# ANNUAL REPORT 2015/16



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# ABOUT US 🏦

For every child to succeed in their unique learning journey.



	1		
	BRINGING OUT	THE BEST IN OUR	-
CHILDREN	FAMILIES	COMMUNITY	STAFF
Individual Pathways	Respect	Enabling	Development
Engagement	Warmth	Appreciating	Empowerment
Holistic Learning	Collaboration	Connecting	Teamwork

The Child Development Centre ("CDC") is a non-profit organisation, which was informally set up in 1976 and was officially constituted in 1978. We have been providing support to children (aged 0 – 6) with additional educational needs and their families in Hong Kong for over 40 years. The children we serve include both the local communities and the non-Cantonese speaking communities across all ethnic groups. At the CDC, our primary goal is to foster and nurture the growth of our children. Our professional team consists of Clinical/Educational Psychologists, Behavioural Therapists, Occupational Therapists, Speech and Language Therapists and Special Educational Needs Teachers. They all are highly-educated with additional professional qualifications.

Based on the child's individual needs, we ignite their learning journeys by providing quality educational them with appropriate, services including assessments, setting early intervention programmes, speech therapy, occupational group physiotherapy, sensory integration, social skills therapy, guidance, attention training and behavioural support. Throughout the year, we closely monitored our programmes to ensure a continuous excellent quality and high standard.

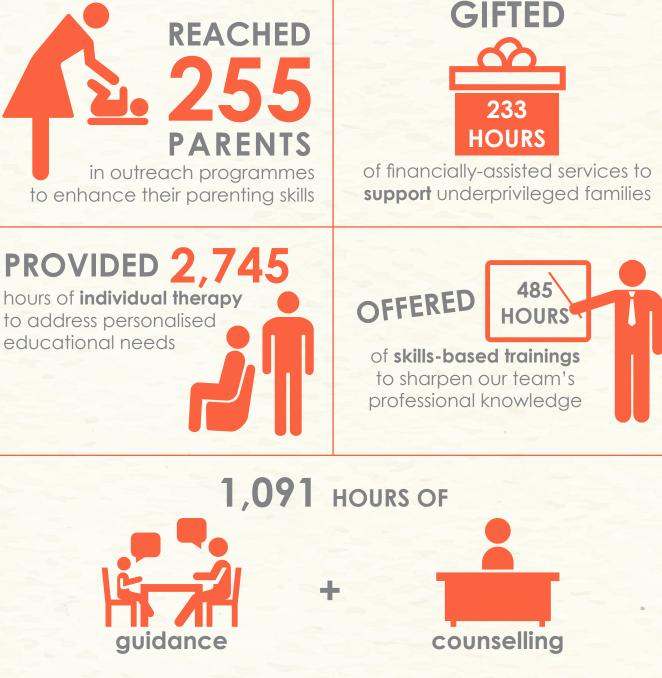
Aside from providing educational services to children, the CDC is also committed to serving their families as well as the whole community. We help empower parents as well as child-care professionals through family support and counselling services, professional school support and child development training.

