



# ANNUAL REPORT

2018/19



CHILD DEVELOPMENT CENTRE  
明德兒童啟育中心



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## ABOUT US

The Child Development Centre (CDC) is a not-for-profit organisation, informally set up in 1976 and officially constituted in 1978. For over 40 years, the CDC has provided support to a wide spectrum of children with Special Educational Needs (SEN) in English and Chinese.

Our staff members adopt an interdisciplinary approach to facilitate children's development taking into account the children's individual needs. We provide services such as a variety of assessments as well as group or individual early intervention, including speech therapy, occupational/motor therapy, sensory processing and/or social skills training, as well as attention and behavioural support to ignite the children's learning journeys.

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.

# HKIoD ANNUAL DINNER cum Presentation of Directors Of The Year Awards 2018

香港董事學會週年晚宴  
暨2018年傑出董事獎頒獎禮



## MESSAGE FROM THE CHAIRMAN

The Child Development Centre (CDC) enjoyed another fruitful year in 2018/19. This year, we continued to maintain and review our successful programmes; explore and cultivate close partnerships with different communities; and adapt our services in response to the ever-changing education environment.

In order to promote a more inclusive society, we were determined to strengthen the connection between ourselves and other early childhood education facilities. Hence, last November, the CDC launched its first school-based integration programme - "Bright Start", which aimed to work collaboratively within two mainstream preschools. We hope the professionally-guided intervention strategies provided by our teachers and therapists will be utilised and carried forward in the preschools.

Whilst investing in the essential services and programmes for our children, we also explored an innovative way to enhance parent engagement. As a result, with the support of a corporate sponsor, we were excited to launch a parent-oriented mobile application to promote efficient communication with parents, thus providing them a comprehensive understanding of their child's learning progress.

At the beginning of 2019, we were delighted to announce that Dr. Yvonne Becher, a long-term member of staff at the CDC, was appointed as our Chief Executive. I am confident that with her valuable professionalism and experience, Yvonne will lead the CDC to greater heights.

I was very honoured to receive the Directors of the Year Award 2018 from the Hong Kong Institute of Directors in the Statutory/Non-profit-distributing Organisations category as a first time participant. This award is an acknowledgement of the effectiveness of the CDC's governance, accountability and transparency, as well as recognition of the immense contribution made by the Executive Committee and staff past and present and all different stakeholders who have been supporting us unconditionally throughout the years.

Empowering children with additional needs and their families by providing them with a holistic learning experience, is always our first priority. Facing the changes in the city, our hope for the future lies in the belief of the potential of our children, the power of families and community, and the distinguished work of the CDC, in pursuance of building a more inclusive society together.

I am most grateful to our generous community partners, donors, Executive Committee and passionate staff members for their much appreciated contribution to another remarkable year at the CDC. We will continue to uphold our vision, and stand by our children to help them flourish.

*Sabrina*

Sabrina Ho  
Chairman





## MESSAGE FROM THE CHIEF EXECUTIVE

Since joining the CDC in 2004, I have witnessed the continuous growth of the organisation – from serving less than 150 children annually, when we were housed on the Peak, to serving more than 450 children and their families at our Wan Chai centre now; from providing English programmes only, to providing bilingual services catering for a wide range and different types of abilities.

I am deeply honoured to have been appointed as the Chief Executive of the CDC and wish to express my heartfelt gratitude to the Executive Committee for their trust in and support for myself and my colleagues. My sincere appreciation also goes to each staff member who, regardless of their role, contributes to a dynamic team that tirelessly strives to deliver services of high quality and with a positive approach.

Over the past 40 years, apart from delivering exemplary early childhood education and therapies for children with additional needs, we have been offering service-oriented support throughout the community to families of diverse backgrounds. I feel privileged to be given a chance to work with so many families, professionals, other organisations and the community at large towards an inclusive Hong Kong where all children have equal rights to education and feel accepted.

The input of the CDC's board members, service recipients, my colleagues and other stakeholders form an important part of my role. I am confident that together with the dedicated and transparent approach by our Executive Committee and management team, the CDC will sustain reliance and stability, enable positive decision-making, and pave the way forward.

I believe that together we will make strides in cultivating an inclusive society for all children!

*Yvonne*  
Dr. Yvonne Becher  
Chief Executive

# HIGHLIGHTS OF THE YEAR 2018/19



## **DADDY DAUGHTER BALL 2018**

**9th Jun 2018**

Over 480 dads and daughters attended the 9th DDB and helped raise essential funds.

## **INTERNATIONAL SCHOOL OUTREACH SERVICES**

**From Oct 2018**

Our occupational therapists provide sensory integration screening and training groups for students at an international school.

## **FLU VACCINATION PROJECT**

**22nd Oct 2018**

Our first influenza vaccination project provided for our students, staff and respective families.

## **FLY PROJECT**

**From Jun 2018**

Two CDC psychologists were appointed as trainers in this early intervention programme to carry out various services.

## **OPEN HOUSE & PARENT ORIENTATION**

**18th Aug 2018**

Parents and visitors joined the event to get a better understanding of our daily work.

## **FUN DAY AT HOLIDAY FARM**

**14th Oct 2018**

It was great to spend a fun-filled day with 12 families at the Holiday Farm!





## **FAMILY FUN SPORTS DAY 2018**

**4th Nov 2018**

Jumping, climbing, bouncing and racing, 26 families had a great day at the sports day.

## **CHRISTMAS PARTY**

**14th Dec 2018**

43 families came to celebrate the seasonal festivities together.

## **FAMILY FUN DAY AT DISNEYLAND**

**20th Jan 2019**

52 families enjoyed a magical day at Hong Kong Disneyland!



## **BRIGHT START PROGRAMME**

**From Nov 2018**

First school-based integration programme which provides intervention strategies within two mainstream kindergartens.

## **DIRECTORS OF THE YEAR AWARDS 2018**

**29th Nov 2018**

Sabrina Ho, Chairman of the CDC, received the Directors of the Year Award 2018 as a first time participant.

## **NEW CHIEF EXECUTIVE APPOINTED**

**1st Jan 2019**

Dr. Yvonne Becher was appointed as Chief Executive.

