

CODE OF PRACTICE

ON

MUTUAL HELP CHILD CARE CENTRES

CHILD CARE SERVICES ORDINANCE AND REGULATIONS

CHAPTER 243

SOCIAL WELFARE DEPARTMENT
September 2021

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Chapter 1 INTRODUCTION

General

1.1 This Code of Practice serves as a guide to operators or those who intend to operate mutual help child care centres and explains in details how to operate a mutual help child care centre to meet various requirements of the Child Care Services Ordinance and Regulations.

Background

1.2 As a result of economic development and social changes, traditional family ties in Hong Kong have been weakened. Sharing of child care responsibility by members of the extended family such as grandparents, aunts and other relatives is becoming less common. In recent years, there have been occurrences of accidents caused to young children who are left unattended at home. Apart from public education and the provision of child care and other supportive services, the promotion of mutual help in the form of mutual help child care centres is identified as a useful way of addressing the problem of children left unattended at home.

1.3 In May 1997, the Child Care Centres Ordinance, Chapter 243, was amended with new legal provision to facilitate the formation of mutual help child care groups. Under the amended Ordinance, the Child Care Services Ordinance, the mutual help child care centres, unlike the regular child care centres, are exempted from the full set of registration requirements of the Ordinance. Any person who operates a mutual help child care centre without exemption is guilty of an offence.

Chapter 2 MUTUAL HELP CHILD CARE GROUP AND MUTUAL HELP CHILD CARE CENTRE

Mutual Help Child Care Group

2.1 Mutual help child care group is defined as a group established by a bona fide non-profit-making organisation and operating on a non-profit-making basis for the purpose of providing occasional care and supervision of the children of members of the group.

2.2 Mutual help child care groups can be organised by non-governmental welfare organisations, church bodies, women's centres, kaifong associations, and mutual aid committees etc. Children are looked after by volunteers, neighbours or parents who are members of the group in a mutual help child care centre which is operated at premises occupied by the parent organisation or the group concerned.

Mutual Help Child Care Centre

2.3 Mutual help child care centre is a flexible, convenient and easily available form of child care service provided by mutual help child care groups. This is one form of realizing neighbourliness which can be promoted to help tackle the problem of leaving children unattended at home.

2.4 By law, mutual help child care centre means a child care centre in respect of which a certificate of exemption has been issued.

Differences between Regular Child Care Centres and Mutual Help Child Care Centres

2.5 Mutual help child care centres differ from regular child care centres in several aspects:-

- (i) Regular child care centres are one type of pre-primary services with the objective of providing care and education for children of pre-school age. A programme of activities embodying care and education components is implemented by child care workers.

Mutual help child care centres are meant to provide short-term and ad hoc care arrangement to children by adults who may be neighbours, volunteers or parents. The main concern is temporary care and safety.

- (ii) Activities and programmes of regular child care centres are supervised by registered staff with recognized child care training. The emphasis is on professional child care inputs in proper child-handling and giving of appropriate stimulation to meet the child's educational and developmental needs.

In mutual help child care centres, the activities are carried out by volunteers, neighbours and/or parents, most of whom would have child care experience in raising their own children. They need not have formal child care training.

- (iii) Regular child care centres are operated by non-governmental organisations or private operators. These centres have to be registered under the Child Care Services Ordinance and Regulations and observe the legal provisions governing qualification of staff, staff-child ratio, etc.

Mutual help child care centres are operated by mutual help child care groups established by bona fide non-profit-making organisations, such as non-governmental welfare organisations, church bodies, women's centres, kaifong associations, mutual aid committees, etc. on a non-profit-making basis for the purpose of promoting neighbourliness in serving local needs. These centres can be exempted from the full set of registration requirements as a child care centre.

- (iv) Regular centres meet the needs for longer term child care arrangements of working parents, families with social needs etc.

Mutual help child care centres are meant to provide child care arrangement for short-term or occasional needs, e.g. mother picking up other child from school or going to market, carer attending a series of medical appointments.

