

22 January 2007

**Education Bureau Circular No. 1/2007**  
**(Formerly referred as EMB Circular No. 1/2007)**

**New Initiatives in Pre-primary Education**

[Note: This circular should be read by

- (a) Supervisors and Heads of Kindergartens/Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes - for action; and
- (b) Heads of Sections - for information]

**Summary**

Pursuant to Chief Executive's 2006-07 Policy Address which announced a major financial commitment to further enhance the quality of pre-primary education, this circular sets out the implementation details of the Pre-primary Education Voucher Scheme, the financial support for professional upgrading of kindergarten principals and teachers, the one-off School Development Grant, the one-off Facilitation Grant and the quality assurance mechanism for kindergartens/kindergarten-cum-child care centres and schools with kindergarten classes (hereafter collectively referred to as "KGs"). Heads of KGs should ensure that this circular is made available to teachers for information and action.

**Details**

2. The Chief Executive in the 2006-07 Policy Address announced a major financial commitment for all children of the relevant age to receive affordable and quality pre-primary education. This will be achieved by-

- (a) implementing a Pre-primary Education Voucher Scheme (PEVS) from the 2007/08 school year;
- (b) providing financial support from the 2007/08 to the 2011/12 school year for ALL KG principals and teachers to upgrade their professional qualifications;
- (c) disbursing a one-off School Development Grant to ALL KGs in March 2007 to enrich their teaching and learning resources;
- (d) providing a one-off Facilitation Grant for eligible private independent (PI) KGs to meet the necessary legal and accounting/auditing costs incurred in the conversion to non-profit-making (NPM) status by August 2007 in order to join the PEVS; and

- (e) subjecting all KGs joining the PEVS to a quality assurance mechanism so that starting from the 2012/13 school year only KGs meeting the prescribed standards may redeem the voucher.

### ***The PEVS***

3. The PEVS will be in operation from the 2007/08 school year to provide direct fee subsidy for parents to meet towards school fees for pre-primary education of their children aged above two years and eight months<sup>1</sup>, on the basis of the following principles:

- (a) subject to paragraph 6 below, only local NPM KGs or relevant classes in local NPM KG-cum-child care centres are eligible to redeem the voucher under the PEVS;
- (b) the voucher would only be redeemed by KGs charging a school fee not exceeding HK\$24,000 per student per annum (pspa) for a half-day place and not exceeding HK\$48,000 pspa for a whole-day place;
- (c) the KGs should, at the same time, meet all stipulated disclosure and transparency requirements;
- (d) all KGs are subject to a quality assurance mechanism so that starting from the 2012/13 school year only KGs meeting prescribed standards may redeem the voucher; and
- (e) all KGs should enjoy full discretion in determining teacher salaries, subject to market forces.

4. A KG operating both half-day and whole-day classes would have to meet both school fee thresholds in order to be eligible for redeeming voucher under the PEVS. KGs and KG classes offering an international curriculum will not be eligible to join the PEVS.

5. KGs wishing to join the PEVS will be required to disclose to the public the key operational details, including the number, qualifications and salary ranges of the principal and teachers, student enrolment, school facilities and activities, the curriculum, tuition fees, financial information and other relevant matters. KGs will be required to set out clearly any additional charges for optional activities and items, so as to facilitate parents in making their choice of KGs.

6. A transitional period of three years until the end of the 2009/10 school year will be provided for PI KGs satisfying all prescribed requirements of eligible NPM KGs save for the NPM status to redeem the vouchers from parents whose children are enrolled in the nursery classes or above in these PI KGs as of the 2007/08 school year and throughout these children's education in the same PI KGs.

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<sup>1</sup> Only children reaching 2 years 8 months of age or above on the 31<sup>st</sup> day of August of the school year in which they seek admission to an eligible KG may apply for the Certificate of Eligibility under the PEVS.

7. “The Terms and Conditions in respect of PEVS for Non-Profit-Making Kindergartens” is at **Appendix I(A)** and the “Terms and Conditions in respect of PEVS for Private Independent Kindergartens” is at **Appendix I(B)**. KGs wishing to join the PEVS should complete and return the application form at **Appendix I(C)** to the Kindergartens and Support Section, Quality Assurance Division of the Education and Manpower Bureau (EMB) **on or before 14 February 2007**. EMB will inform the applicants of the result of their applications by **end March 2007**.
8. EMB will review the implementation of the PEVS in the 2011/12 school year.

### **Professional Upgrading**

9. Teachers’ professionalism is central in enhancing the quality of education. We will provide financial support for serving principals and teachers of ALL KGs for professional upgrading between the 2007/08 and 2011/12 school years. The policy targets in the coming five years include:

- (a) all serving KG teachers will obtain the Certificate in Early Childhood Education qualification by the end of the 2011/12 school year;
- (b) all new principals from the 2009/10 school year will have a degree in early childhood education (BEd(ECE)), one-year post-qualification experience and will have completed a certification course before, or exceptionally within the first year of, their appointment ; and
- (c) serving principals and aspiring principals are expected to complete the certification course by the end of the 2011/12 school year, and all serving principals are encouraged to obtain the BEd(ECE) qualifications.

10. For PEVS-NPM KGs, the subsidy for teacher development should be used to cover the expenditure to support professional upgrading of principals and teachers, including reimbursement of course fees, appointment of supply teachers to substitute for teachers on training or provision of school-based professional development programmes. The KGs should submit to EMB for approval a staff development plan to be updated annually indicating the scheduled time for the professional upgrading of their teachers and principals.

11. Principals and teachers of PEVS-PI and non-PEVS KGs may claim reimbursement from EMB for up to 50% of the fees for an approved C(ECE) or degree course in ECE and the certification course for principals, capped at \$60,000, before the end of 2011/12 school year. Details are at **Appendix II**.

