

Applicant's Address:

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Joint Office for Kindergartens and Child Care Centres  
Special Education and Kindergarten Education Division  
Education Bureau  
Room 602, 6/F, 14 Taikoo Wan Road,  
Taikoo Shing, Hong Kong

Dear Sir/Madam,

**Application for Adjustment in Capacity in  
Kindergarten-cum-Child Care Centre (KG-cum-CCC) / CCC Section of KG-cum-CCC**

Name of KG-cum-CCC : \_\_\_\_\_

Address of KG-cum-CCC : \_\_\_\_\_  
\_\_\_\_\_

I would like to apply for adjustment in capacity in my KG-cum-CCC / CCC Section of KG-cum-CCC and particulars of which are as follows:-

- (A) (i) Maximum Capacity :  
\_\_\_\_\_ (0-2 years)  
\_\_\_\_\_ (2-3 years)  
\_\_\_\_\_ (2-6 years)

Capacity		No. of Places								
		0-2 years			2-3 years			2-6 years		
		Full Day	AM	PM	Full Day	AM	PM	Full Day	AM	PM
(ii)	Existing Approved Capacity									
(iii)	Proposed Capacity after Adjustment w.e.f. _____									

(B) Children Served

- (i) 0-3 years       (ii) 2-3 years  
 (iii) 0-6 years     (iv) 2-6 years

(C) Current Staff Strength

Name	HKIC No./ Passport No.*	Post	CCC Staff Inclusion No. and/or RT/PT No.	Working Hours			First Aid Cert. No. and Expiry Date	First Aid Training received (Y/N)	
				(please √)					Other working hours (please specify)
				AM + PM	AM	PM			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

\* Please delete as appropriate

(D) Existing Facilities

- (i) No. of children toilet pans : \_\_\_\_\_
- (ii) No. of children-size wash basins : \_\_\_\_\_
- (iii) No. of urinal troughs/bowls : \_\_\_\_\_

(E) Remarks

I understand that I have to employ sufficient number of child care staff/teaching staff and provide such provisions and facilities as required by the Child Care Services Regulations, the Operation Manual for Pre-primary Institution as well as the Education Regulations.

Signature of Operator/Centre Supervisor/  
Kindergarten Principal:

\_\_\_\_\_  
Name of Operator/Centre Supervisor/  
Kindergarten Principal:

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