# HIGHLIGHTS OF YEAR 15/16 R

CHILDREN

INTERVENTION PROGRAMMES, ASSESSMENTS AND CONSULTATIONS

IN



provided to support our children and their families

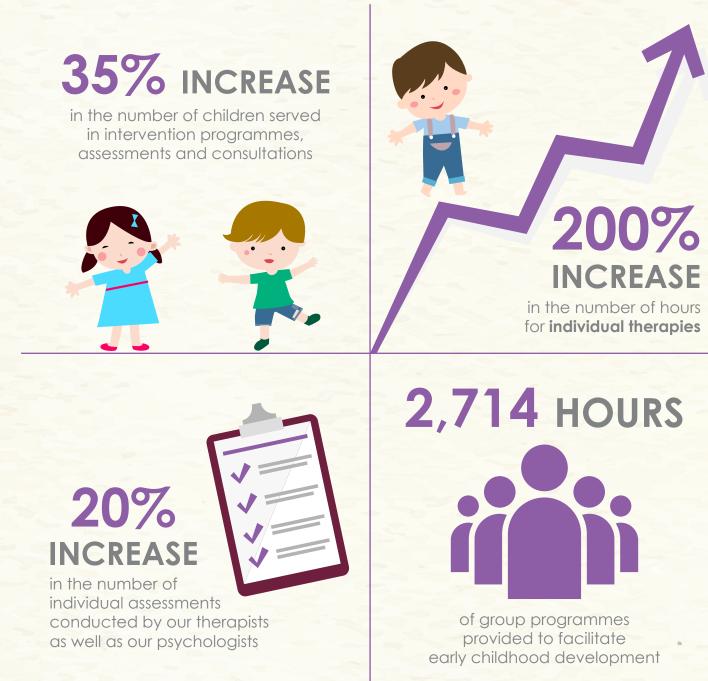
**SERVED** 

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# CHILDREN 🛪

We serve children with a wide range of abilities within the local Hong Kong communities, including other ethnic groups. We provide education, assessment and therapy all under one roof. Programmes are in supportive small group and individual settings. To ensure every child is taken care of by our well-trained professionals in class, we maintain a 1:3 teacher-to-student ratio to enhance children's learning experience.

### Major Progress



5 | Children

# FAMILIES THE

### Parent Communications

To support children with additional needs, we understand that it is important to engage parents in the learning journeys. We value parents' input and have implemented several mechanisms to gather their opinions. We strive to keep them informed, respect their feelings and address each family member's unique needs.



**AVAILABLE** every Friday morning for parents to drop in to the centre and enquire about anything related to their child or the CDC's services



IDENTIFY difficulties encountered by the parents, carers and children in the **home environment** and deliver appropriate resources



### PARENT-TEACHER MEETINGS



**TRACK** and **MEASURE** the child's developmental and educational experience every six months through active discussion with parents

### Family Benefits

We continue to offer benefits to our families in order to enhance their overall well-being and develop a positive family relationship.

### SCHOOL DENTAL CARE SERVICE

We have a long-running commitment to improving the welfare of children. Seeing that there was a service gap, we took initiatives to liaise with The Department of Health and the Equal Opportunity Commission, and finally The Department of Health decided to expand the remit of the School Dental Care Service ("SDCS") scheme to include primary-school-aged children who may not be attending primary schools at the moment.



### **"SPECIAL SMILE" FREE DENTAL PROJECT**

We are delighted to have teamed up with the Dental Command of the Hong Kong St. John Ambulance Brigade who offered our children a free dental check-up. Parents and carers were also invited to an oral health talk provided by their dentist.

### DAY TRIPS

With the sponsorship and generosity from supportive corporations and partners, CDC parents were given opportunities to go for day trips to Mingle Farm, Hong Kong Disneyland and Hong Kong Book Fair, enjoying a funfilled day with their families. A total of 137 families benefitted.

### Parent Trainings

Besides listening to the needs of parents, we also empower them with appropriate training. Parent workshops are effective in equipping them with useful parenting skills and establishing a supportive parent network. Positive Parenting Programme ("Triple-P") is an intensive training programme for parents that enhances their knowledge, skills and confidence in order to prevent behavioural, emotional and developmental issues in children.



# COMMUNITY #

We believe that the CDC alone cannot achieve its greater goals without the collaboration and partnership with the wider community. Therefore, we actively reach out to different individuals, groups and organisations in the public sphere to foster greater community collaboration.

### Collaboration Projects



### **OUTREACH PROGRAMME**

We conducted an outreach programme named the "Early Childhood Development Screener (ECDS)" to different schools and community partners, such as Lau Tak Primary School, Asbury Methodist Social Service and ISS Hope Centre. The service included a talk and a screening test that helps identify concerns in a child's development.



### INTERNSHIP PROGRAMME

We partnered with The English Schools Foundation (ESF), through their Career Development Service Programme. This programme aims at offering working experience to students from learning support classes by immersing them in a real life working environment.



### **HKU TRIPLE-P RESEARCH PROJECT**

We collaborated with the University of Hong Kong in their Positive Parenting Programme ("Triple-P") research project, titled "Promoting early development and learning in children from ethnic minorities". Our staff members, with accreditation as Triple-P Facilitators, provided quality parenting programmes to 10 community partners, such as Inner City Ministries and Pathfinders.

### Supporter/Donor Relations

Our achievements would not be possible without the invaluable support from corporate supporters and individual donors. Therefore, we establish and leverage strategic relationships with them through different occasions.

### DADDY DAUGHTER BALL

The Daddy Daughter Ball is the CDC's annual event where we raise funds to support our programmes and services. With the support of over 460 dads and daughters, over HKD1.8million was raised from the ball in 2015 to help sustain our professional services for children with additional educational needs.

