

**For DC Use Only**

Form No. : \_\_\_\_\_  
Date of receipt : \_\_\_\_\_  
Form acknowledged date : \_\_\_\_\_  
\_\_\_\_\_

**Hong Kong Society for the Protection of Children**

**Day Crèche**

**Day Crèche Service Application Form**

**Child Information**

Name of Child: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Sex:  Male /  Female Date of Birth / Due Day: \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)  
(\*Please attach a copy of the birth certificate on proof document or mother's due date, application is only accepted five months before the due date.)

Birth Certificate No.: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
(If different from the above residential address.) \_\_\_\_\_

Home Tel. No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Father /  Mother (Please fill in with block letters)

**Parent / Guardian Information**

		Father	Mother	Guardian Relationship with child:
Name (English)				
(Chinese)				
Education Level				
Occupation				
District of Workplace				
Working hours	<input type="checkbox"/> Monday to Friday	O'clock to O'clock	O'clock to O'clock	O'clock to O'clock
	<input type="checkbox"/> Saturday	O'clock to O'clock	O'clock to O'clock	O'clock to O'clock
	<input type="checkbox"/> Shift work	O'clock to O'clock	O'clock to O'clock	O'clock to O'clock
Daytime Contact Tel. No.				

**Date of enrollment:**

Parents are requested to consider carefully the date of admission for your children. As the number of places in the day crèche is limited and there are a large number of infants and young children waiting for service. Therefore, when a place is offered to you but you do not start to use the service accordingly and without any specific proof such as hospitalization due to injury or illness, sudden family crisis and so on, it may be regarded as a waiver of the right to use the service. When you need comes again, you have to re-queue in the waiting list.

Expected Admission Date: \_\_\_\_\_ (YY) \_\_\_\_\_ (MM) \_\_\_\_\_ (DD)

**Remarks: Due to the limited number of places and the large number of people waiting to enroll in the day crèche, it is very likely that at the estimated date of enrollment there is still no suitable group to arrange for enrollment.**

**Parents are advised to get more prepared for children.**

Have you applied the same service in our other day crèches:  No  Yes

If yes, please  the day crèche(s) already applied for

- Air Cargo Community Day Crèche  Esther Lee Day Crèche  Jessie Tam Day Crèche  
 SIA Shaukiwan Day Crèche  William Grimdsdale Day Crèche  
 Ocean Shores Nursery School (Crèche Section)

Do you currently use other social services, such as family services?

No  Yes › Please specify: \_\_\_\_\_

Extended Hours Service: Do you need this day crèche to provide the extended hours service?

Need  No Need

Please note: Since the extended hours service is only provided to families in need, and the number of places in day care service in this crèche is larger than that of the extended hours service, the day care service and the extended hours service are in separate queues. For details, please read the pamphlet of extended hours service and fill in the "Extended Hours Service Application Record" whenever you need the service.

Statement:

1. I understand and accept the following two items:
  - a. According to the guideline of Social Welfare Department, service unit could ask parents/guardian to pay in advance the full fee of the first month enrollment. This payment will not be refunded if parents cancel the use of service.
  - b. When submitting the registration form, please include a copy of the baby's birth certificate. If the baby has not yet been born, an application can be submitted five months before the due date at the earliest, together with a copy of the proof on mother's due date, and submitted to the day crèche supporting the document soon after the baby is born. Insufficient information will not be accepted.
  - c. According to the Privacy Ordinance, the above information is provided voluntarily and will be used for enrolment assessment as well as provision of appropriate care and arrangement for the children. Sufficient information may lead to failure to process the application. These information may be provided to concerned government departments and concerned parties whenever necessary. Under normal circumstances, the information provider could access, correct and obtain a copy of his/her given personal data.
2. I hereby declare that the above information is true and accurate to the best of my knowledge. I understand and accept the above-mentioned registration procedures. The information provided above is correct. If any of the above-mentioned information is falsely reported, your society has the authority to reject my child's application for enrollment.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Information about our activities:

Our Day Crèches and “Parents @ Super Start (PASS)” project provide diversified parent support and parenting education services to parents with children aged 0-3. We collect your personal data in the hope of providing you information of these activities.

Please mark “✓” in the appropriate box:

- I agree to receive information of the activities your society provides.
- I don't want to receive any information of the activities your society provides.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please mark “✓” in the appropriate box:

Before submitting the registration form, please check whether you have completed the following required information/documents:

- The content of the registration form has been completed?
- Have you attached a copy of the baby's birth certificate or the proof document on mother's due date (application is only accepted five months before the due date)?
- If you need the extended hours service, have you downloaded and completed the "Extended Hours Service Application Record" and will submit it together with this day crèche application form?
- We will notify you of the registration status by email. If parents do not choose to use email as their contact method, they should submit the registration form together with two self-addressed envelopes with sufficient stamps.

Remarks: Parents or guardians can submit the registration form in person, by post or email to the day crèche applied for.