### **One-off School Development Grant**

12. To improve the facilities and resources of KGs, a one-off School Development Grant for ALL KGs will be disbursed in March 2007 to help KGs acquire more books, teaching aids, computers and other teaching resources to benefit teaching and learning. The amount of grant per student will be HK\$500, capped at the maximum of HK\$135,000 per KG.

Details of the Grant are at Appendix III. KGs wishing to apply for the Grant should complete and return the application form at **Appendix III** to their respective Senior School Development Officer/Senior Pre-primary Services Officer by **29 January 2007**. Other implementation details are on EMB's webpage at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>.

### **One-off Facilitation Grant**

13. To encourage PI KGs to acquire early the NPM status in order to join the PEVS, a one-off Facilitation Grant will be provided to these KGs for meeting necessary legal and accounting/auditing costs incurred in the conversion. The grant will be capped at \$30,000 per PI KG and provided on a reimbursement basis. Details are on EMB's webpage at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>. To apply for reimbursement, KGs should complete and return the application form at **Appendix IV** to Kindergartens and Support Section, Quality Assurance Division of EMB as soon as possible but **not later than 31 August 2007**.

### **Quality Assurance**

14. The quality assurance mechanism for KGs will be formalized as from the 2007/08 school year onwards, building on the ground work of the set of performance indicators for school quality already established. All KGs joining the PEVS should undergo Quality Review (QR) for validation of their school self-evaluation with effect from the 2007/08 school year.

15. KGs are required to prepare School Reports evaluating their performance in the preceding school year and to draw up an Annual School Plan for improvement in the following school year. By the 2012/13 school year, only NPM KGs meeting prescribed standards may redeem the voucher. A series of workshops on QR will be organized for KGs from March to June 2007. KGs will be informed of the details separately.

### **Assistance Schemes**

#### *Kindergarten and Child Care Centre Subsidy Scheme (KCSS)*

16. With the introduction of the PEVS, the KCSS will no longer apply to KGs. However, the KCSS will continue to operate for a transitional period of one year (i.e. the 2007/08 school year only) for those KGs currently in the scheme if they are not yet ready to join the PEVS due to specific reasons.

17. For operators providing services to children under the age of three in day crèches, day nurseries and the relevant classes in KG-cum-child care centres, the KCSS will continue to operate. To better reflect its scope after the introduction of the PEVS, the KCSS will be renamed as the "Child Care Centre Subsidy Scheme" starting from the 2008/09 school year. A separate circular memorandum inviting KGs to stay in the KCSS for the 2007/08 school year will be issued shortly.

### *Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS)*

18. At present, students at pre-primary level with social and/or financial needs may receive assistance in the form of fee remission under the KCFRS. Upon the introduction of the PEVS, the KCFRS will be realigned and transitional arrangement will be provided on consideration that no student should be worse off after the introduction of the PEVS. KGs will be provided with detailed information, through a separate circular and a series of briefings, on the operation of the KCFRS and the respective transitional arrangements before the application cycle of the KCFRS begins in August 2007.

### **Arrangement for Comprehensive Social Security Assistance (CSSA) Recipients**

19. The CSSA Scheme currently covers KG fees. This arrangement will continue for a maximum of two years until end of the 2008/09 school year. During this interim period, CSSA recipients do not need to apply for the voucher.

### **Implementation Arrangements**

20. For implementation details of the above-mentioned improvement initiatives, please visit the EMB webpage at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>. The following contents will be updated as and when necessary in future.

- (a) Pre-primary Education Voucher Scheme
- (b) Professional Upgrading
- (c) One-off School Development Grant
- (d) One-off Facilitation Grant
- (e) Quality Assurance

### **Enquiries**

21. If you have any enquiries, please contact your respective Senior School Development Officers/ Senior Pre-primary Services Officers. For enquiries on the KCFRS, please contact the Student Financial Assistance Agency at 2150 6118.

Tony TANG  
for Permanent Secretary for Education and Manpower

**Terms and Conditions of Pre-primary Education Voucher Scheme (“PEVS”)  
for Non-Profit-Making Kindergartens**

1. If a kindergarten/kindergarten-cum-child care centre/school with kindergarten classes is approved by the Government of the Hong Kong Special Administrative Region (“**Government**”) to join the PEVS (‘**PEVS-KG**’), the validity period of being an eligible kindergarten under the PEVS will normally be 5 years or less, i.e. from the start of the 2007/08 school year or from the date of approval, whichever is later, till the end of the 2011/12 school year (referred as “**PEVS-Validity Period**”). During the PEVS-Validity Period, PEVS-KG shall fulfill and meet all the requirements and specifications set out in Education and Manpower Bureau Circular No. 1/2007 dated 22 January 2007 on “New Initiatives in Pre-primary Education” (‘EMBC No. 1/2007’) (including but not limited to the terms and conditions as set out below).
2. During the PEVS-Validity Period, the PEVS-KG shall:
  - (a) be a non-profit-making kindergarten which is exempt from taxes under Section 88 of the Inland Revenue Ordinance (CAP. 112);
  - (b) charge a tuition fee not exceeding HK\$24,000 per student per annum (pspa) for a half-day place and HK\$48,000 pspa for a full-day place and both of these tuition fees threshold shall be met by the PEVS-KG whenever the PEVS-KG operates both half-day and full-day classes;
  - (c) offer a full local curriculum in accordance with the Guide to the Pre-primary Curriculum issued by the Curriculum Development Council in 2006;
  - (d) meet the transparency requirement by disclosing its key operational details (including but not limited to the name of its approved supervisor and principal, the number, qualifications and salary range of the principal and teachers, student enrolment, school facilities and activities, the curriculum, school finance information, tuition fees and any additional charges for optional activities and items) and consent to publish such information in the Profile of Kindergartens and Kindergarten cum Child Care Centres issued from time to time by the Government to the public;
  - (e) submit the staff development plan yearly in accordance with the directives issued from time to time by the Education and Manpower Bureau (EMB) for approval by EMB;
  - (f) submit annually at a date to be specified by EMB a copy of audited account covering the whole school year to EMB for inspection. The accounts shall be audited, dated and signed by a certified public accountant (practicing)/certificated public accountant registered under the Professional Accountants Ordinance (CAP. 50). The amount of subsidy received by the