## **CDC'S APP LAUNCH**

**12th Mar 2019**

We launched our first mobile app "CDC Connects", sponsored by FWD Hong Kong, for parents to track their child's goals!



# DELIVERING GROWTH

## Programmes & Services

We believe that partnering with educational organisations, whether they be early childhood, primary, secondary or tertiary level, will help us gain more comprehensive knowledge in relevant areas to improve our programmes and services; likewise, this allows us to share our experience and collaborate with other SEN and non-SEN professionals and expand our network.

This year, we continued to develop effective ways to connect with other schools and organisations, successfully delivering an integrated support programme through existing and newly launched projects.

**SERVED**  
**473**  
children



**INCREASED**  
by 10%



Delivered  
**1,666**  
hours  
of early intervention  
group programmes



Delivered  
**4,802**  
hours  
of individual  
therapies



**4%**  
**increase**  
in the number of  
individual assessments



**279**  
cases  
in total

**GIFTED**



of financially-assisted  
services to support  
families in need

**INCREASED**  
by 178%



## ❖ Bright Start Programme

The CDC was delighted to receive a private donation to launch our first school-based integration programme called “Bright Start”, which worked collaboratively with mainstream kindergartens. Since November 2018, we have partnered with two pre-schools.

The programme provides all-round intervention for the children involved, supporting their academic and social learning, the parents' journey, and the teachers' capacity to implement inclusive practices and differentiated instructions. We work collaboratively with **over 20 childhood educators** and provide school-based integrated support to the students. We share classroom strategies to empower teachers with the tools and skills to support the children with individual needs in their pre-schools. We also run parent workshops to share intervention strategies that can be implemented at home.

### Staff Feedback

*“The Bright Start project is a pilot programme for kindergartens which aims to help children with needs within a mainstream school system be supported by multi-disciplinary experts in special needs. We have gained positive feedback in the initial implementation in supporting children's diverse needs at the school, teacher, family and individual levels and hope to continue to transfer the knowledge into the bigger preschool community in the future.”*

**Isabel Li, Educational Psychologist**

*“In this project, there is a close collaboration between the CDC teachers/therapists and preschool teachers. Based on the teachers' concerns, CDC staff share and demonstrate strategies in order to facilitate the target children's learning in the classroom. There have been satisfactory improvements of the children in different aspects, including attention, engagement, emotion control and communication.”*

**Olivia Lee, Special Educational Needs Teacher**



## ❖ Therapy Dog Visits

On 28th November and 4th December 2018, we had two therapy dogs visit our classrooms to play with the students! They were 'Forty' from the Hong Kong Institute of Animal Assisted Intervention and 'Tucker' belonging to Dr. Rick Smith. Through interacting with the therapy dogs, the children learnt to treat animals gently and, in some cases, overcome anxiety.

## ❖ "FLY" Project

From June 2018, we were delighted to join the FLY (Fun to Learn for the Young) Project through The Hong Kong Polytechnic University and funded by the Simon K.Y. Lee Foundation. The FLY Project is an early intervention programme aimed at enhancing the learning and development of preschoolers and their parents.

Two of the CDC's psychologists were appointed as trainers to carry out various services, including supervisory visits to other NGOs and providing training for NGO staff.

## ❖ Outreach Services to an International School

Since October 2018, the CDC has been working in partnership with an international school to enhance early identification and intervention services for their students. We provide sensory-integration screening and weekly sensory groups led by our sensory-integration-qualified occupational therapists.

# SUPPORT FOR PARENTS & FAMILIES



## Improving Lives

Empowering families is one of the priorities for the CDC. We try to maintain a close relationship with parents to support them and promote the importance of positive parenting. During the past year, we continued to offer a variety of support programmes and benefits for our families, to help them better engage in their child's learning journey and encourage a stronger connection between parents and children.

### ORGANISED



Parenting Workshops



accumulating to

**49**  
hours



More than



**90%**

Parent Workshop  
overall satisfaction



Organised

**6**

**Family  
Events**

for  
CDC Families



**174**  
**Families**



participated in  
various family events  
throughout the year



**30%**  
increase

to previous year



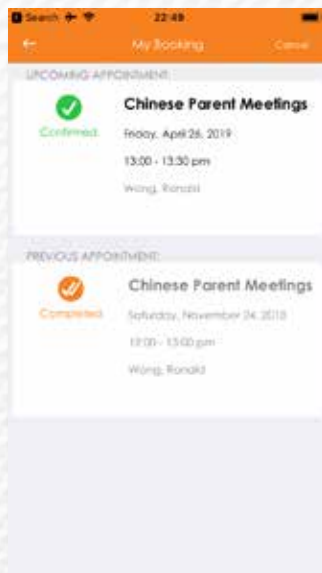
## ❖ “CDC Connects” Mobile App Launch

In order to boost parent engagement and fulfill the increasing demand for a more flexible channel of communication, the CDC introduced its first mobile app. Sponsored by FWD Hong Kong, “CDC Connects” was launched in March 2019. By making full use of the app platform, parents have more efficient access to their child’s learning progress.

The app makes it easier for parents:

- to book appointments for parent meetings
- to view all assessment reports
- to track their child’s Individual Learning Pathway goals
- to be notified of all the latest news and announcements relevant to their child’s programmes.

On 12th March 2019, an app launch event was held for parents to learn about the features of the app. We were delighted to have our Chairman, Sabrina Ho along with FWD and HealthMutual Group’s representatives join us.





## App Feedback

*"We are so happy and excited to launch the app. We believe the app allows parents to fully access their child's learning progress at the CDC at home."*

**Dr. Yvonne Becher, Chief Executive**

*"Parents are more engaged in sharing their home learning with the centre. Great to see they are practising the goals at home and showing us the attempts they made. Including pictures and videos makes it so much easier for us to explain and for parents to understand the expectation of the learning goals."*

**Joan Ng, Teaching Team Leader**

*"We are delighted to sponsor the CDC for the development of an interactive mobile app for children's learning progress. The tool aims to enhance the learning progress of children with individual needs both at school and at home."*

**FWD Hong Kong**

## ❖ Parent Workshops and Parenting Programmes

Over the year, we contributed **49 hours** in the form of **11 parent workshops and parenting programmes** for CDC parents and other partners. The objective of running parent workshops is to enable parents to gain a better understanding of their child's needs and learn about the latest parenting approaches.

