



香港浸信會聯會利安幼兒園

The Baptist Convention Of Hong Kong Lee On Nursery

新界沙田馬鞍山利安邨利興樓地下 G1

G1, G/F, Lee Hing House, Lee On Estate, Ma On Shan, Sha Tin, N.T.

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網址 Website : www.hkbcleon.edu.hk

入學申請注意事項 (2019/20)

(I) 索取申請表格方法 (不設派表上限):

1. 於本園網頁下載
2. 親臨本園索取

(II) 派發申請表格時段:

1. 日期: 2018年6月1日(星期五)至8月31日(星期五)
2. 時間: 星期一至星期五(上午9時至下午5時) / 星期六(上午9時至中午12時)

(III) 遞交申請表格 (不設收表上限):

1. 日期: 2018年6月1日(星期五)至8月31日(星期五)
2. 時間: 星期一至星期五(上午9時至下午5時) / 星期六(上午9時至中午12時)
3. 遞交方法: 親臨 / 郵寄至本幼稚園遞交申請表格(貼上相片一張), 須連同以下資料:
 - a. 兒童出生證明書副本
 - b. 免疫接種記錄正面與背面副本
 - c. 父母或監護人香港身份證副本
 - d. 3個貼有港幣\$2.0的回郵信封(4吋 X 9吋)及 1個貼有港幣\$6.0郵票的回郵公文袋(A4)
 - e. 報名費港幣\$40元正, 不設退款
4. 報名費: 港幣40元正(支票抬頭「香港浸信會聯會利安幼兒園」, 於遞交申請表格時一併收取), 無論申請成功與否, 報名費概不退還。

備註:

- ◇ 此表格應由申請入讀本園兒童之家長 / 監護人填寫。
- ◇ 如所提供之資料不足或遞交遲誤, 該申請將不獲辦理及另函通知。
- ◇ 所有已遞交之資料將不予退還, 並只作辦理該次申請入學之用。
- ◇ 若兒童不獲本園錄取, 所有資料會被銷毀。

(IV) 申請「2019/20 幼稚園入學註冊證」

1. 教育局於2019/20學年推行免費優質幼稚園教育政策, 以取代現有的「學前教育學券計劃」。在新計劃下, 教育局會以「幼稚園入學註冊證」作為2019/20學年的K1註冊文件。
2. 家長須於2018年9月至11月期間為其子女向教育局申請「2019/20幼稚園入學註冊證」(下稱「2019/20註冊證」)。「2019/20註冊證」會於本年9月開始接受申請, 屆時教育局會公布申請細則, 並會在教育局網頁(<http://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-4.html>)上載詳情。

(V) 收生準則:

1. 面試表現
2. 優先取錄的條件:
 - a. 父 / 母全職在與本園工作
 - b. 兄 / 姊在與本園就讀
 - c. 父 / 母為本園校董
 - d. 父 / 母或兄 / 姊為本園的畢業生
3. 本校屬於長全日班學位, 申請人的家庭有需要的(例如: 雙職家庭、須在家照顧殘疾人士的家庭)可獲優先考慮
註: 請留意由於學位所限, 並非所有符合優先考慮的申請人均會獲取錄。



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(VI) 面見安排：

1. 只限為適齡的兒童（即翌年 8 月開課時年滿 2 歲<預備班>或 2 歲 8 個月<幼兒班>或以上）安排面試。
2. 本園於 9 月下旬至 10 月發出「面試通知書」，請家長於 11 月按「面試通知書」上指定之日期及時間攜帶通知書出席「新生面試」。面試不設改期與改時。
3. 以小組形式及個別面見。
4. 只可有一位家長陪同兒童參與面見。
5. 如需要傳譯／翻譯服務，請致電 2642 2633 與本園聯絡。

(VII) 取錄結果公布：

本園將於 2018 年 12 月 21 日前以郵遞方式通知家長取錄結果。

(VIII) 註冊安排：

1. 正選生：家長須於 2019 年 1 月教育局所公佈的指定「統一註冊日期」內的指定時間到本園辦理註冊手續，並須繳交註冊費、「2019/20 註冊證」正本。
2. 備取生：本園會發出通知，請家長於指定日期到本園辦理註冊手續，並須提交「2019/20 註冊證」正本及繳交註冊費。
3. 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，本園或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊證。
4. 根據教育局的規定，校方收取註冊費的全日班上限為\$1,570 元或每月學費的一半，以較低者為準。校方將於開學首月的學費內扣除或退回註冊費給家長。但若家長於註冊後決定為子女轉校，請以書面通知本園。本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，本園亦不會再為該兒童保留學位。

(IX) 後補學位安排：

如於註冊日後尚有學位，本園會致電聯絡備取生家長安排註冊入讀，或安排未曾獲面試機會之申請者面試。如欲接受後補學位，家長需於指定時間內辦理註冊手續，並於 1 個月內補交「2019/20 註冊證」，以完成註冊登記程序。

(X) 退學安排：

如辦理註冊或入學手續後，申請退學，需遞交書面退學信。家長可於遞交書面退學信後 7 個工作天內取回「2019/20 註冊證」。家長亦可申請退回部分註冊日已繳之費用，詳情請見下表：

