ANNUAL REPORT 2016/17





4/F, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong | T 2849 6138 | www.cdchk.org



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ABOUT US

The Child Development Centre (CDC) is a not-for-profit organisation, which was informally set up in 1976 and was officially constituted in 1978. We have been providing professional early intervention services for pre-school aged children with individual needs and their families in Hong Kong for over 40 years. Our teaching philosophy is grounded in evidence-based practices.

Based on the child's needs, our multi-disciplinary team offers a wide spectrum of programmes, professional assessments, speech therapy, occupational therapy, sensory processing, social skills training, attention and behavioural support in both Chinese and English. Throughout the year, we closely monitor our programmes to ensure a continuous excellent quality and high standard.

Aside from providing educational services for children, the CDC is also committed to serving their families as well as the whole community. We help empower parents as well as child-care professionals through family support and counselling services, professional school support and child development training.

Igniting Learning Journeys, one child at a time

Vision

For every child to succeed in their unique learning journey.

Mission

To provide quality learning experiences for the individual child and empowering their families.



MESSAGE FROM CHAIRMAN

The Child Development Centre experienced another thriving year. We continued to maintain the highest standard of quality services and successful programmes for our families. We have implemented a very successful curriculum into the pre-school programmes that has helped prepare children for a more successful educational experience.

In the last year, we made a deliberate effort to evaluate and review all of our services. This included reaching out to parents to seek their feedback on the quality of our environment, the assessment process, and the programmes. Parental feedback is extremely important to us and helps us strive to provide the best quality services for our families.

The CDC continued to expand its services by organising a new Sensory Group programme in August 2016. This programme aims to improve the child's ability to effectively regulate and process incoming sensory input.

Promoting the understanding of children's individual needs has always been a very important mission for us. This year, the Centre worked closely with our community partners to raise public awareness of children with individual needs. We continued to conduct the Early Childhood Development (ECD) Screener outreach programme with numerous community partners with areat success.

Donations are vital in supporting our quality professional services. These contributions supplement our subvention from the Social Welfare Department and the service fees from families. Last year, we continued to organise our annual fundraising event, the Daddy Daughter Ball, which raised over HK\$2 million. We would like to record our thanks to the Ball Committee and our dedicated supporters for all their time, effort and generosity which helped make the evening a success.

With the continued loyalty and effort from all of our generous supporters, we will continue our efforts to change the lives of children through supporting both them and their families during their unique learning journeys.

> Sabrina Sabrina Ho Chairman

HIGHLIGHTS OF YEAR 16/17 🕅 With a wide spectrum of programmes, the CDC continued to maintain high-quality services for children with individual needs to "learn to learn" and develop essential life and social skills for a holistic foundation for their future endeavours. This year, we 24% intervention programmes, in assessments & INCREASE in the number of consultations children served 57% 1576.5 hours increase of individual speech and language, & occupational in the number of therapies individual assessments conducted by our therapists as well as our psychologists 1,566.55 HOURS OF counselling auidance provided to support our children and their families

made massive efforts to expand our services.



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CHILDREN 🖈

0-6 years is an important stage of a child's development. Timely training within this period is crucial to their growth. The CDC serves children with a wide range of abilities within the local communities and the non-Cantonese speaking communities across all ethnic groups. We provide education, assessment, and therapy all under one roof.

Launched a new Sensory Group

Children with sensory-processing difficulties have specific sensory issues that can impede their ability to learn and interact appropriately with others. In August 2016, we launched a new Sensory Group which aims to improve the child's ability to effectively regulate and process incoming sensory input. The group uses a sensory-motor approach and is led by an occupational therapist.

Expanded the individual therapies

We increased our provision of both speech and occupational therapy sessions to address the rising demand. These are one-on-one therapy sessions for children with individual needs. Speech and language therapists focus on developing children's overall communication skills. Occupational therapists work with children on their daily functional activities (gross motor skills) as well as fine motor activities.



of group programmes provided to facilitate early childhood development

of financially-assisted services to support underprivileged families.

