



機場幼兒園

AIRPORT PRESCHOOL

### Occasional Child Care Service

1. Objective : It provides a safe venue for parents who work at the airport to place their children for child care services so as to enable them to attend to personal or urgent matters.
2. Target Group : Aged 0 – 2, healthy infant
3. Eligibility : The applicant must be in employment with a company located /providing service at Hong Kong International Airport (HKIA) and are usually required by the employer to work or report for duty at HKIA not less than 4 days per week
4. Service Hours & Fees :

<u>Service Hours</u>	<u>Fee per Child</u> <u>(Inclusive of Meal Charge)</u>
Monday to Friday	
08:00 to 18:00	(Full day : 10 hrs) \$312.00
08:00 to 13:00	(Half day : 5 hrs ) \$165.00
13:00 to 18:00	(Half day : 5 hrs) \$165.00
From 08:00 to 18:00 2 hrs per session	(Per session : 2hrs) \$91.00

※ No service will be provided on Saturdays, Sundays, Public holidays and Preschool holidays
5. Activities : Games, art and craft, storytelling, meal, education and care
6. Application Reasons :
  1. Parents or caregiver have other priorities due to emergency, such as illness, hospitalization, etc.
  2. Caregiver is unavailable, on leave or has resigned
7. Application Procedure :

First Time Application :

  1. Make reservation on the service date & time by calling Preschool during the opening hours (from 8:00 to 18:00)
  2. Fill and send the application form to [ap@hkcs.org](mailto:ap@hkcs.org) for verification of information
  3. Bring along airport staff pass and the birth certificate of the child to Preschool for on-site registration on the service day

For repeated service users, only telephone reservation and presentation of relevant document for verification are required.
8. Cancellation : One working day advance notice is required
9. No. of Places : Two
10. Address & Telephone : Room 1, G/F, Airport World Trade Centre, 1 Sky Plaza Road, Hong Kong International Airport , Chep Lap Kok, Lantau, Hong Hong (852) 2253 6655
11. Inquiries & Comments : Please contact the Preschool Principal or Supervisor. We welcome your valuable comments for improvement in our service.