### CARING COMPANY SCHEME

We were pleased to nominate international and local corporations as the recipients of the Caring Company Logo. This was to acknowledge support from corporations and build collective efforts to promote social responsibility in corporations.

### **DONOR VISITS**

We arranged donor visits to introduce our services and environment so our donors were able to see how their support could make a positive impact on children's lives.



### **TWOPRESENTS**

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

### Building Online Community

### **OFFICIAL WEBSITE**

CDC's website revamp was completed in March 2016. The new interface has greatly enhanced our users' experience and includes a much expanded information database of parents' tips.

### SOCIAL MEDIA PLATFORM

To increase CDC's public profile, community engagement and to strengthen our connection with society, we became more active on social media platforms to share our news with the public. Apart from the official Facebook page we launched years ago, we also actively engage on Instagram, LinkedIn and YouTube, allowing the CDC to be more accessible to potential service groups and the existing CDC's service users.

### **E-NEWSLETTER**

The CDC's e-newsletter keep parents, community partners, volunteers as well as supporters informed about our updates and our movements. The e-newsletter is sent on a regular basis so that stakeholders and supporters of the CDC are able to keep track of our development.

# BUILDING TEAM CDC MARK

At the CDC, we emphasise teamwork over individual success. We believe collective efforts yield greater achievement for the organisation as a whole. Therefore, building Team CDC in a supportive and rewarding environment becomes the prerequisite and cornerstone of our organisational excellence.

### Communications

We facilitate communication across and within departments by activities that enable open discussion among employees and management.

### **STAFF MEETINGS**

In order to discuss and evaluate our services and performance, the centre management team meet on a weekly basis. Once a month there is a meeting for all staff members in order to ensure a good communication flow and provide opportunities for the discussion of current business.

### CONTINUED PROFESSIONAL DEVELOPMENT (CPD) DAY

To promote teamwork and team spirit, a CPD day is held to foster team collaboration and communication. Through team-building activities, employees better understand each other's characters, strengths and weaknesses. This understanding helps them work more closely and smoothly together on future progress. The CPD Day also focused on "Active Communications", our staff were equipped with polished presentation skills which helped them to communicate better with children, parents, donors and corporate partners.

### Training

We value staff training as it helps enrich the expertise of our staff and keep them up-to-date with the prevailing resources related to their profession. In return, they can provide the best available care for children with additional needs and their parents.

### TRAINING ALLOWANCE

Staff members are given full or partial financial assistance to participate in various skills-based trainings. Education allowance is also granted if further education advancement or professional qualification is required at work.

### **KNOWLEDGE SHARING**

After our staff members have attended a conference or skillsbased workshop, a sharing session will be held so that other staff members can learn new knowledge in different areas, such as "prevention of child abuse", "parenting skills", "Makaton" and "Numicon". A total of 18 sessions of In-Service Training of Teachers (INSET) were organised.

### Acknowledgement

### LONG SERVICE AWARD

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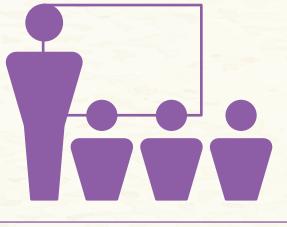
We continue to recognise the services of employees, who have worked for the CDC for five years or more. Such recognition is given to eligible employees at every five-year interval. The appropriate value of each five-year token of appreciation is approved by the Executive Committee (EC) and recorded in the CDC's Financial Manual.

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## LOOKING AHEAD >>

### Children

E X P A N D I N G service capacity whilst maintaining a 1:3 teacher-to-child ratio



Planning for a **NEW CURRICULUM** 



Providing **MORE** financial assistance to under-privileged families

### Families

### DEVELOPING

a comprehensive parenting programme for families from different walks of life



**PROVIDING** more in-depth consultation services to ethnic minority families

### Community

# EXTENDING

collaboration with more schools and community partners by coordinating outreach programmes, such as the

Early Childhood Development Screener (ECDS)