My son looks forward to seeing his teachers and friends every week.





FAMILIES THE

Family-focused support is also integral to our services. We strive to keep parents informed, respect their feelings and address each family member's unique needs. We make every effort to empower our parents with useful parenting skills by offering various parent workshops and home visits.

Running the "Happy Parenting" Programme

To empower our parents to acquire effective skills to nourish their children with individual needs, we organised the "Happy Parenting" Programme in 2016. "Happy Parenting" is a step-by-step programme comprised of group discussions, role play and home practice, all designed to equip parents/caregivers with a set of 20 parenting skills.

Solution Service Active Listening Parent Survey Feedback

We value and greatly appreciate receiving feedback and suggestions from our parents. This helps us improve our standards and meet the needs of our families. We were pleased to conduct a survey for all CDC parents in December 2016, seeking their feedback on the quality of our programmes and services, as well as the environment at the CDC. All the comments received will be taken into consideration as we move forward.

Building Parent Partnerships

We have continuously provided home visits to enhance the connection with parents and gain insight about a child's functioning in their home environment. This can be essential for setting a more productive learning and educational plan.

We also offer review meetings with parents to better track and measure a child's developmental and educational experience through active discussion.

Strengthening Family Relationships

With the sponsorship and generosity from supportive corporations and partners, CDC families were given opportunities to go for day trips to an organic farm in the New Territories and a Hong Kong theme Park.

Through funding,





Parenting Workshops for CDC parents

56 CDC benefitted from day trips last year

⁶⁶ CDC provide a nurturing and caring environment not only for my son but also for us parents.

Ms. S. Chan



in outreach programmes to enhance their **RENTS** parenting skills

> **AVERAGE** 93.25 of participants strongly agreed that Parenting Workshops were

very useful



PARENT TESTIMONIAL

CDC regularly provide short courses and talks on various subjects to help parents provide support at home.





COMMUNITY

To enable each child to succeed in their unique learning journey, the CDC has been actively collaborating with the business and public sectors to foster wider partnerships within the community.

International School Festival

We were honoured to take part in the International School Festival organised by the South China Morning Post (SCMP) Education Post in September 2016. The event reached 7,000 parents. We offered free Early Childhood Development (ECD) Screeners for parents at the site and received great response from them. The sign-up rate was way beyond our wildest expectations!

Early Childhood Development (ECD) Screener Outreach Programme

During April 2016 to March 2017, we conducted the ECD Screener outreach programme with 7 community partners including a wide range of backgrounds, such as The Vine Church, Pathfinders, and H.K.S.K.H. Tung Chung Integrated Services Centre. The screener involved 96 children. It was so successful at one particular organisation that an "ECD Screener Clinic" was established as a result, which provided additional screener services to identify children with individual needs.

Approx. of screened children were idenfited for further assessments or therapy to • address their developmental needs.



Provided Centre Visit to University College Karel de Grote

We were glad to have a team of 20 students from the University College Karel de Grote, Belgium visit our centre in March 2017. Along with a guided tour exploring the facilities, we shared with them our mission and how we run as an NGO to achieve our goals to build a more inclusive society.

Daddy Daughter Ball

The 7th Daddy Daughter Ball held at the Grand Hyatt Hong Kong, was a great success. The theme for the event was "Wild West". All of the proceeds of this special event will go to support the CDC in continuing to provide quality professional programmes and services for our children and families.

With the support **480** fathers and daughters, we broke of over a new record by raising over

Caring Company Partnership Expo

We were pleased to nominate 14 international and local corporations as the recipients of the Caring Company Logo as part of our community outreach efforts to promote the social responsibilities of corporations.

