

入學申請表

Application Form for Admission	App	olication	Form f	for A	dmission	
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- *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

職員填寫	A001.1
For official Use Only	09/09/2021 修訂
申請日期 App.Date	
申請編號 App. No.	
註冊編號 Reg.No.	
入學日期 Date of admission	
離校日期 Date of discharge	

A. THE STAY APPI	, <u>.</u>	CICEDO									•
申請班別: Applying for Class	_ , ,,			□ 預備班 □ 幼 Nursery		兒班 K 1		氐班 K2	□ ili		褓姆車 School Bus: □ 需要 Need □ 不需要 No Need
B. 申請學生資料	l Parco	nal Information									
中文姓名: Name in Chines 英文姓名: Name in Englis	se			*性别: ·*Sex			男 Ma 女 Fei			핤	請貼上 登件相片一張
出生日期: Date of Birth(DD				出生地 Place of						A	(近照) Recent Photo
住宅電話: Home Telephor	ne										
住址: Home Address											
聯絡人資料: Contact Inform	nation	中文姓名 Name in Chinese	英文女 Name	生名 in English	l l	電話: le No.		電郵 Email			
父親 Father											
母親 Mother											
監護人 Guard	lian										

C. <u>聲明 Declaration</u>

Ш	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	家長/監護人簽署	
Date:	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 withthe 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 4 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

8:00 至 18:00

星期六

8:00 至 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. $4 \times \text{Rectangular Envelope}(4"x 9")$ with a stamp, 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 to 18:00

Saturdays : 8:00 to 12:00

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.

由校方填寫 For Official Use Only

	報名費及	回郵信	4- 1 45	兒童出生證	針痘卡	父母身份	書費		兒童健康
項目	收據編號	封四個	留位費	明文件副本	副本	證副本	百貝	校服	檢查紀錄
收取(✔)									
經收人簽名									
日期									



Consent Form for Applying Service

I, fully understand,	(the name and HKID of the
applicant), i.e. my	(please indicate relationship to the
applicant) is applying for the service from the <u>Ch</u>	neung Ching Lutheran Day Nursery (name of
unit) of Hong Kong Lutheran Social Service,	LC-HKS. I consent to provide my and
applicant's personal data to Hong Kong Lutheran	Social Service, LC-HKS, for using my persona
data for the purpose of investigation into the circur	nstances relating to the application.
I also consent to Hong Kong Lutheran Social Servi	ce, LC-HKS to share these data with relevant
government departments or related non-government	ernmental organizations to facilitate the
application for service from Hong Kong Lutheran Sc	ocial Service, LC-HKS.
I, fully understand and * agree / disagree with Collection Statement" (Annex 1), and will keep it or	_
Signature of Applicant/Parents/Guardian:	
Name of Applicant/Parents/Guardian:	
Relationship to the Applicant :	
Date:	
(Fill in by staff o	only)
Signature of Witness:	
Name of Witness :	
File Reference of Hong Kong Lutheran Social	
Service, LC-HKS:	
Date:	

^{*} Please delete if inappropriate





Personal Information Collection Statement _School Copy

Please read this notice as follows before you provide your personal information to school:

1. Purpose of Collection

The purpose of collecting your personal information is to apply for assistance or service from Hong Kong Lutheran Social Service, LC-HKS. The provision of your personal data is voluntary. However, we will be unable to handle your applications or other requests if you do not provide sufficient information.

2. Classes of Transferees

The personal data you provide will be made available to persons working in the department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties listed below:

- A. other parties such as government branches / departments, non-governmental organizations and public utility companies if they are involved in the assessment of application from or provision of service / assistance to you;
- B. Where you have given consent to such disclosure; or
- C. where such disclosure is authorized or required by law.
- 3. Access to Personal Data

According to The Personal Data (Privacy) Ordinance, you have a right of access and correction of personal data held on you except where the data have been erased after fulfilling the purposes of collection. Your right of access includes the right to obtain a copy of your personal data subject to payment of a fee.

4. General Enquiries

Please ensure that the data you provide are accurate. If you have enquiries concerning your application for assistance/ service or if there are changes in the data you provide, please contact the office which collected the data from you.

5. Data Retention Period

We should be kept the whole duration of studying plus a maximum of half a year after the student leaves the school.

6. Should you have any enquiries concerning this Statement, please feel free to contact us as follows:

Contact Person: Cheung Ching Lutheran Day Nursery Principal / Teachers

Address: 309-314, 2/F CHING KWAI HOUSE, CHEUNG CHING ESTATE, TSING YI, New

Territories

Tel: 2435 8799 E-mail: n09@hklss.hk

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I(name) hereby ag	ree / disagree to the disclosure of the information of myself and my
child (name of student)	to Cheung Ching Lutheran Day Nursery and authorize the school to
use and keep the personal data of	f myself and my children in accordance with the above "Personal Data
Charges and Privacy Policy"	
Parents' Signature :	