

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 185/2015

From : Permanent Secretary for Education To : Supervisors of Kindergartens,
Kindergarten-cum-Child Care Centres
and Schools with Kindergarten Classes

Ref. : EDB/(KGA)/PEVS/8/1

Date : 23 November 2015 cc : Heads of Sections - for information

Application for Joining the Pre-primary Education Voucher Scheme 2016/17 School Year

Summary

The purpose of this circular memorandum is to invite application from non-profit-making (NPM) kindergartens/kindergarten-cum-child care centres/schools with kindergarten classes (hereafter collectively referred as KGs) to join or to stay in the Pre-primary Education Voucher Scheme (PEVS) in the 2016/17 school year.

Details

Eligibility Criteria for Joining PEVS

2. Registered KGs wishing to apply to join or to stay in the PEVS should:
 - (a) be a NPM KG which is exempt from taxes under Section 88 of the Inland Revenue Ordinance (CAP.112);
 - (b) offer a full local curriculum in accordance with the Guide to the Pre-primary Curriculum (issued by Curriculum Development Council, Hong Kong); and
 - (c) charge a tuition fee not exceeding the specified fee thresholds.

3. KGs joining or staying in the PEVS are required to fulfil and meet the relevant requirements set out in Education Bureau Circular No. 6/2011 dated 21 October 2011 on “Pre-primary Education Voucher Scheme” (EDBC No. 6/2011), which is available at EDB webpage at <http://applications.edb.gov.hk/circular/upload/EDBC/EDBC11006E.pdf>. KGs are reminded in particular that PEVS-KGs should employ sufficient number of teachers **possessing** the Certificate in Early Childhood Education (C(ECE)) qualifications based on the teacher to children ratio of 1:15.

4. Without prejudice to the Government’s power to terminate the PEVS-KGs being an eligible KG under the PEVS under Clause 9 of the “Terms and Conditions of the Pre-primary Education Voucher Scheme” stipulated in EDBC No. 6/2011, EDB reserves the right to exclude PEVS-KGs from the PEVS when they are found not meeting the quality standards or with a track record of fraudulent practices.

For KGs intending to join or stay in PEVS in 2016/17

5. Existing PEVS-KGs wishing to stay in the PEVS in the 2016/17 school year should return the completed application form at **Appendix I** to Education Bureau (EDB) on or before **7 December 2015 (Monday)**. EDB will inform the applicants of the result of their applications not later than 7 March 2016 (Monday).

6. KGs not yet in the PEVS but wish to apply to join the PEVS in the 2016/17 school year should return the completed application form at **Appendix II** to EDB on or before **7 December 2015 (Monday)**. EDB would inform the applicants of the result of their applications not later than 28 March 2016 (Monday).

7. The list of approved NPM KGs joining the PEVS in the 2016/17 school year by district will be made available for public browsing at EDB webpage on “New Milestone of Kindergarten Education” at <http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/preprimary-voucher/index.html> in April 2016 and will be updated as and when necessary.

For KGs not intending to stay in PEVS

8. Existing PEVS-KGs not wishing to stay in the PEVS in the 2016/17 school year should submit to EDB the completed form at **Appendix III not later than 30 November 2015 (Monday)**. Existing students of these KGs will continue to receive the voucher until they leave the PEVS-KG concerned.

Voucher Subsidy and Fee Thresholds

9. In order to provide additional support for KGs to meet their imminent needs and further alleviate the financial burden of parents on KG education of their children, thereby facilitating their children’s access to a wider range of KGs, the government has, on a one-off basis, increased the voucher subsidy under PEVS to \$22,510 per student in the 2015/16 school year. The fee threshold for half-day and whole-day KG classes in the 2015/16 school year has also been adjusted to \$33,770 and \$67,540 respectively. The voucher subsidy and fee threshold for the 2016/17 school year will be announced in the EDB circular memorandum to be issued in early 2016 to invite application for KG fee revision for the 2016/17 school year.

