

To: Finance Branch, Social Welfare Department
23/F Southorn Centre 130 Hennessy Road Wan Chai Hong Kong

**Application for Approval of Inclusive Monthly Fee for Aided
Stand-alone Child Care Centres for 2024/25 School Year**

< IMPORTANT NOTE >

Please ensure the information provided in this application form (including its schedules) and any other supporting documents are correct, complete and clear. All relevant information and supporting documents should reach Social Welfare Department (SWD) on or before the deadline set in the invitation letter. Fresh information submitted after the deadline will NOT be accepted, unless the information is to clarify any enquiries raised by SWD in processing the application. SWD is not obliged to seek clarification from the applicant and may resort to information and supporting documents already submitted in processing the application.

I. General Information (Please read the Personal Information Collection Statement at Annex IV before completing this application)

1. Name of Agency: _____
2. Name of Child Care Centre (the Centre): _____
Registered Address: _____
3. The premises with a *gross / net floor area _____ *sq. ft. / sq. m. are *privately owned / rented / public housing / others (please specify) _____ .
4. Contact person in connection with this application:
Name: _____ Post: _____ Tel. No.: _____
Email Address (if any): _____

I/We confirm that:

(please put a ✓ in below to indicate whether your Centre will reduce/maintain or increase the existing inclusive monthly fee)

our Centre will *reduce / maintain the existing fee in 2024/25 School Year and Annex I and Schedule 4 (where applicable) have been prepared.

our Centre proposes to increase the inclusive monthly fee in 2024/25 School Year and certify that this application form together with the attached schedules as shown below have been prepared in accordance with the guidelines at Annex III.

(For centres providing child care services for children aged 0 to 3, separate Schedules 1 to 4 for children aged 0-2 and aged 2-3 should be submitted)

- | | |
|------------|--|
| Schedule 1 | Income and Expenditure Estimates |
| Schedule 2 | Schedule of Salaries and Provident Fund / Mandatory Provident Fund Contributions |
| Schedule 3 | Schedule of Payments to Relief Staff |
| Schedule 4 | Schedule of Net Income from Sundry Sales/Services |

I/We confirm that our Centre will stay in the Child Care Centre Subsidy Scheme in 2024/25 School Year, and that the employees of our Centre and other relevant persons have been informed that their personal data will be provided to SWD for the purpose of this application.

Authorised Signature and
Official Stamp of Child Care Centre

Name: _____

Post: _____

Date: _____

* Please delete as appropriate.

II. Proposed fees and expected enrolment

1. Existing monthly fees in 2023/24 School Year and proposed monthly fee for 2024/25 School Year

<u>Service Type</u> (Please indicate the start and end time of the service hours for Full Day or / and Half Day Services)	Capacity approved by SWD	(a) 2023/24 School Year monthly fee \$	(b) 2023/24 School Year monthly meal charge \$	(c) = (a) + (b) 2023/24 School Year Total \$	(d) 2024/25 School Year proposed monthly fee \$
(i) Full Day Child Care Service					
Children aged 0-2					
Service hours (-)					
Children aged 2-3					
Service hours (-)					
(ii) Half Day Child Care Service					
Children aged 0-2			X		
Service hours (-) AM					
Service hours (-) PM					
Children aged 2-3					
Service hours (-) AM					
Service hours (-) PM					

2. Proposed fees after netting monthly subsidy in 2024/25 School Year

<u>Service Type</u>	(e) Revised group grant rate for 2024/25 School Year \$	(f) Estimated number of groups	(g) Estimated monthly enrolment in 2024/25 School Year	(h) =(e)×(f)/M/(g) (Note 1) Estimated monthly subsidy granted for each child \$	(i) =(d) - (h) Proposed monthly fee after netting monthly subsidy \$	(j) Proposed monthly meal charge \$	(k) =(i) + (j) 2024/25 School Year Total \$
Full Day Child Care Service							
Children aged 0-2							
Children aged 2-3							

