



**KIN SANG BAPTIST CHURCH
BRADBURY PRE-SCHOOL**

Enrolment Procedure, School Year 2018–19

(1) Eligibility:	<p>K1 Class: aged 2 years 8 months or older as at 1 September 2018</p> <p>N Class: aged 2 or older as at 1 September 2018</p>
(2) Procedure for Admission of K1 Students (aged 3–4):	<ol style="list-style-type: none">1. Application for “2018–19 Registration Certificate for Kindergarten Admission” issued by the Education Bureau (EDB): Apply for the “Registration Certificate” from September to November 2017. EDB will generally take 6–8 weeks to complete processing of the application and issue the “Registration Certificate” / “Admission Pass” to eligible applicant. Please visit the EDB website (www.edb.gov.hk) for details.2. Take and Submit the Application Form: From 3 October to 30 November 2017 (<i>first round</i>)3. Interview: Between November and December 2017 (will be notified by phone call)4. Release of Acceptance Result: Before 22 December 2017 (will be notified by mail)5. Registration: 11–13 January 2018
(3) Admission of N (aged 2–3), K2 (aged 4–5) and K3 (aged 5–6) Students:	<ol style="list-style-type: none">1. We accept N, K2 and K3 mid-course students all year round.2. Take and Submit the Application Form: From 3 October 2017 onwards3. Applicants will be notified when to interview and register.
(4) Take the Application Form:	<ol style="list-style-type: none">1. Take it in person at the School (G/F, Tai Sang House, Kin Sang Estate, Tuen Mun, New Territories), or2. Download it at the School’s website (www.ksbc.edu.hk).
(5) Submit the Application Form:	<ol style="list-style-type: none">1. Submit it in person.<ul style="list-style-type: none">■ Date: From 3 October to 30 November 2017■ Time: Monday–Friday 9:00 a.m. – 6:00 p.m. Saturday 9:00 a.m. – 1:00 p.m.2. Bring complete documentation (we cannot accept the application if documents are incomplete):<ul style="list-style-type: none">■ A copy of birth certificate of the applicant child,■ One recent photo of the child (being affixed to the Form), and■ One self-addressed envelope with a stamp of \$2 affixed.

	<ol style="list-style-type: none"> 3. Application is free of charge. 4. We do not set a quota on application form collection.
(6) Interview Format:	<ol style="list-style-type: none"> 1. All applicant children will be interviewed. 2. Format: <ul style="list-style-type: none"> ■ Group and/or personal; ■ The parent is required to attend with the applicant child.
(7) Acceptance Criteria:	<ol style="list-style-type: none"> 1. Interview performance; 2. An applicant child whose siblings are students of the School during the year 2017–18 will have higher priority; 3. An applicant child who has family needs will have higher priority. <p>(Please note that student places are limited; not all applicants who meet the criteria with higher priority will be accepted.)</p>
(8) Registration of K1 Students:	<ol style="list-style-type: none"> 1. First-Round Enrolment: Parents must register at the School during 11–13 January 2018 (the centralized registration dates). They must submit the original of the “Registration Certificate” / “Admission Pass” and pay the registration fee, HK\$500. 2. Waiting List: If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified to register at the School on the date. They must submit the original of the “Registration Certificate” / “Admission Pass” and pay the registration fee, HK\$500.
(9) Points to Note:	<ol style="list-style-type: none"> 1. If parents cannot submit the original of the “Registration Certificate” / “Admission Pass” during the centralized registration dates, the School may not be able to complete registration. In view of this, parents are required to submit the application to EDB for the “Registration Certificate” / “Admission Pass” within the designated period 2. Registration fee for the school year 2018–19 is HK\$500. If a child enrolls, the registration fee will become the school fee for the first month. If he does not need to pay any school fee, the registration fee will be refunded on the first month. 3. If the parent wishes to change school after registration, he must submit a written notification to the School. The School will then return the “Registration Certificate” / “Admission Pass”, but will not refund the registration fee. The School will no longer reserve the place for the child concerned.
(10) Enquiries:	Visit us in person, or call Ms Ngan or Miss Lam at 2455 9803.