

## Information on Operation Plan

### First Kindergarten Premises Allocation Exercise 2021

Applicant Body: \_\_\_\_\_ (Name of SSB / Operator)

Applying for:  relocation of an existing kindergarten (KG) /  operating a new KG

KG to be relocated: \_\_\_\_\_ (for relocation cases only)

Sites Applied: *[Please indicate the order of preference with "1" being the most preferred.]*

- KG1: Level 2, Ancillary Facility Building, Po Shek Wu Estate, North District, New Territories (6 classrooms)
- KG2: Ground Floor, Wong Wui House, Queens Hill Estate North District, New Territories (8 classrooms)
- KG3: Podium Floor, Wong Shun House, Queens Hill Estate North District, New Territories (8 classrooms)
- KG4: Ground Floor, Carpark Building, Yan Ming Court, Tseung Kwan O, New Territories (6 classrooms)

**(A) Operation Plan of the Proposed Relocated/ New KG\***

**(i) Curriculum:** Offer local curriculum for all KG classes?  Yes  No

**(ii) School fees**

Half-day programmes:  Free  \$ \_\_\_\_\_ per instalment ( \_\_\_\_ instalments a year)  
 (HD) Reason(s) for charging fee: \_\_\_\_\_  
 \_\_\_\_\_

Whole-day (WD) programmes: \$ \_\_\_\_\_ per instalment ( \_\_\_\_ instalments a year)

**(iii) Estimated provision of places in the first 3 years:**

	School Year	No. of places to offer	
		HD	WD
1.			
2.			
3.			

**(iv) Existing Enrolment ( \_\_\_\_ / \_\_\_\_ school year) (for relocation only)**

	AM			PM			WD		
	K1	K2	K3	K1	K2	K3	K1	K2	K3
No. of students									

\* Please delete as appropriate

## Information on Operation Plan

### (B) School features (to be completed by all applicants)

**Vision and mission** (about 50 words)

**Key features** (about **150 words** for each area)

*[For relocation application, please also describe the achievements of the existing KG.]*

(1) School Administration and Management

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(2) Caring and Support for Children and Parents

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(3) Learning and Teaching

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## Information on Operation Plan

### (C) Needs for Relocation<sup>1</sup>

(i) The existing KG is housed in private premises:  Yes  No

(ii) Is the existing KG charged rent?  Yes  No

If “Yes”, name of the landlord: \_\_\_\_\_

Is the landlord a related party\* of the KG or SSB?  Yes  No

*\*A related party is a person (or a close member of that person’s family) or an entity that is related to the KG and that often has control /joint control or significant influence over the KG. (Please refer to the Annex 5 of EDB Circular Memorandum No. 97/2020 for the definition of a related party.)*

Rental charged by the landlord: \$\_\_\_\_\_ per month

*[Please provide a copy of supporting document(s) such as tenancy agreement.]*

(iii) Please briefly describe the reasons for bidding the KG premises for relocation (about **150 words**, supported with photos showing the current physical conditions of the KG if necessary)

<sup>1</sup> To increase the number of KGs joining the KG education scheme (Scheme-KGs) which will not have to charge school fees to defray rentals and improve the physical environment of KGs, priority will be given to applications for relocation from Scheme-KGs. Applications for operating new KGs will only be considered if no suitable applicants are found for relocation purpose.

## Information on Operation Plan

### Relocation Plan

For example:

- (i) Will the KG relocate by phases or in one go?
- (ii) What transitional measure will be put in place?
- (iii) What are the anticipated reactions of parents and teachers to the relocation? How does the KG respond to their concerns? What support measures will be taken?

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