

ANNUAL REPORT 2013-14

The Child Development Centre



THE CHILD DEVELOPMENT CENTRE
明德兒童啟育中心

The Child Development Centre



The Child Development Centre (CDC) is a non-profit charitable organisation, partially subsidised by the Social Welfare Department. We provide special educational needs (SEN) support to children from birth to 6 years old in both English and Cantonese. We have been helping Hong Kong's special needs community since 1976 and acting as a resource centre for the community as well. We currently operate from two locations, one based at the Matilda International Hospital and one based at the Tang Shiu Kin Hospital.

For the past 38 years, we have been delivering a full range of early educational programmes, assessments and therapies. We were also the first centre to integrate typical and children with SEN into group sessions in Hong Kong. We focus on areas such as speech and language, occupational, sensory, attention and behavioural management. Our children include those with learning difficulties, developmental delay, autism, Down's syndrome and physical disabilities. In the year of 2013/2014, we provided over 2,350 hours of early intervention programmes to children with different needs and abilities.

As the families of these children often flounder in frustration and continuous struggle in searching for answers and solutions, we also help empower parents as well as service providers through counselling and outreach programmes. With a well-rounded team of professional staff, we help and serve over 290 children and their families annually. We are expanding quickly to reach more children and families in need of our services.

Our aim is to offer an opportunity to take the "special" out of "special needs" by allowing children to flourish amongst their peers. Early intervention for children in need of special education is imperative in minimising the struggle they would have to encounter in later years. We also contribute to the community's awareness of children with special needs and advocate for a more inclusive society to ultimately enhance the children's quality of life and learning potential as well as minimise the future economic costs.



Mission and Vision

We envision a society where each child, irrespective of background or ability, receives an affordable, easily-accessible, world-class education in a compassionate, supportive and inclusive environment.

The CDC works to:

- Provide tailored early intervention for all children with developmental or special educational needs delivered by a dedicated team of skilled professionals.
- Empower and guide parents and service providers.
- Advocate for the inclusion of all children into the community through public awareness and education.

All of us at the CDC envision a future where:

- All our children have an equal right to education irrespective of their race or language.
- All those with special education needs are accepted, supported and included by and into society.
- Individuals with special educational needs are employed as valuable and productive members of society – currently 95% of them are unemployed globally.
- The “special” in special education is no longer necessary.

Beliefs and Values

The CDC believes in creating, nurturing and sustaining an environment in which the following core values are embraced:

- Respect
- Inclusiveness
- Compassion
- Professionalism
- Adaptability
- Accountability

We believe that sound research is the guiding principle behind our service delivery. The commitment and excellence of our staff is the core of our success; and to sustain this we support their professionalism and cultivate their long-term commitment. We respect the rights of our donors, and we believe in full accountability and transparency in all of our activities and programmes.

How The CDC impacts the Hong Kong community

Delivering Growth

With a wide spectrum of programmes, we continued to maintain high quality services for children with SEN to “learn to learn” and develop essential life and social skills for a holistic foundation for their future endeavours. Programme fee charges, donations from fundraising events and Social Welfare Department (SWD) subvention remained our three major income sources. We also continued to offer fee remission to families in need of financial aid for our services.

Meanwhile, we made massive efforts for the relocation of our centre to a more accessible and spacious premises to serve more children and parents with our professional services.

Snapshot of 2013/2014:

- Served over 290 children with SEN.
- Provided over 2,350 hours of group intervention programmes.
- Provided over 700 hours of individual therapies.
- Conducted 193 review sessions and individual assessments by our SEN professionals, including 38 psycho-educational assessments by our clinical psychologists.