TwoPresents

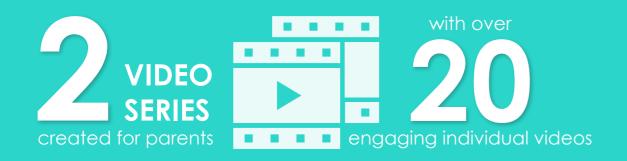
We have established a long-term and stable partnership with TwoPresents, a social enterprise, who are focused on event-organising with a charitable mission at its core. Through TwoPresents, members of the public can give donations to the CDC in lieu of gifts.

Provided Practicum Opportunities for HKU Speech Therapy Students

We partnered with the division of Speech and Hearing Sciences of the University of Hong Kong, to provide clinical practicum for their Speech Therapy students. 10 students were given opportunities to experience the work environment at our centre and were able to acquire hands-on knowledge about individual educational needs, as well as our programmes and therapy services.

BUILDING AN ONLINE COMMUNITY

Given the rapid development of online media, the CDC became more active on social media platforms to share news and establish an online connection with the public. Apart from the official **Facebook page** and **Instagram** account, we also actively engaged on our YouTube Channel "**CDCHK**".



The "Makaton Key Sign" video series

Introduces keyword signing as an effective system to enable parents to help support their children's understanding and communication needs.



The "Messy-Play" video series

Introduces simple recipes with fun messy-play activities to help parents stimulate their children's senses.









STAFF DEVELOPMENT

At the CDC, we value the devotion and contributions of our staff members. Without their dedicated hard work, it would not be possible for the CDC to provide such comprehensive and professional services to numerous children and their families. Hence, we value and invest in keeping our staff up-to-date with the latest resources and trainings relevant to the specialised field of work.

Continued Professional Development (CPD) Days

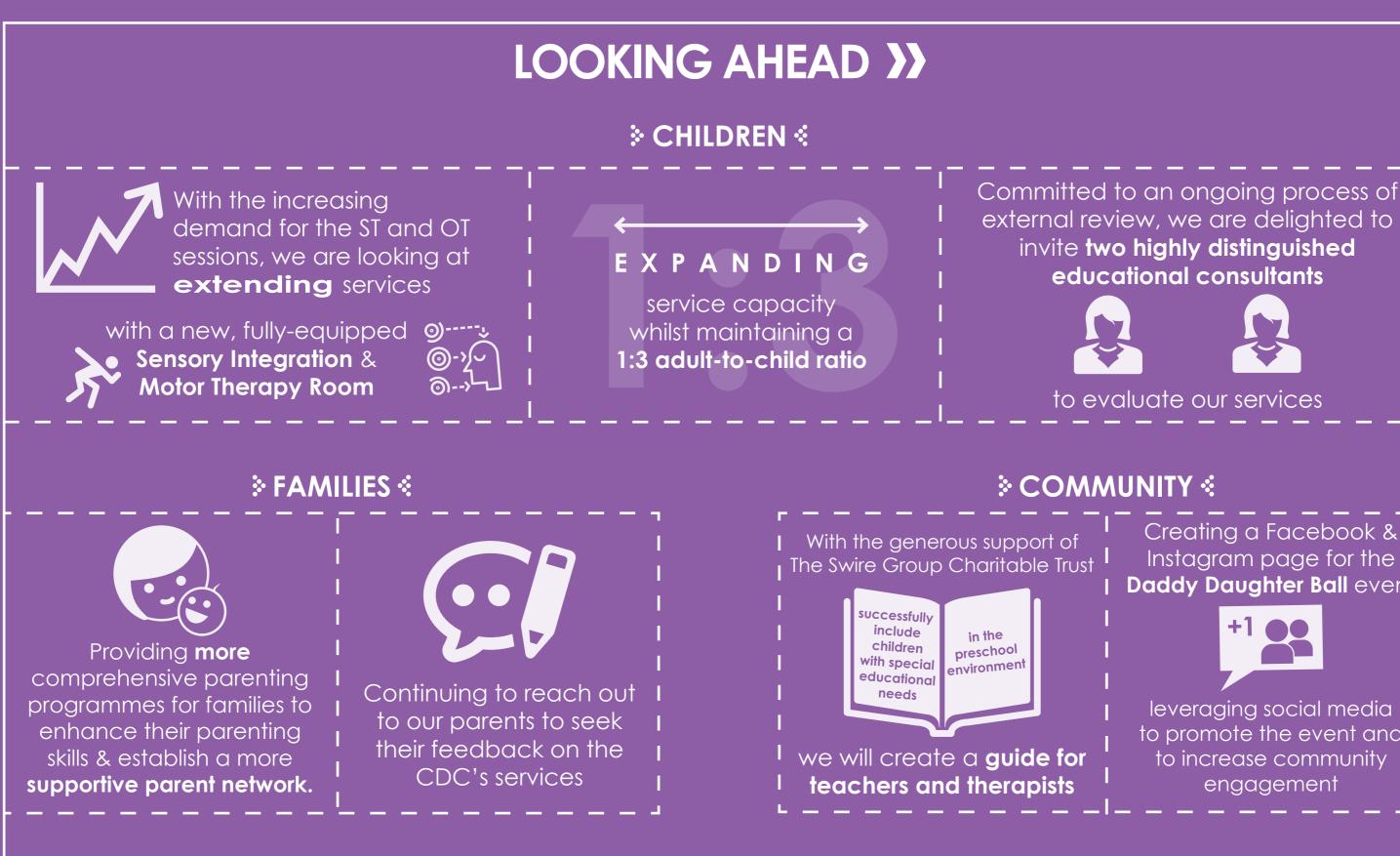
The CPD days are held to foster team collaboration and communication. During these CPD days, we facilitate communication across and within departments through team-building activities. This enables staff members to get to know more about each other's characters and their strengths and weakness. In turn, this helps foster a closer and smoother working environment.

