

Hong Kong Sheng Kung Hui Welfare Council Limited
Hong Kong Sheng Kung Hui Tung Chung 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.