



天后中英文幼稚園

Regina Coeli Anglo-Chinese Kindergarten application form 報名表 NO:

中文姓名 Name in Chinese		性別 Sex		年齡 Age		相片 Photo
英文姓名 Name in English		出生日期 Date of Birth				
出生地點 Place of Birth		香港出生證明書/回港證 NO. _____ NO. of Birth Certificate _____				
電郵 E-mail						
住址 Home Address						
電話 Telephone		手提電話 Mobile Tel No				
國籍 Nationality		年度 Year	班級 Class	年度 K 1 / K 2 / K 3 A M / P M / W D		
父親姓名 Name in Father		家長職業 Occupation		國籍 Nationality		
母親姓名 Name in Mother		家長職業 Occupation		國籍 Nationality		
報名日期 Date of Application		校車 School bus				
下欄由本校填寫 Filling by school						
面見紀錄 Interview	語言表達 Language					
	智力 Intelligent					
	禮貌 Politeness					
健康狀況 Health condition	身體 Body					
已收文件 Documentation	<input type="checkbox"/> 幼稚園入學註冊證 Registration Certificate for Kindergarten Admission NO. _____ <input type="checkbox"/> 出生證明書副本 Copy of Birth Certificate <input type="checkbox"/> 防疫注射紀錄副本 Immunisation History Statement <input type="checkbox"/> 回郵信封 Return post envelopes _____ 個 <input type="checkbox"/> 相片 Photos _____ 張			費用 Fees	<input type="checkbox"/> 報名費 Application Fee <input type="checkbox"/> 註冊費 Register Fee <input type="checkbox"/> 其他 Others _____	
備註 Specific						

經手人 Handle By : _____

日期 Date : _____

備註：1. 不得就申請入學事宜，向學校任何人事，提供利益。

Remarks : (Applicants should not provide any benefits to the school personality.)

2. 申請者將會安排面見。

(Applicants will be arranged for an interview.)

3. 取錄安排，會根據幼兒面見時表現，並於日後公佈結果。

(Admission arrangement will be based on the performance of the children and result will be announced shortly.)

校址：新界屯門大興邨興盛樓地下 03-10 號 電話：2462 2949 傳真：2468 3778
School address: No.3-10,G/F, Hing Shing Hse, Tai Hing Est,Tuen Mun, NT.
Internet : <http://www.rck.edu.hk> E-mail: info@rck.edu.hk

申請人所提供的資料，只供申請入讀本園之用

Information provided by applicants only use of the kindergarten.



天后中英文幼稚園

2024年至2025年度

學校報名須知

(一) 申請表格	a) 本園接受入學時年滿兩歲八個月的幼兒申請 b) 申請表格可親臨本園或網上下載(http://www.rck.edu.hk) c) 全年接受入學申請		
(二) 報名辦法	親臨本園遞交申請表格，須連以下所需文件： a) 申請者出世紙正及副本(如非本港出生，需帶司居留證件之正及副本) b) 香港衛生署免疫接種紀錄正及背面之副本 c) 幼兒近照二張(2吋) d) 三個貼上\$2郵票的回郵信封(需註名住址及幼兒中/英姓名，如需寄致香港以外地區，請付足夠郵費) e) 報名費\$400於遞交申請表格時一併收取無論申請成功與否，報名費概不退還		
(三) 面見安排	a) 本園會安排面見所有申請人讀的幼兒，家長須陪同幼兒參與面見。 b) 如申請人是非華語兒童，可按需要為申請人安排傳譯及翻譯服務，並接洽內家長和兒童由懂中文的親友陪同會面，協助溝通。 c) 面見日期：報名後隨即安排		
(四) 收生準則	a) 申請人的兄弟姐妹現正在本校就讀 b) 父/母/兄/姊為本園畢業生獲優先考慮 c) 居住學校附近 d) 當日幼兒面見表現 e) 特別家庭(例如：社會福利署轉介)		
(五) 公佈日期	a) 首輪取錄結果2023年11月6日(星期一)，在本園報告板、電郵、有關信函及學校網頁公佈已取錄之學生名單(後選學生會個別被郵件或電話通知) b) 隨後報名之幼兒，將於面見後一星期內以電郵、信函及致電通知取錄結果		
(六) 註冊手續	a) 首輪面見報名之申請者，將於2024年1月4日(星期四)至1月6日(星期六)，上午10:00至下午4:00到校辦理註冊手續。 b) 隨後報名者，請依信函日期到校辦理 c) 獲取錄之幼兒家長，請於註冊日期內，連同以下文件親臨本園辦理註冊手續。 i. 幼稚園入學註冊證 ii. 註冊費(全日班\$1570；半日班\$970) #若放棄學位，所繳交之註冊費將不獲退還 #註冊後如需轉交請與本園聯絡		
(七) 入學手續	1. 以信函通知獲取錄者到本園辦理入學手續之日期及時間 2. 帶同有關信函到校辦理手續 a) 交書簿雜費(有關費用可參考有關信函內容，並須簽同意書) b) 辦理銀行轉帳手續(需帶同銀行存摺簿) c) 訂購校服及用品等 ※一經辦理入學手續，已繳交之書簿費用將不會發還，只會發還有關物品。		
(八) 新生家長會	新生家長會日約8月底舉行 (將於7月底發信通知有關日期)		
(九) 辦公時間	星期一至五(上午9:00-下午5:00)，逢星期六(上午9:00-下午1:00) 星期日及公眾假期休息		
(十) 備註	本園設有校車接送服務		
(十一) 參考資料	2023-2024年度學費及午膳費用		
	學費	半日班	全免 (持有效幼稚園入學註冊證)
		全日班	\$323(每月)X11個月
	全日班膳食費	450	

