

Information on Operation Plan

First Kindergarten Premises Allocation Exercise 2022

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: Ground Floor, Wo Lai House, Wo Tin Estate, Tuen Mun, New Territories (NT) (6 classrooms)
- KG2: Ground Floor, Ching Hay House, Ching Tin Estate Tuen Mun, NT (7 classrooms)
- KG3: Ground Floor Wong Ching House, Queens Hill Estate, North District, NT (7 classrooms)
- KG4: Ground Floor, Nga Shing House, Yu Nga Court, Tung Chung, NT (6 classrooms)
- KG5: Ground Floor, Yat Yan House, Yat Nga Court, Tai Po, NT (8 classrooms)
- KG6: Site E-1, Anderson Road Quarry Site, Sai Kung, NT (6 classrooms) *[Applicant body is required to complete Supplementary Information in part (D)]*

(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

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-
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(2) Caring and Support for Children and Parents

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-

(3) Learning and Teaching

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-
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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. 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)

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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?

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(D) Supplementary Information

(for application for KG premises at Site E-1, Anderson Road Quarry Site, i.e. KG6# only)

The KG will make good use of the co-located premises to strengthen the support in the following areas:

(i) Interface between kindergarten and primary education

(ii) Learning and Teaching

(iii) Parent Education

(iv) Others (if any)

The kindergarten will be co-located with a primary school in the premises. The kindergarten is located on the ground floor while the primary school is on other floors. Both the kindergarten and primary school have their own entrances/ exits, and are required to manage premises of their own.