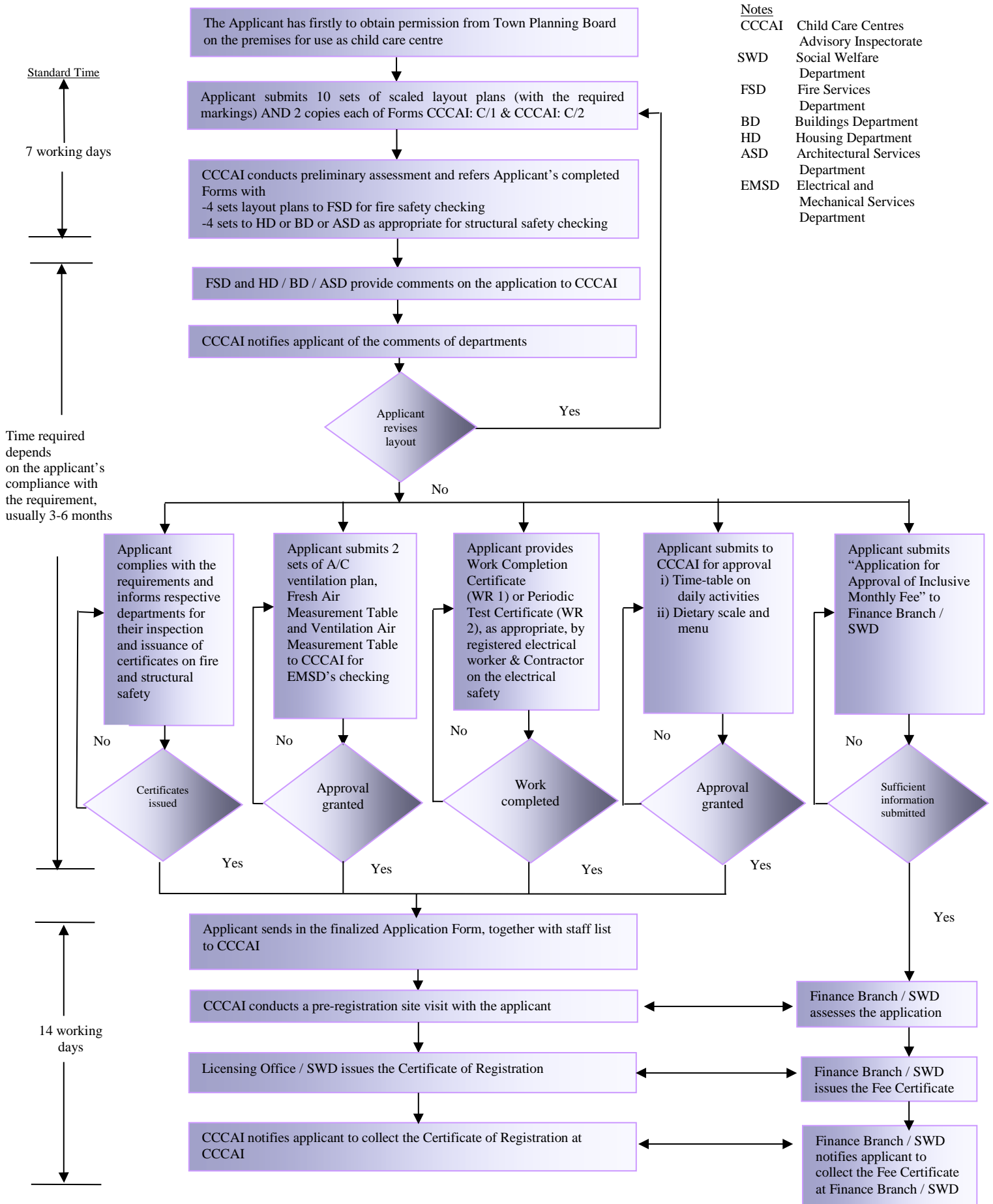


Flow Chart on Registration of Child Care Centre



Procedural Guide for Application for Registration of a Child Care Centre

(I) Statutory requirements

Any person who intends to operate a child care centre should first acquaint himself with the statutory provisions governing the operation of a child care centre as laid down in the Child Care Services Ordinance (Cap. 243) and the Child Care Services Regulations (Cap. 243A), copies of which can be purchased from the Government Publications Sales Section of the Information Services Department (ISD) (Tel. No.: 2537 1910) or placing order with ISD by e-mail at *puborder@isd.gov.hk*. You should also consult the Child Care Centres Advisory Inspectorate, Social Welfare Department, about details of the requirements at Room 2312, 23/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

(II) Appointment for interviews

2. Appointment to meet staff of the Child Care Centres Advisory Inspectorate to discuss about proposed establishment of a child care centre can be made by letter or through the duty officer of the Advisory Inspectorate on 2835 2016. All relevant plans or documents for the proposal should be produced at the meeting.

