

Information on Operation Plan

Kindergarten Premises Allocation Exercise 2025

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: 1/F, Block B, Lai Yuet Court, 3 Tonkin Street, Cheung Sha Wan, Kowloon (6 classrooms)
☐ KG2: 75 Lung Mun Road, Tuen Mun, New Territories (6 classrooms)
☐ KG3: G/F, Fung San House (Block 2), Fung Wong Leng Estate, Fanling, New Territories (6 classrooms)
☐ KG4: G/F, Block 1, Kwu Chun Estate, Kwu Tung North, New Territories (6 classrooms)
☐ KG5: Kam Sheung Road Site 1 Phase 2, Yuen Long, New Territories (7 classrooms)
☐ KG6: Kam Sheung Road Site 6 Phase 1, Yuen Long, 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

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(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

(2) Caring and Support for Children and Parents

(3) Learning and Teaching

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(C) Needs for Relocation¹

(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. 58/2025 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)

¹ 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.

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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?

The applicant body undertakes to:

- ☐ continue the operation of the KG in existing premises without a break before the commencement of operation in the allocated premises; and
- ☐ devise a proper plan and arrangements in advance for cessation of operation of the existing premises, including adequate time to notify stakeholders (parents and staff) and provision of appropriate support (such as school transfer arrangements).