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PEVS-KG under the PEVS shall be accurately and properly reflected in the audited account;

- (g) keep accurate records of all income and expenditure relating to the operation of the PEVS-KG and submit the same to EMB for inspection as and when required;
  - (h) shall not transfer the surplus, in whatever form, to any of their sponsoring bodies or other organisations;
  - (i) at all times comply with the Education Ordinance (Cap. 279) and Education Regulations (Cap. 279A) and maintain an operating standard in both management and professional aspects acceptable to the Government; and
  - (j) comply with the standing administrative directives including but not limited to the requirements of (a) employing 100% Qualified Kindergarten Teachers of the required staff establishment based on a teacher to pupil ratio of 1:15; and (b) the possession of Certificate in Kindergarten Education or its equivalent by its approved principal; and such other instructions and directives as EMB may from time to time issue in relation to the provision of nursery and kindergarten education.
3. The PEVS-KG will be paid for each student who is undergoing nursery (K1) and kindergarten education (K2 and K3) in the PEVS-KG and has been issued a valid “Certificate of Eligibility for Pre-primary Education Voucher Scheme” (‘PEVS-student’) a subsidy of the voucher value, based on money of the day, of the respective school year provided below unless otherwise specified by the Government in writing.

School Year	Voucher value (HK\$)	Amount of the voucher dedicated towards fee subsidy (HK\$)	Amount of the voucher dedicated towards teacher development (HK\$)
2007/08	13,000	10,000	3,000
2008/09	14,000	11,000	3,000
2009/10	14,000	12,000	2,000
2010/11	16,000	14,000	2,000
2011/12	16,000	16,000	0

4. (a) Where the approved tuition fee of a school year exceeds the value of the voucher for fee subsidy for that school year, the PEVS-KG can only collect the difference between the two amounts by monthly instalments as shown on the Fees Certificate issued under regulation 60A of the Education Regulations (Cap. 279A) to the PEVS-KG from the parents of PEVS-student.

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- (b) Where the tuition fee is lower than the value of the voucher for fee subsidy, PEVS-KG is only entitled to redeem the exact amount of the tuition fee from EMB and shall not ask parents to pay any tuition fee.
5. If the PEVS-KG is no longer eligible under the PEVS or upon the expiry of the PEVS-Validity Period, whichever is earlier, the PEVS-KG shall return the unspent balance of the subsidy granted to the PEVS-KG under the PEVS in FULL as determined by EMB to the Government within the period as specified by the Government in writing.
  6. The PEVS-KG shall be subject to quality review(s) conducted by the officers or agents of EMB during the PEVS-Validity Period. Upon EMB’s request, the PEVS-KG shall submit school self-evaluation report(s) (in the format as agreed by the Government) to EMB within a period as specified by the Government in writing.
  7. Without prejudice to the Government’s power to terminate the PEVS-KG being an eligible kindergarten under the PEVS under Clause 8 below, in the event that the PEVS-KG fails to comply with or observe any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions), the Government may forthwith defer/stop the payment of the subsidy to the PEVS-KG and may by notice in writing to the PEVS-KG directing / requiring the PEVS-KG to make good and rectify the non-compliance in accordance with such directives / requirements by the date as specified by the Government in the notice. The PEVS-KG shall comply with such directives and requirements.
  8. If the PEVS-KG fails to comply with or observe any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions), the Government is entitled to forthwith terminate the PEVS-KG being an eligible kindergarten under the PEVS by notice in writing to the PEVS-KG and forthwith cease to grant any subsidy under the PEVS to the PEVS-KG.
  9. Notwithstanding anything provided herein, the Government reserves the right to make any adjustments in the subsequent payment(s) payable to the PEVS-KG under the PEVS to recoup any overpayment previously made by the Government under the PEVS to the PEVS-KG, and upon the Government’s request, the PEVS-KG shall forthwith repay the extra amounts paid by the Government to the PEVS-KG under the PEVS.
  10. The PEVS-KG shall not, and shall ensure that its employees, agents and consultants shall not, make or give any specific gifts, discount, rebates or any other concession or financial inducements of whatsoever form to parents of PEVS-student or any other persons in return for such parents or persons requiring or inducing the PEVS-students enrolling in the PEVS-KG.

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11. Any form of splitting or sharing of the subsidy redeemed or redeemable from the voucher between the PEVS-KG and the parents of PEVS-student or any other persons or any other kindergartens or organizations in return for the PEVS-student enrolling in the PEVS-KG, or such parents or persons or kindergartens or organizations requiring or inducing the PEVS-student enrolling in the PEVS-KG, is strictly prohibited.
12. The PEVS-KG shall fully cooperate with the officers and agents of EMB and other persons duly authorized by the Government and promptly provide all relevant information and documents which any one of them may from time to time request for inspection, verification, photocopying or otherwise for the purpose of administration and monitoring the operation of the PEVS.
13. The PEVS-KG shall comply with all instructions and directives as EMB may from time to time issue in relation to the PEVS.
14. The PEVS-KG shall indemnify and keep indemnified the Government from and against:
  - (a) all and any claims, actions, investigations, demands, proceedings, threatened, brought or instituted against the Government; and
  - (b) all liabilities (including liability to pay compensation and damages), damage, losses, costs, charges and expenses which the Government may sustain or incur (including all legal and other costs, charges, and expenses, on a full indemnity basis, which the Government may pay or incur in relation to any claim, action or proceeding instituted by, or against, the Government),which in any case arise directly or indirectly from, or as a result of, or in connection with, or which relate in any way to:
  - (i) any non-compliance by the PEVS-KG of any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions); or
  - (ii) the negligence, recklessness, or willful misconduct on the part of the PEVS-KG or on the part of any employee, agent or consultant of the PVES-KG in the operation/implementation of the PEVS.
15. All rights and powers of the Government hereunder may be exercised by the Permanent Secretary for Education and Manpower for and on its behalf.
16. Notwithstanding anything herein to the contrary, clauses 2(f), 2(g), 2(h), 2(i), 2(j), 5, 9, 12, 13, 14 and 15 of these terms and conditions shall continue to have full force and effect and constitute binding obligations on the PEVS-KG notwithstanding termination of the PEVS-KG being an eligible kindergarten under the PEVS in the manner mentioned in clause 8 above.