Chapter 3 REQUIREMENTS FOR COMPLIANCE BY MUTUAL HELP CHILD CARE CENTRES

Exemption from Full Requirements for Registration

3.1 Under the Child Care Services Ordinance, legal provisions are introduced to exempt mutual help child care centres from the requirement for registration in Section 6(1) of the Ordinance. However, to safeguard the interest of the children receiving temporary care in the mutual help child care centres, these centres have to satisfy the requirements relating to the design and construction, structural condition, fire safety, the safety of gas and electrical installations, and any other matter pertaining to the safety of the children attending the centres in order to be exempted.

Basic Requirements Related to Operation of Mutual Help Child Care Centres

3.2 A mutual help child care centre has to observe the following requirements in relation to the operation of mutual help child care centre:

- (i) the centre is operated by the mutual help child care group established by a bona fide non-profit-making organisation, which is an approved charitable institution registered under Section 88 of the Inland Revenue Ordinance;
- (ii) the children under care are under the age of 3;
- (iii) the maximum capacity for children to be cared for at any one time in the mutual help child care centre is 14; and
- (iv) the centre is to provide short-term and temporary care to children in need with no provision of overnight accommodation.

Other Requirements for Compliance by Mutual Help Child Care Centres

3.3 Apart from the basic requirements mentioned at paragraph 3.2, other major requirements for compliance by a mutual help child care centre are summarized as below:

(i) Maximum height of the centre

The maximum height of the premises in which the mutual help child care centre is to be operated should be no more than 12 metres above ground level. For any part of the premises situated at a greater height, the Director of Social Welfare may relax the height limit as advised by the Director of Fire Services.

(ii) Minimum height of parapets and window openings

For the safety of children under care, enclosing walls and windows of the premises should be at least 1.1 metres from the level of the floor. The windows, if installed with guarded bars, should be easily removable by the Fire Services in case of emergency.

(iii) Periodic inspection of premises

The operator of a mutual help child care centre shall, at intervals not exceeding 3 years, request concerned departments/personnel to inspect the premises to ensure that the premises are in sound structural condition.

(iv) Fire Precautions

- (a) In order to ensure the free discharge of children in the premises in case of fire, two doorways for fire escape should be provided. The exit doors should be opened outwards without obstructing other passageway and door width should be 750 mm. Door knobs should be reachable by children for ease of escape. Exit routes, including staircases, corridors, passageways etc. should be adequately lighted and kept clear at all times.
- (b) Alertness to possible dangers should be taken by carers at all times. Fire drills should be conducted so as to familiarize carers and children with escape routes and practice. Adequate fire services installations, such as fire extinguishers, asbestos blankets, smoke detectors and manual fire alarm system to a standard approved by the Fire Services Department should be provided.
- (c) In order to avoid the happenings of fire accidents, advice from Fire Services Department will be sought should there be uncertainty of whether the neighbouring environment will pose any potential fire danger to the mutual help child care centre.

(v) Sanitation

As young children are easily susceptible to infectious diseases, it is of paramount importance that a mutual help child care centre maintains a high standard of cleanliness and sanitation.

- (a) The premises, furniture, furnishings, fittings, equipment, toys and materials of a mutual help child care centre to which the children have access in the centre shall be maintained in a safe, clean and sanitary condition.
- (b) In the preparation and serving of food, it is essential that the food and utensils are kept clean at all times. It is advised that an adequate and nutritionally well-balanced diet be provided. As babies are more easily susceptible to infectious diseases, it is encouraged that parents should bring along food or utensils for their own babies to the centre.
- (c) The floor has to be kept clean and dry at all times.
- (d) A toilet in the premises or nearby toilet within reasonable reach is to be provided.
- (e) At least one first aid box is to be provided in the premises and out of reach of the children.
- (f) No person shall smoke in the premises of a mutual help child care centre during the hours that the centre is being operated, and no person shall spit in the premises at all times.
- (g) All garbage receptacles must be cleaned regularly and kept covered.
- (h) The operator of the mutual help child care centre shall ensure that the above sanitary requirements are complied with and that, so far as is reasonably practicable, hazards to the safety of the children attending the centre are corrected, repaired, removed or made inaccessible to the children. The operator of the mutual help child care centre should seek advice from the inspectors of the Child Care Centres Advisory Inspectorate for improvement of any non-compliance and to ensure that they will be rectified and well maintained.

