

**Christian Evangelical Centre Lok Fu Kindergarten**  
**Information on Admission to K1 Classes in the 2023/24 School Year**

**I. Collection of Application Forms (No quota):**

1. Download from school website
2. Obtain from school in person
3. Request by post

**II. Distribution Period:**

1. Date: 1/9/ 2022 (Thursday) to 31/10/ 2022 (Monday)
2. Time: 9 a.m. to 5 p.m. (Monday to Friday)  
9 a.m. to 12p.m. (Saturday)

**III. Return the Application Forms (No set quota for the kindergarten):**

1. Date: 1/9/ 2022 (Thursday) to 31/10/ 2022 (Monday)
2. Time: 9 a.m. to 5 p.m. (Monday to Friday)  
9 a.m. to 12p.m. (Saturday)
3. Return method:  
Submit the application form in person, together with the documents required (including identity document)
4. Application fee (if applicable):  
HK\$40 will be collected together with the application form. The application fee is non-returnable whether the application is successful or not.

**IV. 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<sub>2</sub>, 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.

## **V. Admission Criteria:**

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

## **VI. Interview Arrangements:**

1. The kindergarten will arrange interview for all applicants.
2. Interviews will be conducted on 5 November 2022, notification will be sent to parents separately by phone.
3. Introduction of school mission and aspiration will be given by Principal on the interview day.
4. Individual or group interviews will be arranged. Parents should accompany their child for the interview.
5. Please contact us at 23388236 or email to lokfukg@gmail.com if interpretation / translation service is required during the interview with non-Chinese speaking (NCS) applicants. We also allow NCS parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.

## **VII. Announcement of Admission Results:**

We will inform parents of the K1 admission results before 17 December 2022 by post.

## **VIII. Registration Arrangements :**

1. Successful applicants: Parents should complete the registration procedures for their child from 5 to 7 January 2023 (“Centralized Registration Dates”) by submitting the original of the “2023/24 RC” to the kindergarten and paying the registration fee.
2. Applicants on the waiting list: We will inform parents by post, 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 “2023/24 RC” to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “2023/24RC” during registration, the kindergarten 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.
4. The registration fee for 2023/24 K1 place is HK\$970 (half day) / 1,570(whole day). Should parents decide to change school after registration, please notify the kindergarten in writing. Upon obtaining the “2023/24 RC”, the kindergarten will no longer keep the school place for the child.

*For any enquiry, please call us on 23388236. Our e-mail address: lokfukg@gmail.com*