

# Briefing Session

## Neighbourhood Support Child Care Project (NSCCP)

(鄰里支援幼兒照顧計劃)

13 May 2008

*Family & Child Welfare Branch  
Social Welfare Department*



# The NSCCP

- **1 project** each in the following locations:

- **Yuen Long**
- **Tuen Mun**
- **Sham Shui Po**
- **Kwun Tong**
- **Kwai Chung**
- **Tung Chung.**

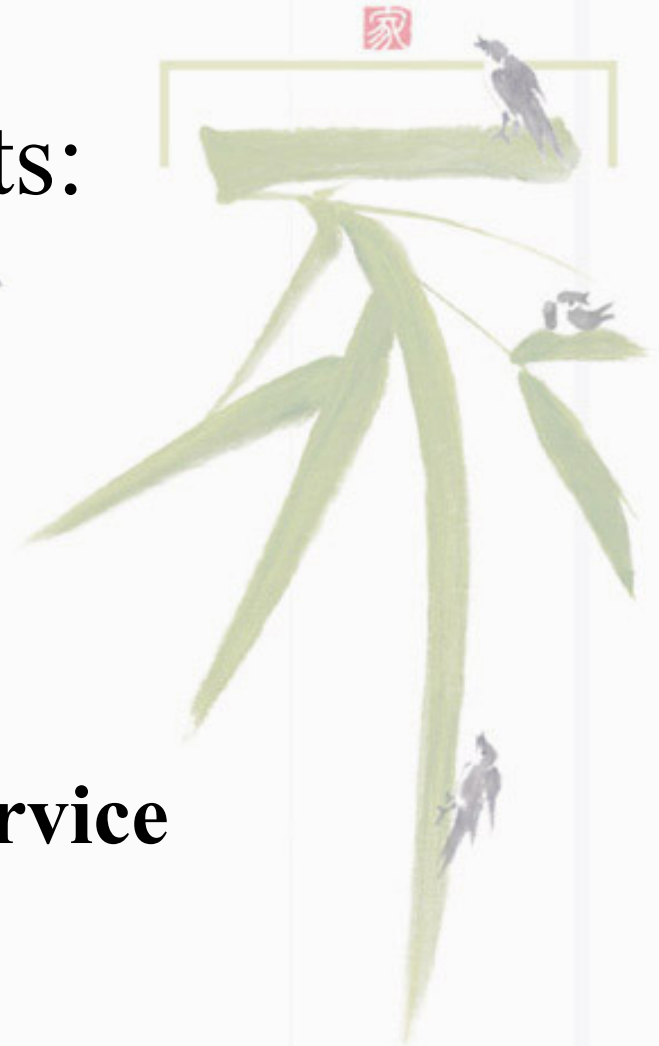
(Operators are required to propose catchment areas)

- **Time-limited project, from 10/2008 to 31/3/2011**



# The NSCCP

- Two service components:
  - **centre-based care group**  
(中心託管小組)
  - **home-based child care service**  
(社區保姆服務).



# Target

- Targeted at children aged under 6 whose parents are –
  - either working long, and / or unconventional hours, and / or having emergency child care needs; or facing situations beyond their control so that ad hoc child care service is required; and
  - having financial and/or social hardship in securing care by their own means
- (may extend to serve children aged 6 or above, provided that the service for those aged under 6 has not been affected)

