

Melody Anglo-Chinese Kindergarten

Melody Nursery (Melody Garden)

Information on Admission to K1 Classes in the 2023/24 School Year

Collection of application Forms:

1. Download from school website
2. Obtain from school in person
3. Online application system

Distribution and Return Period:

1. Date: 1st November 2021(Tue)
2. Time: 9:00a.m. to 4:00p.m.(Mondays to Fridays)
3. Return method: Submit the application form in person【together with the documents required】
 - A copy of birth certificate. If your child was not born in Hong Kong, please bring in a valid visa together with a copy
 - One photo (stick on the application form)
 - Two stamped(\$2.2) self-addressed envelopes
4. Application fee: HK\$40 (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.
5. *If you want to though the online application system, please read the “**Online Application Guidelines**” and prepare relevant documents

Application for the “2023/24 Registration Certificate for Kindergarten Admission” (Except Nursery Class)

1. Under the kindergarten (KG) education scheme (hereafter referred to as “Scheme”), each child who can receive education in Hong Kong will only be issued a registration document and all Scheme-KGs can only admit students holding a valid registration document.
2. Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) to the EDB from September to November 2022. The “RC” will be open for applications in September 2022 and the EDB will announce and upload the details of application onto the EDB’s website (http://www.edb.gov.hk/k1-admission_e) in due course. Upon receipt of the applications with

all necessary information and documents provided, the EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” to applicants who are eligible for receiving subsidy under the Scheme by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, the EDB will then issue a “Kindergarten Admission Pass”(hereafter referred to as “AP”) to the student concerned for registration and admission to a Scheme-KG but the parents concerned are required to pay full school fees before deduction of subsidy under the Scheme as shown on the Fees Certificate of the KG to which the child is admitted.

Admission Criteria:

1. Interview performance
2. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration
3. The applicant from families in need will be given due priority consideration when applying for whole day classes (As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place.)

Interview Arrangement

1. The kindergarten will arrange interviews for all applicants
2. Interviews will be conducted on 5th November 2022 and 12th November 2022.
3. Individual interviews will be arranged
4. One parents should accompany their child for the interview
5. Please contact us at 24411632 if interpretation / translation service if required during the interview with non-Chinese speaking (NCS) applicants. We also allow NCS parents and children to be accompanied by a Chinese speaking relative/friend during the interview to facilitate communication.

Announcement of Admission Results

We will inform parents of the K1 admission results before 16 December 2022 by post.

Registration Arrangements

1. **Successful applicants:** Parents should complete the registration procedures for their child from 5 to 7 January 2023 (“Centralised Registration Dates”) by submitting the “RC” to the kindergarten and paying the registration fee.
2. **Applicants on the waiting list:** We will inform parent by phone and parents 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 kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the “RC” during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period.
4. The registration fee for 2023/24 K1 place is HK\$970. If a child’s enrollment into the school is successful then the registration fee will be returned in October.
5. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” but the registration fee will not be refunded. Upon obtaining the “RC”, the kindergarten will no longer keep the school place for the child.

Enquiry

Our telephone no.: 2441 1632 (Kindergarten) / 2404 5520 (Nursery)

Our e-mail address: kmgarten@hotmail.com / kngarten@hotmail.com