Our successes this year:

- Increased our provision of individual therapeutic programmes by 40%.
- Expanded the Saturday and summer programmes to cope with the rising demand.
- Subsidised many children from families facing economic hardship to receive over 800 hrs of group intervention programmes and individual therapies with our fee remission scheme



Looking to the future:

- Delivering and enhancing our services with the new centre.
- Expanding service capacity while maintaining a 1:3 teacher-to-child ratio.
- Reaching more parents and children with our early intervention screening programmes to promote awareness of children's SEN.
- Continuously achieving the Social Welfare Department's Service Quality Standards.
- Improving and promoting parenting education to facilitate of children's long term development within their families.
- Improving access to appropriate education regardless of economic background, ethnicity and language.
- Making our services available to every family.

Improving Lives: Parents and Family Support

Parenting skills are essential for the healthy development of children with SEN in the long run. Therefore, we operated both Chinese and English family support programmes for parents to gain an understanding of their children's needs and equip them with child care and parenting skills to provide better care and help their children achieve their full potential. We also organised family activities to encourage positive family interactions.

Our successes this year:

- Provided 57 parents training workshops and family support groups, including a new series of intensive 12-session Chinese talks on "wise parenting" by our clinical psychologist, which was attended by more than 300 beneficiaries to acquire strategies to facilitate children's social skills development. The workshops also served as an experience and information-sharing platform for parents to build mutual support.
- Organised 5 parents day retreats such as graduation party and festive parties to enhance parent-child bonding and parental understanding of their child's needs.



Looking to the future:

- Continuously providing high quality family-oriented events to promote positive family interactions and strengthen family bonds.
- Continuously providing Chinese and English family workshops to cater to a variety of different needs.
- Launching new initiatives such as home visits to enhance the interactive connections with parents, with the aim to maximise the effectiveness of our services.

Transforming Our Community: Inclusion through better understanding

Promoting the understanding of children's SEN has always been a very important mission for us. This year, we worked closely with our community partners and the media to raise public awareness of SEN of children and advocated for social inclusion and equal opportunities for all children. With the generous sponsorship from one of our funders, we launched a new series of early identification screening programmes with community partners. The programmes, led by our clinical psychologist, encompassed talks on children's developmental issues and special educational needs with screening opportunities for participating children. Parents were also given information on relevant resources to help them address their child's needs.

Our successes this year:

- Delivered 15 early identification screening programmes at kindergartens, community centres and NGOs, reaching over 200 parents, caregivers and teachers to enhance their understanding of children's SEN.
- Actively shared our professional knowledge with the public through diverse channels such as our website, Facebook and our newsletter.
- Partnered with the Faculty of Science of HKU for an internship programme to give a hands-on learning opportunity for university students to learn about SEN and our services



Looking to the future:

- Enhancing partnership with kindergartens and community partners to expand the coverage of our public education.
- Further delivering our early intervention screening programmes.
- Making use of social media and online platforms for knowledge sharing, promotions and networking.

Strong Support for The CDC: Inside and out!

Donations have been vital in supporting our quality professional services which supplements our subvention from Social Welfare Department and service fee from students. This year, we strived to raise funds from a diverse variety of sources to support the provision and expansion of services.

Our successes this year:

- Raised over \$1.3 million at Daddy Daughter Ball 2013.
- Raised over \$0.5 million in the "Win a Car" Raffle for relocation of our Centre.
- Participated in the 2013 Sedan Chair Race to raise funds and public awareness of special education.
- Received generous donations from several charitable foundations including the American Women's Association of Hong Kong, Hong Kong Far East Masonic Benevolent Fund Corporation, Ohel Leah Synagogue Charity, Sedan Chair Charities Fund and Western Union Foundation; also received donations from individuals and corporations and other funding bodies.
- Diversified our fundraising channel by becoming a beneficiary charity of Twopresents, a social enterprise where the public can make donations to The CDC in lieu of a gift, or give a combination of gift and donation.
- Launched "SWAP till you Drop", an internal charity sales event selling used clothes and accessories collected from our staff.



