

## **Funding and Service Agreement<sup>1</sup>**

### **Child Care Centre Service**

#### **I Service Definition**

##### **Introduction**

Child care centre service offers day care to children aged from birth to under three years. In order to meet the developmental needs of the child and support the family, care and education services are offered in the child care centre.

##### **Purpose and objectives**

Child care centre service aims to provide care, stimulation and learning opportunities to enhance the overall development of the children and to support the family.

The objectives of child care centre service are:-

- to provide day care for children in a safe, nurturing, stimulating and learning environment to enhance their growth and developments; and
- to provide a balanced programme to foster the physical, intellectual, language, social and emotional development of the children.

##### **Nature of service**

1. Child care centre service is to be provided by child care staff who are caring and responsible, in a safe, healthy and stimulating environment. The range of services to be provided are :

- (a) a balanced and flexibly designed programme with ongoing objective and systematic report and review of the children's progress and the curriculum. The programme should include a variety of care-giving, play, exploratory and learning activities to meet the various developmental needs of the children which aims
  - to enable children to develop trust in others and to help them build up a

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<sup>1</sup> This Funding and Service Agreement is a sample document for reference only.

sense of safety and confidence;

- to stimulate children's interest to take part in all kinds of play, exploratory and learning activities;
- to promote children's physical development of gross and fine motor skills;
- to arouse children's interest and curiosity in their surroundings and to help children learn through imitation and experience;
- to develop children's verbal skills, expand their vocabulary, and help them express their feelings;
- to develop children's ability of observing routine schedule and help them develop good habits; and
- to foster children's self-care habits, for example, toilet training, training on self-feeding and dressing, etc.

(b) physical care appropriate to the age and needs of the children, which include diapering, feeding, cleaning, dressing, etc;

(c) sufficient and varied food appropriate to the age and needs of the children;

(d) arrangement of daily health inspection of children on arrival, and keeping of health record; and

(e) arrangement of appropriate schedule of sleep and rest.

2. Parental participation to facilitate communication with parents for promoting learning and development in the children is encouraged.

### **Target group**

The target age group of young children served is specified in the notification letters issued by the SWD to the agency. Children from families with social needs for child care would be given priority consideration.

**II Performance Standards**

The Service Operator will meet the following performance standards:

**Outputs**

<u>Output Standard</u>	<u>Output Indicators</u>	<u>Agreed level</u>
1	Average enrolment rate within one year	80%
2	Number of record on personal care routines of individual child during the day (See Note 1)	once per child per session (See Note 2)
3	Number of report and review for individual child's developmental progress within a period of six months	once in every six months per child
4	Number of special activities organised to encourage parental participation within one year (See Note 3)	twice in every year

**Essential service requirements**

- Service hours are from 8:00 a.m. to 6:00 p.m. on Mondays to Fridays and from 8:00 a.m. to 1:00 p.m. on Saturdays, except on the recognised school holidays (See Note 4) of the respective child care centre.
- Child care supervisor, child care worker and supporting staff are essential staff of the service.
- All services have to comply with the Child Care Services Ordinance and Regulations and also the relevant Operation Manual.

**Quality**

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

**III Obligations 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.

The Service Operator is required to observe the current subvention rules and accounting arrangements as set out in the Guide to Social Welfare Subventions as well as the relevant Guidance Notes for this specific service. As an organisation under the Lump Sum Grant Subvention System, the Service Operator is also required to observe, where applicable, 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.

**Explanatory Notes :**

Note 1: Personal care routines include body-temperature taking, meals/snacks, sleep/rest and diapering/toileting.

Note 2: Session refers to either the morning or afternoon session.

Note 3: Examples of special activities to encourage parental participation are parents' meeting, parent-child activities, newsletter to parents, open day, etc.

Note 4: Refer to the non-opening days of the respective child care centre 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 calendar/ timetable approved by SWD.