

**Guidance Notes on Application for Selection of Kindergarten (KG) Operator for
Kindergarten Premises under Link Properties Limited (“Link”) in
Hong Pak Court, Lam Tin**

Eligibility Requirements

1. The applicant body is required to meet the following eligibility requirements:
 - (a) (i) incorporated under the Companies Ordinance, and its articles of association¹ (“A&A”) contain all the standard articles ([http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/all-ocation-of-kg/standardtext en_2016.pdf](http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/all-ocation-of-kg/standardtext_en_2016.pdf)) required for allocation of a school premises, or
 - (ii) incorporated under other ordinances and the Permanent Secretary for Education is satisfied, having regard to its constitution, that it is fit to be considered for allocation of a school premises; and
- (b) exempt from tax under Section 88 of the Inland Revenue Ordinance.

Applicant bodies not possessing the incorporation status and non-profit-making status under Section 88 of the Inland Revenue Ordinance are NOT eligible for application and their applications would NOT be processed. On the other hand, for an applicant body which meets the incorporation and non-profit-making status requirement stipulated above but does not have all of the standard clauses and articles required for allocation being included in its A&A, the application will still be processed subject to the applicant body’s written confirmation to complete to revise its A&A and seek approval from the Registrar of Companies for the revision to be made should the application be successful. The formal allocation of any premises would be subject to the completion of all eligibility requirements for allocation of school premises.

Basic Principle of Allocation

2. Selection is on a competitive basis. The basic principle for allocation of KGs is to select applicant bodies to provide quality KG education for children. Thus, the applicant body should:
 - (a) have good organisation structure, proper management and sound financial footing;
 - (b) demonstrate commitment to implementing education policies and initiatives promoted by the EDB; and
 - (c) preferably have experience in running KGs or schools, or have other relevant experiences.
3. Quality of education is the prime consideration in assessing the applications.
4. Warnings issued to the applicant body or school(s) under its operation within the past two years by the Permanent Secretary for Education for malpractice will be taken into consideration in the selection of KG operator exercise.
5. KGs or Kindergarten-cum-Child Care Centres (KG-cum-CCCs) that can provide more whole-day KG places will be accorded priority in this selection exercise.

¹ According to the information from the Company Registry, with the enactment of the new Companies Ordinance (Cap 622) on 3 March 2014, for existing companies, the content of the Memorandum of Association immediately before the commencement of the new Companies Ordinance will be deemed to be regarded as provisions of the Articles of Association of that company under section 98 of the new Companies Ordinance.

Proposed School Plan

6. Applicant bodies are required to submit a proposal for the KG, setting out the vision and mission; management and organisation; learning and teaching; support to children and school culture; children development target; self-evaluation indicators, etc. Applicant bodies may make reference to the school(s)/ KG(s) that they are operating and their respective performance to substantiate their case. For application for relocation of KGs, information on views from parents and teachers about the relocation should be provided. Format of proposed school plan is at **Annex**.

Submission of Application Forms, Proposed School Plans and Supporting Documents

7. Application forms, proposed school plans and supporting documents including documentary proof of eligibility as detailed in paragraph 1 above submitted by the applicant body should reach the EDB at the following address **no later than 5:00 pm on 5 July 2016**:

<p>Kindergarten Special Duty 2 Section Education Bureau Room 1432, 14th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong</p>
--

The supporting documents should **NOT** be stapled together with the proposed school plan. The following documents should be submitted –

- (a) Duly completed and signed original copy of the application form;
- (b) If the applicant body is incorporated under the Companies Ordinance, please provide its incorporation document with its A&A and complete and return **Annex** of the Application Form;
- (c) If the applicant body is incorporated under its own Ordinance, please provide the content of the relevant Ordinance, and its Constitution, if any;
- (d) Applicant body's certificate of exemption from tax;
- (e) 18 copies each of (i) proposed school plan (NOT MORE THAN 10 pages* including all annexes) plus a 2-page* executive summary and (ii) list of operating KGs, schools (with names, addresses and types) run by the applicant body; and 2 CD-ROMs containing (i) and (ii); and
- (f) Information showing that parents and teachers have been consulted on the proposed relocation of the KG and their views about the relocation (only applicable to application for relocation).

* *Content in pages exceeding the page limits would not be considered.*

Late or incomplete applications, as well as applications via email or by fax, will not be accepted.

