



CHILD DEVELOPMENT CENTRE
明德兒童啟育中心

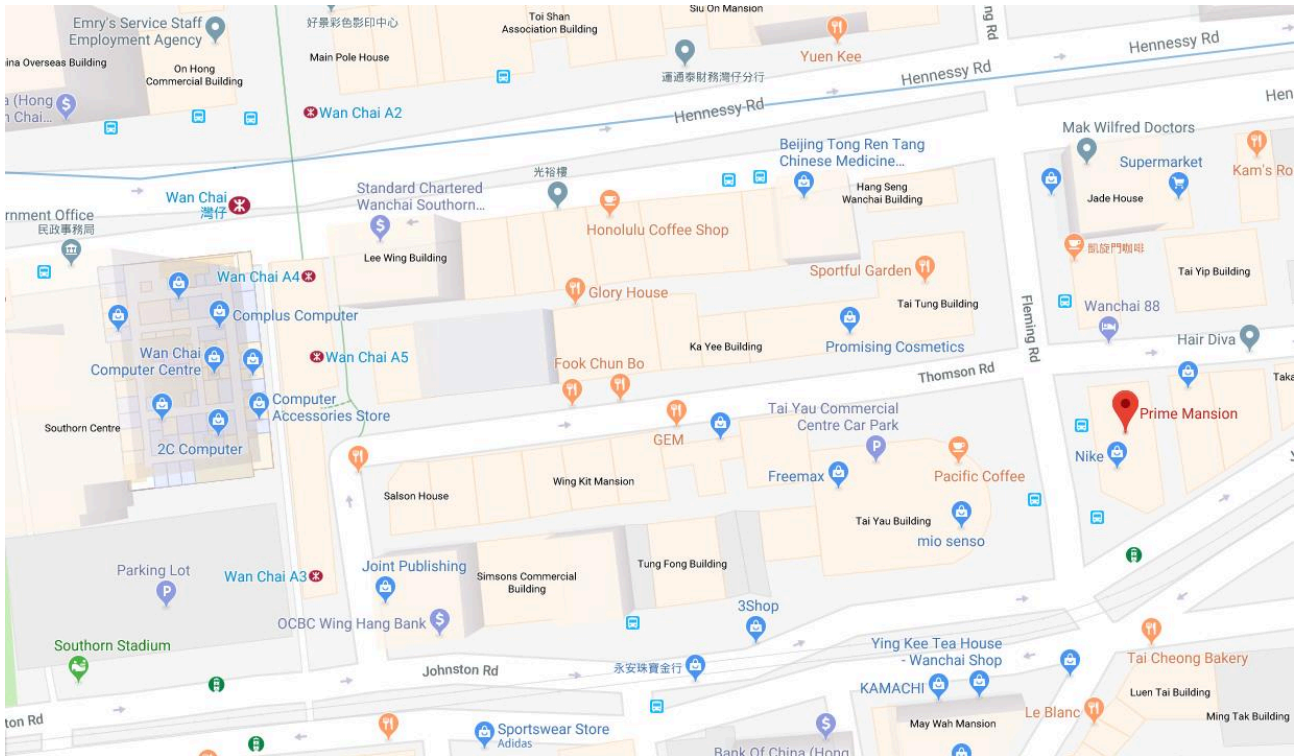
Parent Information Booklet 2020 / 2021 School Term

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
啟育學習旅程



The Child Development Centre (CDC)

4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong (Tel: 2849 6138)

By MTR, take Exit A3 from Wan Chai Station and walk about 3 minutes towards Causeway Bay.

Parking: There is a car park at Tai Yau Building, opposite Prime Mansion, with the entrance in Thomson Road.

明德兒童啟育中心 (CDC)

香港灣仔莊士敦道 183-187 號德業大廈 4 樓 (電話: 2849 6138)

如乘地鐵前往本中心，可從灣仔站 A3 出口向銅鑼灣方向步行約 3 分鐘。德業大廈位於莊士敦道與菲林明道交界處（即大有商場對面）。

泊車：大有商場下層設有收費停車場，入口在譚臣道。

(April 2020)

