

基督教宣道會利東幼兒學校
C & M A Lei Tung Nursery School
暫託幼兒服務申請表
(Application Form for Occasional Child Care Service)

此欄由學校填寫/For Official Use Only

登記日期/Reg Date: _____

檔案登記編號/Reg no.: _____

(一) 幼兒資料/Child's Particular (請在適當的□內加上☑ /Please tick ☑ the appropriate boxes)

| | | | | |
|--|---|------------------------|---|-------------------|
| 幼兒姓名 Child Name | 中文 (Chi) | | 出生證明書編號 [#] Birth Cert no. [#] | |
| | 英文 (Eng) | | 出生日期 Date of Birth | |
| 年齡 Age | | 出生地點 Place of Birth | | 幼兒性別 Gender |
| 在家排行 Birth Order | <input type="checkbox"/> 第一 (1 st) <input type="checkbox"/> 第二 (2 nd) <input type="checkbox"/> 第三 (3 rd) <input type="checkbox"/> 第四 (4 th) | | | |
| 地址 Home Address | | | | 電話 Contact no. |
| 幼兒的特殊需要 (例如健康、行為等) Child's special needs (i.e health or behavioral needs) | | | | |

(二) 家長/監護人資料/Parent/Guardian's Particulars**(a) 申請人為家長 (父親、母親或監護人) /For Parent (Father, Mother or Guardian)**

| | | | | | |
|-----------------|------------|-------------|-----------------------|--|---------------------|
| 1 | 姓名 Name | 中文 (Chi) | 與幼兒關係 Relationship | <input type="checkbox"/> 父(father) <input type="checkbox"/> 母(mother) <input type="checkbox"/> 監護人(Guardian) | 手機號碼 mobile no. |
| | | 英文 (Eng) | | | 家居電話 home no. |
| 聯絡地址 Address | | | | | 聯絡電話 contact no. |
| 2 | 姓名 Name | 中文 (Chi) | 與幼兒關係 Relationship | <input type="checkbox"/> 父(father) <input type="checkbox"/> 母(mother) <input type="checkbox"/> 監護人(Guardian) | 手機號碼 mobile no. |
| | | 英文 (Eng) | | | 家居電話 home no. |
| 聯絡地址 Address | | | | | 聯絡電話 contact no. |

(b) 申請人如非幼兒父母或監護人 /For Non-Parent or Non-Guardian

| | | | | | |
|-----------------|------------|----------|-----------------------|--|---------------------|
| 1 | 姓名 Name | 中文 (Chi) | 與幼兒關係 Relationship | | 手機號碼 mobile no. |
| | | 英文 (Eng) | | | 家居電話 home no. |
| 聯絡地址 Address | | | | | 聯絡電話 contact no. |
| 2 | 姓名 Name | 中文 (Chi) | 與幼兒關係 Relationship | | 手機號碼 mobile no. |
| | | 英文 (Eng) | | | 家居電話 home no. |
| 聯絡地址 Address | | | | | 聯絡電話 contact no. |

(三) 申請原因/Reason for Application*(請在適當的☐內加上☑ /Please tick ☑ the appropriate boxes)*

| |
|---|
| <input type="checkbox"/> 家長長時間或不定時工作 Long hours or irregular works |
| <input type="checkbox"/> 家長進行職業相關的活動，如工作面試 / 員工培訓或員工再培訓計劃或培訓 Participate the job-related issues, e.g. interview, staff development, or ERB program |
| <input type="checkbox"/> 照顧者患病、覆診或住院 Take care the patient |
| <input type="checkbox"/> 家長或照顧者暫時未能作出照顧，需要臨時托兒服務 Temporarily unable to take care the child |
| <input type="checkbox"/> 家長或照顧者需要出席或支援其他家庭成員或親友 Handling or supporting the family member(s) with emergencies |
| <input type="checkbox"/> 主要照顧者因休假或辭職，而需接受短暫幼兒服務 Care-giver is on leave or resign and the child needs a short time caring. |
| <input type="checkbox"/> 幼兒就讀學校放假 Child attending kindergarten has the school holiday |
| <input type="checkbox"/> 其他，請註明/Other, please specify: _____ _____ _____ |

(四) 轉介來源/Referral

| | |
|--|--|
| <input type="checkbox"/> 社會福利署/Social Welfare Department | <input type="checkbox"/> 其他政府機構/Goverment |
| <input type="checkbox"/> 非政府機構/Non-Governmental Organization | <input type="checkbox"/> 幼兒學校/Kindergarten |
| <input type="checkbox"/> 自行申請/apply in person <ul style="list-style-type: none"> ↳ <input type="checkbox"/> 透過傳媒得悉/through the media ↳ <input type="checkbox"/> 經其他途徑得悉，請註明/through other pathway, please specify : _____ _____ _____ | |

(六) 收集個人資料政策 / Personal Data Collection Policy

此表格所提供的個人資料會用作處理幼兒學校暫託服務申請之用。申請程序完成後，所有提供資料將被銷毀。根據個人資料（私隱）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，請與幼兒學校聯絡。Personal data in this form is provided for processing application for Occasional Child Care Service at C&MA Nursery School. After completion of the application procedure, all information provided will be disposed of. 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 School for any enquiries.

(請在適當的□內加上☑ / Please tick ☑ the appropriate boxes)

- 本人，即下方簽署人，完全明白及同意基督教宣道會香港區聯會收集本人個人資料的目的，是基於本人向基督教宣道會利東幼兒學校申請暫託幼兒服務。I understand and accept that the personal data in this form by C&MA Church Union Hong Kong Ltd is collected for processing my application of C&MA Lei Tung Nursery School Occasional Child Care Service.
- 本人同意這些資料及其他有關資料（存於其後的個案紀錄或報告）可傳閱予有關服務單位或政府部門或有關的非政府機構，以協助本人申請基督教宣道會香港區聯會的服務或有關轉介服務。I consent for this data (the subsequent records or reports) to be disclosed to, processed and stored by C&MA sectors, government and non-government organization for the purpose of application and referral on the services provided by C&MA Church Union Hong Kong Ltd.
- 本人亦同意 貴機構使用本人以下個人資料(包括姓名、地址、手提電話、家居電話及電郵)作為基督教宣道會香港區聯會與本人接觸之用，包括通訊、社會服務及活動推廣／典禮邀請或籌款的用途。除非是個人資料（私隱）條例所訂定的豁免情況，本人明白可聯絡基督教宣道會利東幼兒學校校長陳秀賢女士有關資料查閱及改正事項。I agree C&MA Church Union Hong Kong use my personal data (included name, address, mobile no, home no and email) as a way for contacting, such as communications, social services and activities promotion / ceremony invitation or fundraising purposes. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, I understand that I may view or amend a copy of my personal data contained in the application form by contacting School Principal Ms.Chan at 28712791.

備註 Remarks:

1. 請於本校開放時間內致電預約。
Please make the registration appointment by phone at the office hour.
2. 請攜帶、幼兒之出生證明書及免疫接種記錄(針卡)正／副本、家長／監護人之身份證前往本校辦理登記手續。
Please prepare the supportive document as follow: (1) both original and copy of Registration of a Birth (2) both original and copy of Immunization Record (3) Parent's HKID card.
3. 請詳閱「暫託幼兒服務簡章」及「暫託服務家長須知」，並清楚其內容。
Please read and understand the 「OCCS Services Information」 and 「OCCS Notice for parents」.

家長／監護人簽署：
Parent/Guidance
Signature

簽署日期：
Date: