



Occasional Child Care Service

1. Objective : Temporary child care services 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 – 3, healthy infant
3. Eligibility :
 - (i) 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, and
 - (ii) Parents or caregiver have other priorities due to emergency, such as illness, hospitalization or caregiver is unavailable, on leave or has resigned

4. Service Hours & Fees :	<u>Service Hours</u>		<u>Fee per Child</u>
	Monday to Friday		<u>(Inclusive of Meal Charge)</u>
	08:00 to 18:00	(Full day : 10 hrs)	\$343.00
	08:00 to 13:00	(Half day : 5 hrs)	\$182.00
	13:00 to 18:00	(Half day : 5 hrs)	\$182.00
	From 08:00 to 18:00	(Per session : 2hrs)	\$101.00

※ 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 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 in the application form and send to ap2@hkcs.org for verification
 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.
7. Cancellation : One working day advance notice is required
8. No. of Places : Six
9. Address & Telephone : Room GACC081, G/F, HKIA Community Building,
13 Cheong Tat Road, Hong Kong International Airport ,
Lantau, Hong Kong
Tel : (852) 2986 3051 / Fax : 2986 3595 / Email : ap2@hkcs.org
10. Inquiries & Comments : Please contact the Preschool Principal or Senior Teacher. We welcome your valuable comments for improvement in our service.