Long Service Award

We continue to recognise the services of our employees, who have worked for the CDC for five years or more, with the award of a small token of appreciation at the Year-end Staff Gathering. Such recognition is given to eligible employees at every five-year interval. The approximate value of each five-year token of appreciation is approved by the Executive Committee (EC) and recorded in the CDC's Finance Manual.

Staff Training Allowance

Staff members are given full or partial financial assistance to participate in various skills-based trainings. An education allowance may also be granted if further education advancement or professional qualifications are required.



STAFF <</p>

Improve the organisational structure with better services and continuing our commitment to staff development and empowerment.

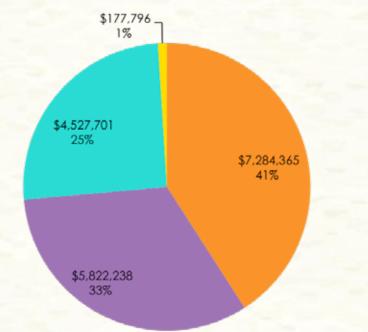
Creating a Facebook & Instagram page for the Daddy Daughter Ball event

leveraging social media to promote the event and to increase community engagement

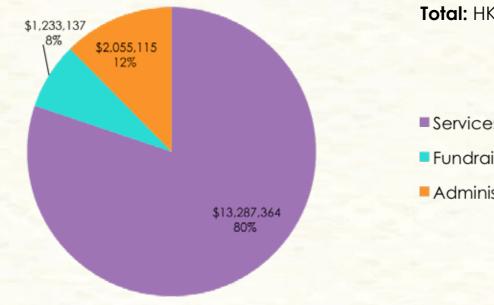


FINANCIAL HIGHLIGHTS

> Total Income



> Total Expenditure



*Fundraising Expenses labelled as "Advertising and publicity expenses" and "Direct programme expenses" in the Income and Expenditure Account.

[Note1] Annual Financial Report of Lump Sum Grant can be viewed at our website. [Note2] CDC upholds the practice of utilising the entire sum of the Lump Sum Grant, i.e. the funds allocated to the CDC by the SWD in recognition of our continuing contribution to the social welfare of Hong Kong, in providing professional services at the CDC without holding any reserve.

