

Tung Wah Group of Hospitals Kwan Fong Nursery School
Information on Admission to K1 Classes in the 2024/25 School Year

1. Collection of application Forms (No quota for application):

- Download from school website

<http://www.tungwahcsd.org/en/our-services/youth-and-family-services/day-nursery-services/KFNS/introduction;category/9>

- Obtain from school in person
- Request by post with stamped self-addressed envelope

2. Distribution Period:

- Date : Whole year (except School Holidays or Public Holidays)
- Time : 10:00 a.m. to 6:00 p.m. (Mondays to Fridays) / 10:00 a.m. to 1:00 p.m. (Saturdays)

3. Submission of Application Forms (No acceptance limit for application forms):

- Method: Submit the application form in person
- Completed Application Form with photo attached original and a duplicate copy of birth certificate.
- One stamped self-addressed envelope is also required.

Return Period:

1. Date : Whole year (except School Holidays or Public Holidays)
2. Time : 10:00 a.m. to 6:00 p.m. (Mondays to Fridays) / 10:00 a.m. to 1:00 p.m. (Saturdays)

4. Application Fee:

- Free of charge

5. Application for the “2024/25 Registration Certificate for Kindergarten Admission”

- Under the Free Quality Kindergarten Education policy implemented by Education Bureau (EDB), “Registration Certificate for Kindergarten Admission” is used as the document for registration in the 2024/25 school year.
- Parents are required to submit an application for the “2024/25 Registration Certificate for Kindergarten Admission” (hereafter referred as “2024/25 RC”) to EDB **from September to November 2023**. The “2024/25 RC” will be open for applications in September 2023 and EDB will announce and upload the details of application onto EDB’s website (www.edb.gov.hk) in due course.

6. Admission Criteria

- The applicant with sibling(s) currently studying in the Nursery School will be considered in higher priority.
- The applicant with family need will be considered in higher priority when applying for the full day classes.
(As the number of school places is limited, please be aware that not all applicants fulfilling the criteria will be guaranteed a school place.)
- Performance during interview.

7. Interview Arrangement

- The Nursery School will arrange interview for all applicants
- The interview will be held in October 2023, the Nursery School will notify parents by phone
- Group and/or individual interviews will be arranged
- Parents should accompany their child for the interview

8. Foreign Student

- When interviewing NCS children, interpretation and/or translation service for applicants will be provided where necessary; or parents and children are allowed to be accompanied by a Chinese speaking relative/friend to facilitate communication, If you have any questions, please call 2351 6718 or E-mail kfns@tungwah.org.hk.

9. Announcement of Admission Results

- We will inform parents of the K1 admission results before 15 December 2023 by phone and/or by post.

10. Registration Arrangement

- Successful applicants: Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”) by submitting the original “2024/25 RC” to the Nursery School and paying the registration fee.
- Applicants on the waiting list: If the school still has vacancies, the school will notice applicants by phone.*****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 “2024/25 RC” to the Nursery School and pay the registration fee.
- Please be reminded that if parents cannot submit the “2024/25 RC” during registration, the Nursery School may not be able to complete the registration process for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
- The registration fee for 2024/25 K1 place is HK\$1570.00. If the child admitted is informed that he or she does not require payment of the school fee, the registration fee paid will offset the school fee, and the difference will be returned to the parents. Should parents decide to change school after registration, please notify the Nursery School in writing. The Nursery School will return the “2024/25 RC” but the registration fee will not be refunded. Upon returning the “2024/25 RC”, the Nursery School will no longer keep the school place for the child.

11. Enquiry

Our telephone no.: 2351 6718

Our e-mail address: kfns@tungwah.org.hk

References can be obtained from the following websites

EDB Circular Memorandum no. 78 / 2023

【Admission Arrangements for Nursery Classes in Kindergartens for the 2024/25 School Year】

[Chinese version](#)

[Simplified Chinese version](#)

[English version](#)