**Template 2**

**Kindergarten Education Scheme**

**One-off Parent Education Grant**

**Checklist on Points to Note for Organising Parent Education Programmes**

***(For KGs’ reference and deployment only. Submission to the EDB is NOT required.)***

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This checklist aims to remind KGs the points to note when organising parent education programmes.

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|  | | Please put a ✓ for actions to be completed / completed |
| **A. Review and planning** | |  |
| 1. | The school has collected information and opinions on the needs of parent education (through means such as school self-evaluation, observation and/or questionnaires, etc.), and has assessed its school-based needs according to the results of analysis. | 🞎 |
| 2. | The school has formulated a work plan for parent education programmes according to its school-based needs, including the objectives of the plan, budget, implementation period and course contents. | 🞎 |
| **B. Programme providers** | |  |
| 3. | Service providers providing programmes for the school are non-profit making organisations and exempted from the tax under Section 88 (Cap 112) of the Inland Revenue Ordinance; and  (a) have proven experience in organising parent education programmes for KG parents; or  (b) the speakers have expertise in the relevant field and proven experience in organising parent education programmes for KG parents. | 🞎 |
| 4. | The school would like to procure services from individual speakers or experts (i.e. individuals with relevant professional qualifications). Irrespective of the number of speakers/ experts, the total service fee should not be more than 20% of the "One-off Parent Education Grant" (excluding the additional grant for setting up/ enhancing the designated webpage "Resources for Parents"). Such individual speaker(s) or expert(s) should possess relevant expertise and experience in organising parent education programmes. | 🞎  🞎 N/A |
| **C. Programme Contents** | |  |
| 5. | The programmes to be procured are in alignment with the concepts and principles of “Kindergarten Education Curriculum Guide” and “Curriculum Framework on Parent Education (Kindergarten)”, and cover all or part of the core strands in the Curriculum Framework:  Strand I - Understanding of Child Development  Strand II - Promotion of Healthy, Happy and Balanced Development of Children  Strand III - Promotion of Parents’ Physical and Psychological Well-being  Strand IV - Fostering Home-school Co-operation and Communication | 🞎Strand I  🞎Strand II  🞎Strand III  🞎Strand IV |
| 6. | The programmes to be procured are conducive to developing positive values and attitudes of parenting, and nurturing healthy growth of children. | 🞎 |
| 7. | The programmes to be procured are structured and quality parent education programmes delivered through suitable modes, such as talks, seminars, workshops, online programmes, etc. to cater for school-based needs. | 🞎 |
| 8. | Contents of the programmes to be procured are abide by the laws of Hong Kong, including but not limited to the Basic Law and National Security Law. | 🞎 |
| **D. Procurement Procedures** | |  |
| 9. | The school has followed the EDB’s “Guidelines on Procurement Procedures in Kindergartens” to conduct the procurement in a fair and transparent manner. | 🞎 |
| 10. | The school would like to collaborate with other KGs (e.g. forming clusters with other KGs under the SSB or KGs in the vicinity) to jointly procure parent education programmes. Co-operation details have been agreed among KGs concerned, for example, apportionment of expenditure is based on the proportion of planned number of participating parents of individual schools, and each KG would pay to the service provider/ individual speaker/ expert in accordance with the apportionment ratio specified in the agreement, and the school understands that transfer of funding from one KG to another KG for payment is not allowed. | 🞎  🞎 N/A |
| 11. | The school will document/ has documented the requirements of programmes (including but not limited to points 5 - 8 above in this checklist) in the quotation document(s) and contract(s) with service provider, in order to ensure that the programmes/ services to be procured are of good quality and could meet the school-based needs. | 🞎 |
| **E. Monitoring of programmes** | |  |
| 12. | The school will monitor the quality of the programmes and evaluate the programme effectiveness, including:  (i) arranging teachers to participate in the parent education programmes with parents to monitor the implementation of the programmes  (ii) evaluating the effectiveness of the programmes through means such as questionnaires and parents’ opinion survey, etc.  (iii) Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎  🞎 |
| **F. Manpower planning** | |  |
| 13. | The school has arranged manpower for promoting parent education (for example, analysing the needs for parent education work, formulating parent education plan, arranging teachers to participate in the parent education programmes with parents, evaluating the effectiveness of the programmes, writing reports, and disseminating parenting information through the designated webpage “Resources for Parents”, and sharing of feedback on the programmes via the webpage platform, etc.). The programmes will be properly recorded as reference for the long-term development of parent education in the future. | 🞎 |
| **G. Resources for Parents** | |  |
| 14. | The school will set up / has set up a designated webpage “Resources for Parents” or has enhanced the designated webpage “Resources for Parents”, to share parent education information. | 🞎 |

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