Enquiries

10. For enquiries on this circular memorandum, please contact the Kindergarten Administration Section at 2186 8994.

Ms Hera CHUM
for Permanent Secretary for Education

**Application for Staying in the Pre-primary Education Voucher Scheme (PEVS)
2016/17 School Year**

To: Permanent Secretary for Education
(c/o: Kindergarten Administration Section,
Special Education and Kindergarten Education Division, Education Bureau,
Room 3608, 36/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong)

Part I Particulars of School

Name of *Kindergarten/Kindergarten-cum-Child Care Centre/School with Kindergarten Classes
 (hereunder referred as KG): (*Please delete whichever is inappropriate.)

(in English): _____

(in Chinese): _____

School Address: _____

School Registration No. : _____ Tel. No.: _____ Fax. No.: _____

Contact Person: _____ (Name) _____ (Post)

Part II Undertaking and Declaration

1. I, _____ (Name of Supervisor in full) [HK Identity Card No. _____ ()], Supervisor of the kindergarten detailed at Part I of this application form which is currently an eligible kindergarten under the Pre-primary Education Voucher Scheme (PEVS) (hereinafter referred as 'Kindergarten'), wish to apply for the Kindergarten to stay in the PEVS in the 2016/17 school year.
2. I hereby certify that all information contained in this application is true, accurate and complete.
3. I hereby undertake and warrant that the Kindergarten being currently an eligible kindergarten and upon being approved in relation to this application as an eligible kindergarten under the PEVS:
 - (a) fulfils the eligibility criteria and shall comply with all other requirements and specifications set out in Education Bureau Circular No. 6/2011 dated 21 October 2011 on "Pre-primary Education Voucher Scheme" (EDBC No. 6/2011) (as may from time to time be amended or supplemented by the Government) and such other requirements and directives from time to time as may be issued by the Government concerning the PEVS; and
 - (b) fully understands and shall comply with and be subject to all the Terms and Conditions of the Pre-primary Education Voucher Scheme stipulated in EDBC No. 6/2011.
4. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

School Chop

Supervisor's Signature: _____

Name of Supervisor (in English): _____

(in Chinese): _____

Date: _____

Part III Provision/Handling of Personal Data

1. The personal data provided in this application will be used by the Education Bureau ('EDB') for administering and processing of application for joining the Pre-primary Education Voucher Scheme. It is obligatory for an applicant to supply the personal data to EDB as required in the application. Failure to comply with this requirement will render the application disqualified for further processing.
2. The personal data provided in the application and any supplementary information provided at the request of EDB will be used by EDB/ disclosed to the data processing institutions concerned, relevant government bureaux/ departments, for the following purposes:
 - (i) activities relating to the processing and verification of information contained in this application; and
 - (ii) statistical and research purposes.
3. The personal data which an applicant has provided will only be disclosed to those parties concerned:
 - (i) for the purpose mentioned in paragraph 2 above; or
 - (ii) where the applicant has given his consent to such disclosure; or
 - (iii) where such disclosure is authorized or required by law.
4. Data subject have the right to obtain access and make corrections to the personal data in the application in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region). Enquiries concerning the personal data collected in this application, including the making of access and correction, should be addressed to:

Kindergarten Administration Section
 Special Education and Kindergarten Education Division
 Education Bureau
 Room 3608
 36/F, Sunlight Tower, 248 Queen's Road East
 Wan Chai, Hong Kong

Closing Date of Application

Application should be submitted on or before **7 December 2015**. Insufficient information and/or incompleteness of the application form would render the application invalid.

**Application for Joining the Pre-primary Education Voucher Scheme (PEVS)
2016/17 School Year**

To: Permanent Secretary for Education
(c/o: Kindergarten Administration Section,
Special Education and Kindergarten Education Division, Education Bureau,
Room 3608, 36/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong)

Part I Particulars of School

Name of *Kindergarten/Kindergarten-cum-Child Care Centre/School with Kindergarten Classes (hereunder referred as KG): (*Please delete whichever is inappropriate.)