Total: \$17,812,100

- Government Subvention
- Services & Programme Fees
- Fundraising & Donation
- General Donations
- Specific Donations
- Fundings
- Beneficiary Events
- Annual Ball
- Other Net Income

Total: HK\$16,575,616

Services & Programme Expenses

- Fundraising Expenses *
- Administrative Expenses



GOVERNANCE PRINCIPLES We understand it is important for our stakeholders to know how the CDC is governed.

CDC Principles are...

- Following our Vision and Values
- Complying with Statutory & Regulatory Requirements
- Being Accountable for Public Monies and Services Provided
- Full Transparency and Communication with a Stakeholders

> Our Governance Structure includes...

- The Roles. Responsibilities & Functions of The Executive Committee & the 3 Standing Committees
 - 1. Nominations
 - 2. Finance
 - 3. Staffing
 - The Staff & Operation of the CDC

We also have...

- A 3 year Strategic Plan
- Performance Measures & Monitoring
- Internal Controls and Reporting
 - External Reporting and Audit
 - Financial Reporting Policies and Standards
- Budget and Financial Management
- Risk Management Procedures
- Corporate Citizenship

THE EXECUTIVE COMMITTEE 🍅

The Child Development Centre is governed by an Executive Committee. Executive Committee Members are elected annually at the Annual General Meeting held at the end of the year. The Committee members are all volunteers from the current CDC parent community, the local Hong Kong community, and professionals in accounting and legal fields. The Committee meets eight to ten times a year to help the Chief Executive and the Senior Leadership Team govern and maintain the strategic direction of the CDC. The Chief Executive reports directly to the Committee.

Composition of the Executive Committee



Sabrina Ho Chairman



Tinuade Bergkvist Vice-chairman



Wayne Tam Honorary Treasurer



Margaret Chana



Linda Da Silva



Hsu



Jackie Hui







Henson Lam



Sonia Lee



Kav

McArdle

Marina Wong



HONORARY AUDITOR'S REPORT

Honorary auditor's report to the members of The Child Development Centre (Incorporated in Hong Kong and limited by guarantee)

We have audited the financial statements of The Child Development Centre ("the Centre") set out on pages 8 to 39, which comprise the statement of financial position as at 31 March 2017, the statement of comprehensive income, the statement of changes in funds and the cash flow statement for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

Executive Committee's responsibility for the financial statements

The Executive Committee is responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA and the Hong Kong Companies Ordinance and for such internal control as the Executive Committee determines is necessary to enable the preparation 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 405 of the Hong Kong Companies Ordinance, 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 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 financial position of the Centre as at 31 March 2017 and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.



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

18 Oct 2017

Income and Expenditure Account

For the year ended 31 March 2017 (Expressed in Hong Kong Dollars)

	General Fund	Designated Funds	Total
PRINCIPAL SOURCE OF REVENUE	\$	\$	\$
Service fee income	5,822,238	-	5,822,238
Donations received			
- General donations	721,515	-	721,515
- Specific donations	-	586,295	586,295
Subvention from Social Welfare Department	-	7,284,365	7,284,365
Income from fund raising activities	3,219,891	-	3,219,891
	\$9,763,644	\$7,870,660	\$17,634,304
OTHER NET INCOME			
Interest income	31,132		31,132
Net gain on investments	120,185		120,185
Miscellaneous income	26,479		26,479
	\$177,796		\$177,796
EXPENDITURE	\$	\$	\$
Activities expenses	-	29,537	29,537
Advertising and publicity expenses	32,724		32,724
Consultancy fees	56,183	22,896	79,079
Direct programme expenses	1,135,471	64,942	1,200,413
Entertainment	1,248	-	1,248
Financial Assistance	-	96,740	96,740
Insurance	48,873		48,873
Legal and Professional fees	-1,895		-1,895
Miscellaneous expenses	258,823	-	258,823
Office supplies	21,070	-	21,070
Printing, stationery and supplies	71,885	-	71,885
Rent, rates and utilities	1,372,114	216,980	1,589,094
Repairs and maintenance	34,230	-	34,230
Staff costs	5,376,247	7,705,761	13,082,008
Telephone, fax and postage	23,145	-	23,145
Travelling	8,642		8,642
	\$8,438,760	\$8,136,856	\$16,575,616
Surplus/ (Deficit) for the year	\$1,502,680	-\$266,196	\$1,236,484

