

Report of Staff Changes of Kindergarten cum Child Care Centre

幼稚園暨幼兒中心職員變動報告

Name of Kindergarten 幼稚園名稱: _____

Name of Child Care Centre 幼兒中心名稱: _____

In accordance with S39(2) of Education Ordinance, where the principal ceases to perform the duties of the principal and where any teacher commences / ceases to teach at school occurs, the **supervisor** shall inform the Permanent Secretary for Education in writing thereof **within 1 month**. In accordance with R7(2) of the Child Care Services Regulations, where any change occurs in the supervisor / child care worker, the **operator / supervisor** shall inform the Director of Social Welfare in writing thereof **within 14 days** of the occurrence.

根據《教育條例》第三十九條第(二)款，凡校長停止執行校長的職責或任何教員開始或停止在學校任教，**校監**須於變更後一個月內以書面通知教育局常任秘書長。而根據《幼兒服務規例》第七條第(二)款，凡主管 / 幼兒工作人員出現變動，**經營人 / 主管**須於變更後十四天內以書面通知社會福利署署長。

No.	Name of Teacher/Child Care Worker (教師/幼兒工作人員姓名)		# BEEd(ECE)/ C(ECE)/ QKT/ CCW/ Pursuing C(ECE)	RT/valid PT No. (檢定教員註冊編號 / 有效准用教員編號)	CCC/S, CCC/W No. (幼兒中心主管 / 幼兒工作人員註冊編號)	Working Hours * (工作時間)			1 st Day of Appointment in this KG-cum-CCC (入職本校日期)	Last date of employment in this KG-cum-CCC (最後任職日期)	Class Responsible for (任職班別)		First Aid Training Received (曾接受急救訓練?) (Y/N)	Valid First Aid Certificate No. (if any) and expiry date (please) (有效急救訓練證書編號(如適用)及有效日期)
	English (英文)	Chinese (中文)				AM +PM	AM	PM			KG	CCC		
1.														
2.														
3.														
4.														
5.														
6.														

Notes # 「BEEd(ECE)」: QKTs/CCWs with a bachelor degree in Early Childhood Education or equivalent 持有幼兒教育學士學位或同等學歷的合格幼稚園教師/幼兒工作人員;

「C(ECE)」: QKTs/CCWs with a Certificate in Early Childhood Education or equivalent 持有幼兒教育證書或同等學歷的合格幼稚園教師/幼兒工作人員;

「QKT」: Qualified Kindergarten Teachers 合格幼稚園教師;

「CCW」: Child Care Workers 幼兒工作人員;

「Pursuing C(ECE)」: QKTs/CCWs or teaching staff with RT/valid PT No. pursuing a Certificate in Early Childhood Education or equivalent 正在修讀幼兒教育證書或同等學歷的課程的合格幼稚園教師/幼兒工作人員/持有檢定教員註冊編號/有效准用教員編號的教師。

* Please ✓ the appropriate column 請✓適用方格

◆ Unless already submitted, please send in all the **certified true copies** of registration certificates and valid first aid certificates of teacher / child care staff for record.

除已呈交者外，請呈交所有教員證、幼兒工作人員證及有效急救證書的核實副本存檔。

Name and Signature of Supervisor 校監姓名及簽署: _____

Date 日期: _____