

The Women's Welfare Club (Eastern District) Nursery Hong Kong  
Application Form for Admission

EDN--E&E-01

**Part A: Applicant's Particulars**

Application No. : \_\_\_\_\_

Child Name: \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English)

Date of Birth: \_\_\_\_\_ Sex: Male / Female

Birth Certificate No.: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Age Order among All Siblings: \_\_\_\_\_ Nationality: \_\_\_\_\_

Race: \_\_\_\_\_ (e.g.: Chinese, Japanese, British...etc.)

Spoken Language at Home: \_\_\_\_\_ (e.g.: Cantonese, Mandarin, Japanese, English...etc.)

Home Address : \_\_\_\_\_ Home Tel. No. : \_\_\_\_\_

Child  
Recent Photo

**Part B: Information of the Family Members that Living Together (including the applicant)**

Name	Relationship with Applicant	Year of Birth	Occupation	Office Name & Location	Telephone No.	
					Day	Night
	applicant					
Total No. of Family Members: _____				*Monthly Income of the Family: HK\$ _____		
				Remark: *Optional fill in. Just for statistical reference.		

**Part C: Other (Please tick the appropriate box, more than one choice is acceptable.)**

Family / Child Need: ☐ Elder brother or sister is studying in our kindergarten.

(Name: \_\_\_\_\_ Class: \_\_\_\_\_)

☐ Parent(s) or sibling(s) being a graduate of our kindergarten

(Name: \_\_\_\_\_ Year of graduate: \_\_\_\_\_)

☐ Living nearby our kindergarten (living area: Shau Kei Wan, Sai Wan Ho, Shek O, Tai Long Wan, Heng Fa Chuen, Chai Wan, Siu Sai Wan)

☐ Working parents

☐ Others (Please specify: \_\_\_\_\_)

Regular Caretaker: ☐ Parent(s) ☐ Family member (Please specify: \_\_\_\_\_)

☐ Domestic Helper ☐ Other person: Day/ Day & Night

☐ Day Care Creche ☐ Others (Please specify: \_\_\_\_\_)

Former Kindergarten / Creche (Please specify): \_\_\_\_\_

Received the Kindergarten Information through: ☐ Living nearby the kindergarten  
☐ Recommendation by relatives/friends  
☐ Others (Please specify: \_\_\_\_\_)  
☐ Advertisement (school website, profile of kindergartens and kindergartens-cum-child care centers, leaflet, banner.....etc.)

Personal data in this form is provided for processing application for kindergarten admission. After completion of the application procedure, all unsuccessful applicants information provided will be disposed of. Application form and documents are non-returnable whether the application is successful or not. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

**Part D: Admission Date:** \_\_\_\_\_ (dd/mm/yyyy)    **Applying for Class:** ☐ N1   ☐ K1   ☐ K2   ☐ K3

**Parent's Signature :** \_\_\_\_\_    **Relationship with applicant:** \_\_\_\_\_    **Date: :** \_\_\_\_\_

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***※ Parents are required to submit an application with the below information. ※***

- ☐ Child Birth Certificate Copy
- ☐ Child Photo (please stick on this application form)
- ☐ Parents I.D. Copies (return to parents immediately after verification)
- ☐ Injection Certificate Copy (cover & inner sheet) - applicable to K1, K2 & K3 Applicants
- ☐ Home Address Certification (e.g.: lease, water/electric/gas/ resident telephone bill copies with parent name)
- ☐ 4 Self-addressed envelopes (envelope size not smaller than 23cm x 10cm)  
    \* **each envelope affixing stamp(s) worth \$2.2**
- ☐ Graduation Certificate (if applicants' siblings/father/mother was graduated in our kindergarten)

Check by: \_\_\_\_\_

Received on: \_\_\_\_\_

**The Women's Welfare Club (Eastern District) Nursery Hong Kong**  
**Application & Admission Arrangement for the 2024/25 School Year**



The Women's Welfare Club (Eastern District) Nursery Hong Kong is a non-profit making, whole-day kindergarten that is subsidiary to "The Women's Welfare Club (Eastern District) Hong Kong". Also, the kindergarten is under the subsidy of the "Kindergarten Education Scheme". This information is provided to help parents understand the application & admission arrangements, procedures and guidelines of the kindergarten. For enquiries, please feel free to call 2561 3409.

**Opening hours:** 8:00a.m. - 6:00p.m. (Monday to Friday) and 8:00a.m. - 1:00p.m. (Saturday)

Closed on Sunday, public holidays & school holidays.

**Enquiry Hotline:** 2561 3409

Non-Chinese parents may call 2561 3409 or email [edn56@netvigator.com](mailto:edn56@netvigator.com) for enquiries.

