

**Part B Project Summary****Project Title:** *(Please fill in the blank)***Quality Management and Standards for Pre-Schools in Hong Kong –  
Establishing Hygiene, Health and Safety System****Project Number**  
2013/0917 (Revised)**Name of Organization:** Hong Kong Council of Early Childhood Education and Services

- (1) **Goals:** To strengthen schools' staff awareness, preparation and readiness for Healthy and Safety issues for students and the need to establish a sustainable management system
- Objectives:**
- (i) To understand and appreciate Quality Management, Quality Systems and standards applicable for Pre-schools in Hong Kong
  - (ii) To provide information and guide the schools in developing a good practices for maintaining health and safety in their daily operation under a systematic approach.
  - (iii) To adapt some of the health and safety information for students' activities in school
- (2) **Targets:** All preschools in Hong Kong
- Expected number of beneficiaries:**
1. maximum of 200 administrators/teachers/principals from pre-schools will be invited to 4 introductory seminars
  2. maximum of 80 administrators/teachers/principals from pre-schools are invited to attend a 17-hour training in "Health and Safety in Pre-schools"
- (3) **Implementation Plan:**
- (i) **Duration:** 1 year
  - (ii) **Process / Schedule:** 1.7.2015 to 30.6.2016
  - (iii) **Collaboration with other parties / partners:** N/A
- (4) **Products:**
- (i) **Deliverables/outcomes:** Establishment of a Hygiene Health and Safety System in schools, children will be better protected against infectious diseases, viral outbreaks, food poisoning and environmental hazards.
  - (ii) **Dissemination of deliverables / outcomes:** To promote and reinforce Quality Management and standards by organizing closing ceremony and distributing the newsletter for Pre-Schools in Hong Kong.
  - (iii) **Commercialization potential of deliverables / outcomes:** N/A
- (5) **Budget:**  
All expenditure items should be grouped under at most six major budget items **(a) staff cost \$209,160; (b) equipment \$0; (c) services \$197,556; (d) works \$0; (e) general expenses \$67,000; and (f) contingency \$0**
- (6) **Evaluation:**
- (i) **Performance indicators:**
    - Completion of the whole training and submitted the self assessment check by 60-80 schools and prizes given by CECES
    - Publish Hygiene Health and Safety index
    - Responses from schools and the public to newsletters report and the web. The involvement can be the whole school community of Hong Kong.
  - (ii) **Outcome measurements:**
    1. Summative evaluation will be conducted through an evaluation exercise that includes a structured pre and post questionnaire with the participants of the project impact on the training programme.
    2. the knowledge of the participants will be reflected by the results of the examination.
    3. Collect the preschool's maturity level in practicing of The School Hygiene Management assessment and summarize the result into quantitative index as a indicator for Hong Kong's preschool to benchmark their Hygiene and safety performance.

# Application for the QUALITY EDUCATION FUND

Schedule 1 P.5

<b>Project Title</b>	<b>Quality Management and Standards for Pre-Schools in Hong Kong – Establishing Hygiene, Health and Safety System</b>
<b>Project Number</b>	
<b>Principal Applicant</b>	<b>Hong Kong Council of Early Childhood Education and Services Limited</b>
<b>Submission Date</b>	<b>18 August 2014</b>



(1) Project Period

The project period is 12 months from 1.7.2015 to 30.6.2016

The Grant sought is under HK\$600,000

(2) Particulars of Applicant

Name in English : Hong Kong Council of Early Childhood Education and Services (CECES)  
Name in Chinese : 香港幼兒教育及服務聯會  
Director of Organisation : Ms. Sansan Ching Teh Chi

**Part B : Project Summary**

The Project title is “Quality Management and Standards for Pre-Schools in Hong Kong  
–Establishing Hygiene Health and Safety System”

The project aims to promote and reinforce Quality Management and standards for Pre-Schools in Hong Kong. With the establishment of a Hygiene Health and Safety System in schools, children will be better protected against infectious diseases, viral outbreaks, food poisoning and environmental hazards. With around 200 school administrators and teachers will be benefit from the project. 4 seminars and 6 training programmes in the subject will be hold. All Hong Kong preschool will be benefited by publishing the Hygiene , Health and Safety index for benchmarking purpose, as well as the sharing of the common error which find spot during the demonstration assessment. Related Resources and information will be reported in 2 newsletters and posted on the web. These efforts will generate and arouse public interest. In such a climate, schools will be encouraged to adopt good practices in the schools environment.

In completing the training programmes successfully, 80 trainees should be able to obtain training in Food Safety in Catering and Hygiene Control System, training and assisting schools in establishing a Health and Safety system. A closing ceremony and prize-giving occasion will be organized to complete the project. For schools wishing to adapt materials and information into an activity for children, CECES is ready to assist. The budget is summarized as below:-

(i) Staff costs	:	\$209,160.00
(ii) Services	:	\$197,556.00
(iii) General expenses	:	<u>\$ 67,000.00</u>
		<u>Total \$473,800.00</u>

The performance indicators and outcome measurements include

- (a) Completion of the whole training and submitted the self assessment check by 60-80 schools and prizes given by CECES
- (b) Publish Hygiene Health and Safety index
- (c) Responses from schools and the public to newsletters report and the web. The involvement can be the whole school community of Hong Kong.

(1) Applicant's capability and Needs Assessment for the Project

The Applicant Hong Kong Council of Early Childhood Education and Services (CECES) is a professional, non-profit organisation. Founded in 1982, CECES work continues to develop informal education and improve the education, health and welfare of children. Over 200,000 families are reached each year through regular direct services, community health and environmental programmes, nutrition consultation services, English teaching programmes, teachers' training programmes and many other school activities.

