



基督教香港崇真會恩樂園
Tsung Tsing Mission of Hong Kong Joyful Place
嬰幼兒入園申請表
Application Form

此欄由職員填寫 (For staff only)

輪候編號 _____

接見日期 _____

檔案編號 _____

入園日期 _____

一. 嬰幼兒資料 Applicant's Particulars

中文姓名： Name in Chinese		性別： Sex		相片 Photo
英文姓名： Name in English		宗教信仰： Religion		
出生證明書號碼： Birth Certificate No.		出生地點： Place of Birth		
出生日期或預產期： Date of Birth		期望入讀日期： Expected Date of Entry		
住址： Home Address				
電話： Telephone No.		電郵地址： Email Address		
主要照顧者： Main Caregiver		家中常用語言： Spoken language at home		

二. 家庭成員資料 Family Member's Particulars

姓名 Name	與嬰幼兒關係 Relationship with applicant	教育程度 Education Level	職業 Occupation	日間聯絡電話 Contact Telephone No.
	父親 Father			
	母親 Mother			

三. 其他聯絡人資料(若適用) Other Contact Person (If applicable)

姓名 Name	與嬰幼兒關係 Relationship with applicant	日間聯絡電話 Contact Telephone No

四. 其他資料 Other Information

家長選擇本園原因： Reason for choosing our Centre	
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五. 曾/現於本園就讀的親屬 Other Family Members attended/ Attending the Centre

姓名 Name	入園年份 Year Admitted	與幼兒關係 Relationship	現況 Current States
			“在園 Current Student “已畢業/離園 Daparted
			“在園 Current Student “已畢業/離園 Daparted

六. 社會需要(若有, 可✓多項) Social need(If appropriate, can ✓ more than one)

- 雙職父母 Dual Working family 社會福利署轉介 Referral from Social Welfare Department
 單親家庭 Single Parent 家庭其他成員具額外照顧需要 Family members with additional caring needs
 其他(請註明)Others(Please Specify) : _____

注意事項: Point to Note

此表格所提供的個人資料會用作申請嬰幼兒中心服務之用。根據個人資料(私穩)條例規定, 申請人有權要求查閱、更正及更新其個人資料。如有查詢, 請與本中心聯絡。

Personal data in this form is provided for processing application for nursery centre admission. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the nursery centre for any enquiries.

請家長填妥報名表後, 連同嬰幼兒出世紙或懷孕證明電郵、傳真或郵寄至本園。

Parents are requested to fill in the registration form and send it to our kindergarten along with the birth certificate or pregnancy certificate by email, fax or mail.

填表人姓名

Name of Parent/ Guardian : _____

填表人簽名

Signature of Parent/ Guardian : _____

日期

Date : _____

TTM/JP01

編製日期: 二零二一年九月

修訂日期: 二零二四年二月

遞交申請表備忘 Notes on Submitting Application Form

一、 家長可從以下途徑遞交報名表：

Parents can return the filled application form through the following ways:

- 電郵 Email：jp@ttmssd.org；
- 傳真 Fax：2497 5388；
- 郵寄至「基督教香港崇真會恩樂園」－新界沙田石門安睦街碩門邨瑞碩樓地下
(信封面註明：申請人讀基督教香港崇真會恩樂園)

Application form can also be mailed directly to:

Tsung Tsin Mission Of Hong Kong Joyful Place

G/F, Sui Shek House, Shek Mun Estate, 18 On Muk Street, Shek Mun, Shatin, New Territories, Hong Kong (Please mark "Application for Admission" on the envelope)

二、 家長注意事項：

Admission Requirements:

- 本園會根據申請次序編排輪候編號及透過電話/電郵聯絡家長確認入園申請。
A queue number will be assigned according to the application date. All applicants will be notified by the center upon receiving the application form, either through a phone call or an email.
- 本園會根據各組別的空缺情況安排該年齡組別的嬰幼兒入學。
The Centre will admit children in each age group based on the availability of vacancies in each group.
- 倘若園方有空缺，園方會按輪候編號致電/電郵輪候家長，通知有關面見的日期及時間。
If the Centre has a vacancy, the Centre will call the parents on the waiting list according to their queue number, to inform them of the date and time for the interview.
- 面見安排旨在觀察嬰幼兒能力及表現，並透過面談了解家長對本園及嬰幼兒教育的期望。
Interview aims at observing children's ability and performance, communicating with parents on the views towards early childhood education.
- 家長如有需要，可向本園申請傳譯或翻譯服務。
Parents can apply for interpretation or translation services from the centre if necessary.

三、 通知申請結果及註冊安排：

Admission results and registration arrangements：

- 本園將以電郵/郵遞方式通知所有曾出席面見之嬰幼兒家長相關的申請結果。
Result will be mailed to all applicants who have attended the interview.
- 根據社會福利署的指引，獲取錄之嬰幼兒本園將預收首月的園費，家長必須於指定期限內辦理入園手續，逾期者作放棄申請。
In accordance with the guidelines issued by the Social Welfare Department, successful applications should complete their registration for their child and paying the first tuition installment. Overdue applications will not be entertained and their reservations will automatically be forfeited.

四、 收生準則：

Admission Criteria:

- 嬰幼兒健康適宜日託服務。
Provide health screening documents issued by a Registered General Practitioner to enroll in day care service.
- 按輪候先後序
First-come-first-served basis.
- 雙職父母
Dual Working Family.
- 社會需要
Social need.
- 兄弟姊妹在本園日託
With brothers and sisters attending our Centre.
- 家長認同本機構的服務理念及教育目標
Parents' recognition for the centre vision and teaching style.

* 家長若對收生安排有任何疑問，歡迎透過電郵 jp@ttmssd.org 或 電話 2333 0130 向本園查詢。

For any enquires, please feel free to contact our Centre via email at jp@ttmssd.org or by telephone at 2333 0130.