# FAMILY EVENTS

Throughout the year, with the sponsorship and generosity from supportive corporations and partners, we organised numerous family events, including field trips, a sports day, and a festive celebration for the CDC families. These activities contribute significantly to a child's development and can help strengthen family relationships.

## Family Fun Sports Day



It was a pleasure to spend a wonderful fun sports day with 26 families and the volunteers from our sponsor - SEA Group. The sports day provided opportunities for children to practice their gross-motor skills and social interactions. They enjoyed a variety of activities to suit all levels of development. At the end of the day, all participants received a gold medal in recognition of their efforts!

### Parents' Feedback

*"A lovely morning for CDC families and staff. It was really nice to see everyone relaxed and having fun."*

*"Thanks for organising such a fun sports day. My child loved the games and bouncy castle and the volunteers and teachers were very helpful and friendly. It was nice to meet some of my child's teachers and get some feedback. Great work team!"*

*"Thanks for putting this on. It's much needed, was much appreciated and the kids loved it."*

## Family Fun Day @ Disneyland



With generous support from the Hong Kong Disneyland Community Involvement Program, we received 150 complimentary tickets for 52 CDC families! Everyone enjoyed an inspiring and magical day outside the classroom.

### Parents' Feedback

*"We had a fabulous time at Disneyland! My son used to be scared of watching those Mickey's shows, yet this time he enjoyed so much. We are happy to see that he has grown so much after joining CDC. We love CDC and once again thank you for the Hong Kong Disney Community!"*

**From Clayton's mother, a CDC parent**

## Centre Trip @ Holiday Farm



It was great to spend a fun day with 12 CDC families! The children had a chance to explore nature, learn to take on new challenges, interact with the animals and learn about how plants grow. We were grateful for the wonderful learning opportunity and the fabulous weather!

## Christmas Party



43 families came to celebrate the festival at the CDC! We are thankful to CARE@HKJC, Joint Dynamics and Friends of CDC for sponsoring the party.

During the afternoon, the children had a unique and fun learning experience by participating in a variety of festive activities run by our staff and the volunteers from CARE@HKJC.

### Parents' Feedback

*"I'm really glad we attended the Christmas party at CDC. The activities were fun, Christmassy, and meaningful, and all the staff and volunteers were so kind and caring. The magic show was very entertaining, too. We look forward to attending more CDC events in the future."*

*"We had an absolutely amazing time at the party. My son could participate in all the activities and enjoyed them all thoroughly. Thank you to all the amazing therapists for their enthusiasm and patience and a wonderful range of activities."*

## Book Fair Tickets Giveaway

The Hong Kong Council of Social Service generously sponsored free admission tickets to the Hong Kong Book Fair 2018 for CDC's parents. 35 families benefitted from the sponsorship.





## SHARING EXPERIENCE & INSIGHT

### Advocacy & Community Engagement

To support our professional services and programmes, we strive to raise funds from diverse resources, actively collaborate with partners in various sectors, and increase publicity through different events and platforms. Therefore, this year, apart from organising significant fundraising events and working closely with community partners, we were pleased to participate in a renowned event and receive a notable award.

By expanding our network and enhancing publicity, we wish to showcase the integrity of the CDC and gain more awareness from potential partners and the public, in order to support the provision and expansion of the services at the CDC and move toward a more inclusive society.

### Chairman Received Directors of the Year Award 2018

Sabrina Ho, Chairman of the CDC since 2007, received the Directors of the Year Award 2018 in the 'Statutory/Non-profit-distributing Organisations Categories' as a first time participant. She received the award at the presentation ceremony held by The Hong Kong Institute of Directors on 29th November 2018.

*"I am surprised and honoured in receiving the award. I would like to thank all of the Executive Committee, our generous donors, our passionate and professional staff, as well as my family for their overwhelming support. Without them, we would not be enjoying the success we have today."*

Receiving the award is a recognition of the CDC's integrity and healthy governance, which are the indispensable qualities required in a substantial organisation. Sabrina especially pointed out that complete transparency of the committee and the CDC is the key for financial sustainability.

*"Not only do we have all our accounts listed publicly, we also work closely with our donors, ensuring that they know exactly how their money is spent which they also have influence over. This has allowed us to build trusting, long-lasting relationships with them, steadily working towards helping more and more children achieve their maximum potential."*

## Media Coverage

**Igniting learning journeys one child at a time**

Ms Sabrina Ho, Chairman of the Child Development Centre (CDC), shares more on winning the Directors of the Year Awards 2018 in the 'Statutory/Non-profit-distributing Organisations Category' as a first time participant.



Established in 1978 thirty years ago, the Child Development Centre is dedicated to allow professional, therapy and movement for children under the age of 6 with Special Educational Needs (SEN) such as learning difficulties, developmental delay, autism, Down's syndrome and physical challenges in Hong Kong.

"As a first time participant, I am surprised and honoured to be among the award winners. I would like to thank all of the Executive Committee, our governance directors, our government and professional staff as well as our family for their unwavering support. Without them, we would not be enjoying the success we have today," said Ms Ho.

The centre is one of the few establishments in Hong Kong that regularly provides support in the critical spectrum of SEN issues in both English and Chinese in Hong Kong. Following a full range of early intervention programmes, professionally and therapists that is a true bilingual unit.

"The ultimate goal is to enable our 100,000+ children with SEN to enjoy an excellent education. This is the right where we help would have the most profound impact. It is necessary resources for children with SEN to have their needs recognized and to have things to make it in the long run."

Ms Ho joined the CDC Executive Committee as a general representative in 2008. She served as the Secretary between April 2016, starting from November 2017. She was appointed as the CDC's Chairman. She expressed that it is the responsibility of her own child with SEN that has inspired and driven her to build the centre to meet all the complex requirements to the very best educational sustainability. "Every parent wishes the best for their child, and I am often surprised," says Ms Ho. "We can do our part through early intervention services. We offer a full range of early intervention programmes, professionally and therapists that is a true bilingual unit."

