

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	-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	-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 & 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
報名費 Application Fee	-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：「聖文嘉中英文幼稚園(荃灣)」 *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 Anglo-Chinese Kindergarten(Tsuen Wan) *Please write down the Name of the children and contact number at the back of the cheque
面見安排 Interview Arrangements	-K1面見於2024年11月進行，本幼稚園會另函通知家長 K1 interview will be conducted in Nov 2024, 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2415 5650與本幼稚園聯絡 Please contact us at 2415 5650 if interpretation / translationservice when required
取錄結果公布 Announcement of Admission Result	-本幼稚園將於面試後一個月內，以郵遞方式通知家長取錄結果。 Parent of K1 applicants will receive an unconditional offer after the interview result within a month

其他資訊：Other Information

本園將於每年年底（12月）發信予 K1 插班生到校面試。

A letter will be sent to applicants of aged K1 by mail informing the details of interview in late Dec.

註冊安排：Registration of Arrangements

家長須於 2025 年 1 月 2 至 4 日（「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「2025/2026 註冊證」正本及繳交註冊費。

Successful applicants: Parents should complete the registration procedures for their child during 2nd to 4th January, 2025 (Centralized Registration Dates) by submitting the original "2025/2026 registration Certificate" 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 2025/2026 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 "2025/2026 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. 2025/2026 學年的半日班註冊費 \$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「2025/2026 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 2025/2026 K1 place is HK\$970 (Half day class). Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the "2025/2026 RC" but the registration fee will not be refunded. Upon obtaining the "2025/2026 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 misrepresentation 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.