		學生編號 Student No.	
<input type="checkbox"/>	拒絕 Rejected	原因及日期 Reason & Date			
<input type="checkbox"/>	自行撤銷申請 Self-withdrawal	日期 Date			
<input type="checkbox"/>	其他 Other	請註明 Please specify			

職員簽署 Staff signature/stamp		日期 Date	
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服務終止紀錄**Record of Discharging**

離園日期 Date of discharged	
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原因 Cause	
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校長簽署 Principal's signature		日期 Date	
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鄰舍輔導會粉嶺幼兒園
2022/23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

2. 索取申請表格時段

- a/ 日期：即日起
- 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：即日起
- b/ 時間：星期一至星期五 (上午八時至下午六時)
- 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「2022/23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2022/23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「2022/23入學註冊證」(下稱「2022/23註冊證」)，申請細節可在教育局網頁 <https://www.edb.gov.hk/applyRC/2324/tc/> 上載的資料中瀏覽。

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/ 面見日：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面見；
- e/ 如需要傳譯/翻譯服務，請致電26762298與本園職員聯絡。

7. 取錄結果公布

本幼兒園將於2021年12月17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2022年1月6日至8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「2022/23註冊證」正本及繳交註冊費港幣1000元正。
- b/
備取生：本幼兒園會發出信件通知，請家長於指定日期到本幼兒園辦理註冊手續，並須提交「2022/23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2022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：26762298
- b/ 地址：新界粉嶺聯和墟帝庭軒商場一樓37號

修訂日期: 1.9.2021

The Neighbourhood Advice-Action Council
Fanling Day Nursery
Information on Admission to K1 Classes in the 2022/23 School Year

1. Obtaining Application Forms (No quota)

- a/ Download from school website
- b/ Obtain from school in person

2. Distribution Period

- a/ Date: From now on
- 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 Date: From now
- b/ Time: 8:00 a.m. to 6:00 p.m. (Mondays to Fridays)
- c/ Return method: Submit the application form in person / by post [together with the enrolment documents required].
- e/ 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, the applicant's name and return address on the envelopes.
- d/ No application fee will be charged

4. Application for the “2022/23 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 2022/23 school year.
- b/ Parents are required to submit an application for the “2022/23 Registration Certificate for Kindergarten Admission” (hereafter referred as “2022/23 RC”) to EDB from September to November 2021. EDB will announce and upload the details of “2022/23 RC” application onto 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/ Parents will be informed about the interview arrangement by post.
- c/ Group and individual interviews will be arranged
- d/ Parents should accompany their child for the interview
- e/ Please contact us at 26762298 (telephone no.) if interpretation / translation service is required.

7. Announcement of Admission Results

We will inform parents of the K1 admission results before 17 December 2021 by post.

8. Registration Arrangements

- a/ Successful applicants: Parents should complete the registration procedures for their child from 6 to 8 January 2022 (“Centralized Registration Dates”) by submitting the original of the “2022/23 RC” to the nursery and paying the registration fee.
- b/ Applicants on the waiting list: Parents 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 “2022/23 RC” to the nursery and pay the registration fee. The letter of acceptance will be sent by post.
- c/ Please be reminded that if parents cannot submit the “2022/23 RC” 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 2022/23 K1 place is HK\$1000, and will be refunded on September 2022. If parents decide to change school after registration, please notify the kindergarten in writing. The nursery will return the “2022/23 RC” but the registration fee will not be refunded. Upon obtaining the “2022/23 RC”, the kindergarten will no longer keep the school place for the child.

9. Enquiry

Our telephone no.: 26762298

Our address: Shop 37 , Level 1 , Regentvillie Shopping Arcade, 8 Wo Mun Street,
Luen Wo Hui , Fanling N.T.