**(A) Application Arrangements**

- **Forms Distribution: Starts from 1 September 2023**, to be collected year-round, no quota.  
Application form can obtain from school in person or download from school website.
- **Application Fee:** no charge
- **Deadline for Application:** Year round, **first round deadline is 31 October 2023 or before.**
- **Children Age:** N1 (2-3 years old preschool) -- Children must be over the age of one when submitting the application form.  
K1 (3-4 years old aged) -- Children born in 2021 and will reach the age of 2 years and 8 Months old or above on 31 August 2024.
- **Application Procedures:** The application form should be filled in, signed and submitted by the parent in person along with the following documents:
  - ✧ Applicant birth certificate copy
    - Child born in the Mainland should submit the "One way Pass to Hong Kong, Macao" issued by The People's Republic of China or "One-way Permits" issued by the Immigration Department of Hong Kong
  - ✧ Injection card copy (cover & inner sheet) -- applicable to K1 / K2 / K3 Applicants.
  - ✧ Parents/statutory guardian's identity card -- signature on the application form "signed by parents" column must be signed by parent or statutory guardian.
  - ✧ Address proof copy -- such as leases, water, gas, residential telephone bills. Name on the bill must be the same as the parent or statutory guardian.
  - ✧ 4 Self-addressed envelopes -- Clear wrote with mailing address and applicant name (envelopes size should not be smaller than 23cm x 10cm).  
\* **each envelope affixing stamp(s) worth \$2.2**

- ✧ Other supporting documents – brother's/sister's/father's/mother's/graduate's certificate copy (applicable to applicants sibling/father/mother graduated in our kindergarten)
- ✧ Once you have submitted the application for admission, parents will receive a confirmation sheet with a reference number. Please keep it for later inquiry.

## **(B) Admission procedures**

### **➤ Interview Notice**

- ✧ **The kindergarten will arrange an interview by notice for all applicants who submitted the application on or before 31 October 2023.** The kindergarten will consider if there is any second round of interview according to school-base situation. Parents please keep your eyes on school letter sent by mail.

### **➤ Interview Arrangements**

- ✧ **The first round of interviews will be scheduled for Saturdays in November 2023 in the form of a group game, with dates and times set by the school,** while applicants who have another interview date will be held in individual interviews.
- ✧ **Parent (father or mother) should accompany their child to the interview.**
- ✧ No re-arrangement of interview for absent applicants will be entertained and the related application for admission will be cancel without further notice.
- ✧ Exemption from interview will be given to K1 Applicants (2024/25 school year) currently studying in our kindergarten N1 class for the 2023/24 school year. Admission Criteria and assessment are same as other applicants.
- ✧ Non-Chinese speaking families who require interpreting/translation services should contact the School by calling 2561 3409 or email to edn56@netvigator.com at least one week before the interview date, or parents may bring someone who understands Chinese to accompany the interview.

### **➤ Announcement of Admission Results**

- ✧ We will inform parents of the admission results **before 15 December 2023 by phone or post.**

### **➤ Centralised Registration Dates**

- ✧ **Successful applicants:**
  - Parent of successful applicants should complete the registration procedures for their child **from 4 to 6 January 2024 (Centralised Registration Dates).**
- ✧ **Applicants on the waiting list:**
  - Written Notice will send to the parents. Parents of applicants on the waiting list should complete the registration procedures for their child according to the specified date set by the KG.
- ✧ **Parents are required to submit the RC / AP (applicable to K1 / K2 / K3 applicants) to the KG and pay the registration fee.**

### **➤ Registration Fee and Document**

- ✧ **Pay the registration fee HK\$1,570 to the kindergarten** (Should parents decide to change school or withdraw the admission, registration fee will not be refunded) and

- ✧ **Submit the original “2024/25 Registration Certificate for KG Admission” or “Kindergarten Admission Pass” to the kindergarten--** applicable to K1 / K2 / K3 applicants.
- ✧ **Things to be noted:**
  - Parents who wish to apply for a K1 class in a Scheme-KG for their child in the 2024/25 school year are required to apply to the EDB for a “2024/25 Registration Certificate for KG Admission” or “Kindergarten Admission Pass” from September to November 2023, in order to receive the “2024/25 RC” or “AP” for registration before the above official registration date.
  - Please be reminded that if K1 parents cannot submit the “2024/25 RC” or “AP” during registration, The kindergarten may not be able to complete registration for their child. The kindergarten will No longer keep the school place for the child.
  - Should parents decide to change school after registration, please notify the KG in writing. The KG will return the RC / AP as soon as possible but the registration fee will not be refunded. Upon obtaining the RC / AP, the KG will no longer keep the school place for the child.

**(C) School Base Admission Criteria**

- Priority will be given to families in need who require long full-day/ full-day kindergarten services.
- Including the below consideration:
  - ✧ The applicant with sibling(s) currently studying in the kindergarten
  - ✧ Parent or sibling being a graduate of our kindergarten
  - ✧ Living nearby our kindergarten (living area: Shau Kei Wan, Sai Wan Ho, Shek O, Tai Long Wan, Heng Fa Chuen, Chai Wan, Siu Sai Wan)
  - ✧ Working parents
  - ✧ The applicant from families in need/child need
  - ✧ Interview performance
  - ✧ School base arrangement