CHILD DEVELOPMENT CENTRE
明德兒童啓育中心

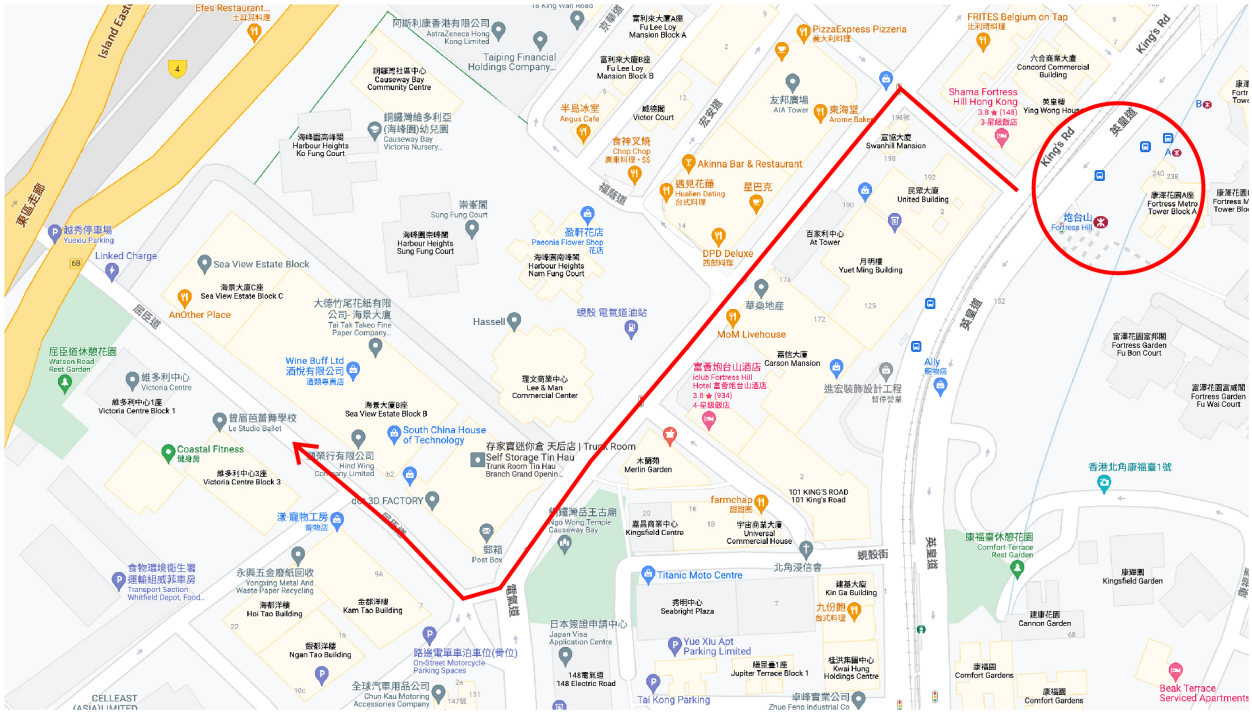
Parent Information Booklet
2026 / 2027 School Term

Please READ all the information contained in the parent folder.
We will assume that you have read this information and
therefore are aware of our policies and procedures.
This information is also available online at our website.

www.cdchk.org

Igniting Learning Journeys
啓育學習旅程

Unit 7, 4/F, Victoria Centre, 15 Watson Road, Fortress Hill, Hong Kong | 香港炮台山屈臣道15號維多利中心4樓7室 | T 2849 6138 | www.cdchk.org |
3/F, North Point Welfare Facilities Block, 123 Java Road (Harbour North Phase 2), North Point, Hong Kong | 香港北角渣華道123號(北角匯二期)北角福利服務設施大樓3樓 | T 2849 2018
The Child Development Centre - Registered Charity in Hong Kong (IRD No. 91/1579); company limited by guarantee | 明德兒童啓育中心 - 香港註冊的慈善機構 (IRD No. 91/1579); 擔保有限公司



The Child Development Centre (CDC) – Fortress Hill

Unit 7, 4/F, Victoria Centre, 15 Watson Road, Fortress Hill, Hong Kong
(Tel: 2849 6138; email: info@cdchk.org)

By MTR, please take the A/B exit of MTR Fortress Hill Station, head towards Oil Street and turn left into Electric Road. Continue to walk straight ahead until turning right into Watson Road. Arrive at Victoria Centre and take the elevator to Room 407.

By bus, you may use the routes: 2, 2A, 8H, 8X, 10, 18, 18P, 19P, 23, 25, 63, 65, 81. 102, 106, 112, 116, 307P, 601, 603A, 619P, 619X, 678, 679, 680, 680B, 680P, 690.

