

**鄰舍輔導會元朗幼兒園**  
**2022 / 2023 學年幼兒班(K1)入學申請資料**

**索取入學申請表方法 (不設申請限額)**

1. 於本幼兒園網頁下載
2. 親臨本幼兒園索取
3. 以郵遞方式索取，須附一個註明地址和足夠郵票的回郵信封。

**派發申請表格時段**

1. 日期：全年
2. 時間：星期一至星期五 (上午八時至下午六時)  
                    星期六 (上午八時至下午一時)

**遞交申請表格(不設限額收取入學申請表)**

1. 日期：全年(幼兒年滿一歲即可遞交入學申請表)
2. 時間：星期一至星期五 (上午九時至下午六時)  
                    星期六 (上午九時至下午一時)
3. 遞交方法：親臨本幼兒園遞交申請表格〔須連同以下所需文件〕
4. 遞交所需文件：
  - i. 已填妥的入學申請表格；
  - ii. 兒童出世證明書副本 (若非香港出生，需遞交居港證明文件)，並須核對正本；
  - iii. 幼兒相片 1 張 (貼於申請表上)；
  - iv. 貼有足夠郵票的回郵信封三個，信封面請註明學生人姓名及其地址；
  - v. 住址證明副本，連同正本核對 (限於粉嶺幼兒園適用)。
5. 報名費用：全免

**申請「2022/23幼稚園入學註冊證」**

1. 在幼稚園教育計劃 (下稱「計劃」) 下，每名可在本港接受教育的兒童只會獲發一張註冊文件，而所有參加計劃的幼稚園，只可取錄持有有效註冊文件的兒童。。
2. 家長須於 2021 年 9 月至 11 月期間為其子女向教育局申請「幼稚園入學註冊證」(下稱「註冊證」)。「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([https://www.edb.gov.hk/k1-admission\\_tc](https://www.edb.gov.hk/k1-admission_tc))上載詳情。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。如兒童可於本港接受教育但不合乎資格接受計劃資助 ① 而未能獲發「註冊證」，本局會為有關兒童發出「幼稚園入學許可書」(下稱「入學許可書」)，兒童可憑「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。

## 收生準則

1. 遞交入學申請表格次序；
2. 申請人的兄弟姊妹現正在本幼兒園就讀獲優先考慮；
3. 有家庭需要的申請人可獲優先考慮，如社工推薦信；  
(請留意由於學位有限，並非所有符合優先考慮的申請人均會獲取錄。)

## 面見安排

1. 本幼兒園會約見申請幼兒，小組形式及個別面見；
2. 會面於2021年11月1日至 2021年11月30日進行，本幼兒園會另函通知家長；
3. 家長須陪同幼兒參與；
4. 如需要傳譯/翻譯服務，請致電24711191與本園職員聯絡。

## 取錄結果公布

本幼兒園將於2021年12月17日前以郵遞方式通知家長幼兒班取錄結果。

## 註冊安排

1. 正選生：家長須於 2022 年 1 月 6 日至 8 日(「統一註冊日期」)內的指定時間到本幼兒園辦理註冊手續，並須提交「註冊證」/「入學許可書」及繳交註冊費。
2. 備取生：若有學位，本幼兒園會發出通知，請家長於指定日期到本幼兒園辦理註冊手續，並須提交「註冊證」/「入學許可書」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，本幼兒園或未能為獲取錄幼兒完成手續，因此家長務必於指定日期內向教育局申請相關註冊文件。
4. 2022/23 學年的註冊費為港幣 1000 元正。如有關幼兒入讀本校，本校會於 2022 年 9 月學費扣回註冊費，但若家長於註冊後決定為子女轉校，請以書面通知本幼兒園。本幼兒園會儘快退回「註冊證」/「入學許可書」，但註冊費將不獲退還。在取回「註冊證」/「入學許可書」後，本幼兒園亦不會再為該幼兒保留學位。

## 查詢

電話：24711191

地址：新界元朗牡丹街23號康德閣地下(入口)及一樓

電郵：yldn@naac.org.hk

① 非本地兒童（例如持有擔保書的兒童、其父或母是持有學生簽證的兒童等）須獲得入境事務處處長的許可，才可在香港接受教育，但不會獲得計劃下的資助。

**The Neighbourhood Advice-Action Council   Yuen Long Day Nursery**  
Information on Admission to K1 Classes in the 2022/23 School Year

**Collection of application Forms (No quota)**

1. Download from school website
2. Obtain from school in person
3. Request by post with 1 self-addressed envelope with stamp

**Distribution Period**

1. Throughout the year
2. Time: 8:00 a.m. to 6:00 p.m. (Monday to Friday )  
8:00 a.m. to 1:00 p.m. (Saturday )

**Return of Application Forms (No set quota for the kindergarten)**

1. Return Period  
Date: Throughout the year (Children aged 1 or above are eligible to submit the applications)  
Time: 9:00 a.m. to 6:00 p.m. (Mondays to Fridays)  
9:00 a.m. to 1:00 p.m. (Saturdays)
2. Return method: Submit the application form in person [together with the enrolment documents required ].
3. Enrolment Documents
  - i. Return the completed application form
  - ii. Child's Birth Cert. with the original copy for the confirmation (If your child was not born in Hong Kong, you have to submit the document from the immigration to prove that he/she is allowed to stay in Hong Kong as resident)
  - iii. 1 passport size Child's Photo (stick on the application form)
  - iv. 3 self-addressed envelopes with stamps
  - v. A copy of the address proof, together with the original for the confirmation. (Only for Fanling Nursery)
4. No application fee will be charged

**Application for the “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 2021. The RC will be open for applications in September 2021 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 ② , 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.

## **Admission Criteria**

1. The order of submitting the application form
2. The applicant with sibling(s) currently studying in the nursery will be given due priority consideration.
3. The applicant from families in need will be given due priority consideration, e.g. referred by the social worker with recommendation letter.

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

## **Interview Arrangements**

1. The nursery will arrange meeting ,group and individual meeting will be arranged
2. Interviews will be conducted from 01/11/ 2021 to 30/11/2021
3. Parents should accompany their child
4. Please contact us at 24711191 (telephone no.) if interpretation / translation service is required.

## **Announcement of Admission Results**

We will inform parents of the K1 admission results on or before 17 December 2021 by post.

## **Registration Arrangements**

1. Successful applicants: Parents should complete the registration procedures for their child from 6-8 January 2021 ( “Centralized Registration Dates” ) by submitting the original of the RC / AP to the nursery and paying the registration fee.
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 RC / AP to the nursery and pay the registration fee.
3. Please be reminded that if parents cannot submit the “RC / AP during registration, the nursery 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 2022/23 K1 place is HK\$1000, and will be refunded on September 2022. If parents decide to change school after registration, please notify the kindergarten in writing. The nursery 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. : 24711191

Our address : G/F (Entrance)& 1/F, Orion Court, 23 Mau Tan Street, Yuen Long, N. T.

Our e-mail address : [yldn@naac.org.hk](mailto:yldn@naac.org.hk)

②Upon 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.