※教育局新生安排請參閱以下網頁：2024-2025學年幼稚園(K1)收生安排指引

https://www.edb.gov.hk/k1-admission_tc



Regina Coeli Anglo-Chinese Kindergarten

Enrolment Information for Prospective Students for the Academic Year 2024/2025

(A) Application Form	<ul style="list-style-type: none"> a) Children of two years and eight months old or above at the time of enrolment are welcome to study in our school. b) Application forms are available at our School Office or you can download through our school website (http://www.rck.edu.hk) c) Our enrolment is available all year round 		
(B) Application Details	<p>Please bring along with the following documents when submitting the completed application form to our school :</p> <ul style="list-style-type: none"> a) The original and photocopy of the birth certificate of the applicant (if the applicant does not have a Hong Kong birth certificate, please provide the original and photocopy of residence permit). b) The photocopy of the Hong Kong Immunization Vaccination Records Card of the applicant (front face and reverse face) c) Two recent photos (size 2 inches) of the applicant d) Three self-addressed stamped (\$2) rectangular envelopes with the Chinese / English name of the applicant (please stick sufficient value stamp if posted other from Hong Kong) e) Enrolment fee is HK\$40 (To be paid when submitting the application form) Fee is non refundable 		
(C) Interview Arrangements	<ul style="list-style-type: none"> a) Our school will arrange interviews for all applicants. All applicants must be accompanied by their parents to attend the interviews. b) When interviewing with NCS children, we will, as far as possible, to arrange interpretation and translation service for the applicants when necessary or allow parents to be accompanied with a Chinese-speaking relative or friend to facilitate communication. c) Interview dates will be announced in due course 		
(D) Admission Criteria	<ul style="list-style-type: none"> a) Sibling(s) studying at our school b) Parent(s) or sibling(s) being a graduate of our school will be considered as priority. c) Children living at the nearby area of our school d) The interview performance of the students e) Special needy families (including those transferred by Social Welfare Department) 		
(E) Announcement Date of Admission Results	<ul style="list-style-type: none"> a) The result will be announced on 6th November 2023 (Monday). Successful applicants will be notified by post and e-mail. Admission results will also be posted on our notice board and school website. (Students in the waiting list will be notified of the admission results by post or by phone individually) b) Those applications submitted after the above date, they will be notified of the admission result by e-mail, by post or by phone within one week of application 		
(F) Registration Procedures	<ul style="list-style-type: none"> a) The prospective students are required to register at our school on 4th -6th January 2024 (Thursday to Saturday) at 10:00am to 4:00pm b) Subsequent applicants, please go to the school office according to the date of the letter c) Parents are required to bring along the following documents for registration at our school: <ul style="list-style-type: none"> i) The Registration Certificate for Kindergarten Admission ii) The Registration Fee : HK\$1570 for Whole-day student, HK\$970 for Half-day student <p># Registration fees paid are not refundable # Please contact us in case you want to transfer to other school after registration</p>		
(G) Enrolment Procedures	<ol style="list-style-type: none"> 1. Parents will be notified of the enrolment date and time 2. Bring the letter of notification to register at our school. <ul style="list-style-type: none"> a) Textbooks fee, materials and supplies expenses etc. (please refer to the letter of notification for details) b) Apply for bank transfer for auto-payment (please bring your bank book) c) Purchase of school uniform and accessories. <p>※ All fees paid after school enrolment are not refundable but only purchased item will be given</p>		
(H) Parents Day	<p>The Parents Day will be held at the end of August (exact date will be announced at the end of July by post)</p>		
(I) School Office Hours	<p>Monday to Friday (9:00am to 5:00pm) , Saturday (9:00am to 1:00pm) Closed on Sundays and Public Holidays</p>		
(J) School Bus Service	<p>Self-owned school bus service</p>		
(K) Reference Information	Details of School Fee and Meal Fee for the Academic Year 20223/ 2024 for reference		
	School Fee	Half-day Class Students	Free (with valid Registration Certificate for Kindergarten Admission)
		Whole-day Class Students	HK\$323(per month)X11 month
Meal Fee	Whole-day Class Students	HK\$450	

Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2024/2025 School Year

https://www.edb.gov.hk/k1-admission_e