Note

1. M = 12, which is the number of monthly instalment per annum.

3. Enrolment for the period of April 2023 – March 2024

<u>Service Type</u>	2023									2024			<u>Total</u>
	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	
(i) Full Day Child Care Service													
Children aged 0-2													
Children aged 2-3													
(ii) Half Day Child Care Service													
Children aged 0-2													
AM													
PM													
Children aged 2-3													
AM													
PM													

4. Average/Estimated enrolment in specified periods below

<u>Service Type</u>	<u>Average monthly enrolment</u> <u>4.2023 - 3.2024</u>	<u>Estimated monthly enrolment</u> <u>4.2024 - 8.2024</u>	<u>Estimated monthly enrolment</u> <u>9.2024 - 8.2025</u>
(i) Full Day Child Care Service			
Children aged 0-2	_____	_____	_____
Children aged 2-3	_____	_____	_____
(ii) Half Day Child Care Service			
Children aged 0-2			
AM	_____	_____	_____
PM	_____	_____	_____
Children aged 2-3			
AM	_____	_____	_____
PM	_____	_____	_____

5. Effective date of proposed fees for 2024/25 School Year (dd/mm/yyyy): _____

INCOME AND EXPENDITURE ESTIMATES

(Children aged *0 to 2 / 2 to 3)

(Name of Child Care Centre)

I. MONTHLY FEE

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
	\$	\$	\$	\$	\$	
<u>INCOME</u>						
Fee Income (Note 2)						
Fee Assistance (Note 3)						
Sub-total						
Subsidy under Child Care Centre Subsidy Scheme						
Subsidy for Operation Enhancement						
Subsidy for Manpower Enhancement (including Subsidy for Further Manpower Enhancement)						
Subsidy for Assistant Supervisor						
Subsidy for Minor Repairs and Maintenance						
Net Income from Sundry Sales/Services						As shown in Schedule 4
Other Income (Please specify, e.g. Anti-epidemic Fund - Child Care Centre Special Grant)						

TOTAL INCOME (A)						

* Please delete as appropriate.

INCOME AND EXPENDITURE ESTIMATES

I. MONTHLY FEE (Cont'd)

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
	\$	\$	\$	\$	\$	
<u>EXPENDITURE</u>						
Personal Emoluments (Excluding the Cook)						<div style="display: flex; align-items: center; justify-content: center;"> } <div> <p>As shown in Schedule 2</p> <p>As shown in Schedule 3</p> </div> </div>
Staff Salaries (net of subsidies) (Note 4)						
Provident Fund/ Mandatory Provident Fund						
Relief Staff						
Expenses for operation enhancement						
Expenses for manpower enhancement (including expenses for further manpower enhancement)						
Expenses for assistant supervisor						
Others (Please specify)						

Total Personal Emoluments (i)						

INCOME AND EXPENDITURE ESTIMATES

I. MONTHLY FEE (Cont'd)

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
Other Charges	\$	\$	\$	\$	\$	
<i>Administrative Expenses</i>						
Postage						
Telephone, Fax and Internet						
Service Charges						
Cleaning Charges						
Auditor's Fee						
Others (Please specify)						

Sub-total						
<i>Utilities</i>						
Electricity						
Gas & Fuel						
Water & Sewage						
Sub-total						
<i>Stores & Equipment</i>						
Cleaning Materials						
Printing & Stationery						
Newspaper & Periodicals						
Maintenance of						
Installations/Equipment for						
Meeting Statutory Requirements						
& Operational Needs						
Minor Purchases Including Minor						
Repairs & Maintenance						
Others (Please specify)						

Sub-total						

INCOME AND EXPENDITURE ESTIMATES

I. MONTHLY FEE (Cont'd)

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
	\$	\$	\$	\$	\$	
Programme Expenses						
Teaching Materials & Toys						
Activities Expenses						
Others (Please specify)						

Sub-total						
Transport & Travelling						
Travelling Expenses						
(by public transport)						
Others (Please specify)						