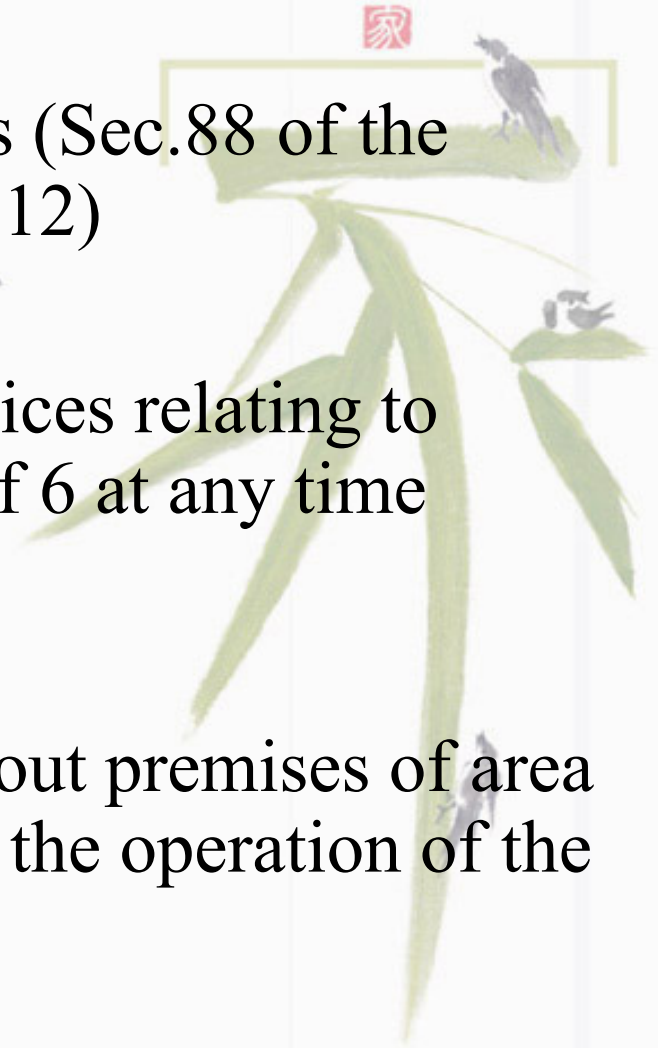
# Implementation Schedule



30 April 2008	Invitation of proposals
13 May 2008	Briefing
11 June 2008	Closing of submissions
August 2008	Award of contract
October 2008	Commencement of service

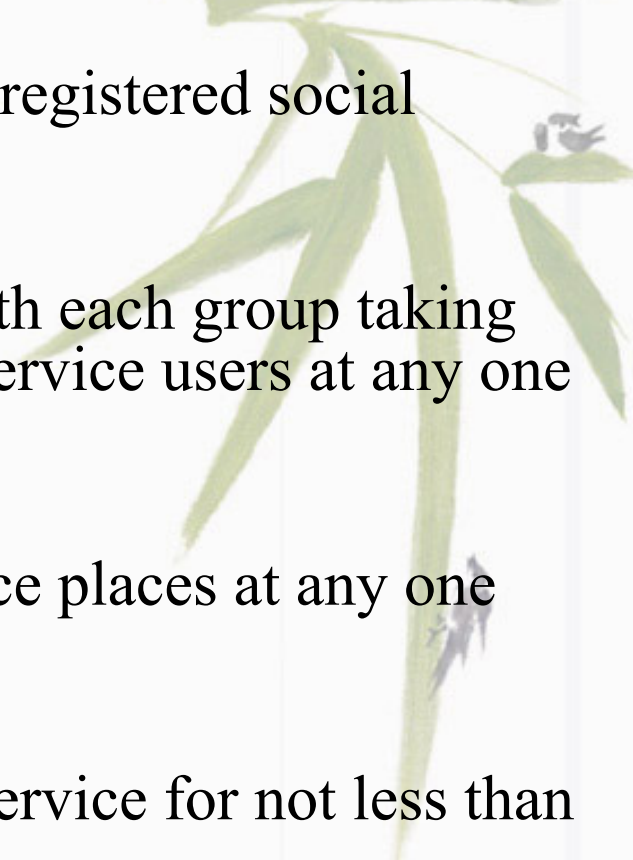
# Who can apply

- Bona fide charitable organizations (Sec.88 of the Inland Revenue Ordinance, Cap 112)
- have experience in providing services relating to caring of children under the age of 6 at any time during the past 5 years
- Able to arrange an existing fitted out premises of area not less than 40 square meters for the operation of the NSCCP