(III) Application to and consultation with the government departments concerned

3. It is advisable for all prospective operators to seek advice from an Authorized Person or professional consultant to ascertain whether the identified premises can meet the various requirements laid down in the Child Care Services Ordinance and Regulations. Before they are certain that the premises can comply with the concerned requirement, they are advised not to lease, rent or purchase the premises for use for child care centre purposes. The prospective operator should ensure that there is no objection from the Planning Department, or planning permission has been obtained from the Town Planning Board as required, or in case the premises are not within the outline zoning plan of Town Planning, from the District Lands Officer, Islands, for the operation of a child care centre in the proposed premises.

4. If a prospective operator decides to proceed with an application for registration of a child care centre at certain premises, he should prepare a copy of the layout plan of the premises for discussion. The proposed area of the centre for registration should be demarcated on the plan. Each plan should be drawn to scale with clear marking of the following:

/ (a)

- (a) Correct Chinese and English address of the proposed premises
- (b) Chinese and English name of the proposed centre
- (c) The use of various parts or areas of the centre premises, including any portion being used for domestic purposes
- (d) The position of all pillars, doors, windows, parapet walls, partitions, latrines/service sinks and wash-basins
- (e) The total indoor floor area, and areas of separate rooms/parts of the proposed premises
- (f) Signature of the prospective operator with date of submission

5. The officer concerned of the Child Care Centres Advisory Inspectorate may arrange a site visit or an interview with the applicant to study the proposal. Upon preliminary agreement on the layout of the proposed plan, the prospective operator should prepare 10 copies of the plan. He will then be issued with or advised to download from the homepage of the Social Welfare Department at www.swd.gov.hk the following application forms:

- (A) Application for Certificate from the Director of Fire Services
- (B) Application for Certificate from the Director of Buildings/Housing/Architectural Services as appropriate

6. Form (A) and (B) should be submitted to Child Care Centres Advisory Inspectorate upon completion, each accompanied by 4 copies of the layout plan of the premises for onward transmission to the two departments concerned. Apart from this, copies of Form (A) and (B) together with 2 copies of the layout plan should also be submitted to this Department for record purpose. In due course, the two departments concerned will arrange with the applicant for the inspection of the premises. When the fire precaution and structural requirements are complied with, the prospective operator will receive the certificates respectively from the departments.

7. According to the Electricity (Wiring) Regulations (Cap. 406E), any fixed electrical installation in a child care centre has to be inspected, tested and certified by a registered electrical worker for its completion (including repair, alteration or addition), as well as subject to periodic inspection, testing and certification at least once every 5 years. The prospective operator has to therefore observe the requirement and produce a copy of the Work Completion Certificate (WR1 Form), together with a copy each of the Certificates of Registration of Electrical Worker and Electrical Contractor and/or a copy of Periodic Test Certificate (WR2 Form) as duly completed by the registered electrical worker and electrical contractor, to this Department as the document certifying the electrical safety of the proposed centre.

The WR1/WR2 Forms are provided by the Electrical and Mechanical Services Department and obtainable at its Customer Services Office, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon (Public Enquiry Hotline no. 1823) and the homepage of the Electrical and Mechanical Services Department at www.emsd.gov.hk.

8. Similarly, if the proposed centre uses Towngas or liquefied petroleum gas, the prospective operator should also produce a Certificate of Completion and/or a Certificate of Annual Inspection/Maintenance as duly completed by a registered gas contractor, together with a copy each of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor to ensure that the installation work is done in accordance with the Gas Safety Ordinance (Cap. 51) and the relevant Codes of Practice. The Certificate of Completion Form and the Certificate of Annual Inspection/Maintenance Form are available at the Child Care Centres Advisory Inspectorate and the homepage of the Social Welfare Department. Any further enquiries on gas installation can be directed to the Public Enquiry Hotline of Electrical and Mechanical Services Department on 1823.

