



## St. Thomas' Church Kindergarten

### Information on Admission to K1 Classes in the 2024/25 School Year

#### Date and time schedule

Program Item	Date	Time	Remark
Collection of application forms	Start from 11 <sup>th</sup> Sept., 2023 (Monday)	<b>Mon. to Fri.</b> 9:00 - 5:00 p.m. <b>Sat.</b> 9:00-12:00 n.	Collection of application forms ( No quota ) 1. Download from school website: <a href="http://www.stckg.edu.hk">http://www.stckg.edu.hk</a> 2. Obtain from school in person
Submit application form	11 <sup>th</sup> Sept., 2023 (Monday) To 18 <sup>th</sup> Sept., 2023 (Monday)	<b>Mon. to Fri.</b> 9:00 - 5:00 p.m. <b>Sat.</b> 9:00-12:00 n.	Submit the application form in person together with the documents require only: <ul style="list-style-type: none"> <li>• A copy of applicant's Hong Kong birth certificate</li> <li>• Two 2"× 1.5" photographs (head and shoulder)(Please paste one of them on the application form)</li> <li>• Four 4"× 9" envelopes with \$2.2 stamps and applicant's name and address.</li> <li>• Application fee is \$40 ( Non- refundable whether the application is successful or not )</li> <li>• Mail, fax and e-mail submission of forms will not be accepted.</li> <li>• For those who submit the form after 18<sup>th</sup> Sept., 2023, interview may be organized at the other time.</li> </ul>
School briefing	23rd Sep, 2023 (Saturday) Morning		
Interview	3 <sup>rd</sup> Nov., 2023 (Friday) A.M./ P.M. or 11 <sup>th</sup> Nov., 2023 (Saturday) A.M.	Informed by separate notice upon admission	<ul style="list-style-type: none"> <li>• The kindergarten will arrange interview for all applicants. Parents should accompany their child for the interview.</li> <li>• <b><i>The format of interview may be changed due to epidemic situation. Please refer to the latest information from school website.</i></b></li> <li>• <b><i>The interview language will be in Cantonese. Please contact us at 27794201 if interpretation / translation service if required.</i></b></li> </ul>
Result	1 <sup>st</sup> December 2023 or before		Will inform parents of the K1 admission results by post.
Registration day	4 <sup>th</sup> Jan., 2024 to 6 <sup>th</sup> Jan., 2024	<b>Thursday &amp; Friday</b> 9:00 - 5:00 p.m. <b>Saturday</b> 9:00-12:00 n.	<ul style="list-style-type: none"> <li>• The registration fee for 2024/25 K1 place is HK\$970 (a.m. or p.m. class) and HK\$1570 (Whole day class). If the child begins studying in the kindergarten, the registration fee will be refunded in September.</li> <li>• Successful applicants should complete the registration by submitting the "Registration Certificate" or "Kindergarten Admission Pass" for Kindergarten</li> </ul>

## Information of the school

Term Dates	School Days	Classes	No. of new kindergarten children in 2023-2024
From Sept. to early July	Mondays to Fridays	Morning session: 09:00–12:00n. Whole day session: 09:00–04:30 p.m.	Morning Session : 34 Whole day Session : 28

Remarks: 1) Whole day children can come to school after 8:00 a.m. and leave school before 5:45p.m.

2) School Holidays arrangements are according to Guidelines from Education Department.

### Application for the “Registration Certificate for Kindergarten Admission 2024/25”

1. The Government implemented the “Free Quality Kindergarten Education Scheme” (hereafter referred to as “Scheme”) starting from the 2017/18 school year. Each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students 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 EDB from September to November 2023. The “RC” will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB’s website [https://www.edb.gov.hk/k1-admission\\_tc](https://www.edb.gov.hk/k1-admission_tc) in due course. Upon receipt of the applications with all necessary information and documents provided, 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 student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme<sup>1</sup>, EDB will then issue a “Kindergarten Admission Pass” (hereafter referred to as “AP”) to the student 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.

### Admission Criteria

1. Interview performance
2. Priority consideration
  - The applicant with brother and sister currently studying in the kindergarten.
  - Immediate family members who previously attended the kindergarten.
3. Applicants who have family needs will be given priority if applying for a Whole day class.

**Please note that not all applicants with priority are guaranteed places due to limited space.**

### Registration Arrangements

#### Successful applicants:

Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”) by submitting the following documents.

1. “RC” / “AP” to the kindergarten.
2. The bank slip of paid registration fee, it will be sent to parents by post  
2024-2025 admission fee, \$ 970 for half day class and \$1570 for whole day class.
3. A copy of the vaccination record of the child.
4. Copies of parents’ ID cards.

#### Applicants on the waiting list:

Parents are informed by phone and should complete the registration procedures for the child according to the specified date set by the school and submit the required documents in the above 1-4.

#### Remarks:

1. Please be reminded that 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.
2. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” / “AP” but the **registration fee will not be refunded**. Upon obtaining the “RC” / “AP”, the kindergarten will no longer keep the school place for the child.

### Enquiry

Our telephone no. : 2779 4201

Our e-mail address : [info@stckg.edu.hk](mailto:info@stckg.edu.hk)

Our website : [www.stckg.edu.hk](http://www.stckg.edu.hk)

EDB Admission Arrangements for Nursery (K1) Classes in Kindergartens website:

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>

<sup>1</sup> Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.