

## EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 12/2018

From : Permanent Secretary for Education

To : Supervisors and Heads of Kindergartens,  
Kindergarten-cum-Child Care Centres  
and Schools with Kindergarten Classes

Ref. : EDB(KGA)/FQKS/13/1

Date : 31 January 2018

cc : Heads of Sections - for information

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### School-specific Grants under the Kindergarten Education Scheme in the 2018/19 School Year

#### SUMMARY

This circular memorandum sets out the eligibility criteria and invites application from kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) approved to join the Kindergarten Education Scheme (“Scheme”) for school-specific grants under the Scheme, namely premises maintenance grant, grant for a cook, tide-over grant and grant for support to non-Chinese speaking (NCS) students in the 2018/19 school year. This circular memorandum should be read in conjunction with [Education Bureau Circular Memorandum No. 193/2017](#) dated 31 October 2017 on “Application for Joining the Free Quality Kindergarten Education Scheme (2018/19 School Year)”.

#### DETAILS

##### Background

2. KGs approved to join the Scheme (Scheme-KGs) will be provided with direct subsidy in the form of a basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services. This subsidy covers expenses on salaries for teaching and non-teaching staff and other operating costs. In addition, school-specific grants will also be provided to cater for the special circumstances of individual KGs or students. Details of eligibility, usage, disbursement arrangement, reserve ceiling and the application procedures for these grants are set out in the following Appendices of this circular memorandum:

[Appendix 1](#): Premises maintenance grant

[Appendix 2](#): Grant for a cook

[Appendix 3](#): Tide-over grant

[Appendix 4](#): Grant for support to NCS students

### **Accounting arrangement**

3. Scheme-KGs should be prudent in the use of government subsidy and ensure that the grants are used according to their respective ambits, and that the expenditure incurred is reasonable and necessary. For accounting and auditing purposes, Scheme-KGs are required to maintain separate ledger accounts to record all the income and expenditure chargeable to each grant. KGs should report the income, expenditure and surplus / deficit of respective subsidies / grants, as well as the related assets and liabilities in their audited accounts. Detailed reporting requirements will be set out in the circular memorandum calling for submission of annual audited accounts. Documents such as records of purchases (including invoices and receipts), quotations / tenders, employment records and documentary proof of salaries paid, the KG's contribution to provident fund, etc. should be kept at schools and made available to the Education Bureau (EDB) when requested. As a usual practice, relevant records of the grants should be kept for a period of not less than seven years.

4. In using the grants, Scheme-KGs are required to put in place proper procedures for employment, procurement and competitive bidding that are in line with the prevailing ordinances, regulations and guidelines issued by EDB. Scheme-KGs may supplement these with additional school-based procedures for employment, procurement and competitive bidding having regard to their individual circumstances as necessary. They should also ensure that the procedures are conducted in a fair, open and well-documented manner.

5. Scheme-KGs are encouraged to optimise the use of the grants to cater for the needs of the school or students. They may also need to retain some surplus to meet contingencies and needs for adjustments in the strategies in manpower deployment and support to students. Please refer to the Appendices for the reserve ceiling of each grant. Should there be any excessive surplus, EDB will claw back the surplus or suspend disbursement of subsidy, as appropriate, based on the annual audited accounts.

6. In using the grants, Scheme-KGs should avoid deficit. Should there be any deficit, the amount should be borne by the portion of the basic unit subsidy other than teaching staff salary and related expenses (i.e. 40% of the basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services) and/or school funds, as appropriate.

7. Scheme-KGs are required to return the amount of grants they received as specified by EDB in full to the Government if they are subsequently identified for using the grants for purposes other than those specified and/or no longer meeting the eligibility criteria set out in this circular memorandum. Scheme-KGs should inform EDB in writing in the first instance when there are any changes in their operation which make them no longer eligible for any of the grants, and EDB reserves the right to withhold the payment of the grants concerned, deduct the overpayment from other grants payable to the KGs, and/or demand immediate repayment.

## **APPLICATION PROCEDURES**

8. All Scheme-KGs meeting the eligibility criteria are invited to apply for the afore-mentioned school-specific grants in the 2018/19 school year by completing the [Annexes](#) of the respective Appendices and returning them to the Kindergarten Administration Section / Kindergarten Administration 2 Section as follows:

- (i) For the premises maintenance grant, grant for a cook and tide-over grant, applications should be submitted **on or before 28 February 2018**; and
- (ii) For the grant for support to NCS students, application is open throughout the year. For KGs submitting the application **on or before 29 June 2018**, the first instalment of the grant may be disbursed in the commencement month of the 2018/19 school year.

The application forms in Word/Excel format can also be downloaded from the website ([http://www.edb.gov.hk/free-quality-kg-edu\\_en](http://www.edb.gov.hk/free-quality-kg-edu_en)).

9. To facilitate disbursement of funding in August or September 2018 (to tie in with the commencement month of the school year of individual Scheme-KGs), EDB will process the applications based on schools' submission at this stage. The grant disbursed will be subject to adjustment or clawback upon verification of the information.

10. Circular memorandum will be issued annually to invite application for the grants. The rates of the premises maintenance grant and the grant for a cook are subject to annual adjustment in accordance with the movements of Composite Consumer Price Index (CCPI). The rates of the tide-over grant and the grant for support to NCS students will be adjusted on a school year basis in accordance with the annual civil service pay adjustment. The provisional rates of the tide-over grant and the grant for support to NCS students which are adjusted in accordance with the movements of CCPI are provided in this circular memorandum for reference purpose only. The final rates will be announced when the civil service pay adjustment is confirmed.