(IV) Application to Social Welfare Department

9. In the meantime the prospective operator is required to submit to this Department:

- (a) The time-table of daily activities of the proposed centre. (Please see the Child Care Services Regulations R.10)
- (b) The proposed dietary scale and menu for a centre operating full day or residential service. (Please see the said Regulations R.35)
- (c) The application for approval of fees by Finance Branch of this Department. Application form will be issued to the prospective operator directly, or may be downloaded from the homepage of the Social Welfare Department (Please see the said Regulations R.45C)
- (d) The name of an employee who holds a valid first aid certificate [Please see the said Regulations R.43(2)]
- (e) The personal particulars including the name in English and Chinese, age, address and previous nursing experience of a registered nurse in the case of a proposed residential centre [Please see the said Regulations R. 44(3)]

10. The prospective operator should also produce documents like the assignment, rental contract or bills of public utilities expenses such as water supply or electricity to verify the authenticity of the address of the proposed centre.

11. At the final stage when all necessary certificates/documents as mentioned in Part (III) are available, the officer concerned of the Child Care Centres Advisory Inspectorate will arrange an inspection visit with the prospective operator to examine whether the proposed centre complies with all requirements of the Child Care Services Ordinance and Regulations and is fully ready for commencement of service. On-site taping of the floor area of the proposed centre will also be done during or before the visit. The prospective operator will then be provided with or advised to download from the homepage of the Social Welfare Department the Application Form for Registration of Child Care Centre. An application for registration of a child care centre is considered to have been formally made only when the said Application Form is properly completed with all necessary certificates/documents as mentioned in Part (III) attached, and submitted by the prospective operator to the Child Care Centres Advisory Inspectorate.

12. Successful registration of a child care centre depends on the prospective operator's ability to comply fully with the requirements specified in the said Ordinance, Regulations and the Operation Manual for Pre-primary Institutions. It usually takes four to six months to complete the whole registration process.

(V) The Certificate of Registration

13. The Certificate of Registration issued by the Social Welfare Department is free of charge.

(VI) Important note

14. 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"; and Section 6(2) stipulates that "any person who contravenes subsection (1) [i.e. 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".

15. This procedural guide only serves to inform prospective operators of the procedures of registration of a child care centre and is in no way a summary or substitute for the provisions in the Child Care Services Ordinance and Regulations, nor does this information sheet have any legal force.

Application for Registration of a Child Care Centre (Frequently Asked Questions and Answers)

1.	Q:	Where can a person obtain necessary information if he intends to operate a child care centre?
	A:	<ul style="list-style-type: none">➤ He should first acquaint himself with the statutory provisions governing the operation of a child care centre as laid down in the Child Care Services Ordinance (Cap. 243) and Child Care Services Regulations (Cap. 243A), copies of which can be purchased from the Government Publications Sales Section of Information Services Department (ISD) (Tel. No.: 2537 1910) or placing order with ISD by e-mail at puborder@isd.gov.hk.➤ He may also refer to the 'Procedural Guide for Application for Registration of a Child Care Centre' and 'Operation Manual for Pre-primary Institutions' which can be downloaded from the homepage of Social Welfare Department at www.swd.gov.hk.➤ He may consult the Child Care Centres Advisory Inspectorate of Social Welfare Department about details of the requirements by phone on 2835 2016 or appointment to meet the staff of the unit at Room 2312, 23/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

2.	Q:	Are there specific requirements on premises intended to be used as a child care centre?
	A:	<p>Yes.</p> <ul style="list-style-type: none">➤ The prospective operator should first ensure that there is no objection from the Planning Department, or planning permission has been obtained from the Town Planning Board as required, or if the premises are not within the outline zoning plan of the Town Planning Board, from the District Lands Officer, Islands, for the operation of a child care centre in the proposed premises.➤ The premises should also be certified to have complied with the fire safety and structural requirements on a child care centre respectively by the Director of Fire Services and the Director of Buildings/Housing/Architectural Services.➤ Before he is certain that the premises can comply with the concerned requirement, the prospective operator is advised not to lease, rent or purchase the premises for use for child care centre purposes.

