EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 201/2026

From: Permanent Secretary for Education

To: Supervisors of Kindergartens, Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes

Ref.: 1256-2030-8045-9020-00002-0001-P001

Date: 26 November 2026

Application for Joining the Kindergarten Education Scheme 2027/28 School Year

Summary

The purpose of this circular memorandum is to invite application from eligible kindergartens ("KG"), KG-cum-child care centres and schools with KG classes (hereafter collectively referred as "KGs") to join or to stay in the Kindergarten Education Scheme ("Scheme") in the **2027/28 school year**. This circular memorandum should be read in conjunction with Education Bureau ("EDB") Circular No. 7/2016 dated 20 July 2016 on "Free Quality Kindergarten Education".

Details

Eligibility Criteria for Joining the Scheme

2. To join or stay in the Scheme, KGs registered under the Education Ordinance (Cap. 279) should meet the following eligibility criteria:

(a) being a non-profit-making KG exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap.112);
(b) offering a full local curriculum[1] in accordance with the "Kindergarten Education Curriculum Guide" issued by the Curriculum Development Council; and
(c) with track records on meeting the quality requirement (i.e. meeting the standards of Quality Review (QR)[2], and EDB is satisfied with their overall operating

[1] Offering a full local curriculum refers to operation of classes covering all KG levels of nursery (K1), lower kindergarten (K2) and upper kindergarten (K3) and adopting a curriculum in accordance with the "Kindergarten Education Curriculum Guide" issued by the Curriculum Development Council. Individual exceptional cases, such as new KGs operating K1 classes only but with specific plans to operate K2 and K3 classes progressively, will be considered on individual merits.

[2] To be eligible for joining the Scheme, KGs must undergo and meeting the standards of QR according to the prevailing mechanism. Applicatoins will not be considered if the KG failed to pass the QR in the most recent school year prior to application. KGs are required to conduct ongoing School Self-evaluation (SSE) for school development, and keep and submit school reports for undergoing QR in which their SSE findings would be validated. EDB will inform the KG of the exact QR dates eight weeks in advance. For details, please refer to the Education Bureau's website (Home > Education System and Policy > Kindergarten Education > Quality Assurance Framework > Quality Review Mechanism).

standards[3]). We would also consider favourably other factors, for instance, (i) new KGs having been allocated school premises under EDB's merit-based competitive School Allocation Exercise / Selection Exercise under The LINK; and (ii) new KGs being operated by school sponsoring bodies / operating bodies that currently operate other KGs of good quality.

3. KGs approved to join or stay in the Scheme ("Scheme-KGs") will be required to sign an undertaking, agreeing to fulfill the terms and conditions as set out at **Appendix 1** of this circular memorandum. The terms and conditions for joining the Scheme include but not limited to accept any adjustment made by EDB to the approved school fee in consideration of the amount of government subsidy utilised under the Scheme and comply with the requirements in teacher-pupil ratio, teachers' qualifications and remuneration, transparency in governance and financial management, etc. as specified under Appendices 2 to 10 in EDB Circular No. 7/2016 and in circulars/guidelines issued by EDB from time to time.

Revocation of eligibility under the Scheme

4. **Should there be mal-practices, misrepresentation or omission of information, failure to comply with any applicable laws of Hong Kong, non-compliance of the relevant terms and conditions, or operation standard not maintained up to the satisfaction of the Government, EDB may revoke a Scheme-KG's eligibility under the Scheme in accordance with Clause 8.1 of the Terms and Conditions at Appendix 1.** EDB may defer or withhold payment of any or all subsidies to the Scheme-KG, direct or require the Scheme-KG to make good and rectify the non-compliance by notice in writing in accordance with directives or requirements by the date as specified by EDB in the notice, recover the subsidies or any portion thereof from the Scheme-KG; and/or demand the Scheme-KG to immediately return any or all of the subsidies to the Government.

For KGs intending to join or stay in the Scheme in the 2027/28 school year

5. KGs wishing to join or stay in the Scheme in the 2027/28 school year should return the completed application form at **Appendix 2** to Kindergarten Administration Section, EDB. The deadline of application is **17 December 2026 (Thursday)**. Unless there are exceptional circumstances, if KGs fail to meet the deadline for submission, their applications will not be considered. To reduce KGs' administrative work, starting from applications for the 2023/24 school year, EDB has adopted simplified procedures, allowing KGs that meet the relevant requirements to be approved to join or stay in the Scheme for a validity period of two years,

[3] KGs shall maintain an operating standard in both management (including but not limited to administrative, financial, personnel management and daily operation matters) and professional aspects acceptable to the Government. When necessary, KGs need to submit supplementary documents upon EDB's request. Applications will not be considered if the Scheme-KG's eligibility was revoked, or if the KG was not approved to join the Scheme, during the school year immediately preceding the application. In addition, for applicant KGs which are not joining the Scheme in the 2026/27 school year, KGs should also submit their annual audited accounts for the latest accounting year end (where applicable). The accounts must be audited by Certified Public Accountants (practising) registered under the Accounting and Financial Reporting Council Ordinance (Cap. 588). For schools operating KG classes as well as other section(s) (e.g. primary and secondary), or those with consolidated annual audited accounts with multiple KGs, separate annual audited accounts for KG section or each KG should be prepared.

instead of having to submit an application every year. EDB will consider relevant factors including operational performance of the school to prudently assess whether the school's application for joining the Scheme and its validity period should be approved. **KGs which have already been approved to join the Scheme in the 2027/28 school year are not required to submit application again for the school year concerned.** The list of KGs approved to join the Scheme will be made available for public browsing at EDB webpage at http://www.edb.gov.hk/free-quality-kg-edu_en and will be updated as and when necessary.

