

Applicant's Address:

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Joint Office for Kindergartens and Child Care Centres  
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.  _____ (must be completed)									

(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	CCS/CCW Inclusion No. and/or RT/valid 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 : \_\_\_\_\_

## **Important Notes**

Applicant without an “iAM Smart+” account is required to return the completed form to Joint Office for Kindergartens and Child Care Centres for processing (Address: Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong). Please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail items will be disposed of by the Hongkong Post.

## **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 Application for Adjustment in Capacity in Kindergarten-cum-Child Care Centre (KG-cum-CCC) / CCC Section of KG-cum-CCC including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
  - (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) personnel, agent, service provider or organizations, engaged by EDB to provide services or advice 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](mailto:jokc@edb.gov.hk).