## **ENQUIRIES**

11. For school-specific enquiries, please contact the respective Senior School Development Officer/Senior Services Officer. For enquiries concerning details of the grants, please contact the respective Sections as follows:

<u>Grant</u>	<u>Section</u>	<u>Telephone number</u>
Premises maintenance grant	Kindergarten Administration Section	2186 8995
Grant for a cook	Kindergarten Administration Section	2186 8995
Tide-over grant	Kindergarten Administration 2 Section	2892 6546
Grant for support to NCS students	Kindergarten Administration 2 Section	2892 6378

Mrs CHAN SIU Suk-fan  
for Permanent Secretary for Education

## Premises Maintenance Grant

### PURPOSE

For Scheme-KGs operating in self-owned school premises or premises owned by their school sponsoring bodies (SSBs) / operators with the KGs paying no rent or nominal rent, a premises maintenance grant will be provided to alleviate the Scheme-KGs' financial burden in paying the owner of the premises for repairs and maintenance that fall under the responsibility of the premises owners. The payment should cover the Scheme-KG portion only. The amount of full-year maintenance grant for the 2018/19 school year is \$990 per eligible student, based on the enrolment as of September 2018.

### ELIGIBILITY

2. To be eligible for the premises maintenance grant, a Scheme-KG should meet the following eligibility criteria:

- (i) paying no rent, or nominal rent not exceeding \$1,000 per year for operating the KG in the premises; and
- (ii) operating in self-owned premises (which generally refers to the KG premises owned by the KG itself, its SSB<sup>1</sup> or its operator<sup>2</sup>), or whose premises situate on Government land and the KG needs to take up the expenses of repairs and maintenance of its premises.

For individual KGs which can acquire other Government subsidies / resources or other public resources (such as the Lotteries Fund) for purposes of premises repairs and maintenance, they will not be eligible for the premises maintenance grant under the principle of avoiding double subsidies. KGs which have applied, or will apply, for rental

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<sup>1</sup> This refers to a society, organisation or body (whether incorporated or not) registered with EDB as school sponsoring body of the KG concerned.

<sup>2</sup> "Operator", for the purpose of this grant, refers to an approved organisation exempt from taxes under Section 88 of the Inland Revenue Ordinance and the KG is recognised by the Inland Revenue Department as its approved subsidiary.

subsidy under the Scheme are not eligible to apply for the premises maintenance grant either.

## **USAGE**

3. The grant covers repair and maintenance works of the registered school premises of the eligible Scheme-KG, and such works fall under the responsibility of the owner of the premises, regardless of whether the works are conducted within or outside the school premises. For KGs operating in part of the premises concerned, only the relevant portion of the repair and maintenance expenses that should be shared by the Scheme-KG is chargeable to the premises maintenance grant. The Scheme-KG should ensure that the proportion of the share is reasonable.

4. While the types, scale and nature of repairs and maintenance may vary widely among different KG premises, below are some examples of works covered by the grant for reference:

(i) Inspection, repairs and maintenance of:

- the windows, e.g. damaged window frame or loose window sash;
- the building, e.g. external wall refurbishment, repairs of failure / serious corrosion of balustrades or railings and damaged major structural elements;
- fire services, gas, electrical, ventilation and air-conditioning equipment;
- water supply system, sewage and drainage system;
- slope, preventive works of landslides and flooding, road repairs that fall under the responsibility of the KGs / school premises owners;

(ii) Pruning / felling of trees managed by the KGs / school premises owners; and

(iii) Depreciation of the school premises owned by the Scheme-KG (but this is not applicable to school premises owned by any other owners, for instance the SSB, operator, etc.).

5. Internal decoration and renovation works, partition of rooms, change of room use, extension of school premises, demolition and rebuilding of school premises, purchase of furniture and equipment etc. are normally not covered by the premises maintenance grant.

6. Scheme-KGs approved to receive the premises maintenance grant for the first time may charge the expenses for repair and maintenance works that commence in or after the first month of the 2018/19 school year (that is, August or September 2018). To ensure proper and effective use of the grant, Scheme-KGs should plan in advance their repairs and maintenance works. For the large-scale maintenance works, the expenditure of which cannot be met in full by the premises maintenance grant, Scheme-KGs should cover the expenditure by other means, for example, charging it against the basic unit subsidy (40% of which can be used for other operating expenses). The expenditure should be spread over years as major repairs and maintenance for the purpose of fee revision application so as to reduce its effects on the calculation of revised fees. However, in terms of accounting records, the expenditure of repair and maintenance works is not classified as fixed assets, apportionment of expenditure over years is hence not applicable and the expenditure amount should be recorded in full. If the 40% portion of the basic unit subsidy and/or its surplus cannot fully subsidise the expenditure amount, the difference shall be borne by school funds.

7. For repair and maintenance works not arranged by the Scheme-KG itself, for instance arranged by its SSB / operator, the Scheme-KG should obtain documents such as invoices / demand notes / letters from the premises owner and liaise with the owner for relevant documents in case requested by EDB. When SSBs / operators carry out procurement activities on behalf of the Scheme-KGs, SSBs / operators are required to follow the [“Guidelines on Procurement Procedures in Kindergartens”](#) issued by EDB.

## **DISBURSEMENT ARRANGEMENT**

8. The grant will be disbursed in two instalments, in August or September 2018 (to tie in with the commencement month of the school year of individual Scheme-KGs) and April 2019. The provisional amount of the grant from August or September 2018 to March 2019 shall be released on the basis of the tentative number of eligible students to be reported in June 2018. Adjustments will be made in January 2019 and subsequent months if necessary upon verification of actual enrolment of eligible students as of September 2018.

