



# 聖文嘉幼兒園 幼稚園 (荃灣)

## ST Monica's Play School & Kindergarten (Tsuen Wan)

### 新生入學申請表 APPLICATION FORM

No:

學生資料 Student Particular				
學生姓名 Name in Student	中文姓名 Name in Chinese	英文姓名 Name in English		相片 Photo
出生日期 Date of Birth	/ / (日 dd / 月 mm / 年 yyyy)	性別 Sex	出生地點 Place of Birth	
出生證明書號碼 Birth Cert. No.		國籍 Nationality	宗教 Religion	
住址 Residential Address				
住宅電話 Home Tel. No.		通訊電郵地址 E-mail Address (*請必須以正楷填寫)		

家長資料 Information of Parents				
父親姓名: Name of Father	職業 Occupation	服務機構 Company	公司電話 Telephone No.	手提電話 Mobile No.
母親姓名 Name of Mother	職業 Occupation	服務機構 Company	公司電話 Telephone No.	手提電話 Mobile No.
a) 兄弟姊妹姓名 Name of Siblings	年齡 Age	就讀學校 Name of the School	級別 Class	<input type="checkbox"/> 於本園高班畢業 Graduated from this school 畢業年份 _____ Year of Graduation
b) 兄弟姊妹姓名 Name of Siblings	年齡 Age	就讀學校 Name of the School	級別 Class	<input type="checkbox"/> 於本園高班畢業 Graduated from this school 畢業年份 _____ Year of Graduation

家長選擇為 貴子女報讀 Parent's Priorities	
班別 Class	N1 、 K1 、 K2 、 K3 (請圈上適當選擇 Circle Your Choice)
時間 Time	上午班 AM <input type="checkbox"/> 下午班 PM <input type="checkbox"/> 全日班 Whole Day <input type="checkbox"/> (請按次序填上 In Order)
希望入學日期 Desired Day of Attendance	校車服務 School Bus Service <input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No

以下由校方填寫 (Office Use Only)	
班別 Class	報名日期 Date of Application
會見日期 Date of Interview	經手人 Signature
入校日期 Date of attendance	備註 Remark



**STmonica's**  
**Play School & Kindergarten (Tsuen Wan)**  
**聖文嘉幼兒園 幼稚園 (荃灣)**

**新生入學申請須知 Information on Admission to New Student**

<p style="text-align: center;">索取申請表格方法 Collection of application Forms</p>	<p>- 於本幼稚園網頁下載 Download from school website - 親臨本幼稚園索取 Obtain from school in person</p>
<p style="text-align: center;">遞交申請表格 Return Of Application Forms</p>	<p>- 親臨/郵遞至本幼稚園遞交已貼上相片之申請表格【須連同所需文件(包括出生證明書、5個已填妥地址及貼上足夠郵資\$2.2之回郵信封)】 Submit the application form with a photo in person / by post【together with the documents required (including birth certificate &amp; 5 addressed envelopes with \$2.2 stamp each)】 - 截止日期為：每年10年31日前 Return Period: On or Before 31 Oct (Every Year) *郵遞申請表者，以郵戳日期為準 For postal applications, date of the stamp chop will be used as the submission date</p>
<p style="text-align: center;">報名費 Application Fee</p>	<p>- 港幣40元正(現金/支票)於遞交申請表格時一併收取，無論申請成功與否，報名費概不發還 * 支票抬頭:「聖文嘉幼兒園」 * 請於支票背面寫上幼兒姓名及聯絡電話 HK\$40 (Cash/cheque) to be collected together with the application form. The application fee is non-returned whether the application is successful or not *A crossed cheque made payable to : St. Monica's Play School *Please write down the Name of the children and contact number at the back of the cheque</p>
<p style="text-align: center;">面見安排 Interview Arrangements</p>	<p>- 本幼稚園會安排面見所有於2023年9月的適齡入學兒童(2021年8月前出生) An interview will be arranged to all aged children who applied for the academic year 2023-2024(born in or before Aug 2021) - N1、K1面見於2022年12月進行，本幼稚園會另函通知家長 N1、K1 interview will be conducted in Dec 2022, further notice by post - 以小組形式面見 Group interview will be arranged - 一位家長須陪同幼兒參與面見 All applicants should be attended the interview with one parent only - 如需要傳譯/翻譯服務，請致電24137320與本幼稚園聯絡 Please contact us at 24137320 if interpretation / translation service when required</p>
<p style="text-align: center;">取錄結果公布 Announcement of Admission Result</p>	<p>- 本幼稚園將於面試後一個月內，以郵遞方式通知家長N1 / K1 取錄結果。 Parent of N1 and K1 applicants will receive an unconditional offer after the interview result within a month</p>

### 其他資訊：Other Information

本園將於每年年底（12月）發信予1-8月出生足齡入讀N1之學生 或K1插班生到校面試。

A letter will be sent to applicants of aged N1 (born between Jan and Aug) and aged K1 by mail informing the details of interview in late Dec.

現就讀N1班幼兒優先取錄升K1，有餘額才收K1後備生，故K1後備生大多數會被編入下午班，有家庭需要的學生會優先考慮（單親/雙職父母），請家長垂注。

Please note that K1 aged applicants would be added to our waitlist due to the places would be given to the students who are studying in N1 now. Therefore, K1 applicants would be arranged to the afternoon class, first priority would be given to family that has special needs (Single parents / working parents).

9-12月出生之N1學生均列為插班生，倘若開學後尚有學位餘額，將以電話通知面試入學。

Applicants of N1 (born between Sep and Dec) would be added to our waitlist. If place are available during the academic year, parents will be contacted for an interview through telephone.

### 註冊安排：Registration of Arrangements

家長須於2023年1月中（「統一註冊日期」）內的指定時間到本幼稚園辦理註冊手續，並須提交「2023/2024註冊證」正本及繳交註冊費。

Successful applicants: Parents should complete the registration procedures for their child from Mid-January 2023 (“Centralized Registration Dates”) by submitting the original of the “2023/2024 RC” to the kindergarten and paying the registration fee.

家長請留意 如未能在指定的註冊日期提交2023/2024有效的註冊文件，本幼稚園或未能為獲取兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊證。

Please be reminded that if parents cannot submit the “2023/2024 RC” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.

2023/2024學年的全日班註冊費\$1,570，半日班註冊費\$970，逾期未能辦理，作放棄學位論。家長若於註冊後為子女退學，須書面通知本園，並取回「2023/2024入學註冊證」後，本園不會保留學位，已繳付註冊費用，不獲退回。

The registration fee for 2023/2024 K1 place is HK\$1,570 (Whole day class)/HK\$970 (Half day class). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “2022/2023 RC” but the registration fee will not be refunded. Upon obtaining the “2023/2024 RC” the kindergarten will no longer keep the school place for the children.

### 收集個人資料聲明：Personal Information Collection Statement

表格上收集的個人資料只作申請入學用途。「學生資料」欄的各項資料家長必須提供正確資料，否則不能處理家長的申請。

Personal information is collected for admission to school only. Parents should provide accurate information for applicants; any miser presentation will disqualify the application.

家長如須修正或查閱個人資料，必須以書面向校方申請。

Applications for access to and correction of personal data should be made by writing statement. 本園所收集的個人資料，不會作銷售及轉移用途。

Any information collected from us will not be used as sales or advertise.

本園教職員會依從個人資料（私隱）條例的規定，以保安及保密方式處理個人資料。

Personal data will be kept confidential and handled by our staff members under the Personal Data (Privacy) Ordinance.

所有未被取錄生資料會於一年內銷毀。

All personal data of unsuccessful applicants will be discarded within a year.