



## Caritas Pre-school Education and Child Care Service

### Caritas Nursery School—Yau Tong

Address: Level 2, 60 Lei Yue Mun Road, Yau Tong, Kowloon

Tel.: 2717 1098

Fax: 2717 1094

#### **School mission:**

With God's love and the Core Values of Catholic Education, to provide quality early childhood education and child care service to children aged 2-6, and to promote the Truth, Love, Righteousness, Freedom and Peace with God's love.

#### **Nurturing Objective:**

To advocate the concept of learning through play and initiate child-centered learning in order to foster the balanced and full development of young children in social, intellectual, physical, moral, spiritual and aesthetic aspects, as well as the noble characters for a whole person.

#### **Curriculum Characteristics:**

##### ***Moral Education***

We emphasize the emotional and social development of children. We organize "Children Month" and "Love and Care Campaign" annually in order to cultivate children to embody the Love of Christ and to thank His Grace, to learn to love and to respect others, to express appreciation and to demonstrate caring for others in daily life.

##### ***Encourage exploration and creative thinking***

We emphasize on various learning approaches, including Integrated approach and Project Learning, to cultivate young children to learn actively themselves through real life experience in accordance to their abilities and interests, and fostering young children's initiatives in learning, good living habits, self-confidence, abilities in self-discipline and self-care.

##### ***Whole Language Learning***

We adopt Whole Language Approach to create a rich language environment according to the age, abilities and needs of children. Besides, a variety of language learning activities is organized to enhance the comprehensive and expressive abilities of children,

#### **Home School Collaboration**

There are various ways to strengthening the relationship between parents and schools, including class visit, parent education seminars. Also, Parent-teacher Association (PTA) has been established. The members of PTA and parent volunteers are welcome to participate in planning and leading children activities at school.

#### **Teaching Team**

We have an professionally qualified teaching team. We regularly hold exchanges activities to improve teaching quality.

#### **Supporting Services**

- Occasional Child Care Services
- Extended Hours Service
- Integrated Programme
- On-site Pre-school Rehabilitation Services
- School Social Work Stationing Services

**Capacity:** 130 children    **Target Group :** For children aged 2-6

**Opening hours:** Monday to Friday :8am to 6pm

Saturday : 8am to 1pm

Except Sunday and public holidays

**Extended Hours Service:** Monday to Friday :6pm to 7pm

Saturday : 1pm to 2pm

(additional charges will be included)



## 2024-2025 School Year School fee with cost of meal per month:

|  |   |
|--|---|
| 2-3 years old (N1 class)→ \$2,964  |   |
| 3-4 years old (K1 class)<br>4-5 years old (K2 class)<br>5-6 years old (K3 class) | Tuition paid after deducting government subsidies:<br>\$1,461 per month (9/2024-8/2025) |

### Application for fee reduction:

1. If parents have applied for "Kindergarten Enrollment Registration Certificate", tuition fees can be deducted from the government subsidy.
2. Parents can apply to the Student Finance Office for the Tuition Remission Scheme as needed.

### Progression to primary school:

Through Primary One Admission System; Activities are provided to help children familiarize themselves with the primary school lifestyle.

### Application:

1. Application forms can be obtained from school in person or download from school website: (<http://ytns.caritas.org.hk>)
2. Please submit the completed Application Form in person / by post together with the following documents required:
  - ✓ a copy of the child's birth certificate
  - ✓ 4 self-addressed stamped envelopes
  - ✓ a recent photo of the applicant
  - ✓ Application Fee HK\$40 or a crossed cheque for Application Fee made payable to "Caritas Nursery School- Yau Tong" when you return the Application Form.  
(Please write the name of the applicant on the back of the cheque.) The application fee is non-returnable whether the application is successful or not.
3. Children applying for admission must be at least 2 years old before admission. The school will contact parents to accompany the children to the school for an appointment.
4. The school conducts new student interview from November to December each year.
5. Application is successful once children pass the interview and body check by registered doctor.
6. Our school has the right to inform parents to show related documents if necessary.

### Dropout Procedures:

For dropping out of school, notification to the school must be in writing one month before the withdrawal, or pay the tuition fee for one month instead of the notification.