For KGs not intending to stay in the Scheme

6. Existing Scheme-KGs not wishing to stay in the Scheme in the 2027/28 school year should submit the completed form at **Appendix 3** to Kindergarten Administration Section, EDB **not later than 17 December 2026 (Thursday)**. As for the transitional arrangement, subsidies under the Scheme will still be paid, with the amount determined by the number of eligible students admitted before the 2027/28 school year and remaining in the eligible classes[4] under the Scheme until the end of operation of all eligible classes or they leave the KG (whichever is earlier). The KGs concerned are required to fully comply with all terms and conditions of the Scheme as long as subsidies are paid under the aforesaid conditions.

Subsidy and Fee Ceilings

7. The subsidy rates, salary ranges and fee ceilings for the 2027/28 school year will be announced later in the EDB circular memoranda on school-specific grants under the Scheme and fee revision for the 2027/28 school year.

Enquiries

8. For enquiries related to this circular memorandum, please contact the Kindergarten Administration Section at 2892 5016. For school-specific enquiries, please contact the respective Senior School Development Officers / Senior Services Officers.

Ms Kathy NG
for Permanent Secretary for Education

c.c. Heads of Sections --- for information

[4] These refer to eligible lower KG (K2) and upper KG (K3) classes in the 2027/28 school year and eligible K3 classes in the 2028/29 school year.

Appendix 1

Terms and Conditions
for Joining the Kindergarten Education Scheme ("Scheme")

1 Term

1.1 If a kindergarten/kindergarten-cum-child care centre/school with kindergarten classes is approved by the Government of the Hong Kong Special Administrative Region (**"Government"**) to join the Scheme (referred as **"the Scheme-KG"**), the term of being a Scheme-KG will normally be one year or two years, i.e. counting from the commencement date of the school year in which such approval is to take effect until the end of such school year, subject to any earlier termination in accordance with these terms and conditions (referred as "Scheme Validity Period"). The actual Scheme Validity Period is as that stated in the approval letter issued by in Education Bureau ("EDB"). Throughout the Scheme Validity Period and thereafter (where applicable), the Scheme-KG shall fulfill and meet these terms and conditions as set out below ("Terms and Conditions"), all the requirements and specifications set out in EDB Circular No. 7/2016 dated 20 July 2016 on "Free Quality Kindergarten Education" ("EDBC No. 7/2016") and Appendices 2 to 10 to such Circular, the Undertaking and Declaration signed by the kindergarten ("KG") at the time of application to join the Scheme, and all other circulars or guidelines issued by EDB from time to time (collectively "Terms of the Scheme").

1.2 The Scheme Validity Period shall automatically come to an end upon its expiry. The Scheme-KG may apply to EDB in writing for continued participation in the Scheme within a period specified by EDB before the Scheme Validity Period expires. The Scheme-KG shall otherwise inform EDB in writing of its decision to discontinue its participation in the Scheme within a period specified by EDB before the Scheme Validity Period expires.

2 Rules and regulations for operation and management

Throughout the Scheme Validity Period, the Scheme-KG shall:

2.1 be a non-profit-making kindergarten by being either an approved organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) ("IRO") or an approved subsidiary to an organisation exempted from tax as recognised by the Inland Revenue Department ("IRD") under the IRO as proved by a certificate or confirmation letter issued by the IRD;

2.2 offer a full local curriculum in accordance with the "Kindergarten Education Curriculum Guide" issued by the Curriculum Development Council. The Scheme-KG should not require children in nursery class (K1) to hold a pencil and write. It should not require children in lower and upper kindergarten classes (K2 and K3) to do mechanical copying and calculation, and should not arrange homework that is excessive, frequent or too difficult, so as not to cause unnecessary pressure and drilling;

2.3 meet the quality requirements as specified by EDB from time to time. Upon EDB's request, the Scheme-KG shall submit School Report(s) or written reply(ies) to EDB in the format as agreed by EDB within a period specified by EDB in writing;

2.4 meet the transparency requirement by disclosing its key operational details (including but not limited to the name of its approved supervisor and principal, the overall number, qualifications and salary range of the principal and teachers, student enrolment, school facilities and activities, the curriculum, support measures for diverse needs of students (including support measures for non-Chinese speaking students and students with special needs), school finance information, school fees, application fee, registration fee, as well as school items and services (regardless whether they are directly sold or

procured on parents' behalf)). The Scheme-KG shall also undertake in the application form for joining the Scheme that they would follow the procurement procedures and declare interest; and consent to publish such information in the Profile of Kindergartens and Kindergarten-cum-Child Care Centres issued by EDB and upload such information onto the EDB website;