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2020 / 2021 Calendar









Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holidays Public Holiday Staff only – no programmes CDC Event
Aug 2020							1	<ul style="list-style-type: none"> 30/7 - 14/8 – Student Summer Holidays 13 - 14/8 – Staff Orientation/ First Aid/Prep 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 2020			1	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				
Oct 2020					1	2	3	<ul style="list-style-type: none"> 1/10 – National Day of PRC 2/10 – The day following the Chinese Mid-Autumn Festival 3 - 11/10 – Student Mid-Term Holidays 26/10 – Cheung Yeung Festival 27/10 – CPD Day for staff
	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 2020	1	2	3	4	5	6	7	<ul style="list-style-type: none"> 1/11 or 8/11 – Sports Day (TBC)
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
Dec 2020			1	2	3	4	5	<ul style="list-style-type: none"> 16/12 – CDC Family Winter Celebration @CDC (pm only) 20/12 - 3/1 – Student Christmas 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 2021						1	2	<ul style="list-style-type: none"> 1/1 – New Year's Day
	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	Holidays Public Holiday Staff only – no programmes CDC Event
Feb 2021		1	2	3	4	5	6	<ul style="list-style-type: none"> 11 - 17/2 – Student Lunar New Year Holiday 12 - 15/2 – 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 2021		1	2	3	4	5	6	<ul style="list-style-type: none"> 28/3 - 5/4 – Student Easter Holidays
	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 2021					1	2	3	<ul style="list-style-type: none"> 2 - 5/4 – Easter 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 2021							1	<ul style="list-style-type: none"> 1/5 – Labour Day 18/5 – Team Building Day for staff 19/5 – 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 2021			1	2	3	4	5	<ul style="list-style-type: none"> 14/6 – Dragon Boat 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 2021					1	2	3	<ul style="list-style-type: none"> 1/7 – HKSAR Establishment Day 29/7 – last day for 2020/2021
	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 2021	1	2	3	4	5	6	7	<ul style="list-style-type: none"> 30/7 - 13/8 – Student summer Holidays 12 - 13/8 – Staff Orientation/ Prep 14/8 – Parent Orientation/ Open House 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 13 March 2020

Incident Weather Policy

Parents are advised to check the Hong Kong Observatory for weather signals and follow the SWD announcements in the media. If the announcement says "All schools or centres for children with special needs are closed", please do not bring your child to the CDC. 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  Amber 黃	Any Time	✓	✓
Red Rain  Red 紅	At / after 6:35am	✗	N/A
	At / after 11:35am	✗	✗
Black Rain  Black 黑	At / after 6:35am	✗	N/A
	At / after 11:35am	✗	✗
Typhoon No. 1 	Any Time	✓	✓
Typhoon No. 3 	At / after 6:35am	✗	N/A
	At / after 11:35am	✗	✗
Typhoon No. 8 or above   	At / after 6:35am	✗	N/A
	At / after 11:35am	✗	✗
<ul style="list-style-type: none"> • If signals are hoisted after the session has started then parents should collect their child if it is safe to do so. • If a T3 or red rain signal is hoisted at any time during the day, subsequent classes will be cancelled. 			

Information for Parents and Caregivers

The CDC provides a number of different services to suit the needs of the 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.

Additional Support

New children entering programmes will be required to have a carer to accompany them initially. This requirement will remain until staff members are confident that the child is sufficiently settled and the accompanying adult is no longer necessary. If we find, at any point in time, that your child would benefit from extra support in the classroom, we will ask you to provide a caregiver to attend the programme with your child.

Assessments and Reports

All children attending the Tigers, Giraffes, Teddy Bears and Early Intervention Group programmes 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.

Parents are invited to attend a 30-minute parent meeting to discuss the report and ask any questions they may have. Please schedule your appointment through our app "CDC Connects".

Children who are enrolled through the SWD or attending the Tigers, Giraffes or Teddy Bears programmes can receive a 30% discount (once only) on diagnostic/psycho-educational assessments performed by our in-house psychologists.

Change of Address

Please inform the office of all new details including your residential address, telephone/fax 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.

Communication

Parents are expected to download the CDC app "CDC Connects" in order to receive important announcements and notifications. If your child is attending a programme that includes a bi-annual assessment, the assessment report will be available on the app. All CDC correspondence (invoices, receipts, placement offer letters, parent talks and other notices) will be sent via email unless hard copies are requested. Please ensure we have your updated email address.

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 be recorded 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.

Drop-off and Pick-up

On arrival, please wait outside the main door until the teacher or therapist comes to collect your child. As we are mindful of security and have limited space available, we ask parents and caregivers to wait outside the main doors when dropping off and picking up children as well as during their class time. Please ensure your child is dropped off and picked up in a timely manner in accordance with the programme schedule.

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.

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) health and vaccination procedures; 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).

Intake

During intake, the arranged time-slot will be reserved for two weeks whilst all paper work is completed and returned. If the paper work is not returned within the two-week period, the child will be taken out of the preferred slot without notice and further arrangements will be needed to secure a placement.