Parking: There's a paid car park on the 2nd and 3rd floor in Victoria Centre, with the entrance in Watson Road.

明德兒童啓育中心（CDC）—— 炮台山

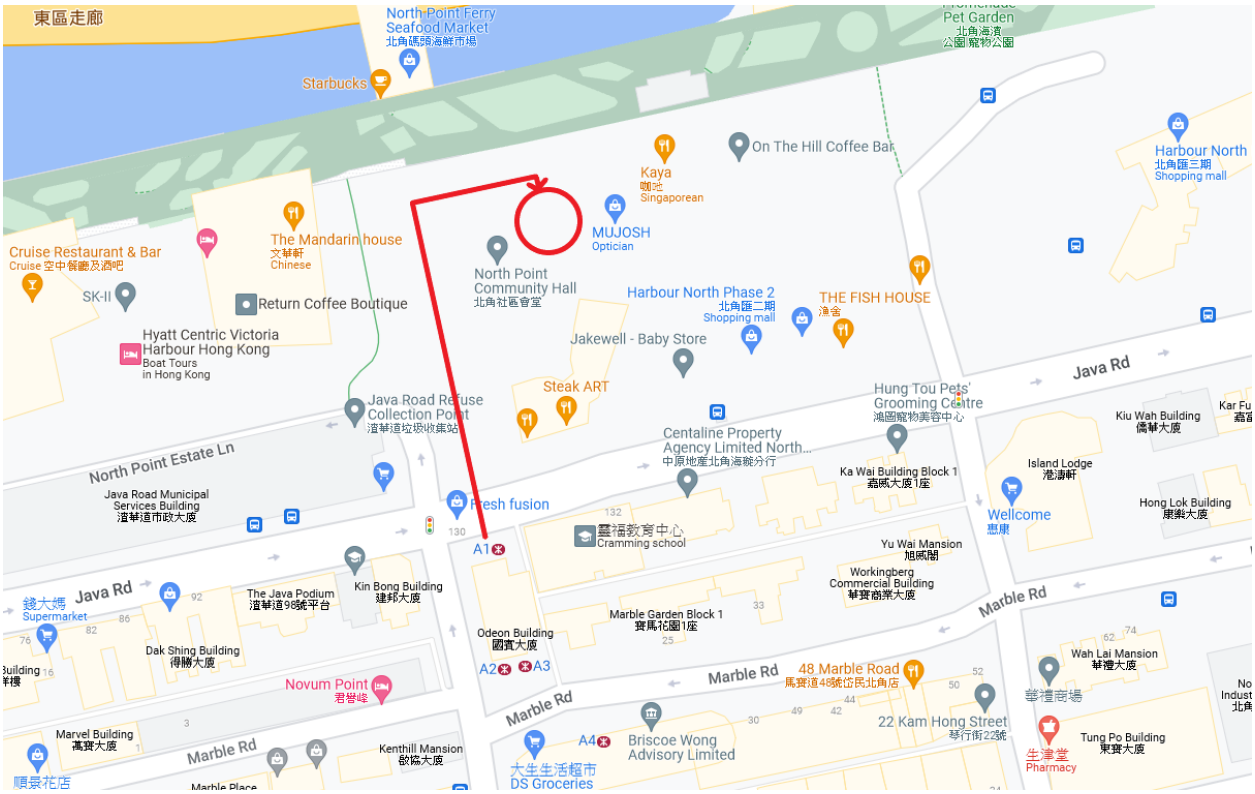
香港，炮台山，屈臣道 15 號，維多利中心，4 樓 7 室

(電話: 2849 6138; 電郵: info@cdchk.org)

乘搭地鐵可由港鐵炮台山站 A/B 出口，往油街方向左轉到電氣道，前行至屈臣道，到達維多利中心，乘搭升降機到 4 樓 7 室。

乘搭巴士可使用路線： 2、2A、8H、8X、10、18、18P、19P、23、25、63、65、81、102、106、112、116、307P、601、603A、619P、619X、678、679、680、680B、680P、690。

泊車：維多利中心二樓及三樓設有收費停車場，入口在屈臣道。



<u>The Child Development Centre (CDC) – North Point</u>
(Early Education and Training Centre – under the Social Welfare Department)

3/F, North Point Welfare Facilities Block, 123 Java Road (Harbour North Phase II), North Point, Hong Kong
(Tel: 2849 2018; email: info@cdchk.org)

By MTR, get off at North Point Station:
(a) take Exit A1 and walk about 1 minute towards North Point Ferry Pier. (*Please be aware that there are a few staircases to walk up to the ground at Exit A1) or
(b) take the lift in the concourse to the ground and walk along Shu Kuk Street for 3 minutes towards North Point Ferry Pier.

