



美樂中英文幼稚園（景峰花園分校）

MELODY ANGLO-CHINESE KINDERGARTEN
(PRIME VIEW GARDEN BRANCH)

2024-25 年度新生收生程序

Admission 2024/25 Nursery & Kindergarten Application

(一) 索取申請表格方法（不設申請表限額）Collection of application Forms (No Quota)

✧ 於本幼稚園網頁下載 Download from school website
✧ 親臨本幼稚園索取 Obtain from school in person

(二) 索取申請表格安排 Distribution Period

日期 Date	2023 年 9 月 1 日 (星期五) 至 2023 年 9 月 29 日 (星期五) 1/9/2023 (Friday) to 29/9/2023 (Friday)	
時間 Time	星期一至星期五 Mondays to Fridays	星期六 Saturdays
	9 :00a.m-12:00p.m/ 2:00p.m-5:00p.m	9 :00a.m-12:00p.m

(三) 遞交申請表格 (不設限額收取入學申請表) Submission of Application Forms (No Quota)

遞交方法 Submission Method	1. 透過網上申請系統遞交申請【須上載所需文件(包括出生證明文件)】 You may apply through our online application system(including upload the documents required). 2. 親臨至本幼稚園遞交申請表格【須連同所需文件(包括出生證明文件)】 Submit the application form in person together with the documents required (including identity document).	
遞交日期 Submission Date	➤ 網上申請 Online Application System 2023 年 10 月 3 日(星期二) 至 2023 年 10 月 15 日(星期日) 3/10/2023 (Tuesday) to 15/10/2023 (Sunday) ➤ 親身到校遞交 Submit the application form in person 2023 年 10 月 16 日(星期一) 至 2023 年 10 月 31 日(星期二) 16/10/2023 (Monday) to 31/10/2023 (Tuesday)	
遞交時間 Submission Time	星期一至星期五 Mondays to Fridays	星期六 Saturdays
	9 :00a.m-12:00p.m/ 2:00p.m-5:00p.m	9 :00a.m-12:00p.m
需遞交文件 Documents required	✧ 出生證明書 – 副本 One copy of birth certificate ✧ 近照 1 張, (請將相片貼在申請表上/ 上載至申請系統) One passport size photograph (glued to the application form/ upload to the online application system.) ✧ 長形回郵信封 2 個 (每個信封上請貼上足夠郵票, 並寫上地址及 <u>學生姓名</u> 收) Two stamped envelopes with applicant's name and address	
報名費 Application fee	於遞交申請表格時一併收取【如網上申請於 2023 年 11 月 11 日 <u>港幣 40 元</u> 面見當天收取】 To be collected upon submission of application form. (or pay on	

	<p>11/11 if apply online) 無論申請成功與否，報名費概不退還。 The application fee is non-refundable whether the application is successful or not.</p>
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(四) 申請「2024/25 幼稚園入學註冊證」

Application for the “Registration Certificate for Kindergarten Admission”

- ✧ 在幼稚園教育計劃（「計劃」）下，每名可在本港接受教育的學童 只會獲發一張註冊文件，而所有參加「計劃」的幼稚園，只可取錄 持有有效註冊文件的學童。

Under the kindergarten education scheme (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.

- ✧ 家長須於 2023 年 9 月至 11 月期間為其子女向教育局申請「幼稚園 入學註冊證」（下稱「註冊證」）。「註冊證」會於本年 9 月開始接受 申請，屆時教育局會公布申請細則，並會在教育局網頁(加入教育局 網頁連結)上載詳情。如申請人在遞交申請時已提供全部所需資料及 文件，教育局一般可在六至八個星期內完成審核，並以郵遞方式發 放「註冊證」給合資格接受「計劃」資助的申請人。如學童可於本 港接受教育但不合乎資格接受「計劃」資助 1 而未能獲發「註冊證」， 本局會為有關學童發出「幼稚園入學許可書」（下稱「入學許可書」）， 學童可憑「入學許可書」註冊並入讀參加「計劃」的幼稚園，惟其 家長須按註冊入讀之幼稚園的收費證明書繳付未扣減 「計劃」資助 前的全額學費。

Parents are required to submit an application for the “Registration Certificate for Kindergarten Admission” (hereafter referred to as “RC”) to EDB from September to November 2023. The “RC” will be open for applications in September 2022 and EDB will announce and upload the details of application onto EDB’s website (link to be inserted) in due course. Upon receipt of the applications with all necessary information and documents provided, 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 1 , 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.