3.	Q:	If a person decides to proceed with an application for registration of a child care centre at certain premises with planning permission, what should he do in the first place?
	A:	<ul style="list-style-type: none">➤ He should prepare a copy of the layout plan of the premises for discussion with the officer concerned of the Child Care Centres Advisory Inspectorate.➤ The officer concerned may arrange a site visit or an interview with the applicant to study the proposal.

4.	Q:	How many certificates does a prospective operator need from other government departments for making an application at Social Welfare Department for registration of a child care centre?
	A:	<ul style="list-style-type: none">➤ A Certificate from the Director of Fire Services and a Certificate from the Director of Buildings/Housing/Architectural Services as appropriate.

5.	Q:	How should the prospective operator proceed with the application for the Certificate from the Director of Fire Services and a Certificate from the Director of Buildings/Housing/Architectural Services?
	A:	<ul style="list-style-type: none">➤ Upon preliminary agreement with officer concerned of Child Care Centres Advisory Inspectorate on the layout of the proposed plan, the prospective operator should prepare 10 copies of the plan. He will then be issued with or advised to download from the homepage of the Social Welfare Department at www.swd.gov.hk the forms, namely Application for Certificate from the Director of Fire Services, and Application for Certificate from the Director of Buildings/Housing/Architectural Services as appropriate.➤ The said forms should be submitted to Child Care Centres Advisory Inspectorate upon completion, each accompanied by 4 copies of the layout plan of the premises for onward transmission to the two departments concerned. Apart from this, copies of the two forms together with 2 copies of the layout plan should also be submitted to this Department for record purpose.➤ In due course, the two departments concerned will arrange with the applicant for the inspection of the premises. When the fire precaution and structural requirements are complied with, the prospective operator will receive the certificates respectively from both departments.

6.	Q:	How many submissions to the Social Welfare Department are needed from a prospective operator for making an application at Social Welfare Department for registration of a child care centre?
	A:	<ul style="list-style-type: none"> ➤ A copy of Work Completion Certificate (WR1 Form), together with a copy each of the Certificates of Registration of Electrical Worker and Electrical Contractor and/or a copy of Periodic Test Certificate (WR2 Form) as duly completed by the registered electrical worker and electrical contractor certifying electrical safety of the proposed centre. ➤ A Certificate of Completion and/or a Certificate of Annual Inspection/Maintenance as duly completed by a registered gas contractor, together with a copy of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor if the proposed centre uses Towngas or liquefied petroleum gas, to ensure that the installation work is completed in accordance with the Gas Safety Ordinance (Cap. 51) and the relevant Codes of Practice. ➤ The time-table of daily activities of the proposed centre. ➤ The proposed dietary scale and menu for centres operating full day or residential service. ➤ The application for approval of fees by the Finance Branch of this Department. ➤ The name of an employee who holds a valid first aid certificate ➤ The personal particulars including name in English and Chinese, age, address and previous nursing experience of a registered nurse in the case of a proposed residential centre. ➤ Documents like the assignment, rental contract or bills of public utilities expenses such as water supply or electricity to verify the authenticity of the address of the proposed centre. ➤ Application Form for Registration of a Child Care Centre at the final stage when all the necessary certificates/documents abovementioned are available. (An application is considered to have been formally made only when the said Application Form is properly completed with all necessary certificates/documents attached and submitted by the prospective operator to the Child Care Centres Advisory Inspectorate.)
7.	Q:	Can a prospective operator determine the fees of the prospective child care centre?
	A:	<ul style="list-style-type: none"> ➤ No. Prior approval of fees charged in a child care centre should be obtained from the Social Welfare Department.

8.	Q:	Can a prospective operator determine the capacity of the prospective child care centre?
	A:	➤ No. The capacity of a child care centre depends on the floor areas of the centre, the staff ratio and ancillary facilities and is to be approved by the Social Welfare Department according to the requirements stipulated in the Child Care Services Ordinance and Operation Manual for Pre-primary Institutions.

9.	Q:	How long does it usually take to complete the registration process?
	A:	➤ Successful registration of a child care centre depends on the prospective operator's full compliance with the requirements specified in the said Ordinance, Regulations and the Operation Manual for Pre-primary Institutions. ➤ It usually takes four to six months to complete the whole registration process.