Selection Committee

8. All applications will be considered by a selection committee which comprises official and non-official members. Recommendations made by the selection committee will be forwarded to the Link which will liaise direct with the recommended applicant bodies.

Relationship among EDB, the Successful Applicant Body and the Link

9. The concerned premises for allocation is to be used as a KG for provision of welfare facilities under an agreement entered into between the Link and the Hong Kong Housing Authority. By the agreement, the Link is required to enter into a tenancy agreement (“TA”) in respect of the concerned premises with a non-profit making educational organisation nominated by the EDB. The TA to be signed between the Link and the successful applicant body governs the use of the KG premises which is a matter between the Link and the successful applicant body with the latter having no direct contractual relationship with EDB on any tenancy matter. If under unforeseen circumstances, the successful applicant body could not take up the premises, EDB will not be obliged to reallocate other premises as replacement. The successful applicant body should consult the Link regarding the conditions of the premises allocated and the terms of the Tenancy Agreement.

Setting up New KGs/ Relocation of Existing KGs

10. Nomination of applicants through this selection exercise is for the purpose of setting up new KGs/ relocation of existing KGs and the nomination bears no impact on the result of any possible subsequent application to the Joint Office for Kindergartens and Child Care Centres (“JOKC”) of EDB through established procedures for the setting up/ operation of child care centres (“CCC”) at the premises concerned. In other words, allocation of the premises to the successful applicants under this selection exercise should not be taken as the Government’s approval for operation of KG-cum-CCCs at the new premises simultaneously even though the applicants may have already indicated such intention in their school proposals. The application to JOKC for setting up CCCs at the KG premises, if any, is independent from this selection exercise. Successful applicants under this selection exercise are required to take up the premises for operation of KGs if their subsequent application for setting up/ operation of CCCs with JOKC is unsuccessful.

Personal Information Collection Statement for Collecting Personal Data of Applicants

11. The personal data provided in this application will be used for application for allocation of school premises in this selection exercise. It may be disclosed to officers/ persons responsible for the exercise.
12. The provision of personal data by means of this application is obligatory. Failure to provide these data may affect the processing and outcome of your application.
13. The personal data collected in this application may be disclosed to other government departments/ bureaux for the purpose mentioned above.
14. You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application. This is however subject to payment of a fee.

15. Enquiries concerning the personal data collected by means of this application, including making of access and corrections, should be addressed to :

Access to Information Officer Education Bureau 16th floor, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong
--

Disclosure of information

16. All the information provided to the Government in connection with your application under this selection exercise will be used for processing this selection exercise only. The information may be disclosed to any other Government bureaux/ departments /officers or any other third party responsible for this selection exercise as the Government shall consider appropriate.

Enquiries

17. For enquiries, please call 2892 5997 or 2892 6415. For more information, please visit EDB's homepage at (http://www.edb.gov.hk/kg-selection_e).

Proposed Format of School Plan

You may wish to provide in your school proposal information as in accordance with the following format. Information provided will help the selection committee to comprehend the applicant body in terms of its vision and mission, management and organisation, learning and teaching, support to children and school culture, etc. Omission of information which has been suggested in the proposed plan below may adversely affect the assessment of the school proposal submitted. For existing school operators, you may make reference to other school(s) that you are operating to substantiate your case.

1. Vision and Mission

(To propose distinctive and innovative school philosophy to address students' needs or current local educational issues.)

(a) Vision

- A long-term goal that the school is committed to achieve; an inspired target.
- Mid-term or long-term desirable results.

(b) Mission

- Tasks to be accomplished in order to realise the vision.
- Aims of pre-primary institution.
- The guiding principle and focus of work that help staff understand their shared commitment to the school's educational aims.
- The mission should be able to be used as a reference for decision-making by the school.

(c) Implementation Strategy

- Strategy as to how all the proposals are to be carried out, in line with the existing and future education policies and measures, among which, strategies to implement the Free Quality Kindergarten Education Policy and related measures.
- Specific implementation plan and targets: Medium-term and long-term targets to be achieved (e.g. in the first five/ ten years) and the related implementation plan.

2. Management and Organisation

(a) School Sponsoring Body (SSB) and School Management Committee (SMC)

- The background of the SSB and the composition of the SMC (including qualifications of the SMC members).