註冊或入學手續 所繳交的費用或文件	可否申請退回	備註
a) 註冊費	×	/
b) 購買校服及書包之費用	×	/
c) 書簿雜費	◇	於 30/6 前遞交書面退學信，方能退回費用，有關費用可於遞交書面退學信後 6-8 星期退款。 ◇ 於 30/6 後遞交書面退學信，校方只會退回已購買校本，其他物品及相關費用均不獲退還。



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Information on Admission (2019/20)

(I) Collection of application Forms (No quota) :

1. Download from school website
2. Obtain from school in person

(II) Distribution Period:

1. Date: 01/06/2018 (Friday) to 31/08/2018 (Friday)
2. Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) / 9:00 a.m. to 12:00nn. . (Saturdays)

(III) Return of Application Forms (No set quota) :

1. Return Date: 01/06/2018 (Friday) to 31/08/2018 (Friday)
2. Return Time: 9:00 a.m. to 5:00 p.m. (Mondays to Fridays) / 9:00 a.m. to 12:00nn. . (Saturdays)
3. Return method: Submit the application form (with photo of the student affixed on it) in person / by post [together with the following information:
 - a. A copy of Birth Certificate of the applicant
 - b. Copies of Immunisation Record (with front and back side) of the applicant
 - c. Copies of Hong Kong Identity Card of the Father/ Mother/ Guardian
 - d. THREE self-addressed envelopes(4"X9") with postage stamp of HK\$2.0 and ONE self-addressed manila envelope(A4) with postage stamp of HK\$6.0 stuck on it
 - e. Application Fee of HKD \$40 payable by cash or the crossed cheque made to 'The Baptist Convention of Hong Kong Lee On Nursery'. The above said fee will not be refunded.
4. Application fee: HK\$40 (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.

Remarks :

- ◇ The form should be filled by the parent / guardian only.
- ◇ Incomplete or late submission of forms will not be accepted without proper reason.
- ◇ All submitted information will not be returned and will be used for application purpose only.
- ◇ If the applicant is not admitted in our school, all the provided information will be destroyed.

(IV) Application for the "2019/20 Registration Certificate for Kindergarten Admission"

1. Education Bureau (EDB) will implement the Free Quality Kindergarten Education policy starting from the 2019/20 school year to replace the existing "Pre-primary Education Voucher Scheme". Under the new Scheme, EDB will use the "Registration Certificate for Kindergarten Admission" as the document for registration in the 2019/20 school year.
2. Parents are required to submit an application for the "2019/20 Registration Certificate for Kindergarten Admission" (hereafter referred as "2019/20 RC") to EDB from September to November 2016. The "2019/20 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/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-4.html>) in due course.

(V) Admission Criteria

1. Interview performance
2. Criteria for priority admission:
 - a. Father / Mother currently employed at this School
 - b. Brother / Sister currently studying at this School
 - c. Father / Mother is the School Manager of this School
 - d. Father / Mother or Brother/ Sister is alumnus / alumna of this School
3. Our school offers long whole day classes only. The applicant from families in need (for example: the dual role of the family, to be at home to take care of families of people with disabilities) will be given due priority consideration.

Remark: As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.



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(VI) Interview Arrangements

1. Interview for candidates reaching school age (Turning 2 years old <N1 Class> or 2 years and 8 months old <K1 Class> or above by August next year) only.
2. The selected candidates will receive an 'Interview Invitation Letter' within late September and October.
3. Please attend the interview on time according to the date and time stated on the 'Interview Invitation Letter' and bring along the letter. Each candidate will be invited to the interview once only and no rescheduling will be allowed.
4. Group and individual interviews will be arranged
5. Only one parent is allowed to accompany their child for the interview
6. Please contact us at (2642 2633) if interpretation / translation service is required

(VII) Announcement of Admission Results

We will inform parents of the admission results before 21 December 2017 by post.

(VIII) Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child during 2019 January "Centralised Registration Dates" which is announced by EDB by paying the registration fee and submitting the original of the "2019/20 RC" to the kindergarten.
2. 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 "2019/20 RC" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "2019/20 RC" 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. According to the provisions of the Education Bureau, the kindergarten charged the registration fee for full day classes \$1,570 or half of the monthly tuition, whichever is lower. The school will deduct or refund the registration fee to parents for the first month of tuition. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the "2019/20 RC" but the registration fee will not be refunded. Upon obtaining the "2019/20 RC", the kindergarten will no longer keep the school place for the child.

(IX) Waiting List Arrangements

If school places are available after the Registration Day, our School will contact the parents by phone to admit candidates on the waiting list or candidates who are yet to be selected to attend the interview and complete the registration process. Parents are required to complete the registration process within the specified period and submit the "2019/20 RC" in a month.

(X) Withdrawal Arrangements

Should you decide to forego the school place after the registration or admission, you are required to lodge a withdrawal letter. "2019/20 RC" will be returned to parents within 7 days after the letter is received by the School. Refunds on some of the payment items will be available. Details are as follows:

Fees or documents paid and submitted at registration	Refund available?	Remarks
a. Registration fee	×	/
b. School uniform and school bag fee	×	/
c. Books and miscellaneous fee	◇	Before 30 th June, refunds will be available only when the withdrawal letter is lodged. Refunds will be made 6 weeks after the withdrawal letter is received.
	◇	After 30 th June, refunds will not be available. Just textbooks will be return.