2.5 not charge a school fee for a half-day place where various government subsidies available to the Scheme-KG are sufficient to cover all operating expenses as recognised by EDB;

2.6 subject to Clause 2.5, in the case of charging any school fee, accept any adjustment made by EDB to the approved school fee in consideration of the Scheme-KG's expenditure and the amount of government subsidies utilised under the Scheme. Besides, school fee charged by the Scheme-KG must not exceed the respective fee ceilings for a half-day place, a whole-day place and a long whole-day place as specified from time to time by EDB for the purpose of the Scheme;

2.7 the fee for lodging an application for admission (application fee) and the fee for registration of a school place offered (registration fee) shall not exceed the approved ceilings as specified by EDB in writing from time to time;

2.8 remunerate qualified teaching staff employed within the required teacher-to-pupil ratio within the salary range specified by EDB, and designate a percentage of the total amount of the basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services (as mentioned in Clause 5.2 below) received under the Scheme as specified by EDB as the salary portion which must be expended solely on the remuneration of teaching staff. Use of the salary portion for any other purpose is not allowed;

2.9 comply with the standing administrative directives on staffing including but not limited to teacher-to-pupil ratio, teachers' and principals' qualifications and remuneration principles;

2.10 not transfer any income or donation or subsidy or grant or any other form of property, in whatever form, to any person including its sponsoring body, members of its management committee, its related parties or other organisations; and all such income, donation, subsidy, grant and any other property shall be used solely for the purpose of operating the Scheme-KG. Use for any other purpose is not allowed;

2.11 not use the government subsidies and non-government funds for speculative investment;

2.12 provide half-day and/or whole-day places as requested by EDB under special circumstances with regard to EDB's overall planning of KG places;

2.13 comply with the guidelines and/or standing administrative directives on admission arrangements as specified by EDB from time to time;

2.14 if the Scheme-KG is recognised by EDB to operate long whole-day service during the Scheme Validity Period, provide family support services for needy families as necessary, including

(a) operating long whole-day classes at all kindergarten levels of nursery (K1), lower kindergarten (K2) and upper kindergarten (K3);

(b) offering services from 8 am to 6 pm on Mondays to Fridays and 8 am to 1 pm on Saturdays; during school holidays and inclement weather (including Tropical Cyclone Warning Signal No. 3 or Red Rainstorm Warning Signal); and

(c) providing ancillary services: extended hours service, occasional child care service or integrated programme for mildly disabled children as required.

2.15 ensure that its representatives, employees, agents and consultants shall not make or give any specific gifts, discount, rebates or any other concession or financial inducements of whatsoever form to parents or any other persons in return for such parents or persons requiring or inducing the students enrolling in the Scheme-KG;

2.16 at all times comply with the Education Ordinance (Cap. 279), Education Regulations (Cap. 279A), other statutory requirements and administrative requirements or directions applicable to kindergarten/kindergarten-cum-child care centre/school with kindergarten classes as specified as well as circulars, circular memoranda, relevant letters and guidelines from time to time issued by EDB, and maintain an operating standard in both management (including but not limited to administrative, financial, personnel management and daily operation matters) and professional aspects acceptable to the Government;

2.17 be subject to periodic checks against the Scheme-KG's compliance with the Terms of the Scheme and assessment of the operating standard by officers or agents of the Government. The Government shall require the Scheme-KG to draw up and implement a plan to overcome the problems identified within a reasonable period as specified by the Government, monitor the progress of implementation and conduct follow-up checks as requested; and

2.18 inform EDB in writing together with all the related documents in the first instance when there are any changes in its status or operation, which makes it no longer eligible for the Scheme, including but not limited to its supervisor no longer holding the office, its non-profit-making status that shall affect its eligibility under the Scheme. EDB reserves the right to withhold the subsidy should the changes so warrant, for instance the Scheme-KG ceases to have the non-profit-making status.

3 Management Committee's role and composition

3.1 The school management committee ("SMC") shall be responsible for managing the school. The Scheme-KG shall comply with the requirements set out in EDB circulars and other relevant guidelines for establishing a more participatory school governance framework.

3.2 The Scheme-KG shall formulate an SMC constitution that stipulates the operating details.

4 Resigning of the Undertaking and Declaration

4.1 When the supervisor of the Scheme-KG who signed the Undertaking and Declaration at the time of application no longer holds the office, the Scheme-KG shall ensure the subsequent supervisor will sign a new Undertaking and Declaration in the form and substance as specified by the Government in order to remain eligible for the Scheme for the remainder of the Scheme Validity Period.

5 Payment of subsidies

5.1 Subject to the Scheme-KG's due and punctual compliance with all Terms of the Scheme, subsidies will be released according to the Terms of the Scheme.

5.2 Each Scheme-KG will be paid basic half-day unit subsidy. If whole-day and long whole-day services are provided, additional subsidy will be provided. The amount of subsidy is based on the rates as specified by EDB and number of Eligible Students holding a valid certificate as recognised by EDB ("a Valid Certificate") and enrolled to K1, K2 and K3 classes adopting local curriculum ("Eligible Students"). A Valid Certificate refers to a "Registration Certificate for Kindergarten Admission" issued by the education authority which remains valid throughout the Scheme Validity Period.