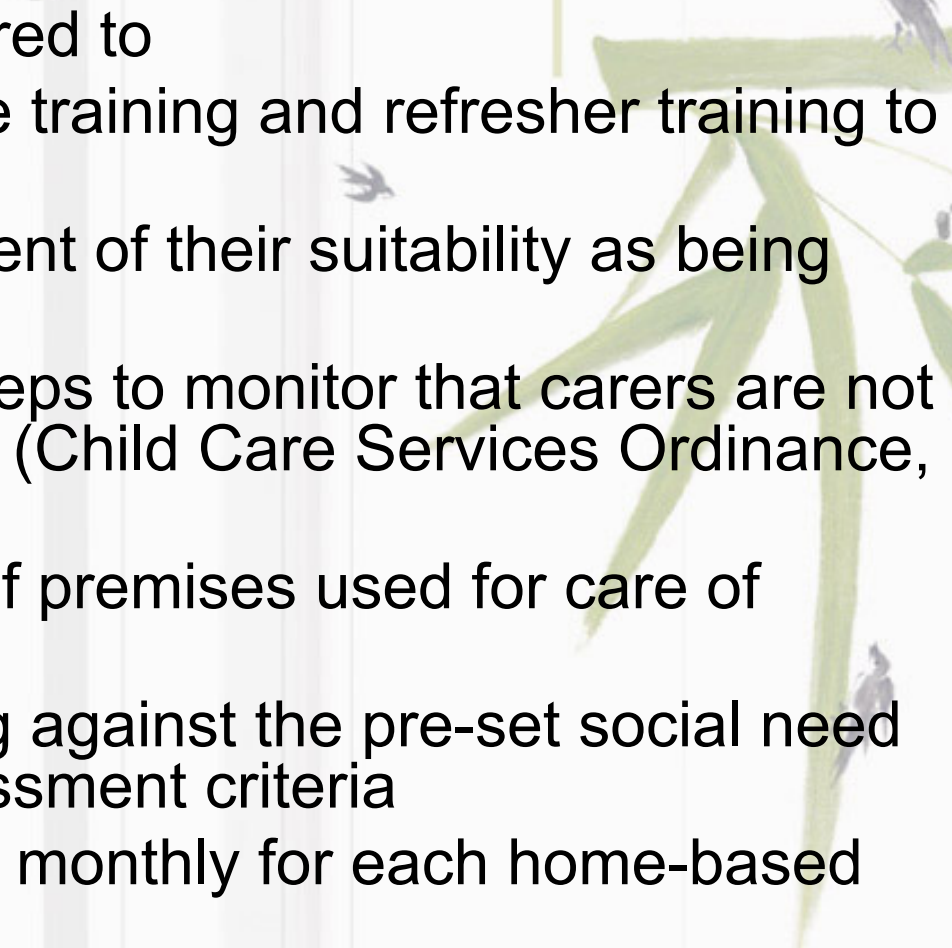


# The Operational Requirements - General

- a fee-charging service
- managed, supervised and monitored by registered social social worker
- **at least one** centre-based care group with each group taking group taking care of not more than 14 service users at any one users at any one time
- **at least 26** home-based child care service places at any one any one time
- Provide food for children who use the service for not less than not less than 4 consecutive hours

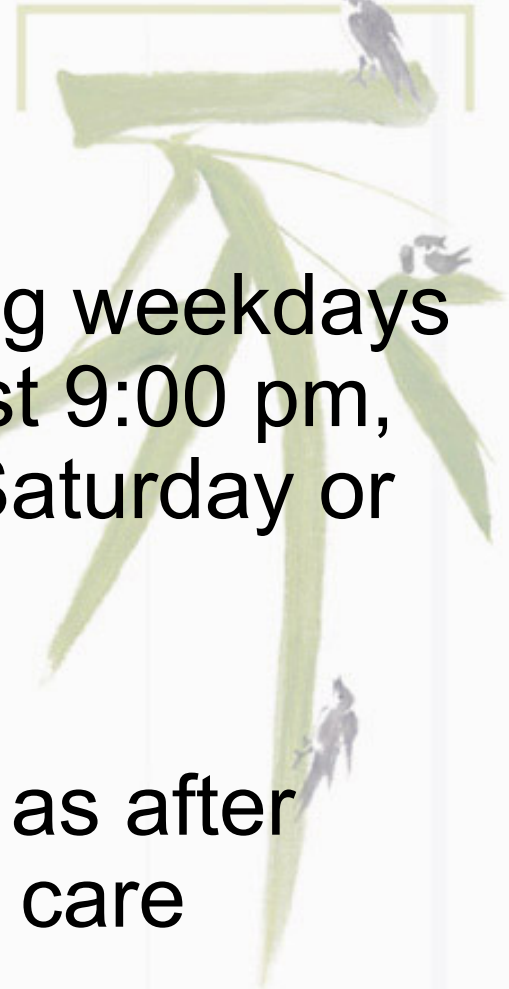


# The Operational Requirements - General

- The Operator is required to
    - provide pre-service training and refresher training to carers
    - on-going assessment of their suitability as being carers
    - take reasonable steps to monitor that carers are not prohibited persons (Child Care Services Ordinance, Cap. 243)
    - assess suitability of premises used for care of children
    - Assess fee waiving against the pre-set social need and financial assessment criteria
    - spot check at least monthly for each home-based child carer
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# The Operational Requirements – Centre-based care group

- for children aged 3 to under 6
- At least 2 sessions a day during weekdays except public holiday till at least 9:00 pm, and at least 1 session during Saturday or Sunday
- Activities at late evening, such as after 8:00 p.m., can mainly be basic care

