



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

索取申請表格方法 Collection of application Forms	<ul style="list-style-type: none">- 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
遞交申請表格 Return Of Application Forms	<ul style="list-style-type: none">- 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之回郵信封)】 Submit the application form with a photo in person / by post 【together with the documents required (including birth certificate & 5 addressed envelopes with \$2 stamp each)】- 截止日期為：每年10月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
報名費 Application Fee	<ul style="list-style-type: none">- 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-returnable 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
面見安排 Interview Arrangements	<ul style="list-style-type: none">- 本幼稚園會安排面見所有於2018年9月的適齡入學兒童(2016年8月前出生) An interview will be arranged to all aged children who born in or before Aug 2016(Entry of Sep 2018)- K1面見於2017年12月進行，N1面見於2018年1月進行，本幼稚園會另函通知家長 K1 interviews will be conducted on Dec 2017, N1 interviews will be conducted on Jan 2018- 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 attend the interview with one parent- 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 if required
取錄結果公布 Announcement of Admission Result	<ul style="list-style-type: none">- 本幼稚園將於面試後一個內，以郵遞方式通知家長N1 / K1 取錄結果。 Parents of N1 and K1 applicants will receive letter with interview result within a month after the interview

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班幼兒優先取錄升上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 places 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2018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「2018/19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 2018 (“Centralized Registration Dates”) by submitting the original of the “2018/19 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有效的註冊文件，本幼稚園或未能為獲取錄兒童完成手續，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 “2018/19 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.

2018/19 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「2018/19 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 2018-2019 K.1 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 '2018-2019 RC" but the registration fee will not be refunded. Upon obtaining the "2018-2019 RC " the kindergarten will no longer keep the school place for the child.

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 of 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 date 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 br sold or rented to others.

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

所有未被取錄生資料會於一年內銷毀。

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



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聖文嘉幼兒園 幼稚園 (荃灣)

新生入學申請書 APPLICATION FORM

No :

姓名 英文 Name (Eng.)	_____	中文 (Chinese)	_____	年齡 Age	_____	性別 Sex	_____	
出生日期 Date of Birth	_____	出生地點 Place of Birth	_____	出生證編號 Birth Cert. No.	_____			
	日 月 年							
住址 Home Address	_____						相 片 PHOTO	
住宅電話 Home Telephone	_____	國籍 Nationality	_____	宗教 Religion	_____			
父親姓名 Name of Father	_____		職業 Occupation	_____				
辦公地點 Business Address	_____							
公司電話 Office Telephone	_____		手提電話 Mobile	_____				
母親姓名 Name of Mother	_____		職業 Occupation	_____				
辦公地點 Business Address	_____							
公司電話 Office Telephone	_____		手提電話 Mobile	_____				
兄弟姐妹姓名 Name of Siblings	1) _____	就讀學校 Name of the School	_____		級別 Class	_____		
	2) _____	就讀學校 Name of the School	_____		級別 Class	_____		
家長選擇為貴子女報讀 The Parent's Choose :	_____							
班別 Class :	N1、K1、K2、K3		(請圈上適當選擇 Circle Your Choice)					
時間 Time :	<input type="checkbox"/> 上午班 AM	<input type="checkbox"/> 下午班 PM	<input type="checkbox"/> 全日班 Whole Day	(請按次序填上 In Order)				
希望入學日期 Desired Day of Attendance :	_____							
需否校車服務 Do You Need School Bus :	<input type="checkbox"/> 是 yes	<input type="checkbox"/> 否 no						
備註 Remarks :	_____							
以下由校方填寫 (office use only)								
班別 Class	_____	入學日期 Date of attendance	_____	報名日期 Date of Application	_____			
會見日期 Date of Interview	_____	繳費日期 Date of payment	_____					
經手人 Signature	_____	其他 Other	_____					