(vi) Electrical outlets and Wiring

Electrical socket outlets and plug tops should comply with approved Government standard and preferably be fitted at 1.5 metres above floor level so that they could not be reached by children. For existing premises already fitted with electrical sockets and plug tops not fitted at high level, they should be protected by earth leakage current operated circuit breakers and should not exceed 30 mA. The earth leakage currently operated circuit breakers should be installed at the distribution fuse board/consumer unit.

(vii) Ventilation and Lighting

Adequate fresh air and lighting are essential to children's health. The installation of electrical fans, air-conditioners or exhaust fans is required to maintain good ventilation.

(viii) Space requirement

The minimum net floor area for each child is 1.5m².

(ix) Minimum supervision requirement

- (a) If there is one child present at the centre, there should be at least one adult; and if there are more than 2 children present at the centre, there should be at least 2 adults at any one time.
- (b) No person should administer corporal punishment to a child in a centre.

(x) Records

The operator of the mutual help child care centre is required to maintain records including:-

- (a) the name and home address/telephone number of each child under the care of the group;
- (b) the name, Identity Card number and, where this differs from the child's address/telephone number, the home address/telephone number of at least one parent or relative of the child under the group's care;

- (c) the address/telephone number at which, or the means by which, the parent or relative of the child may be informed in case of emergency while the child is in the centre's care;
- (d) the name, address/telephone number and Identity Card number of each adult carer in an appropriate register;
- (e) an attendance roll showing the dates of attendance of each adult carer and child at the premises; and
- (f) particulars of accidents or illnesses occurring to each child while the child is at the premises and records on action taken.

Liabilities of the parent organisation

3.4 The fact that the mutual help child care centres are exempted from the full requirements of registration does not absolve them from their duty of care to the children placed in the centres. The organisers of the centres will be liable for injuries caused to the children as a result of breach of the duty of care. To avoid the risk of injury to the children, the parent organisation of a mutual help child care centre is advised to take appropriate care and precautions.

Fee charging

3.5 While the centres are operated on non-profit-making basis, fees can be charged to cover costs such as electricity, water, gas and food expenses, directly incurred in the operation of the centres, except for rent and rates. The expenses on rent and rates should not be counted as operating cost of the centres. Where the centre is not run in the premises of the organisation, the non-profit-making parent organisation may apply to the Director of Social Welfare for reimbursement of rent and rates paid for the occupation of the premises for the purpose subject to the eligibility criteria being met.

3.6 The operator of mutual help child care centre is advised to keep proper accounts in respect of the centre.

Chapter 4 PROGRAMME OF ACTIVITIES

4.1 Unlike child care centres where there is curriculum design to foster the children's development, the activity programme in mutual help child care centres is primarily on basic care. There is no need for a fixed time table nor specifically designed activity.

4.2 Young children require close attention. In order to keep the children occupied during their stay in the centre, the followings are some examples on activity programme for the operators' reference. These examples are not exhaustive and in applying these programmes the characteristics and size of the group have to be taken into account.

4.3 Play is an experience indispensable to all children. For children who stay only for a short period, say one to two hours, they should be allowed to move freely and happily within the centre and be free to select their favourite activities, toys and playmates. They may like to be alone, to continue with their homework, to read story book quietly, to paint and draw freely, to listen to music without disturbing other children, to play with toys, to take a nap or to engage in other activities.

4.4 For children who stay for a longer period, say half day, they can be grouped together in small groups of 4 to 5 to be engaged in interest activities such as drawing, story telling, listening to music, singing familiar rhymes and games. These small group activities help the children divert their attention from being separated from their carers and placed in an unfamiliar environment as well as provide them with an opportunity to participate in creative social activities.

4.5 Since there is no sufficient manpower or knowledge in handling children with sickness, it is proposed that children who are ill or with infectious diseases be advised to be cared at home. In case a child becomes sick or injured in an accident, the parents should be informed immediately. When parents or family carers are not available or in case of emergency, send for an ambulance. A record of the accident and the action taken has to be properly kept.

4.6 The suggested formats of keeping record on children attending the mutual help child care centres are given in Appendices 7 to 10.