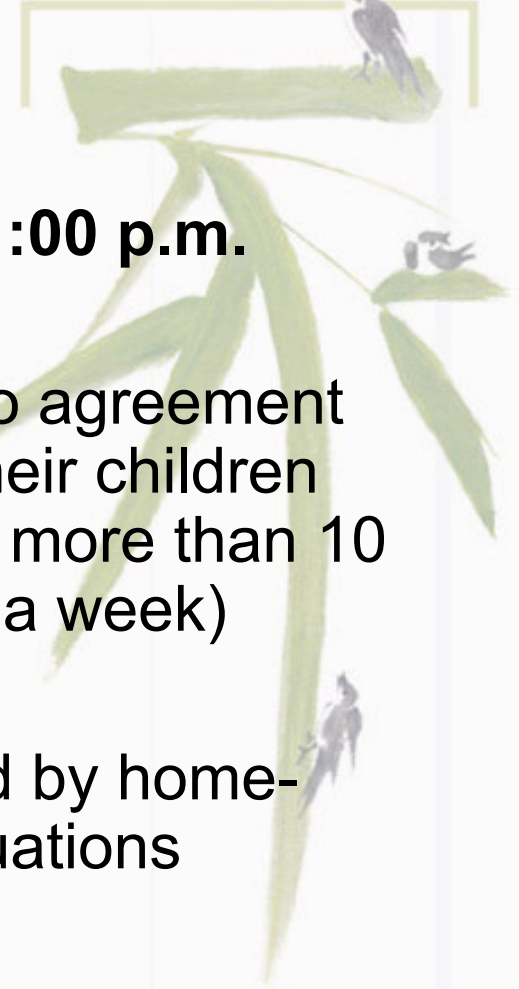


# The Operational Requirements – Centre-based care group

- A group of not more than 14 children should be supervised by at least one adult at the age of 18 or above at any one time
- There should be a staff in the centre who may also be the adult supervising the group at the same time
- Ascertain that the premises is allowed to be used for welfare purpose for operating care group for children aged 3 to under 6, and is a safe physical environment free from obstruction and fire risk for the protection of service users

# The Operational Requirements – Home-based child care service

- for children aged under 6
- available normally from 7:00 a.m. to 11:00 p.m.
- The actual hours of service are subject to agreement (parents are **not encouraged** to place their children under home-based child care service for more than 10 hours in a day, or more than 55 hours in a week)
- overnight stay is expected to be provided by home-based child carers under exceptional situations



# The Operational Requirements – Home-based child care service

- normally provided at child carers' own residence or at the Operator's premises. Where there is special need, the service can also be provided at service users' own residence, or at a suitable place as approved by the Operator
- Home-based child carers may at any one time take care of **not more than three** children under the age of 6, including child(ren) of their own

# The Funding Arrangement

- not exceeding **\$1.27** million at 2008-09 price level, including **\$0.76** million with designated use as subsidy for fee reduction / waiving purpose
- The annual contract sum has taken into account the fee income, personal emoluments including Provident Fund (PF) for staff (including social workers, supporting staff and home-based child carers), **insurance**, subsidy for fee reduction / waiving purpose, food cost, premises-related expenditure, maintenance and all other charges in operating the NSCCP

# The Funding Arrangement

- Allocation will be made on quarterly basis in advance
- An **advanced allocation** from the approved funding, equivalent to half-year subsidy for fee waiving / fee reduction, will be allocated at the start of the project
- Starting from the quarterly allocation for the first quarter of 2010 and thereafter, the part of subsidy for fee waiving in quarterly allocation will be adjusted

# The Funding Arrangement

- All unspent balance of the NSCCP will be returned to SWD upon termination of the NSCCP
- The operator may apply for a one-off minor Lotteries Fund grant (i.e. not more than \$0.4 million) for the subsequent minor renovation
- maintain all books and records and supporting documents including income and expenditure relating to the Project for at least seven years after the completion of the Project

# Subsidy for fee waiving / reduction

- Subsidy equivalent to 11,400 free service hours for centre-based care group in a year, calculated at **\$13** per hour, and 34,200 free service hours for home-based child care service, calculated at **\$18** per hour
- CSSA recipients will have to apply for special grant / child care subsidy from the respective Social Security Field Units of SWD separately, except for ad hoc service requests which will be covered by the subsidy of the project

# Schedule of fee charging to be proposed

- Provision of food should be provided at no extra charge
- applicable to all service users served by the same Operator
- should remain unchanged throughout the period of the service contract
- include the basic hourly rate as well as charge for additional service items