10.	Q:	How much is the registration fee of a child care centre?
	A:	➤ The Certificate of Registration issued by the Social Welfare Department is free of charge.

*Child Care Centres Advisory Inspectorate
Social Welfare Department
September 2016 (revised)*

幼兒中心註冊流程表

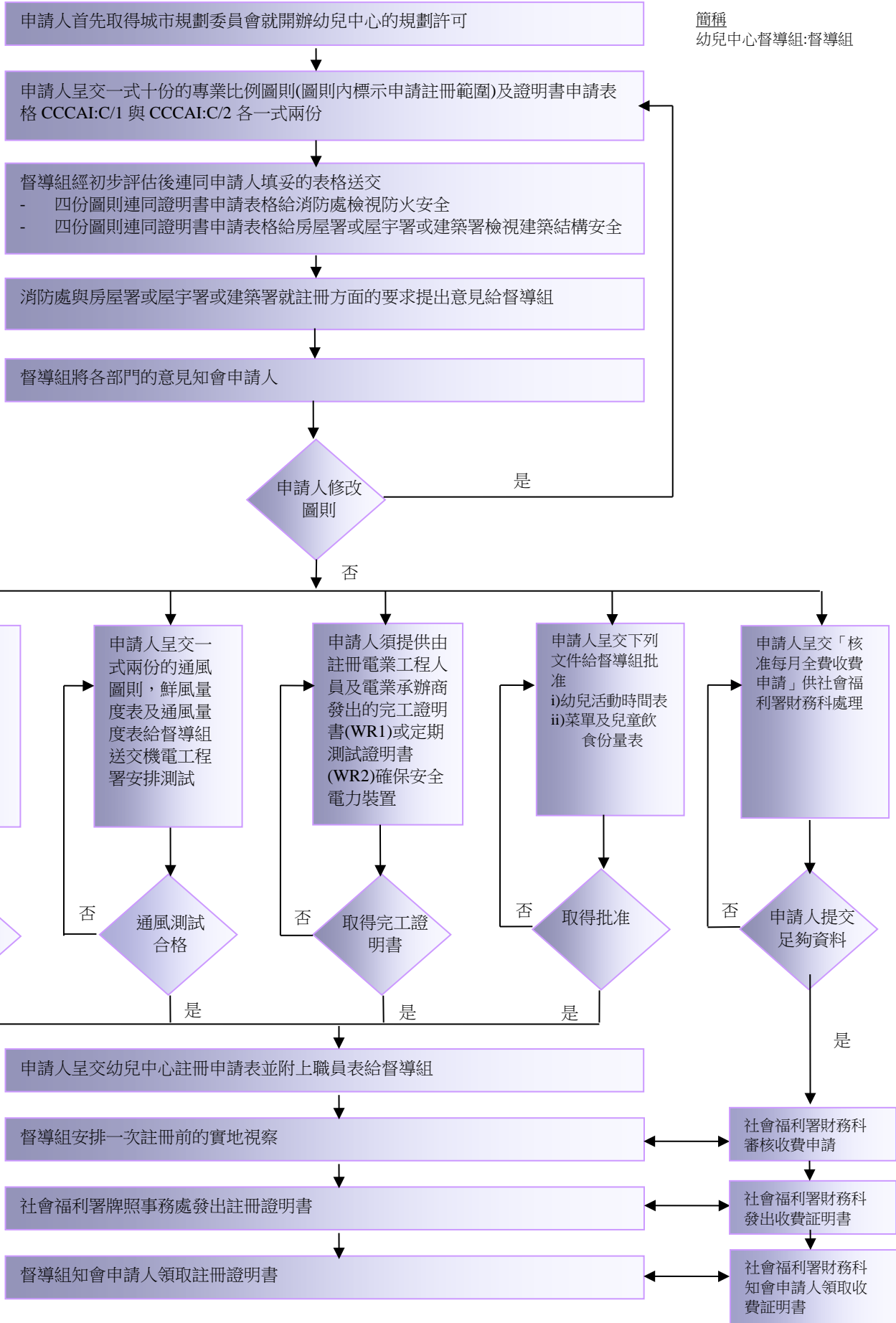
簡稱
幼兒中心督導組:督導組

標準時間

七工作天

一般需時三至六個月，視乎申請人完成各部門的註冊條件所需時間

十四工作天



幼兒中心註冊申請程序指南

(I) 法例規定

凡有意開辦幼兒中心人士，應先詳閱《幼兒服務條例》(第243章)及《幼兒服務規例》(第243A章)所載有關經營幼兒中心之法定條款[可致電政府新聞處刊物銷售小組(電話:2537 1910)或以電郵方式(電郵地址：puborder@isd.gov.hk)訂購該法例之印刷本]。此外，亦應向社會福利署幼兒中心督導組諮詢有關各項規定之詳情，該組地址如下：香港灣仔軒尼詩道130號修頓中心23樓2312室。

(II) 預約見面時間

二、 如欲會晤幼兒中心督導組職員以討論開設幼兒中心事宜，可以書面或致電該組當值人員預約時間（電話號碼：2835 2016），屆時應攜同所有與該經營計劃有關之圖則及文件到晤。

(III) 向有關政府部門申請及查詢

三、 本署建議有意申請開辦幼兒中心之人士，先徵詢認可人士或有關專業顧問的意見，以確定所物色的樓宇是否符合《幼兒服務條例》及《幼兒服務規例》所列明之條件，在未確知該樓宇符合有關法例的規定前，應避免先行租入或購買該所樓宇作經營幼兒中心之用。有意申請開辦幼兒中心之人士亦應確保規劃署並無提出反對，或他已按規定取得城市規劃委員會的規劃許可；如該所樓宇不在城市規劃的分區計劃大綱圖範圍內，則該人士應確保已獲取離島區地政專員的規劃許可。