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for Private Independent Kindergartens**

1. If a private independent kindergarten/kindergarten-cum-child care centre/school with kindergarten classes which is not exempt from taxes under Section 88 of the Inland Revenue Ordinance (CAP. 112) is approved by the Government of the Hong Kong Special Administrative Region (“**Government**”) to join the PEVS (‘**PEVS-PI-KG**’), the validity period of being an eligible kindergarten under the PEVS will normally be granted for a validity period of a maximum of 3 years from the start of the 2007/08 school year till the end of the 2009/10 school year subject to renewal upon their successful turning into non-profit-making (NPM) status (referred as ‘**PEVS-Validity Period**’). During the PEVS-Validity Period, PEVS-PI-KG shall fulfill and meet all the requirements and specifications set out in Education and Manpower Bureau Circular No. 1/2007 dated 22 January 2007 on “New Initiatives in Pre-primary Education” (‘EMBC No. 1/2007’) (including but not limited to the terms and conditions as set out below).
2. During the PEVS-Validity Period, the PEVS-PI-KG shall:
  - (a) charge a tuition fee not exceeding HK\$24,000 per student per annum (pspa) for a half-day place and HK\$48,000 pspa for a full-day place, and both of these tuition fees threshold shall be met by the PEVS-PI-KG whenever the PEVS-PI-KG operates both half-day and full-day classes;
  - (b) offer a full local curriculum in accordance with the Guide to the Pre-primary Curriculum issued by the Curriculum Development Council in 2006;
  - (c) meet the transparency requirement by disclosing its key operational details (including but not limited to the name of its approved supervisor and principal, the number, qualifications and salary range of the principal and teachers, student enrolment, school facilities and activities, the curriculum, school finance information, tuition fees and any additional charges for optional activities and items) and consent to publish such information in the Profile of Kindergartens and Kindergarten cum Child Care Centres issued from time to time by the Government to the public;
  - (d) submit annually at a date to be specified by EMB a copy of audited account covering the whole school year to EMB for inspection. The accounts shall be audited, dated and signed by a certified public accountant (practicing)/certificated public accountant registered under the Professional Accountants Ordinance (CAP. 50). The amount of subsidy received by the PEVS-PI-KG under the PEVS shall be accurately and properly reflected in the audited account;

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- (e) keep accurate records of all income and expenditure relating to the operation of the PEVS-PI-KG and submit the same to EMB for inspection as and when required;
- (f) at all times comply with the Education Ordinance (Cap. 279) and Education Regulations (Cap. 279A) and maintain an operating standard in both management and professional aspects acceptable to the Government; and
- (g) comply with the standing administrative directives including but not limiting to the requirements of (a) employing 100% Qualified Kindergarten Teachers of the required staff establishment based on a teacher to pupil ratio of 1:15; and (b) the possession of Certificate in Kindergarten Education or its equivalent by its approved principal; and such other instructions and directives as EMB may from time to time issue in relation to the provision of nursery and kindergarten education.
3. The PEVS-PI-KG will be paid during the PEVS-Validity Period for each student who is enrolled to study nursery (K1) and kindergarten education (K2 and K3) in the PEVS-PI-KG as of the 2007/08 school year; will complete the remaining years of kindergarten education in the same PEVS-PI-KG; and has been issued a valid “Certificate of Eligibility for Pre-primary Education Voucher Scheme” (‘PEVS-PI-KG-student’) a subsidy of the voucher value, based on money of the day, of the respective school year provided below for school fee reduction unless otherwise specified by the Government in writing.

School Year	Amount of the voucher dedicated towards fee subsidy (HK\$)
2007/08	10,000
2008/09	11,000
2009/10	12,000

4. (a) Where the approved tuition fee of a school year exceeds the value of the voucher for fee subsidy for that school year, the PEVS-PI-KG can only collect the difference between the two amounts by monthly instalments as shown on the Fees Certificate issued under regulation 60A of the Education Regulations (Cap. 279A) to the PEVS-PI-KG from the parents of PEVS-PI-KG-student.
- (b) Where the tuition fee is lower than the value of the voucher for fee subsidy, PEVS-PI-KG is only entitled to redeem the exact amount of the tuition fee from EMB and shall not ask parents to pay any tuition fee.
5. If the PEVS-PI-KG is no longer eligible under the PEVS or upon the expiry of the

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PEVS-Validity Period, whichever is earlier, the PEVS-PI-KG shall return the unspent balance of the subsidy granted to the PEVS-PI-KG under the PEVS in FULL as determined by EMB to the Government within the period as specified by the Government in writing.

