

	Remarks
Age for Admission	Children have reached the age of 2 years and 8 months or older (as at the 1 st of September) are eligible for school admission.
Acquisition of Application form (No Limit)	In-person : Monday ~ Friday (from 12:30pm - 4pm) ; Saturday (from 9:30am - 12:30pm) Download from this website : www.lmcsy.edu.hk
Submission of Application form (No Limit)	In-person : Date : 10 th July, 2017 ~ 10 th October, 2017 Time : Monday ~ Friday (from 12:30pm - 4pm) ; Saturday (from 9:30am - 12:30pm) Method : Submitted the completed application form with photo, attached two stamped \$1.7 envelopes with written mailing address, a copy of child's birth certificate and HKD \$40 application fee. By mail : Date : 10 th July, 2017 ~ 10 th October, 2017 (Stamp chop as shown) Method : Submitted the completed application form with photo, attached two stamped \$1.7 envelopes with written mailing address, a copy of child's birth certificate and HKD \$40 application fee. (The cheque must be payable to " Hong Kong Sheng Kung Hui Lady MacLehose Centre (Shek Yam) Kindergarten ") Remark : Please make sure that your mail item bears sufficient postage before posting. You can visit the HongKong Post website for more details. http://www.hongkongpost.hk/tc/sending_mail/local/ordinary/index.html
Interview Arrangement	Period of Interview : 1 st November 2017 ~ 16 th December, 2017 <ul style="list-style-type: none"> ● All the applicants will be notified for attending interview by mail. ● Interview is conducted by individual or in a group. ● Applicant must be accompanied by parent or guardian during the interview ● If interpretation/translation is required, please contact the school in advance.
Release of Admission Result	The result of admission will be mailed to applicant on or before 22 nd December, 2017.

**Applicant admitted :**

- School will notify the applicant for admission by letter. If the applicant accepts the offer, he/she is required to go for registration in the following dates.
- **Dates of Registration :**
Please bring your "Registration Certificate" and HKD \$1570 to school from 11th ~ 13th January, 2018 for registration.

Applicant on the waiting list

- School will notify the applicant for wait listing the school placement. If the applicant is willing to wait, he/she is required to fill in the reply-slip and send back to school for follow up action.
- The applicant on the waiting list will be called to fill up the school's vacancy when appears.

- Remarks: 1) Parents can reach EDB website (www.chsc.hk/kindergarten) for more details of our school profile. Please go to Kwai Ching district and search our school name.
- 2) The school is unable to handle the incomplete application. We will not responsible for any delay and mistakes caused by mails.
- 3) All the application fee is non-refundable whatever your application is successful or not.
- 4) If parents decide to change school after registration, we will only return the " RC" but the registration fee will not be refunded.
- 5) The school depends on its situation to decide whether they will offer interview to the applicants who submitted applications after 10th October, 2017.