6 Rules and regulations for the use of subsidies

6.1 In addition to EDBC No. 7/2016 and its Appendices, the Scheme-KG shall deploy

subsidies according to the Terms of the Scheme as specified from time to time by EDB including but not limited to circulars and letters issued from time to time.

6.2 The Scheme-KG shall observe the reserve ceilings and claw back arrangements of each grant as specified by EDB.

6.3 Notwithstanding anything provided herein, EDB reserves the right to make any adjustments in the subsidies payable to the Scheme-KG to recoup any overpayment previously made by EDB under the Scheme to the Scheme-KG (whether released within or outside the current Scheme Validity Period), and upon EDB's request, the Scheme-KG shall repay the extra amounts paid by EDB under the Scheme.

6.4 The Scheme-KG shall ensure that subsidies under the Scheme shall be used on the operation of non-profit-making kindergarten education adopting full local curriculum. The subsidies shall not be used to subsidise any other activities of whatsoever nature, including but not limited to child care services provided to children aged zero to three years and classes offering non-local curriculum.

6.5 In case of use of the subsidies under the Scheme is breaching any requirement of the Terms of the Scheme (regardless of whether the subsidies were released within or outside the Scheme Validity Period), without prejudice to other rights and powers of the Government and the Permanent Secretary for Education, EDB reserves the right to demand the refund of the improperly spent subsidies within the period and in the amount as specified by EDB in writing, or reduce the subsidy amount payable to the Scheme-KG for the remainder of the Scheme Validity Period or any future Scheme Validity Period.

6.6 The Scheme-KG shall comply with the requirements of each grant as specified by EDB, including submission of a usage report and/ or annual audited accounts. In the event that a Scheme-KG fails to comply with the aforementioned requirement to submit a usage report of the grant(s) and/ or annual audited accounts, EDB may recover the subsidies disbursed to the KG.

7 Books and records

7.1 The Scheme-KG shall keep a proper, timely and separate set of books and records for government subsidies and non-government funds including all income, expenditure and transactions and all information and documents relating to the operation of the Scheme-KG during the Scheme Validity Period and for a minimum period of seven years thereafter. The Scheme-KG shall maintain the books and records in such a manner so as to enable the production of statements as stated in Clause 7.3 below.

7.2 The Scheme-KG shall ensure that the Government and its authorised representatives (including without limitation the officers and agents of EDB and the Director of Audit) shall be allowed access to all or any of the books, records, information and documents for conducting audit (including value for money audit), inspection, verification, copying or otherwise for the purpose of administration and monitoring the operation of the Scheme from time to time upon reasonable notice during the Scheme Validity Period plus the seven-year period thereafter, or upon closure of the Scheme-KG (whichever is applicable).

7.3 The Scheme-KG shall submit to EDB:

(a) at the end of each school year in which subsidies are paid under the Scheme;

(b) after its closure;

(c) after voluntary withdrawal from the Scheme;

(d) after rejection of its continued participation in the Scheme; or

(e) after revocation of its eligibility of the Scheme,

a copy of audited accounts covering the whole school year, and the period up to the date of its closure, voluntary withdrawal from the Scheme, rejection of continued participation or revocation of eligibility respectively (whichever is applicable), in the format and at a date as specified by EDB. Each set of audited accounts shall be audited by a certified public accountant (practicing) registered under the Accounting and Financial Reporting Council Ordinance (Cap. 588) and give a true and fair view of the state of its affairs for the school year then ended, or for the period up to the date of its closure, voluntary withdrawal from the Scheme, rejection of its continued participation or revocation of its eligibility (whichever is applicable), including assets and liabilities, income and expenditure, and balances of individual subsidy account.

8 Termination of Scheme-KG's eligibility

8.1 If the Scheme-KG has mal-practices, fails to comply with or observe any of the Terms of the Scheme, or fails to maintain its operation standard up to the satisfaction of the Government, EDB is entitled to revoke its status as a Scheme-KG by notice in writing to this KG ("Revocation") and cease to grant any subsidy to this KG under the Scheme and claw back the funding released from this KG at any time that EDB in its absolute discretion considers as appropriate.

8.2 Without prejudice to EDB's power under Clause 8.1, in the event of expiry of the Scheme Validity Period, Revocation, or that the Scheme-KG withdraws from the Scheme voluntarily or because of its closure, has mal-practices, fails to comply with or observe any of the Terms of the Scheme, or fails to maintain its operation standard up to the satisfaction of the Government, EDB may:

(a) defer or withhold payment of any or all subsidies to the Scheme-KG;

(b) direct or require the Scheme-KG to make good and rectify the non-compliance by notice in writing in accordance with directives or requirements by the date as specified by EDB in the notice;

(c) recover the subsidies or any portion thereof from the Scheme-KG; and/or

(d) demand the Scheme-KG to immediately return any or all of the subsidies to the Government.

8.3 Unless with EDB's agreement, the Scheme-KG is not allowed to withdraw early from the Scheme before the end of the Scheme Validity Period. The Scheme-KG's eligibility for the Scheme shall terminate upon its closure.

