

**Consent Letter from Principal/Head of organization**

**校長或機構主管同意信函**

Date: \_\_\_\_\_

日期

\_\_\_\_\_  
(Name of Pre-primary Education Institution 學前教育機構名稱)

\_\_\_\_\_  
(Institution address 機構地址)

To: Admissions & Enrolment Team (Distance Learning), Registry  
Hong Kong Metropolitan University

致： 香港都會大學  
教務處入學及註冊組（遙距課程）

Re: Application for registration on Diploma in Early Childhood Education programme

事由： 幼兒教育文憑課程入學申請

This is to certify that \_\_\_\_\_ (HKID No.: \_\_\_\_\_) is employed  
謹證明 (Name of applicant 申請人姓名) 為

- by our kindergarten/organization\* as a member of full-time staff. (For DECE1)  
本校／機構\*全職員工。（DECE1 適用）
- as a full-time teacher in our kindergarten. (For DECE)  
本校全職教師。（DECE 適用）
- as a full-time childcare worker in our organization. (For DECE)  
本機構全職幼兒工作員。（DECE 適用）

I agree to arrange a teaching practice of 480 hours for the applicant **as a class teacher** in my kindergarten/organization\*. During the period, I note that Hong Kong Metropolitan University will send teaching staff to supervise practice and hereby consent to their entering our kindergarten/organization\* for this purpose.

我同意為申請者在本校/機構內安排 480 小時 **作為班老師** 的教學實習。在此期間，我知道香港都會大學的教學人員會指導該學員的教學實習，並允許他們進入本校／機構\*觀課。

Yours sincerely,

School/Organization\* chop:  
學校／機構\*印鑑：

\_\_\_\_\_ [ Signature of Principal/Head 校長／主管簽名 ]

( \_\_\_\_\_ ) [ Name in block letters 正楷姓名 ]

Principal of kindergarten/Head of organization 幼稚園校長／機構主管 謹啟

\*Delete as appropriate 請刪去不適用者