Looking to the future:

- Maintaining the existing funding sources and while cultivating new ones.
- Raising funds for the relocation and further enhancements of our new centre.
- Maintaining the best practice principles of transparency, reliability and accountability including our adherence to the Donor Bill of Rights as well as other international fundraising standards.
- Looking into other fundraising initiatives to diversify our funding base.

We value continuing professional development. This year, internal and external training sessions were arranged to strengthen our staff's expertise and keep them updated on the prevailing resources and information related to their profession, in order to provide the best available care for our children with SEN and their parents.

Our successes this year:

- Arranged regular team-building activities and training on service-related knowledge, first-aid, etc, by internal professionals and external trainer.
- Partnered with PricewaterhouseCoopers Hong Kong to launch a mentorship programme for our staff to acquire advice and knowledge of administration such as budgeting and procurement from PwC's professionals.

The Springboard Project Ltd



Founded in 1994, The Springboard Project is a charitable non-profit organisation providing English-speaking special educational services for students and young adults aged five and above. Springboard caters to students with a variety of mild to moderate learning difficulties, including Down's syndrome, autism and global developmental delays.

For the past 20 years, Springboard Project has been supporting primary and middle school classes at the Korean International School, providing students with SEN an individualised, school-approved curriculum focused on quality education in an international and inclusive setting. Students are supported by a highly-qualified team of multi-disciplinary professionals and dedicated volunteers. In addition to the school-based programme, Springboard offers an enrichment programme that enables Springboard students to learn and refine social skills outside of a school setting, practice life skills and receive other therapeutic interventions.

This year Springboard ran without its previous rent-free Pok Fu Lam Life Skills Centre since August 2013 due to redevelopment works at Queen Mary Hospital. The affected programmes were moved to The CDC's centre at Tang Shiu Kin Hospital.

The Springboard Project does not receive any government support. Therefore, we rely completely on the generous support of the Hong Kong community. Funding comes from programme fees, donations and fundraising events.

Mission:

To nurture, educate and empower young people with special educational needs.



How The Springboard Project impacts the Hong Kong community

Delivering Growth

Each Springboard student has their own individual education plan (IEP), which targets goals in specific areas of their development. Our professional staff conducts ongoing monitoring and assessments of students on a regular basis, as well as monthly evaluations to keep track of each student's progress and achievements.

We have adopted a multifaceted approach in helping our children acquire skills during their integrated life skills programme. Our students strive to improve and reinforce their life skills through learning social and communication techniques with same-age peers. These learning opportunities help prepare them for further educational advancement and foster peer relationships. The non-classroom setting of our Integrated Life Skills Programme allows our students to interact in a more fun and relaxed environment where our therapists can observe their moods, body language, and different behaviours so they can take a more holistic approach and help students implement strategies more effectively.

Snapshot of 2013/2014:

- Provided 140 hours of Integrated Life Skills Programme for primary students and 128 hours for middle school students.
- Provided 64 hours of Youth Club for teenage students in a wide variety of themes and activities.
- Organised a 3-day camp for all Springboard students in November 2013 and a day trip to Macau for Springboard middle school students



Our successes this year:

- Organised the Motor Fun Day, on 7 November 2013 for all Springboard students. Occupational therapists and physiotherapist from CDC set up game stations to develop and strengthen students' balance and motor skills outside of a classroom setting.
- Organised a day camp for all Springboard students where the students enjoyed sports and art activities to strengthen their social skills.
- Organised a 3-day experiential camp for all Springboard students, whereby our therapists and teachers designed a variety of sports activities that required team work to strengthen students' social skills and life skills.
- Organised a complimentary day-trip to Hong Kong Disneyland for students and their families to strengthen their parent-child bonding.



Looking to the future:

- Maintaining our 1:3 teacher-to-student ratio to provide quality services.
- Organising Motor Fun Day again in light of positive feedback from parents and professional staff.
- Introducing diverse types of new programmes such as dancing to facilitate students' holistic development.
- Working towards improving access to appropriate education regardless of economic background, ethnicity and language.