8.4 If the Scheme-KG wishes to withdraw from the Scheme (including as a result of its intended closure), it shall inform EDB in writing at least nine months before the effective date which should tie in with the commencement of the new school year.

8.5 In the following case that directly or indirectly leads to, or in connection with, or that relates to in any way:

(i) any non-compliance by the Scheme-KG of any of the provisions of the Terms of the Scheme; or

(ii) the negligence, recklessness, or willful misconduct on the part of the Scheme-KG or on the part of the Supervisor or the management committee or any employee, agent or consultant of the Scheme-KG in the operation or implementation of the Scheme,

the Scheme-KG shall indemnify and keep indemnified the Government from and against:

(a) all liabilities (including liability to pay compensation and damages), damage, losses, costs, charges and expenses which the Government may sustain or incur (including all legal and other costs, charges, and expenses, on a full indemnity basis, which the Government may pay or incur in relation to any claim, action or

proceeding instituted by, or against, the Government); and

(b) all and any claims, actions, investigations, demands, proceedings, threatened, brought or instituted against the Government (whether or not settled) (collectively "Third Party Claims") and everything stated in (a) above arising from these Third Party Claims.

9 Consequences of Closure, Revocation, Voluntary Withdrawal or Expiry of Scheme Validity Period

9.1 Notwithstanding closure, Revocation, voluntary withdrawal of the Scheme-KG or expiry of the Scheme Validity Period, these Terms and Conditions which expressly or by implication are intended to continue in force after such closure, Revocation, voluntary withdrawal or expiry of the Scheme Validity Period shall continue to have full force and effect and continue to be binding on the KG.

9.2 Upon the closure of a Scheme-KG, items purchased out of subsidies shall be at EDB's discretion for disposal. Under normal circumstances, the Scheme-KG may transfer the items to other Scheme-KGs in need of them, or donate them to charitable organisations if no other Scheme-KG is found suitable for receiving these items. The Scheme-KG shall request a formal receipt from the Scheme-KGs or charitable organisations concerned and submit the certified true copy of the receipt to their respective School Development Sections or Joint Office for Kindergartens and Child Care Centres for record purpose.

9.3 Regardless of whether a Scheme-KG withdraws from the Scheme voluntarily or because of closure or its continued participation is rejected or its eligibility is revoked, without prejudice to the Government's rights in Clause 8.1 above, the Scheme-KG shall return the unspent balance of any subsidies in full within the period as prescribed by EDB in writing in the amount as shown in the audited accounts as mentioned in Clause 7.3, or repay any subsidies within the period and in the amount as specified by EDB in writing.

9.4 If a Scheme-KG is rejected by EDB to join the Scheme, including but not limited to Revocation as mentioned in Clause 8.1 or a Scheme-KG's application for continued participation in the Scheme under Clause 1.2 is rejected by EDB in writing, unless the KG has ceased operation, subsidies under the Scheme will still be paid to the KG, with the amount determined by the number of Eligible Students as defined in Clause 5.2 who have been attending the eligible classes under the Scheme or have been newly enrolled to the eligible classes of the next school year before the effective date of EDB's rejection of joining the Scheme (collectively referred to as "Existing Eligible Students" hereafter). The number of eligible classes will be reduced from year to year starting from the full school year immediately after the effective date (i.e. eligible K1, K2 and K3 classes of the first full school year after the effective date, eligible K2 and K3 classes of the second full school year, and eligible K3 classes of the third full school year). Only those Existing Eligible Students remaining in the eligible classes as from the effective date shall be counted for the calculation of subsidies until they leave the KG, and the KG shall handle school fee matters in respect of the Existing Eligible Students according to the Terms of the Scheme (including Clauses 2.5 and 2.6). The KG is required to fully comply with all Terms of the Scheme as long as subsidies are being paid under the aforesaid conditions.

9.5 If a Scheme-KG is approved by EDB to withdraw from the Scheme, including but not limited to Voluntary Withdrawal under Clauses 8.3 and 8.4, or informs EDB in writing of its decision to discontinue its participation in the Scheme under Clause 1.2, unless the KG has ceased operation, subsidies under the Scheme will still be paid to the KG, with the amount determined by the number of Eligible Students as defined in Clause 5.2 who are attending the eligible classes in the school year immediately before the effective school year in which EDB's approval to withdraw from the Scheme takes effect (referred to as "Existing Eligible Students" hereafter). The number of eligible classes

will be reduced from year to year starting from the effective school year (i.e. eligible K2 and K3 classes of the effective school year, and eligible K3 classes of the school year following the effective school year). Students who are newly enrolled to studies of the effective school year shall not be counted as Existing Eligible Students for calculating the amount of subsidies, notwithstanding their status as Eligible Students under Clause 5.2. The KG shall forthwith inform the parents of the affected newly-enrolled students about the KG's decision on withdrawal, and address their concern reasonably and properly. Only those Existing Eligible Students remaining in the eligible classes as from the effective school year shall be counted for the calculation of subsidies until they leave the KG, and the KG shall handle school fee matters in respect of the Existing Eligible Students according to the Terms of the Scheme (including Clauses 2.5 and 2.6). The KG is required to fully comply with all Terms of the Scheme as long as subsidies are being paid under the aforesaid conditions.

