



**Five Districts Business Welfare Association Cheung Chuk Shan Nursery
Five Districts Business Welfare Association Cheung Chuk Shan Kindergarten
Information on Admission for the 2020/21 School Year**

A. Applicant's Criteria :

1. 2 years to 6 years of age (Applicant must be 18 months old to submit their application form).
2. We will prioritise dual-career families with special needs children under referral from the Education Bureau (EDB), the social Welfare Department and other related organisations.
3. Admission depends on the age of the child; children's age will be prioritised. For instance, if there is a vacancy in the class, the place will be granted to the most age appropriate applicant.

B. Fees :

1. We are a not-for-profit education organisation; hence, under the Education Bureau (EDB)'s "Free Quality Kindergarten Education policy", this applies to children of age 3 to 6.
2. Fee adjustment is carried out by the EDB in September every year are as below:

Nursery (Monthly)	From September 2019 to August 2020 (Total of 12 months) HK\$3,227 (Meals included)
Kindergarten (Monthly)	From September 2019 to August 2020 (Total of 12 months) HK\$1,584 (Meals included)
Families can apply for financial assistance from the "Working Family and Student Financial Assistance Agency" (WFSFAA), if support is required. The WFSFAA website: www.wfsfaa.gov.hk	

3. Other costs:

Item Names	Cost
Summer Uniform	HK\$80
Winter Uniform	HK\$100
Winter Jacket	HK\$190
School bag	HK\$100
Blanket & sleeping bag	HK\$450

C. Admission Procedure :

1. After the submission of the application, we will contact the applicant by post (within 1 month).
2. Expected interview periods :
Kindergarten : November to December ;
Nursery : February to March ;
Backup and Transfer students will be notified separately.
3. After the commencement of the interview, the applicant will be notified of the result by post (within 1 month).
4. The Registration period is set according to the “Centralised Registration Date”.
5. To reserve a place at the kindergarten, successful applicants are required to submit the Registration Certificate, the Registration fee, and a Certified Physical examination report.
6. “Parents’ Meeting” for new families is held every June.
7. “Welcome Day” for new students is held every August/ September.

D. Reminder :

1. The school retains all admission criteria and rights ;
2. Due to the limited school places, please understand that not all applicants fulfilling the priority consideration will be guaranteed an interview ;
3. The application fee is non-refundable whether the application is successful or not ;
4. The registration fee for 2020/21 place is HK\$1,570 (non-refundable). This registration fee of HK\$1,570 will be deducted from the first month of school fee.

E. Application Forms (no set quota for the kindergarten) :

1. Collection of Application Forms :
 - a. Obtain from school in person :
Saturdays : 9:00 a.m. to 12:00 p.m. (Except on School holidays and Public holidays)
 - b. Download from school website (<http://www.ccsn.edu.hk>)
2. Documents required :
 - a. Application form (include a recent photo of the applicant) ;
 - b. a copy of the applicant’ s Birth Certificate ;
 - c. a copy of Hong Kong Identity Card of his or her parents ;
 - d. a copy of the Department of Health's vaccination record ;
 - e. four stamped envelopes with self-address ;
 - f. application fee : HK\$40.00 crossed cheque payable to 『 Five Districts Business Welfare Association Cheung Chuk Shan Kindergarten 』 .
3. Submission of Application Forms :
 - a. Return in person :
Saturdays : 9:00 a.m. to 12:00 p.m. (Except on School holidays and Public holidays)

b. By post :

Level 5, Commercial Complex, Lung Poon Court, Diamond Hill, Kowloon.

4. Remarks :

a. Application with incomplete documents will not be processed. [Refer to E2]

b. Application submitted in the forms of fax or email is not accepted.

Enquiry:

Our telephone no.: 2327 3317

Our e-mail address: fd@ccsn.edu.hk