

**Funding and Service Agreement<sup>1</sup>**  
**Integrated Programme in Kindergarten-cum-Child Care Centre**

**I Service Definition**

**Introduction**

An Integrated Programme (IP) provides training and care to children with mild disabilities aged 2 to under 6 in a kindergarten-cum-child care centre (KG-cum-CCC). Through training and care, children with mild disabilities will have a better chance of future integration into the mainstream education system and the society in general.

**Purpose and Objectives**

2. An IP aims to help the integration of the children with mild disabilities in the daily programme of the KG-cum-CCC and to promote mutual acceptance among children therein.

**Service Nature and Contents**

3. The service is operated in compliance with the Child Care Services Ordinance and Regulations and Education Ordinance.

4. The children with mild disabilities are to be enrolled in the KG-cum-CCC. In addition to the services provided by the KG-cum-CCC, an IP also provides intensive centre-based training in the form of individual and group.

5. The programme should include a variety of play and learning activities to meet the various developmental needs of the children which aims:

- to enhance children's development of gross and fine motor skills;
- to develop children's positive attitude towards acquisition of knowledge, reasoning and problem-solving skills;
- to develop children's interpersonal communication skills;
- to help children recognise their emotions and acquire the skills of expressing their feelings; and
- to develop children's self-esteem and sense of responsibility.

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

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

7. Each child is assessed upon admission and periodically thereafter for the purpose of formulation of individual training plans which set learning goals for the child.

**Target Service Users**

8. Children with mild disabilities aged 2 to under 6 who have not yet started primary school and are assessed as experiencing one or more of the following:

- mild grade intellectual disability;
- slight physical disability but no serious mobility problem;
- mild or moderate hearing impairment; or
- mild or moderate visual impairment

Referrals to IP are from the Central Referral System for Rehabilitation Services-Subsystem for Disabled Pre-schoolers (CRSRehab-PS).

**Referral Procedure**

9. Referrals for IP can be made by social workers of medical social services units, integrated family service centres, family and child protective services units, adoption unit, social work service unit for pre-primary institutions or designated service units to CRSRehab-PS. Before making the referral, the referrer should make sure that the applicant has already been assessed by a paediatrician/clinical psychologist of Child Assessment Centre (CAC), paediatrician/clinical psychologist of the Hospital Authority, paediatrician/clinical psychologist in private practice, or other qualified professionals as recognised by the Social Welfare Department (SWD) with recommendation on the type of pre-school rehabilitation service(s) meeting the applicant's need.

10. The SWD will provide referrals from the CRSRehab-PS within **28 days** of written notification of a vacancy, provided that a referral for admission is in hand. Should a referral not be in hand, the SWD will negotiate with the Service Operator as per latest CRSRehab-PS Guidelines.

**II Service Performance Standards**

**Essential Service Requirements**

11. The Service Operator is required to meet the essential service requirements as follows:

- Children admitted to IP have to be enrolled in the KG-cum-CCC.
- Service hours are from 8:00 a.m. to 6:00 p.m. on Monday to Friday and from 8:00 a.m. to 1:00 p.m. on Saturday. Service for IP children has to be maintained during inclement weather including Typhoon Signal No. 3 and Red Rainstorm Warning Signal.
- Designated child care worker is essential staff of the service.
- All services have to comply with the operational procedures of CRSRehab-PS.

12. The Service Operator shall meet the following service performance standards:

**Service Outputs**

<u>Service Output Standard (OS)</u>	<u>Service Output Indicator</u>	<u>Agreed Level</u>
1	Average enrolment rate in a year <i>(Note 1)</i>	90%
2	Rate of achieving required plans in a period of six months <i>(Note 2)</i>	95%

**Service Outcome**

<u>Service Outcome Standard (OC)</u>	<u>Service Outcome Indicator</u>	<u>Agreed Level</u>
1	Percentage of parents/guardians/family members <i>(Note 3)</i> indicating satisfaction with IP service in a year	70%

*(Please refer to Notes for explanation)*

**Service Quality Standards**

13. The Service Operators shall meet the requirements of the 16 Service Quality Standards (SQS).

**III Subvention**

14. The service is subvented by the SWD under the Lump Sum Grant Subvention System/Conventional Mode of Subvention for a time-defined period . The Service Operator is required to observe the guidelines and rules of subvention as set out in the latest Lump Sum Grant (LSG) Subvention Manual, circulars, other guidelines, management letters and relevant correspondence issued by the SWD. The Government will not accept any liabilities or financial implication arising from the Service other than the amount of subvention as approved by the SWD. The basis of subvention is set out in the offer and notification letter issued by the SWD to the Service Operator.

15. The amount of subvention has been taken into account the personal emoluments of staff, including provident fund for employment of qualified professionals, and other charges applicable to the operation of the Service.

16. Upon the Service Operator's acceptance of the Funding and Service Agreement (FSA), payment of subventions will be made on a monthly basis.

**IV. Validity Period**

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

18. Where there is any change to the performance standards within the agreement period, the 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.

19. 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. The SWD reserves the right to reallocate the Service.

20. The SWD may immediately terminate the FSA upon the occurrence of any of

the following events –

- (a) the Service Operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of the Service Operator or the continued performance of the FSA is contrary to the interest of national security; or
- (c) the SWD reasonably believes that any of the events mentioned above is about to occur.

**V Other References**

21. Apart from this FSA, the Service Operator shall also comply with the requirements/commitments set out in the respective Service Specifications, and the Service Operator’s proposals and supplementary information, if any. When these documents are in conflict, this FSA shall prevail.

**Notes**

(Note 1) **Average enrolment rate** in a year

$$= \frac{\text{Sum of month-end enrolment of IP of the 12 months}}{\text{Sum of month-end capacity of IP of the 12 months}} \times 100\%$$

**Enrolment** refers to the total number of enrolled children with mild disabilities in the Integrated Programme as at the end of each month.

(Note 2) **Rate of achieving required plans** in a period of six months

$$= \frac{\text{Total number of plans completed between Apr-Sep or Oct-Mar}}{(\text{Sum of month-end enrolment of Apr-Sep or Oct-Mar}) \div 6 \times 2} \times 100\%$$

**Plans** refer to the plans conducted by the Integrated Programme to meet individual needs of children with mild disabilities. They are defined in accordance with standard 11: Criterion 11.3 of Service Quality Standards. They shall include objectives, specific goals, process for service delivery, programme content and time frame for achieving or reviewing goals. The number of plans is set at two for each child with mild disabilities for a period of six months.

(Note 3) **Parents/guardians/family members** refer to those who have completed “User Satisfaction Form” (服務使用者意見調查問卷) as provided by the SWD. Views of each service user’s parent/guardian/family member should be collected annually or during exit from service.