9.6 Under the situation mentioned in Clauses 9.4 and 9.5, when no further subsidies are payable because of the end of operation of all eligible classes or all Existing Eligible Students having left the KG, the KG shall comply with EDB's instructions on the disposal of items purchased out of the subsidies. This KG shall also return the unspent balance of each of the subsidies in full within the period as specified by EDB in writing in the amount as shown in the audited accounts as mentioned in Clause 7.3.

10 General

10.1 The Scheme-KG shall comply with all applicable laws of Hong Kong and instructions and directives as EDB may from time to time issue in relation to the Scheme.

10.2 All rights and powers of the Government hereunder may be exercised by the Permanent Secretary for Education for and on its behalf.

11 Governing Law and Jurisdiction

11.1 The Terms of the Scheme shall be governed by and construed in accordance with the laws of Hong Kong and each party agrees to submit to the exclusive jurisdiction of Hong Kong courts.

12 Interpretation

12.1 In these Terms and Conditions, except where the context otherwise requires:

(a) headings to clauses are for convenience only and do not affect the interpretation of these Terms and Conditions;

(b) reference to any statute, order, regulation or any circular or directive or guideline or other instrument issued by the Secretary for Education or Permanent Secretary for Education shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified, substituted, extended, re-enacted or replaced from time to time and in the case of Ordinance, including all subsidiary legislation from time to time made under it;

(c) words denoting the singular shall include the plural and vice versa; words denoting any one gender shall include the other genders; references to any person shall include references to an individual, firm, body corporate or unincorporated (wherever established or incorporated);

(d) words importing the whole shall be treated as including a reference to any part of the whole;

(e) any act, default, neglect or omission of the principal, supervisor, manager, any employee, licensee, agent or contractor of the Scheme-KG shall be deemed to

be the act, default, neglect or omission of the Scheme-KG;

(f) the words “include” and “including” shall be construed without limitation to the words “following”; and

(g) all references to “any” shall be construed to mean “any and all”.

12.2 Except as expressly provided otherwise, all obligations to be performed by the Scheme-KG under the Terms of the Scheme shall be performed at the cost and expense of the Scheme-KG.

12.3 If there is any conflict or inconsistency amongst these Terms and Conditions, the following order of priority shall prevail: (a) the directives or instructions issued by the Secretary for Education or Permanent Secretary for Education given specifically to the Scheme-KG in relation to the Scheme; (b) the general directives or instructions issued by the Secretary for Education or Permanent Secretary for Education generally to all Scheme-KGs in relation to the Scheme ; (c) other Terms of the Scheme.

(For staple)

Appendix 2

Application for Joining/Staying in the Kindergarten Education Scheme ("Scheme") 2027/28 School Year

To: Permanent Secretary for Education
(Attn: Kindergarten Administration Section,
Kindergarten Education Division, Education Bureau,
Room 1417, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)

For EDB use only

Dist: _____

S No.: _____

S26/27:

Part I Particulars of School

1. 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): _____
2. School Address: [Main School] _____
   [Extension (if any)] _____
3. School No.: | | | | | | | |
4. Tel. No.: _____ 5. Fax. No.: _____
6. Contact Person: (Name) _____ (Post) _____
7. Non-Profit-Making (NPM) Operating Status:
   I confirm that my KG is a NPM KG *(Please '✓' ONE of the following boxes.)*:
   ☐ 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 certificate or confirmation letter from the Inland Revenue Department recognising the KG being an approved organisation/an approved subsidiary to an organisation exempted from tax under section 88 of the IRO (Cap. 112) should be attached to this application form. KG-cum-CCCs should also submit the confirmation letter recognising the CCC portion being an approved subsidiary to the approved tax-exempt organisation of the KG or to which the KG belongs to.]

☐ Yes
☐ No

☐ I-1
☐ I-2
☐ I-7

☐ K
☐ C

Part II Curriculum

I confirm that my KG is *(Please '✓' ONE of the following boxes.)*:

☐ operating classes of full local curriculum only.

☐ operating classes of full local and non-local curriculum (only students enrolled in classes of the local curriculum will be eligible for government subsidies under the Scheme) at all K1, K2 and K3 levels.

☐ II

Part III School Fee

Without prejudice to the more detailed requirements set out in the Terms of the Scheme, I confirm the following:

Section (i) – Declaration *(Please '✓' the box(es) to confirm.)*

☐ My KG will NOT charge a school fee for a half-day ("HD") place where subsidies are already sufficient for covering all operating expenses as recognised by EDB (this item is applicable to KGs operating HD courses).

☐ My KG will NOT charge a school fee (after deduction of government subsidy) higher than the prescribed fee thresholds as specified by the Government for a HD place and a whole-day ("WD") place in any session (AM/PM/WD)/level/class offering local curriculum for the 2027/28 school year. My KG will also accept adjustment made by EDB to the approved school fees.