By bus, you may use the routes: 10, 23, 27, 38, 41A, 42, 82, A11.

Parking: There is a car park at Harbour North Phase 3 with the entrance in Tin Chiu Street.

<u>明德兒童啓育中心（CDC）—— 北角</u>
(早期教育及訓練中心 - 社會福利署轄下)

香港，北角，渣華道 123 號（北角匯二期），北角福利服務設施大樓，3 樓
(電話: 2849 2018; 電郵: info@cdchk.org)

乘搭地鐵，可於北角站：
(a) 經 A1 出口向北角渡輪碼頭方向步行約 1 分鐘（請注意：此出口有數段樓梯級前往地面），或
(b) 經大堂電梯到達地面後，沿書局街向北角渡輪碼頭方向步行約 3 分鐘。

乘搭巴士可使用路線：10、23、27、38、41A、42、82、A11。

泊車：北角匯三期下層設有收費停車場，入口在電照街。

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2026 / 2027 Centre Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Centre Holidays Public Holiday Staff only – no programmes CDC Event
Aug 2026							1	▪ 3 - 14/8: Summer Break ▪ 15/8: Parent Orientation/ Open House ▪ 17/8: First day of programmes (Group + individual)
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
Sep 2026			1	2	3	4	5	▪ 19/9: Wellness Day ▪ 26/9: The day Following Mid-Autumn Festival ▪ 29/9 - 2/10: Mid-Term Break
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
Oct 2026					1	2	3	▪ 29/9 - 2/10: Mid-Term Break ▪ 1/10: National Day ▪ 19/10: The day following Chung Yeung Festival
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Nov 2026	1	2	3	4	5	6	7	▪ 10/11: Team Building Day
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
Dec 2026			1	2	3	4	5	▪ 15/12: Family Winter Celebration @ CDC (pm) ▪ 24/12 - 2/1: Winter Holidays ▪ 25 - 26/12: Christmas Day/ Boxing Day
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
Jan 2027						1	2	▪ 1/1: New Year's Day ▪ 24/12 - 2/1: Winter Holidays
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Centre Holidays Public Holiday Staff only – no programmes CDC Event
Feb 2027		1	2	3	4	5	6	▪ 5 - 10/2: Centre Lunar New Year Holidays ▪ 6 - 9/2: Lunar New Year
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28							
Mar 2027		1	2	3	4	5	6	▪ 26 - 31/3: Easter break ▪ 26/3: Good Friday ▪ 27/3: The Day Following Good Friday ▪ 29/3: Easter Monday
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
Apr 2027					1	2	3	▪ 5/4: Ching Ming Festival
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
May 2027							1	▪ 1/5: Labour Day ▪ 13/5: Buddha's Birthday
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
Jun 2027			1	2	3	4	5	▪ 8/6: CPD Day (pm) ▪ 9/6: Dragon Boat (Tuen Ng) Festival
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
Jul 2027					1	2	3	▪ 1/7: HKSAR Establishment Day
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Aug 2027	1	2	3	4	5	6	7	▪ 2 - 13/8: Summer break ▪ 14/8: Parent Orientation/ Open House ▪ 14/8: First day of programmes (Group + individual) ▪ 16/8: First day of programmes (Group + individual)
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

Updated 4 July 2026

Inclement Weather Policy

Parents are advised to check the Hong Kong Observatory for weather signals and follow the SWD announcements in the media. Only SWD announcements specifically mentioning "Day Rehabilitation Services for Preschoolers" or "Early Education Training Centre (EETC)" apply to the two CDC centres. Please see information below for weather signals.

Weather Signal	Announcement Time	A.M. Sessions 8:45am – 12:30pm	P.M. Sessions 1:00pm – 6:15pm
Amber Rain	Any Time	✓	✓
Red Rain	At / after 6:30am	✓*	N/A
	At / after 11:30am	✓*	✓*
Black Rain	At / after 6:30am	✗	N/A
	At / after 11:30am	✗	✗
Typhoon No. 1	Any Time	✓	✓
Typhoon No. 3	At / after 6:30am	✓*	N/A
	At / after 11:30am	✓*	✓*
Typhoon No. 8 or above	At / after 6:30am	✗	N/A
	At / after 11:30am	✗	✗

✱ Our centres remain open, attendance for scheduled session (group, individual, assessment) at parents' discretion.

- If signals are hoisted after the session has started then parents should collect their child if it is safe to do so.