9. If a Scheme-KG becomes eligible after the commencement month of the school year, subsidy will be calculated starting from the eligible month on a pro rata basis (full subsidy is equivalent to the grant for 12 months).

## **RESERVE CEILING AND CLAWBACK**

10. Scheme-KGs are allowed to accumulate a surplus up to 500% of the current year provision of the grant. Should there be any excessive surplus, EDB will claw back the surplus of the grant based on the annual audited accounts. The disbursement of the grant will also be suspended and any grant disbursed subsequent to the relevant school year will also be clawed back. The disbursement of grant will only resume until the surplus falls under 100% of the current year provision.

## **APPLICATION PROCEDURES**

11. Eligible Scheme-KGs are invited to apply for the premises maintenance grant for the 2018/19 school year. For applicant Scheme-KGs which have been approved to receive the premises maintenance grant for the 2017/18 school year, please complete the application form at [Annex A to Appendix 1](#). For applicant Scheme-KGs which have not been approved to receive the premises maintenance grant, please complete the application form at [Annex B to Appendix 1](#) and return it with supporting documents substantiating the premises owners. All applications should be returned to the Kindergarten Administration Section **on or before 28 February 2018**.



## Grant for a Cook

### PURPOSE

Whole-day (WD) or long whole-day (LWD) KGs should provide meals for children at the appropriate time on school days to ensure that they develop healthy living habits. If KGs choose to prepare meals within their premises, they are required to have their own kitchens that comply with Government requirements and cook(s) should be employed to prepare the meals. To enable these Scheme-KGs to have additional resources for employing cook(s) for preparing meals for students in WD or LWD classes and to alleviate parents' burden on meal charges, a grant for a cook will be provided for these Scheme-KGs. The amount of the full-year grant for the 2018/19 school year is \$191,710 for each eligible Scheme-KG.

### ELIGIBILITY

2. To be eligible for the grant for a cook, a Scheme-KG should meet the following criteria:
- (i) approved to operate WD or LWD classes at nursery (K1), lower KG (K2) or upper KG (K3) classes adopting local curriculum (“eligible WD or LWD classes”) in the KG;
  - (ii) having enrolled eligible students (i.e. students eligible to benefit under the Scheme) to the eligible WD or LWD classes mentioned at (i) above; and
  - (iii) having a kitchen<sup>3</sup> complying with Government requirements in the school premises and as recognised by EDB, and that the kitchen is used for preparing meals for eligible students enrolled to the WD or LWD classes.

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<sup>3</sup> In general, Scheme-KGs having a pantry only are not eligible for this grant.

## **USAGE**

3. The grant should be solely used to cover the salary and salary-related expenditure<sup>4</sup> of a full-time or part-time cook(s) for preparing meals for eligible students enrolled to WD and LWD classes of the Scheme-KG. Scheme-KGs may have their own school-based arrangements in recruiting additional cook(s) and/or redeploying existing staff to serve as a full-time or part-time cook(s). The grant must not be used for any other purposes, for instance procuring meals from outside caterers, purchasing cooking utensils, repairs of the kitchen, etc. In considering staff deployment or appointment and remuneration of cook(s), Scheme-KGs may consider relevant experience of the applicants or staff members. Scheme-KGs may also make reference to the salary range for a full-time cook recommended by EDB<sup>5</sup>.

4. Scheme-KGs should avoid deficit in using the grant. Should there be any deficit for the Grant for a Cook Account, the amount should be borne by the school's income from meal charges. If such income is insufficient to cover the deficit, the deficit balance should be borne by school funds.

## **MEAL CHARGES**

5. A Scheme-KG receiving the grant for a cook may still apply to EDB for collecting meal charges from students to cover other meal-related expenditure, for instance, purchase of food and utensils for cooking, repairs and maintenance of the kitchen and making up the difference (if any) between the grant and actual salary of the cook(s). EDB will exclude the salary expenditure of the cook already covered by the grant in calculating meal charges. Hence, there should be significant reduction in meal-related expenditure. Scheme-KGs are required to report the relevant information of all cook(s) to be employed and the expenditure that will be covered by this grant in their application for collection of meal charges.

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<sup>4</sup> Salary-related expenditure may include mandatory provident fund/provident fund (MPF/PF) contributions by KGs, long service payment, severance payment, double pay, bonus, cash allowances and contract gratuity etc. paid by KGs to the cook(s) as part of the remuneration package.

<sup>5</sup> The recommended range of monthly salary for a full-time cook for the 2018/19 school year is \$14,040 to \$16,390.

## **DISBURSEMENT ARRANGEMENT**

6. The grant for a cook will be provided on a per school basis, that is counted by school registration. In other words, a Scheme-KG, regardless of the number of its registered locations and kitchens under the same school registration, will be counted as one eligible KG in the disbursement of the grant.

7. The grant will be disbursed in two instalments, in August or September 2018 (to tie in with the commencement month of the school year of individual Scheme-KGs) and April 2019. The provisional amount of the grant from August or September 2018 to March 2019 shall be released depending on the availability of tentative enrolment of eligible students in WD or LWD classes at the beginning of the 2018/19 school year as reported by the KGs in June 2018. Should the Scheme-KG become ineligible for the grant upon verification of actual enrolment of eligible students in WD or LWD classes, funding disbursed will be clawed back as soon as practicable.

8. If a Scheme-KG becomes eligible after the commencement month of the school year, subsidy will be calculated starting from the eligible month on a pro rata basis (full subsidy is equivalent to the grant for 12 months). Similarly, should a Scheme-KG approved to receive the grant subsequently become ineligible for the grant after the commencement of the school year (for instance, all eligible students in the WD/LWD classes have left the KG), the grant for this school year will be adjusted on a pro rata basis. To allow time and flexibility to make necessary staff deployment/arrangement, this will only apply if the Scheme-KG becomes ineligible for a continuous period of one calendar month or more.

