

致：幼稚園及幼兒中心聯合辦事處

請於每年9月30日前交回

傳真號碼： 3107 2180

幼稚園暨幼兒中心九月收錄人數報告
(以2022年9月5日的收錄情況為準)

幼稚園名稱: _____

幼兒中心名稱: _____

註冊課室總數 (如適用)				
課室核准學額總數 (如適用，請參閱容額證明書)		半日制：	全日制：	
核准容額總數	(零至二歲)	(二至三歲)	(三至六歲)	(二至六歲)
上午班				
下午班				
全日班				

分部 (上午/下午/全日)	幼稚園班級 / 幼兒中心年齡組別 (例如 K1, K2, K3/ 2歲以下組, 2-3歲組)	課室名稱 (如適用) (例如 1, 2 / A, B)	課室核准學額 (如適用) (請參閱容額證明書)	已取錄學生/兒童人數	備註

如有查詢請致電 _____ 與 _____ 聯絡			已取錄學生/兒童人數
	上午班小計		
	下午班小計		
	全日班小計		
	總計		

本人確認上述資料並無遺漏，全屬真確。

學校印鑑： _____

簽署： _____

校監 / 校長

日期： _____

姓名： _____

校監 / 校長

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 就幼稚園暨幼兒中心收錄人數，辦理有關處理、核實及查證的事務；
 - (b) 就上文(a)項所述的處理、核實及查證，辦理有關把個人資料與政府相關政策局／部門資料庫進行核對程序的事務；
 - (c) 為核實／更新教育局的記錄，辦理有關把個人資料與教育局資料庫進行核對程序的事務；
 - (d) 辦理有關培訓及發展的事務，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 辦理有關處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計的事務；
 - (f) 辦理有關編製統計資料、研究材料及政府刊物的事務；以及
 - (g) 辦理有關施行及強制執行規則及規例 [包括《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]的事務；及《幼兒服務條例》(香港法例第 243 章)及其附屬法例 [即《幼兒服務規例》(香港法例第 243A 章)]的事務
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港太古城太古灣道 14 號 6 樓 602 室幼稚園及幼兒中心聯合辦事處當值主任或電郵至 jokc@edb.gov.hk。

To: Joint Office for Kindergartens and Child Care Centres

Fax No: 3107 2180

**Enrolment Report in September for Kindergarten-cum-Child Care Centre
(As at 5 September 2022)**

Name of Kindergarten: _____

Name of Child Care Centre: _____

Total No. of Registered Classroom (if applicable)				
Total Permitted Accommodation (if applicable, please refer to Certificate of Accommodation)		Half Day :		Whole Day :
Approved Capacity	0 – 2 (Age)	2 – 3 (Age)	3 – 6 (Age)	2 – 6 (Age)
AM				
PM				
WD				

Session (AM/PM/ WD)	KG Class/ CCC Group (e.g. K1, K2, K3/ Group aged 2-3, Group aged below 2)	Name of Classroom (if applicable) (e.g. 1, 2 / A, B)	Permitted Accommodation (if applicable) (Please refer to Certificate of Accommodation)	No. of Pupils / Children Enrolled	Remarks

For enquiry, please contact _____
at _____

	No. of Pupils/Children Enrolled
AM Subtotal	
PM Subtotal	
WD Subtotal	
Total	

I confirm the information given in this return is true, correct and complete.

School Chop: _____

Signature: _____

School Supervisor / Principal

Date: _____

Name: _____

School Supervisor / Principal

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the Enrolment for Kindergarten-cum-Child Care Centre;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules); and the Codes of Aid, the Child Care Services Ordinance (Cap.243) and its subsidiary legislation (i.e., the Child Care Services Regulations (Cap 243 A))
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to intake officer at Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to jokc@edb.gov.hk.