Chapter 5 FURNITURE AND EQUIPMENT

5.1 Children-sized furniture and play equipment are preferred. In order to keep the premises look lively and warm, the operators may consider the following suggestions:

- (i) to paint the walls with a soft colour to give a natural and comfortable feeling;
- (ii) to cover the walls with colourful posters and plastic boards;
- (iii) to display rules and regulations such as ‘keep clean’ and ‘speak softly’; and
- (iv) to have hanging decorations of children’s pictures or flowery patterns.

5.2 To ensure that children are well taken care of in the centres, soft and non-slippery surface floor are recommended to be used. Depending on the size of the premises, the operators may consider the following arrangement of furniture. Children of this age group adjust more easily in a home like environment. A separate quiet corner for children to read alone is recommended. Soft mats or cots are suggested to be placed in a corner so that children can take a rest there or go there alone to calm down their emotions. If there are constraints or the premises are too small, movable low shelves can be used to form a special play area for such purpose. The toys and books appropriate to the age of children received are to be properly kept when the premises are closed. During the day, various kinds of reading and writing materials are kept in places easily accessible by the children.

5.3 Regular checking of all the toys and equipment is needed to ensure that they are kept clean and not damaged. Children of this age group are usually very energetic and are not aware of danger. It is essential to avoid furniture and equipment having protruding corners, nails or splinters. Small children usually put things into their mouths so they must be prevented from playing small articles such as beads, buttons, sticks and sharp objects. Broken articles must be repaired or removed. Children must be kept away from the windows/doors in order to prevent them from climbing over the windows and getting hurt or leaving the premises alone. Practical ways must be taken to keep the children away from the kitchen or cooking areas, where appropriate.

5.4 In order to provide a relaxing atmosphere within the centre and to calm down the children’s emotions, it is advisable to display soft music or children lyrics by making use of a recorder or any other instruments.

5.5 If there are blinds or curtains within the premises, it is recommended that they be lowered to dim out the room when the children are taking a rest or having a nap.

5.6 Room temperature is to be well adjusted according to the change of weather. Installation of air conditioning or electric fans are required to maintain good ventilation.

Chapter 6 PROCEDURES IN APPLYING FOR EXEMPTION FROM REGISTRATION

6.1 The prospective operator of a mutual help child care centre can make an application for such exemption with the Child Care Centres Advisory Inspectorate of the Social Welfare Department at Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong (Tel. No. 3184 0804). An inspector of the Inspectorate will conduct a site visit to the premises concerned and discuss with the prospective operator for a preliminary assessment. If preliminary assessment suggests that the application may meet the exemption conditions, the application forms as specified at Appendices 1 to 3 will then be given to the prospective operator for lodging an application for exemption from registration.

6.2 To show that the premises to be used for operating a mutual help child care centre meet the structural and fire safety requirement, the certificates issued by the Fire Services Department and the Buildings/Housing/Architectural Services Department have to be submitted in the application. Other certificates issued by registered electrical worker and electrical contractor as well as registered gas installer and gas contractor to meet the electrical and gas safety requirements may also be required, if applicable.

6.3 The full set of completed application forms as well as the required documents is to be sent to the Child Care Centres Advisory Inspectorate for processing. The inspector of the Inspectorate will then conduct another inspection to the premises to ensure the requirements, such as ventilation, lighting, cleanliness, furniture and equipment are in order. For each successful application, a certificate of exemption (Appendix 4) would be issued to the operator of the mutual help child care centre.

6.4 The Social Welfare Department may refuse to grant an exemption if the premises are found to be unsuitable for the operation of a mutual help child care centre. A notice stating the reasons of refusing the application (Appendix 5) will be issued to the applicant.

6.5 The operation of a mutual help child care centre will be subject to the inspection of the Child Care Centres Advisory Inspectorate, who may direct remedial measures to be taken. The Social Welfare Department may revoke any exemption granted on the ground that the mutual help child care centre has not complied with the provisions of the Child Care Services Ordinance, or requirements or conditions specified in the certificate of exemption. A notice stating the reasons of revoking the exemption (Appendix 6) will be issued to the person exempted.

6.6 In case where the children involved may be exposed to any danger, or where his directions have not been complied with, the Director of Social Welfare may also suspend the operation of a centre.