Sub-total						
Insurance						
Employees' Compensation						} Please provide supporting documents (e.g. receipts) indicating the expenses
Insurance for Children						
Public Liability Insurance						
Others (Please specify)						

Sub-total						

INCOME AND EXPENDITURE ESTIMATES

I. MONTHLY FEE (Cont'd)

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
	\$	\$	\$	\$	\$	
Miscellaneous (Please specify)						
(a) <u>e.g. nappies, laundry</u>						
(b) _____						
(c) _____						
(d) _____						
(e) _____						
Sub-total						
Total Other Charges (ii)						
TOTAL EXPENDITURE (B) = (i) + (ii)						
SURPLUS / (DEFICIT) (C) = (A) - (B)						
Operating surplus / deficit including that from meal charge brought forward from previous years up to 31 March 2023						
<i>(Please submit a copy of Statement 1A – Aided Stand-alone Child Care Centre Operation Surpluses Account for the period ended 31 March 2023)</i>						

INCOME AND EXPENDITURE ESTIMATES

II. MONTHLY MEAL CHARGE

	Actual as per accounts 1.4.2023 - 31.3.2024 (a) (Note 1)	Estimates 1.4.2024 - 31.8.2024 (b)	Estimates 1.9.2024 - 31.3.2025 (7 months) (c)	Estimates 1.4.2025 - 31.8.2025 (5 months) (d)	Total 1.9.2024 - 31.8.2025 (e) = (c) + (d)	Remarks (Please state computations and assumptions)
	\$	\$	\$	\$	\$	
INCOME						
TOTAL MEAL INCOME (D)						
EXPENDITURE						
Personal Emoluments (For the Cook only)						} As shown in Schedule 2 As shown in Schedule 3
Staff Salaries						
Provident Fund/Mandatory Provident Fund						
Relief Staff						
Others (Please specify) _____						
Total Personal Emoluments (iii)						
Other Charges						
Meal Expenses for Children (iv)						
TOTAL EXPENDITURE (E) = (iii) + (iv)						
SURPLUS / (DEFICIT) (F) = (D) - (E)						

Notes

- For centres commencing operation during the financial year 2023-2024, the accounting period for column (a) should be from the date of commencement to 31.3.2024.
- Fee income should be reported after netting off Fee Assistance.
- Fee assistance under Kindergarten and Child Care Centre Fee Remission Scheme.
- Staff salaries should be reported after netting off expenses for manpower enhancement (including expenses for further manpower enhancement) and expenses for assistant supervisor.

**SCHEDULE OF SALARIES AND PROVIDENT FUND/MANDATORY
PROVIDENT FUND CONTRIBUTIONS
(1) for the period of 1 April 2023 - 31 March 2024**

(Name of Child Care Centre)

Name in Full (Note 1)	Rank/ Appointment Date	Period		Monthly Salary	Salary		Provident Fund (PF) /Mandatory Provident Fund (MPF) Contribution (Note 3)			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
Gross Salary Sub-total										
Less: (i) Expenses for manpower enhancement (Note 4) (including expenses for further manpower enhancement)										
(ii) Expenses for assistant supervisor (Note 4)										
Net Salary Sub-total (Note 4)							PF/MPF Sub-total			
II. Staff List (for the Cook only)										
Salary Sub-total (Note 4)							PF/MPF Sub-total			
Total Salary							Total PF/MPF			

**SCHEDULE OF SALARIES AND PROVIDENT FUND/MANDATORY
PROVIDENT FUND CONTRIBUTIONS
(2) for the period of 1 April 2024 - 31 August 2024**

Name in Full (Note 1)	Rank/ Appointment Date	Period		Monthly Salary	Salary		Provident Fund (PF) /Mandatory Provident Fund (MPF) Contribution (Note 3)			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
Gross Salary Sub-total										
Less: (i) Expenses for manpower enhancement (Note 4) (including expenses for further manpower enhancement)										
(ii) Expenses for assistant supervisor (Note 4)										
Net Salary Sub-total (Note 4)								PF/MPF Sub-total		
II. Staff List (for the Cook only)										
Salary Sub-total (Note 4)								PF/MPF Sub-total		
Total Salary								Total PF/MPF		