"Not only do we have all our resources here on our website, we also need clearly with us. However, knowing that they have already had their money in terms which they also have influence over," continues Ms Ho. "This has allowed us to build trust, being honest with things, really working towards helping more and more children achieve their maximum potential."

"Special thanks to all of us that is not just the awarding organizations."

Ms Sabrina Ho, Chairman of the Child Development Centre

*"The Standard", 30th November 2018*

Issue 11 | April 2019

**HKCSS** NGO GOVERNANCE PLATFORM PROJECT NEWSLETTER

**FOCUS**

**Small but Agile - Good Governance for Excellence**  
Interview with My Sabrina Ho, Chairman of The Child Development Centre

Ms Sabrina Ho, Chairman of The Child Development Centre (CDC), was awarded by The Hong Kong Institute of Directors in 2018 the Director of the Year in the category of Statutory/Non-profit-distributing Organisations. Talking about the honour of being awarded, Ms Ho humbly gave the credit to her board and staff team for their concerted dedication.

The CDC is a small-medium organization with around 40 staff members, governed by an Executive Committee (ExCo) of 11 members. Ms Ho believes that governance is of paramount importance regardless of the organization's



*"Hong Kong Council of Social Service NGO Newsletter", interview conducted in March 2019*

## ❖ Daddy Daughter Ball 2018

Our prominent fundraising event - the Daddy Daughter Ball was successfully held on 9th June 2018 at the Grand Hyatt Hong Kong. With the support of **over 480 dads and daughters**, we were able to raise substantial funds to support our professional intervention programmes and tailored services to ignite the learning journeys of our children.



## ❖ Caring Company 2018/19

20 corporations and organisations nominated by the CDC were awarded the status of 'Caring Company' or 'Caring Organization'. We would like to express our hearty appreciation for their efforts and thank them for joining hands with us to support children with additional needs.



## ❖ Partnerships with Universities & Schools

In partnership with the **Hong Kong Polytechnic University Department of Rehabilitation Sciences**, the **Early Childhood and Elementary Education Division of Hong Kong Baptist University School of Continuing Education**, and **Yew Chung College of Early Childhood Education**, we welcomed a number of intern students of various professional backgrounds at the CDC, in particular occupational therapy and teaching. We assisted them to acquire professional knowledge and experience and hope they will contribute to children's development in the future.

Visitors from other organisations and educational facilities are always welcome to come to our centre to learn more about the CDC's daily routine and services. In the last year, we welcomed **27 groups** of visitors, including students from universities, tertiary educational institutions and corporate companies.

## ❖ Community Events

We were delighted to participate in two community events this year to promote the programmes and services the CDC provides.

- On 5th May 2018, our then-acting Chief Executive – Dr. Yvonne Becher was invited to be one of the guest speakers at the AmCham International Schools Expo at the Hong Kong Convention and Exhibition Centre.
- On 4th July 2018, we joined another community awareness event hosted by Bank of America, where Team CDC promoted our services and programmes to the visitors.

## ❖ Beneficiary Events

Support from other corporate companies and organisations was much appreciated. We were honoured to receive donations from different parties who generously contributed the proceeds of their events to the CDC. With their support, we are able to continue to provide and improve on the specialised and tailored early intervention services that we provide for children with special needs.

## ❖ Media Publicity

Through interviews by various local media, the encouraging stories of our children and their families were told, thus CDC's mission and values were widely and efficiently spread to the wider community.

- Apple Daily – **【開學了】專家教你3招小貼士 助SEN孩子適應轉變** (8th Sep 2018)
- Apple Daily – **【開學了】SEN小孩爸爸剖白 不一樣的升學大作戰** (8th Sep 2018)
- Lifeichiban (活一番) – **【共融社會】她第一個吐出來的字是：“Chicken”！英語特殊學習需要兒童家長從無助到尋回希望！盼得到社會和政府支援** (15th Oct 2018)
- RTHK radio 3 (29th Jan 2019)
- Hong Kong Living Education Podcast (Mar 2019)

## ❖ Online Community

In order to initiate new ideas and make the most of the resources, the creative CDC team continues to deliver practical and helpful teaching materials via online channels. This year, we released the **“Social Skills Learning Tips For Preschoolers”** series including five new videos to help parents with young children develop social skills in a variety of different settings through role-play situations.





# STAFF & ORGANISATION DEVELOPMENT

We place a strong emphasis on continuing professional development for our staff, as well as facilitating healthy discussion among employees and management. We believe collective efforts yield greater achievement and sustainability for the organisation as a whole.

## ❖ Continuing Professional Development Days

As part of staff development, we organise Continuing Professional Development (CPD) training days every year. On these days, employees will either attend professional courses in relevant areas, or team-building activities. Through practical training, the CDC's staff members are able to learn the latest approaches and enrich their professional knowledge, thus enhancing the services that the CDC provides.

This year, we held the **Guide to Managing Challenging Behaviours Workshop** on 30th April 2018, together with the **Picture Exchange Communication System (PECS)** training courses on 1st and 2nd May 2018, both hosted by PECS Australia.

### Staff Member's Feedback for the Guide to Managing Challenging Behaviours Workshop

*"The presenter provided useful notes and shared some daily life experiences, which made it easier for the audience to understand."*

Furthermore, we organised a **team building day** and a **visit to another local NGO's centre** on 13th November 2018 and 14th March 2019, respectively. Some of our leadership team members attended the **'Philanthropy for Better Cities Forum 2018'** held in September 2018.



### ❖ 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 Staff Gathering at the start of the year. Such recognition is given to eligible employees at each five-year interval.



### ❖ Staff Training Allowance

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

### ❖ Staff Meetings

In order to discuss and evaluate our services and performance, the leadership team meets on a weekly basis and a monthly all-staff meeting is held to ensure smooth communication and to provide opportunities for the discussion of current business.