(in English): _____

(in Chinese): _____

School Address: _____

School Registration No. : _____ Tel. No.: _____ Fax. No.: _____

Contact Person: _____ (Name) _____ (Post)

Non-Profit-Making (NPM) Operating Status (Please '✓' where appropriate.)

My KG is a NPM KG:

- being exempt from taxes under section 88 of the Inland Revenue Ordinance (CAP. 112) (IRO).
- being an approved subsidiary to _____ (Name of the Organisation) which is exempt from taxes under section 88 of the IRO.

[A certified true copy of the confirmation letter recognising the KG being an approved organisation/ an approved subsidiary to an organisation exempt from taxes under section 88 of the Inland Revenue Ordinance (CAP. 112) should be attached to this application form.]

Part II Curriculum (Please '✓' where appropriate.)

My KG is:

- operating classes of local curriculum only
- operating classes of both local and non-local curriculum
 (Only students enrolled in classes of the local curriculum will be eligible for voucher redemption.)

Part III School Fee (Please '✓' where appropriate.)

My KG will NOT charge a school fee higher than the prescribed fee thresholds as specified by the Government for a half-day place and a whole-day place in any session/ level/ class offering local curriculum for the 2016/17 school year.

- Yes No (NOT eligible to join PEVS)

Part IV Disclosure of Information for the Profile of Kindergartens and Kindergarten-cum-Child Care Centres (KG Profile)

My KG will submit as and when specified all the required information through the designated online platform for EDB's compilation of the KG Profile.

- Yes No

Part V Undertaking and Declaration

1. In consideration of the Government of the Hong Kong Special Administrative Region ('Government') considering and/or approving this application for joining the Pre-primary Education Voucher Scheme ('PEVS'), I, the undersigned, bearing a Hong Kong Identity Card No: _____ (_____), being the approved Supervisor under the Education Ordinance (CAP. 279) of the school [the details of which are provided in Part I of this application form (hereinafter referred as 'Kindergarten')], hereby undertake, acknowledge and agree as set out in Clauses 2 to 8 below.
2. I hereby declare, undertake and warrant that all information and supporting documents supplied, and statements and representations ('Information') made by me from time to time in relation to this application submitted to the Government are true, accurate and complete. I understand that the Education Bureau ('EDB') will assess the eligibility of the Kindergarten based on the Information provided by me.
3. I hereby undertake and warrant and with continuing effect until this application is rejected by the Government or the expiry of the Kindergarten being an eligible kindergarten under the PEVS or the Government's termination of the Kindergarten being an eligible kindergarten under the PEVS (whichever may first occur) that:
 - (a) the Kindergarten fulfils the eligibility criteria and shall comply with all other requirements and specifications set out in Education Bureau Circular No. 6/2011 dated 21 October 2011 on "Pre-primary Education Voucher Scheme" ('EDBC No. 6/2011') (as may from time to time be amended or supplemented by the Government) and such other requirements and directives from time to time as may be issued by the Government concerning the PEVS; and
 - (b) the Kindergarten fully understands and shall comply with and be subject to all the Terms and Conditions of the Pre-primary Education Voucher Scheme stipulated in EDDB No. 6/2011 upon being approved as an eligible kindergarten under the PEVS.
4. If this application is successful, I shall maintain all Information relating to this application and copy of this Undertaking, fully cooperate with the officers of EDB and other persons duly authorized by the Government and promptly provide all such information and documents which any one of them may from time to time request for inspection, verification, photocopying or otherwise for the purpose of administration and monitoring the operation of the PEVS (a) during the period when my Kindergarten being an eligible kindergarten under the PEVS and (b) for a period of two (2) years thereafter or upon the closure of the Kindergarten (whichever is earlier).
5. If any representation, declaration and undertaking given by me in this Undertaking and Declaration is incorrect or misleading or if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this Undertaking and Declaration or in law, the Government shall be entitled to immediately invalidate this application or, as the case may be, immediately terminate the Kindergarten being an eligible kindergarten under the PEVS.
6. I hereby give my consent to EDB and the contractors of the Government which provide services to the Government in connection with the PEVS and other persons duly authorized by the Government to access my personal data provided in this application for the purposes set out in paragraph 2 of Part VI of this application form on Provision/Handling of Personal Data.
7. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and I and the Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong Special Administrative Region.
8. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