Information for Parents and Caregivers

The CDC provides a number of different services to suit the needs of children of various ages attending the centre. Within our programmes, there are certain expectations that have been developed to facilitate better communication and understanding of our goals.

If you are not bringing your child to the CDC, please ensure that the responsible caregiver accompanying your child is informed of the following points.

Accompanying Child under the Government's Direction (for Self-financed Centre in Fortress Hill only)
The CDC is keen to enforce its policy on having parents/caregivers present during their child's intervention/therapy session(s). This will serve the purpose of enhancing close collaboration with the families we serve and of providing an opportunity to extend the learning in the classroom to learning at home. Furthermore, this approach will tighten our compliance with government's directions. We would like to encourage parents/ caregivers to not just observe but also become involved in their child's session where appropriate.

Assessments and Reports
All children attending an Early Intervention Group (at either centre), a TSP group, or a core group, i.e. Tigers, Giraffes, Kangaroos, or Teddy Bears, are assessed twice a year. Parents are provided with goals generated from the assessment and invited to meet with the staff to discuss their child's development and future needs.

Children who are enrolled through the SWD or attending the core groups, i.e. Tigers, Giraffes, Kangaroos, Teddy Bears can receive a 5% discount (once only) on a diagnostic/psycho-educational assessment or a development assessment performed by our in-house psychologists or therapists.

Change of Address
Please inform the office of all new details including your residential address, telephone numbers and email addresses.

Clothing
Children must wear appropriate shoes and clothing for messy play and to help them to learn dressing skills. Children's clothes should be kept practical and washable and give easy access for activities such as toileting, dressing and undressing. All clothing must be clearly labelled with the child's name.

Complaints
Any complaints should be directed to either the Chief Executive or the CDC's Executive Committee chairman who will respond verbally or in writing depending on the nature of the matter. All correspondence addressed to the chairman can be handed to the office for delivery. Further information regarding the CDC's complaints policy and procedure is available from the office. If a complaint is raised, service users will be treated fairly, without prejudice and will not be discriminated against.

Confidentiality, Privacy and Abuse
Any information given to staff members is protected by the Personal Data (Privacy) Ordinance. For children referred through the SWD, information pertaining to the child may be shared between both parties. The CDC adheres to the HKSAR Personal Data Privacy Ordinance; hence no information about you or your child will be released to any party outside the SWD and CDC without your prior knowledge and approval. The CDC respects the service user's rights to privacy and dignity. Photographs or videos will not be used for publication outside the CDC without a signed consent form.

The CDC respects the right to privacy, confidentiality and freedom from abuse for all children, parents, volunteers, staff and visitors. The CDC invites and encourages service users to approach staff members if they have concerns regarding confidentiality, privacy or abuse.

Consent Form for Outside Professionals
Teachers and therapists are often asked to discuss children's progress with external teachers and therapists. If you would like the staff to talk to professionals working with your child outside of the CDC, please obtain and return the consent form to the office to ensure that confidentiality is maintained. This applies to both verbal and written information. Written consent from parents will be obtained prior to any communication. Parents will be directly involved in any written communication with outside parties.

Digital Audio/Video Recordings
Photography and audio/video recording of children is not allowed at the CDC. Verbal consent is required from the therapist if you would like to record your child in a one-on-one session. Recordings must not be of the therapist and only of the child during a parent training session/therapy session. Any recording will be on equipment provided by the parent.

For the purposes of training and development, staff may record some CDC sessions with children. The videos will only be used as reflective and evaluation tools for the purpose of promoting the quality of teaching and therapy. The video will not be used for outside purposes and will be deleted after the observation feedback.

Financial Assistance Scheme
The CDC operates a financial assistance scheme for families facing financial constraints. The applicant (child's parent or guardian) should contact the office to obtain an application form. The applicant is responsible for the accuracy of the information supplied. Giving inaccurate or incomplete information may lead to cancellation of the application and loss of placement at the CDC. All information provided on the application form will be kept strictly confidential at an administrative level.
Families experiencing financial difficulties are encouraged to approach the CDC as soon as possible as the CDC reserves the right to suspend services upon outstanding tuition payments of one month.

Gift Policy
In accordance with the Hong Kong Anti-Corruption Ordinance, the CDC's policy stipulates that staff cannot accept personal gifts.

Governance and Staff Structures
The CDC is governed by an Executive Committee. Members are elected annually at the Annual General Meeting. The Committee consists of representatives from the Hong Kong community and parents from the CDC. The Committee meets a minimum of six times per year to oversee the strategic direction of the CDC. The Chief Executive reports to the Executive Committee. You may visit the CDC website www.cdchk.org for more details regarding current Executive Committee and staff members.