6.7 The applicant can appeal to the Administrative Appeals Board if he/she disagrees with the decision of the Social Welfare Department of refusing an application for exemption or revoking any exemption.

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CHILD CARE SERVICES ORDINANCE CAP. 243

**APPLICATION FOR EXEMPTION FROM REGISTRATION
OF MUTUAL HELP CHILD CARE CENTRE**Notes for application

- (1) Please write in block letters and delete whichever is inappropriate(*).
 (2) Please send this form to Child Care Centres Advisory Inspectorate, Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

Part I

- (1) Name of representative: *Mr/Mrs/Miss/Ms _____ (English)
 _____ (Chinese)
 _____ (Post Title)
 _____ (H.K.I.C. No.)
- (2) Name of organisation: _____ (English)
 _____ (Chinese)
- (3) Address and Tel./Fax no. of organisation _____ (English)
 _____ (Chinese)
 Tel. no.: _____
 Fax no.: _____
- (4) Contact person : *Mr/Mrs/Miss/Ms _____ (English)
 _____ (Chinese)
- (5) Correspondence address & Tel./Fax no. : _____
 Tel. no.: _____
 Fax no.: _____

Part II

With reference to Section 11B (1) of the Child Care Services Ordinance Cap. 243, I, on behalf of the organisation, hereby apply for the premises specified below for exemption from registration to be a mutual help child care centre.

- (1) Name of proposed centre : _____ (English)
 _____ (Chinese)
- (2) Full address & tel./fax. no. of proposed centre : _____ (English)
 _____ (Chinese)
 Tel. no.: _____ Fax no.: _____

Part III

Relevant Certificates attached:

- (1) Copy of Certificate from the Director of Fire Services

Reference : _____ Date of issue : _____

- (2) Copy of Certificate from the * Director of Buildings/Director of Housing/Director of Architectural Services

Reference : _____ Date of issue : _____

- (3) Copy of Work Completion Certificate (WR1 Form) plus a copy each of the Certificates of Registration of Electrical Worker and Electrical Contractor and/or* Periodic Test Certificate (WR2 Form) for fixed electrical installation

Registration no. of electrical contractor : _____ Date of completion : _____

- (4) The Certificate of Completion or Certificate of Annual Inspection/Maintenance in duplicate for gas installation work*, if necessary, plus a copy each of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor :

Registration no. of gas contractor : _____ Date of completion : _____

Signature : _____ Date : _____
(with seal of organisation)

CHILD CARE SERVICES ORDINANCE CAP 243**APPLICATION FOR CERTIFICATE FROM THE DIRECTOR OF FIRE SERVICES**

(for Exemption from Registration of Mutual Help Child Care Centre)

Notes for application

- (1) Please write in block letters and delete whichever is inappropriate(*)
 (2) Please submit this form and enclose 4 copies of the layout plan of the proposed mutual help child care centre in person to the Child Care Centres Advisory Inspectorate, Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong.

To : Director of Fire Services

I, on behalf of my below-said organisation propose to apply for exemption from registration of the below-said premises as a mutual help child care centre and request the issue of the necessary certificate in relation to section 11B(2)(b) of the Child Care Services Ordinance to accompany my application. Attached please find four copies of the layout plan with English and Chinese annotation which I have duly signed and dated, showing those parts of the premises to be occupied by the proposed centre.

- (a) Name of representative: *Mr/Mrs/Miss/Ms _____ (English)
 _____ (Chinese)
 _____ (Post Title)
 _____ (H.K.I.C. No)
- (b) Name of organisation : _____ (English)
 _____ (Chinese)
- (c) Address & Tel. No. of organisation : _____ (English)

 _____ (Chinese)
 Tel. No.: _____
- (d) Name of proposed centre : _____ (English)
 _____ (Chinese)
- (e) Full address of proposed centre : _____ (English)
 (and Tel. No. if available) _____
 _____ (Chinese)
 Tel. No.: _____
- (f) Contact person : *Mr/Mrs/Miss/Ms _____ (English)
 _____ (Chinese)
- (g) Correspondence address & Tel. No. : _____
 Tel. No.: _____

Signature : _____ Date : _____
 (with seal of organisation)

c.c. Director of Social Welfare

CHILD CARE SERVICES ORDINANCE CAP 243

APPLICATION FOR CERTIFICATE FROM THE DIRECTOR OF BUILDINGS/HOUSING/ARCHITECTURAL SERVICES
(for Exemption from Registration of Mutual Help Child Care Centre)

Notes for application

- (1) Please write in block letters and delete whichever is inappropriate(*)
- (2) Please submit this form and enclose 4 copies of the layout plan of the proposed mutual help child care centre in person to the Child Care Centres Advisory Inspectorate, Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong.