**CREATING** online video content to inspire discussion

Staff





Continuing our commitment to staff development and empowerment



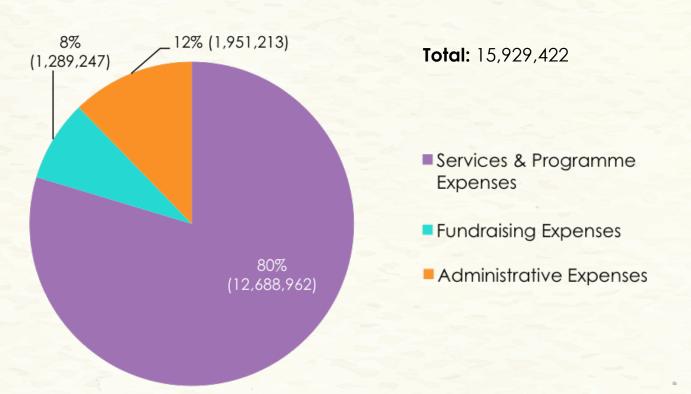
# DEVELOPING

an IT system to facilitate effective communication within and across departments

# FINANCIAL HIGHLIGHTS

# \* Total Income Gradie Income Fordie I (6,607,809) Specific Donations Specific Donations

### > Total Expenditure



[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.

# 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
- Be Accountable for Public Monies and Services Provided
- Full transparency and Communication with all 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 & Operations 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

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# 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, finance and legal fields. The Committee meets eight times a year to provide overisght to the Chief Executive and the Leadership Team to govern and maintain the strategic direction of the CDC. The Chief Executive reports directly to the Committee.

### Somposition of the Executive Committee



Sabrina Ho Chairman



Kay McArdle Vice-chairman

**Other Members** 



Wayne Tam Honorary Treasurer



Tinuade Bergkvist



Linda Da Silva



Margaret Chang



Calvin Hsu



Jackie Hui



Henson Lam

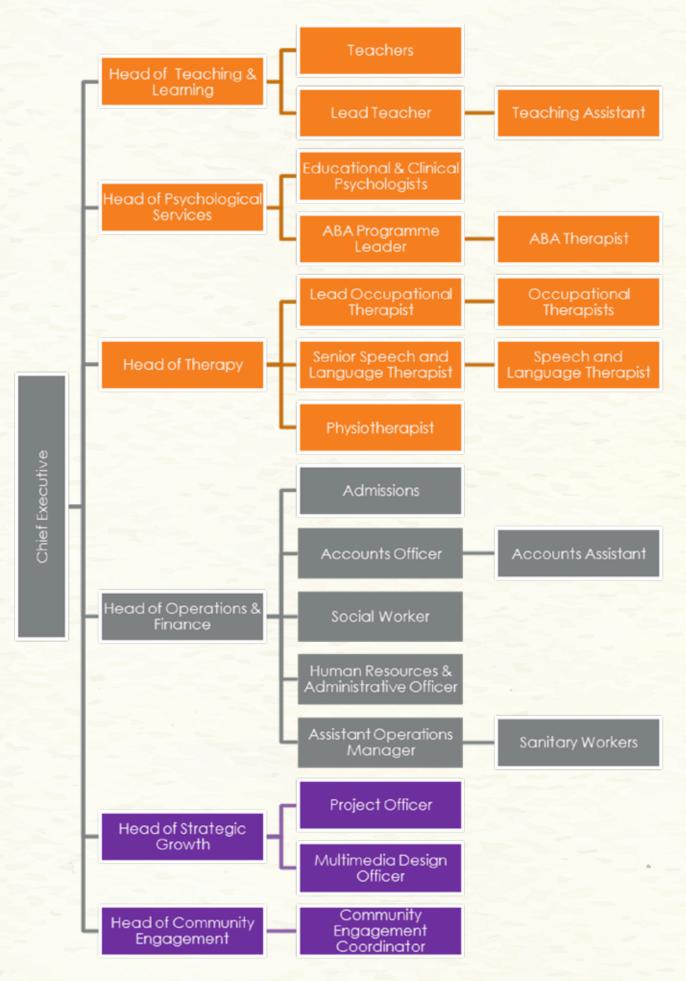


Sonia Chan Lee



Marina Wong

# ORGANISATION STRUCTURE



# 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 7 and 36, which comprise the statement of financial position as at 31 March 2016, 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 statements 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 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 2016 and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards 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