School Chop

Supervisor's Signature: _____

Name of Supervisor (in English): _____

(in Chinese): _____

Date: _____

Part VI Provision/Handling of Personal Data

1. The personal data provided in this application will be used by the Education Bureau ('EDB') for administering and processing of application for joining the Pre-primary Education Voucher Scheme. It is obligatory for an applicant to supply the personal data to EDB as required in the application. Failure to comply with this requirement will render the application disqualified for further processing.
2. The personal data provided in the application and any supplementary information provided at the request of EDB will be used by EDB / disclosed to the data processing institutions concerned, relevant government bureaux/departments, for the following purposes:
 - (i) activities relating to the processing and verification of information contained in this application; and
 - (ii) statistics and research purposes.
3. The personal data which an applicant has provided will only be disclosed to those parties concerned:
 - (i) for the purpose mentioned in paragraph 2 above; or
 - (ii) where the applicant has given his consent to such disclosure; or
 - (iii) where such disclosure is authorized or required by law.
4. All documents submitted are not returnable. Data subject have the right to obtain access and make corrections to the personal data in the application in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region). Enquiries concerning the personal data collected in this application, including the making of access and correction, should be addressed to:

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Special Education and Kindergarten Education Division
Education Bureau
Room 3608
36/F, Sunlight Tower, 248 Queen's Road East
Wan Chai, Hong Kong

Closing Date of Application

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**To: Permanent Secretary for Education
 (c/o: Kindergarten Administration Section,
 Special Education and Kindergarten Education Division, Education Bureau,
 Room 3608, 36/F, Sunlight Tower, 248 Queen’s Road East, Wan Chai, Hong Kong)**

Withdrawal from the Pre-primary Education Voucher Scheme

1. On behalf of the School Management Committee of _____
 _____ (Name of Kindergarten)
 (KG), I _____ (Name of School Supervisor) write to confirm that the said KG will not join the Pre-primary Education Voucher Scheme (PEVS) with effect from the 2016/17 school year starting from K1.
2. I confirm that the KG has informed parents of students already enrolled as of the 2015/16 school year the decision of the KG to withdraw from the PEVS starting from K1 next school year, and the KG will properly address their concern. I have notified parents of existing eligible pupils under the PEVS that should their children remain in the eligible classes of the KG (i.e. eligible K2 & K3 classes in the 2016/17 and K3 classes in the 2017/18 school year), they will continue to be eligible for the voucher subsidy until they leave the KG.
3. I confirm that with immediate effect, the KG will make clear to parents of children seeking to enroll their children in K1 in the 2016/17 school year that the KG will withdraw from the PEVS and hence will not be eligible to redeem the voucher under the PEVS.
4. I understand that Government has the right to make any adjustments in the subsequent payment(s) payable to this KG to recoup any overpayment previously made by the Government under the PEVS to this KG, and upon the Government’s request, this KG shall forthwith repay the extra amounts paid by the Government.
5. This KG shall submit at a date to be specified by EDB a copy each of the audited account covering the whole school year for the 2016/17 and 2017/18 respectively to EDB for inspection. The amount of fee subsidy under the PEVS received by this KG for redeeming the voucher of our existing students under the PEVS already enrolled as of the 2015/16 school year shall be accurately and properly reflected in the audited account.
6. This KG shall fully cooperate with the officers of the Education Bureau and other persons duly authorized by the Government and promptly provide all relevant information and documents relating to the PEVS in the KG.

School Chop

Supervisor’s Signature: _____
 Name of Supervisor (in English): _____
 (in Chinese): _____
 Date: _____