6. The PEVS-PI-KG shall be subject to quality review(s) conducted by the officers or agents of EMB during the PEVS-Validity Period. Upon EMB's request, the PEVS-PI-KG shall submit school self-evaluation report(s) (in the format as agreed by the Government) to EMB within a period as specified by the Government in writing.
7. Without prejudice to the Government's power to terminate the PEVS-PI-KG being an eligible kindergarten under the PEVS under Clause 8 below, in the event that the PEVS-PI-KG fails to comply with or observe any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions), the Government may forthwith defer/stop the payment of the subsidy to the PEVS-PI-KG and may by notice in writing to the PEVS-PI-KG directing / requiring the PEVS-PI-KG to make good and rectify the non-compliance in accordance with such directives / requirements by the date as specified by the Government in the notice. The PEVS-PI-KG shall comply with such directives and requirements.
8. If the PEVS-PI-KG fails to comply with or observe any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions), the Government is entitled to forthwith terminate the PEVS-PI-KG being an eligible kindergarten under the PEVS by notice in writing to the PEVS-PI-KG and forthwith cease to grant any subsidy under the PEVS to the PEVS-PI-KG.
9. Notwithstanding anything provided herein, the Government reserves the right to make any adjustments in the subsequent payment(s) payable to the PEVS-PI-KG under the PEVS to recoup any overpayment previously made by the Government under the PEVS to the PEVS-PI-KG, and upon the Government's request, the PEVS-PI-KG shall forthwith repay the extra amounts paid by the Government to the PEVS-PI-KG under the PEVS.
10. The PEVS-PI-KG shall not, and shall ensure that its employees, agents and consultants shall not, make or give any specific gifts, discount, rebates or any other concession or financial inducements of whatsoever form to parents of PEVS-PI-KG-student or any other persons in return for such parents or persons requiring or inducing the PEVS-PI-KG-students enrolling in the PEVS-PI-KG.
11. Any form of splitting or sharing of the subsidy redeemed or redeemable from the voucher between the PEVS-PI-KG and the parents of PEVS-PI-KG-student or any

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other persons or any other kindergartens or organizations in return for the PEVS-PI-KG-student enrolling in the PEVS-PI-KG, or such parents or persons or kindergartens or organizations requiring or inducing the PEVS-PI-KG-student enrolling in the PEVS-PI-KG, is strictly prohibited.

12. The PEVS-PI-KG shall fully cooperate with the officers and agents of EMB and other persons duly authorized by the Government and promptly provide all relevant information and documents which any one of them may from time to time request for inspection, verification, photocopying or otherwise for the purpose of administration and monitoring the operation of the PEVS.
13. The PEVS-PI-KG shall comply with all instructions and directives as EMB may from time to time issue in relation to the PEVS.
14. The PEVS-PI-KG shall indemnify and keep indemnified the Government from and against:
  - (a) all and any claims, actions, investigations, demands, proceedings, threatened, brought or instituted against the Government; and
  - (b) all liabilities (including liability to pay compensation and damages), damage, losses, costs, charges and expenses which the Government may sustain or incur (including all legal and other costs, charges, and expenses, on a full indemnity basis, which the Government may pay or incur in relation to any claim, action or proceeding instituted by, or against, the Government), which in any case arise directly or indirectly from, or as a result of, or in connection with, or which relate in any way to:
    - (i) any non-compliance by the PEVS-PI-KG of any of the provisions set out in EMBC No. 1/2007 (including without limitation, these terms and conditions); or
    - (ii) the negligence, recklessness, or willful misconduct on the part of the PEVS-PI-KG or on the part of any employee, agent or consultant of the PEVS-PI-KG in the operation/implementation of the PEVS.
15. All rights and powers of the Government hereunder may be exercised by the Permanent Secretary for Education and Manpower for and on its behalf.
16. Notwithstanding anything herein to the contrary, clauses 2(d), 2(e), 2(f), 2(g), 5, 9, 11, 12, 13, 14 and 15 of these terms and conditions shall continue to have full force and effect and constitute binding obligations on the PEVS-PI-KG notwithstanding termination the PEVS-PI-KG being an eligible kindergarten under the PEVS in the manner mentioned in clause 8 above.

### Application for Joining the Pre-primary Education Voucher Scheme (PEVS)

**To: Permanent Secretary for Education and Manpower**  
**(c/o: Kindergartens and Support Section, Quality Assurance Division, Education and Manpower Bureau,**  
**Room 1009 10/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong**

#### Part I Particulars of Kindergarten/Kindergarten-cum-Child Care Centre/School with kindergarten classes

Name of \*Kindergarten/Kindergarten-cum-Child Care Centre/School with kindergarten classes  
 (hereunder referred as KG): (\*Please delete whichever is inappropriate.)

(in English): \_\_\_\_\_

(in Chinese): \_\_\_\_\_

School Address: \_\_\_\_\_

School Registration No. : \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Name) \_\_\_\_\_ (Post)

Operating Status: (Please '✓' where appropriate.)

Non-profit-making (NPM)

[For KG NOT currently in receipt of government subsidy under Kindergarten and Child Care Centre Subsidy Scheme and/or rent/rates/government rent reimbursement, a certified true copy of the approval letter granting the KG exemption from taxes under section 88 of the Inland Revenue Ordinance (CAP.112) should be attached to this application form.]

Private Independent (PI):

going to change status to NPM:  Yes [expected completion date: \_\_\_\_\_ (month/year)]  No

#### Part II Curriculum (Please '✓' where appropriate.)

My KG is:

offering local curriculum only

offering both local and international streams

(only students enrolled in classes of the local stream will be eligible for voucher redemption)

#### Part III School Fee (Please '✓' where appropriate.)

My KG will charge a school fee not higher than HK\$24,000 per student per annum (pspa) for a half-day place and not higher than HK\$48,000 pspa for a whole-day place in any session/level/class of the local stream for the 2007/08 school year.

Yes  No (NOT eligible to join the PEVS)

#### Part IV Disclosure of Information for the Profile for Kindergartens and Kindergarten-cum-Child Care Centres (KG Profile)

My KG has submitted all the required information through the online platform to Hong Kong Education City Limited for EMB's compilation of the 2006/07 KG Profile.