24 Oct 2016

### **Income and Expenditure Account**

### For the year ended 31 March 2016 (Expressed in Hong Kong Dollars)

	General Fund	Designated Funds		Total
PRINCIPAL SOURCES OF REVENUE				
Service fee income	\$ 4,869,683	\$ -		\$ 4,869,683
Donations received				
- General donations	351,571	-		351,571
- Specific donations	-	746,124		746,124
Subvention from Social Welfare Deparetment	-	7,272,266		7,272,266
Management fee income from				
The Springboard Project	111,250	-		111,250
Income from fund raising activities	3,256,915	-		3,256,915
			3	
	\$ 8,589,419	\$ 8,018,390		\$ 16,607,809
OTHER NET EXPENSE	¢ 47 E17	¢		¢ 47 E17
Interest income	\$ 46,516	\$ -		\$ 46,516
Net unrealised exchange loss	(94,614)	-		(94,614)
Net loss on investments	(60,340)	-		(60,340)
Miscellaneous income	58,803	-		58,803
	(\$ 49,635)			(\$ 49,635)
	(\$ 47,000)	Ψ -		(\$ 47,000)
EXPENDITURE				
Activities expenses	\$ -	\$ 9,016		9,016
Advertising and publicity expenses	85,029	-		85,029
Consultancy fees	145,515	2,337		147,852
Direct programme expenses	1,015,393	188,825		1,204,218
Entertainment	3,495	-		3,495
Fee remission	-	102,328		102,328
Insurance	69,170	-		69,170
Legal and professional fees	105	-		105
Miscellaneous expenses	192,844	6,900		199,744
Office supplies	16,729	1,100		17,829
Printing, stationery and supplies	46,824	-		46,824
Refreshments	-	-		-
Rent, rates and utilities	1,060,416	490,363		1,550,779
Repairs and maintenance	10,250	-		10,250
Staff costs	4,926,664	7,503,102		12,429,766
Telephone, fax and postage	21,714	705		22,419
Travelling	30,598	-		30,598
	\$ 7,624,746	\$ 8,304,676		\$ 15,929,422
Surplus / (deficit) for the year	\$ 915,038	(\$ 286,286)		\$ 628,752

# 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 2015 to March 2016. Through their 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

Abdoolally Ebrahim Group Aman Tokyo Amanpulo Assya London Bonham Strand Hong Kong Limited Bordeaux Index (Hong Kong) Ltd Boucheron Catalunya Hong Kong City of Dreams Coffee Concepts (Hong Kong) Ltd Columbia International Removals Ltd Conrad Banakok Conrad Centennial Singapore Conrad Hong Kong Conrad Hotels & Resorts Conrad Macao, Cotai Central Conrad Tokyo Hilton Worldwide Hilton Beijing Wangfujing Hilton Sanya Resort & Spa Hilton Shanghai Hilton Shenzhen Shekou Nanhai Hilton Tokyo Diversified Global Graphics Group **ESTARAZA** Fekkai Fresh Start Fuji Photo Products Company Limited FunRaising Events Asia Limited GaveKal Endowment Limited Goldman Sachs (Asia) LLC GoodChow.hk

Grand Hyatt Hong Kong Hong Kong Canine Hong Kong Disneyland Resort Hong Kong Trade Development Council Island Shangri-La Hong Kong JW Marriott Bangkok JW Marriott Phuket Kate Spade New York Kids Designers Club (HK) Ltd L C Surveyors Limited Maxx-Marketing Ltd Melco Group Mindquest Group Limited Moonster Creation Factory Niseko Resorts Group Ocean Park Hong Kong Opera Gallery Pedder Clinic Petit Bateau Popeight Pure International (HK) Ltd QUO. kefir believers **Roger Lee Production Limited RYZE Hong Kong** Sabina Swims Simply Love SHK Hong Kong Industries Limited The Bank of East Asia The Upper House The Bank of East Asia The Fleming Hong Kong **VOILA Watches** 

### Scommunity Groups/Associations/Schools/Public Bodies

American Chamber of Commerce in Hong Kong American Women's Association of Hong Kong Emmanuel Church - Pokfulam Faculty of Science, Univerity of Hong Kong Hong Kong Council of social service Hong Kong Trade Development Council Ohel Leah Synagogue Charity Queen Elizabeth Foundation for the Mentally Handicapped Sedan Chair Charities Fund The Hong Kong Racehorse Owners Association Charitable Foundation Ltd The Swire Group Charitable Trust The Welfare League Trust The Welfare League Trust The William E. Connor Foundation