Health and Safety
The CDC has developed and regularly reviews the following safety procedures: 1) fire and evacuation procedures; 2) typhoon and rainstorm procedures; 3) illness and medication handling; 4) premises and equipment review procedures; and 5) critical incident management. For further information on the above procedures and other health and safety related matters, please read the SWD's Service Quality Standard 9 (SQS 9), available in the office.

No medication should be placed in children's bags. Please inform the teacher or therapist if your child is taking medication or has any allergies or special health-related issues. If your child requires medical treatment e.g. for epilepsy or asthma, he/she will need to be accompanied by an adult who carries the necessary medication and is able to administer it. Staff members will not administer any medication (including herbal remedies).

Language
Although we encourage bilingualism where possible, we expect parents or caregivers to speak in the language that your child is using within their specific programmes at the CDC.

Mobile Phones
Mobile phones should not be used during any programmes at the CDC.

Non-Interference Policy
If staff members encounter CDC families outside of the CDC, for reasons surrounding confidentiality, staff will only assist when requested by the parent or caregiver.

Parental Involvement
The CDC is committed to involve service user's parents, caregivers and guardians in all aspects of the programmes. Parents may book a meeting with a staff member via phone or email at any time, to discuss their child's progress or any concerns they may have.

Personal Belongings/Private Property
The CDC discourages service users from bringing personal items into the CDC. Service users bringing personal belongings to the CDC do so at their personal risk. The CDC is not responsible for personal items brought in by service users.

School Bags
Your child should have a school bag with a change of clothing and clean diapers/underwear for unexpected accidents.

Security
The CDC makes every effort to safeguard property and information. The CDC utilises image-only video surveillance to assist in guarding against intruders and promoting safety and security on the premises for the benefit of all employees, service users and visitors.

Sickness
We ask that parents inform us when their child is unable to attend the CDC due to illness. Please do not bring your child to the centre if he/she is unwell. The CDC reserves the right to send a child home if we feel they are too unwell to benefit from the session. Parents will be notified as soon as possible. There will be no make-up session or refund for absences from group programmes. Upon subsequent receipt of a medical doctor's note, individual therapy sessions will either not be charged or will be made up.

Snack/Dietary Requirements
Please provide a snack for your child in a separate named container/bag if he/she is attending the Tigers, Giraffes, Kangaroos or Teddy Bears programme. **Please do not bring any kind of nuts or nut products to the CDC including peanut butter. Please inform the staff of any allergies and/or dietary requirements your child may have.**

Trial Sessions (Self-financed programmes only)
Trial sessions may be offered prior to a confirmed place for children accessing services on a self-financed basis. During the trial, staff members are able to discuss and give advice regarding appropriate future placement.

Vaccinations
It is strongly recommended that each child's vaccinations including Covid-19, Tuberculosis, Hepatitis B and Tetanus are up-to-date.

Visitors and Siblings
The visitor schedule is carefully monitored to ensure that the programmes are not disrupted. Visitors are welcome in the CDC by prior arrangement. Please contact the main office for more information either via email info@cdchk.org or the main line 2849-6138.

Caregivers
Please always look after your child in the waiting area before and after sessions. **Please do not bring any food with a strong smell (e.g. durian) and any kind of nuts or nut products to the CDC, including peanut butter.**

Volunteers
Please let our staff know if you feel you can help with the CDC's programmes or fundraising initiatives.

Withdrawal from Subvented Services
Children referred through the SWD for subvented services are required to withdraw from the programme when they reach the age of six on or before 31st August or are admitted to a primary one placement.

Fee Payment – Terms & Conditions

All group programme fees are calculated on an annual basis and payable each month over the school year (11.5 months with 0.5 month's fee payable in August) regardless of school/public holidays. We are unable to provide make-up sessions for any group programmes missed due to illness or if they fall on a public holiday. In the event that the CDC closes due to a Government announcement, tuition fees for group programmes are non-refundable.

All fees payable to the CDC go towards the running costs of the programmes. Tuition fees cover approximately one third of the costs necessary to run our programmes. The remaining costs are covered by Government funding, donations and through fundraising events.

Application Fee
A non-refundable and non-transferrable application fee applies to all applications for self-financed programmes. This application fee only covers administrative costs and does not guarantee a place in the programme.

Trial Sessions (4 sessions)
Full payment for trial sessions is required prior to commencing the programme. Fees are non-refundable and non–transferable. Trials typically consist of sessions in 4 weeks. If a session is cancelled during the trial due to inclement weather, a make-up session will be provided. If your child cannot attend a class due to illness, a make-up session will be provided (maximum 1 session) upon receipt of a doctor's note. Make-up sessions for other leave requests will not be granted.