四、 假如有意經營者決定提出申請註冊某特定樓宇為幼兒中心，應該繪製一份該樓宇之草圖與本署商討，草圖必須用顏色筆括出申請註冊範圍，並應依照比例繪製及清楚註明下列各項：

- (甲) 有關樓宇之中英文正確地址。
- (乙) 幼兒中心之中英文名稱。
- (丙) 樓宇內各部分之用途，包括用作住宅之地方。
- (丁) 所有石柱、門窗、護牆、間格、廁所/潔槽及洗手盆之位置。
- (戊) 該樓宇之室內總面積及各間房間/樓宇各部份的面積。
- (己) 申請人簽名及呈交草圖日期。

五、 幼兒中心督導組的職員有可能會透過與申請人面談或視察有關樓宇以研究該項申請。建議草圖經同意後，有意經營者應印製一式十份擬辦的幼兒中心圖則，然後他會獲發或可在社會福利署網頁(網址 www.swd.gov.hk)下載下列申請表格：

- (甲) 消防處證明書申請表。
- (乙) 屋宇署/房屋署/建築署(視乎何者適用)證明書申請表。

六、 填妥表格(甲)及表格(乙)後，必須各連同擬辦的幼兒中心圖則一式四份，遞交幼兒中心督導組，以便分別送交該兩個部門。此外，表格(甲)及表格(乙)的副本及兩份擬辦的幼兒中心圖則，應送交本署存案。該兩個部門隨後會與申請人安排視察有關樓宇，在驗明防火設施及建築結構均符合要求後，兩個部門將會向有意經營者發給證明書。

七、 根據《電力(線路)規例》(第406E章)的規定，幼兒中心內的任何固定電力裝置的電力工作(包括修理、改裝及增設)完工後，必須由註冊電業工程人員進行檢查、測試及發出證明書，並且須由註冊電業工程人員每五年最少作一次定期檢查、測試及發出證明書。因此，有意經營者須遵守有關的規定，向本署提供由註冊電業工程人員簽發的完工證明書(表格WR1)副本一份連同電業工程人員註冊證明書和電業承辦商註冊證明書副本各一份及/或定期測試證明書(表格WR2)副本一份，作為建議開辦的中心的電力安全證明文件。WR1/WR2 表格由機電工程署提供，請向該署的客戶服務部索取(地址：九龍啟成街3號機電工程署總部大樓，公眾諮詢熱線：1823)，或可在機電工程署網頁(網址 www.emsd.gov.hk)下載。