### Individuals

**Bill Agee** Nicolas Aguzin Audry Ai Dina & Yusuf Alireza Wayne Ang Vinod Bahrunani Laurence Bailey John Bateman Stefan Baumann **Yvonne Becher** Anders Bergkvist Neelam Bilfinger David Blennerhassett Frank Boehmer Ann Bridgewater Linda Burgoyne **Riccardo Capelvenere** Scott Carnachan Carol Chan Gilbert Chan Chuak Chan Peter Chan Emma Chan Winnie Chan Philip Chan Wensy Chan Margaret Chang Benedicta Chao

Raymund Chao Victoria Chao **Kilev** Charteris Xuan Min Chen Nick Chen Jose Cheng Cynthia Chena George Chima Wilma Choi Marcus Choi Caryn Chong Janny Chow **Richard Chun** Damian Chunilal Eric Chupin Damian Coory Calyn Da Silva Jelmar De Jong Borja Saez De Montagut Xiaoli Deng Greg Donohugh Mac El-Omari Alex Emerv Benjamin Falloon Ha Fong Jennifer Fong Melody Fong Adrian Fu

Karena Fung Peter Gastreich Louis-Vincent Gave Salika Geeganage Max Gottschalk Stuart Grant Antoine Granveaud Eddie Guillemettee Andrew Hall **Richard Hatton** Mark Henderson Stephanie Heung Sabrina Ho Lawrence Ho Thomas Hoeborn Simon Holt L Jeff Hong Calvin Hsu Jonathan Hughes John Hui Peggy Hui Carl Huttenlocher Helena Hwana **MJ** Jennings Ruo Yu Jiang Jason Johnson Edward Johnson Sammi Johnson

**Rimmo Jolly** Benjamin Kao Sam Kendall Noah Kim Akiko Kino Sven Koehler Jancu Koenig Aloysius Kuijs Geoffrey Lai NiQ Lai Manoj Lal Lina Lam Bonnie Lam Vincent Lamusse Cammy Lau Andrew Lawrence James Lee Seng Huang Lee Jong Lee Loewe Lee Martin Lee Seng Huang Lee Agnes Lee Karol Lee April Leong Kwok Keung Leung Yuen Ching Leung Maxwell Leveson Yu Kwan Lew Hoi Bok Lew Kaka Li Cong Lin Arne Lindman Chun-yin Lo Peter Lo Jack Loh Viviane Lok Lambert Lu Peggy Lui Clara Lui Kim Fun Lui Leung Sunny Malhotra Monish Mansukhani David Mao Nidhi Maskara

Debra Meiburg Thomas Mennesson Yesrab Ali Mirza Vijay Mohinani Zane Moi Douglas Morin Virginia Morris Brian Murray Wing Yee Ng Edmond Ng Tinvi Na Andrew Parmet Alex Pathammavong Paolo Picazo Ward Platt Dario Pong David Poureshagh Josh Powell Charles Pratt **Richard Price Rupert Purser** Jes Randrup David Rhee Matthias Roehrich Jefferv Roskell Martin Rowe Suraj B. Rupani Jean Salata Michael Shen **Robert Sherriff** Craig Shute Adam Singer Edmond Siu Peter Sjovall **Rupert Skrine** Dorothy So Joseph Spaulding Francis Srun J William Stephens **Richard Stock** Stanley Sun Jeremy Sutch Anthony Sylvester Liran Talit Alan Tam

Philip Tam Chung Leung Tam Khee Hong Tan Cherie Tan Isa Tana Dorothy Tang Joyce Tang Linda Ting Raymond Tong Timothy Tsang Shirlan Tse Sharie Tse Takao Tsutsui Anton Van Heerden David Waddell Bryan Wahking Jonathan Wallace Michael Wang Stephen Wana Patrick Wang Adrian Watt David Weisner Michael West Dean Winter Chi To Wona Patrick Wong Maggie Wong Dickie Wona Steve Wong Lau King Wong Anita Wong Marina Wong Orangeo Wendy Wong Ronnie Wu Mason Wu Crystal Yan Michael Yao Jason Yeung Mei Ching Yeung Cham Por Yip Victor Yuan Adam Zaki Shen Zhao Tony Zheng Tao Zhong

### THE CHILD DEVELOPMENT CENTRE



4th Floor, Prime Mansion, 183-187 Johnston Road, Wan Chai, Hong Kong