Refundable Deposit
Refundable deposits will be charged in advance for self-financed programmes upon confirmation of a permanent placement. The refundable deposit will be refunded upon an official withdrawal (refer to the below). After all the outstanding payments are settled and any borrowed items have been returned, a cheque refund will be mailed to the forwarding address given on your withdrawal form/notice within 30 days after the last session. If the refund cheque is not cashed within six months from the issue date, no replacement cheque will be issued and the refund is forfeited. If you are withdrawing from a programme or therapy but will continue in other services, the refundable deposit will be credited to your account as a reserve for future payments.

Tuition billing for starting or ending a group programme (Self-financed centre only)
If a child starts or ceases attending a group programme in the middle of a month, tuition fees of the current month will be billed on a pro rata basis. This includes the August billing, since we will have a summer break at the beginning of August.

Tuition and fees
All tuition fees will be settled in arrears by auto pay. This is compulsory for all programmes under permanent placement, except any programmes under the subvention from the SWD and families under 100% financial assistance. In general, a permanent placement will not be offered until the auto pay set up has been arranged and confirmed by our bank.

a) The CDC will arrange the auto pay form for you to return it **directly to your bank**. Once you have completed the form, please pass a copy to us if possible, before you submit the original form to your bank.

b) Details of the debit limit will be advised during the placement offers. If you are unsure whether your child will enrol in more programmes, please set a higher auto pay limit, or to make it easier, please set it to a "NO limit". If the debit limit is insufficient to cover changes in programmes, parents are requested to approach their bank directly to increase the debit limit.

c) Our bank will debit tuition fees each month for all services provided by the CDC in the previous month. Our bank will only debit accounts once a month. A receipt will be issued following payment of fees. Additional administration cost will be charged upon a request for a special description on receipts, and/or additional receipt(s).

d) If there are insufficient funds in the debit account or if the autopay has expired, any surcharges from our bank will be charged to you plus an additional HK$200 administration surcharge. A HK$200 administration charge will also apply to each returned cheque.

Absence from group programmes

All absence will be billed. For group programmes, there are no make-up sessions if your child is absent or if the CDC is closed due to Government announcements, inclement weather or professional training.

Absence from One-on-One Sessions

- If a child arrives late for a session, additional time will not be added.
- Other leaves: to cancel a session, we require a 3-day written notice in advance. 30% of the session fee will be billed. If a make-up session is successfully arranged and completed, only the remaining 70% will be billed.
- Make-up sessions will need to be done within 2 months from the date of the leave application. Both the therapist and the parent will try to commit a time for a make-up session, but it is not guaranteed.
- Sick leaves: (a) please inform the CDC 3 hours before the session time or before 9 a.m. on the day it the session starts early in the morning, and submit to us a medical doctor's note with an official chop, within 3 days so that no fee for that session is payable. The session will be treated as other leaves (as above) if no medical doctor's note will be submitted.
- Sick leaves (b): If the child is sick on his arrival to the session or during the session, the therapist/ teacher reserves the right to cancel the session and send the child home (an Illness Release Form will be signed off by two staff members). If a medical doctor's note will be submitted in 3-day time period, the session will not be billed. The session will be treated as other leaves (as above) if no medical doctor's note will be submitted.
- No show or late notice of sick leave and other leave will be fully billed.
- If the therapist is not available and cancels the session, the session will not be billed. If a make-up session will be done, the session will be billed as usual. There is an option for the session to be taken up by a team member or staff already working with your child; consent for this arrangement will be obtained at the time of starting services at the CDC and stated in the 'New Admission Checklist'.
- Our ABA programme has a separate policy for session cancellations. Please refer to the ABA Agreement and ABA Terms & conditions.

Withdrawal

To withdraw your child from a programme, a written request with a one month's notice is required or payment in lieu of notice. If no written request is received, recurring tuition fees will continue to be charged even if the child ceases to attend the programme. Withdrawal forms are available on the CDC website. Failure to meet the withdrawal requirement, the refundable deposit will be forfeited.

ABA Programme

The ABA Programme is self-funded and has a separate set of policies. The programme is also subject to different payment terms and conditions. Parents will be given the ABA terms and conditions upon sign-up. If you require more information regarding the ABA programme, please request details from the office.

