



KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL

2026–2027 Enrolment Procedure

(1) Eligibility:	Applicants for Admission to N – K3 ☆ N Class: Born from January to August 2024 * N Class children must be at least 2 years old on the date of admission. * ☆ K1 Class: Born from January to August 2023. * K1 Class children must be at least 2 years and 8 months old on the date of admission. * ☆ K2 Class: Born from January to August 2022 ☆ K3 Class: Born from January to August 2021
(2) Ways to Obtain the Application Form:	<ol style="list-style-type: none">1. Download from our school website: www.ksbc.edu.hk → “Admission Application Form”.2. Collect in person at our school.3. Request by email or fax. <p style="text-align: right;">Application Quota: No limit on the number of application forms accepted.</p>
(3) Submit the Application Form:	<p>Date: School days Time: Monday to Friday (9:00a.m. – 6:00p.m.) or Saturday (9:00a.m. – 1:00p.m.)</p> <p><u>Submission Methods:</u> Please submit the completed application form in person or by post.</p> <ul style="list-style-type: none">● A copy of birth certificate / passport of the applicant child,● Immunisation Record of the applicant child● One recent photo of the child (being affixed to the Form), and● Four self-addressed envelopes (9 x 4 inches), each affixed with a HK\$2.2 stamp and clearly marked with the child’s name. <p>Application fee: HK\$40 (to be submitted together with the application form). The fee is non-refundable, regardless of the application outcome.</p> <p>Please submit the application fee <i>in person</i>, either in cash or by cheque together with the application form.</p> <p>Submit by mail: The application fee should be paid by crossed cheque, made payable to “<i>KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL</i>”. Please indicate the applicant child's name on the back of the cheque.</p>
(4) Interview Arrangement:	<ul style="list-style-type: none">● All applicant children will be invited for an interview.● The format will be either group or individual, depending on the circumstances.● A parent or guardian must accompany the applicant child during the interview.● Interview Arrangement for NCS (Non-Chinese Speaking) Children Parents and children may be accompanied by a Chinese-speaking relative or friend during the interview to help with communication. If interpretation services are required, please contact us at 2455 9803 in advance.
(5) Admission Criteria:	<ol style="list-style-type: none">1. Interview performance.2. Priority consideration will be given to: Applicants with sibling(s) currently attending Kin Sang Baptist Church Bradbury Pre-School.3. Applicants whose parents are alumni of the School <p>*All student places are long whole-day service. Higher priority will be given to applicant children with family needs. Please note that places are limited; therefore, meeting the priority criteria does not guarantee admission.</p>

- (6) **Enrolment Arrangements & Important Notes on Registration Documents:**
1. Our kindergarten participates in the EDB “**Kindergarten Education Scheme**”, and therefore only accepts children with **valid registration documents**.
 2. For **K1 admissions in 2026/27**, parents should apply for the “**Registration Certificate for Kindergarten Admission**” from **September to November 2025**.
 3. Application will be available from **September 2025**. Please visit the **EDB website** for details and submit the electronic application form online: “*Registration Certificate for Kindergarten Admission*”.
 4. If a child is receiving education in Hong Kong but **is not eligible for a “Registration Certificate”**, the EDB may issue a “**Kindergarten Admission Pass**”. In such cases, **full school fees** must be paid **before** any subsidy is applied.

K1 Students:

- i. **First-Round Enrolment** Parents must register at the school during **8–10 January 2026** (the centralized registration dates). They are required to submit the **original “Registration Certificate” / “Admission Pass”** and pay the **registration fee of HK\$1,570**.
- ii. **Waiting List** If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified **by phone** to register on a specified date. They must also submit the **original “Registration Certificate” / “Admission Pass”** and pay the **registration fee of HK\$1,570**.
- iii. **Important Notice** If the parent fails to submit the **original “Registration Certificate” / “Admission Pass”**, the school may be unable to complete the registration. Parents are reminded to apply to the **EDB** for the necessary document within the designated timeframe.
- iv. **Refund Policy** The registration fee will be **refunded by cheque** in **September 2026**, when the new school year begins. If a parent wishes to withdraw after registration, a **written notification** must be submitted. The school will return the “Registration Certificate” / “Admission Pass”, but **the registration fee will not be refunded**, and the place will no longer be reserved for the child.

N Students:

- i. **First-Round Enrolment:** Parents must follow the instructions on the *Notification of Enrolment* and register at the school on the designated date. A **registration fee of HK\$1,570** is required upon registration.
- ii. **Waiting List:** If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified by phone to register at the school on a specified date. The **registration fee (HK\$1,570)** must also be paid at that time.
- iii. **Refund Policy:** The registration fee will be **refunded by cheque** when the new school year begins in **September 2026**. If a parent chooses to give up the school place after registration, a **written notification** must be submitted. However, the **registration fee will not be refunded**, and the school will no longer reserve the place for the child.

- (7) **Interview Arrangements under Weather Warning Signals:**
- **Typhoon Signal No. 1 / Amber Rainstorm / Thunderstorm Warning:** The school will remain open **unless the Education Bureau announces class suspension**.
 - **Typhoon Signal No. 3, No. 8 or above:** Interviews on the day will be **cancelled**. Postponement and further arrangements will be announced later. Parents are kindly asked to wait for updates.
 - **Red or Black Rainstorm Warning:** If the warning is issued **within 3 hours before the interview time**, the interview will be cancelled. Postponement and follow-up arrangements will be announced later.

Safety Reminder: During any active weather warning, parents are advised to assess the situation and decide whether to travel, based on the safety of themselves and their child. **Safety is always our top priority.**