

8 September 2017

**Education Bureau Circular No. 15/2017**  
**Free Quality Kindergarten Education Scheme**  
**Kindergarten Administration Guide**

- [Note: This circular should be read by -
- (a) Supervisors and Heads of Kindergartens, Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes - for action; and
  - (b) Heads of Sections - for information.]

### **Summary**

This circular informs kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) joining the Free Quality Kindergarten Education Scheme (the Scheme) that a Kindergarten Administration Guide (2017/18 school year) (Version 1.0) (referred to as “the Guide” hereafter) has been compiled and uploaded to the Education Bureau (EDB) website ([http://www.edb.gov.hk/free-quality-kg-edu\\_en](http://www.edb.gov.hk/free-quality-kg-edu_en)) to support KGs’ implementation of the Scheme.

### **Details**

2. The Government implements the free quality KG education policy starting from the 2017/18 school year. Subsidies are directly provided to KGs joining the Scheme (Scheme-KGs). The policy objectives are to provide good quality and highly affordable KG education, and enhance the accessibility of students to different modes of services that suit their specific needs. Under the new policy, the Government’s recurrent expenditure on KG education increases substantially. KGs should put in place appropriate measures to enhance their administration, management and accountability to ensure effective use of public funding. As for resources beyond the Scheme, KGs should also make proper use to enhance the quality of education services and avoid financial burden on parents.

3. EDB has informed KGs of the implementation details of the Scheme by issuing a series of circulars, organising briefing sessions and uploading relevant information (such as “Frequently Asked Questions” and PowerPoint slides of the briefing sessions) to the EDB website. To assist KGs in handling administrative work according to the guidelines, EDB has compiled the Guide by consolidating the relevant information, delineating some basic principles, providing detailed operating procedures and incorporating some existing practices.

The Guide covers such areas as (1) management and quality of KGs; (2) learning and teaching; (3) student matters; (4) school finance; (5) personnel management; (6) home-school-community partnership; and (7) administrative arrangements for joining and withdrawing from the Scheme. EDB will, having regard to the implementation of the Scheme and schools' experience, update the Guide in a timely manner as necessary and upload the latest version to the above EDB website.

4. The Guide should be read in conjunction with the Education Ordinance, the Education Regulations, relevant legislations of Hong Kong, the Operation Manual for Pre-Primary Institutions, the Kindergarten Education Curriculum Guide, and circulars/circular memoranda issued by EDB. KGs not joining the Scheme are also encouraged to make reference to the Guide to enhance the quality of education services.

### **Briefing sessions**

5. To help KGs understand the details of the Guide, EDB will organise four identical briefing sessions in September 2017. All Scheme-KGs are invited to send representatives to attend the briefing sessions. Representatives of their sponsoring bodies and operators are also welcome. Details of the briefing sessions are at **Appendix**.

### **Enquiries**

6. For enquiries, please contact the respective Senior School Development Officers/Senior Services Officers.

Mrs CHAN SIU Suk-fan  
for Permanent Secretary for Education

**Briefing Sessions**  
**Kindergarten Administration Guide**  
**(2017/18 school year) (Version 1.0)**

1. The schedule of the briefing sessions is as follows:

<b>Date</b>	<b>Time</b>	<b>Target Participants</b>	<b>Venue</b>
15 September 2017 (Friday)	2:30 p.m. - 5:30 p.m.	KGs located in Central & Western District, Hong Kong East District, Islands, Kowloon City and North District	Lecture Theatre, 4/F West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon (Exit E, Kowloon Tong MTR Station)
18 September 2017 (Monday)	9:30 a.m. - 12:30 p.m.	KGs located in Kwun Tong, Kwai Tsing, Sai Kung and Southern District	
19 September 2017 (Tuesday)	9:30 a.m. - 12:30 p.m.	KGs located in Sham Shui Po, Sha Tin, Tuen Mun and Yau Tsim Mong District	
19 September 2017 (Tuesday)	2:30 p.m. - 5:30 p.m.	KGs located in Tai Po, Tsuen Wan, Wan Chai, Wong Tai Sin and Yuen Long District	

- The briefing sessions will be conducted in Cantonese and introduce the contents of the Kindergarten Administrative Guide (2017/18 school year) (Version 1.0), including matters about financial and accounting arrangements and student health.
- Seats have been reserved for all KGs and **no prior registration is required**. **Each KG may send one to two representatives** to attend the respective briefing session. **In light of the seating capacity, KG representatives are required to fill in the information below and present this appendix to EDB staff upon admission for seating arrangements.**
- If a Tropical Cyclone Warning Signal No. 8 or above or a Black Rainstorm Warning Signal is in force two hours before a briefing session is scheduled to begin, the session will be cancelled. If a Tropical Cyclone Warning Signal No. 8 or above or a Black Rainstorm Warning Signal is cancelled two hours before the starting time of a briefing session, the session will be conducted as scheduled.
- For enquiries, please contact the Kindergarten Administration Section at 2186 8995.

Signature of Principal : \_\_\_\_\_  
Name of Principal : \_\_\_\_\_  
Name of Kindergarten : \_\_\_\_\_  
Date : \_\_\_\_\_

School Chop