# LOOKING AHEAD >>

## ❖ PROGRAMMES & SERVICES ❖

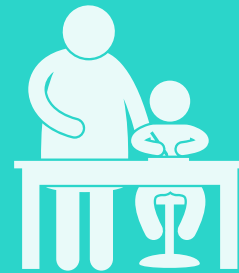
### LAUNCHING



the new  
“Mini Munchers”  
programme

based on the  
Sequential Oral Sensory  
(SOS) approach.

The programme is  
delivered by our **certified  
speech therapists +  
occupational therapists**



## ❖ COMMUNITY ENGAGEMENT ❖

Based on  
positive  
feedback



we are looking into the  
possibility of **reviewing**  
and **enhancing** our

**practical guide book for  
teachers and therapists**



Planning more content of

**PARENT STORIES**



**TEACHING TIPS**

for children with SEN online



## ❖ PARTNERSHIP & FUNDRAISING ❖



**MAXIMISING**  
the use of  
“CDC Connects”  
mobile app  
to further **ENHANCE**  
communication



Participating in **MORE**  
**community & beneficiary**  
**events** to help  
raise funds and strengthen  
the CDC's brand profile.



## ❖ FAMILY SUPPORT ❖

Providing more  
comprehensive  
**parenting programmes**  
for families to improve  
their parenting skills  
and **parent-child**  
**relationships**



Continuing to seek  
**parents' feedback**  
on the CDC's services  
to establish a more  
**supportive parent network**

## ❖ STAFF DEVELOPMENT ❖



Continuing our  
commitment to  
**staff development**  
and **empowerment**

Identifying suitable  
professional training  
for staff members







# GOVERNANCE STRUCTURE

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

## CDC Principles

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

## Our Governance Structure

The Child Development Centre is formed and registered as a company limited by guarantee under the Companies Ordinance (Cap. 622) and is registered under section 88 of the Inland Revenue Ordinance (Cap. 112) of the Laws of Hong Kong.

The Executive Committee, comprising a maximum of 12 members, is the CDC's governing body. All members of the Executive Committee are independent non-executive directors. The Committee members are all highly committed volunteers from the local Hong Kong community and professionals in the accounting, education, legal, public services and governance fields.

The CDC does not limit the Committee members terms of office due to the small nature of the organisation and the difficulty in finding people of appropriate calibre and commitment who are prepared to devote their time and talents to support the CDC's vitally important work in the Hong Kong community. Committee members step down annually and may be subsequently nominated for re-election at the Annual General Meeting (AGM). The Committee meets ten times a year.

The Executive Committee has three standing committees, the Nominations, Staffing and Finance Committees, which deal with these important areas of the CDC's work. The Finance Committee oversees the CDC's audit process. The Standing Committees meet twice a year.

The Executive Committee formulates policy and strategy for the CDC's Chief Executive and Leadership Team who direct the CDC's administrative and operational staff. The Senior Leadership Team consists of: The Chief Executive/Director Programme Development and Learning; two additional Directors; Community Development and Finance & Operations; Assistant Director, Programme Development & Learning and the Controller, Risk and Compliance. The Senior Leadership Team manages the daily operations of the centre and reports to the Chief Executive.



## ❖ Financial Management

The CDC has long been committed to drive for accountable and effective use of financial resources in pursuing our vision and mission. Recognising the importance of proper use of public money, the CDC will continue to make best use of the Lump Sum Grant (LSG) subvention not only to upkeep our services in coping with the growing demand but also to strive for continuous improvement.

In the year 2018/19, the CDC has once again fully utilised the LSG subvention on our services with no LSG reserve held. Any reserve accrued through the Provident Fund (PF) received from the SWD will only be used to benefit staff members in accordance with the prescribed funding ambit and the CDC's current policy approved by its Executive Committee.

## ❖ Other points to note

We implement and uphold...

- A three-year Strategic Plan
- Delineation of responsibilities between the Executive Committee and the Senior Leadership Team
- Performance Measures and Monitoring
- Internal Controls and Reporting
- External Reporting and Audit
- Budget and Financial Management
- Risk Management Procedures
- Corporate Citizenship

