



Macao Sam Yuk Middle School of Seventh-day Adventists
English Section: Kindergarten Division
Registration For Children Entering Kindergarten For The First Time
School Year 2018-2019

TIMELINE		
1.	Enrolment information	1st January, 2018 onwards.
2.	Centralised registration	Parents will register on the DSEJ website(www.dsej.gov.mo) /counters between 5th and 20th January, 2018.
3.	School releases the interview date and time	The interview date and time will be released on: 6th February, 2018 (Tuesday) after 9:00 am *It will be posted in the school website (www.msy.edu.mo) & Kindergarten information board outside the school. Reminders: * Interview date and time is fixed. *Each applicant will only be given one schedule for interview and should be accompanied by 1 or 2 adults only due to a limited space. *Please come 5 minutes earlier before your scheduled time to report in the office. No appearance means, giving up the interview chance.
4.	School interview	11th, 18th and 23rd March, 2018 (Sundays & Friday) (Sunday: 11 th , 18 th March, 2018 9:00-12:00 am & 1:40-4:00 pm) (Friday: 23 rd March, 2018 1:40-4:00 pm)
5.	Printing out the registration slip	A) Between 3rd and 14th April, 2018 children with Macau ID, parents can print the Registration slip at the self-service kiosks. B) Between 3rd and 14th April, 2018 children without Macau ID but did the Centralised Registration, parents can only print the Registration slip at the DSEJ website (www.dsej.gov.mo) C) Children without Macau ID and did not do the Centralised Registration (special cases), Between 3rd and 30th April, 2018 (Except Ching Ming Festival) ask help in DSEJ counters.
6	A) Release of the Admission List	9th April, 2018 (Monday) after 9:00 am Admission List will be posted in the school website & Kindergarten information board outside the school.
	B) Submission of registration slip	Between 11th and 13th April, 2018 ((Wednesday to Friday) Parents of admitted students will submit the “ Registration Slip ” (During school office hours only, Monday to Friday, 8:30-11:30 am, 1:30-4:30 pm. Except Public Holidays). *The following needs to be submitted as well: a) School application form (download from school website, (www.msy.edu.mo) or get from the registrar’s office, b) 2 copies of 1½ inch recent color ID photo. c) Reservation fee: MOP \$800 , cash only (non-refundable).
7	Waiting list Submission of the “Registration Slip”	Parents of children on the waiting list can only submit the “ Registration Slip ” or transfer to their preferred school for their children between 16th and 30th April, 2018. Please come to pay the reservation fee within three days once you receive a call. (During school office hours only. Monday to Friday, 8:30-11:30 am, 1:30-4:30 pm. Except School Holidays).
8.	Enrolment at other Schools	From 16 th April onwards, parents who missed the Centralized Registration can apply if the school still accepts enrolment.



基督復臨安息日會澳門三育中學
英文部幼稚園
K1幼兒首次入學中央登記措施
2018-2019學年

招生流程表		
1.	招生資訊	2018年1月1日起，於澳門教育暨青年局網頁公布。
2.	中央登記	2018年1月5日至20日，家長請在教育暨青年局網頁(www.dsej.gov.mo)或專櫃進行登記。
3.	公布 面談時間	面談時間的公布日期:2018年2月6日(星期二)上午九時。 面談時間的公布方式:1.登入學校網站(www.msy.edu.mo) ; 2.張貼在幼稚園門口公布欄。 特別注意事項: *面談日期及時間，不可更改。 *每位新生只能獲得一次面談機會，由於場地所限，請不多於兩位成人陪同到校。 *面談當天請提前5分鐘報到。缺席面談，即視為自動放棄面談機會。
4.	面談日期	2018年3月11日,18日,23日 3月11,18日(星期日:上午9:00-12:00 及 下午1:40-4:00) 3月23日(星期五: 下午1:40-4:00)
5.	註冊憑條	A.澳門本地居民:請於2018年4月3日至14日可到自助服務機，列印“註冊憑條”。 B. 非澳門本地居民，有做中央登記:請於2018年4月3日至14日，可登入教青局網頁(www.dsej.gov.mo)，列印“註冊憑條”。 C. 非澳門本地居民，沒有做中央登記(特殊情况):請於2018年4月3日至30日到教育暨青年局專櫃尋求協助(清明節除外)。
6.	A)正取生	2018年4月9日上午九時,在學校網站及幼稚園門口公布欄公布正取生名單。
	B)正取生 交憑條	正取生於2018年4月11日至13日(星期三至星期五) 在學校辦公時間內(上午8:30-11:30,下午1:30-4:30,公眾假期除外)到校務處遞交註冊憑條。 *遞交註冊憑條同時需遞交以下資料: a) 學校報名表(登入學校網站(www.msy.edu.mo)或校務處索取) ; b) 彩色吋半證件近照2張 ; c) 留位費:現金澳門幣八佰圓整，轉校或退學概不退還。
7.	候補生 交憑條	在2018年4月16日至30日，候補生在接獲電話通知的三天內，請在學校辦公時間內(星期一至五,上午8:30-11:30,下午1:30-4:30,學校假期除外)到校務處遞交註冊憑條或辦轉學手續。
8.	報讀其他 學校	錯過中央登記可於2018年4月16日起，如學校仍有學位，自行到仍接受報名的學校報名。