

## Sacred Heart Canossian Kindergarten

### “2018-2019 K1 Registration Procedure”

(A) Registration Dates: 11-13 January 2018 (Thursday to Saturday)

(B) Registration Time: (Thursday to Friday) 9:30am to 11:00am / 2:00pm to 3:30pm  
(Saturday) 9:30am to 11:00am

(C) Documents to be submitted:

**1. The original copy of the “Registration Certificate for Kindergarten Admission” or “KG Admission Pass”**

- The original copy of the “Registration Certificate for Kindergarten Admission” (“RC”) or “KG Admission Pass” (“AP”) **must be submitted** on that day, or else the vacancy will be given to other applicants.
- In exceptional individual cases, where parents cannot or do not intend to apply for the “RC” or “AP”, they can apply to the EDB for issuance of “**Provisional Registration Letter**” for 2018/19 K1 registration purposes.
- Should you decide after the registration to withdraw from the school, kindly present **a letter** to the school requesting the return of the “RC” or “AP”. The name of your child will then be cancelled from our school list, and **the registration fees will not be refunded**.
- For further details, kindly refer to EDB website: [http://www.edb.gov.hk/K1-admission\\_e](http://www.edb.gov.hk/K1-admission_e) or phone to 2891 0088.

**2. Print the email, or bring the letter “Notification for 2018-2019 Registration of Successful Applicant” which will be sent later**

**3. The Registration Fee of \$970**

- The fee must be paid in the form of a crossed cheque.
- The cheque should be addressed to 「嘉諾撒聖心幼稚園」 or “Sacred Heart Canossian Kindergarten” .
- The name, application no. and contact no. of the Applicant must be written at the back of the cheque.
- The amount of the registration fee will be fully refunded in September.

(D) Attention:

- **No change for the other session may be considered at any time.**
- **If the registration fee is not paid on time, it will be taken for granted that the parents have withdrawn their request, and the school place will be given to other applicants.**
- Proper attention should be given to the transportation of your child to and from school.
- The School Bus Service:
  - “Kwoon Chung Motors Co., Ltd.” is the company that the school has entrusted with this service, which will mainly cover the Hong Kong Island. For further details, kindly contact the company directly by telephone no. 2979 8728.
  - Any other transportation services, other than our Kindergarten buses, may not make use of our parking area.

For further details, kindly contact our Kindergarten by telephone no. 2521 0813.