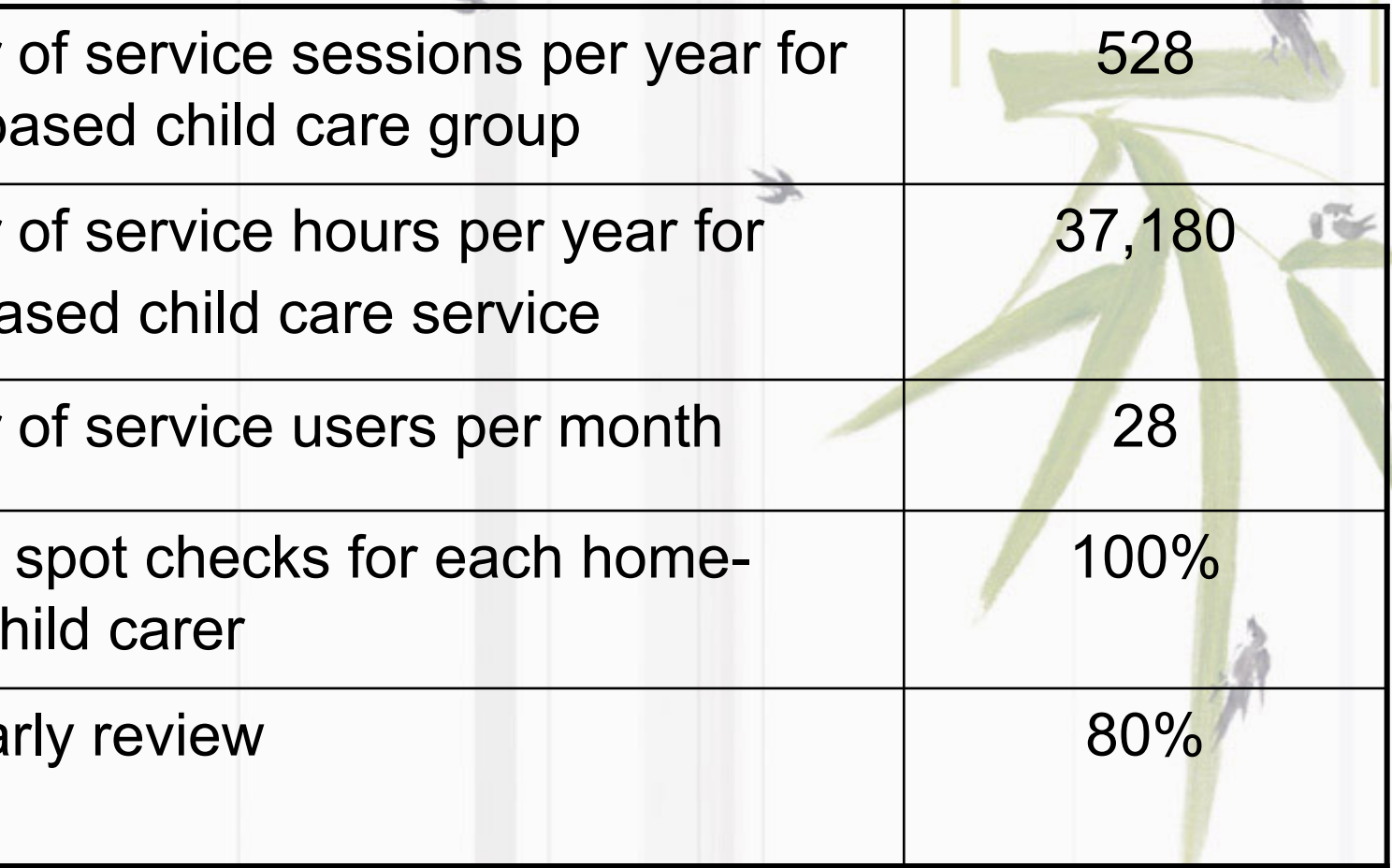
# Schedule of fee charging to be proposed

- Extra charge for service requests during odd hours, such as mid-night, or to be provided within very short notice is allowed, provided that the level should not be more than 20% above the normal fee schedule, and should be stated explicitly
- Justifications are required if the proposed basic hourly rate is higher than the government subsidy