## **RESERVE CEILING AND CLAWBACK**

9. Scheme-KGs are allowed to accumulate a surplus up to the current year provision of the grant. Should there be any excessive surplus, EDB will claw back the surplus of the grant based on the annual audited accounts.

## **APPLICATION PROCEDURES**

10. Eligible Scheme-KGs are invited to apply for the grant for the 2018/19 school year. Applicant KGs are required to complete the application form at [Annex to Appendix 2](#) and

return it to the Kindergarten Administration Section **on or before 28 February 2018**. Supporting documents to substantiate student enrolment in WD or LWD classes and proof of having a kitchen complying with Government requirements need not be provided at the time of application but should be presented to EDB when requested.

**Tide-over Grant****PURPOSE**

For Scheme-KGs which have a large number of long-serving teachers who are receiving higher salaries, a one-off time-limited tide-over grant (ToG) will be provided for a maximum of five years starting from the 2017/18 school year to the 2021/22 school year as additional financial support for these KGs to defray their expenses on teaching staff salary in the early period of implementation of the Scheme. The provisional amount of the full-year grant for the 2018/19 school year is \$2,230<sup>6</sup> per eligible student.

**ELIGIBILITY**

2. A Scheme-KG with the average monthly salary<sup>7</sup> of its basic rank full-time teachers with Certificate in Early Childhood Education [C(ECE)] or above qualification (within the teacher to pupil (TP) ratio of 1:15) in the 2014/15 and 2015/16 school years higher than \$20,000 will be eligible for the ToG for the 2018/19 school year. For the purpose of this grant, a Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one KG.

**USAGE**

3. The ToG, together with the salary portion of the basic unit subsidy (i.e. 60% of the basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services), must be used on teaching staff salaries and related expenses<sup>8</sup>. During the period

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<sup>6</sup> The provisional rate of subsidy adjusted in accordance with the movements of CCPI is provided in this circular memorandum for reference purpose only. The final rate will be announced when the civil service pay adjustment is confirmed.

<sup>7</sup> Salary may include double pay, bonus, cash allowances (excluding meal allowances), contract gratuity and contributions made by employees to mandatory provident fund/provident fund (MPF/PF) scheme. Contributions made by employers to MPF/PF scheme are excluded.

<sup>8</sup> Salary-related expenses may include MPF/PF contributions by KGs, long service payment, severance payment, double pay, bonus, cash allowances and contract gratuity etc. paid by KGs to the teaching staff.

covered by the ToG, KGs should formulate their school-specific financial and staffing policy as well as management systems/practices for implementation of the new policy.

## **DISBURSEMENT ARRANGEMENT**

4. The grant will be disbursed to eligible Scheme-KGs on a monthly basis based on the actual enrolment, starting from August or September 2018 (to tie in with the commencement month of the school year of individual Scheme-KGs).

## **RESERVE CEILING AND CLAWBACK**

5. The reserve ceiling of the ToG is calculated on the basis of the total of grants relating to teaching staff salary and related expenses, that is the total of ToG and the salary portion (set at 60%) of the basic unit subsidy (including basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services). The reserve ceiling is the total of the current year provision of these two subsidies. Should there be any excessive surplus, EDB will claw back the surplus of the grant based on the annual audited accounts.

## **APPLICATION PROCEDURES**

6. Eligible Scheme-KGs are invited to apply for the ToG for the 2018/19 school year. For applicant Scheme-KGs which have been approved to receive ToG for the 2017/18 school year, please complete the application form at [Annex A to Appendix 3](#). For applicant Scheme-KGs which have not been approved to receive ToG, please complete the application form at [Annex B to Appendix 3](#) and return it to the Kindergarten Administration 2 Section, together with the supporting documents showing the salary of each teacher listed in the application form to confirm if the KGs are meeting the criteria at Paragraph 2 above. All applicant Scheme-KGs are required to complete the application form and return it to the Kindergarten Administration 2 Section **on or before 28 February 2018**.

## **Grant for Support to Non-Chinese Speaking Students**

### **PURPOSE**

To enable Scheme-KGs to enhance the support to their non-Chinese speaking (NCS) students<sup>9</sup>, a grant comparable to mid-point of the recommended salary range of one teacher will be provided for Scheme-KGs admitting eight or more NCS students (NCS Grant). The provisional amount of the full-year grant for the 2018/19 school year is \$368,610<sup>10</sup> for each eligible Scheme-KG.

### **ELIGIBILITY**

2. A Scheme-KG having admitted a total of eight or more eligible NCS students for its K1, K2 or K3 classes adopting local curriculum will be eligible for the grant. For the purpose of this grant, a Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one KG.

### **USAGE**

3. KGs are required to use the grant solely to enhance support to their NCS students. The grant may be used for appointing additional staff or acquiring services to provide teachers with more manpower support and for teachers' professional training to develop effective strategies to help NCS students learn Chinese, raise teachers' cultural and religious sensitivity in handling NCS students and enhance the communication with the parents of NCS students. For example, KGs may use the grant to :

- employ additional teaching staff on a full-time or part-time basis as appropriate to implement different modes of learning activities for NCS

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<sup>9</sup> For the planning of educational support measures, students whose spoken language at home is not Chinese are broadly categorised as NCS students.

