基督教香港崇真會恩樂園 (葵芳)
Tsung Tsing Mission of Hong Kong Joyful Place (Kwai Fong)
入園申請表
Application Form for Child Care Centre

此欄由職員填寫 (For staff only)
輪候編號 _____
接見日期_____
檔案編號_____
入園日期_____

一. 嬰幼兒資料 Child's Particulars

中文姓名： Name in Chinese		性別： Sex		相片 Photo
英文姓名： Name in English		宗教信仰： Religion		
出生證明書號碼： Birth Certificate No.		出生地點： Place of Birth		
出生日期或預產期： Date of Birth/Due Date		期望入園日期： Expected Date of Entry		
住 址： Home Address				
電 話： Telephone No.		電郵地址： Email Address		
主要照顧者： Main Caregiver		家中常用語言： Spoken language at home		

二. 家庭成員資料 Family Member's Particulars

姓 名 Name	與嬰幼兒關係 Relationship with applicant	教育程度 Educational Level	職 業 Occupation	日間聯絡電話 Contact Telephone No.
	父親 Father			
	母親 Mother			

三.其他聯絡人資料(若適用) Other Contact Person (If applicable)

姓 名 Name	與嬰幼兒關係 Relationship with applicant	日間聯絡電話 Contact Telephone No

四. 曾/現於本機構幼兒中心接受服務的親屬 Other Family Members attended/ Attending the Child Care Centre in our Agency

姓名 Name	入園年份 Year of Admission	與幼兒關係 Relationship	現況 Current Status
			☐ 在園 Current Student 請註明(Please Specify)：_____ ☐ 已畢業/離園 Departed
			☐ 在園 Current Student 請註明(Please Specify)：_____ ☐ 已畢業/離園 Departed

五. 社會需要(若有，可☑多項) Social needs (If appropriate,can ☑ more than one)

☐ 雙職父母 Dual Working family
☐ 社會福利署轉介 Referral from Social Welfare Department
☐ 單親家庭 Single Parent
☐ 家庭其他成員具額外照顧需要 Family members with additional caring needs
☐ 其他(請註明)Others (Please Specify)：_____

六. 選擇本中心原因 Reasons of choosing our Centre

家長選擇本中心原因： Reasons for choosing our Centre	

七. 有否於（或擬於）本學年同時向基督教香港崇真會社會服務部其他學前教育單位申請入園?

Have/ Will you apply for other pre-school unit(s) of The Tsung Tsin Mission of Hong Kong Social Service in this academic year?

☐ 否 NO ☐ 有 Yes (幼兒中心/ 幼兒學校名稱 Name of unit(s):_____)

遞交申請表備忘 Notes on Submitting Application Form

一、 家長可從以下途徑遞交申請表 **Parents can return the filled application form through the following way**

基督教香港崇真會恩樂園(葵芳) Joyful Place(Kwai Fong)	
郵寄 Mail ：	葵涌葵芳邨葵仁樓地下 106 號 No.106, G/F, Kwai Yan House, Kwai Fong Estate, Kwai Chung, New Territories, Hong Kong
電郵 Email：	jf@ttmssd.org
傳真 Fax ：	2321 1638

- 信封面或電郵名稱註明入園申請。
  Please mark “Application for Admission” on the envelope or email subject.

二、 **家長注意事項 Admission Requirements**

- 本園收到申請表後會透過電郵聯絡家長確認入園申請，並安排輪候編號。
  After receiving the application form, the Centre will contact parents via email to confirm upon the receipt of application and assign a waiting number.
- 本園會根據組別的空缺情況，按輪候次序安排嬰幼兒入園。
  The Centre will admit children according to vacancy availability within each age group, and they will be admitted based on the relevant waiting number.
- 倘若園方有空缺，園方會致電/電郵輪候家長，通知有關面見的日期及時間。
  The Centre will notify parents of available vacancies through phone or email, and arrange the interview date and time.
- 面見安排旨在觀察嬰幼兒能力及表現，並透過面談了解家長對本園及嬰幼兒教育的期望。
  The interview aims at observing children’s ability and performance, communicating with parents on the views towards early childhood education.
- 家長如有需要，可向本園申請傳譯或翻譯服務。
  Parents can apply for interpretation or translation services from the Centre if necessary.

三、 **通知申請結果及註冊安排 Admission results and registration arrangements**

- 本園將以致電通知所有曾出席面見之嬰幼兒家長相關的申請結果。
  Result will be notified by phone to all applicants who have attended the interview.
- 根據社會福利署的指引，獲取錄之嬰幼兒本園將預收首月的園費，家長必須於指定期限內辦理入園註冊手續，逾期者作放棄申請。
  In accordance with the guidelines issued by the Social Welfare Department, successful applications must complete their registration and pay the first month’s tuition installment. Overdue applications will be considered forfeited.

四、 **收生準則 Admission Criteria**

- 嬰幼兒健康適宜日託服務，並須提交註冊西醫簽發的健康檢查文件
  Submission of health screening documents issued by a Registered General Practitioner is required for enrollment in day care services.
- 按組別的輪候次序收生
  The Centre will process the application according to the assigned waiting number within each respective age group.
- 社會需要
  Social need.
- 家長認同本機構的服務理念及教育目標
  Parents align with the Centre’s vision, educational objectives and approach.

* 家長若對收生安排有任何疑問，歡迎透過電郵或電話向本園查詢
For any enquiries, please feel free to contact the Centre via email or by telephone.

注意事項 Point to Note

此表格所提供的個人資料會用作申請幼兒中心服務之用。根據個人資料〔私穩〕條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與本中心聯絡。Personal data provided in this form will be used for processing application for Centre admission. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the Centre for any enquiries.

請家長填妥報名表後，連同嬰幼兒出生證明書副本電郵、傳真或郵寄至本園。如申請人正在懷孕，須出示懷孕証明。當嬰兒出生後請儘快向本園提交出生證明書副本。Parents are requested to fill in the Application form and send it to the Centre along with a copy of the Birth Certificate by email, fax or mail. If the applicant is pregnant, a Pregnancy Certificate is required. Please submit a copy of the Birth Certificate to the Centre as soon as the baby is born.

父/母/ 監護人姓名 ：
Name of Parent/ Guardian _____

父/母/ 監護人簽署 ：
Signature of Parent/ Guardian _____

申請日期 ：
Application Date _____