# Schedule of fee charging to be proposed

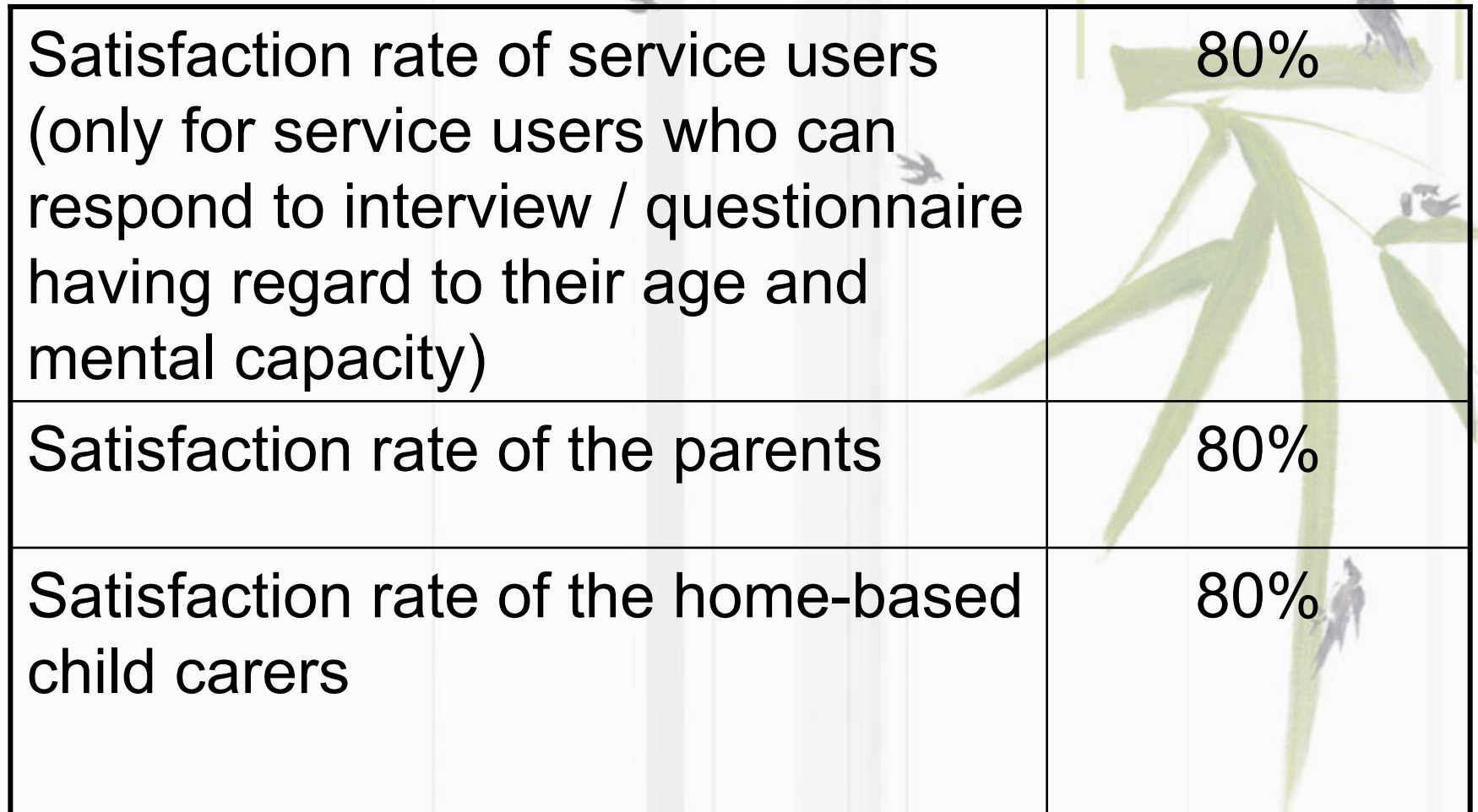
- For service users eligible for half-pay, the subsidy from Government will be at a maximum of \$6.5 per hour for centre-based care group and \$9 per hour for home-based child care service, or half of the fee charged, whichever is the less
- For service users eligible for full waiving, the subsidy from Government will be at a maximum of \$13 per hour for centre-based care group and \$18 per hour for home-based child care service (the families should not be required to pay extra in case the hourly rate charged by the Operator is above \$13 or \$18 respectively )

