

	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, 2018 ~ 10 th October, 2018 Time : Monday ~ Friday (from 12:30pm - 4pm) ; Saturday (from 9:30am - 12:30pm) Method : Submitted the completed application form with photo, attached two stamped \$2 envelopes with written mailing address, a copy of child's birth certificate and HKD \$40 application fee. By mail : Date : 10 th July, 2018 ~ 10 th October, 2018 (Stamp chop as shown) Method : Submitted the completed application form with photo, attached two stamped \$2 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 2018 ~ 8 th December, 2018 <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 21 st December, 2018.



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 10th ~ 12th January, 2019 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, 2018.