Dear Parents:

If you wish to apply for K1 for the year 2017-2018 for your child, kindly give attention to the instructions below. Proper attention should also be given to the transportation of your child to and from school. If you live too far away, or the routes of the school buses do not pass near your homes, or the school buses are unable to provide such services, you must assure the safety and well-being of your child. Please follow the following procedure in applying. Thank you for your cooperation!

Level for Admission:

Only K1 applications are envisioned
* Applications for K2 and K3 should be submitted in writing after May, 2017.

Admission Age:

Children who are born between 1 October, 2013 and 31 December, 2014.
*Parents are required to apply for the “Registration Certificate for Kindergarten Admission” (hereafter referred to as the “2017/18 RC”) from September to November 2016 from EDB. The “2017/18 RC” is the registration document for K1 in the 2017/18 school year. The application for the “2017/18 RC” will start in September 2016 and the details will be uploaded to the EDB’s website:

Procedure for Application:

Parents must obtain the application form through our school’s website (http://www.shck.edu.hk).
Please do not come to the Kindergarten to get the application form.

Date for application:
Between noon of 21 September, 2016 and 3pm of 30 September, 2016.

No. of Application forms:
Unlimited

No. of vacancies:
A total of 240 for am and pm sessions together
Instructions for Completing the Application Form:

1. Parents may choose the am or pm session. If the session they have chosen is already full, parents should indicate whether they are willing to move their child to the other session.

2. On applying, parents should also upload the following documents into our school’s website. If this is not completed, the application form will be invalid.
   a. Applicant's Recent Photo (Size: 1.5 in. x 2 in.)
   b. Applicant's Birth Certificate
   c. Applicant's Proof of Hong Kong Residency (Applicable only to children born abroad)
   d. Applicant's Baptism Certificate (Applicable only to Catholic children)

3. After this, parents will receive an “Initial Notice of Receipt of Application Form” through the e-mail. Kindly check also the SPAM section.

4. The information given in the application form will be destroyed after it has been used by the school for the registration. All the information given must be complete and correct. If any information is found to be untrue and incomplete, the application will not be accepted.

Payment of Application Fee and Submission of all Required Documents:

Parents who have received the above notice, must submit personally the following documents between 6 – 8 October, 2016, specifying the name and application no. of the applicant on each document.

1. **The bank receipt of the application fee**
   a. Cash payments are to be made to our School account (Bank transfers are not accepted)
      Bank: ICBC(Asia)
      Account No.: 072-701-502029008
      Account Name: Sacred Heart Canossian Kindergarten
   b. Application Fee: $40.00 (This is not refundable)
   c. The name of the applicant, the application no. and the telephone no. for contact should be written at the back of the bank receipt.

2. **Applicant’s Birth Certificate**
   * Applicant who is born abroad should also submit the Proof of Hong Kong Residency

3. **Applicant’s Baptism Certificate** (Applicable only to Catholic children)

4. **Applicants’ proof of address** (E.g. Document of Rates / Tenancy, Water / Electric / Gas / Residential Phone Bills, etc.)
   *The name on the above document / bill has to be exactly the same as that of the Parent / Guardian

5. **Similar proofs need to be presented for the items of Part C as given below, if applicable.**
   a. Applicant’s brother or sister is studying in this school (e.g. handbook)
   b. Parent or sibling is a former student of this school
   c. Any immediate family member is studying, or has studied, in any of our Canossian schools
   d. Any immediate family member is an employee of one of our Canossian institutions

6. **A self-addressed envelope, with $1.7 stamp, is to be enclosed**
Attention for Submission of Documents:

- **Date:**
  Between 6 October, 2016 and 8 October, 2016

- **Time:**
  (Thursday to Friday) 9:00am to 11:00am / 2:00pm to 4:00pm
  (Saturday) 9:00am to 11:00am

- **Address:**
  Sacred Heart Canossian Kindergarten, 10 Robinson Road, Central

- **Documents:**
  All documents should be placed inside an envelope, with the following information written on the envelope: *Applicant’s name, Application no., and “Application for scholastic year 2017 – 2018 K1”*. The application will be invalid if any document is not completed correctly or if the documents arrive after the deadline.

Interview Date and Time:

**19–20 November, 2016 (Saturday to Sunday)**

After the submission of all documents, parents will be informed of the interview date and time, by email, by 4 November 2016. **The date and time fixed for the interview may not be changed.**

Date of Notification of Results:

**22 December, 2016 (Thursday)**

Every applicant will receive an email, either “Notification for Registration for Successful Applicant” or “Notification of Unsuccessful Application” before 12:00 noon. Parents may also check the list of successful applicants from our school’s website after 12:00 noon on the same day. Furthermore, the school will also send the “Notification for Registration for Successful Applicant” by post.

Centralised Registration Dates:

- **Registration dates:** 12 to 14 January 2017 (Thursday to Saturday)
- **Registration times:**
  (Thursday to Friday) 9:00am to 11:00am / 2:00pm to 4:00pm
  (Saturday) 9:00am to 11:00am
- **Attention:**
  - Parents are required to submit the “2017/18 RC” to complete the registration procedure. In exceptional individual cases, where parents cannot or do not intend to apply for the “2017/18 RC”, they can apply to the EDB for issuance of a registration letter for 2017/18 K1 registration purposes.
  - If parents are willing to be moved to the other session and have already paid the Registration Fee, no further change may be considered.
### 2016-2017 School Information (For reference):

<table>
<thead>
<tr>
<th><strong>Teaching Method</strong></th>
<th><strong>Activities Approach</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Language</td>
<td>Mainly Cantonese</td>
</tr>
<tr>
<td>Religious Background</td>
<td>Catholic</td>
</tr>
<tr>
<td>Teacher to pupil ratio</td>
<td>1:10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>School Fees</strong>  (To be adjusted annually in September)</th>
<th><strong>Annual Fees</strong>: $34,630.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Annual Fees after Redemption of Voucher</strong>: $11,400.00</td>
</tr>
<tr>
<td></td>
<td><strong>No. of Instalments</strong>: 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Textbook, Exercise book and Refreshment Fees</strong></th>
<th><strong>Annual</strong>: approximately $3,200.00</th>
</tr>
</thead>
</table>

| **School Bus Service** | (1) The main services on Hong Kong Island  
                        | (2) The route, pick-up point and time are arranged by the school bus company. It may not be near home or completely meet the wishes of parents. |
|------------------------|--------------------------------------------------------------------------------|
| **School Bus Fees**    | According to the region                                                         |

*For enquiries, please contact us: 2521 0813.*