**SCHEDULE OF SALARIES AND PROVIDENT FUND/MANDATORY
PROVIDENT FUND CONTRIBUTIONS
(3) for the period of 1 September 2024 - 31 August 2025**

Name in Full (Note 1)	Rank/ Appointment Date	Period		Monthly Salary	Salary		Provident Fund (PF) /Mandatory Provident Fund (MPF) Contribution (Note 3)			Remarks
		From	To		Child Care Centre	Others (Note 2)	%	Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)				\$	\$	\$		\$	\$	
Gross Salary Sub-total										
Less: (i) Expenses for manpower enhancement (Note 4) (including expenses for further manpower enhancement)										
(ii) Expenses for assistant supervisor (Note 4)										
Net Salary Sub-total (Note 4)							PF/MPF Sub-total			
II. Staff List (for the Cook only)										
Salary Sub-total (Note 4)							PF/MPF Sub-total			
Total Salary							Total PF/MPF			

Notes

1. For vacant posts, enter “VP1”, “VP2” etc. for vacant post 1, vacant post 2 in the “Name” column. Please list all names by seniority in descending order.
2. The amounts unrecognised for fee assessment purpose should be shown under this column, if any.
3. Where the contributions are made under a non-standard staff retirement scheme, the expenditure recognised is limited to a maximum of 5% of the recognised staff salaries. Where the contributions are made under MPF, the expenditure recognised is limited to a maximum of 5% of the recognised staff salaries or \$18,000 per year, whichever is the lower.
4. The figures provided should tally with the respective figures shown in Schedule 1.

**SCHEDULE OF PAYMENTS TO RELIEF STAFF
for the period of 1 April 2023 - 31 March 2024**

(Name of Child Care Centre)

Name / Post of Relief Staff	Name / Post of Staff Relieved	Reasons for Relief (Note 1)	Daily Rate	Period Employed	No. of Days	Amount		Remarks
						Child Care Centre	Others (Note 2)	
I. Staff List (excluding the Cook)			\$			\$	\$	
					Sub-total (Note 3)			
II. Staff List (for the Cook only)								
					Sub-total (Note 3)			
					Total			

Notes

1. Please state the reason for employing relief staff, e.g. vacation, maternity or sick leave taken by staff relieved.
2. The amounts unrecognised for fee assessment purpose should be shown under this column, if any.
3. Sub-totals in this Schedule should tally with respective figures shown in Schedule 1.

**SCHEDULE OF NET INCOME FROM SUNDRY SALES/SERVICES
for the period of 1 April 2023 - 31 March 2024**

(Name of Child Care Centre)

	Children’s Uniforms/ Aprons/Bags	Story & Picture Books and Stationery	Others (Note 3)	Remarks
	\$	\$	\$	
Income for Sales/Services (A) (Note 1)				
Cost of Sales/Services				
Opening Stock (Note 2)				
Add: Purchases				
Less: Closing Stock (Note 2)				
Cost of Sales/Service (B)				
Net Income from Sales/Services (A) - (B)				

Notes

1. Please quote reference of SWD’s approval in the ‘Remarks’ column.
2. Please state the basis of valuation, such as cost or net realisable value.
3. A description of the nature of the sales/services (including extended hours/occasional child care services) should be given.