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 programme 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 involving service user's parents, carers and guardians in all aspects of the programmes. On Friday mornings, the CDC has an "open door" service. Parents can drop-in for a chat with staff members regarding any issue they may wish to discuss. Parents may also book a meeting through the "CDC Connects" app, 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 unwell. Parents will be notified as soon as possible. There will be no make-up session or refund for group programmes. Upon subsequent receipt of a Doctor's note, individual therapy sessions will be refunded.

Snack/Dietary Requirements

Please provide a snack for your child in a separate named container/bag if he/she is attending the Tigers, Giraffes 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 (Non-subvented)

Trial sessions with a total of 4 weeks may be offered in some programmes prior to permanent placement for children accessing services on a non-subvented basis. During the trial, staff members are able to discuss and advise regarding appropriate future placement. There is no guarantee of a permanent placement following a trial period.

Vaccinations

It is strongly recommended that each child's vaccinations including 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.

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 leave if they reach the age of six on or before 31st Aug 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) regardless of school/public holidays. We are unable to provide make-up sessions for any group programmes. 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 and through fundraising.

Tuition billing period

If the service starting date is on or before the 15th of the month, school fees are payable for the entire month. For starting dates on or after 16th of the month, 50% of the fees are payable. If the last day of the programme is on or before the 15th of the month, 50% of the fees are payable. For the last day of the programme on or after 16th of the month, school fees are payable for the entire month.

Tuition and fees

All tuition fees will be settled in arrears by autopay. This is compulsory for all programmes and individual sessions. Placement will not be offered until the autopay has been arranged and confirmed by the bank.

- a) Please return the autopay form directly to your bank and submit a copy of the form to the CDC for our records.
- b) HSBC details:
 - Name of Beneficiary: The Child Development Centre
 - Bank No: 004, Branch No: 502, A/C No: 428 634 001
 - Debtor Name & Reference (provided by the CDC): Your child's name and the student number.
- c) 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 autopay 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.
- d) Our bank will debit tuition fees within 7 working days at the beginning of 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.
- e) 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

- All absence will be billed. In case of illness, if the CDC is informed 3 hours before the session time or before 9 a.m. on the day of the session **and** if a medical doctor's note is submitted within 14 days, the session will be not be charged.
- If a child arrives late for a session, additional time cannot be added.
- In case of a school interview, family event or other leave of absence, if we are notified 7 days in advance, the session will not be charged to your account. Non-charged leave requests of this kind (except sick leave) are limited to 6 sessions per school year. Subsequent sessions will be charged in order to maintain the placement. If the leave request falls during a period of programme suspension (inclement weather, Government announcement etc.) the leave will not be counted as part of the annual quota. Please submit a Therapy Leave Request Form (available on the CDC website) for all kinds of leave requests.
- If the therapist is not available and cancels the session, the CDC will endeavour to arrange a make-up session within 4 weeks. This does not apply to staff members' maternity related leave.
- If the CDC is closed according to our weather policy during a red rain storm or a typhoon 3 signal, you may choose to bring your child to the one-to-one session if you consider it safe to do so. If you choose not to attend, the session will not be charged.

Trial Sessions (4 sessions)

Full payment for trial sessions is required prior to commencing the programme. Fees are non-refundable and non-transferable. Trials consist of 4 sessions. 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.

Withdrawal

Before withdrawing from a programme, a written request with a 30 calendar-day notice is required. If no written request is received, recurring tuition fees will continue to be charged even if the student ceases to attend the CDC. Withdrawal forms are available on the CDC website.

Refundable Deposit

Refundable deposits will be charged in advance for each service. To obtain the refund of this deposit, the CDC must receive the withdrawal form within 30 days from the last date of attendance. If no withdrawal form is received within this time frame, the refundable deposit will be forfeited. After all 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 within 30 days after formal withdrawal. If the refund cheque is not cashed within six months of the issue date, the refund is forfeited.

If you are withdrawing from a programme or therapy but will continue in other services, a credit for the refundable deposit will be issued to your account.

Application Fee

A non-refundable and non-transferrable application fee applies to all applications for non-subsented individual or group programmes. This application fee only covers administrative costs and does not guarantee a place in the programme.

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.

Other Payment Methods (NO EPS payments accepted)

- By PPS

PPS allows you to transfer funds from any designated bank account in Hong Kong to settle your invoice by phone or internet payment. Please call 18011 (English) or 18013 (Cantonese) or visit the website www.ppschk.com to register your bill. The Merchant code for "The Child Development Centre" is "9693". Payment transactions made before 7:00 p.m. from Monday to Friday will be processed on the same day.

