



Guidance Notes for Application of Brighter Smiles Playland Visitation (2011-12)

1. The application for the Brighter Smiles Playland visitation by **kindergartens/nurseries in Hong Kong (4 years old class)** for the period of 1 Sept 2011 to 30 June 2012 will start **from 9:00 am on 8 June 2011**.
2. Application for other KG/NU grades or by organization will only be accepted by fax after 9:00a.m.on 8 August 2011. Any application prior to that date will not be accepted.
3. The Playland is specially designed for the **4-year-old children**.
4. The Playland is open from Monday to Friday (except for public holidays). There are 4 sessions in a day. Each session lasts for 1 hour and a maximum of 90 people can be accommodated.
5. **If the accompanying people is more than half of the number of children**, they will be counted as the number of participants.
6. The availability of barrier free access facilities in Oral Health Education Unit includes accessible entrance, lift, accessible toilet and tactile guide path. For enquiry about barrier free access facilities, please contact staff on duty or Access Officer at 2760 5225.

Application Channels (to prevent duplicate application, please apply through one channel only)

Channels	Method
Internet (recommended)	<ol style="list-style-type: none">1. Access our website www.toothclub.gov.hk and click the icon “Online Services of Oral Health Education Unit”, enter your assigned Organization ID and Password to login. (If you are not a registered user, please register online.)2. Choose “Brighter Smiles Playland” and start the application procedure.3. After submission, a confirmation email will be sent to you. Check the accuracy of the document, then print it out and present it at your visit.
Fax	<ol style="list-style-type: none">1. Download the application form from our website http://www.toothclub.gov.hk/chi/pdf/playland/application_form.pdf and fill out the details.2. Each application form is for the booking of one session only. If you wish to book more than one session, fill in another form.3. Three preferences are provided for each application. Booking will be arranged according to your preference. Our staff will contact you when we cannot accommodate all the three preferences.4. Fax your application form to 2760 4073 upon completion.5. We will process your application according to the faxed-in time. You will receive a confirmation letter by fax within 5 working days.6. You should present the confirmation letter at the visit.

Remarks: If you do not receive the confirmation within 5 working days, please notify us through email at ohcu@dh.gov.hk

Cancellation or Change of booking

You can make changes on your booking through the internet directly or fax your booking confirmation document with marked changes to us at 2760 4073. For enquiries, please contact our staff at 21999200. It is more convenient for you to change your booking information on internet.

Information details	Valid period	Online	Fax the revised confirmation document
Change date of visit or cancel visitation	60 days or more before the visit	✓	✓
Change date of visit or cancel visitation	less than 60 days before the visit	<i>Not Applicable</i>	✓
Modify other details (except for date of visit)	14 days or more before visit	✓	✓

Except for rainstorm warnings, typhoons or class suspensions announced by the Education Bureau, schools will be recorded if:

