

# Information for new student

**1. Enrollment for:** 2 Years and 8 months Children

**2. How to apply:** Starting from September

Please download the form from our website ( <http://cyk.ccc.edu.hk> ), or come to our office in person.

**【 Unlimited form distribution, but we do not accept email application 】**

**3. Date of submission :** Starting from September

**【 Please submit the form in person 】**

Office Opening Hours	
Monday to Friday	9 A.M. to 5 P.M.
Saturday	9 A.M. to 1 P.M.

**When you submit the form, please bring along with the following document:**

- ✘ The original and a copy of the child's Birth Certificate
- ✘ 2 student's photographs
- ✘ An application fee of HKD\$40
- ✘ 4 envelopes (stamped with your home address )

**4. 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 / long whole day classes

**5. Interview:**

- ★ The date and time of interview will be informed by our staff when you submit the application form. During the interview, the child has to be accompanied with one of his/her parent.
- ★ A translator will be available for non-Chinese speaking family during the interview.
- ★ Parents will be informed of the result by mail after the interview at the end of November.
- ★ Student application is accepted, the parent is acquired to pay the enrolment fees in January.

**6.Registration:**

- ★ Parents will be contacted for the registration by mail process at the end of April.
- ★ A briefing session will be held in Mid-August for the new student's parent.

**Should you have any questions, please do not hesitate to contact us at Tel:2401-1899 or come to our kindergarten in person during office hours:**

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