<sup>10</sup> The provisional rate of subsidy adjusted in accordance with the movements of CCPI is provided in this circular memorandum for reference purpose only. The final rate will be announced when the civil service pay adjustment is confirmed.

students;

- employ teaching assistants to assist teachers in designing learning activities and materials to facilitate implementation of different modes of learning activities for NCS students;
- solicit support from other professionals through hire of professional services, including collaboration with non-governmental organisations, to implement diversified modes of activities to create an inclusive learning environment in KGs, and encourage NCS students and local students to learn and grow together to facilitate NCS students' integration into school life and mastery of the Chinese language through peer support;
- employ ethnic minority assistants or procure translation services as appropriate to strengthen communication with NCS parents, including translation of school circulars, explanation of school policies and administrative arrangements to NCS parents, etc.;
- arrange professional development for teachers to enhance their awareness and capability in supporting NCS students; and
- broaden NCS students' social experience to facilitate their integration into the society.

4. To ensure proper and effective use of the NCS grant to enhance support to NCS students, KGs in receipt of the grant are required to devise a holistic school-based plan. In this connection, these Scheme-KGs are required to submit a school plan on the utilisation of the grant and planned support measures (including teachers' professional development in this aspect) at the beginning of the school year, as well as a school report at the end of the school year summarising the implementation and evaluation of these measures which will serve as reference for planning the support measures in the following year. Templates for school plans and school reports will be provided.

## **DISBURSEMENT ARRANGEMENT**

5. The grant will be disbursed in two instalments, in August or September 2018 (to tie in with the commencement month of the school year of individual Scheme-KGs) and April 2019. If a KG admits eight or more NCS students after the commencement month of the school year, subsidy will be calculated starting from the eligible month on a pro rata basis (full subsidy is equivalent to the grant for 12 months). If the number of NCS students subsequent falls below eight, the provision will not be withdrawn. The KG may continue to use the funding to support the remaining NCS students.



## **RESERVE CEILING AND CLAWBACK**

6. Scheme-KGs are allowed to accumulate a surplus up to the current year provision of the grant. Should there be any excessive surplus, EDB will claw back the surplus of the grant based on the annual audited accounts.

## **APPLICATION PROCEDURES**

7. All eligible Scheme-KGs are invited to apply for the NCS Grant for the 2018/19 school year. Application is open throughout the year. Scheme-KGs may complete the application form at [Annex to Appendix 4](#) and return it to the Kindergarten Administration 2 Section. For KGs submitting the application for the grant for the 2018/19 school year **on or before 29 June 2018**, the first instalment of the grant may be disbursed in the commencement month (August or September) of the 2018/19 school year. If a KG is found not eligible upon verification of the information provided, the approval will be withdrawn and funding disbursed will be clawed back.

8. These KGs will be required to provide further details, including all NCS students admitted, their spoken language at home and ethnicity, etc. through an electronic platform after 3 September 2018. KGs are also required to provide additional information for special cases, for instance reasons for Chinese students by ethnicity but not speaking Chinese at home.

9. Given that some Scheme-KGs may become eligible after the commencement of the school year, applications on or after 3 September 2018 could be made by completing [Part A of Annex to Appendix 4](#). There is no need to complete the table at Part B. Instead, Scheme-KGs should provide the information required at Part B through the electronic platform.

**Application for the Premises Maintenance Grant  
for the 2018/19 School Year**

(For KGs which have been approved to receive the Premises Maintenance Grant for the 2017/18 school year)

**(To be returned on or before 28 February 2018)**

<b>To: Permanent Secretary for Education</b> <b>(Attn: Kindergarten Administration Section, (Fax: 2834 5183)</b> <b>Kindergarten Education Division, Education Bureau,</b> <b>Room 3608, 36/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong)</b>
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On behalf of my kindergarten (KG), I wish to apply for the Premises Maintenance Grant for the 2018/19 school year with effect from \_\_\_\_\_ (month/year) [normally the commencement month of the school year or the month the KG becomes eligible]. I hereby confirm the following:

- (1) The school premises of my KG are owned by \_\_\_\_\_  
 \_\_\_\_\_  
 (as per the land register/land lease/lease agreement etc.).
- (2) Is the above premises owner the same as the premises owner reported by my KG in the application for the premises maintenance grant for the 2017/18 school year? *(Please '✓' only ONE of the following boxes.)*
- Yes *(please answer item (4) directly and leave item (3) blank.)*
- No *(please answer item (3) and provide supporting documents such as the copy of land register/land lease/lease agreement etc. )*
- (3) If the answer to item (2) is "No", the premises owner in item (1) is  
*(Please '✓' only ONE of the following boxes.)*
- my KG.
- my KG's school sponsoring body (SSB) *(please refer to Footnote 1 at Appendix 1 of this Circular Memorandum).*
- my KG's operator *(please refer to Footnote 2 at Appendix 1 of this Circular Memorandum).*
- others: \_\_\_\_\_  
 (please specify the relationship between the owner and the KG).
- (4) For the school premises in the 2018/19 school year, I confirm that my KG is paying  
*(Please '✓' only ONE of the following boxes.)*
- no rent.
- \$0 (as per the tenancy agreement between the premises owner and my KG).
- nominal rent of \$ \_\_\_\_\_ per \_\_\_\_\_ (month/quarter/year)  
 (as per tenancy agreement between the premises owner and my KG).

*For items (5) to (7) below, please '✓' the boxes to confirm.*

- (5)  I confirm that my KG has not applied, and will not apply, for the rental subsidy under the Scheme for the 2018/19 school year.
- (6)  I confirm that my KG has not applied, and will not apply, for other Government subsidies / resources or other public resources for purposes of premises repairs and maintenance for the 2018/19 school year.
- (7)  I confirm that all information provided above is true, accurate and complete. I will provide supporting documents when requested by EDB for assessing my application.