## Admission Procedure, Admission Factors and Criteria:

### 1. Admission Procedure

- 1.1 The admission information of 11 kindergartens and kindergartens under Caritas Hong Kong has been uploaded on the main website of Caritas Pre-primary Education and Kindergarten Services. For the registration procedures of our school, including how to obtain and submit the application form, please visit the website: <http://ytns.caritas.org.hk> Interviews will be conducted on November and December. The interview schedule will be sent to all eligible applicants by post in October and November.
- 1.2 The school will send a notification letter of admission result for children within about two weeks after meeting the parents. If parents are not notified within the time limit, please contact the school.
- 1.3 Parents of students who have been admitted must pay the registration fee within the specified date; and the waiting students will be issued a number and placed on the waiting list. Applicants on waiting list will be notified if there were availability after the Centralized Registration Dates.
- 1.4 The school will hold a parent meeting of new students from March to April every year to explain the admission arrangement.
- 1.5 According to the administrative guidelines of the organization, all application forms for students who have not been admitted will be stored for one year and then destroyed. During this period, if parents have any enquiries, please contact the school.

### 2. Interview Arrangement

(Please contact us at 2717 1098 if interpretation / translation service if required.)

- 2.1 Parents are required to accompany their child for the interview.
- 2.2 Interview will be conducted in Cantonese and in groups. We will observe the child's behavior and interview with the parents.

### 3. Admission Criteria and Factors for Consideration

(As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place. Our school has the final interpretation and decision on the factors concerned.)

- 3.1 For K1 class: the child should be at least 2 years and 8 months old when she/he is admitted in September 2024. For N1 class: the child should be at least 2 years old when she/ he is admitted in September 2024.
- 3.2 Admissions are based on the number of classes per school year.
- 3.3 Interview performance of the child.
- 3.4 The alignment of the parents' view with our school mission and values.
- 3.5 The applicant from families in needs for whole day / long whole day Edu-care service will be given due priority consideration.
- 3.6 The applicant with sibling(s) currently studying in our school will be given due priority consideration.
- 3.7 The applicant has sibling(s) of our school's graduated alumni.
- 3.8 The applicant has social and caring needs.
- 3.9 Residents in Yau Tong / Lam Tin / Kwun Tong district.



### 4. 2025-26 Original registration certificate and registration fee

The registration fee for 2025/26 is HK\$1,461(K1 Class) to HK\$1,570(N1 Class). For those admitted children, the registration fee will be deducted from the school fee in September 2025. Should parents decide to change school after registration, please notify to us in writing. We will return the "Registration Certificate (RC)" but the registration fee will not be refunded. Upon obtaining the "Registration Certificate (RC)", our school will no longer keep the school place for the child.

## Admission Schedule of 2025/26 School Year

|   | Schedule   | Date   | Notes  |
|---|--|--|--|
| 1 | Distribution of Application Forms (No quota)   | Whole year   | Parents can obtain the Application Forms from our Nursery School or downloaded online<br><a href="http://ytns.caritas.org.hk">http://ytns.caritas.org.hk</a>   |
| 2 | Return of Application Forms (Please ensure the full fare is paid by post and state “ <b>Application Form</b> ” on the envelope)                            | Whole year   | Please provide the following when submitting the Application Form:<br><ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. A copy of Birth Certificate of the applicant</li> <li>3. A recent photo of the applicant</li> <li>4. 4 self-stamped envelopes for return-mail</li> <li>5. Application fee HK\$40 (submit when you attend the interview)</li> </ol>          |
| 3 | Parents are required to submit an application for the “2025/26 Registration Certificate for Kindergarten Admission” to EDB from September to November 2024 | September 2024 to November 2024                              | The “Registration Certificate (RC)” will be opened for application in September 2018.<br><br>Please be reminded that if parents cannot submit the “Registration Certificate (RC)” during registration, we may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate Admission to EDB within the specified period. |
| 4 | Deadline of Application  | K class:<br>31 <sup>st</sup> October 2024                    |  |
|   |  | N class:<br>8 <sup>th</sup> November 2024                    |  |
| 5 | Interview Confirmation   | K class:<br>Mid-October 2024 to Late October 2024            | To be eligible for interview, the child must:<br>- reach the age of 2 years 8 months when he/she is admitted to K1 class in September 2024; or<br>- reach the age of 2 years when he/she is admitted to N class in September 2024  |
|   |  | N class:<br>Mid-October 2024 to Late October 2024            |  |
| 6 | Interview  | K class:<br>Early-November 2024                              | The school will inform applicant by post.  |
|   |  | N class:<br>Mid-November 2024                                |  |
| 7 | Notification of interview result and registration date for 2024/25 school year admission   | K class :<br>Before 23 <sup>th</sup> November 2024           | The school will inform applicant by post.  |
|   |  | N class:<br>Before 30 <sup>th</sup> November 2024            |  |
| 8 | Registration of successful applicants  | K1-K3class:<br>2 <sup>nd</sup> -4 <sup>th</sup> January 2025 | Please register in person together with the following:<br><ol style="list-style-type: none"> <li>1. Registration Certificate for Kindergarten Admission (original copy)</li> <li>2. Registration fee HK\$1,461</li> </ol>  |
|   |  | N class:<br>Mid-December 2024                                | Registration fee HK\$ 1,570  |