**Application for Approval of Inclusive Monthly Fee for
Aided Stand-alone Child Care Centres**

Checklist of Required Information / Documents

Before submitting your application, please make sure –

- I. The following documents have been completed and the information provided is correct, complete and clear:
- “Application for Approval of Inclusive Monthly Fee for Aided Stand-alone Child Care Centres for 2024/25 School Year” (Annex I) with information of contact person, authorised signature and official stamp of centre;
 - “Income and Expenditure Estimates” (Schedule 1) with computations and assumptions provided under the “Remarks” column;
 - “Salaries and Provident Fund/Mandatory Provident Fund Contributions” (Schedule 2);
 - “Payments to Relief Staff” (Schedule 3);
 - “Net Income from Sundry Sales/ Services” (Schedule 4); and
 - Separate Schedules 1 to 4 for children aged 0 to 2 and aged 2 to 3 (if child care services for children aged 0 to 3 is provided).
- II. The following supporting documents have been enclosed:
- A copy of Statement 1A – Aided Stand-alone Child Care Centre Operation Surpluses Account for the period ended 31 March 2023;
 - Audited accounts showing the state of affairs and results of operations of the centre for the period 1 April 2023 to 31 March 2024. If the audit of the accounts has not yet been completed at the time of submission of this application, draft final accounts for the said period certified by the chairman of the agency is also accepted;
(A copy of the audited accounts should be supplemented after the audit is completed. For child care centres with children aged 0 to 3, separate accounts for children aged 0 to 2 and 2 to 3 should be submitted.)
 - Supporting documents for material expenditure items included in the Income and Expenditure Estimates at Schedule 1 (e.g. insurance premium); and
 - A copy of the completed “Proforma on Enrolment and Child Care Workers Attainment” and “Application Form” (i.e. Annexes 1 and 2 of the letter issued by SWD on the Child Care Centre Subsidy Scheme for the 2024/25 School Year).

Guidelines on Preparing Income and Expenditure Estimates for Aided Stand-alone Child Care Centres for Children Aged 0 to 3

In the preparation of the Income and Expenditure Estimates (Schedule 1), aided stand-alone child care centres should refer to the “Guidelines on Subventions and Subsidies for Aided Standalone Child Care Centres” and comply with its corresponding requirements for the submission of annual financial statements and interim reports of income and expenditure.

The funds obtained from the Government including fee assistance, subventions for rent and rates, occasional child care service, extended hours service, subsidy under Child Care Centre Subsidy Scheme, Subsidy for Operation Enhancement, Subsidy for Manpower Enhancement (including Subsidy for Further Manpower Enhancement), Subsidy for Assistant Supervisor and Subsidy for Minor Repairs and Maintenance, etc. should only be used to finance the corresponding service, i.e. to cover the necessary expenses incurred in providing the services in accordance with the requirements of the Child Care Services Ordinance and Regulations.

It is necessary for child care centres to identify separately the income and expenditure (and therefore the surplus or deficit) which are recognised for the purposes of subvention and the operation of child care centres. In this regard, only the recognised income and expenditure, as specified in these Guidelines should be included in the Income and Expenditure Estimates of the fee application, which show the child care centre is operated at break-even level.

Please be reminded that **any expenses incurred but not recognised for fee assessment purposes are deemed to be borne by your agency’s own resources**, as a result of which the inclusive monthly fee approved by this Department may not be the same as that proposed.

Monthly Fee [Part (I) of Schedule 1]

(A) Income

The recognised income for determination of fee level of child care centre include the following-

- (1) Fee income of child care centre
Please show calculation in the ‘Remarks’ column of Income and Expenditure Estimates under Part (I) of Schedule 1 using the formula-

$$\text{Actual fee income} = \boxed{\text{Actual average enrolment per month}} \times \boxed{\text{Approved monthly fee per child}} \times \boxed{\text{Number of months}}$$

$$\text{Estimated fee income} = \boxed{\text{Estimated average enrolment per month}} \times \boxed{\text{Proposed monthly fee per child}} \times \boxed{\text{Number of months}}$$

Where the centre operates **more than one type** of services, the fee income in Schedule 1 must be supported by a **breakdown** of calculations for each type of service using the above formula.

The fee level to be proposed should take into account any accumulated operating surpluses/deficits of child care centre up to 31.8.2024. It should be noted that from the financial year 1986/87 onwards, the surpluses/deficits in respect of the subvention for integrated programme, rent and rates have to be separately identified as social welfare subvention surpluses, which are subject to recovery, by the Department.