PAYMENT METHODS

By Bank Transfer
Bank Name: HSBC
Bank Account Name: The Child Development Centre
Bank Account Number: 502-428634-001
**Please send us the payment receipt/ remittance details together with child's name, invoice number, programme's name etc.*

By Fast Payment System (FPS)
Proxy ID: 165422429
**Please send us the payment receipt / remittance details together with child's name, invoice number, programme's name etc.*

By PayMe
Scan the QR code or click here with your mobile phone to pay directly to our bank account.
**A charge of HKD$200 will apply if the PayMe payment includes the refundable deposit fees.*
**Please send us the remittance details together with child's name, invoice number, programme's name etc.*

By Credit Card
By Visa / Master / Union Pay / JCB card (we do not accept American Express card)
**Only applicable if the payment is made on-site at CDC-Victoria Centre*
**A charge of HKD$200 will apply if the Credit Card payment includes the refundable deposit fees.*

By Crossed Cheque
Please send crossed cheque made payable to "The Child Development Centre", with the child's name and invoice number written at the back of the cheque. Cheques can be dropped off or by post to The Child Development Centre, Unit 7, 4/F, Victoria Centre, 15 Watson Road, Fortress Hill, Hong Kong.

Community & Parent Resources

Communications
The CDC produces regular newsletters to parents. CDC information can also be obtained on our website and social media. e.g. Facebook, Instagram, CDC Connects, etc.

Parent Workshops
The CDC runs a series of free workshops throughout the year to introduce parents and caregivers to practical techniques to foster child development which can be used at home. All parents are encouraged to attend our parent workshops. Please inform us if there are particular topics that interest you.

Parenting Programmes
The CDC will run parenting programmes and other related courses on a regular basis designed for families who have a child with special needs. Course notification will be sent via email. A separate fee may apply.

Parent Support Service
The CDC provides a family support service offering parents of children within our programmes the opportunity to meet with a staff member and discuss any concerns they may have relating to parenting, coping skills, family issues etc. Appointments can be arranged in advance by contacting the office administrator. A separate fee may apply.

Psycho-Educational Assessment
The CDC uses up-to-date standardised tools and clinical observations to provide a comprehensive profile of the child's strengths and challenges. Assessments can be arranged by contacting the office administrator.

Social Welfare Department (SWD) Applications
If you want to enrol your child onto the waitlist for services through the SWD, please contact the CDC's social worker.

Library (Books/Toys)
The CDC's North Point Centre provides a library of resources which staff and parents are welcome to access free of charge. Please approach any staff member for details.

Disability Allowance
Parents of children with special needs are eligible to apply for Comprehensive Social Security/Disability Allowance from the SWD for their child; providing they have been a Hong Kong resident for over one year. Please contact the SWD or your social worker for more information. SWD hotline 2343 2255, website: www.swd.gov.hk > Public Services > Social Security > Social Security Allowance Scheme or the link below:
http://www.swd.gov.hk/en/index/site_pubsvc/page_socsecu/sub_ssallowance/

History and Philosophy

The CDC began informally in 1976 under the guidance of Mrs. Sarah Roe, an occupational therapist. She started a group, in her apartment, for English-speaking children with learning differences which was formally registered in 1978. With the generous support of The Hong Kong and Shanghai Banking Corporation, Tomy Hong Kong Limited and the Matilda Bazaar and Sedan Chair Race Charities Fund, combined with a firm commitment from the Matilda Hospital, a purpose-built facility was opened on the grounds of the hospital in 1981 by Mrs. Anne Marden.

The original CDC was called the "Centre for Handicapped Children" and was renamed "The Matilda Child Development Centre" to better describe the philosophy of emphasising a child's abilities rather than focusing on the child's differences. In 2005, the CDC was renamed again to "The Child Development Centre" at Matilda to better clarify with donors our independence from the Matilda International Hospital in terms of financing.

In 2010, the CDC expanded with an additional Centre in Tang Shiu Kin (TSK) Hospital in Wan Chai. This provided the opportunity to launch our Cantonese-speaking intervention programmes reaching out to an additional 30 children on the SWD wait list. In September 2014, the CDC integrated its services from both the Peak Centre and the TSK Centre into a new site at Prime Mansion in Wan Chai. We then became known simply as "The Child Development Centre" or the "CDC". At this point, the CDC was able to serve a further 30 Cantonese-speaking children through the SWD referral system, bringing the total number of families receiving services through the SWD to 100.

In October 2022, the CDC opened a second site provided by the SWD in North Point to deliver the subvented services of an Early Education Training Centre (EETC), previously housed on the same premises as the CDC's self-financed services. The Wan Chai Centre hence became a completely self-financed centre, relying entirely on service fees and fundraising.

In October 2023, the Centre in Wan Chai was relocated to Fortress Hill with the generous support of the Hong Kong Jockey Club Charities Trust on the relocation costs.

