

Funding and Service Agreement¹

Integrated Programme in Kindergarten-cum-Child Care Centre

I Service Definition

Introduction

An Integrated Programme (IP) provides training and care for mildly disabled pre-schoolers aged 2 to under 6 years in an ordinary kindergarten-cum-child care centre (KG-cum-CCC). Through training and care, mildly disabled children will have a better chance of future integration into the mainstream education system and the society in general.

Purpose and Objectives

An IP aims to help the integration of the mildly disabled children in the daily programme of the KG-cum-CCC and to promote mutual acceptance among children therein.

Nature of Service

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

The mildly disabled children 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.

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

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

feelings; and

- to develop children’s self-esteem and sense of responsibility.

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

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

Eligibility Criteria

Mildly disabled children aged from 2 to under 6, with one or more of the following conditions as assessed by psychologists or medical practitioners:

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

Referrals to IP are from the Central Referral System for Rehabilitation Services (CRSRehab).

II Performance Standards

The service operator of IP will meet the following performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicators</u>	<u>Agreed Level</u>
1	Average enrolment rate of IP within a period of one year (Note 1)	90%
2	Rate of achieving plans within a period of six months (Note 2)	95%

Essential service requirements

- 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.

Quality

The Service Operators will meet the prevalent requirements of the Service Quality Standards (SQS) as announced by Social Welfare Department (SWD).

III Obligations of SWD to Service Operators

The SWD will undertake the duties set out in the General Obligations of SWD to Service Operators.

In addition, the SWD will meet the following service-specific standards of performance. The actual performance of the department in relation to these obligations is expected to affect the ability of the service operator to meet its own required standards of performance.

- To provide referrals from CRSRehab within **28** days of written notification of a vacancy, provided that there is a waiting list at hand.

IV Basis of Subvention

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

The service unit is required to comply with the rules on the use of the social welfare subventions in accordance with :

- the latest Lump Sum Grant Manual (for Lump Sum Grant)
- the latest “Guide to Social Welfare Subventions” (for Non-Lump Sum Grant)

and circular letters in force issued by the SWD on subvention policies and procedures.

Explanatory Notes**1. Average enrolment rate of IP within a period of 1 year**

- i) Enrolment refers to the total number of enrolled disabled children in the Integrated Programme as at the end of each month.
- ii) Average enrolment rate within a period of one year

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

2. Rate of achieving plans within a period of six months

- i) Plans refer to the plans conducted by the Integrated Programme to meet individual disabled children's needs. They are defined in accordance with standard 12:Criterion 12.4 of Service Quality Standards. They should 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 disabled child for a period of six months.
- ii) Rate of achieving plans within a period of six months

$$= \frac{\text{Total number of plans completed between Sept.-Feb. or March-August}}{(\text{Sum of month-end enrolment of Sept.-Feb. or March-August}) \div 6 \times 2} \times 100\%$$