



CHILD CARE CENTRE SERVICE

Enquiry:

Child Care Centres Advisory Inspectorate: 2835 2016

Social Welfare Department Hotline: 2343 2255

1. What is a Child Care Centre?

A child care centre refers to any premises which habitually receive at any one time more than five children under the age of 3 or 6 (depending on the type of child care centre) for the purposes of care and supervision. Generally they are classified into the following categories:

- Child Care Centre** - day care service for children aged under 3 years. Occasional Child Care Service and Extended Hours Service are available in some child care centres.
- Residential child care centre** - residential care service for children aged under 6 years.
- Special Child Care Centre** - full day or residential care service for moderately and severely handicapped children aged under 6 years. Occasional child care service for handicapped children is available in some special child care centres.

Some child care centres in Hong Kong are aided by the Government, while some are either operated by non-profit making organisations or private operators. The fees charged by child care centres are subject to approval by the Social Welfare Department. Children from low income families receiving full-day child care service can apply for "Kindergarten and Child Care Centre Fee Remission Scheme" to cover part or whole of service fee from the Student Finance Office of the Working Family and Student Financial Assistance Agency.

2. Child Care Services Ordinance

The Child Care Services Ordinance, previously known as the Child Care Centres Ordinance, has been implemented since September 1997, to protect the well-being of children under care. It ensures that child care centres are maintained to a standard which provides adequate care for children's physical, social, emotional and intellectual development. All child care centres must be registered in compliance with the requirements under the Child Care Services Ordinance (Cap. 243) and the Child Care Services Regulations (Cap. 243A).

3. Registration of Child Care Centres

All child care centres must be registered with the Social Welfare Department. The following certificates or approval shall be obtained from concerned government departments or respective professionals:

- Buildings Department/Housing Department/Architectural Services Department on structural safety;
- Fire Services Department on fire services requirements and fire safety measures;
- Certification on safety of fixed electrical installation and gas installation, and fresh air and ventilation measurement; and
- Approval from Social Welfare Department on the capacity, time-table of daily programme, menu and dietary scale and fees etc.

When the centre obtains the above certificates or approval from the departments concerned and fulfils all requirements for registration, it may be registered as a child care centre. After registration, the above departments will inspect the centre regularly to ensure compliance with those requirements.

4. Child Care Centres Advisory Inspectorate

The Child Care Centres Advisory Inspectorate is responsible for the registration and inspection of child care centres. After registration, inspectors of Child Care Centres Advisory Inspectorate will visit the centre regularly to ensure that it maintains and provides:-

- sufficient floor space for children's activities
- a state of safe and repair conditions
- a high standard of cleanliness and sanitation
- wholesome and nutritious meals
- a balance daily programme to meet all round development of children
- sufficient staff with child care training to render good services for the children.

5. Enquiry

Any person who intends to operate a child care centre or make any enquiry in respect of child care centres may contact the Child Care Centres Advisory Inspectorate.

Address: Room 2312, 23/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

Telephone number: 2835 2016

Facsimile number: 2591 9113

Email address: cccaienq@swd.gov.hk

Website: http://www.swd.gov.hk/en/index/site_pubsvc/page_family/sub_listofserv/id_childcares/

6. Warning

According to section 6(1) of the Child Care Services Ordinance, "no person shall operate or take part in the management of a child care centre which is not a registered child care centre"; any person who contravenes section 6(1) shall be guilty of an offence and shall be liable on conviction to a fine at level 6 and to imprisonment for 2 years.

幼兒中心服務

查詢電話：

幼兒中心督導組：2835 2016

社會福利署熱線：2343 2255

2016年11月

1. 什麼是幼兒中心？

「幼兒中心」是指慣常地同時接收超過五名三或六歲以下的幼兒（視乎該幼兒中心的類別而定），以給予他們照顧與監管任何處所。幼兒中心大致可分為下列各類：

- (甲) **幼兒中心** — 為三歲以下幼兒提供日託照顧服務。部分中心亦有提供暫託幼兒服務和延長時間服務。
- (乙) **住宿幼兒中心** — 為六歲以下幼兒提供住宿照顧服務。
- (丙) **特殊幼兒中心** — 為六歲以下中度及嚴重弱能幼兒提供日託或住宿照顧服務。部分特殊幼兒中心亦有為弱能幼兒提供暫託服務。

本港的幼兒中心，部分為政府資助，亦有部分由非牟利機構或私人營辦。幼兒中心的收費必須獲得社會福利署批准。來自低收入家庭的幼兒如接受全日制託管服務，可向在職家庭及學生資助事務處學生資助處申請「幼稚園及幼兒中心學費減免計劃」以獲得部分或全數的服務費用減免。

2. 幼兒服務條例

《幼兒服務條例》（前稱《幼兒中心條例》）已於1997年9月實施，目的是保障受託幼兒得到妥善照顧，確保幼兒中心的服務維持相當水平，使幼兒在體能、社羣、情緒及智能各方面得到均衡發展。目前所有幼兒中心必須註冊，並須符合《幼兒服務條例》（第243章）及《幼兒服務規例》（第243A章）內所載的各項規定。

3. 幼兒中心註冊手續

所有幼兒中心均須向社會福利署申請註冊，並須取得有關部門或相關專業人士的證明書及批准：

- (甲) 屋宇署／房屋署／建築署 — 有關樓宇結構安全；
- (乙) 消防處 — 有關防火規定及防火安全措施；
- (丙) 固定電力裝置和氣體裝置安全證明書，以及通風和鮮風量度表；以及
- (丁) 社會福利署就中心容額、日常活動時間表、餐單、膳食份量表及中心收費等的批准。

中心取得上述由有關部門發出的證明書及批准，並且符合所有註冊規定，方可註冊成為幼兒中心。註冊後，上述部門會定期到中心巡查，以確保中心符合相關要求。

4. 幼兒中心督導組

幼兒中心督導組負責幼兒中心的註冊及督導工作。幼兒中心一經註冊，督導組視察主任便會定期巡視幼兒中心，以確保中心：

- 提供足夠的空間讓幼兒活動
- 維持各項設施完善及合乎安全標準
- 保持高度清潔及衛生水平
- 提供潔淨和營養均衡的膳食
- 提供均衡的日常活動，使幼兒身心得以全面發展
- 聘請足夠已接受幼兒訓練的員工為幼兒提供服務

5. 查詢

任何人士如欲開辦幼兒中心或就幼兒中心提出任何查詢，請與社會福利署幼兒中心督導組聯絡。

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網址：http://www.swd.gov.hk/ta/index/site_pubsvc/page_family/sub_listofserv/id_childcares/

6. 警告

根據《幼兒服務條例》第6(1)條規定：「任何人不得經營或參與管理並非註冊幼兒中心的幼兒中心」；任何人如違反第6(1)條的規定，即屬犯罪，經定罪後可判處第六級罰款及監禁兩年。