An agency which operates more than one stand-alone child care centre may apply for a **uniform fee** for all stand-alone centres under its management in the fee application. In such cases, any accumulated operating surpluses of stand-alone child care centres up to 31.8.2024 and the total recognised operating expenditure for each stand-alone child care centre will be pooled together for fee assessment purposes.

- (2) Kindergarten and Child Care Centre Fee Remission Scheme
- (3) Subsidy under Child Care Centre Subsidy Scheme
- (4) Subsidy for Operation Enhancement
- (5) Subsidy for Manpower Enhancement (including Subsidy for Further Manpower Enhancement)
- (6) Subsidy for Assistant Supervisor
- (7) Subsidy for Minor Repairs and Maintenance
- (8) Income/Expenditure from Sundry Sales/Services

Any charging or acceptance of money or fee in addition to the inclusive monthly fee must be approved, in writing, by the Director of Social Welfare. Centres must keep proper books of accounts detailing all sales and purchases of items sold, as well as the income and expenditure relating to the provision of services.

Details of income and expenditure relating to the sale of items (e.g. uniforms, aprons, bags and handbooks) and provision of services should be shown in Schedule 4. It should be noted that expenditure in respect of these sales and services should **not** be included in the Income and Expenditure Estimates.

On the sale of books, suitable picture books, story books and reference books should be provided in sufficient quantity in the book-corners of the centre. Should parents want to possess these same books for use at home, they are free to purchase these books from the centre or publishers direct. The centre should make known to parents names and addresses of publishers.

Most centres use direct dialogue or stenciled sheets as a regular means of communication with parents. Direct communication is in fact the most effective way to achieve parental understanding and co-operation. In case a handbook is deemed necessary and a fee is charged, the price should be kept to a minimum and prior approval in writing from the Director of Social Welfare should be obtained.

Income and expenditure related to other operations e.g. evening operations, extended hours/occasional child care services carried out at the centre premises should be kept in separate books and should **not** be included in the Income and Expenditure Estimates.

(9) Other income

(a) Interest on recognised income

Income such as donations, interest on bank deposits in respect of the Child Care Centre Subsidy Scheme / Subsidy for Operation Enhancement / Subsidy for Manpower Enhancement (including Subsidy for Further Manpower Enhancement) / Subsidy for Assistant Supervisor / Subsidy for Minor Repairs and Maintenance / Subventions / Lotteries Fund grant should be shown separately.

(b) Anti-epidemic Fund, etc.

(c) Collection of Inclusive Monthly Fee

If a place is offered by the centre to a child, the centre may collect the inclusive monthly fee, in part or in full, **at most three months in advance** before the commencement of the first month of the service. For example, if a child commences attendance on 1 September, the centre may collect the September fee on 1 June, the earliest. The fee may be forfeited if the child subsequently fails to take up the place, but this policy should be clearly communicated to the parents when the fee is collected.

(B) Personal emoluments

The recognised costs of personal emoluments are limited to the following-

- (1) Staff levels are recognised in accordance with the **minimum** requirements stipulated in the Child Care Services Ordinance. For an aided standalone child care centre receiving the Subsidy for Further Manpower Enhancement (SFME) incorporated into the Subsidy for Manpower Enhancement (SME), the manning ratios for child care workers serving in the centre are 1:6 for children aged 0 to 2 and 1:11 for children aged 2 to 3.

