

保良局特殊兒童發展基金

PO LEUNG KUK DEVELOPMENT FUNDS FOR CHILDREN WITH SPECIAL NEEDS

申請特殊教育訓練服務及家庭支援服務指引

APPLICATION FOR SPECIAL EDUCATION TRAINING AND FAMILY SUPPORT SERVICES

1、目的 Objective

為有特殊需要的兒童提供特殊教育訓練，特別是那些尚未接受政府正式特殊教育服務的兒童，使能儘早獲得適當的訓練；透過家庭支援服務及家長教育項目，促進社區和諧共融；並增繕特殊兒童服務及促進服務發展。

To provide special education training for child with special needs, especially to provide early training to those children who are waiting for subverted governmental preschool rehabilitation services in order to facilitate their learning and development through family support services as well as parent training programs.

2、申請資格及內容 Target Beneficiaries

項目 Program	特殊教育訓練服務 Special education trading services
對象 Target beneficiaries	受惠人必須為香港居民 The applicant must be a Hong Kong citizen
年齡 Age	0-6 歲 0-6 years of age

<p style="text-align: center;">資格</p> <p style="text-align: center;">Eligibility</p>	<p style="text-align: center;">尚未接受政府正式特殊教育訓練服務</p> <p style="text-align: center;">(註：獲政府提供正式服務後，必須退出本局所提供之訓練服務)</p> <p style="text-align: center;">The applicant must not be receiving any governmental subvented rehabilitation services (Remarks: applicant must exit from this program once receives any subvented pre-school rehabilitation service under Central Referral System for Rehabilitation Services (CRSRehab))</p>
<p style="text-align: center;">呈交文件</p> <p style="text-align: center;">Application documents</p>	<ol style="list-style-type: none"> 1. 申請人及受助兒童的身份證明文件副本 Copies of relevant identity documents of applicant and the child 2. 家庭入息證明文件副本 Copies of household income 3. 兒童各項發展的評估報告副本(如有) Copies of any relevant assessment of the child (if applicable)
<p style="text-align: center;">資助內容</p> <p style="text-align: center;">Program details</p>	<p style="text-align: center;">經專業評估結果提供服務</p> <p style="text-align: center;">Subject to assessment results conducted by Po Leung Kuk</p>
<p style="text-align: center;">資助準則</p> <p style="text-align: center;">Criteria of funding</p>	<p style="text-align: center;">參照香港政府每季發出之家庭收入中位數，</p> <p style="text-align: center;">訂立出全免、半免的減費準則</p> <p style="text-align: center;">Applicant's Eligibility of 100% or 50% financial aid in this program will be assessed based on the Median Monthly Domestic Household Income (MMDHI) published by the Census and Statistics Department.</p>

3、申請及處理程序 Application and Procedure

1. 申請可由申請人直接提出，亦可由保良局屬下服務單位、政府部門或社會福利機構轉介，再由本局按評估而提供服務。

Funding may be applied by the applicant or referred by services within Po Leung Kuk, government departments or other social welfare services in the community. Services received is subject to assessment results conducted by Po Leung Kuk.

2. 申請指引及表格可於保良局網頁下載或於保良局各幼稚園暨幼兒園索取。

Application forms can be accessed through the Po Leung Kuk website or any Po Leung Kuk nursery-cum-kindergarten.

3. 申請人請把填妥的申請表，連同所需呈交文件副本，一併郵寄或親身交至「保良局特殊兒童發展基金」辦事處審批。

地址：香港銅鑼灣禮頓道 66 號郭羅桂珍兒童服務大樓「保良局兒童發展中心」

Applicants should submit the completed application forms together with a copy of relevant documents by post or by hand to “PO LEUNG KUK DEVELOPMENT FUNDS FOR CHILDREN WITH SPECIAL NEED” head office for verification.

Address: Po Leung Kuk Kwok Law Kwai Chun Child Development Centre, 66 Leighton Road, Causeway Bay Hong Kong

4. 基金辦事處可向申請人要求提供補充資料，有關資料必須在接獲通知後一個月內交回跟進。逾期補交文件，其申請將作棄權論。

Supplementary documents may be asked by the head office for application process purposes. Supplementary documents must be submitted to the head office no later than 1 month from the point of notification. Any late submission of documents will result in termination of application.

5. 基金辦事處於審批後一個月內回覆申請人審批結果，並會按輪候名單內先後次序向申請人提供服務。

Applicants will be contacted by the head office on results of his/her application 1 month from the date of application. All applications are processed according to the

time of submission.

4、終止申請 Termination of application

如申請人欲終止申請，須盡快通知基金辦事處。

Should applicant wish to withdraw his/her application, please advice the head office as so as possible.

5、查詢及聯絡方法 Enquiries and contact details

如對以上指引有任何查詢，可用以下方式聯絡基金辦事處：

Please contact PO LEUNG KUK DEVELOPMENT FUNDS FOR CHILDREN WITH SPECIAL NEED” head office for any further information regarding the “Po Leung Kuk Development Funds for SEN children”

地址：香港銅鑼灣禮頓道 66 號郭羅桂珍兒童服務大樓「保良局兒童發展中心」

Address: Po Leung Kuk Kwok Law Kwai Chun Child Development Centre, 66 Leighton Road, Causeway Bay Hong Kong

電話：2277 8301

Telephone: 2277 8301

傳真：2237 1629

Fax: 2237 1629

電郵：cdc@poleungkuk.org.hk

Email: cdc@poleungkuk.org.hk

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