# Output Indicator



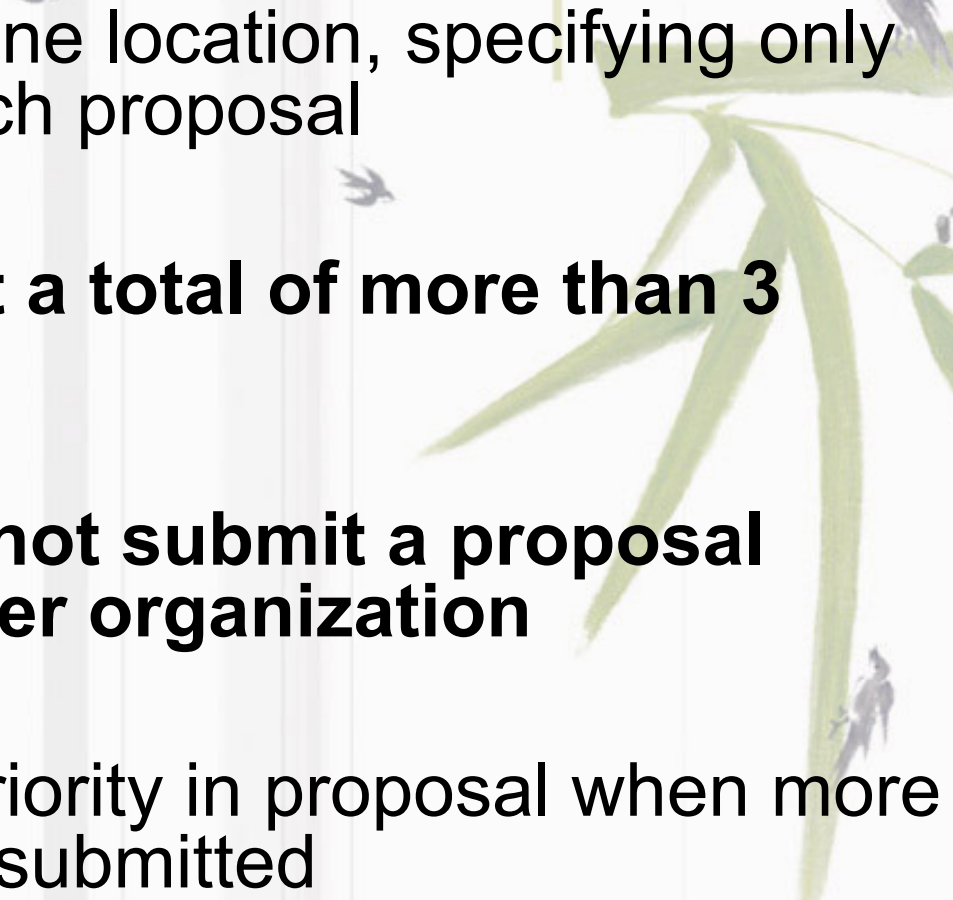
Number of service sessions per year for centre-based child care group	528
Number of service hours per year for home-based child care service	37,180
Number of service users per month	28
Monthly spot checks for each home-based child carer	100%
Half-yearly review	80%

# Outcome Indicator



Satisfaction rate of service users (only for service users who can respond to interview / questionnaire having regard to their age and mental capacity)	80%
Satisfaction rate of the parents	80%
Satisfaction rate of the home-based child carers	80%

# Submission of Proposals

- One proposal for one location, specifying only **one** location in each proposal
  - should **not submit a total of more than 3 proposals**
  - **Applicants must not submit a proposal jointly with another organization**
  - indicate order of priority in proposal when more than 1 proposal is submitted
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# Submission of Proposals

- One applicant will only be awarded one project unless there is no other eligible proposal in locations where the applicant has submitted an eligible proposal.
- SWD reserves the right not to follow the priority indicated by the applicant if the selection is not to the best interests of the overall service design

# Submission of Proposals

- in English or in Chinese
- Follow the instruction in Annex 2
- not more than 40 A-4 pages for main content when the pages are formatted to: font size=12 for normal Times News Roman font + line spacing=1 + margins= 2.5 cm
- not more than 50 pages in total including attachments but excluding copies of required documents as stated in **Annex 2**
- each application in a separate envelop if more than one application is submitted



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- **5 hard copies and 1 soft copy of each of the proposal**
  - **Closing: 11 June 2008 (Wednesday) at 5:00p.m.**