Signature of Supervisor / Principal\*: \_\_\_\_\_  
 Name of Supervisor / Principal\*: \_\_\_\_\_  
 Name of KG: \_\_\_\_\_  
 School Registration No.: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Contact Person (Name): \_\_\_\_\_ (Post): \_\_\_\_\_  
 Date: \_\_\_\_\_

School Chop

\* Please delete where inappropriate.

**Application for the Premises Maintenance Grant  
for the 2018/19 School Year**

(For KGs which have NOT been approved to receive the Premises Maintenance Grant for the 2017/18 school year)

(To be returned on or before 28 February 2018)

**To: Permanent Secretary for Education**  
**(Attn: Kindergarten Administration Section, (Fax: 2834 5183)**  
**Kindergarten Education Division, Education Bureau,**  
**Room 3608, 36/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong)**

On behalf of my kindergarten (KG), I wish to apply for the Premises Maintenance Grant for the 2018/19 school year with effect from \_\_\_\_\_ (month/year) [normally the commencement month of the school year or the month the KG becomes eligible]. I hereby confirm the following:

- (1) The school premises of my KG are owned by \_\_\_\_\_  
 \_\_\_\_\_  
 (Please provide supporting documents such as the copy of the land register/land lease/lease agreement).
- (2) The above premises owner is (Please '✓' only ONE of the following boxes.)
- my KG.
- my KG's school sponsoring body (SSB) (please refer to Footnote 1 at Appendix 1 of this Circular Memorandum).
- my KG's operator (please refer to Footnote 2 at Appendix 1 of this Circular Memorandum).
- others: \_\_\_\_\_  
 (please specify the relationship between the owner and the KG).
- (3) For the school premises in the 2018/19 school year, I confirm that my KG is paying  
 (Please '✓' only ONE of the following boxes.)
- no rent.
- \$0 (as per the tenancy agreement between the premises owner and my KG).
- nominal rent of \$\_\_\_\_\_ per \_\_\_\_\_ (month/quarter/year)  
 (as per tenancy agreement between the premises owner and my KG).

For items (4) to (6) below, please '✓' the boxes to confirm.

- (4)  I confirm that my KG has not applied, and will not apply, for the rental subsidy under the Scheme for the 2018/19 school year.
- (5)  I confirm that my KG has not applied, and will not apply, for other Government subsidies / resources or other public resources for purposes of premises repairs and maintenance for the 2018/19 school year.
- (6)  I confirm that all information provided above is true, accurate and complete. I will provide supporting documents when requested by EDB for assessing my application.

Signature of Supervisor / Principal\*: \_\_\_\_\_

Name of Supervisor / Principal\*: \_\_\_\_\_

Name of KG: \_\_\_\_\_

School Registration No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_ (Post): \_\_\_\_\_

Date: \_\_\_\_\_

School Chop

\* Please delete where inappropriate.

**Application for the Grant for a Cook  
for the 2018/19 School Year**

**(To be returned on or before 28 February 2018)**

**To: Permanent Secretary for Education**  
**(Attn: Kindergarten Administration Section, (Fax: 2834 5183)**  
**Kindergarten Education Division, Education Bureau,**  
**Room 3608, 36/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong)**

On behalf of my kindergarten (KG), I wish to apply for the Grant for a Cook for the 2018/19 school year with effect from \_\_\_\_\_ (month/year) [normally the commencement month of the school year or the month the KG becomes eligible]. I hereby confirm the following:

(1) Has My KG been approved to receive the Grant for a Cook for the 2017/18 school year?

*(Please '✓' only ONE of the following boxes.)*

Yes

No

(2) My KG has enrolled \_\_\_\_\_ eligible children under the Scheme to whole-day / long whole-day classes for the 2018/19 school year.

*For items (3) to (4) below, please '✓' the boxes to confirm:*

(3)  My KG has a kitchen complying with Government requirements in the school premises and as recognised by EDB.

(4)  I confirm that all information provided above is true, accurate and complete. I will provide supporting documents when requested by EDB for assessing my application.

Signature of Supervisor / Principal\*: \_\_\_\_\_

Name of Supervisor / Principal\*: \_\_\_\_\_

Name of KG: \_\_\_\_\_

School Registration No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

(Post): \_\_\_\_\_

Date: \_\_\_\_\_

School Chop

*\* Please delete where inappropriate.*

**Application for the Tide-over Grant**

**(For KGs which have been approved to receive ToG for the 2017/18 school year)**

**(To be returned on or before 28 February 2018)**

**To: Permanent Secretary for Education**  
**(Attn: Kindergarten Administration 2 Section, (Fax: 3691 8021)**  
**Kindergarten Education Division, Education Bureau,**  
**Room 2329, 23/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)**

On behalf of my kindergarten (KG) \_\_\_\_\_ (*name of KG*),  
I wish to apply for the Tide-over Grant for the 2018/19 school year with effect from \_\_\_\_\_ (month/year) [normally the commencement month of the school year or the month the KG becomes eligible]. I confirm that the supporting documents submitted in connection with the application for Tide-over Grant for the 2017/18 school year are still valid.

