



The Chinese Rhenish Church Hong Kong Synod

Rhenish Nursery / Kindergarten

### Application Guide

For applicants applying to 2024/2025 academic year

#### Application Procedure

1. Children over 1 year old can apply. Applications for all classes are accepted throughout the year.
  - A. Application Method 1 : Online Admission
    - Before completing an online application form, please prepare the scanned copy of Student Photo (format: jpeg, jpg, png; size: 10MB) and Birth Certificate (format: jpeg, jpg, png, pdf ; size: 10MB)
    - Complete the “Online Application Form”
    - After completing the application procedure, parents will receive a confirmation letter by email
    - Our school will inform parents of the interview arrangement by email later
  - B. Application Method 2 : Submit the application in person / by post
    - Application form (With a recent photo)
    - A copy of Birth Certificate
    - three self-addressed and child-name-stated envelopes (size:4’’x9’’) and each affixed with \$2.20 postage stamp. (Please ensure sufficient postage or your application will be disregarded.)
    - Submit the above documents in person / by post, our school will inform parents of the interview arrangement by post later

#### Remark

- *Only considered hard copy application, soft copy like CD or email would not be considered*
- For fairness issue, the application will only be activated when parents have submitted all the above information.

2. First Round Application Deadline : K1 & N1 - 31<sup>st</sup> October, 2023 (Tue.)

◆ Count as the postmark date.

◆ For applications submitted after the deadline; an interview will be arranged at a later date.

#### Interview Details

1. Interview Date : K1 & N1 - at the end of November, 2023 (Wed.)

◆ For the interview arrangement details, parents will receive information two weeks before interview dates by mail.

2. Interview Format:

◆ Group or individual interviews will be arranged.

◆ Parents should accompany their child for the interview.

◆ Interview will be conducted mainly in Cantonese. (English and Mandarin is available if children are needed. Please contact us if interpretation / translation service is required.)

3. For fair admission opportunity, all qualify applicants will be arranged for interview.

◆ Interview will be arranged for children who are at least 2 years old on or before 1<sup>st</sup> Sep 2024 only.

- ◆ Children who absent for the interview without any notification in advance will have their school places surrendered.
- ◆ If there is still no notification for an interview by the end of May, the application will be considered as the waiting list.

### **Admission Criteria**

1. Child's performance in the interview.
2. Sibling(s) studying in the school will be in priority.
3. Parent(s) or sibling(s) being a graduate of the school will be in priority.
4. The needs of family for full day early childhood education service will be considered.

*\*\*Children who study in the school will be first considered.*

*\*\*As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.*

### **Announcement of Admission Results**

We will inform parents of the K1 / N1 admission results before 15th December,2023 (Fri.) by post or email.

### **Registration Arrangements (For K1 Only)**

1. Successful applicants: Parents should complete the registration procedures for their child from 4<sup>th</sup> to 6<sup>th</sup> January 2024 (“**Centralised Registration Dates**”) by submitting the original of the “**RC**” to the nursery/kindergarten and paying the registration fee.
2. Applicants on the waiting list: Parents will be notified by post and should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the original of the “**RC**” to the nursery/kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “**RC**” during registration, the nursery/kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for Registration Certificate to EDB within the specified period.
4. The registration fee for 2024/25 K1 place is **HK\$1,500 (full day) and HK\$750 (half day)**. If the child is admitted, the school will deduct the September tuition fees from the registration fee. Any money left over will be refunded to parents. Should parents decide to change school after registration, please notify the nursery/kindergarten in writing. The nursery/kindergarten will return the “**RC**” but the registration fee will not be refunded. Upon obtaining the “**RC**”, the nursery/kindergarten will no longer keep the school place for child.

### **Enquiry**

Our telephone no: 2742 1714

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