

## 資料文件

### **幼稚園的註冊及視察工作**

#### **目的**

本文件旨在說明現行的幼稚園註冊程序、處理涉嫌未經註冊而營辦幼稚園的措施，以及視察幼稚園的工作。

#### **幼稚園的註冊**

2. 根據《教育條例》第 11 條（附錄 I）的規定，學校（幼稚園）必須向教育署署長提出註冊申請。申請是否獲得批准，須視乎學校（幼稚園）能否符合有關校舍安全、校董、學校名稱、課程綱要、時間表及收費等的規定（附錄 II）。學校（幼稚園）如符合上述各方面的規定，教育署會發出臨時註冊證明書，該學校（幼稚園）可隨即開辦。

3. 臨時註冊證明書的有效期通常為一年。在幼稚園獲得臨時註冊後，衛生署督察及教育署督學會前往幼稚園巡視。幼稚園如符合衛生署及有關當局所提出的規定，便會獲發註冊證明書。

#### **處理涉嫌未經註冊而營辦幼稚園的措施**

4. 一旦發現涉嫌未經註冊的「學校（幼稚園）」，教育署會派督學前往該校巡查。如「學校」正在營辦中，督學會向在場的辦學人士及教師發出警告信。如在第二次巡查時，發現該校仍然營辦而未經註冊，有關個案會轉交警方處理。

## 監察和視察幼稚園的工作

5. 所有已註冊或臨時註冊的幼稚園，均須遵守和遵從《教育條例》和《教育規例》的各項條文和規定。除上述法例規定外，教育署亦向各幼稚園發出《幼稚園辦學手冊》和有關的指引及通告。教育署督學會定期前往已註冊的幼稚園視察，並會在視察期間提醒幼稚園的管理人員必須遵從《教育條例》的規定，以及就幼稚園的日常運作，包括學校行政、人手安排和課程施行等進行討論。如認為幼稚園的管理方式或教學質素未能令人滿意，或發覺幼稚園違反《教育條例》的任何條文，督學會即時提出適當的建議、口頭警告或書面警告，並會進行跟進視察，以確保幼稚園已更正違規的事項。教育署署長可根據《教育條例》的規定，把有關個案轉交警方，以便提出檢控，或行使《教育條例》所賦予的權力，取消有關幼稚園的註冊。

6. 在一九九七至九八學年，教育署曾往各幼稚園進行 766 次視察；而本學年截至一九九九年二月四日計算，共進行了 329 次視察，並向超額收生的幼稚園發出約 60 封警告信。

## 未來路向

7. 教育署非常重視未經註冊幼稚園非法營辦的問題，並已採取步驟，檢討現行的幼稚園註冊程序和監察制度，以及提出下列改善措施：

(a) 幼稚園的註冊程序

一九九九年二月四日舉行了跨部門會議。屋宇署承諾在接獲申請後 45 天內，向申請人說明所需遵行的安全規

定，消防處則應允在接獲申請後 14 天內，視察有關校舍，並在 30 天內發出書面通知，臚列有關安全規定。屋宇署、消防處及教育署均同意加快處理有關安全證明書的申請。為簡化程序，屋宇署及消防處會直接收取申請人遞交的申請書，並把與申請人通訊的文件副本交予教育署。

(b) 向未經註冊的幼稚園提出起訴

當局已成立一個工作小組，成員包括警方代表，負責檢討檢控程序，其中會研究如何確立證據以證明學校未經註冊營辦。為加強阻嚇作用，當局亦會考慮提高罰款額。

(c) 監察制度

教育署將會發出通告，提醒所有幼稚園必須遵守《教育條例》及《教育規例》的規定，例如在廣告內列明學校的註冊編號、在每間課室列出該課室的核准容額以及核准收費。教育署會繼續定期視察各學校，以確保幼稚園遵守有關規定。

(d) 宣傳活動

教育署將會不時公布已獲註冊的學校名單以及一些未有按《教育條例》註冊而有人舉報的「學校」個案。市民可前往教育署各分區辦事處或透過互聯網查閱有關資料。教育署會繼續進行宣傳，協助家長安排子女入讀已註冊的幼稚園。

教育署  
一九九九年二月

**Appendix I**  
**附錄 I**

**11. Application for registration of school**

An application for registration of a school shall be—

- (a) made to the Director in the prescribed form; and (Amended 42 of 1993 s. 6)
- (b) accompanied—
  - (i) by the documents specified in such form; and
  - (ii) if the school is to be operated in or in any part of any premises which are not designed and constructed for the purposes of a school, by the additional documents specified in section 12(1).