Signature of Supervisor / Principal\*: \_\_\_\_\_  
Name of Supervisor / Principal\*: \_\_\_\_\_  
Name of KG: \_\_\_\_\_  
School Registration No.: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Contact Person (Name): \_\_\_\_\_  
(Post): \_\_\_\_\_  
Date: \_\_\_\_\_

School Chop

\* *Please delete where inappropriate.*

### Application for the Tide-over Grant

(For KGs which have NOT been approved to receive ToG for the 2017/18 school year)

(To be returned on or before 28 February 2018)

**To:** Permanent Secretary for Education  
**(Attn:** Kindergarten Administration 2 Section, (Fax: 3691 8021)  
 Kindergarten Education Division, Education Bureau,  
 Room 2329, 23/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)

On behalf of my kindergarten (KG) \_\_\_\_\_ (*name of KG*),  
 I wish to apply for the Tide-over Grant for the 2018/19 school year with effect from  
 \_\_\_\_\_ (month/year) [normally the commencement month of the school year or the month  
 the KG becomes eligible]. I hereby provide the following information:

**School Year :** \_\_\_\_\_ (Please make a photocopy of this form for filling in information of the  
 "2014/15" and "2015/16" with a separate form for each school year.)

<b>A. No. of students and teachers</b>	<b>AM Session</b>	<b>PM Session</b>
<b>No. of students</b> (as at 15 September of the above school year) (Note 1)		
<b>No. of basic rank teachers</b> (within the TP ratio of 1:15) (Note 2)		

**B. Information on basic rank teachers' salary** [If more forms are needed, please make photocopies.]

(Please provide supporting documents showing the salaries of teachers, e.g. copy of the monthly Mandatory Provident Fund (MPF) / Provident Fund (PF) contribution summarising pay-records of all months of the above school year.)

No.	Name of Basic Rank Teacher (with C(ECE) or above qualifications) (Note 2)	Working Session of Teacher [Please fill in WD, AM or PM] (Note 3)	Total Amount of Salary in the School Year (\$) (Note 4)	No. of Months Receiving the Salary in the School Year (Note 5)	Remarks [Please state the period of employment if the teacher is not employed for the whole school year (Note 6)]
1					
2					
3					
4					
5					
6					
7					

8					
9					
10					
11					
12					
13					
14					
15					

Total salaries of the above teachers working in **WD session** (a) (\$) :

Total salaries of the above teachers working in **only AM or PM session** (b) (\$) :

Total no. of months receiving salary by the above teachers (c) :

**Average monthly salary of the above teachers** (Note 7)  
 $[(a) + 2 \times (b)] / (c)$  (\$):

**Remarks (if any):** \_\_\_\_\_

**C. Information on non-basic rank teachers (excluding the principal), if applicable**

No.	Name of Non-basic Rank Teacher (with C(ECE) or above qualifications)	Rank [Please fill in the school-based rank]	Working Session of Teacher [Please fill in WD, AM or PM] (Note 3)	Total Amount of Salary in the School Year (\$) (Note 4)	No. of Months Receiving the Salary in the School Year (Note 5)
1					
2					
3					

Signature of Supervisor / Principal\*: \_\_\_\_\_

Name of Supervisor / Principal\*: \_\_\_\_\_

Name of KG: \_\_\_\_\_

School Registration No.: \_\_\_\_\_

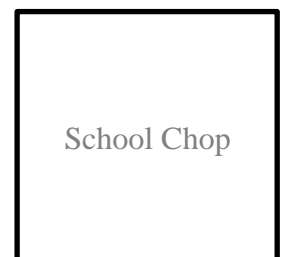
Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

(Post): \_\_\_\_\_

Date: \_\_\_\_\_



\* Please delete where inappropriate.

**Note:**

1. (a) KGs may refer to the information submitted for the 2014 or 2015 student enrolment survey.  
(b) “No. of students” includes students studying in the nursery (K1), lower KG (K2) and upper KG (K3) classes adopting local curriculum.
2. Basic rank teachers include all basic rank full-time teachers with Certificate in Early Childhood Education [C(ECE)] or above qualification (within the TP ratio of 1:15) of KG classes adopting local curriculum, but exclude non-basic rank teachers (e.g. principal and senior teachers). Teachers beyond the TP ratio of 1:15 should not be included.

Example:

If AM session of a KG needs to have 8 teachers (including the principal) to meet the TP ratio of 1:15, but it has actually employed 9 teachers (including 1 principal, 1 senior teacher and 7 basic rank teachers), it should only report 6 basic rank teachers. The 7<sup>th</sup> teacher is beyond the TP ratio of 1:15, while the senior teacher and principal are not basic rank teacher, hence should all be excluded.

3. “Working session of teacher” means the working time of teacher: “AM” means teaching AM and WD courses in the AM session; “PM” means teaching PM and WD courses in the PM session; WD means teaching in both AM and PM sessions. Please specify under “Remarks” if there are special cases.
4. (a) Double pay, bonus, cash allowances (excluding meal allowances), contract gratuity and contributions made by employees to MPF/PF scheme may be included as part of the salary. Contributions made by employers to MPF/PF scheme are excluded.  
(b) If a teacher works in the KG section in one session and in the Child Care Centre in another session, only the portion for the KG section should be included.
5. (a) If a teacher works in the KG for the whole school year, the number of months receiving salaries is 12.  
(b) If the number of months receiving salaries is not an integer, please round the number of months to the nearest 1 decimal place.

Example:

If a teacher has worked and received salary from 18 November 2014 to 12 March 2015, the teacher has worked for the whole month from December to February (i.e. 3 months), 13 days in November (i.e.  $13/30=0.4$  month) and 12 days in March (i.e.  $12/31=0.4$  month).

No. of months receiving salaries by the teacher is  $(3+0.4+0.4)=3.8$ .

6. If a teacher has worked and received salary for a certain period in a school year, please specify clearly the period, e.g. 18/11/2014 - 12/3/2015.
7. For a teacher working in AM or PM session only, the monthly salary will be calculated basing on two times of the salaries received by the teacher.