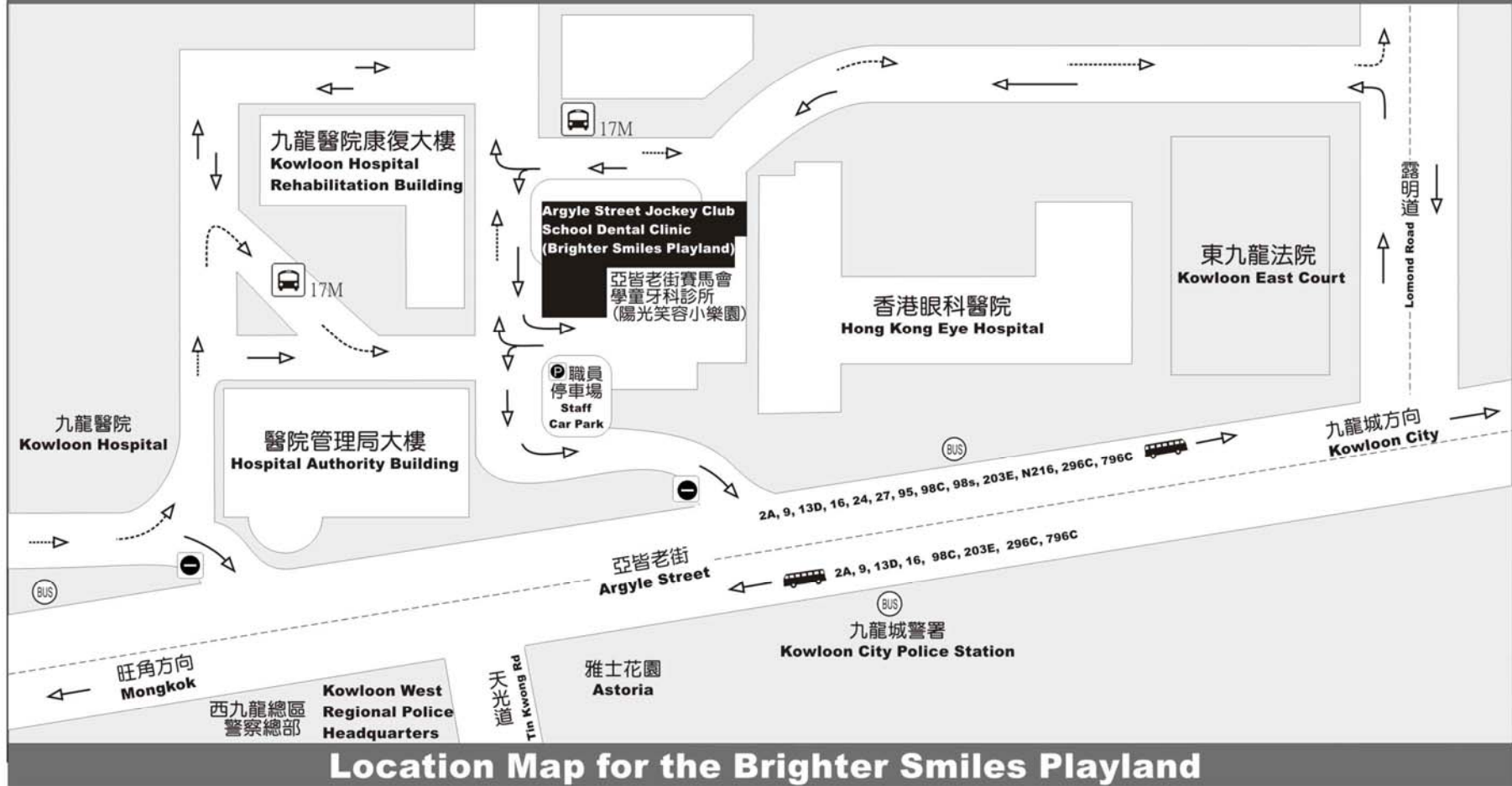
- **Visitation is cancelled without 14 days prior notice; or**
- **The number of visiting children was less than 70% of the booked number.**

If a school has been recorded for two consecutive years, application for visiting the Playland will be deferred for 2 months in the subsequent year.

Preparation guidelines for the visitation

1. Arrive 10 minutes before the visit time with the confirmation document for registration and for the children to wash their hands.
2. For the sake of hygiene, please ensure that the children wash their hands before the visit and do not put any toys or objects of the Brighter Smiles Playland into their mouths.
3. Please assist in dividing the children into groups and keeping the order during the activities.
4. Prepare extra sets of children's clothes for change in case of emergency.
5. Teachers are welcome to take photos and videos as long as the activities will not be interfered.
6. The duration of the visit is one hour and the schedule is tight. For late arrival, the scheduled duration will have to be shortened.

陽光笑容小樂園位置圖



Location Map for the Brighter Smiles Playland

學童牙科診所地址：九龍亞皆老街147號 J 亞皆老街
賽馬會學童牙科診所四樓

**Brighter Smiles Playland : 4/F, Argyle Street Jockey Club Dental Clinic,
147J Argyle Street , Kowloon**

.....> 專線小巴 17M - 往太子地鐵站 * (循環線)

.....> Green mini-bus 17M to Prince Edward MTR Station * (circular route)