**12. Additional documents required where premises not designed and constructed as a school**

(1) The documents referred to in section 11(b)(ii) shall be—

- (a) a certificate from the competent authority as to his opinion with regard to the suitability for the purposes of a school of the premises or the part of the premises in which the school is to be operated, having regard to the loading for which they are designed and constructed;
- (b) a certificate from the competent authority that the premises in or in part of which the school is to be operated do not have structural timber floors;
- (c) a certificate from the Director of Fire Services that the use for the purposes of a school of the premises or the part of the premises in which the school is to be operated would not expose the persons in the school premises to any undue risk of fire; (Replaced 6 of 1985 s. 2. Amended 47 of 1990 s. 4)
- (ca) a certificate from the competent authority that in the event of fire in the premises in or in part of which the school is to be operated the means of escape for all persons in the premises (including the persons in the school premises) would be adequate; (Added 6 of 1985 s. 2. Amended 47 of 1990 s. 4)
- (d) if the Buildings Ordinance (Cap. 123) applies to the premises in or in part of which the school is to be operated, a notice in writing from the Building Authority stating that he does not intend, in exercise of the powers conferred on him by section 23 of that Ordinance, to prohibit the use for the purposes of a school of the premises or the part of the premises in which the school is to be operated; and

**11. 學校註冊的申請**

學校註冊的申請須—

- (a) 以訂明表格向署長提出；及 (1993年42號第6號修訂)
- (b) 附交以下文件—
  - (i) 該表格內指明的文件；及
  - (ii) (如有關學校將於非專為學校用途而設計及建造的任何房屋或其任何部分營辦)第12(1)條所指明的額外的文件。

**12. 凡屬並非為學校用途而設計及建造的房屋**

則須額外附交文件

(1) 第11(b)(ii)條所提及的文件為以下各項—

- (a) 屋主當局發出的證明書，證明此紙類及將用以營辦學校的房屋或房屋部分在設計及建造上的負荷能力，就該房屋或房屋部分是否適合作學校用途而點出的意見；
- (b) 屋主當局發出的證明書，證明將用以營辦學校的房屋或房屋部分並無結構性的木地板；
- (c) 由消防處當局發出的證明書，證明將用以營辦學校的房屋或房屋部分如作學校用途，將不會令校舍內的人受到不適的火警危險；(1985年第6號第2號修訂)
- (ca) 屋主當局發出的證明書，證明將用以營辦學校的房屋或房屋部分一旦發生火警，使房產內全部的人(包括食食內的人)使用逃生設施定會足夠；(1985年第6號第2號增補。由1990年第47號第4號修訂)
- (d) 在《建築物條例》(第123章)適用於將用以營辦學校的房屋或房屋部分，則為由建築事務監督所發的通知書，述明其無意行使該條第23條所授予的權力而禁止將用以營辦學校的房屋或房屋部分作學校用途；及

(c) if—

- (i) the competent authority has certified under paragraph (a) that in his opinion the premises or the part of the premises in which the school is to be operated are not suitable for the purposes of a school, having regard to the loading for which they are designed and constructed;
  - (ii) the premises in or in part of which the school is to be operated were erected prior to 1 January 1946; or
  - (iii) at the time of erection of the premises in or in part of which the school is to be operated, the Buildings Ordinance (Cap. 123) did not apply to such premises, a certificate from an authorized person that the premises in or in part of which the school is to be operated are in sound structural condition. (Amended 47 of 1990 s. 4)
- (2) An application to the competent authority, the Building Authority or the Director of Fire Services for a certificate or a notice required for the purposes of subsection (1) shall be—
- (a) made in such form as the Director shall specify; and
  - (b) accompanied by a plan, drawn to such scale and with such number of copies as the Director shall specify, of the premises or the part of the premises in which the school is to be operated.
- (3) The Director of Buildings may, where he is the competent authority for the purposes of subsection (1)(a), (b) and (c), appoint any officer of the Buildings Department to perform the functions of the competent authority under those paragraphs. (Amended L.N. 76 of 1982; L.N. 94 of 1986; 47 of 1990 s. 4; L.N. 291 of 1993)
- (4) Nothing in this section shall affect the powers of the Building Authority under the Buildings Ordinance (Cap. 123).
- (5) For the purposes of this section, "competent authority" (主管當局) means—
- (a) the Housing Authority in the case of any premises or part of any premises upon land vested in the Housing Authority or over which the Housing Authority has control and management; (Replaced 23 of 1973 s. 36)
  - (b) (Repealed 23 of 1973 s. 36)
  - (c) in any other case, the Director of Buildings and any officer of the Buildings Department appointed by him under subsection (3). (Amended L.N. 76 of 1982; L.N. 94 of 1986; L.N. 291 of 1993)

### 13. Registration of school

On receiving an application in accordance with section 11, the Director shall make such inquiry as he considers necessary and shall determine the application—

- (a) by registering the school in respect of which the application is made; or
- (b) by refusing under section 14 to register the school.