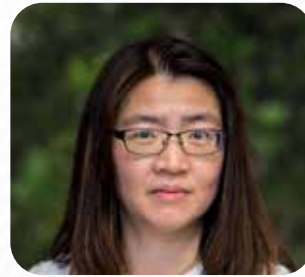
# THE EXECUTIVE COMMITTEE



**Sabrina Ho**  
Chairman



**Tinuade Bergkvist**  
Vice-Chairman



**Clara Chin**<sup>[1]</sup>  
Honorary Treasurer



**Wayne Tam**<sup>[2]</sup>  
Honorary Treasurer



**Margaret Chang**<sup>[3]</sup>



**Abigail DeLessio**



**Calvin Hsu**



**Jackie Hui**



**Gordon Jones**



**Henson Lam**



**Sonia Chan Lee**



**Kay McArdle**



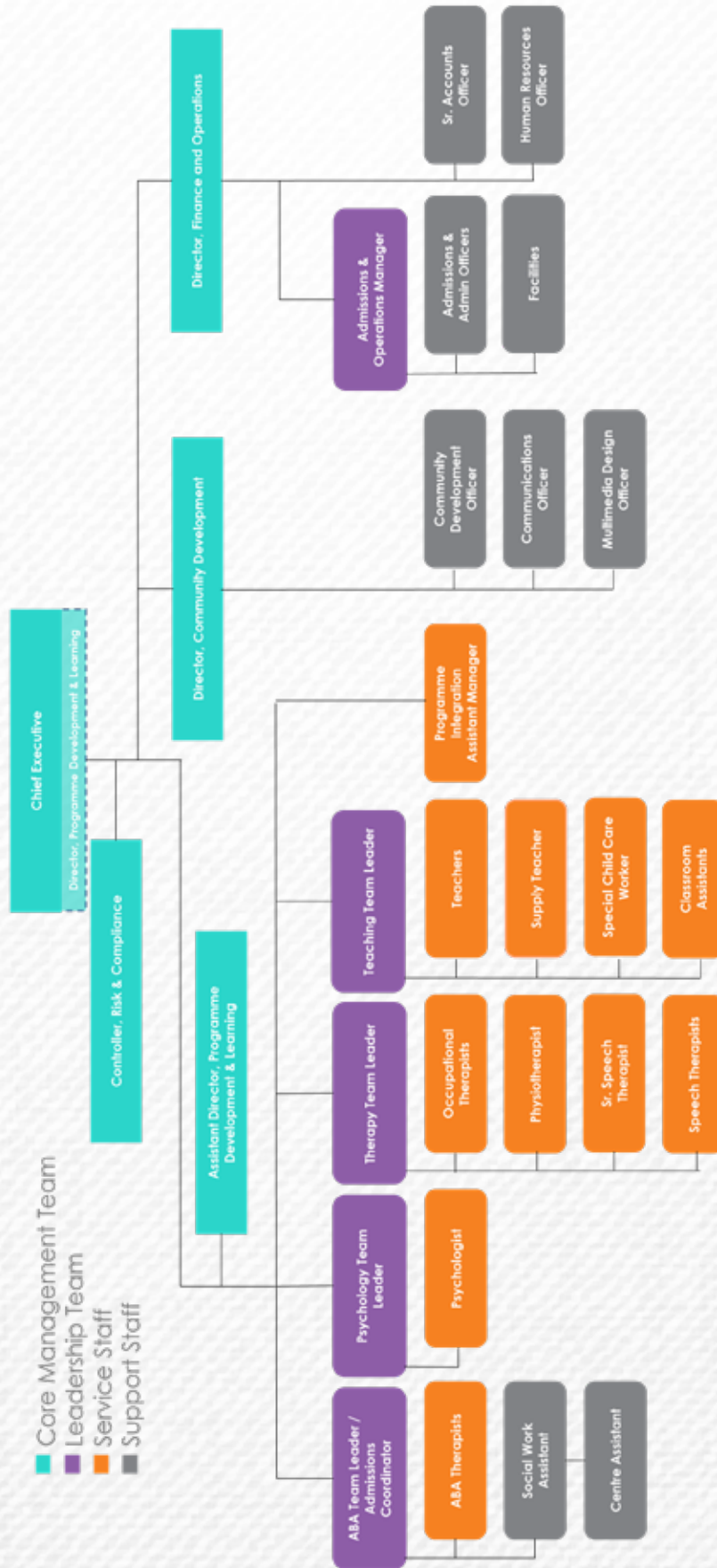
**Abigail Porter**

[1] Appointed as Honorary Treasurer on 3 Dec 2018.

[2] Resigned on 3 Dec 2018.

[3] Resigned on 3 Dec 2018.

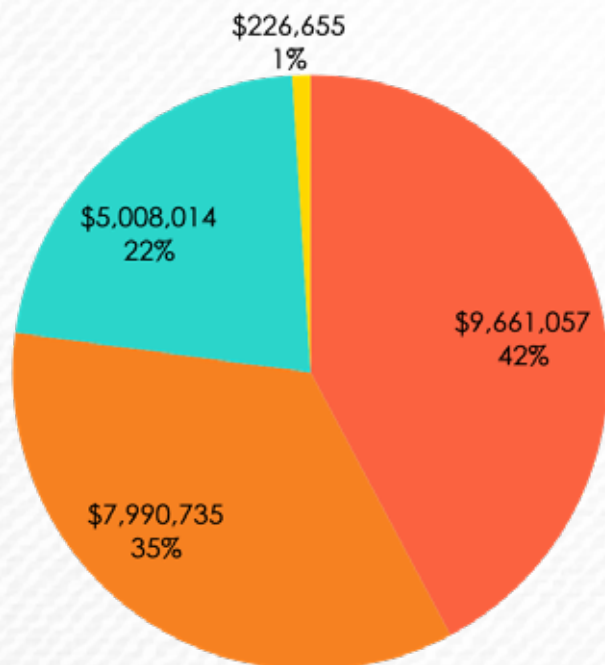
# ORGANISATION STRUCTURE



- Core Management Team
- Leadership Team
- Service Staff
- Support Staff

# FINANCIAL HIGHLIGHTS

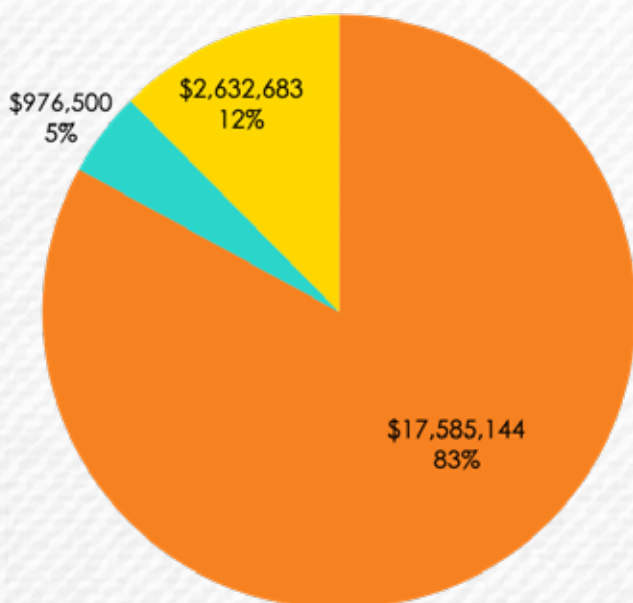
## ❖ Total Income



**Total:** \$22,886,161

- Government Subvention
- Service & Programme Fees
- Fundraising & Donation
  - General Donations
  - Specific Donations
  - Funding
  - Beneficiary Events
  - Annual Ball
- Interest & Investment

## ❖ Total Expenditure



**Total:** \$21,194,327

- Service & Programme Expenses
- Fundraising Expenses\*
- Administrative Expenses

\*Fundraising Expenses labelled as "Advertising and publicity expenses" and "Direct fund raising expenses" in the Income and Expenditure Account (Page 32).

[Note1] Annual Financial Report of Lump Sum Grant can be viewed on 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.

# 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 CDC") set out on pages 7 to 35, which comprise the statement of financial position as at 31 March 2019, 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.

### **Responsibilities of the Executive Committee 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 responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSAAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 CDC's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Executive Committee.