For a child care centre (children aged 0 to 2) with 60 places, the recognised establishment is as follows-

1	Child Care Supervisor
8	Child Care Workers ¹
2	Child Care Aides
2	Minor Staff (2 Workman IIs)

For a child care centre (children aged 2 to 3) with 100 places, the recognised establishment is as follows-

1	Child Care Supervisor
8	Child Care Workers ²
1	Clerical Assistant
3	Minor Staff (1 Cook and 2 Workman IIs; or 3 Workman IIs)

- (2) Salaries payable to the staff of child care centre at the recognised staff levels should **not** exceed the cumulative sum of the emolument prescribed by the following scales and the Subsidy for the Manpower Enhancement. -

Rank	Salary Scale *
Child Care Supervisor	MPS Pt 15-22
Child Care Worker	MPS Pt 7-17
Child Care Aide	MPS Pt 3-9
Clerical Assistant	MPS Pt 1-10
Cook	MPS Pt 5-8
Workman II	MOD1PS Pt 0-8

* MPS = Master Pay Scale
MOD1PS = Model Scale I Pay Scale

Only **one** annual increment of salary, subject to the maximum point of the recognised salary scale not being exceeded, should normally be granted and recognised for inclusion in the fee application. Expenses on manpower enhancement to be specified in Schedule 1 are recognised.

¹ For a child care centre providing 60 places for children aged 0 to 2 and receiving the subsidy for SFME, the recognised establishment is 10 Child Care Workers (60 places÷6=10 CCWs).

² For a child care centre providing 100 places for children aged 2 to 3 and receiving the subsidy for SFME, the recognised establishment is 10 Child Care Workers (100 places÷11=9.09 CCWs).

- (3) For an aided standalone child care centre receiving the Subsidy for Assistant Supervisor (SAS), an additional child care worker, on top of the number of child care workers required for the enhanced manning ratio under the SFME, is recognised.
- (4) For the recognised staffing levels, provident fund contributions made in accordance with the rules contained in the 'Staff Retirement Schemes in Subvented Organisations' are recognised. Where the contributions are made under a non-standard staff retirement scheme, the expenditure recognised is limited to a maximum of 5% of the recognised staff salaries. Where the contributions are made under MPF, the expenditure recognised is limited to a maximum of 5% of the recognised staff salaries or \$18,000 per year, whichever is the lower.
- (5) Backpayment for personal emoluments of all staff, if any, might be separately included in the estimates.
- (6) Relief child care workers may be employed for recognised leaves in order to attain the child care worker /children ratio as specified in the Child Care Services Ordinance or the requirement for receiving the SFME.
- (7) Relief minor staff (e.g. Cook and Workman II) may be employed for recognised leaves at the wage rates notified by Social Welfare Department.
- (8) Actual long service payments are recognised.
- (9) Expenses on operation enhancement of the child care centre to be specified in Schedule 1 are recognised.
- (10) Other costs of personal emoluments will not be recognised unless with the written approval of Social Welfare Department.

The estimates of personal emoluments for the coming period 1.4.2024 - 31.8.2025 should be made in accordance with the above provisions and should, on this basis, represent the fairly accurate amounts to be paid to the staff of the centre during the period. The basis of estimate for relief staff, if any, should be given in the 'Remarks' column of Income and Expenditure Estimates under Part (I) of Schedule 1.

(C) Other charges

Recognised other charges refer to the recurrent expenses which are incurred necessarily and exclusively for the operation of child care centres. With effect from September 2005, the expenses for electricity charge, maintenance and repairs cost for the provision of air-conditioning should be charged against the inclusive monthly fee.

The following items of expenditure are **not recognised**-

- (1) Fringe benefits for staff

Housing benefits, provision of food/food allowance, travelling allowance, awards, gifts, lucky money, recreation/entertainment expenses, medical expenses except for staff recruitment, and cost of injection of Hepatitis B, etc., except that the cost of injection of Hepatitis B for child care workers in day centres is recognised.
- (2) Expenses related to local and overseas staff training/conference.
- (3) Expenses related to other charitable funding

Expenses for topping up Lotteries Fund grants, recurrent consequences of capital items financed by donations/charitable funding, etc.

(4) Capital financing expenses and bank charges

Mortgage and interest on loans, overdrafts, penalty on mishandling of bank accounts, etc. (except for auto-pay service for salaries and fees, audit confirmation and stop payment on cheque).

