

**ELCHK Nursery School**  
**Information on Admission and Withdrawal in the 2017/18 School Year**

**Collection of application Forms:**

1. Download from agency website (<http://www.elchk.org.hk/service/>)
2. Obtain from the nursery school in person

**Return of Application Forms:**

1. Return method: Submit the application form in person / by post [together with the documents required (including: the child's identity document; a recent photo of the child; 3 stamped addressed envelopes)]
2. Application fee: HK\$30 (to be collected upon interview). The application fee is non-returnable whether the application is successful or not.

**Interview and Admission Criteria**

Priority will be given to those whom:

1. Has parents/guardian who share agency views of child development and education
2. With sibling currently studying in or graduated from nursery school
3. In appropriate age with good performance during the interview
4. From families in need or being referred by social worker
5. Resides in the district of the nursery school

(As the number of placement is limited, not all applicants fulfilling the interview and admission criteria would be guaranteed a school place.)

**For K1 Class Applicant**

**Application for the “2017/18 Registration Certificate for Nursery school Admission”**

1. Education Bureau (EDB) will implement the Free Quality Nursery school Education policy starting from the 2017/18 school year to replace the existing “Pre-primary Education Voucher Scheme”. Under the new Scheme, EDB will use the “Registration Certificate for Nursery school Admission” as the document for registration in the 2017/18 school year.
2. Parents are required to submit an application for the “2017/18 Registration Certificate for Nursery school Admission” (hereafter referred as “2017/18 RC”) to EDB **from September to November 2016**. The “2017/18 RC” will be open for applications in September 2016 and EDB will announce and upload the details of

application onto EDB's website (<http://www.edb.gov.hk/>) in due course.

### **Interview Arrangements**

1. The nursery school will arrange interviews for selected applicants.
2. Interviews will be conducted during November and December 2016.
3. Parents should accompany their child for the interview.
4. Please contact us via phone (2393-5674) if interpretation / translation services are required.

### **Announcement of Admission Results**

The K1 admission results will be announce before 23 December 2016 by post.

### **Registration Arrangements**

1. Successful applicants:  
Parents should complete the registration procedures for their child from 12 to 14 January 2017 by submitting the original copy of the "2017/18 RC" to the nursery school and paying the registration fee.
2. Please be reminded that if parents failed to submit the "2017/18 RC" during registration period stated, the nursery school would not be able to complete the registration for their child.
3. The registration fee for 2017/18 K1 place is HK\$1,500. Should parents decide to switch school after the registration, a written notification must be submitted to the nursery school. The nursery school will return the "2017/18 RC" but the registration fee will not be refunded. Upon the return of the "2017/18 RC", the nursery school will no longer reserve a school place for the child for the 2017/2018 academic year.

### **For Nursery Class Applicants**

#### **Interview Arrangements**

1. The nursery school will arrange interviews for selected applicants.
2. Interviews will be conducted between November 2016 and March 2017  
Parents should accompany their child for the interview.
3. Please contact us via phone if interpretation / translation services are required.

#### **Announcement of Admission Results**

We will inform parents of the N class admission result before the end of March 2017 by post.

### **Preparation for enrollment in the Nursery School**

1. School fee and meal fee (approved by Education Bureau);
2. School bag, uniforms, bed sheets and name stamp;
3. Books and learning kits;
4. Document of physical checkup;
5. True copy of immunization records;
6. Child daily life and habit record;
7. 8 passport photos of the child in the school uniform.

### **Withdrawal procedure after enrollment**

1. Parents/ Guardian have to provide one month notice or in lieu of money for withdrawal from service.
2. If the child is not benefited from our school due to misplacement or any other reasons, the school will discuss with the parents/ guardian for suitable arrangements for the betterment of the child.
3. The Nursery School will dismiss the child in any of the following situations:
  - i. the child is absent from school over a week without notice;
  - ii. the child posts threat(s) to other children;
  - iii. the parents/ guardian do not settle the school fee for over a month.

Remark: the personal documents of unsuccessful applicants will be destroyed in September 2017.

### **Enquiry**

Our telephone no.: 2710-8313

Our e-mail address: admdept@elchk.org.hk

Address : 1/F., Lutheran Building, 50A Waterloo Road, Kowloon.