(五) 收生準則 Admission Criteria

- ✧ 面試表現 Interview performance
- ✧ 優先考慮 Priority of Consideration will be given to
 - 1) 兄 / 姐 / 弟 / 妹在本幼稚園或本園其他幼稚園就讀
 Applicant with sibling(s) currently studying in Melody Anglo-Chinese Kindergarten(PVGB)
 - 2) 父 / 母 / 兄 / 姐為本幼稚園或本園其他幼稚園畢業生
 Applicant with sibling(s) or parents who have graduated from Melody Anglo-Chinese Kindergarten (PVGB)

- 3) 如申請全日班學位，有家庭需要的申請人可獲優先考慮（請留意由於學位所限，並非所有符合 優先考慮的申請人均會獲取錄。）

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.)

✧ 就近入學 Applicant who resides near to Melody Anglo-Chinese Kindergarten(PVGB)

非本地兒童（例如持有擔保書的兒童、其父或母是持有學生簽證的兒童等）須獲得入境事務處處長的許可，才可在香港接受教育，但不會獲得「計劃」下的資助。

Upon obtaining permission from the Director of Immigration, non-local children (such as children holding a form of recognizance, children whose parent(s) is/are holding a student visa, etc.) can receive education in Hong Kong but they are not eligible for subsidy under the Scheme.

(六) 面試表現 Interview Performance

面見機會 Interview opportunity	所有申請入讀幼兒班的兒童均會安排面見 The kindergarten will arrange interview for all applicants
面見日期 Date of interview	2023 年 11 月 11 日（星期六） 4/11/2023 (Saturday)
面見形式 Interview mode	家長須陪同兒童參與面見遊戲及談話---個人 / 小組 Group and/or individual interviews will be arranged Parents should accompany their child for the interview
通知面見 Interview notifications	本校將於收報名表當日即時通知 Will be given upon submission of application forms

(七) 取錄結果公布及安排 Announcement of Admission Results

無論取錄與否，本幼稚園將於 2023 年 11 月 30 日前以郵遞/電郵方式通知家長取錄結果。

We will inform parents of the admission results before 30 Nov 2023 by post or email.

(八) 註冊安排 Registration Arrangements

正選生 Successful applicants	家長須於 2024 年 1 月 4 日至 6 日（『統一註冊日』）內的指定時間到本幼稚園辦理註冊手續並須提交「註冊證」/「入學許可書」及繳交註冊費。 Successful applicants: Parents should complete the registration procedures for their child from 4 to 6 January 2024 (“Centralised Registration Dates”) by submitting the “RC” / “AP” to the kindergarten and paying the registration fee.
備取生 Applicants on the waiting list	當正選生未能於註冊期內到校辦理註冊手續，即表示自動放棄學位，學校會通知備取生取代其學位； If the successful applicant fails to register during the “Centralized Registration Dates”, the school may allocate the unfilled places to applicants on the waiting list. 屆時，本幼稚園會發出通知，請家長於指定日期到本幼稚園辦理註冊手續，並須提交「註冊證」/「入學許可書」及繳交註冊費。 Then, 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” / “AP” to the kindergarten and pay the registration fee.

<p>未獲取錄 Unsuccessful Application</p>	<p>家長可於 2024 年 1 月底參考教育局網頁、各區域教育服務處及電話熱線等公布的『幼稚園幼兒班 (K1) 空缺資訊』，以協助家長為其子女找尋學位。</p> <p>Applicants refer to the K1 vacancy information released by the EDB on its website after the “Centralized Registration Dates” starting from the end of January 2024.</p>
<p>備 註 Remarks</p>	<p>1) 家長請留意，如未能在指定的註冊日期提交有效的註冊文件，本幼稚園或未能為獲取錄兒童完成手續，因此家長務必於指定日期內向教育局申請相關註冊證。</p> <p>Please be reminded that if parents cannot submit the “2024/25 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.</p> <p>2) 2024/25 學年的註冊費為港幣 970 元正。如有關兒童入讀本校，本校會於 9 月退回註冊費。</p> <p>The registration fee for 2024/25 place is HK\$970. If the child concerned studies in the kindergarten, the registration fee paid will be refunded in September.</p> <p>3) 如若家長於註冊後決定為子女轉校，請以書面通知本幼稚園。本幼稚園會退回「註冊證」/「入學許可書」，但註冊費將不獲退還。在取回「註冊證」/「入學許可書」後，本幼稚園亦不會再為該兒童保留學位。</p> <p>Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will return the “RC” / “AP” but the registration fee will not be refunded. Upon obtaining the “RC” / “AP”, the kindergarten will no longer keep the school place for the child.</p> <p>4) 申請人的個人資料只作申請學位用途。所有未能獲取錄或入學前放棄學位的申請人，學校將有關資料於一年內全部銷毀。</p> <p>All Information collected is solely for the purpose of application. Information of unsuccessful applicants or applicants who failed to register will be destroyed within one year from the “Centralized Registration Dates”.</p>

查詢：

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