

**The Chinese Rhenish Church Hong Kong Synod**  
**San Po Kong Rhenish Nursery**  
**Application Guide**  
**For applicants applying to 2022-2023 academic year**

**Collection of application forms(no limit for acquiring application forms)**

- ✧ Application forms can be obtained from our school or downloaded from our website.

**Return of application forms (unlimited application quota)**

- ✧ Application form should be submitted to school in person or by post.
  - Applications (N1, K1) submitted on/before September 30, will be processed in the first round of application.
  - Applications (N1, K1) submitted after September 30, will be processed in the second round of application.
  - Applications for classes other than K1 will be processed in the second round.

**Application for the “Registration Certificate for Kindergarten Admission”**

- ✧ Parents are required to submit an application for “2022/23 Registration Certificate for Kindergarten Admission” (hereafter referred as “2022/23RC”) to EDB from September to November 2021. The details of application can be obtained from website <http://www.edb.gov.hk>.

**Admission Criteria**

- ✧ Child's performance in the interview
- ✧ Sibling(s) studying in the school will be in priority
- ✧ The needs of family for full day early childhood education service will be consider

*(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 Arrangement**

- ✧ All qualify applicants will be arranged for interview
- ✧ **For the applications (N1 · K1 class)**  
Parents will be notified of the interview by mail in October each year. The interview will be scheduled in November.
- ✧ Group interview, accompanying by parents will be arranged. Child's performance in the game will be observed.
- ✧ Interview will be conducted mainly in Cantonese (English and Mandarin is available if children are needed, Please contact us at 2326 1336 if interpretation / translation service is required)

**Admission Result**

- ✧ The admission result will be announced about one month after the interview by post.

**Registration Arrangements (For K1 Only)**

- ✧ Successful applicants: Parents should complete the registration procedures for their child from **6<sup>th</sup> to 8<sup>th</sup> January, 2022**(“Centralised Registration Dates”) by submitting the original of the “2022/23 RC” to the nursery/kindergarten and paying the registration fee.
- ✧ Applicants on the waiting list: Successful applicants on the waiting list will be notify. 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 “2022/23 RC” to the nursery/kindergarten and pay the registration fee.
- ✧ Please be reminded that if parents cannot submit the “2022/23RC” during registration, the nursery/kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for Registration Certificate to EDB within the specified period.
- ✧ The registration fee for 2022/23 K1 place is HK\$1500. Should parents decide to change school after registration, please notify the nursery/kindergarten in writing. The nursery/kindergarten will return the “2022/23RC” but the registration fee will not be refunded. Upon obtaining the “2022/23 RC”, the nursery/kindergarten will no longer keep the school place for child.

**Admission Procedure**

- ✧ In May, parents will receive information on a briefing session for new students.
- ✧ In early June, parents will be invited to join the briefing session with the introduction of new student admission arrangement and our curriculum.
- ✧ In July / August, a “Welcome Day” will be arranged for parents and children, aiming to let children ready to school.

**Enquiry**

- ✧ If you have any questions about your application, please feel free to contact us at 2326 1336.