

## Po Leung Kuk Liu Sew Har Kindergarten-cum-Child-Care Centre

### Creche Admission Procedure

<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>☆ The expectant mother can submit application form when pregnancy is confirmed.</li> <li>☆ Application is open for year round with free of charge.</li> <li>☆ Please submit the following documents with the application form, admission will be open to all strictly come first serve basis.</li> <li>☆ You may obtain the application form by the following methods:               <ol style="list-style-type: none"> <li>1) At our Creche</li> <li>2) Download application form from our website</li> </ol> </li> <li>☆ Required Documents:               <p>Submit the following documents together with the registration form</p> <ol style="list-style-type: none"> <li>a. If the baby is not yet born, please submit a photocopy document of expected date of birth.</li> <li>b. Two self-addressed stamped of HK \$4.1 envelopes</li> <li>c. Mail to: Shop 1-8, G/F, 44 Shui Che Kwun Street, Yuen Long, N.T.</li> <li>d. *Please ensure sufficient mailing postage to make delivery in order</li> <li>e. (Remarks : If you submit the application form by mail, please call 2479 0999 to confirm at our school 3days after sending the mail. )</li> </ol> </li> <li>☆ Submission methods:               <p>You may submit the application form in person or by mail.</p> </li> </ul>
<b>Date of acceptance notification</b>	Admission will be open to all strictly on first come first serve basis. We will notice the parents by letter when seat is available.
<b>Enrollment procedures</b>	June to July every year
<b>New Student Parents Conference</b>	June to July every year

**Remarks:**

1. Po Leung Kuk reserves the right to change any admission information without prior notice, please visit our website.
2. Personal information will be used for admission only. All submitted documents are nonrefundable.