Section (ii) Estimated school fee ***(only applicable to KGs not joining the Scheme in the 2026/27 school year.*** *If the application to join Scheme in the 2027/28 school year is approved, in applying for fee revision for the 2027/28 school year, the audited accounts of the 2025/26 school year MUST be submitted in order to calculate the fees after deduction of government subsidy. If necessary, EDB would require KGs to submit supporting information to assess the reasonableness of the estimated school fee.****):***

HD Session *(Please '✓' ONE of the following boxes.):*

☐ My KG will NOT offer HD course in the 2027/28 school year.

☐ My KG will offer HD course in the 2027/28 school year and the school fee (after deduction of government subsidy) of a HD place is estimated to be $0.

☐ My KG will offer HD course in the 2027/28 school year and the school fee for a HD place per instalment (after deduction of government subsidy) is estimated as $_____.

WD Session *(Please '✓' ONE of the following boxes.):*

☐ My KG will NOT offer WD course in the 2027/28 school year.

☐ My KG will offer WD course in the 2027/28 school year and the school fee for a WD place per instalment (after deduction of government subsidy) is estimated as $_____.

☐ III-i
☐ III-ii

For EDB use only

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

☐ IV

(Please '✓' the box to confirm.)

☐ I confirm that my KG will submit as and when specified all the required information through the designated online platform for compilation of the KG Profile by the Education Bureau (EDB).

Part V Application Fee and Registration Fee

☐ V

(Please '✓' the box to confirm.):

☐ I confirm that my KG will NOT charge an application fee and registration fee exceeding the approved ceilings as specified by EDB.

Part VI Admission of Children Referred by EDB

☐ VI

(Please '✓' the box to confirm.)

☐ I confirm that my KG will admit children (for example, children at risk of developmental delay, etc.) referred by EDB to fill vacancies. [For details, please refer to Appendix 9 to EDB Circular No. 7/2016 "Free Quality Kindergarten Education".]

Part VII Supervisor Remuneration

☐ VII

(Please '✓' the box to confirm.)

☐ I confirm that I **do not receive** supervisor remuneration.

Part VIII Procurement Procedures and Declaration of Interest

☐ VIII

(Please '✓' the boxes to confirm.):

☐ I confirm that my KG will handle procurement issues and abide by relevant procurement procedures as stipulated in "Guidelines on Procurement Procedures in Kindergartens".

☐ I confirm that my KG will request all persons involved in procurement to sign "Undertakings by School Manager/Staff Member Involved in Procurement" confirming that they will declare in writing to the School Management Committee ("SMC") as soon as any close connection they or their family have, or will have with any supplier (e.g. relatives, employers, shareholder.). My KG will also remind the persons involved in procurement to avoid situations which may compromise (or be seen to compromise) their personal judgement or integrityor lead toa conflict of interest while all declarations and decisions made will be recorded and filed for reference.

Part IX Maintaining an Operating Standard in both Management and Professional Aspects

☐ IX

(Please '✓' the box to confirm.):

☐ I confirm that my KG has established an efficient mechanism to monitor the KG at all times to comply with the Education Ordinance (Cap. 279), Education Regulations (Cap. 279A), other statutory requirements and administrative requirements or directions applicable to KGs, including but not limited to: (i) paying attention to circulars/ circular memoranda, relevant letters and guidelines from time to time issued by EDB; (ii) regular checking of the Fast Information Transmission System - School Messaging Module (SMM) regularly; and (iii) ensuring the timely submission of the required documents/ reports and that all information reported is accurate. I understand that any misrepresentation or omission may result in deferral of subsidy disbursement and / or full recovery / adjustment of subsidies already disbursed and / or legal consequence.

Part X Composition and Operation of SMCs

☐ X

(Please '✓' the box to confirm.):

☐ I confirm that the composition and operation of the SMC of my KG have fulfilled the requirements as stipulated in EDB Circular No. 15/2018 "Kindergarten Education Scheme—Strengthening School Governance and Transparency" and the relevant guidelines.

For EDB use only

(Applicable only to KGs <u>not</u> joining the Scheme in the 2026/27 school year)

Part XI Quality Assurance

☐ XI

(Please '✓' the box to confirm.):

☐ I confirm that my KG conducts ongoing School Self-evaluation (SSE), and will keep and submit the school report of the previous school year to undergo QR by the EDB.

Part XII Investment by Private Schools

☐ XII

(Please '✓' the box to confirm.):

☐ I confirm and declare that my KG is in compliance with the requirements as stipulated in EDB Circular No. 5/2025 "Investment by Private Schools" and the relevant guidelines.

Part XIII Undertaking and Declaration

For EDB use only

In consideration of the Government of the Hong Kong Special Administrative Region ("**Government**") considering this application for joining the Kindergarten Education Scheme ("**Scheme**"):