Yes  No

### Application for Joining the Pre-primary Education Voucher Scheme (PEVS)

#### Part V Undertaking and Declaration

1. In consideration of the Government of the Hong Kong Special Administrative Region ('Government') considering and/or approving this application for being an eligible kindergarten under the Pre-primary Education Voucher Scheme ('PEVS'), I, the undersigned, bearing a Hong Kong Identity Card No: \_\_\_\_\_ (\_\_\_\_), being the approved Supervisor under the Education Ordinance (CAP. 279) of the school (the details of which are provided in Part I of this application form (hereinafter referred as 'Kindergarten'), hereby undertake, acknowledge and agree as set out in Clauses 2 to 8 below.
2. I hereby declare, undertake and warrant that all information and supporting documents supplied, and statements and representations ('Information') made by me from time to time in relation to this application submitted to the Government are true, accurate and complete. I understand that the Education and Manpower Bureau ('EMB') will assess the eligibility of the Kindergarten based on the Information provided by me.
3. I hereby undertake and warrant and with continuing effect until this application is rejected by the Government or the expiry of the Kindergarten being an eligible kindergarten under the PEVS or the Government's termination of the Kindergarten being an eligible kindergarten under the PEVS (whichever may first occur) that:
  - (a) the Kindergarten fulfils the eligibility criteria and shall comply with all other requirements and specifications set out in Education and Manpower Bureau Circular No. 1/2007 dated 22 January 2007 on "New Initiatives in Pre-primary Education" ('EMBC No. No. 1/2007') (as may from time to time be amended or supplemented by the Government) and such other requirements and directives from time to time as may be issued by the Government concerning the PEVS; and
  - (b) the Kindergarten fully understands and shall comply with and be subject to all #the Terms and Conditions in respect of the Pre-primary Education Voucher Scheme for Non-Profit-Making Kindergartens / #Terms and Conditions in respect of Pre-primary Education Voucher Scheme for Private Independent Kindergartens stipulated in EMBC No. 1/2007 upon being approved as an eligible kindergarten under the PEVS.
4. If this application is successful, I shall maintain all Information relating to this application and copy of this Undertaking, fully cooperate with the officers of EMB and other persons duly authorized by the Government and promptly provide all such information and documents which any one of them may from time to time request for inspection, verification, photocopying or otherwise for the purpose of administration and monitoring the operation of the PEVS (a) during the PEVS-Validity Period (as defined in the relevant terms and conditions referred to in paragraph 3(b) above) and (b) for a period of two (2) years thereafter or upon the closure of the Kindergarten (whichever is earlier).
5. If any representation, declaration and undertaking given by me in this Undertaking and Declaration is incorrect or misleading or if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this Undertaking and Declaration or in law, the Government shall be entitled to immediately invalidate this application or, as the case may be, immediately terminate the Kindergarten being an eligible kindergarten under the PEVS.
6. I have obtained the consent of the approved principal of the Kindergarten and hereby give consent on his/her behalf and my consent, to EMB and the contractors of the Government which provide services to the Government in connection with the PEVS and other persons duly authorized by the Government to access my and such principal's personal data provided in this application for the purposes set out in paragraph 2 of Part VI of this application form on Provision/Handling of Personal Data.
7. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong and I, the Kindergarten and the Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.
8. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

*# Please delete if inapplicable.*

School Chop
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Supervisor's Signature: \_\_\_\_\_

Name of Supervisor (in English): \_\_\_\_\_

(in Chinese): \_\_\_\_\_

Date: \_\_\_\_\_

### Application for Joining the Pre-primary Education Voucher Scheme (PEVS)

#### Part VI Provision/Handling of Personal Data

1. The personal data provided in this application will be used by the Education and Manpower Bureau ("EMB") for administering and processing of application for joining the Pre-primary Education Voucher Scheme. It is obligatory for an applicant to supply the personal data to EMB as required in the application. Failure to comply with this requirement will render the application disqualified for further processing.
2. The personal data provided in the application and any supplementary information provided at the request of EMB will be used by EMB / disclosed to the data processing institutions concerned, relevant government bureaux/departments, for the following purposes:
  - (i) activities relating to the processing and verification of information contained in this application; and
  - (ii) statistics and research purposes.
3. The personal data which an applicant has provided will only be disclosed to those parties concerned:
  - (i) for the purpose mentioned in paragraph 2 above; or
  - (ii) where the applicant has given his consent to such disclosure; or
  - (iii) where such disclosure is authorized or required by law.
4. All documents submitted are not returnable. Data subject have the right to obtain access and make corrections to the personal data in the application in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region). Enquiries concerning the personal data collected in this application, including the making of access and correction, should be addressed to:
 

Kindergartens and Support Section  
Quality Assurance Division  
Education and Manpower Bureau  
Room 1009 10/F, Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong

#### Closing Date of Application

Application should be submitted **on or before 14 February 2007**. In case of insufficient information and/or incompleteness of the application form, there would be no guarantee that the KGs shall be approved to join the PEVS before/upon the start of the 2007/08 school year. Late application will not be accepted.

#### For Office Use Only (\*Please delete whichever is inappropriate.)

All parts have been \*verified/corrected. \*Approval/Approval-in-principle is given for the school to join the PEVS subject to the school\_\_\_\_\_. / \*The school is not approved to join the PEVS in the 2007/08 school year due to\_\_\_\_\_

Post/Rank

Name

Signature

Date

## Professional Upgrading of Kindergarten Principals and Teachers

### Summary

This Appendix outlines the implementation details of financial support for professional upgrading for ALL kindergarten principals and teachers from the 2007/08 school year to the 2011/12 school year.

### Policy Targets

2. At present, all pre-primary principals are required to possess a Certificate in Early Childhood Education (C(ECE)) qualification, and teachers a Qualified Kindergarten Teacher (QKT) status. To upgrade the professionalism of pre-primary education workers, the Government will provide financial support for principals and teachers for further professional upgrading.

- (a) From the 2009/10 school year onwards, all new KG principals must have a degree in early childhood education (BEd(ECE)) or equivalent, at least one-year relevant post-qualification experience and completed a certification course before, or exceptionally within the first year of, their appointment.
- (b) Serving principals are expected to complete the certification course by the end of the 2011/12 school year. Serving principals are also encouraged to obtain a BEd(ECE) though the requirement is not mandatory.
- (c) By the end of the 2011/12 school year, serving KG teachers are expected to have obtained the Certificate in Early Childhood Education (C(ECE)) qualification.

