

Sacred Heart Canossian Kindergarten

Instructions for Completing the 2019-2020 K1 Application Form

1. The School accepts only the children that are born between 1 October 2015 to 31 December 2016.
2. Parents, before sending in the application for their child, are required to read carefully the “[Information on Admission to K1 Classes in the 2019-20 School Year](#)” and “[Instructions for Completing the 2019-2020 K1 Application Form](#)”
3. Parents are to consider carefully regarding the arrangements for bringing the child to and from the school, and also the choice of the Session to be accepted. The Kindergarten can only arrange for school buses to cater for the transportation of the children. Attention should be given to the routes provided by the School Bus Company. No other routes or stops will be considered other than those provided by the said company. Parents may check these details from the “School Bus Routes: [AM Session](#) / [PM Session](#)” (only the Chinese version is available).
4. Each child may submit only one Application Form.
5. As no further change may be considered, **parents are requested to choose the session carefully**: am, pm or both sessions.
6. On applying, parents should also upload the following documents into our school's website. If this is not completed, the application form will be invalid.
 1. Applicant's Recent Photo (Showing frontal face)
 2. Applicant's Birth Certificate
 3. Applicant's Proof of Hong Kong Residency (Applicable only to children born abroad)
 4. Applicant's Baptism Certificate (Applicable only to Catholic children)
7. After this, parents will receive a "**Sacred Heart Canossian Kindergarten Admission Notification**" through the email. Kindly check also the SPAM section.
8. All the information given must be complete and correct. If any information is found to be untrue or incomplete, the application will not be accepted.
9. The information documents will remain in the school for only one year and will be destroyed after they have been used by the school for the registration, following the instruction given by the “Personal Data (Privacy) Ordinance”.