(5) Expenses specifically advised by the Social Welfare Department to be borne out of the agency's own resources

Recurrent expenses for non-standard equipment, pager, mobile phone (except for service with service van), etc.

(6) Insurance Premium

Except for employees' compensation and public liability, vehicle third party insurance and insurance cover for children under the care of the centre. Supporting documents (e.g. receipts) indicating expenses on such items are required.

(7) Entertainment expenses

Luncheon meeting, spring reception, farewell party for staff, etc.

(8) Subscription/registration fees

Membership/registration fees for the Hong Kong Council of Social Service, Occupational Retirement Scheme Ordinance, Company Registry, professional association, renewal of driving license and traffic fine, etc.

(9) Administrative and management expenses

(a) advertisement (except for staff recruitment), provident fund/mandatory provident fund handling charges, expenses relating to annual report, AGM, EGM, etc.

(b) central administrative overheads or management/secretarial/other expenses from the headquarters or other service units. For child care centres (children aged 0 to 2), provision for accounting service is included to a level not exceeding 1.4% of the total recognised expenditure of the centre. For child care centres (children aged 2 to 3), provision for accounting service is included to a level not exceeding one year's salary at the starting point of a Clerical Assistant if the post of Clerical Assistant is not filled. Supporting documents or receipts indicating expenses on such items are required.

(10) Expenses not related to activities within the scope of child care services

Religious activities, after-school care service, office decoration, etc.

(11) Deposits

Deposits/bank guarantee charges payable to China Light & Power Co. Ltd., Water Supplies Department, etc.

(12) Capital expenditure for major renovation

(13) Depreciation/amortisation of fixed assets or provisions not representing actual expenses incurred

(14) Honorarium for volunteers

(15) Cost of souvenirs except those for speakers, donors, volunteers, etc.

The list is not exhaustive. Child care centres should exercise proper control over the use of funds and ensure that funds are spent on activities/items directly related to operation/delivery of the child care service.

Monthly Meal Charge [Part (II) of Schedule 1]

(Applicable to centres with children attending full day classes only)

The monthly meal charge for children receiving full day care should be listed separately from the inclusive monthly fee.

(A) Income for meals prepared

Please show calculations in the 'Remarks' column of Income and Expenditure Estimates under Part (II) of Schedule 1 using the formula-

$$\begin{aligned} \text{Actual income from meal charge} &= \boxed{\text{Actual average number of children}} \times \\ &\quad \boxed{\text{attending full day classes per month}} \times \\ &\quad \boxed{\text{Approved monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

$$\begin{aligned} \text{Estimated income from meal charge} &= \boxed{\text{Estimated average number of children}} \times \\ &\quad \boxed{\text{attending full day classes per month}} \times \\ &\quad \boxed{\text{Proposed monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

(B) Personal emoluments of staff for preparation of meals

These include salaries and provident fund of the cook for preparation of meals.

(C) Other charges for preparation of meals

Only meal expenses for children should be included in the assessment of monthly meal charge. Meal charge will be adjusted subject to a ceiling of the cumulative CPI(A) change since 2012 or since the last adjustment.

Social Welfare Department

Personal Information Collection Statement

Please read this notice before you provide any personal data¹ to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you / your organisation will be used by the Social Welfare Department (SWD) to process your application for fees approval, including but not limited to monitoring and reviewing of the processing of the aforementioned application, handling complaints related to the processing of the aforementioned application, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you / your organisation fail to provide the personal data requested of you / your organisation, we may not be able to process your / your organisation's application.

Classes of Transferees

2. The personal data you / your organisation provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux / departments, non-governmental organisations and public utility companies **if** they are involved in:
 - (i) processing and / or assessing the application for fees approval from you / your organisation; or
 - (ii) monitoring and reviewing of the processing of the application for fees approval;

¹ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the processing of the application for fees approval from you/your organisation;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Executive Officer (Home Payment & Administrative Support)

Address : Room 2302, 23/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

(Effective from 19 June 2017)