ACKNOWLEDGEMENTS 12

Our warmest thanks to all our supporters who so generously gave their time, effort and gifts to support The Child Development Centre from April 2016 to March 2017. Through your generous contributions, we have been able to continue to deliver our educational services that truly made a difference to the children, youths and their families in our community. Our thanks also go to all those who made anonymous donations.

(In alphabetical order)

Corporations

Advenure Sport Academy AMANPULO Arirang Korean Resturants Astalift **Beyond Dessert** Bonham Strand Hong Kong Limited Boucheron Hong Kong Ltd Bounce Inc Brazilian Football Academy Buddy Tantino CÉ LA VI Hong Kong China Everbright Limited City of Dreams Clearwater Bay Equestrian and Education Centre CoCoon Columbia International Removals Ltd Craft Cakes and Confections **Diversified Global Graphics Group** EAT.it Fishsteria Four Seasons Hotel Hong Kong FR Events Fresh Start Concepts Ltd Fuji Photo Products Co. Ltd. Gia Giando Goldman Sachs (Asia) LLC Good Chow Holding Limited Grand Hyatt Bali Grand Hyatt Bangkok Grand Hyatt Beijing Grand Hyatt Hong Kong Grand Hyatt Singapore Grand Hyatt Tokyo Hampton, Winter and Glynn Hong Kong Canine

Hong Kong Disneyland Resort Island Shangri-La Hong Kong JIA Group Limited kikki.K Kosun Investments Limited KPMG LC Surveyors Limited Little Bao M.A.C. Ma Belle Jewellery Co. Ltd. MASE MBlife Melco Group Moonstar Creation Factory Ocean Park Hong Kong On The Road Experience Plus Group International Limited Pop Eight Salon Print Plus Pure International (HK) Ltd SEA Group Sideways (Driving Club) Simmy Sweets Skin Laundry Steam Hair Care Studio City The Bank of East Asia The Caprioli Management Co. Ltd. The Fat Pig The Fleming The Langham Hong Kong The Peninsula Hong Kong World of Hyatt 22 Ships

Community Groups/Associations/ Schools/ Public Bodies

DADs Network Hong Kong Rugby Union Hong Kong Trade Development Council Hong Kong Youth Arts Foundation Queen Elizabeth Foundation for the Mentally Handicapped Sedan Chair Charities Fund Sky Warrior Club St Patrick's Society Hong Kong The American Chamber of Commerce Charitable Foundation The Hong Kong Council of Social Service The Hong Kong Racehorse Owners Association Charitable Foundation Ltd The Ohel Leah Synagogue Charity The Royal Commonwealth Society, HK Branch The Swire Group Charitable Trust The Welfare League Trust The William E. Connor Foundation Zoroastrian Charity Funds of Hongkong, Canton and Macao

Individuals

Anuj Adani Karuna Agarwal Bill Agee Jeffrey Alam Andy Ann Gabriele Antonazzo Steve Apedaile Laurence Bailey John Bateman Thomas Batt **Yvonne Becher** Tinuade & Anders Bergkvist Francis Berlin David Blennerhassett Trish Blomfield Ann Bridgewater Linda Burgoyne Scott Carnachan Greg Chambers Biby Chan Chuak Chan Peter Chan Philip K.C. Chan Yi Kan Chan Kary Chau Michael Chen Jonathan Cheng Raynard Cheng Daniel Cheong Stephen Chianese Samuel Chiu Ping Kuen Chow