Details of the certification course will be available before the end of the 2006/07 school year.

### Financial Support for Professional Upgrading and Development

#### *For PEVS- KGs*

3. The Pre-primary Education Voucher Scheme (PEVS) provides fee subsidy for parents of children attending nursery, lower and upper classes in PEVS-KGs and in parallel, subsidises teachers' professional development from the 2007/08 school year. A four-year funding for teacher professional development will be embedded in the voucher up to the 2010/11 school year as follows-

School Year	Subsidy for Staff Professional Development per pupil per annum (HK\$)
2007/08	3,000
2008/09	3,000
2009/10	2,000
2010/11	2,000

**Professional Upgrading of Kindergarten Principals and Teachers**

4. PEVS-KGs are expected to spend the designated part of the voucher on professional upgrading of teachers and principals in the following three areas in order of priority:

- (a) course fee reimbursement;
- (b) appointment of supply teachers to substitute for teachers on training course; and/or
- (c) provision of school-based professional development programmes.

5. The unspent balance as at end of the 2011/12 school year would be clawed back by EMB.

6. During the three-year transitional period from the 2007/08 to 2009/10 school years for PEVS-PI-KGs to redeem the voucher, financial support for professional upgrading for principals and teachers of these KGs will be provided in the same way as stipulated in paragraph 7 below. The training provision as mentioned in paragraph 3 above will be calculated and take effect from the new school year after the KGs have attained the NPM status. Principals and teachers of the KGs concerned may receive no less than the same amount of course fee reimbursement as teachers and principals in non-PEVS KGs. This will ensure all serving teachers and principals have the same incentive and opportunity to attain the enhanced qualifications by the end of the 2011/12 school year.

*For non-PEVS KGs*

7. To encourage principals and teachers of PI or NPM KGs not under the PEVS to upgrade themselves, they are entitled to claim reimbursement from EMB for up to 50% of the fees for an approved C(ECE) or degree course in ECE and a certification course for principals, capped at \$60,000.

8. The implementation arrangements and accounting requirements are uploaded on the EMB webpage at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>.

## One-off School Development Grant for Kindergartens

### Summary

A one-off School Development Grant (“Grant”) will be disbursed before end of March 2007 to all KGs for acquiring books, teaching aids, computers and other learning resources to support quality teaching and learning. KGs have to submit the attached application form for the Grant to their respective Senior School Development Officers / Senior Pre-primary Services Officers **by 29 January 2007**.

### Eligibility

2. All operating kindergartens kindergarten-cum-child care centres/schools with kindergarten classes (“KGs”) registered under Education Ordinance (CAP.279) will be provided with the Grant.

3. The number of pupils enrolled in the nursery classes, lower KG classes and upper KG classes (i.e. K1, K2 and K3) of a KG as of 15 December 2006 will be used in determining the number of eligible pupils for the purpose of calculating the amount of Grant to be disbursed to the eligible KG.

### Amount of Grant to be received by a KG

4. The amount of grant to be disbursed to each KG is calculated on the following basis:

(a) Registration by location(s) as a cost centre

The registration of KGs by location(s) as of 15 December 2006 will be counted as a cost centre in the calculation and disbursement of the Grant. KGs newly registered and in operation between 15 December 2006 and 29 January 2007 shall be handled on individual basis. Applications from KGs coming into operation after 29 January 2007 will not be processed.

(b) Number of pupils as of 15 December 2006

The number of pupils enrolled in the AM, PM and whole-day sessions of a KG as of 15 December 2006 will be taken in determining the number of “eligible pupils”. KGs may have to submit the copies of the attendance registers with names of pupils, their dates of birth and dates of admission for half-day and whole-day classes as of 15 December 2006 as and when required by Education and Manpower Bureau (EMB).

5. Each KG will be provided with the Grant calculated on the basis of HK\$500 per eligible pupil, with a ceiling capped at HK\$135,000 per cost centre.

### Usage of the Grant

6. The Grant should be used for the purchase of items, such as books, teaching aids, computers and other learning resources. KGs are advised to put in place procedures to be followed in procurement activities. A list of recommended items and a “Reference Guide to Procurement of Goods” are found at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792>.

## One-off School Development Grant for Kindergartens

### Implementation Arrangement

7. Supervisors of KGs wishing to apply for the Grant are requested to return or fax the completed Application Form attached to their respective Senior School Development Officers / Senior Pre-primary Services Officers **on or before 29 January 2007**. Supervisors of KGs are required to adhere to the following conditions:

- (a) The Grant shall be used solely for the purchase of learning resources and for the improvement of the facilities of the KG and should be spent within the 2006/07 school year in order to benefit teaching and learning as soon as possible. KGs should inform parents in writing their plan to upgrade their facilities with the Grant and the list of items procured out of the Grant. Copies of the letter should be submitted to EMB together with (c) below by 30 April 2008.
- (b) Expenditure incurred on or after 15 December 2006 is chargeable to the Grant. While flexibility is given for KGs to budget for expenditure to be used after September 2007, it should not go beyond 31 March 2008. Unspent amount as at 31 March 2008 should be returned to Government of the Hong Kong Special Administrative Region (“**Government**”).
- (c) An income and expenditure statement self-certified by the school head and school supervisor in respect of the Grant in the format specified at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=5792> shall be submitted to EMB for scrutiny by 30 April 2008 together with a cheque payable to Government of the Hong Kong Special Administrative Region of the unspent amount of the Grant, if applicable.
- (d) A separate ledger account to record income and expenditure of the Grant, with supporting documents and breakdowns of the purchases should be kept and such records shall be made available to EMB for inspection when required.
- (e) Expenditure items charged under the Grant shall not be included in any fee revision applications.
- (f) Should the KGs cease operation before 31 March 2008, the unspent amount of the Grant together with (c) above should be returned to the Government on the date of closure of the KGs. Items purchased out of the Grant should be at EMB’s discretion for disposal.

