



路德會陳恩美幼兒園
香港路德會社會服務處

Chan En Mei Lutheran Day Nursery
Hong Kong Lutheran Social Service, LC-HKS

職員填寫

For official Use Only

13/09/2021 修訂

申請日期 App.Date

申請編號 App. No.

入學日期 Date of admission

離校日期 Date of discharge

入學申請表

Application Form for Admission

*請在適當的□內加上☑ Please ☑ the appropriate boxes.

*請用正楷填寫 Please write in capital letters

A. 申請班級 Applying for Class

預備班(上午班) 預備班(全日班) 幼兒班(全日班) 低班(全日班) 高班(全日班)
N1(A.M.) N1 (W.D.) K1(W.D.) K2(W.D.) K3(W.D.)

B. 申請學生資料 Personal Information

中文姓名： Name in Chinese		性別： Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	請貼上 證件相片一張 (近照) A Recent Photo
英文姓名： Name in English				
出生日期： Date of Birth (DD/MM/YY)		出生地點： Place of Birth		
住宅電話： Home Telephone				
住址： Home Address				
聯絡人資料： Contact Information	中文姓名 Name in Chinese	英文姓名 Name in English	手提電話： Mobile No.	電郵： Email
父親 Father				
母親 Mother				
監護人 Guardian				

C. 聲明 Declaration

- 本人同意申請表中所填報的資料均屬正確無誤，亦明白如提供不確實資料，此申請將為無效。
The information given in this application is true to the best of my knowledge and belief, and I understand that if any of the information given is untrue, this application will have no effect.

日期
Date : _____

家長/監護人簽署
Signature of Parent / Guardian : _____

個人資料收集聲明：

此表格所提供的個人資料會用作處理幼稚園入學申請之用。申請程序完成後，所有提供資料將被銷毀。根據個人資料（私隱）條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與幼稚園聯絡。

Personal information collection statement:

Personal data in this form is provided for processing application for kindergarten admission. After completion of the application procedure, all information provided will be disposed of. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the kindergarten for any enquiries.

遞交入學申請表備忘：

1. 遞交方法：請家長親臨本校遞交入學申請表及辦理報名手續，並連同下列文件一併提交：
 - i. 申請人證件相片(近照) 1 張 (請貼在申請表上)
 - ii. 回郵信封 2 個(長形信封- 4 吋 x9 吋)，信封上請填寫通訊地址、學生姓名及貼上足夠郵費
 - iii. 報名費\$40 元 (於遞交申請表格時一併收取)，不論取錄與否，報名費概不退還
2. 報名時間：星期一至星期五 上午 8:00 至下午 5:00
星期六 上午 9:00 至中午 12:00
星期日及公眾假期 休息
3. 學校將按各級學額空缺情況安排約見，稍後將透過信件通知獲安排面見的申請人。
4. 向學校提交入學申請表，請出示出生證明文件(正本)。
5. 填報資料及遞交文件不齊，恕不受理，敬請留意。

Notes on Submitting Application Form:

1. Parents must submit the application form to school in person together with the documents required:
 - i. 1 × Recent Passport-Sized Photograph (adhered to application form)
 - ii. 2 × Rectangular Envelope(4”x 9”) with a stamp \$2, applicant’s name written on and return address written)
 - iii. Application fee: HK\$40 (to be collected together with the application form). The application fee is non-returnable whether the application is successful or not.
2. Office Hour: Monday-Friday : 8:00 am to 5:00 pm
Saturdays : 9:00 am to 12:00 nn
Closed on Sundays and General Holidays
3. The School will arrange interviews according to vacancies of each grade. Eligible applicants will be notified for interview via mail.
4. Submit the application form to school please produce Birth Certificate.
5. Application will be rejected if the application is incomplete and/or any required documents is not submitted.

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1. 貼上證件相片(近照) 1 張
2. 遞交回郵信封 2 個 (9 x 4 吋信封)，信封上已填寫通訊地址、學生姓名及貼上足夠郵費
3. 繳交報名費\$40 (收據編號：_____)

收表日期：_____

收表職員姓名：_____