Improving Lives: Transition into Adulthood

Teenagers with SEN have extremely limited opportunities to participate in outings and after-school social activities where they can gain invaluable experience for their personal development. These activities help to refine their life and social skills outside of a school setting, and give them opportunity to interact with peers and non-peers. Outings also enable our students to expand their social circle and build relationships with their peers; something that does not come easily for young people with SEN.

Our successes this year:

- Continued to provide afterschool programmes at Youth Club to enrich the students' life skills, strengthen their social skills with peers and non-peers and foster independence and essential life skills for future job placement and independent living.
- Organised the "Fun Day with Clay" workshop with Goldman Sachs volunteers and with support from Goldman Sachs *Community TeamWorks*, providing an opportunity for the students to have an enjoyable and creative experience making ceramic artworks with non-peers.
- Held a series of Youth Club workshops on pottery, cooking and computer supported by donations and volunteers of Bloomberg L.P..
- Participated in the ESF Career Evening on 15 January 2014 to introduce the services and opportunities in Springboard to students and young adults with individual needs, parents, teachers and other visitors.



Looking to the future:

- Organising a wide variety of high quality outings to provide opportunities for students of Springboard and Youth Club to learn and refine their social skills outside of a school setting, practice life skills and receive other therapeutic interventions.
- Organising a broad selection of high quality outings that both promote positive family interactions and strengthen family bonds.
- Cultivating new partnerships with other corporations to seek additional resources for more opportunities for our students.

Building Support: Your support can make a difference!

Springboard currently does not receive any Social Welfare Department subvention. Our funding comes from school fees, programme fees and fundraising. We will continue to diversify our funding base to enable us to explore new possibilities to enhance life skills for teenagers with SEN and programmes that assist their transition into adulthood.

Our successes this year:

- Granted generous donations by charitable foundations and corporations including the American Women's Association of Hong Kong, Bloomberg L.P., Hong Kong and Far East Masonic Benevolent Fund, Ng Teng Fong Charitable Foundation, Queen Elizabeth Foundation for the Mentally Handicapped and the Sedan Chair Charities Fund.
- Received in-kind donation from the Hong Kong Trade Development Council to enhance our classroom resources.
- Participated in the KIS School Fair on 9 November 2013 partnering with Springboard parents, holding a charity sale booth to raise fund for Springboard.
- Participated in the Rotary International District on 23 February 2014 to promote Springboard's services and network with potential supporters.

Looking to the future:

- Cultivating new sources of funding and networks of support.
- Maintaining the best practice principles of transparency, reliability and accountability. This includes adhering to the Donor's Bill of Rights to ensure we abide by all international fundraising standards.
- Entrusting our staff, friends and families with the future of our organisation.



Honorary Auditor's report to the Members of The Child Development Centre

(Incorporated in Hong Kong with Limited Guarantee)

We have audited the financial statements of The Child Development Centre ("the Centre") set out on pages 7 and 33, which comprise the balance sheet as at 31 March 2014, the statement of comprehensive income, the statement of changes in funds and the cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information.

Executive Committee's responsibility for the financial statements

The Executive Committee of the Centre is responsible for the preparation of financial statement that give a true and fair view in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance and for such internal control as the Executive Committee determine is necessary to enable the presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. This report is made solely to you, as a body, in accordance with section 80 of schedule 11 to the new Hong Kong Companies Ordinance (Cap. 622), and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's

preparation of the financial statements that give a true and fair view presentation in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executive Committee, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the Centre's affairs as at 31 March 2014 and of its surplus and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with the Hong Kong Companies Ordinance.



