

Education and Manpower Bureau Circular Memorandum No.19/2005

From: Secretary for Education and Manpower To: Supervisors of All Kindergartens and Schools with Kindergarten Classes
Ref. : EMB(QA/KS)KE/4/1 - for necessary action

Date : 21 February 2005

Kindergarten Subsidy Scheme 2005/2006 School Year

Summary

This circular memorandum is to inform kindergarten supervisors the details on the application for the Government subsidy under the Kindergarten Subsidy Scheme (KSS) in the 2005/2006 school year. The deadline for submission of such applications is 22 March 2005. It also announces the group/per capita grant rate for the 2005/2006 school year.

Details

- To be eligible to stay in or join the KSS in the 2005/2006 school year, a kindergarten must be non-profit-making charging fee at a level not higher than \$21,100 per pupil per annum for half-day session in the 2004/2005 school year.
- Kindergartens wishing to stay in or join the KSS in the 2005/2006 school year should complete and return the attached “Kindergarten Subsidy Scheme 2005/2006 School Year Proforma on Enrolment/QKTs Attainment” at Annex 1, together with their fee revision application to their School Development Officer by **22 March 2005**. Kindergartens wishing to join the KSS for the first time or rejoin the KSS should also complete and return the “Kindergarten Subsidy Scheme Application Form” attached to [Education and Manpower Bureau Circular No. 6/2002](#).
- The rate of group subsidy for the 2005/2006 school year in line with the movement of the Consumer Price Index (A) remains the same as the 2004/2005 school year as follows:

Minimum % of Qualified Kindergarten Teachers Being Employed (in both the morning and the afternoon sessions)	Group Grant Rate (per annum)	Per Capita Grant Rate (per annum)
100%	\$29,662	\$2,966

5. All kindergartens are required to employ 100% QKTs in the required teaching staff establishment, calculated on a teacher to pupil ratio of 1:15. As the group grant on special arrangement will have been completely phased out in the 2005/2006 school year, the group grant on normal arrangement will apply to all kindergartens participating in the KSS for all levels as from the 2005/2006 school year.

6. This Circular Memorandum should be read in conjunction with [Education and Manpower Bureau Circular No. 6/2002 on “Kindergarten Subsidy Scheme”](#).

Enquiries

7. For enquiries, please contact your respective School Development Officer.

Andrew C S POON

for Secretary for Education and Manpower

cc : Chief School Development Officers,
Treasury Accountant (Management Accounts)

Kindergarten Subsidy Scheme (2005/2006 school year)
Proforma on Enrolment/QKTs Attainment

Name of Kindergarten : _____

1. Projected Enrolment Form

Class		As at September 2005		
		Estimated no. of pupils (should be the same as the no. submitted in the "Application for Fee Revision")	Estimated no. of groups for subsidy	Estimated no. of per capita for subsidy
AM Session	Nursery			
	Lower KG			
	Upper KG			
PM Session	Nursery			
	Lower KG			
	Upper KG			
Whole- day	Nursery (if applicable)			
	Lower KG			
	Upper KG			
Total				

Calculation of No. of Eligible Groups/Per Capita (2005/2006 school year)

No. of Pupils Per Level/Session	Basis of Calculating KSS subsidy	
	No. of Group	No. of Per Capita
1-9	0	1-9
10-15	1	0
16-19	1	1-4
20-30	2	0
31-45	3	0
46-60	4	0
61-75	5	0
76-90	6	0
91-105	7	0
106-120	8	0
121-135	9	0
136-150	10	0
151-165	11	0
166-180	12	0
181-195	13	0

2. Proforma on Qualified Kindergarten Teachers (QKTs) Attainment

Session	As at September 2005			
	No. of QKTs employed (including principal)	No. of QKTs required		
Morning Session (including AM classes and the morning section of whole-day classes)	()	$N = \left[\frac{\text{No. of pupils at half-day and whole-day nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG level}}{15} + \frac{\text{No. of pupils at half-day and whole-day upper KG level}}{15} \right] \times 100\%$	$N = ()$	
Afternoon Session (including PM classes and the afternoon section of whole-day classes)	()	$N = \left[\frac{\text{No. of pupils at half-day and whole-day nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG level}}{15} + \frac{\text{No. of pupils at half-day and whole-day upper KG level}}{15} \right] \times 100\%$	$N = ()$	

Calculation Formula (2005/2006 school year):

To tie in with the teacher to pupil ratio of 1:15 in all levels of study, the method of calculating 100% QKTs attainment is as follows:

$$N = \left[\frac{\text{No. of pupils at half-day and whole-day nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG level}}{15} + \frac{\text{No. of pupils at half-day and whole-day upper KG level}}{15} \right] \times 100\%$$

N= Number of QKTs required in the morning or the afternoon session of study. If N includes a fraction, it should be rounded up to the next whole number.

$$\begin{aligned} 3. \text{ Estimated total amount of subsidy} &= \frac{\text{(Estimated no. of groups for subsidy)}}{\text{subsidy}} \times \$29,662 \\ &+ \frac{\text{(Estimated no. of per capita for subsidy)}}{\text{subsidy}} \times \$2,966 \\ &= \$ \end{aligned}$$

(The above is for estimation only. The actual amount of subsidy to be disbursed is based on the actual no. of pupils enrolled as at the cut-off date in September and February of the 2005/2006 school year.)

I understand that all kindergartens are required to employ 100% QKTs in the required teaching staff establishment, calculated on a teacher to pupil ratio of 1:15. No subsidy will be granted to kindergartens not complying with the said requirement.

School Chop: _____ Signature of Supervisor : _____

Date : _____ Name of Supervisor : _____

[for office use only]	
Endorsed by (amendments in red)	
Signature :	_____
	SSDO()
Date :	_____