- Conclude on the appropriateness of the Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the CDC's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the CDC to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Executive Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Opinion**

In our opinion, the financial statements give a true and fair view of the financial position of the CDC as at 31 March 2019 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

## Income and Expenditure Account

For the year ended 31 March 2019

(Expressed in Hong Kong Dollars)

	General Fund	Designated Funds	Total
<b>PRINCIPAL SOURCE OF REVENUE</b>	\$	\$	\$
Service fee income	7,990,735	-	7,990,735
Donations received			0
- General donations	572,838	-	572,838
- Specific donations	-	849,072	849,072
Subvention from Social Welfare Department	-	9,661,057	9,661,057
Income from fund raising activities	3,586,104	-	3,586,104
	<b>\$ 12,149,677</b>	<b>\$ 10,510,129</b>	<b>\$ 22,659,806</b>
<b>OTHER NET INCOME</b>			
Interest income	130,808	-	130,808
Net unrealised exchange gain	15,800	-	15,800
Net gain on investments	37,000	-	37,000
Miscellaneous income	43,047	-	43,047
	<b>\$ 226,655</b>	-	<b>\$ 226,655</b>
<b>EXPENDITURE</b>			
Activities expenses	\$2,050	\$118,051	\$120,101
Advertising and publicity expenses	21,833	-	\$21,833
Consultancy fees	35,000	-	\$35,000
Direct fund raising expenses	954,667	-	\$954,667
Direct programme expenses	85,646	107,740	\$193,386
Depreciation	7,361	-	\$7,361
Electricity	15,902	43,982	\$59,884
Entertainment	1,124	-	\$1,124
Fee remission	-	252,865	\$252,865
Insurance	55,241	-	\$55,241
IT	-	174,604	\$174,604
Legal and Professional fees	855	-	\$855
Miscellaneous expenses	21,729	86,769	\$108,498
Office supplies	23,263	-	\$23,263
Printing, stationery and supplies	67,365	-	\$67,365
Rent, rates and utilities	757,973	1,328,548	\$2,086,521
Repairs and maintenance	25,330	-	\$25,330
Staff costs	8,268,752	8,715,040	\$16,983,792
Telephone, fax and postage	20,397	-	\$20,397
Travelling	2,240	-	\$2,240
	<b>\$10,366,728</b>	<b>\$10,827,599</b>	<b>\$21,194,327</b>
<b>Surplus/ (Deficit) for the year</b>	<b>\$ 2,009,604</b>	<b>-\$ 317,470</b>	<b>\$ 1,692,134</b>



# ACKNOWLEDGEMENTS

Our warmest thanks to all our supporters who so generously gave their time, effort and gifts to support The Child Development Centre from April 2018 to March 2019. Through your generous contributions, we have been able to continue to deliver our educational services that truly made a difference to the children and their families in our community. Our thanks also go to all those who made anonymous donations.

(In alphabetical order)

## Corporations

Adventure Sports Academy  
Andaz Singapore  
Bank of East Asia  
Barney Cheng Couture Designs  
Baumhaus  
Beyond Dessert  
Biltong Chief Limited  
Black Sheep Restaurants  
Bonham Strand Hong Kong Limited  
BYDEAU  
CÉ LA VI Hong Kong  
Centre for Heritage, Arts and Textile  
China Everbright Limited  
City of Dreams  
CleAIR Group Limited  
CLINIQUE  
Columbia International Removals Ltd  
CrossFit Asphodel  
Dance for Joy  
Dedicare Medical Centre  
Diversified Global Graphics Group  
Doriano International Limited  
Eighty Eight  
First Fertility PGS Center Limited  
Flex Studio  
Food Monster  
Four Seasons Hotel Hong Kong  
FunRaising Events Asia Limited  
FWD Life Insurance Company (Bermuda) Limited  
Grand Hyatt Hong Kong  
Grand Hyatt Manila  
Grand Hyatt Seoul  
Growsfresh  
Hong Kong Disneyland  
Hong Kong Gold Coast Hotel  
Hyatt Centric Ginza Tokyo  
Hyatt Hotel & Resorts  
INFINITI Hong Kong  
Joint Dynamics Limited  
KPMG  
kikki.K  
Kitchen Infinity Holdings Limited  
Kosun Investment Ltd  
KRCreation  
La Manga Club  
La Rambla by Catalunya  
LC Surveyors Limited  
Little Yogis  
MaBelle Jewellery Co. Ltd.  
M.A.C Cosmetics  
Melco Group  
Mike Walker Tennis Limited Hong Kong  
Nicholas & Bears ( HK) Co., Limited  
Niseko Resorts Group  
Ocean Park Hong Kong  
Park Hyatt Bangkok  
Powder Room Niseko  
Production Unit  
QUO . kefir believers  
Roger Lee Production Limited  
SEA Group  
Shinever Entertainment Company Limited  
Simon K.Y. Lee Foundation  
Studio City  
The Clearwater Bay Golf & Country Club  
The Fleming  
The Keep Moving Project  
The Peninsula Hong Kong  
The Tepee Tribe  
The Upper House  
Twenty Six by Liberty  
Twopresents  
Venchi HK Limited  
William E. Connor & Associates Ltd.  
Zoobeetle Paris

## ❖ Community Groups/Associations/ Schools/ Public Bodies

Creative Secondary School  
Early Childhood and Elementary Education Division, School of Continuing Education, Hong Kong Baptist University  
Hong Kong Council of Social Services  
Hong Kong Trade Development Council  
Kornhill Anglo-Chinese Kindergarten  
St Monica's A.C.K. (T.W.)P.T.A.  
The Far East Masonic Association For Charity  
The Hong Kong Jockey Club  
Department of Rehabilitation Sciences, The Hong Kong Polytechnic University  
The Ohel Leah Synagogue Charity  
The Swire Group Charitable Trust  
The Van Zuiden Charity Trust  
The Welfare League Trust  
The William E. Connor Foundation