Pui Ying Chu Benny Chu Chen Anastasia & Damian Chunilal Fred Clatworthy Charley Cloris Perran Coak Mike Coates Jason Cohen Janet Collier Antonio Da Silva Jelmar De Jong Tom Deegan Antony Dickson Greg Donohugh lain Drayton Mac El-Omari Benjamin Falloon Darryl Flint Keith Foley Frederick Fong Jennifer Fong Melody Fong Lyn Fox Laurent Franquet Hannah French Adrian Fu Derrick Fung Spencer Fung Joseph Gallagher Peter Gastreich Stuart Gates Louis-Vincent Gave

Alice Giles Julie Giles Max Gottschalk John Gough Darryl Goveas Antoine Granveaud Peter Gut Scott Hall Christopher Hasson Emily Henningsen Michael Henningsen Chi Kuen Ho Lawrence Ho Sabrina Ho Jeremy Hobbins **Ryan Holsheimer** Simon Holt Henry Hon Baoshu Huang Tom Hudak Alan Hui Jackie & John Hui William Hui Theo Jackson **MJ** Jennings Edward Johnson Emily & Jason Johnson Sammi Johnson Rimmo Jolly David Kan Mandeep Kaur Leslie Keyes

Christian Kim Noah Kim Sven Koehler Jancu Koenia Benedict Ku Kandy Kwong Philippe Lagger Leland Lai NiQ Lai Loretta Lai Kenneth Lam Kevin Lam Martin Lau Gregory Lee Sonia & Jong Lee Loewe Lee Michael Lee Roger Lee Wai Fan Lee Karol Lee Rasitha Leelasena April Leong Rhonda Leuna Maxwell Leveson Shen Li Kaka Li Archie Lin Arne Lindman Daiwei Ling Dandan Liu Julian Liu Kennic Liu Jason Lo Peter Lo Viviane Lok James Louey Quinton Lu Clara Lui Ming Chung Mak Tonya Mason Darren McEntee Alyssa Meng Virginia Morris Thomas Morrow Adam Moss Nigel Mukherjee Thomas Mulvey Brian Murray Edith Ng

Lois Ng Wing Yee Ng Herman Ng Donald O' Kieffe Anthony O'Brien Patrick O'Neill Andrew Parmet **Ben Pelletier** Paolo Picazo Matthew Pine Dario Pong David Poureshagh Geoffrey Prentice **Richard Price** Shruti Puranik Rupert Purser Lisa Rizzo Lourens Roets Krostoe & Ian Ross David Russell Marcel Sabella Michael Scales Arne Schulz Michael Sciulli Tao Sha H.R. Shiever Paul Shih Ariies Shringla Edmund Sim Adam Singer Edmond Siu Chris Smith Phoenix So Yvonne So Michael Spangfort Peter Spizziri Andrea Springmann Francis Srun William J Stephens **Richard Stock** Derek Sulger Elaine Sum Homer Sun Jacqueline & Stanley Sun Chang Sun Chang Hwan Sung Deepak Surtani Jeremy Sutch Chun Bun Sy

Anthony Sylvester Kit Yee Sze Henry Tai Aaus Tandiono Frank Tang Hamilton Tang Leslie Tana William Tang Henry Tao Dominique Thollon Tim Threlkeld Raymond Tong Alex Trojonaw Ernest Tsana Suet Man Tse Siu Kuen Tse Daniel Tseung Zoltan Varga Harvey Ven Anton Wan Patrick Wang Adrian Watt Robert Webb Sheri Wilbanks Chi To Wong James Wong Mark Wong Marina Wong Oi Chun Wong Steve Wong Arthur Wu Mason Wu Ronnie Wu Daniel Xu Jacky Xu Crystal Yan Paul Yang Jason Yeung May Yeung Leung Wai Yiu Toby Yonge Oneira Yu Victor Yuan Adam Zaki Philip Zhai Wayne Zhang Shen Zhao Tony Zheng Tao Zhong