### Disbursement Arrangement

8. We aim to disburse the Grant by end of March 2007 to all KGs which have submitted their application on or before 29 January 2007. For KGs currently in receipt of government subsidy under the Kindergarten and Child Care Subsidy Scheme and/or rent/rates/government rent reimbursement, the Grant will be credited to the KG’s bank account. As for KGs other than the above, they are requested to provide the name of the KG’s Bank Account for payment by cheque.

**Application for One-off School Development Grant for Kindergartens**

(To be returned to respective Senior School Development Officers/Senior Pre-primary Services Officers on or before **29 January 2007**.)

**Part A Particulars of Kindergarten / Kindergarten-cum-Child Care Centre / School with Kindergarten classes\* (hereinafter referred as KG)**

Name of KG (in English): \_\_\_\_\_  
 (in Chinese): \_\_\_\_\_

School Address: \_\_\_\_\_  
 \_\_\_\_\_

School Registration No. : \_\_\_\_\_

[KG having different school locations with the same school registration number should complete and submit separate application forms for each school location.]

Tel. No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Name) \_\_\_\_\_ (Post)

**Part B Enrolment Figures**

The enrolment figures of my KG as of **15 December 2006** are as follows:

	Nursery	Lower Kindergarten	Upper Kindergarten	Total
AM				
PM				
Whole-day				
			Grand Total	

**Part C Bank Account Name for Disbursement of the Grant**

- KGs currently in receipt of Government subsidies under Kindergarten and Child Care Centre Subsidy Scheme and/or rent/rates/government rent reimbursement need not fill in this Part. The Grant will be credited to the KG's Bank account.
- For KGs currently not receiving recurrent government subsidy, a cheque payable to the Bank Account Name of the KG as advised below will be issued to the address in Part A. Bank account in personal name is not accepted.

Name of Bank Account (in English BLOCK letters): \_\_\_\_\_  
 \_\_\_\_\_

**Application for One-off School Development Grant for Kindergartens****Part D Undertaking**

1. I \_\_\_\_\_(Name of Supervisor in full) [HK Identity Card No. \_\_\_\_\_ ( )], Supervisor of the KG detailed at Part A of this application form, wish to apply for the One-off School Development Grant for Kindergartens (“Grant”).
2. I undertake that:
  - (a) all information and supporting documents supplied by me or on my behalf and submitted in this application are true, accurate and complete.
  - (b) my KG shall use the “One-off School Development Grant for Kindergartens” solely for the specified purpose set out in Appendix III of Education and Manpower Bureau Circular No. 1/2007 on “New Initiatives in Pre-primary Education”. Otherwise, I shall repay the Grant as required by Education and Manpower Bureau by a specified date to Government of the Hong Kong Special Administrative Region.
3. I have read the provisions of this Undertaking and fully understood my obligations and liabilities under this Undertaking.

School Chop
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Supervisor’s Signature: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete whichever is inappropriate.

**For Office Use Only**

All parts have been verified/corrected\*.

The approved amount to be disbursed to the KG is: HK\$\_\_\_\_\_

Post/Rank

Name

Signature

Date

**COLLECTION OF PERSONAL DATA**

- (1) The personal data provided by means of this application form will only be used for calculating the amount of grant under the One-off School Development Grant for Kindergartens and for other related purposes within the Government of the Hong Kong Special Administrative Region (“Government”).
- (2) The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, the Government may not be able to process your application.
- (3) You have a right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
- (4) Enquiries concerning the personal data collected by means of this application form, including the making of access and correction, should be addressed to the respective School Development Officer or Pre-primary Services Officer.

**Application for One-Off Facilitation Grant**  
(for Private Independent Kindergartens Changing to Non-Profit-Making Status)

**Part I School Details**

School Registration No. : \_\_\_\_\_

Name of KG<sup>1</sup> : \_\_\_\_\_ [Main school]

Address of KG : \_\_\_\_\_ [Extension (if applicable)]  
 \_\_\_\_\_ [Extension (if applicable)]  
 \_\_\_\_\_ [Extension (if applicable)]

<sup>1</sup>KG refers to kindergarten/kindergarten-cum-child care centre/school with kindergarten classes

**Part II Eligibility for the Grant**

My KG has been granted approval/approval-in-principle to join the Pre-primary Education Voucher Scheme (PEVS)/or will join the PEVS in the \_\_\_\_\_ school year.\* (\* delete whichever is inappropriate)

A certified copy of the approval letter for exemption from section 88 of the Inland Revenue Ordinance is attached/will be submitted once approval is granted.\* (\* delete whichever is inappropriate) I understand that the application will be invalid if I cannot submit the supporting documents in three months from the date of application.

**Part III Reimbursement Items**

**(A) Professional Expenses** (certified true copies of invoices and receipts for the items are attached)

Item	Amount (in HK\$)
1.	
2.	
3.	
<b>Total</b>	

**(B) Other Expenses (not more than 2% of the total expenses on Professional Expenses of (A) above)**

Item	Total Amount (in HK\$)
1.	
<b>Grand Total [(A)+(B)](Capped at \$30,000)</b>	

**Part IV Declaration**

I certify that the above information and documents submitted are accurate, true and correct.

School Chop	Supervisor's Signature: _____
	Name of Supervisor: _____
	Name of Contact Person (Post): _____
	Contact Telephone No.: _____
	Date: _____

**For Office Use Only**

Part I, II and III have been verified/corrected. The school is/is not\* eligible for the facilitation grant. The amount to be reimbursed:

Professional expenses: HK\$ \_\_\_\_\_ Other Expenses: HK\$ \_\_\_\_\_ Total: HK\$ \_\_\_\_\_

Post/Rank	Name	Signature	Date
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