

Applicant's Address:

Officer-in-charge
Child Care Centres Advisory Inspectorate
Social Welfare Department
Room 2312, 23/F, Southorn Centre
130 Hennessy Road
Wanchai
Hong Kong

Dear Sir/Madam,

Application for Adjustment of Capacity in Child Care Centre

Name of centre: _____

Address of centre: _____

I would like to apply for adjustment of capacity in my child care centre. Particulars of the centre are as follows: -

(A)

(i) Maximum Capacity: _____

Capacity	No. of Places		
	Full Day	AM	PM
(ii) Existing Approved Capacity			
(iii) Proposed Capacity after Adjustment w.e.f. _____			

(B) Children Served

0-3 years

0-2 years

2-3 years

2-6 years

(C) Current Staff Strength

Name	HKIC No./ Passport No.*	Post	CCS/ CCW No.	Working Hours			Other working hours (please specify)	First Aid Cert. No. and Expiry Date
				(please ✓)				
				AM + PM	AM	PM		
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

*Please delete as appropriate

(D) Existing Facilities

- (i) No. of children toilet pans: _____
- (ii) No. of children-size wash basins: _____
- (iii) No. of urinal troughs/bowls: _____

(E) Remarks

I understand that I have to appoint sufficient child care staff and to provide such provisions and facilities as required by the Child Care Services Regulations and the Operation Manual for Pre-primary Institutions.

Signature of Operator/Centre Supervisor:

Name of Operator/Centre Supervisor:

(Office seal)

Tel. No.: _____

Date: _____