(c) 如—

- (i) 主管當局在頒及將用以營辦學校的房屋或房屋部分在設計及建造上的負荷量後，根據(a)段發出證明書，載明其認為該房屋或房屋部分並不適合作學校用途；
  - (ii) 將用以營辦學校的房屋或房屋部分是在1946年1月1日前建成的；或
  - (iii) 在建設將用以營辦學校的房屋或房屋部分時，《建築物條例》(第123章)當時並不適用於該房屋，則為主管當局人士發出的證明書，證明將用以營辦學校的房屋或房屋部分結構需要。 (由1990年第47號第4條修訂)
- (2) 向主管當局、建築事務監督或消防處處長申請為第(1)款的施行而需要的證明書或通知書，須—
- (a) 以署長所指明的表格提出申請；及
  - (b) 附交將用以營辦學校的房屋或房屋部分的圖則、測量的比例及副本數以供署長所指明者。
- (3) 如施行第(1)(a)、(b)及(c)款的主管當局是賦予署長，他可委任署字署任何人員執行上述各款所指述的主管當局職權。 (由1982年第76號次級公佈修訂；由1986年第94號法律公佈修訂；由1990年第47號第4條修訂；由1993年第291號法律公佈修訂)
- (4) 本條並不影響建築事務監督根據《建築物條例》(第123章)而施行的權力。
  - (5) 就本條而言，“主管當局”(competent authority)—
- (a) 任何房屋或房屋部分所在的土地如是歸屬房屋委員會所有，或由房屋委員會控制及管理，指房屋委員會； (由1973年第23號第36條(代替))
  - (b) (由1973年第23號第36條廢除)
  - (c) 在任何其他情況下，則指賦予署長及其根據第(3)款所委任的賦予署任何人員。 (由1982年第76號次級公佈修訂；由1986年第94號法律公佈修訂；由1993年第291號法律公佈修訂)

### 13. 學校的註冊

若及接獲按照第11條提出的申請後，須進行他認為需要的探討，並須對該項申請作出以下決定—

- (a) 將申請所屬的學校註冊；或
- (b) 根據第14條拒絕為該學校註冊。

--- Reasons for refusal to register school

- (1) The Director may refuse to register a school if it appears to him—
  - (a) (Repealed 42 of 1993 s. 7)
  - (b) that the proposed school premises are or are likely to be for any reason unsuitable for use for the purposes of a school;
  - (c) that any provision of this Ordinance is being or will be contravened in respect of the school;
  - (d) that the proposed inclusive fee is excessive having regard to the cost of maintaining and operating the school and to the standard of education to be provided;
  - (e)-(f) (Repealed 42 of 1993 s. 7)
  - (g) that the equipment which is to be used by the school will not allow of satisfactory tuition in the subjects to be taught by the school; (Amended 42 of 1993 s. 7)
  - (h) (Repealed 42 of 1993 s. 7)
  - (i) that the composition of the proposed management committee is such that the school is not likely to be managed satisfactorily, or is such that the education of the pupils is not likely to be promoted in a proper manner; (Amended 42 of 1993 s. 7)
  - (j) that the composition of the proposed management committee or of the proposed teaching staff is the same or substantially the same as that of a school which the Director has previously refused to register, or the registration or provisional registration of which the Director has previously cancelled;
  - (k) that he has previously—
    - (i) refused to register the school; or
    - (ii) cancelled the registration or provisional registration of the school;
  - (l) that any part of the proposed school premises—
    - (i) was to have been used for the purposes of a school which the Director has previously refused to register; or
    - (ii) has been used for the purposes of a school the registration or provisional registration of which the Director has cancelled;
  - (m) (Repealed 42 of 1993 s. 7)
  - (n) that in or in connexion with the application for registration any statement has been made or information has been furnished which is false in any material particular or by reason of the omission of any material particular; (Amended 42 of 1993 s. 7)
  - (o) that the proposed registered name of the school is unsuitable, or is the same as or similar to—
    - (i) the name in which another school is registered; or
    - (ii) the name of any school the registration of which has been cancelled; or (Amended 42 of 1993 s. 7)
  - (p) that the content of the course to be offered is not of a satisfactory standard. (Added 42 of 1993 s. 7)
- (2) The Director may also refuse to register a school if he refuses under section 35(1) to approve as the first supervisor of the school the person who is recommended to be the supervisor by the applicant for registration of the school.

