



# 香港浸信會聯會利安幼兒園

THE BAPTIST CONVENTION OF HONG KONG LEE ON NURSERY

新界沙田馬鞍山沙安街 23 號利安邨利興樓地下 1 號室

Unit 1, G/F, Lee Hing House, Lee On Estate, 23 Sha On Street, Ma On Shan, Sha Tin, N.T.

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## 收生流程 ( 2025 / 26 )

### (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
3. 網上報名

### (II) 派發申請表格時段:

1. 日期: 2024 年 6 月 1 日 (星期六) 至 10 月 25 日 (星期五)
  2. 時間: 星期一至星期五 (上午 9 時至下午 4 時半) / 星期六 (上午 9 時至中午 12 時)
- \* 申請人亦可於 2024 年 10 月 26 日 (星期六) 後遞交表格, 面試將以電話個別通知

### (III) 遞交申請表格 (不設收表上限):

1. 日期: 2024 年 6 月 1 日 (星期六) 至 10 月 25 日 (星期五)
2. 時間: 星期一至星期五 (上午 9 時至下午 4 時半) / 星期六 (上午 9 時至中午 12 時)

遞交方法一: 親臨 / 郵寄至本校遞交

- a. 申請表格 (貼上相片一張)
  - b. 兒童出生證明書副本
  - c. 免疫接種記錄正面與背面副本
  - d. 3 個貼有港幣 \$2.2 的回郵信封 (4 吋 X 9 吋) 及 1 個貼有港幣 \$7.9 郵票的回郵公文袋 (A4), 並請在回郵信封面寫上申請人姓名及地址。
  - e. 報名費: 港幣 40 元正 (無論申請成功與否, 報名費概不退還。)
- 支付形式 1: 現金付款  
支付形式 2: 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

遞交方法二: 網上申請

- a. 網上填寫申請表格 (連照片)
- b. 上載兒童出生證明書
- c. 上載入數轉賬證明

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「幼稚園入學註冊證」:

1. 香港特別行政區政府 (下稱「特區政府」) 方面, 特區政府提供基本資助, 涵蓋本地非牟利幼稚園的半日制 / 全日制 / 長全日制服務, 惠及所有合資格幼稚園 (包括幼兒班 (K1)、低班 (K2) 及高班 (K3) 學童。
2. 家長如欲為其子女申請在 2025/26 學年入讀參加「計劃」幼稚園的 K1 班, 須遵照以下程序。有關程序適用於所有參加「計劃」的非牟利幼稚園。
3. 家長須於 2024 年 9 月至 11 月期間為其子女向教育局遞交「幼稚園入學註冊證申請表格」。如申請人在遞交申請時已提供全部所需資料及文件, 教育局一般可在六至八個星期內完成審核並以郵遞方式發放「註冊證」給合資格接受「計劃」資助的申請人; 如學童可於本港接受教育但不合乎資格接受「計劃」資助而未能獲發「註冊證」, 本局會為有關學童發出「入學許可書」, 學童可憑「入學許可書」註冊並入讀參加「計劃」的幼稚園, 惟其家長須按註冊入讀之幼稚園的收費證明書繳付未扣減「計劃」資助前的全額學費。



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4. 由於審核申請需時，家長最遲須在 2024 年 11 月 30 日把填妥的「幼稚園入學註冊證申請表格」遞交教育局，否則，學童一般都不能於「統一註冊日期」前獲發「註冊證」/「入學許可書」作 K1 註冊之用。
  5. 教育局會為每名可在本港接受教育的學童發出一張「註冊證」或「入學許可書」(下稱「註冊文件」)，而所有參加「計劃」的幼稚園，只可取錄持有有效註冊文件的學童。
  6. 詳情請瀏覽教育局網頁：主頁 > 教育制度及政策 > 幼稚園教育 > 幼稚園幼兒班 (K1) 收生安排，  
<https://www.edb.gov.hk/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>。



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## (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。

## (VI) 面見安排：

1. 只限為適齡的兒童（即入學時年滿2歲<預備班>或2歲8個月<幼兒班>或以上）安排面試。
2. 本園面試通知將於9月下旬至10月以郵寄或電郵方式發出「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」。凡申請人於2024年10月26日（星期六）後遞交表格，面試將以電話個別通知。
3. 面試不設改期與改時。
4. 以小組及個別形式面見。
5. 只可有一位家長陪同兒童參與面見。
6. 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2024年12月15日前以郵寄或電郵方式通知家長取錄結果。

## (VIII) 註冊安排：

1. 正選生：家長須於 2025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、「註冊證」正本。
2. 備取生：本園會以信件通知，請家長於指定日期到本園辦理註冊手續，並須提交「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「註冊證」，以完成註冊登記程序。



