

CHILD CARE SERVICES ORDINANCE CAP 243

幼兒服務條例第 243 章

APPLICATION FOR REGISTRATION OF CHILD CARE CENTRE

(For KG-cum-CCC application only)

幼兒中心註冊申請表 (只適用於幼稚園暨幼兒中心申請)

Notes for application

- (1) Please write in block letters and delete whichever inappropriate(*)
請用大楷英文填寫及劃去不適用者
- (2) Please send this Form to Joint Office for Kindergartens and Child Care Centres, Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
請把此表格寄往幼稚園及幼兒中心聯合辦事處，地址：香港太古城太古灣道 14 號 6 樓 602 室
- (3) Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
請確保已為郵件支付足夠郵資，以免申請未能送達本局。郵資不足的郵件，一律會由香港郵政處理。

Part I

甲部份

(1) Name of applicant : *Mr./Mrs./Miss/Ms _____ (English) _____ (Chinese)
申請人姓名 先生/夫人/小姐/女士 英文 中文

(2) H.K.I.C No. (applicable for individuals applicant only)
身份證號碼 (只適用於個人申請者)

(3) Name of organisation represented : _____ (English)
(not for individual applicant) 英文
代表機構名稱(個人申請者毋須填寫) _____ (Chinese)
中文

(4) Address & tel./fax no. of applicant / organisation represented* : _____ (English)
申請人/代表機構*地址及電話/傳真號碼 _____ 英文

Tel. no.: _____ Fax no.: _____
電話號碼 傳真號碼

(5) Contact person : *Mr./Mrs./Miss/Ms _____
聯絡人姓名 先生/夫人/小姐/女士

(6) Correspondence address & tel./fax no. : _____
聯絡人地址及電話/傳真號碼

Tel. no.: _____ Fax no.: _____
電話號碼 傳真號碼

Email Address : _____

Part II

乙部份

With reference to section 7 of the Child Care Services Ordinance Cap. 243, I, on behalf of the organisation * hereby apply for the premises specified below to be registered as a child care centre.

根據有關幼兒服務條例第 243 章第七節，我現以本人名義/代表機構*申請以下地方為一註冊幼兒中心。

(d) Name of proposed centre : _____ (English)
擬辦中心名稱 _____ 英文
_____ (Chinese)
中文

(e) Full address & tel./fax no. of proposed centre : _____ (English)
擬辦中心詳細地址及電話號碼 _____ 英文

_____ (Chinese)
中文

Tel. no.: _____ Fax no.: _____
電話號碼 傳真號碼

Email Address : _____
電郵地址

Part III

丙部份

1. Nature of Service, Proposed Capacity and Approved Fee :

服務類別、建議名額及核准收費：

Type of Centre 中心類別	Proposed Capacity 建議名額			Approved Fee 核准收費		
	AM Session 上午	PM Session 下午	Full Day 全日	AM Session 上午	PM Session 下午	Full Day 全日
Creche (0-2) 育嬰園						
Nursery (2-3) 幼兒園						

2. Staff List : (Note 1)

職員名單：(註一)

Post 職位	Name in English 英文姓名	Name in Chinese 中文姓名	HKIC No. 香港身份證號碼	Working Hours 工作時間		
				Full Time 全職	AM Session 上午	PM Session 下午
Child Care Supervisor 幼兒中心主管						
Child Care Worker 幼兒工作員						
Holder of Valid First Aid Certificate (Note2) 有效急救證書持有人/ (註二)						

3. Time-table : The proposed time-table of daily activities of the centre

時間表 : 擬定之日常活動時間表

submitted

呈交

not yet submitted

未呈交

4. Dietary Scale and menu (Note 3) : The proposed dietary scale and menu

膳食份量及菜單(註三): 擬定之膳食份量及菜單

submitted

呈交

not yet submitted

未呈交

5. Admission plan (please specify the proposed phases and capacity at the initial stage)

招生計劃(請列明擬定的分批招生計劃及早期的容額等)

	Phase I 第一階段
No. of children to be admitted 招收兒童人數	
No. of Child Care Staff 幼兒工作職員人數	

6. Relevant Certificates/Documents attached :

附上所需證書/文件:

(a) Copy of Certificate from the Director of Fire Services

消防處發出之證書副本:

Reference : _____ Date of issue : _____
編號 簽發日期

(b) Copy of Certificate from the Director of Buildings/Director of Housing/
Director of Architectural Services *

屋宇署/房屋署/建築署*發出之有關證書副本

Reference : _____ Date of issue : _____
編號 簽發日期

(c) Copy of Work Completion Certificate (WR1 Form) plus a copy each of the Certificates
of Registration of Electrical Worker and Electrical Contractor and/or* Periodic Test
Certificate (WR2 Form) for fixed electrical installation

有關固定電力裝置之完工證明書(WR1表格)連同電業工程人員註冊
證明書和電業承辦商註冊證明書副本各一份及/或*定期測試證明書
(WR2表格)副本

Registration no. of electrical contractor : _____ Date of completion : _____
承辦商編號 簽發日期

- (d) The Certificate of Completion or Certificate of Annual Inspection/Maintenance in duplicate for gas installation work*, if necessary, plus a copy each of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor :
有關氣體燃料裝置之「完工證明書」或「每年檢查/維修證明書」* 正副本(視乎需要), 連同氣體裝置技工註冊咭和氣體工程承辦商註冊證明書副本各一份:

Registration no. of gas contractor : _____ Date of completion : _____
承辦商編號 簽發日期

Signature : _____ Date : _____
簽名 (with zeal of agency if applicable) 日期
機構印鑑(如適用)

Note 1 : Please see Regulation 5 and Regulation 6 of the Child Care Services Regulations, Cap. 243

註一 請參閱幼兒服務規例第243章第五及第六條

Note 2 : Please enclose a copy of valid First Aid Certificate of the holder

註二 請附上持有人的有效急救證書副本一份

Note 3 : Delete if the centre runs half-day sessions

註三 如中心只提供半日制服務, 可免填此項