1. I hereby declare, undertake and warrant that all information and supporting documents supplied (including those as mentioned in paragraph 5 below), and statements and representations ("**Information**") made by me or by my KG from time to time in relation to this application submitted to the Government are true, accurate and complete. I understand that EDB will assess the eligibility of the KG based on the Information provided by me and by my KG.
2. I hereby undertake and guarantee in favour of the Government with continuing effect that:
   (a) my KG fulfils and will continue to fulfil the eligibility criteria for the Scheme as specified in paragraph 2 of EDB Circular Memorandum No. 201/2026 on "Application for Joining the Kindergarten Education Scheme 2027/28 School Year" ("**EDBCM No. 201/2026**") throughout the Scheme Validity Period;
   (b) my KG will comply with EDBC No. 7/2016 and all its Appendices 2 to 10 (as may from time to time be amended or supplemented by the Government), all terms and conditions set out in Appendix 1 of EDBCM No. 201/2026 and such other requirements and directives as may from time to time be issued by the Government concerning the Scheme, as well as this Undertaking and Declaration (collectively, "**Terms of the Scheme**"); and
   (c) I have read and fully understood all Terms of the Scheme.
3. 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 authorised 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, copying or otherwise for the purpose of administration and monitoring the operation of the Scheme from time to time upon reasonable notice (a) during the period when my KG is an eligible KG under the Scheme and (b) for a period of seven (7) years thereafter or upon the closure of my KG (whichever is applicable).
4. If any representation or declaration given by me or by my KG in this Undertaking and Declaration or otherwise in connection with the application is incorrect or misleading or if I fail to comply with any undertaking or guarantee 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 revoke the KG's status as an eligible KG under the Scheme.
5. This Undertaking and Declaration which was executed as a deed shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and I shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong Special Administrative Region.

SIGNED SEALED AND DELIVERED BY THE SUPERVISOR: _____

(Please use signature or chop above)

Name of Supervisor in English: _____

Name of Supervisor in Chinese: _____

Hong Kong Identity Card No: _____

Date: _____

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XIII
☐ SS
☐ SV
☐ SID
☐ SD
☐ SC

Part XIV Provision / Handling of Personal Data

1. The personal data provided in this application and in the Information provided from time to time will be used by the Permanent Secretary for Education for administering and processing of application for joining the Kindergarten Education Scheme ("**Scheme**") and if the application is successful for administering and operation of the Scheme, and enforcement by EDB of the 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 or affect the KG's eligibility under the Scheme.
2. The personal data provided in the application and in other Information provided at the request of EDB will be used by EDB and disclosed within EDB and to other government bureaux or departments or public bodies (as defined in Interpretation and General Clauses Ordinance (Cap. 1), contractors, advisers and consultants for the purposes mentioned in paragraph 1 and above and also 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. All documents submitted are not returnable. Data subjects 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, Kindergarten Education Division, Education Bureau at Room 1417, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.*

Checklist for Submission of Application

1. Has the application form been correctly filled in and Part XIII Undertaking and Declaration duly signed? ☐
2. Have you attached a copy of the certificate or confirmation letter from the Inland Revenue Department recognising the KG portion being exempt from taxes? ☐
3. (If applicable) Have you attached a copy of the certificate or confirmation letter from the Inland Revenue Department recognising the CCC portion being exempt from taxes? ☐
4. (If your KG did not join the Scheme in the 2026/27 school year) Have you attached a copy of the school report of the previous school year for undergoing QR conducted by EDB to validate the SSE findings. ☐

The deadline of application is 17 December 2026 (Thursday). Unless there are exceptional circumstances, if KGs fail to meet the deadline for submission, their applications will not be considered.

Appendix 3

To: Permanent Secretary for Education
(Attn: Kindergarten Administration Section,
Kindergarten Education Division, Education Bureau,
Room 1417, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)

Withdrawal from the Kindergarten Education Scheme ("Scheme")

1. On behalf of the School Management Committee of _____ _____ (Name of Kindergarten and School number) ("KG"), I write to confirm that the said KG will not join the Scheme with effect from the 2027/28 school year starting from K1.

2. I confirm that the KG has informed parents of students already enrolled as of the 2026/27 school year the decision of the KG to withdraw from the Scheme starting from K1 in the 2027/28 school year, and the KG will properly address their concern. I am aware that, if the KG is approved by the Education Bureau ("EDB") to withdraw from the Scheme, subsidies under the Scheme will be paid to the KG, with the amount determined by the number of Existing Eligible Students until the end of operation of all eligible classes or they leave the KG (whichever is earlier). Existing Eligible Students refer to the students who are attending the eligible classes in the school year immediately before the effective school year in which EDB's approval to withdraw from the Scheme takes effect (i.e. eligible K2 and K3 classes in the 2027/28 school year and eligible K3 classes in the 2028/29 school year).

3. I am aware that, students (including K1, K2 and K3) who are newly admitted to this KG for studies from the 2027/28 school year will not be counted as Existing Eligible Students. When admitting students, the KG will inform parents about the KG's decision of withdrawal from the Scheme starting from the 2027/28 school year, explaining to them that they should pay school fees without government subsidy, and address their concern reasonably and properly.

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 Scheme 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 accounts covering the whole school year for the 2027/28 and 2028/29 school years respectively to EDB for inspection. The amount of government subsidy under the Scheme received by this KG as of the 2026/27 school year shall be accurately and properly reflected in the audited accounts.

6. This KG shall fully cooperate with the officers of EDB and other persons duly authorized by the Government and promptly provide all relevant information and documents relating to the Scheme in the KG.

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Supervisor's Signature: _____

Name of Supervisor in English: _____

Name of Supervisor in Chinese: _____

Date: _____