Certified Public Accountants
8th Floor, Prince's Building
10 Chater Road
Central, Hong Kong

24 Nov 2014

Income and Expenditure Account (The Child Development Centre)

For the year ended 31 March 2014

(Expressed in Hong Kong Dollars)

	General Fund	Designated Funds	Total
PRINCIPAL SOURCES OF REVENUE			
Service fee income	\$ 3,487,710	\$ -	3,487,710
Donations received			
- General donations	293,029	-	293,029
- Specific donations	-	357,388	357,388
Subvention from Social Welfare Department	-	4,525,313	\$ 4,525,313
Management fee income from The Springboard Project	341,825	-	341,825
Income from fund raising activities	2,093,219	115,400	2,208,619
	\$ 6,215,783	\$ 4,998,101	\$ 11,213,884
OTHER NET INCOME			
Interest income	\$ 76,116	\$ -	\$ 76,116
Net unrealised exchange gain	4,839	-	4,839
Net gain on investments	30,235	-	30,235
Miscellaneous income	70,459	-	70,459
	\$ 181,649	-	\$ 181,649
	\$ 6,397,432	\$ 4,998,101	\$ 11,395,533
EXPENDITURE			
Activities expenses	\$ (2,956)	\$ (2,797)	(5,753)
Advertising and publicity expenses	(10,555)	-	(10,555)
Consultancy fees	(12,275)	(53,206)	(65,481)
Direct programme expenses	(1,339,788)	(54,916)	(1,394,704)
Entertainment	(6,450)	-	(6,450)
Fee remission	-	(95,008)	(95,008)
Insurance	(78,577)	-	(78,577)
Legal and professional fees	(16,745)	-	(16,745)
Miscellaneous expenses	(64,740)	-	(64,740)
Office supplies	(21,117)	-	(21,117)
Printing, stationery and supplies	(47,632)	-	(47,632)
Refreshments	-	-	-
Rent, rates and utilities	(582,458)	(489,170)	(1,071,628)
Repairs and maintenance	(16,680)	-	(16,680)
Staff costs	(5,322,968)	(4,571,762)	(9,894,730)
Telephone, fax and postage	(25,709)	-	(25,709)
Travelling	(37,827)	-	(37,827)
Unrealised loss on investment	-	-	-
	\$ (7,586,477)	\$ (5,266,859)	\$ (12,853,336)
Surplus / (deficit) for the year	(\$ 1,189,045)	(\$ 268,758)	(\$ 1,457,803)
Effect of transfer of operations	-	-	-
Net surplus / (deficit) for the year	\$ (1,189,045)	\$ (268,758)	\$ (1,457,803)

Income and Expenditure Account (Springboard Project)

For the year ended 31 March 2014

(Expressed in Hong Kong Dollars)

	General Fund	Designated Funds	Total
PRINCIPAL SOURCES OF REVENUE			
Subvention from Social Welfare Department	\$ -	\$ -	\$ -
Service fee income	818,000	-	818,000
Camping income	60,200	-	60,200
Donations received			
- General donations	53,065	-	53,065
- Specific donations	-	186,278	186,278
Income from fund raising activities	-	-	-
	\$ 931,265	\$ 186,278	\$ 1,117,543
OTHER NET INCOME			
Interest income	\$ 17,539	-	\$ 17,539
	\$ 17,539	-	\$ 17,539
	\$ 948,804	\$ 186,278	\$ 1,135,082
EXPENDITURE			
Advertising and publicity expenses	\$ (1,750)	\$ -	\$ (1,750)
Contribution to the Korean International school	(588,000)	-	(588,000)
Direct programme expenses	(29,289)	(165,896)	(195,185)
Legal and professional fees	(105)	-	(105)
Management fee paid to The CDC	(341,825)	-	(341,825)
Miscellaneous expenses	(6,626)	(6,498)	(13,124)
Office supplies	(1,271)	-	(1,271)
Printing, stationery and supplies	(10)	-	(10)
Refreshments	(6,824)	-	(6,824)
Rent, rates and utilities	(27,917)	-	(27,917)
Repairs and maintenance	-	-	-
Speech therapy expenses	(92,021)	(97,877)	(189,898)
Telephone, fax and postage	(5,862)	-	(5,862)
Travelling	(12,814)	(1,592)	(14,406)
	\$ (1,114,314)	\$ (271,863)	\$ (1,386,177)
Surplus / (deficit) for the year	\$ (165,510)	(\$ 85,585)	\$ (251,095)
Effect of transfer of operations	-	-	-
Net surplus / (deficit) for the year	\$ (165,510)	\$ (85,585)	\$ (251,095)

Thank You for your support!