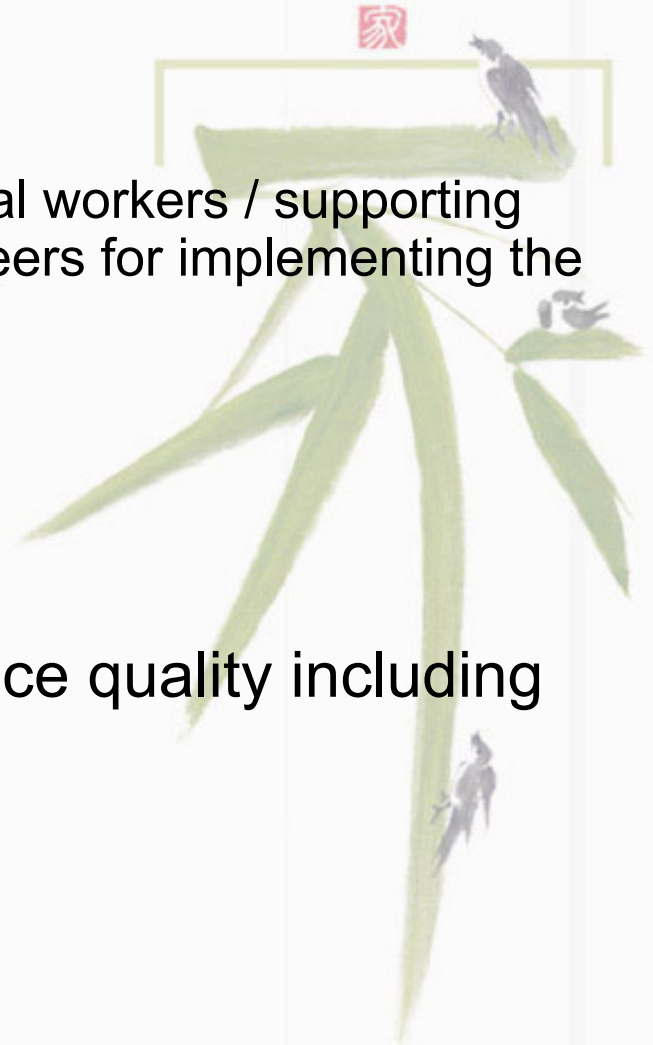
Family and Child Welfare Branch  
(Attn: Mr. WONG Shun)  
Social Welfare Department  
Room 721, Wu Chung House  
213 Queen's Road East, Wan Chai  
Hong Kong

# Assessment

- Applications must meet the basic requirements before being considered for quality assessment.
- additional output levels, including additional opening hours, committed by the organization;
- service needs in the proposed catchment areas;
- applicant's knowledge and relevant experiences in child care;
- financial design, including schedule of fee charging and budget planning.

# Assessment

- service design including
  - manpower arrangement (including social workers / supporting staff / home-based child carers / volunteers for implementing the NSCCP)
  - flexibility in meeting changing situations
  - collaboration and interfacing strategies
  - promotion and enrolment strategies
- management design to ensure service quality including
  - the quality assessment system
  - contingency plan
  - mechanism to handle complaints
  - insurance arrangement



# Assessment

- value-added services, and
- other merits of the proposals, including how the operational design can promote the spirit of neighbourhood support in the community





- **must pass in the following quality assessment items**

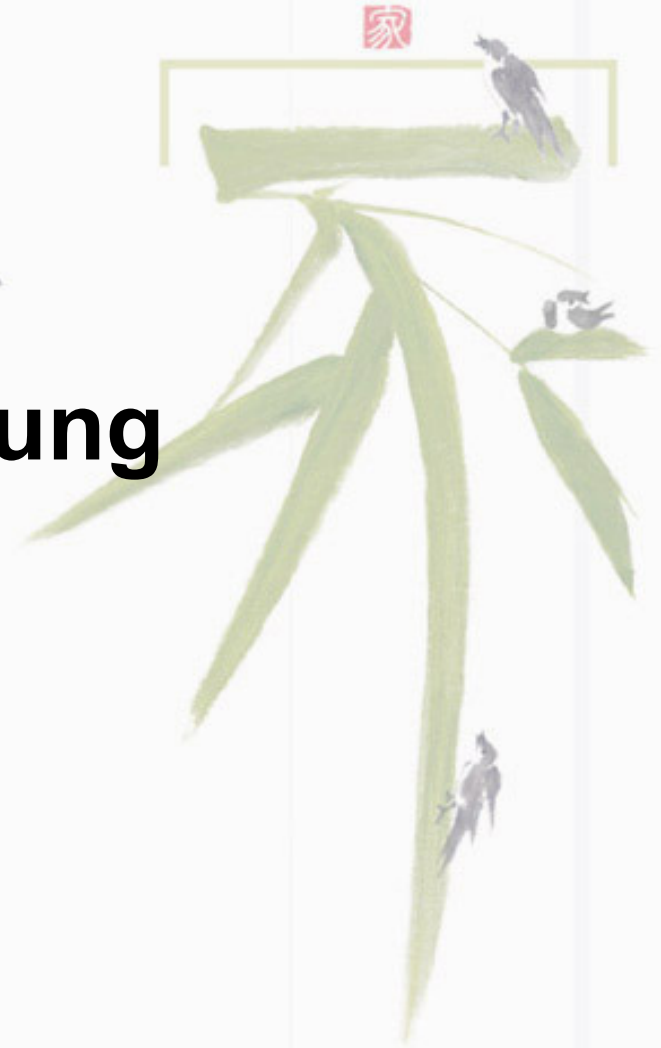
- **service needs in the proposed catchment areas**
- **financial design**
- **service design**
- **management design**

**Enquiry:**

**Mr. Lai Yiu-chung**

**2892 5177**

**- END -**



# Q & A