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## (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「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	x	/
b) 購買校服及書包之費用	x	/
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。	

- ◇ 申請退學者必須於退學日期前一個月（即不少於 30 天），以書面通知校方，否則須補回一個月學費。
- ◇ 每位學生在本園完成了整個學年的學習，於學期終將會獲得一本兒童學習成長檔案。



## Admission Procedure (2025/26)

- (I) Collection of application Forms (No quota) :
1. Download from school website
  2. Obtain from school in person
  3. Online application
- (II) Distribution Period:
1. Date: 1<sup>st</sup> June, 2024 (Saturday) to 25<sup>th</sup> October, 2024 (Friday)
  2. Time: 9:00 a.m. to 4:30 p.m. (Mondays to Fridays) / 9:00 a.m. to 12:00n.n. . (Saturdays)
- \* Applicants can also request and submit the form after 26<sup>th</sup> October, 2024 (Saturday), interviews will be notified individually by phone
- (III) Return of Application Forms (No set quota) :
1. Return Date: 1<sup>st</sup> June, 2024 (Saturday) to 25<sup>th</sup> October, 2024 (Friday)
  2. Return Time: 9:00 a.m. to 4:30 p.m. (Mondays to Fridays) / 9:00 a.m. to 12:00n.n. . (Saturdays)
- Method 1: Submit In person / by post (together with the following information)
- a. Submit the application form with photo of the student affixed on it
  - b. A copy of Birth Certificate of the applicant
  - c. Copies of Immunisation Record (with front and back side) of the applicant
  - d. THREE self-addressed envelopes(4"X9") with postage stamp of HK\$2.2 and ONE self-addressed manila envelope(A4) with postage stamp of HK\$7.9 stuck on it. Please also write down the name and address of the applicant on all envelopes.
  - e. Application fee: HK\$40 (The application fee is non-returnable whether the application is successful or not.)  
Payment method 1: By Cash  
Payment method 2: By Cheque ( The crossed cheque made to 'The Baptist Convention of Hong Kong Lee On Nursery' and to be collected together with the application form)
- Method 2: Online Application
- a. Fill in the online application form with photo of the applicant
  - b. Upload a copy of Birth Certificate of the applicant
  - c. Upload a copy of Bank-in slip / Advice of ATM
- 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 "Registration Certificate for Kindergarten Admission" :
1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HKSAR Government") has implemented the kindergarten (KG) education scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year to improve the quality of KG education in various aspects through different measures. On the scope of the "Scheme", the HKSAR Government will provide basic subsidy which would cover half-day / whole-day / long whole-day service in local non-profit-making (NPM) KGs to benefit all eligible KG children (including nursery (K1), lower KG (K2) and upper KG (K3) classes).
  2. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2025/26 school year should follow the procedure set out below. The procedure is applicable to all NPM KGs joining the "Scheme".



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3. Parents are required to apply to EDB for a “RC” from September to November 2024. Upon receipt of the application with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the application 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, EDB will then issue an “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.
4. Due to the processing time of the “RC”, parents are required to submit their applications for the “RC” to the EDB by 30<sup>th</sup> November 2024 at the latest. Otherwise, the “RC” / “AP” will generally not be issued before the “centralized registration dates” for K1 registration.
5. EDB will issue an “RC” or “AP” (hereafter referred to as registration document) to each student who can receive education in Hong Kong and all Scheme-KGs can only admit students holding a valid registration document.
6. For details, please refer to EDB Website: Home > Education System and Policy > Kindergarten Education > Admission Arrangements for Nursery (K1) Classes in Kindergartens. <https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2425.html>

## (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.

## (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> in the year of admission ) only.
2. The selected candidates will receive an ‘Interview Invitation Letter’ within late September and October by post or email. Applicants can also request and submit the form after 26th October, 2024 (Saturday), interviews will be notified individually by phone.
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 if required

## (VII) Announcement of Admission Results

We will inform parents of the admission results before 15<sup>th</sup> December 2024 by post or email.



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## (VIII) Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child during January 2025 “Centralized Registration Dates” which is announced by EDB by paying the registration fee and submitting the original of the “RC” to the kindergarten.
2. Applicants on the waiting list: Our School will notify by letter. 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 “RC”. Please be reminded that if parents cannot submit the “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.
3. 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 “RC” but the registration fee will not be refunded. Upon obtaining the “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 “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. “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 <sup>th</sup> 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 <sup>th</sup> June, refunds will not be available. Just textbooks will be return.

- ✧ Application for withdrawal must be notified in writing at least 1 month or 30 days prior to the date of withdrawal, otherwise a one-month tuition fee will be charged.
- ✧ Each student completes the entire academic year in the school and will receive the portfolio at the end of the semester.