

Yuen Long Church (CCC) Chan Kwong Kindergarten
Yuen Long Church (CCC) Chan Kwong No.2 Kindergarten
Information on Admission to K1 Classes in the 2026/27 School Year

Admission application: Kindergarten (K1)

Eligible applicants: All children born on or before December 31, 2023 can apply (The child(ren) must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong)

School hours

Monday to Friday

AM Class: 9:00 am to 12:15 pm

PM Class: 1:15 pm to 4:30 pm

EDB's website on Admission Arrangements for Nursery (K1) Classes in Kindergarten:

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/front.html>

Collection of application Forms

1. Online Application (To register online, applicants must have a valid email address.)
2. The information on the application form must match the birth certificate.

Document preparation

1. A passport photo (1.5 × 2 inches)
2. Birth certificate
3. Certificate of Entitlement (Suitable for overseas births)
4. Student information of sibling(s) [The applicant with sibling(s) currently studying in the kindergarten]
5. Graduate certificate of parents or sibling(s) [The applicant with parents or sibling(s) previously attended in the kindergarten]

Parents can pay the HK\$40 registration fee online by following the instructions in the registration process. The application fee is non-refundable.

***Information (including email address, correspondence address, mobile phone number, etc.) provided by parents on the application form is for internal communication purposes only. The school will keep the relevant information strictly confidential and will not sell, rent or transfer the information to anyone in any form.**

【The above documents will not be returned after submission】

Submit the Application form online (no quota)

* The application will be open on 30th September 2025

Application period:

Starting date and time: 30th September 2025 (Tuesday) 9:00 am

Ending date and time: 24th October 2025 (Friday) 4:00 pm

How to register	Link of online application: https://ylcck.cloudoase.com/ When applying, the applicant must attach a photo (1.5 inches x 2 inches), birth certificate, and any other pertinent documents (for example, a copy of the sibling's school registration form, parents' or siblings' graduation certificates, etc.). All submitted documents must be legible, and the passport photo must be clearly in focus showing the applicant's face. Applicants with unclear photographs or documents will not be considered. After completing the registration, parents will receive an email confirmation notification with the application number. If the applicant does not receive the confirmation notification with the application number, It indicates that the application is not successfully submitted. In this instance, the applicant must re-register online. Renewal or updating information must be done via the application system before 4:00 p.m., 24th October, 2025 (Friday). The school will send out an interview notice on or before 31st October, 2025 (Friday). Parents should check your email regularly. If you have not received the interview notice by 4th November, 2025 (Tuesday), please contact our school at 2476 5623 / 2442 4464.
Contact details	Our school will contact parents through email regarding their admission application status, interview arrangements, and admission results. Please provide a valid email address which you check on a regular basis.

Admission Criteria

1. Age of admission to K1 class need to be over 2 years 8 months on or before August 2025.
2. Interview performance
3. The applicant with parents currently working in the kindergarten will be given due priority consideration.
4. The applicant with sibling(s) currently studying in the kindergarten will be given due priority consideration.
5. The applicant with parents or sibling(s) previously attended in the kindergarten will be given due priority consideration.
6. The applicant with parents currently in the kindergarten management committee will be given due priority consideration.
7. Church member of Yuen Long Church (Church of Christ in China) will be given due priority consideration.
8. The same religion
9. Vicinity of our school

*** 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 Arrangements

1. The kindergarten will arrange an interview for all applicants. (The interview time will not be changed). Those who are absent from the interview for any reason will not be offered a make-up interview.
 2. Interviews will be conducted on 14th November 2025 (Friday). Please note that the date and time of the interview cannot be rescheduled. The parents will be notified of the interview details by post.
 - Please note that the date and time of the interview cannot be rescheduled.
 3. Individual interviews will be arranged, please do not take any pictures or videos.
 4. Cantonese will be the main language used in our school, the interview will be conducted in Cantonese. When interviewing NCS children, interpretation and / or translation service for applicants will be provided where necessary to facilitate communication.
- *The school will not provide printing or photocopying services. Applicants who apply online must print out the interview notice in color. The school will not accept the electronic version of the interview notice.**
- *If the photo cannot be printed out when printing the interview notice, please bring the same photo of the applicant's ID card to the registration counter for registration.**

Notification of Admission Result

1. Our school will inform parents of the K1 admission results through email on 8th December, 2025 (Monday), the results will also be announced through our school website at 4pm. Our school will not provide any telephone enquiry regarding results.
 2. Unsuccessful applicants: If parents would like our school to put the applicants on the waiting list, please download the form from the school website or obtain from school in person. Completed form can be submitted by fax (2475 8718) or in person during office hours.
- * Only the interview number will be displayed when the admission result is announced on the website.**

Registration Arrangement

1. Successful applicants: Parents should complete the registration procedures for their child within "Centralized Registration Dates" (8th January to 10th January 2026) by submitting the "Registration Certificate for Kindergarten Admission" ("RC") or "Kindergarten Admission Pass" ("AP") to the kindergarten and paying the registration fee.

Registration time :

Monday to Friday : 9:00 am to 11:30 am

1:30 pm to 4:00 pm

Saturday : 9:00 am to 11:30 am

2. Candidates on waiting list: When there is a vacancy, the school will inform the candidate on top of the waiting list for admission by phone call. Parents should complete the registration procedures for their child according to the specified date set by the school. Parents are required to submit the "RC" or "AP" to the kindergarten and pay the registration fee.
3. Please be reminded that if parents cannot submit the "RC" or "AP" during registration, the kindergarten may not be able to complete registration for their child. Hence, parents are required to submit application for the registration document to EDB within the specified period.
4. The registration fee (\$970) paid will be refunded in September, 2026. Should parents decide to change school after registration, please notify the kindergarten in writing. The kindergarten will complete the de-

registration as soon as possible but the registration fee will not be refunded. Upon de-registration, the kindergarten will no longer keep the school place for the child.

Note *Application for the “Registration Certificate for Kindergarten Admission”

1. 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.
2. Parents are required to submit an application for the Registration Certificate for Kindergarten Admission (RC) to the Education Bureau (EDB) from September to November 2025. The RC will be open for applications in September 2025 and EDB will announce and upload the details of application onto EDB website (https://www.edb.gov.hk/k1-admission_e) in due course. Upon receipt of the applications with all necessary information and documents provided, it generally takes six to eight weeks for EDB to complete processing of the applications. Depending on the method of submission of application form (including completing and submitting e-application via EDB’s website, applying through “iAM SMART” mobile app, mailing the application form by post and submitting the application form in person), EDB would issue the RC by different methods to applicants who are eligible for subsidy under the Scheme. If a child cannot obtain an RC as he / she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme (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), EDB will then issue a Kindergarten Admission Pass (AP) to the child 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.

Arrangement for admission application of non-Chinese Speaking (NCS) Children

When interviewing NCS children, applicants may request translation services, or parents and children may be accompanied by a Chinese-speaking relative or friend to facilitate conversation. If interpretation or translation services are required, please notify us as soon as the "Interview Notification Letter" is received. (Enquiry number: 2476 5623 / 2442 4464; email: ylcckk1@gmail.com)

Enquiry

Our Telephone no.	:	2476 5623 / 2442 4464
Our Website	:	http://www.chankwong.edu.hk
Our Address	:	No.5-7, Ping Shun Street, Yuen Long, New Territories (CK) No.9, Ping Shun Street, Yuen Long, New Territories (CK2)
Office hour	:	Monday to Friday : 9am – 11.30am, 1.30pm – 4pm Saturday : 9am – 11.30am