## Sample for Reference

A. No. of students and teachers	AM Session	PM Session
<b>No. of students</b> (as at 15 September of the above school year) (Note 1)	<b>80</b>	<b>70</b>
<b>No. of basic rank teachers</b> (within the TP ratio of 1:15) (Note 2)	<b>5</b>	<b>4</b>

Basic rank teachers include all basic rank full-time teachers with Certificate in Early Childhood Education [C(ECE)] or above qualification (within the TP ratio of 1:15) of KG classes adopting local curriculum, but exclude non-basic rank teachers (e.g. principal and senior teachers). Assuming that all the teachers of the KG are at basic rank, after excluding the principal, the no. of basic rank teachers according to TP ratio of 1:15 is:

AM Session:  $80 / 15$  (round up) – 1 (excluding Principal) = 6 – 1 = 5

PM Session:  $70 / 15$  (round up) – 1 (excluding Principal) = 5 – 1 = 4

### B. Information on basic rank teachers' salary [If more forms are needed, please make photocopies.]

(Please provide supporting documents showing the salaries of teachers, e.g. copy of the monthly Mandatory Provident Fund (MPF) / Provident Fund (PF) contribution summarising pay-records of all months of the above school year.)

No.	Name of Basic Rank Teacher (with C(ECE) or above qualifications) (Note 2)	Working Session of Teacher [Please fill in WD, AM or PM] (Note 3)	Total Amount of Salary in the School Year (\$) (Note 4)	No. of Months Receiving the Salary in the School Year (Note 5)	Remarks [Please state the period of employment if the teacher is not employed for the whole school year (Note 6)]
1	Teacher A	WD	242,000	12	
2	Teacher B	WD	238,000	12	
3	Teacher C	WD	77,000	3.8	18/11/2014 – 12/3/2015
4	Teacher D	WD	256,000	12	
5	Teacher E	AM	125,000	12	

Total salaries of the above teachers working in **WD session** (a) (\$) :

813,000

Total salaries of the above teachers working in **only AM / PM session** (b) (\$) :

125,000

Total no. of months receiving salary by the above teachers (c) :

51.8

**Average monthly salary of the above teachers** (Note 7)

[(a) + 2 x (b)] / (c) (\$) :

**20,521**

Although this KG has employed 6 basic rank teachers at the AM session, the 6<sup>th</sup> teacher should not be reported, as he/she is beyond the TP ratio of 1:15.

**C. Information on non-basic rank teachers (excluding the principal), if applicable**

<b>No.</b>	<b>Name of Non-basic Rank Teacher</b> (with C(ECE) or above qualifications)	<b>Rank</b> [Please fill in the school-based rank]	<b>Working Session of Teacher</b> [Please fill in WD, AM or PM] (Note 3)	<b>Total Amount of Salary in the School Year</b> (\$) (Note 4)	<b>No. of Months Receiving the Salary in the School Year</b> (Note 5)
1	Not applicable				
2					

Please fill in 'Not applicable' if there are no non-basic rank teachers.

**Application for the Grant for Support to Non-Chinese Speaking Students  
for the 2018/19 School Year**

**To: Permanent Secretary for Education**

**(Attn: Kindergarten Administration 2 Section, (Fax: 3691 8021)  
Kindergarten Education Division, Education Bureau,  
Room 2329, 23/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong  
Kong)**

On behalf of my kindergarten (KG) \_\_\_\_\_ (*name of KG*), I wish to apply for the Grant for Support to Non-Chinese Speaking (NCS) Students for the 2018/19 school year, and wish to confirm the following:

**Part A**

According to the students registered for the 2018/19 school year, the total number of eligible NCS students admitted to my KG is \_\_\_\_\_.

**Part B (Only for KGs submitting application before 3 September 2018)**

Information of NCS students admitted to my KG is provided in the table below for EDB's initial assessment of my application. (Note 1)

No.	Class in 2018/19 school year (K1/K2/K3)	Name of Eligible NCS Students (Note 2)	Valid Certificate Number (Note 3)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**Remarks:** Scheme-KGs may submit application throughout the year. Please return the completed form on or before 29 June 2018 if the school wishes to receive the first instalment of the grant in the commencement month of the 2018/19 school year.

Note 1: Please provide information of at least eight NCS students to facilitate EDB’s initial assessment of a KG’s eligibility for the grant to facilitate release of the grant in the commencement month of the 2018/19 school year. KGs will be required to provide further details, including all NCS students admitted, their spoken language at home and ethnicity, etc. through an electronic platform after 3 September 2018. KGs are also required to provide additional information for special cases, for instance reasons for Chinese students by ethnicity but do not speak Chinese at home. KGs submitting application on or after 3 September 2018 need not complete the above table (Part B). Instead, they should provide the information through the electronic platform.

Note 2: For the planning of educational support measures, students whose spoken language at home is not Chinese are broadly categorised as NCS students.

Note 3: A Valid Certificate refers to a “Registration Certificate for Kindergarten Admission” or a “Certificate of Eligibility for the Pre-primary Education Voucher Scheme” issued by the education authority which remains valid throughout the Scheme Validity Period.

I understand that the information provided in the above table is subject to verification, including consideration of further information collected through the afore-mentioned electronic platform. EDB will claw back the grant disbursed if verification of information shows that my KG is not eligible for the grant.

Signature of Supervisor / Principal\*: \_\_\_\_\_  
Name of Supervisor / Principal\*: \_\_\_\_\_  
Name of KG: \_\_\_\_\_  
School Registration No.: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Contact Person (Name): \_\_\_\_\_  
(Post): \_\_\_\_\_  
Date: \_\_\_\_\_



\* Please delete where inappropriate.