

Hong Kong Sheng Kung Hui Welfare Council Limited
 Hong Kong Sheng Kung Hui Kei Oi Nursery School

Application for Occasional Child Care Service

(A) Child's Particulars :

Name	English :	Chinese :	
Date of Birth		Age	
Birth Certificate No.		Sex	<input type="checkbox"/> M <input type="checkbox"/> F
Home Address			

Special Needs of the child (e.g. health condition, behavior): _____

Health Condition: Good / Sick, please specify: _____

On medication: No / Yes, please provide name of the medicines: _____

(B) Parent's / Guardian's Particulars :

Particulars		1 st contact person	2 nd contact person	3 rd contact person
Name in English				
Name in Chinese				
Relationship with the Child				
Contact Tel. No.	Daytime			
	Mobile			

In case of emergency, the school/centre will contact the parent/ guardian in the above sequence.

(C) Reason(s) for Application :

- Carers have long or irregular working hours
- Carers need to attend job interviews / employment retraining programmes / other employment-related activities
- Illnesses / Medical appointment / Hospitalization of carers
- In need of temporary child care service due to inadequate carers
- Carers having to care for/ attend to other family members/ relatives/ friends
- Carers temporarily unavailable because of vacation leave, resignation, etc.
- In need of temporary child care service during school holidays
- Others, please specify: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____ Date: _____

If you need to apply for subsidy due to financial conditions, please contact our staff.

Personal data provided in this form will be used for processing your application for service. After completion of service, when such personal data is no longer required, such record will be disposed of according to the relevant handling policies. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their own personal data. Please contact us for any enquiries.

Hong Kong Sheng Kung Hui Welfare Council Limited (“the Council”)
Hong Kong Sheng Kung Hui Kei Oi Nursery School (“School”)

Consent form for the Use of Personal Data

I understand that the Council/School/Centre will collect my / my child’s personal data for processing my application for school admission or services. The Council/School/Centre may, where applicable, disclose and/or transfer such personal data including but not limited to name, telephone number, email address and residential address on a need-to-know basis to the staff, other units and/or centres of the Council, and Government departments or organisations with authorization or statutory power to obtain such information, and external parties who are authorized and/or appointed by the Council including but not limited to insurance companies, doctors, legal advisors, and /or other service providers. The personal data will be treated as strictly confidential in accordance with the Personal Data (Privacy) Ordinance, and will not be sold, rented or transferred in any form through any means to any other persons or entities.

I understand that the personal data is provided on a voluntary basis. Failure to supply sufficient data may result in the School/Centre (or the Council) being unable to process my application for admission or to provide the service requested. I shall be responsible for any delay in processing of my application for admission or service, if any, arising from my failure to supply any of the personal data required. I understand that I have to ensure the accuracy of all the personal data I supplied. I shall notify the School/Centre and/or the Council of any change of the personal data or any part thereof as soon as possible. I understand and agree that I shall be responsible for delay of service due to any inaccurate or incomplete personal data. I understand that if any personal data of other persons are provided, I shall obtain their prior consents before providing such data. I understand that the personal data will not be kept longer than necessary by the Council/School/Centre for the fulfillment of the purposes for which the data are to be kept. Where records of personal data are no longer required, they will be erased according to their respective handling policy.

Save and except the circumstances specified under the Personal Data (Privacy) Ordinance, I understand that I have the right to apply for access to and/or correction of the personal data held by the Council/School/Centre and the initial handling fee for such application and photocopy fee are \$70 and \$2/sheet respectively. For enquires or application, I may contact the person in charge of the School/Centre as follows: Address: Unit 103-116 and 118, G/F, Lai kuk house, Lai Kok Estate, Shamshuipo, Kowloon
Telephone: 2729 7991

The Council/School/Centre may utilize your personal data for communicating with you, delivering news and information, and for the purposes of service promotion, fundraising, volunteer recruitment, conducting surveys and other activities associated with the Council/School/Centre.

Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

I object to Hong Kong Sheng Kung Hui Welfare Council Limited/School/Centre’s use of my personal data for the purposes stated above.

If you subsequently wish to require the Council/School/Centre to cease using your personal data for the above purpose, please write to Unit 103-116 and 118, G/F, Lai kuk house, Lai Kok Estate, Shamshuipo, Kowloon ‘Hong Kong Sheng Kung Hui Kei Oi Nursery School’.

Signature of applicant :	_____	Signature of staff :	_____
Name of applicant :	_____	Name of staff :	_____
Date :	_____	Case No. :	_____