

**Hong Kong Sheng Kung Hui**  
**The Church of The Epiphany Kindergarten**  
**2024-2025 School Year**  
**Information on admission to K1 Classes**

**1. Age :**

Children who were born on or before 31<sup>st</sup>December, 2021 are enrolled in our school for the 2024-2025 school year.

**2. The date and place of the distribution and payment of the forms :**

Application forms can be downloaded from our website ([www.coekg.edu.hk](http://www.coekg.edu.hk)) or obtained from our school.

Submission of the registration form and relevant documents should be presented in person at our school or by email ([application@coekg.edu.hk](mailto:application@coekg.edu.hk)) beginning on 1<sup>st</sup> September, 2023.

**3. Payment of documents and fees :**

1) Please bring the following documents to the school office for enrollment during office hours.

A. Application form (with student photo)

B. Birth certificate or ROA documents and a copy of the original

C. One student photo

D. Five self-addressed envelopes (4"x 9") with stamps(\$2.2@) (If you choose to receive the result and related documents by letters)(\*If you choose to receive by email, please print the documents yourself and hand in to the school.)

E. Application fee \$40

or

2)Please send the following documents to the school office for enrollment by email ([application@coekg.edu.hk](mailto:application@coekg.edu.hk)).

A. Application form (with student photo)

B. The deposit slip or relevant transfer documents of application fee \$40 (**must be paid on or after 1st September, 2023**) (Please write the applicant's name in a prominent place)

And bring the following documents to the school office on or before 30<sup>th</sup> November, 2023

A. Birth certificate or ROA documents and a copy of the original

B. One student photo

C. Five self-addressed envelopes (4"x 9") with stamps(\$2.2@) (If you choose to receive the result and related documents by letters)(\*If you choose to receive by email, please print the documents yourself and hand in to the school.)

Payment method for application by email (**must be paid on or after 1st September, 2023**)

A. Deposit in person by ATM or to the bank and keep the deposit slip

B. Transfer the application fee via online banking and keep relevant transaction record

Bank Account(HSBC: 004-195-162540001)

The school will contact the parents within 7 working days after receiving the application. If the contact is not received, please call 24356666 to check with the school office.

#### **4. Interview arrangement :**

- I. Children who have submitted the application form will be invited to attend the Interview Day in early November, 2023. The relevant date and time will be chose upon return of the application form.
- II. Group and/or individual interviews will be arranged.
- III. Parents should accompany their child for the interview.
- IV. Please contact us at 24356666 or send E-mail to [application@coekg.edu.hk](mailto:application@coekg.edu.hk) if interpretation / translation service is required.
- V. The school will inform parents of the results through letter or email on or before 15<sup>th</sup>December, 2023.

\*If the interview cannot be arranged because of the actual situation, the school will change the format of the interview, and the details will be notified at that time.

#### **Admission criteria :**

1. Interview performance ;
  2. Applicant siblings are enrolled or have graduated from this kindergarten.
  3. The kindergarten staff's child.
  4. Applicants with family needs will be given priority if they apply for full-day classes.
- Due to the new-student restriction (EDB) limit, not all eligible applicants are admitted.

#### **5. Registration :**

- I. If the applicant is admitted, the parents will be required to register with the school on the " Centralised Registration Dates " from January 4 to 6, 2024 (Thursday to Saturday). Parents are required to submit the "Registration Certificate for Kindergarten Admission" /"Kindergarten Admission Pass" # and the registration fee +.
- II. Please be reminded that according to the guide of EDB, if parents cannot submit the "RC" / "AP" 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 within the specified period.
- III. If the applicant is not admitted, refer to the K.1 vacancy information released by the EDB after the "Centralised Registration Dates" (i.e. from the ending of January, 2024).
- IV. If there are still a place, the school will notify the applicant who were on the waiting list directly by phone after the "Centralised Registration Dates" to follow up about the registration.
- V. If an applicant wishes to change school after registering with kindergarten, please notify to us in writing and the school will return the "Registration Certificate for Kindergarten Admission " to you. The registration fee will not be refunded and we will no longer reserve the place for the applicant.

#### **6. Inquire :**

For inquiries, please contact the School Office on 2435 6666 during office hours or send E-mail to [application@coekg.edu.hk](mailto:application@coekg.edu.hk) .

# Parents are required to apply to the EDB for the Registration Certificate for Kindergarten Admission or Kindergarten Admission Pass from September to November 2023.

+ Registration fee: \$970 for half-day classes, \$1570 for full-time classes.