\* Parents may read the Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2025/26 School Year on the Education Bureau’s website .

(<https://is.gd/xtTHcV>)

|                               |
|-------------------------------|
| (To be filled in by School)   |
| <b>CR NO./YEAR/CP NO.</b>     |
| Ref. No. : <u>YT / 2526 /</u> |
| Registration Date :           |



**Caritas Pre-school Education & Child Care Service**  
**Caritas Nursery School - Yau Tong**

|         |
|---------|
| (Photo) |
|---------|

**Application Form**

Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_ Sex \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Yr/Month/Day) Place of Birth \_\_\_\_\_ HK Birth Certificate No. \_\_\_\_\_

Age \_\_\_\_\_ Religion \_\_\_\_\_ Native Place \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_ Language used by parents \_\_\_\_\_

Nursery/Kindergarten attended \_\_\_\_\_ Class attended \_\_\_\_\_ Class Applied for \_\_\_\_\_

Any children/relative/friend attending/attended this school  Yes  No Name \_\_\_\_\_ Relationship w/ Children \_\_\_\_\_

**Details of Family Member(s)**

|   | <b>Father</b> | <b>Mother</b> | <b>Guardian</b> |
|---|---------------|---------------|-----------------|
| Name (Chinese)  |               |               |                 |
| Name (English)  |               |               |                 |
| HKID No. (first 4 digits)   |               |               |                 |
| Academic Qualification<br>(Primary school/Secondary school/Tertiary Institute/Others) |               |               |                 |
| Occupation  |               |               |                 |
| Office Tel No.  |               |               |                 |
| Mobile Phone No.  |               |               |                 |
| Working District  |               |               |                 |
| Relationship with children  | NA            | NA            |                 |

**Other Relatives living together Children** (including unmarried children and dependent parents) :

| Name | Sex | Age | Relationship w/Children | Occupation/Class Attending |
|------|-----|-----|-------------------------|----------------------------|
|      |     |     |                         |                            |
|      |     |     |                         |                            |
|      |     |     |                         |                            |
|      |     |     |                         |                            |

(to be cont.)

**Way(s) of knowing our school :**  Relative(s) /  Friend(s) /  Website /  School Activity /  District Activity  
(Please indicate with "✓"  Other (Please specify) : \_\_\_\_\_  
in the appropriate boxes :)

**Reason(s) of selecting our school :**

\_\_\_\_\_

**Whether parents will apply for Fee Remission Scheme :**  Yes  No

Remarks :

\_\_\_\_\_

**Personal information collection statement**

- The personal data of you and your children collected by our Service will be used to provide appropriate service or assistance, to monitor, evaluate and improve our service quality.
- The information will be made available to our staff on a need-to-know basis. It may be disclosed to the relevant departments or organizations as requested when supporting services are applied from them.
- You can request for access to and correction of your or your children’s personal data.

I hereby declare that all the above information is true and complete.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

(FOR NURSERY SCHOOL/KINDERGARTEN USE ONLY)

Date of Admission : \_\_\_\_\_

Date of Discharged : \_\_\_\_\_

Reason of Discharged : Graduation/Removal/Other\_\_\_\_\_

Remarks : \_\_\_\_\_  
\_\_\_\_\_

Calculation of Fee Remission :

1. Total Family Income(Yearly) : \_\_\_\_\_ 2. Total Family Members : \_\_\_\_\_

3. Estimated Amount of Fee Remission Level :  100%  75%  50%  No Remission