Please send us a copy of the payment receipt together with details (e.g. Child's name; Invoice No, Programme)

- By Crossed Cheque

Crossed cheques should be made payable to "The Child Development Centre", kindly mark your invoice number/placement offer details on the back of the cheque. Cheques can be dropped off at the CDC or posted to The Child Development Centre, 4/F., Prime Mansion, 183-187 Johnston Road, Wanchai, Hong Kong. Please do not send post-dated cheques.

- By Direct Transfer

Swift Code: HSBCHKHCHK

Bank Name: HSBCHK

Bank Address: 1 Queen's Road, Central Hong Kong

Bank Account Name: The Child Development Centre

Bank Account Number: 502-428634-001

**Please send us the receipt reference together with payment details*

Community & Parent Resources

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 your child is not already on the waitlist for services through the SWD, please contact the CDC's social worker if you would like to apply.

Library (Books/Toys/DVDs)

The CDC 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_sallowance/

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.

The CDC strives to follow evidence-based practice in early year's education. The need for children with special needs to develop through a structured learning programme is 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 adults-to-children in all programmes, never less than one-to-three.

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 sought after 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. The fees charged 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 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, is drafted. After being accepted by the Executive Committee, it is available to all stakeholders on the CDC website.

Governance Structure

The CDC is governed by an Executive Committee. Members are elected annually at the Annual General Meeting. The Committee consists of representatives from the community and parents. The Committee meets a minimum of eight times per year to oversee the strategic direction of the CDC. The Chief Executive reports to the Executive Committee.

Sabrina Ho
Chairman

Calvin Hsu
Vice-Chair

Clara Chin
Honorary Treasurer

Kay McArdle
Member

Henson Lam
Member

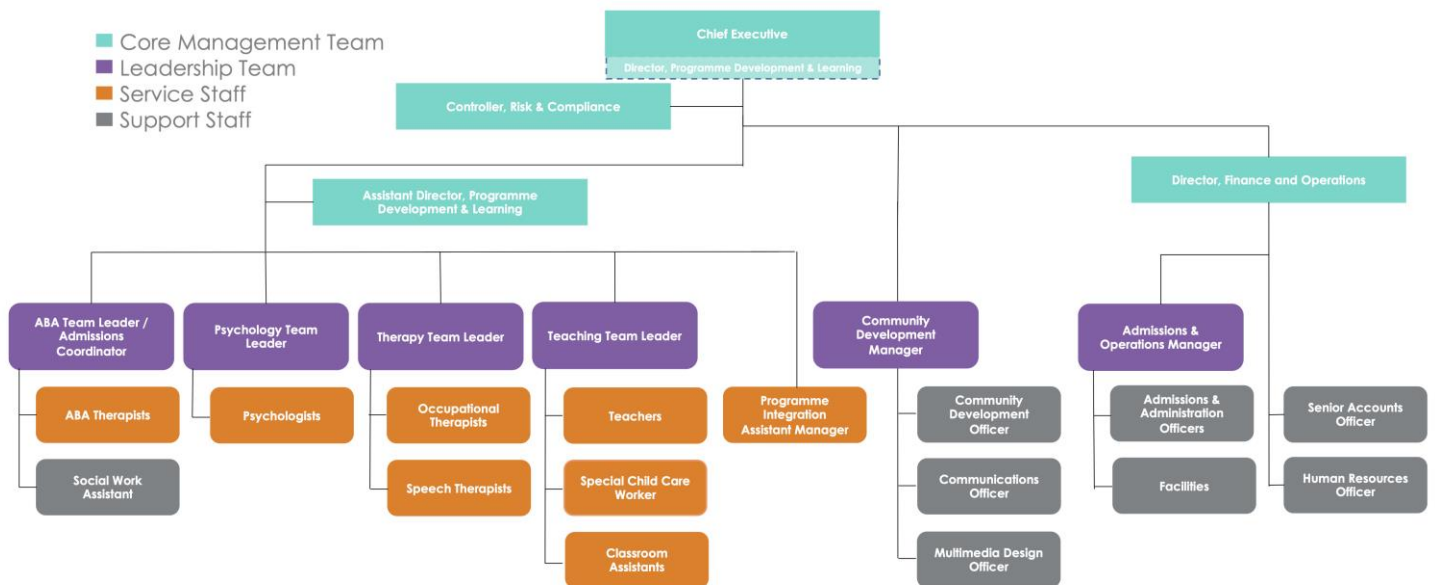
Jacklyn Hui
Member

Gordon Jones
Member

Abigail Porter
Member

Sonia Lee
Member

Jessica Copstone
Parent Representative



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.