

Tung Wah Group of Hospitals Tin Ka Ping Nursery School **Information on Admission to K1 Classes in the 2025/26 School Year**

1. Collection of Application Forms:

- Download from Tung Wah Group of Hospitals Community Services Division website
<http://www.tungwahcsd.org/en/our-services/youth-and-family-services/day-nursery-services/TKPNS/introduction>
- Download from school website
<https://tkpns.tungwahcsd.org/en/page/home>
- Fill in application form online
https://tkpns-admission.ecloud.hk/kis/admission_form2/
- Obtain from school in person
Time: 8:00 a.m. to 6:00 p.m. (Mondays to Fridays)
8:00 a.m. to 1:00 p.m. (Saturdays)
(Except school holidays and public holidays)
- Request by post

2. Submission of Application Forms

- Online submission - Applicants can submit application form online (parents will receive an instant email confirmation through the system).
- Submit the application form in person, including completed application form, a recent photo of the applicant, the applicant's birth certificate (original and copy) and two sufficiently stamped self-addressed envelopes.

3. Application Fee

- Free of charge

4. Application for the “2025/26 Registration Certificate for Kindergarten Admission” (hereafter referred as “2025/26 RC”)

- Education Bureau (EDB) implemented the Kindergarten Education Scheme (hereafter referred as Scheme) since 2017/2018 school year, EDB will issue a “Registration Certificate for Kindergarten Admission” for every child applying to study in the school under the Scheme. Student only with valid registration documents will be admitted to our school.
- Parents are required to apply for “2025/26 RC” as the document for registration in 2025/2026 school year to EDB between September and November 2024.
- The “2025/26 RC” will be open for application in September. EDB will announce the application procedures and result on EDB's website (www.edb.gov.hk/K1-admission_tc) in due course.

5. Interview Arrangements

- Interview will be commenced from 2 November 2024. Applicant will receive written notice from the school about the date of interview.
- Group and/or individual interviews with children and parents will be arranged.
- Parents should accompany their child for the interview.

Interview for non-Chinese Speaking (NCS) Children

- Parents and their children may be accompanied by a family member or friend who can speak Cantonese to attend the interview. Parents could contact the school regarding their needs.
- Interpretation and/or translation service will be provided where necessary.

- Relevant application information is bilingual.
- For any enquiries on admission or interview, please contact our school via the followings:
Telephone number: 2466 7454
Email address: tkpns@tungwah.org.hk

6. Admission Criteria

- Healthy children aged 2 to 6 (as per the child's birth certificate) are eligible to apply
- Priority placement include:
 - Application will be arranged on a first-come-first-serve basis.
 - Families with social needs either referred by Social Welfare Department or registered social worker.
 - Siblings currently studying at our school.
 - Children who are presently studying in Tung Wah Group of Hospitals Nursery Schools or day creche.

7. Announcement of admission results

- Parents will be informed of the K1 admission results on or before 13 December 2024 by email (applicable to online application only) or phone and by post.

8. Registration arrangements

- Successful applicants:
 - Parents should complete the registration procedures for their child from 2 to 4 January 2025 ("Centralised Registration Dates") by submitting the original "2025/26 RC" and paying the registration fee to school at the specified date provided by the school.
- Applicants on the waiting list:
 - Parents will be informed of specified date for registration. Parents are required to submit the original "2025/26 RC" to the school and pay the registration fee.
- Notes:
 - If parents cannot submit the "2025/26 RC" at the specified date for registration, the nursery school will not be able to complete the registration process for their child.
 - The registration fee for 2025/26 K1 place is HK\$1,570.00. Once the child is officially enrolled, the school will either refund the remaining balance after deducting the first month's tuition fee or request the parents to pay for any outstanding tuition fees within the first month of enrollment. Shall parents decide to change school after the registration, please notify the nursery school in writing. The nursery school will return the "2025/26 RC" to the parents but the registration fee will not be refunded. Upon returning the "2025/26 RC", the nursery school will no longer keep the school place for the child.

9. Enquiry

School phone number.: 2466 7454

School email address: tkpns@tungwah.org.hk

School address: 2/F, Tip Ling House, Butterfly Estate, Tuen Mun, N.T.

Related web links

(I) EDB Circular Memorandum no. 106/2024: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year

✧ Traditional Chinese version

https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/EDBCM106_2024_TC.pdf

✧ Simplified Chinese version

https://www.edb.gov.hk/attachment/sc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/EDBCM106_2024_SC.pdf

✧ English version

https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/EDBCM106_2024_EN.pdf

(II) Collection of Application Fee and Registration Fee, Admission of Students and Provision of Information by Kindergartens

✧ Traditional Chinese version

<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC17006C.pdf>

✧ Simplified Chinese version

<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC17006S.pdf>

✧ English version

<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC17006E.pdf>

(III) Frequently Asked Questions

✧ Traditional Chinese version

https://www.edb.gov.hk/attachment/tc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/FAQ%202025_26_TC.pdf

✧ Simplified Chinese version

https://www.edb.gov.hk/attachment/sc/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/FAQ%202025_26_SC.pdf

✧ English version

https://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/202526%20K1%20Admission%20Arrangements/FAQ%202025_26_EN.pdf