八、 同樣地，倘建議開辦的中心需要安裝煤氣或石油氣裝置，有意經營者亦須向本署提供由註冊氣體承辦商填妥的完工證明書及/或每年檢查/維修證明書，連同氣體裝置技工註冊咭和氣體工程承辦商註冊證明書副本各一份，確認安裝工程符合《氣體安全條例》(第51章)及有關守則的規定。完工證明書表格及每年檢查/維修證明書表格由本署提供，請向幼兒中心督導組索取或可在社會福利署網頁下載。如在氣體裝置安裝工程上有任何進一步查詢，請向機電工程署提出(公眾諮詢熱線：1823)。

(IV) 向社會福利署申請

九、 在此期間，有意經營者可先向本署呈交下列各項：

甲、擬開辦幼兒中心之日常活動時間表(請參閱《幼兒服務規例》第10條)；

/乙、.....

乙、提供日托或全托服務之中心所擬供應之膳食份量表及菜單(請參閱上述規例第35條)；

丙、托兒費用核准申請，申請表格會由本署財務科直接發予有意經營者，或可在社會福利署網頁下載(請參閱上述規例第45C條)；

丁、提供一名持有有效急救證書僱員姓名(請參閱上述規例第43(2)條)；

戊、如擬經營住宿幼兒中心，請提供一名註冊護士的個人資料，包括中、英文姓名、年齡、地址及過往護理工作經驗(請參閱上述規例第44(3)條)；

十. 有意經營者亦應提供轉讓合約、租約、或公用事業收費單據，例如水費單或電費單等文件，以證明建議開辦的中心的地址真確。

十一. 在最後階段當上文第(III)部所述的所需證明書/文件均備妥後，幼兒中心督導組的有關人員會與有意經營者安排視察有關樓宇，檢查建議開辦的中心是否已全部符合上述條例及規例的規定，及是否已完全準備開始服務；在進行視察時或之前並會實地量度建議開辦的中心的樓面面積。然後有意經營者會獲發給幼兒中心註冊申請表格。有意經營人填妥申請表格，並連同上文第(III)部所列各證明書/文件呈交幼兒中心督導組後，幼兒中心註冊的申請才視為正式被接納。

十二. 一所幼兒中心獲准註冊與否，須視乎有意經營者是否有能力全部遵守上述條例、規例和學前機構辦學手冊的規定。完成註冊手續，一般需時四至六個月。

(V) 註冊證明書

十三. 社會福利署發給註冊證明書，並不收取任何費用。

(VI) 重要事項

十四. 請注意，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。」；而第6(2)條則規定：「任何人違反第(1)款(即第6(1)條)的規定，即屬犯罪，經定罪後，可處第6級罰款及監禁2年。」

十五. 這份程序指南只是讓有意申請者得知幼兒中心之註冊申請手續，而非節錄或替代《幼兒服務條例》之條款，本指南並無任何法律上之作用。

幼兒中心註冊申請程序指南 (常見問與答)

1.	問:	有意開辦幼兒中心人士可以從何得知所需資料?
	答:	<ul style="list-style-type: none">➤ 他應先詳閱《幼兒服務條例》(第 243 章)及《幼兒服務規例》(第 243A 章)所載有關經營幼兒中心之法定條款 [可致電政府新聞處刊物銷售小組(電話:2537 1910)或以電郵方式(電郵地址: puborder@isd.gov.hk)訂購該法例之印刷本]。➤ 他亦可參閱《幼兒中心註冊申請程序指南》及《學前機構辦學手冊》。有關資料可於社會福利署網頁 www.swd.gov.hk 下載。➤ 此外,亦應向社會福利署幼兒中心督導組諮詢有關各項規定之詳情,該組地址如下:香港灣仔軒尼詩道 130 號修頓中心 23 樓 2312 室。

2.	問:	擬辦幼兒中心的處所是否有特定的要求?
	答:	<p>是。</p> <ul style="list-style-type: none">➤ 有意申請開辦幼兒中心之人士應確保規劃署並無提出反對,或他已按規定取得城市規劃委員會的規劃許可;如該所樓宇不在城市規劃的分區計劃大綱圖範圍內,則該人士應確保已獲取離島區地政專員的規劃許可。➤ 該處所並需獲得由消防處及屋宇署/房屋署/建築署(視乎何者適用)分別簽發的證書,證明符合有關消防安全及結構狀況的規定。➤ 本署建議有意申請開辦幼兒中心之人士,在未確知該樓宇符合有關法例的規定前,應避免先行租入或購買該所樓宇作經營幼兒中心之用。