To : *Director of Buildings/Housing/Architectural Services

I, on behalf of my below-said organisation propose to apply for exemption from registration of the below-said premises as a mutual help child care centre and request the issue of the necessary certificate in relation to section 11B(2)(b) of the Child Care Services Ordinance to accompany my application. Attached please find four copies of the layout plan with English and Chinese annotation which I have duly signed and dated, showing those parts of the premises to be occupied by the proposed centre.

(a) Name of representative:		*Mr/Mrs/Miss/Ms _____	(English)
		_____	(Chinese)
		_____	(Post Title)
		_____	(H.K.I.C. No)
(b) Name of organisation represented	:	_____	(English)
		_____	(Chinese)
(c) Address & Tel. No. of organisation represented	:	_____	(English)
		_____	(Chinese)
		Tel. No.: _____	
(d) Name of proposed centre	:	_____	(English)
		_____	(Chinese)
(e) Full address of proposed centre (and Tel. No. if available)	:	_____	(English)
		_____	(Chinese)

		Tel. No.: _____	
(f) Contact person :	:	*Mr/Mrs/Miss/Ms _____	
(g) Correspondence address & Tel. No.	:	_____	
		Tel. No.: _____	

Signature : _____ Date : _____
(with seal of organisation)

c.c. Director of Social Welfare

[條例第 11B(3)(a) 條]
[s. 11B(3)(a)]

幼兒服務條例
(第二百四十三章)
CHILD CARE SERVICES ORDINANCE
(Chapter 243)

豁免證明書
Certificate of Exemption

證明書編號
(Certificate Number: _____)

1. 茲證明下述互助幼兒中心已根據幼兒服務條例第 11B(3)(a) 條獲得豁免其不受在此條例第 6(1) 條中的註冊規定的規限。
I certify that the undermentioned mutual help child care centre is granted an exemption under section 11B(3)(a) of Child Care Services Ordinance from the requirement for registration in section 6(1) of the Ordinance.

2. 該互助幼兒中心的詳情 –
Particulars of Mutual Help Child Care Centre –

(a) 名稱 (英文)
Name (in English)
名稱 (中文)
Name (in Chinese)

(b) (i) 互助幼兒中心地址
Address of Centre

(ii) 可經營互助幼兒中心的處所
Premises where centre may be operated

其詳情見於圖則第 _____ 號，該圖則現存本人處，並經本人批准。

as more particularly shown and described on Plan No. _____ deposited with and approved by me.

3. 就上述互助幼兒中心獲豁免證明書的機構的名稱 –
Name of organization receiving the Certificate of Exemption of above centre –

(a) 姓名 (英文)
Name (in English)

(b) 姓名 (中文)
Name (in Chinese)

4. 發給此證明書須受以下條件規限 –
This certificate is issued subject to the following conditions –

(a)

(b)

(c)

年 月 日於香港。

(簽署)

(Signed)

Hong Kong

社會福利署署長
Director of Social Welfare

警告

互助幼兒中心雖經豁免註冊，惟其擁有人或經營人或任何其他人士並不因此而可免遵守《建築物條例》(第 123 章) 或與互助幼兒中心的處所有關的任何其他條例的規定，亦絕不影響或改變與經營互助幼兒中心所在處所有關的任何協議或契約。

Warning

The granting of an exemption in respect of the above-mentioned mutual help child care centre does not release the owner or operator or any other person from compliance with any requirement of the Buildings Ordinance or any other Ordinance relating to the mutual help child care centre premises, nor does it in any way affect or modify any agreement or covenant relating to any premises in which the mutual help child care centre is operated.