## ❖ Individuals

Warren Ackerman	Joyce Chang	Abbi DeLessio
Wayne Ang	Samuel Chao	Nisha Dickens
Andy Ann	Alan Chen	Jack Donahue
Jason Au	James Chen	Benjamin Dufour
Siu Chung Au	Jian Hao Chen	Mac El-Omari
Evan AuYang	Xiongchao Chen	Sofia Fachruddin
Wayne Bannon	Jonathan Cheng	Pui Lam Fei
Yvonne Becher	Kar Wai Cheng	Frederick Fong
Sabrina Behm	Adrian Cheong	Jennifer Fong
Tinuade & Anders Bergkvist	Monica Cheung	Melody Fong
Sofia Bergkvist	Fook Aun Chew	Ryan Fong
David Blennerhassett	Clara Chin	Frank Fu
Ann Bridgewater	Samuel Chiu	Adrian Fu
Kevin Brocklehurst	Vicky Chiu	Eugene Fung
Iain Bruce	Jimmy Choi	Tom Gaffney
Marc Brugger	Carina Chorengel	James Gagnon
Linda Burgoyne	Jenny & Brandon Chau	Alice Giles
David Castro	Amy K.C. & Jolene Chow	Richard Greaves
Joe Chai	Ronny Chow	Eddie Guillemettee
Weng Thim Cham	Stanley Chou	Luke Gregoire
Johnson Chan	Ajeet Kumar Choudhary	Christopher Hasson
Jack Chan	Lawrence Chu	Sammi Hau
Philip K.C. Chan	Peter Chu	Grant Healy
Yi Kan Chan	Benny Chuchen	Kameka Herbst
Raymond Chan	Anita Chui	Hanson Ho
Winnie Chan	Brian Chung	Kenneth Ho
Edwin Chan	Fred Clatworthy	Lawrence Ho
Alexander Chan	Perran Coak	Sabrina Ho
Kevin Chan	Elissa Cohen	Vincent Ho
Conrad Chan	Taryan & Jason Cohen	William Ho
John Tak Yim Chan	Crisel Consunji	Thomas Holland
Ben Chan	Craig Crossman	Hsiao Ching Huang
Jimmy Chang	Jim Cunningham	Baoshu Huang
Kenny Chang	Daniel Darahem	Christopher Hui

Jackie & John Hui  
Julian Hui  
Justin Hui  
William Hui  
Zeth Hung  
Jini Ip  
Hai Ming Jin  
Jason Johnson  
Naomi Kelly  
Justin Kent  
John Khoo  
Akiko Kino  
Sven Koehler  
Sherie Pik Wai Kong  
Benedict Ku  
Myron Kwan  
Patrick Kwan  
Ronald & Reggie Kwok  
Li Ern Joy Kwek  
Derek Lai  
Leland Lai  
Vita Lai  
Alain Lam  
Kenneth Lam  
Surrin Lam  
Siu Kuen Lam  
Jacky Lau  
Ka Po Lau  
Lambert Lau  
Zoe Lau  
Josh Law  
Alain Le Couédic  
Abigail Lee  
Ambrose Lee  
Becky Lee  
Dilys Cheuk Hei Lee  
Ching Yiu Lee  
Coco Lee  
Edmund Lee  
Karol Lee  
Kathleen Lee  
Loewe Lee  
Michael Lee  
Sonia Lee  
Yuk Lan Lee  
Chris Leung  
Essen Siu Lai Leung  
Kitty Kit Shan Leung  
Kwai Chun Leung  
Stephanie Leung  
Andrew Li  
Fred Li  
Kaka Li  
Cong Lin  
Arne Lindman

Elaine Lo  
Peter Lo  
Weber Lo  
Viviane Lok  
James Louey  
Quinton Lu  
Yamilette M.Cano  
Erica Ma  
David Mackenzie  
Ming Chung Mak  
Donald Man  
Yesrab Ali Mirza  
Andrew Miu  
Matthew Moskey  
Horace Mui  
Brian Murray  
Daryl Ng  
Fanna Pui Yan Ng  
Alda Tsz Wing Ng  
Ben Ngai  
Kellog Ngai  
Hye-na Neuber  
Andrew Parmet  
Rahul Patkar  
James Paton  
Jeffrey E Peck  
Paolo Picazo  
Tania Piovano  
Dario Pong  
Bernard Poon  
Lai Ha Poon  
Vincent Poon  
Rhys Pendergast  
Geoffrey Prentice  
Maarten Ruijs  
Johnny Ryan  
Claudio Salgado  
Eric Sam  
Ashwin Sani  
Sudesh & Amishi Sani  
Natalia Scott  
Samantha Shek  
Paul Shih  
Shing Hong Chung  
Michael Shum  
Hendrick Sin  
Andrew Sit  
Edmond Siu  
Terry Smith  
Audrey Sng  
Alvin So  
Kevin So  
William J Stephens  
Christina Strong  
Chang Sun

Daphne Sun  
Homer Sun  
Jacqueline & Stanley Sun  
Xiao Lan Sun  
Deepak Surtani  
Jeremy Sutch  
Julie Tam  
Simon Tang  
Lily & Leslie Tang  
Ronald Tham  
Brian Tong  
John Tong  
Vishal Tourani  
Newman Tsang  
Ernest Tsang  
Monique Tsao  
Chase Jose Chee Ho Tsui  
Ed Tsui  
Harvey Ven  
Alberto Vettoretti  
Gina Villareal  
Bing Wang  
Michael Chou Wang  
Ewen Will  
Virginia Wilson  
Chi To Wong  
Christine Wong  
Christopher Wong  
Flora Wong  
Ivan Wong  
Jacqueline Wong  
Lup Kuen Wong  
Mark Wong  
Michael Wong  
Yuet Fan Wong  
Jamee Kwok Ching Wong  
Arthur Wu  
Bryan Wu  
Jonathan Wu  
Mason Wu  
Stanley Yang  
David Yasmin  
Shian Sin Yen  
Derek Yeung  
Jason Yeung  
Kwok Hung Yeung  
Mei Ching Yeung  
Siu Mei Yeung  
Yewen Ying  
Gregory Yu  
Mark Yuan  
Vincent Yum  
Liping Zhang  
Wayne Zhang  
Rick Zheng  
Chao Zhou

## THE CHILD DEVELOPMENT CENTRE

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