Our warmest thanks to all our supporters who so generously gave their time, effort and gifts to support The Child Development Centre and The Springboard Project Ltd from April 2013 to March 2014. Through your generous contributions, we were able to continue to deliver our educational services that truly made a difference to all our children, youths and their families in our community. Our thanks also go to all those who made anonymous donations. (In alphabetical order)

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The Swire Group Charitable Trust
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Korean International School
Korean Women's Association of Hong
Kong
Ng Teng Fong Charitable Foundation
Queen Elizabeth Foundation for the
Mentally Handicapped
Sedan Chair Charities Fund
The American Chamber of Commerce in
Hong Kong
The American Women's Association of
Hong Kong
The Shamdasani Foundation

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Julissa Yip
Mara Dolutan
Mark Taylor
Nicholas Pirie
Rachel Lawrence
Rosanna Wong, DBE, JP
See-mei Lee
Sue Lowcock
Tang Tang



Make a difference in the lives of the children we serve!

Yes, I want to make a donation to support The Child Development Centre:

Amount:

HK\$2,000 HK\$1,000 HK\$500 HK\$ _____

Donation Method:

Crossed cheque made payable to "The Child Development Centre"

Direct Transfer to HSBC account no. 502-428634-001

Please send this form with the original bank receipt.

Payment by Phones Service (PPS) donation

PPS registered account holders can dial 18031 or visit www.ppschk.com to make donations. Please enter CDC's merchant code: 9693; Bill Type: 01. Please use your eight-digit Hong Kong phone number as the Bill Payee Account Number.

Please send your cheque, bank-in slip or transaction record to The Child Development Centre and mail it to "**4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong**".

A tax-deductible receipt will be mailed to you, please fill in your details below.

Personal Information:

Name : _____ (Dr./ Mr./ Mrs./ Ms.)

Address : _____

Email : _____ Contact No : _____

Company/Organisation: _____

Name on Receipt (If not same as above): _____

The Personal data collected is treated as strictly confidential and will be used only for receipting and other communications with you. If you do not wish to receive any mailings from us, please tick this box .

For any enquiries, please contact us at 2849 6138 or [info@cdchk.org]

Many thanks for your generosity!



Your generous support helps us to make a difference!

The Springboard Project does not receive any Government funding and relies entirely on the Hong Kong community to generously help through fundraising events and donations.

Yes, I want to make a donation to support **The Springboard Project**:

Amount:

HK\$2,000 HK\$1,000 HK\$500 HK\$ _____

Donation Method:

- Crossed cheque made payable to "The Springboard Project Ltd"**
- Direct Transfer to HSBC account no. 511-155996-001**

Please send this form with the original bank receipt.

Please send your cheque, bank-in slip or transaction record to "The Springboard Project Ltd." and mail it to **"4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong"**

A tax-deductible receipt will be mailed to you, please fill in your details below.

Personal Information:

Name : _____ (Dr./ Mr./ Mrs./ Ms.)

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For any enquiries, please contact us at 2813 4508 or [info@springboardhk.org]

Many thanks for your generosity!

Contact Information

The Child Development Centre

T: 2849-6138

F: 2849-6900

Address: 4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong

E: info@cdchk.org

www.cdchk.org

The Springboard Project Limited

T: 2813-4508

F: 2849-6900

Address: 4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong

E: info@springboardhk.org

www.springboardhk.org