(b) Leadership

- The professional knowledge and leadership of the SMC members and the senior management.

- (c) Organisational structure and administration
 - Management structure, duties and responsibilities, deployment, coordination, communication and collaboration of staff.
- (d) Staff management
 - Employment strategy, establishment, appraisal and plan for enhancing teachers' professional development.
- (e) Financial planning, management and monitoring
 - Devise a plan for the use of funds to support major development items.
- (f) Resource and accommodation
 - Use of internal and external resources.
 - Arrangement for meals in whole-day sessions (if applicable).
 - Arrangement and utilization of space to facilitate implementation of various learning activities.
 - Sanitary, fire precaution and safety measures.

3. Learning and Teaching

- (a) Curriculum and Assessment
 - Planning and content of a child-centered curriculum.
 - Allocation of learning time/ use of classroom time/ planning of daily schedules.
 - Setting up of learning environment.
 - Assessment policy and measures to promote assessment for learning.
- (b) Teaching and Caring for Children
 - The formulation of teaching strategies and plans.
 - Maintenance of routines and orders in the classrooms and activity areas.
 - Awareness and caring of the children's health conditions.
 - Measures to cater for learner diversity and children's behavioural problems.
 - Cultivation of children's good living habits and attitudes, as well as the spirit of cooperation and compliance with rules.
 - Mastery of the principles and trend of pre-primary education.
- (c) Children's Learning
 - Building up of children's interest in learning.
 - Building up of confidence in children and cultivation of sharing and cooperative attitudes among children.
 - Use of diversified learning and teaching activities to facilitate children's learning.

4. Support to Children and School Culture

- (a) Caring and Supporting Services
 - Services for children with special needs (e.g. children with learning difficulties, emotional problems or chronic illness, etc.).
 - Support to children in need (e.g. children with family problems, newly arrived and

non-Chinese speaking children, etc.).

- (b) Linkage with Parents and External Organisations
 - How to use existing and community resources to enhance children’s learning.
 - How to coordinate with support to children via home-school cooperation.
- (c) School Culture
 - Climate
How to cultivate the desired atmosphere in school and motivate stakeholders’ participation in school’s development.
 - Interpersonal relationship
How to cultivate good interpersonal relationship among staff, children and parents.

5. Children’s Development Target

(Children’s development target reflects the targeted output of pre-primary education and should be in line with the school’s “Vision and Mission”. It should also be set at reasonable levels according to school context.)

- (a) Cognitive Development
 - Thinking ability
 - Language ability
- (b) Physical Development
 - Physical movement
 - Health habits
- (c) Affective and Social Development
- (d) Aesthetic and Cultural Development
 - Aesthetic development and knowledge and appreciation of different cultures

6. Self-evaluation Indicators

(Given the variations in development focus and school’s characteristics, schools should take into full consideration their own context and the “value-added” concept when formulating school-based Performance Indicators for self-evaluation. School self-evaluation should be school-specific and target-oriented, and conducted holistically with a focus. The self-evaluation indicators should cover the areas concerned, and be provided with the respective success criteria and assessment methods. Success criteria should be definable in quantitative or qualitative terms, and be attainable, reliable and valid. Schools may make reference to the Performance Indicators (Pre-primary Institutions) issued by the EDB when formulating up their school-based Performance Indicators for self-evaluation.)

- (a) Management and organisation
- (b) Learning and teaching
- (c) Support to Children and School Culture
- (d) Children’s Development Target

7. Others

(a) Source of financing

- Set-up fund and other long-term financial support.

(b) Class structure

- Proposed class structure (including places) in the first five years and the ultimate class structure, including half day and/or whole day kindergarten services, and whether any child care services will be provided in the new school.

(c) School fees and charges (if required)

- Monthly/ annual school fee and charges of each level.

(d) Admission policy

- The admission policy should be fair and reasonable, and must be made known to the public.
- The admission policy should comply with the KG admission guidelines as devised by EDB.

(e) Linkage with primary schools, if any

(f) Views from parents and teachers about the relocation plan of existing school (applicable to application for relocation of kindergarten only)

(g) Closure plan for existing kindergarten (applicable to application for relocation of kindergarten only)

- Please provide details on planned arrangements with respect to existing staff, students and closure of existing kindergarten upon relocation.