

Funding and Service Agreement¹

**Occasional Child Care Service with Family Support Activities
in Pre-primary Institutions**

This Funding and Service Agreement applies to the following pre-primary institutions:

- Child Care Centres
- Kindergartens cum Child Care Centres

I Service Definition

Introduction

Occasional Child Care Service is a short-term day care service provided on a full-day, half-day or sessional basis in the respective institutions listed above. The Occasional Child Care Service unit also provides Family Support Activities for parents / carers of young children under the age of six years old.

Purpose and objectives

- To serve as a safety net to provide a safe venue for children whose parents / carers have to stay away from home on occasions due to various personal commitment or sudden engagement
- To minimize the risk caused to children being left unattended
- To enhance parents / carers' awareness and understanding of providing safe and proper care for their children

Nature of service

Occasional Child Care Service with Family Support Activities are ancillary services to respective institutions listed above.

The children admitted for Occasional Child Care Service will be provided with the same care and activities as arranged under the daily programme in the respective

¹ This Funding and Service Agreement is a sample document for reference only.

institutions listed above. The activities should be suitable to the age and development of the children. To minimize adjustment difficulty in a new environment, intensive care and attention to the children will be provided.

Family Support Activities will be provided to parents / carers of children to enhance their awareness and understanding of providing safe and proper child care. They will take the form of structured group / programme / community activity.

Target group

For Occasional Child Care Service, the target group is children of the same age group of the respective institutions listed above requiring temporary care due to sudden engagement and various commitment of their carers. Parents / carers can make direct applications to the institutions.

For Family Support Activities, the target group is parents / carers of children under the age of six years old who may or may not be existing service users of the respective institutions listed above.

II Performance Standards

The Service Operators will meet the following performance standards.

Outputs

<u>Output Standard</u>	<u>Output Indicators</u>	<u>Agreed Level</u>
1	Rate ^{Note 1} of attendance ^{Note 2} within a year	50%
2	No. of units of family support activities ^{Note 3} in the form of structured group ^{Note 4} / programme / community activity ^{Note 5} in a year.	4

Essential service requirements

- For Occasional Child Care Service, service hours are from 8:00 a.m. to 6:00 p.m.,

Monday to Friday, and from 8:00 a.m. to 1:00 p.m. on Saturday, except on the recognised school holidays ^{Note 6} of the respective institutions listed above.

- For Occasional Child Care Service, qualified pre-primary service staff, i.e. child care workers and / or qualified kindergarten teachers and supporting staff are essential staff of the service.
- All services are to comply with the relevant legislations and operation manual of the respective pre-primary institutions.

Quality

The Service Operator will meet the requirements of the 16 Service Quality Standards (SQSs).

III Obligation of SWD to Service Operators

SWD will undertake the duties set out in the General Obligations of SWD to the Service Operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

IV Basis of Subvention

The basis of subvention is set out in the offer and notification letters issued by SWD to the Service Operator.

Applicable to Non-Lump Sum Grant

The Service Operator is required to comply with the rules set out in the Guide to Social Welfare Subventions, circular/management letters and correspondence in force issued by the SWD on subvention policies and procedures.

Applicable to Lump Sum Grant**Funding**

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period. This lump sum has taken into account the personal emoluments including provident fund, other charges applicable to the operation of the project and recognised fee income, if any.

In receiving the LSG, the Service Operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual, LSG Circulars, management letters and correspondence in force as issued by SWD on subvention policies and procedures as well as the relevant Guidance Notes for specific services. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustments and other charges in line with the government-wide price adjustment factor. The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

Upon the Service Operator's acceptance of the FSA, payment of the LSG subventions will be made on a monthly basis.

The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and the annual financial statements of the NGO as a whole as audited by a certified public accountant holding a practising certificate as defined in the Professional Accountants Ordinance (Chapter 50) and signed by two authorised representatives of the NGO, i.e. Chairperson/NGO Head/Head of Social Welfare Services in accordance with the requirements as stipulated in the latest LSG Manual. The AFR should be prepared on a cash basis and non-cash items such as depreciation, staff leave accrual etc. should not be included in the AFR.

V Validity Period

This Funding and Service Agreement is valid for a time-defined period. Should the Service Operators be in breach of any term of condition of the Agreement and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the SWD that the same be remedied, the SWD may, after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the Service Operators.

Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the Service Operator and the Service Operator will be required to achieve new requirements in accordance with the specified implementation schedule.

Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the Service Operator. SWD reserves the right to reallocate the project.

Explanatory Note :

Keys Definitions

Note 1 The calculation of **Rate** of attendance within a year

$$= \frac{\text{Sum of sessional attendance in the year}}{\text{No. of places x total no. of sessions operating in the year}} \times 100\%$$

Note 2 **Attendance** refers to the number of children receiving service per session. Each 2-hour occasional child care service is counted as 0.5 session. A half-day service refers to 1 session while whole-day service is 2 sessions.

Note 3 Each **Activity / Session** should last for at least 1 hour with at least 6 participants.

Note 4 Every **2 Sessions of a Group** will be counted as 1 Unit of family support activity

Note 5 Refer to group / programme / community activities organised with purposeful activities for specific targets aiming at enhancing parents / carers' sense and awareness of proper and safe child care. The activities can be one-off (serving a large number of participants) or in several sessions (serving a small group with at least 6 participants).

Note 6 Refer to the non-opening days of the respective institutions due to recognised school holidays comprising annual vacation leave of staff and special activities to encourage parental participation (such as parents' day/ meeting, parent-child activities, open day, graduation ceremony, festive season programmes/ outings, etc.) being stipulated in the school calendar approved by the respective authority.