Serial No. 0035

Child Care Centres Advisory Inspectorate
Social Welfare Department
Unit 206, 2/F., THE HUB
23 Yip Kan Street
Wong Chuk Hang
Hong Kong

(Date)
By registered post

(Address of Applicant)

Dear

Notice of Refusal of Certificate of Exemption

I refer to your application for Certificate of Exemption in respect of the premises at (Address) as a mutual help child care centre on (Date). I write to notify you in accordance with Section 11E(2) of the Child Care Services Ordinance Cap. 243 that I refuse your application owing to the following reasons:

If you wish to appeal against this decision, you can appeal to the Administrative Appeals Board at Room 321, 3/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (telephone no.: 2810 2831).

In case of further enquiries, please contact (Name of responsible worker) at (Tel. No. of the responsible worker).

Yours sincerely,

()
for Director of Social Welfare

CCCAI : MH/7 (ENG)

Child Care Centres Advisory Inspectorate
Social Welfare Department
Unit 206, 2/F., THE HUB
23 Yip Kan Street
Wong Chuk Hang
Hong Kong

(Date)
By registered post

(Address of Person exempted)

Dear

Notice of Revoking the Exemption

I write to notify you in accordance with Section 11E(2) of the Child Care Services Ordinance Cap. 243 that I revoke the exemption in respect of the mutual help child care centre at (address) owing to following reasons:

If you wish to appeal against this decision, you can appeal to the Administrative Appeals Board at Room 321, 3/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (telephone no.: 2810 2831).

In case of further enquiries, please contact (Name of responsible worker) at (Tel. No. of the responsible worker).

Yours sincerely,

()
for Director of Social Welfare

CCCAI : MH/8 (ENG)

**Record of Child attending the
Mutual Help Child Care Centre**

A. Particulars of the Child:

Name of Child: _____(English)

_____ (Chinese)

Sex

Male

Female

Date of Birth: _____

Birth Certificate No.: _____

Residential Address & Tel. No.:

_____ Tel. No. : _____

B. Particulars of Parents:

	Name	H.K.I.C. No.	
Father	_____	_____	(English)
Mother	_____	_____	
Guardian	_____	_____	(Chinese)

C. In case of emergency, please contact:

Name

Relationship

Address and Tel. No.

Date:
Period:

**Personal Particulars Form for Carer of
Mutual Help Child Care Centre**

1. Name : *Mr / Mrs / Miss / Ms _____ (English)
 _____ (Chinese)
2. *H.K.I.C. / Passport No. : _____
3. Date of Birth : _____
 Day Month Year
4. (i) Marital Status : Single Married Divorced Separated Widowed
- (ii) No. of Children : _____
5. Residential Address & Tel. No. : _____
 _____ Tel. No. : _____
6. Correspondence Address & Tel. No. : _____

 _____ Tel. No. : _____
7. Present Occupation : _____
8. Qualification : Primary Secondary Post-Secondary
- Others (please specify) : _____

9. Child Care Training : Yes No
10. Child Care Experience : Yes No

Signature : _____

Date : _____

Reasons for admission *

(reason for the first admission if admitted more than once during the month.)

Reasons		
(i)	Illness of carer	
(ii)	Confinement of carer/ante/post-natal follow-up	
(iii)	Carer visiting sick family members/relatives/friends	
(iv)	Carer escorting sick family members/relatives for medical appointments	
(v)	Death of family member/close relative or attending funeral ceremony	
(vi)	Carer attending to special needs of other family members/siblings (please specify)	
(vii)	Carer attending special appointment/interview/meeting (please specify)	
(viii)	Carer attending educational/interest class/examination	
(ix)	Carer leaving Hong Kong/on leave/resignation	
(x)	Moving house/renovation	
(xi)	School holidays	
(xii)	Others (please specify)	

Delete as appropriate

CHILD CARE SERVICES ORDINANCE Cap. 243
Attendance Record of Adult Carers and Children at the Mutual Help Child Care Centre

Date	Name of Carer	Time of Arrival	Time of Departure	Name of Child	Time of Admission	Time of Departure

CHILD CARE SERVICES ORDINANCE Cap. 243
Records on Accidents or Illnesses at the Mutual Help Child Care Centre

Date	Time	Name of Child	Kinds/Causes of Accidents/Illnesses	Action Taken