The CDC strives to follow evidence-based practice in early year's education. The needs for children with additional needs are met through structured and integrated learning programmes which are successfully implemented in an environment devoted to maximising learning through play. The staff members are highly qualified, specialised and experienced. They adopt an interdisciplinary approach to facilitate children's development which takes into account all of the children's individual needs and the importance of parents in a child's learning.

The CDC attempts to maintain a good ratio of one-to-three adults-to-children in all programmes.

A Family and Community Resource
The CDC is a resource for the community, aiming to be a source of advice, information and support for families and others involved in the education and care of infants and young children. As the CDC focuses on early-years education, its major contribution to the community is its expertise in the area of special needs and the pre-school aged child.

Pre-schools use the CDC as both a referral source and a source of advice on the inclusion of individual children in their programmes.

The CDC staff members run seminars for pre-school teachers on specialised topics and courses for their colleagues in the wider community. They also visit pre-schools to follow up on children who have been assessed in the CDC. The staff members are often invited as speakers at various conferences and courses and at pre-school in-service training days. At times, the CDC is a base for community service and work experience for volunteers from the international community's secondary schools and continues to have strong links with Hong Kong schools and Universities, both international and local.

Finance
Until October 1995, the CDC was entirely self-financing. At this time, the SWD recognised the CDC's contribution to the social services system in Hong Kong and provided some subvention to assist with the running costs. The Lump Sum Grant (the funds allocated by the SWD) is fully used in providing services at the CDC with no reserve held until 2022. The fees charged in the self-financed centre in Fortress Hill cover approximately one third of the operating costs and are reviewed annually by the Executive Committee, an elected body of volunteers charged with the management of the CDC. Fees are set to compare favourably with other pre-schools and services.

The remaining monies required to finance the CDC come from Government funding, donations, both personal and corporate, and fundraising events planned and executed by the Executive Committee, parents and staff members. The CDC is a member of the Hong Kong Council of Social Service.

The learning journeys of our children need your support. If your company has a matching donation or Corporate Social Responsibility (CSR) programme, please consider recommending us or if you know of events looking for beneficiaries for children's education we would be grateful if you would consider nominating the CDC.

The CDC is audited annually by external auditors and an Annual Financial Report (AFR), required by the SWD. After being accepted by the Executive Committee, it is available to all stakeholders on the CDC website.

CDC Service Quality Standards

The CDC has a set of quality standards and best practice guidelines designed to meet the needs of children with special educational needs. We are required to meet these standards which are designed by the CDC and approved by the Social Welfare Department. These policies and procedures which govern the CDC operations are available for parents' reference in our office. Monthly service statistics are also available in our office for reference. Service users are invited to provide the CDC with any comments or feedback regarding the policies, procedures and statistics.

Standard 1 – Service description and information.
Programme descriptions and information for all services offered by the CDC are available to the public.

Standard 2 – Regular review of policy and procedure documentation.
The CDC regularly reviews its documented policies and procedures.

Standard 3 – Records of activities.
The CDC keeps accurate records of all activities and services.

Standard 4 – Roles and responsibilities of staff, management committee and decision making bodies.
The CDC clearly defines the roles and responsibilities of its staff, management and governing board.

Standard 5 – Human resources.
The CDC has policies and procedures in place to implement effective staff recruitment, deployment, development, training assessment, and disciplinary practices.

Standard 6 – Planning, review and evaluation of performance.
Strategic/directional plans are reviewed annually and updated every three years.

Standard 7 – Financial management.
The CDC implements policies and procedures to ensure effective financial management.

Standard 8 – Legal obligations.
Policies and procedures are in place to ensure compliance with legal obligations.

Standard 9 – Safe physical environment.
Policies and procedures are written and implemented relating to health and safety, fire and typhoons. These include the roles of staff members, maintenance of equipment and records of incidents and accidents.

Standard 10 – Clients entry and exit from the CDC.
Policies and procedures are written and implemented to provide service users with information relating to entry and exit of services.

Standard 11 – Assessing clients' needs.
Policies and procedures are implemented for assessing and meeting clients needs.

Standard 12 – Right to make informed choices.
Policies and procedures are formulated to enable service users to make informed choices.

Standard 13 – Service user's rights in relation to private property.
Policies and procedures are maintained in relation to looking after private property in the CDC.

Standard 14 – Service user's rights to confidentiality and privacy.
Policies and procedures are written and implemented with regards to confidentiality and privacy.

Standard 15 – Complaints procedure.
Policies and procedures are written and implemented in relation to service users, staff and others, including responsibilities, recording, reporting and freedom from retribution.

Standard 16 – Freedom from abuse.
Policies and procedures are written and implemented, including staff training on the nature of abuse, how to identify cases and on recording and documentation.