3.	問:	假如有意經營者決定提出申請註冊某特定樓宇為幼兒中心,應先做什麼?
	答:	<ul style="list-style-type: none">➤ 他應該預備一份該樓宇之草圖與本署幼兒中心督導組商討。➤ 該組的職員有可能會透過與申請人面談或視察有關樓宇以研究該項申請。

4.	問:	向社會福利署申請註冊幼兒中心時，擬辦幼兒中心人士需提交其他政府部門的證明嗎？
	答:	➤ 需要。分別是消防處證明書及屋宇署/房屋署/建築署（視乎何者適用）的證明書。

5.	問:	擬辦幼兒中心人士如何申請消防處的證明書及屋宇署/房屋署/建築署的證明書？
	答:	<ul style="list-style-type: none">➤ 建議草圖經本署幼兒中心督導組初步同意後，有意經營者應印製一式十份擬辦幼兒中心的圖則，然後他會獲發或可在社會福利署網頁下載消防處證明書申請表及屋宇署/房屋署/建築署證明書申請表。➤ 填妥表格後，每份表格必須連同擬辦的幼兒中心圖則一式四份，遞交幼兒中心督導組，以便分別送交該兩個部門。此外，表格副本及兩份擬辦的幼兒中心圖則，應送交本署存案。➤ 該兩個部門隨後會與申請人安排視察有關樓宇，在驗明防火設施及建築結構均符合要求後，該兩個部門將會向有意經營者發給證明書。

6.	問:	擬辦幼兒中心人士需提交什麼其他文件，向社會福利署申請註冊幼兒中心？
	答:	<ul style="list-style-type: none">➤ 有意經營者須向本署提供由註冊電業工程人員簽發的完工證明書（表格WR1）副本一份連同電業工程人員註冊證明書和電業承辦商註冊證明書副本各一份及/或定期測試證明書（表格WR2）副本一份，作為建議開辦的中心的電力安全證明文件。➤ 倘建議開辦的中心需要安裝煤氣或石油氣裝置，有意經營者亦須向本署提供由註冊氣體承辦商填妥的完工證明書及/或每年檢查/維修證明書，連同氣體裝置技工註冊咭和氣體工程承辦商註冊證明書副本各一份，確認安裝工程符合《氣體安全條例》（第51章）及有關守則的規定。

/擬開辦.....

		<ul style="list-style-type: none">➤ 擬開辦幼兒中心之日常活動時間表。➤ 提供日托或全托服務之中心擬供應之膳食份量表及菜單。➤ 托兒費用核准申請，申請表格會由本署財務科直接發予有意經營者，或可在社會福利署網頁下載。➤ 一名持有有效急救證書僱員姓名。➤ 如擬經營住宿幼兒中心，請提供一名註冊護士的個人資料，包括中、英文姓名、年齡、地址及過往護理工作經驗。➤ 轉讓合約、租約、或公用事業收費單據，如水費單或電費單等文件，以證明建議開辦的中心的地址真確。➤ 在最後階段當上述所需證明書/文件均備妥後，有意經營人需填交幼兒中心註冊申請表格。(填妥申請表格，並連同上列各證明書/文件呈交幼兒中心督導組後，幼兒中心註冊的申請才視為正式被接納。)
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7.	問:	擬辦幼兒中心人士可決定中心收費嗎?
	答:	➤ 不可以。中心收費須在事前得到社會福利署批准。

8.	問:	擬辦幼兒中心人士可決定中心收容幼兒的名額嗎?
	答:	➤ 不可以。中心收容幼兒的名額視乎中心樓面面積、職員人數及輔助設施，並須在得到社會福利署根據《幼兒服務規例》及《學前機構辦學手冊》有關規定批准。

9.	問:	完成註冊手續，一般需時多久?
	答:	<ul style="list-style-type: none">➤ 一所幼兒中心獲准註冊與否，須視乎有意經營者是否全部遵守上述條例、規例和學前機構辦學手冊的規定。➤ 一般需時四至六個月。

10.	問:	幼兒中心註冊費用多少?
	答:	➤ 社會福利署發給註冊證明書，並不收取任何費用。

社會福利署

幼兒中心督導組

二零一六年九月(修訂版)