14. 拒絕為學校註冊的理由

- (1) 如署長覺得有以下情況，可拒絕為有申請學校註冊—
  - (a) (由1993年第42號第7條廢除)
  - (b) 建議的校舍由於任何理由不適合或相當可能不適合作學校用途；
  - (c) 就該學校而言，有人正在違反或將違反本條例任何條文；
  - (d) 在考慮維持及用以營辦該學校的成本及所提供的教育水平後，所建議的費用過高；
  - (e)-(f) (由1993年第42號第7條廢除)
  - (g) 該學校會使用的器材將不能為該學校在授教的科目中提供令人滿意的教授； (由1993年第42號第7條廢除)
  - (h) (由1993年第42號第7條廢除)
  - (i) 建議的校董會的組成相當不可能將該學校管理得令人滿意，或相當不可能以適當方式促進學生的教育； (由1993年第42號第7條廢除)
  - (j) 建議的校董會的組成或建議的師資組合與署長以前曾經拒絕為其註冊的學校相同或大致相列，或與署長以前曾取消其註冊或臨時註冊的學校相同或大致相列；
  - (k) 以前他曾—
    - (i) 拒絕為該學校註冊；或
    - (ii) 取消該學校的註冊或臨時註冊；
  - (l) 建議的校舍的任何部分—
    - (i) 將應用以作某間學校用途，而該學校以前曾被署長拒絕註冊；或
    - (ii) 將應用以作為某間學校用途，而該學校已被署長取消其註冊或臨時註冊；
  - (m) (由1993年第42號第7條廢除)
  - (n) 在申請註冊或申請註冊有關的項目中作出的陳述或提供的資料，在要項上屬虛假，或因在要項上有所遺漏而虛假； (由1993年第42號第7條廢除)
  - (o) 該學校的建議註冊名稱並不適合，或與以下名稱相同或類似—
    - (i) 另一間學校的註冊名稱；或
    - (ii) 已被取消註冊的任何學校的名稱；或 (由1993年第42號第7條廢除)
  - (p) 將提供的課程內容的水平不能令人滿意。 (由1993年第42號第7條廢除)
- (2) 如署長根據第35(1)條拒絕批准申請註冊人推薦作為校董的人出任該學校的首位校董，則署長亦可拒絕為該學校註冊。

#### 15. Provisional registration of school

(1) At any time after an application for registration of a school is made in accordance with section 11 and before the application is determined, the Director may provisionally register the school for such period, not exceeding 12 months, as he thinks fit.

(2) The Director may extend the period of provisional registration of a school for such further periods, not exceeding 12 months at one time, as he thinks fit.

#### 15. 學校的臨時註冊

(1) 任何學校註冊的申請在按照第11條提出後而在該項申請有所決定前的任何時間，署長可為該學校臨時註冊，期限按其認為適當者而定，但以不超過12個月為限。

(2) 署長可將任何學校的臨時註冊期延展，期限按其認為適當者而定，但每次延展以不超過12個月為限。

## **幼稚園的註冊準則**

如幼稚園符合下列準則，教育署會向其發出臨時註冊證明書：

**(1) 校舍的安全**

- (a) 在擬於設計作學校用途的建築物內營辦的幼稚園，須備有入伙紙或編配校舍通知書等證明文件，證明該房產適合作幼稚園用途。
- (b) 在擬於非設計作學校用途的建築物內營辦的幼稚園，須具備消防處及屋宇署或房屋署簽發的《安全證明書》，證明該房產結構安全及適合作幼稚園用途。
- (c) 校舍所在地如與政府租契或《城市規劃條例》抵觸，申請人須向地政總署或規劃署提交有關證明文件，申請修改租契／規劃許可。

**(2) 學校的校董**

擬出任有關學校校董的人士，必須符合《教育條例》的規定，例如該人士必須為出任校董的適合及適當人選（沒有刑事紀錄），並且在香港居住。