Throughout the years CECES has accumulated a wealth of experiences in implementing and managing projects and activities of similar nature for pre-schools, teachers, parents and the community.



CECES is commencing a campaign on “Happy Families” in 2014 and “Health” is a fundamental element in building up a happy family. With children learning and developing in schools, the proposed project to establish a health and safety system in schools should be an important and fundamental structural aid for the “Happy Family”. These standards will give parents information and knowledge for application in the home environment.

While conceiving and organizing this project proposal in January 2014, Hong Kong has been under siege by influenza virus in schools. Up to 5.1.2014, five reported cases with one death have occurred in 4 days, causing schools to close down temporarily. This unnecessary suffering brought to children and disruption in the preschool schools can and should be prevent as soon as possible. “Establishing a Hygiene, Healthy and Safety System” in schools under Quality Management System, based on the experiences gained from professional bodies, should help school managements to organize a sustainable health and safety scheme for the protection and welfare for their students and staff.

(2) Goals and Objectivities

The short term goal of the project is to strengthen schools’ staff awareness, preparation and readiness for Healthy and Safety issues for students and the need to establish a sustainable management system in carrying out these preparations. Training for competency personnel in the schools will be provided and assistance given to establishing a system in the schools. Constructing Hygiene, Health and Safety index as a indicator for Hong Kong preschool to benchmark their Hygiene, Health and Safety performance. The longer term goal is for schools to translate the fundamental knowledge and practices into daily operation.

The objectives include:-

- (i) To understand and appreciate Quality Management, Quality Systems and standards applicable for Pre-schools in Hong Kong

The target audience in the seminars includes school administrators/teachers/principals who are interested to improve their schools through quality management systems and standards applicable in areas of “Hygiene, Health and Safety”. Evaluation forms are used to measure their responses.

- (ii) To provide information and guide the schools in developing a good practices for maintaining health and safety in their daily operation under a systematic approach.

The school administrators/teachers/principals completing the 17-hour training programmes should equip the fundamental knowledge and skills in maintaining hygiene, health and safety environment in schools which comply with management requirement. School representatives will completing the quality check on Health and Safety preparation for their schools.

- (iii) To adapt some of the health and safety information for students’ activities in schools.

- (iv) To disseminate valuable experiences and generate more interests and support for schools in improving their quality services.

The newsletters and web information invite comments and suggestions from schools, stake holders and the community. Their responses will be analysed and reported.

(3) Targets

The project targets all preschools in Hong Kong and their staff who are working in the administration, management, teaching, kitchen and cleaning position. The project will have wide influence over parents who will be encouraged to apply the good practice in the home environment. The improved quality of the school environment will provide a more hygienic and safer place for young students and those who work for them in the prevention of disease and infections.

(4) Innovation

Up to the present time in Hong Kong, no organization has devised a set of management, hygiene, health and safety standards for children attending preschools. Yet, the outbreaks of viral diseases affect babies and young children as the first target population.

CECES now wishes to go another step further to introduce the present proposed “Quality Management and Standards for Pre-Schools in Hong Kong” to further provide concrete and deliverable quality measurements to ensure children’s safety with the mission to curb the prevalence of childhood illnesses.

(5) Conceptual Framework1) School recruitment

School recruitment will base on first come first serve basis for both seminar and training

2) Program Design

The aim of the program is to strengthen school’s Hygiene, Health and Safety awareness in both preparation and implementation through a systematic approach by knowledge transfer, implementation and self-evaluation.

4 Public Seminars would provide fundamental knowledge information on Hygiene, Health and Safety aspects for 200 audiences including school administrators, teachers and principals

6 intensive training programs will cover Food Safety in Catering and in-depth introduction of Hygiene Control System – The School Hygiene Management assessment requirements as well as the judging criteria. Each of the participants is required to complete 17 hours trainings and self-evaluation assessment checklist which under their school condition with against the requirements of Hygiene Control System – The School Hygiene Management assessment.

3) Seminars

**Target Audience:** Around 200 Pre-School Administrators, teachers and principals in 4 seminars

**Objective:** To strengthen the awareness of the pre-School’s administrators, teachers and principals on hygiene, health and safety through the up-to-dated information sharing, introduction of the existing hygiene, health and safety management practice as well as the following intensive training highlight. The seminar would be a channel to recruit the participant for the following intensive training.

**Content:** Sharing on the common mistake of the Hygiene, Health and Safety issue related to per-school, Introduction of the health and safety management tool - Hygiene Control System – The School Hygiene Management assessment and best practice sharing. Introduction of Food Safety in Catering for pre-school student.



**Target Audience:** Around 80 Pre-School Administrators, teachers and principals

(Maximum 2 participants from each school)

**Objective:** To train up the participant not only be equipped the knowledge on Food Safety and skills on evaluating the school's Hygiene, health and safety performance but also the competency on building up their own Hygiene and Health management system in accordance to Hygiene Control System – The School Hygiene Management

**Content:** Total 6 training courses for 80 participants, each participant has 17 hours training would consist of 2 aspects, 1) Food Safety in Catering and 2) In-depth introduction on understanding and application for Hygiene Control System – The School Hygiene Management assessment as well as the judging criteria interpretation on the assessment requirements

After completed 17 hours training, all attendances are requested to conduct a self-evaluation assessment on their pre-school with the requirement of the Hygiene Control System – The School Hygiene Management

5) Hygiene, Health and Safety Index by 20 of demonstration assessments

The aim of the demonstration assessments is to collect the preschool's maturity level in practicing of The School Hygiene Management assessment and summarize the result into quantitative index as a indicator for Hong Kong's preschool to benchmark their Hygiene and safety performance as well as encourage others preschool to implementing the management system. The 20 demonstration cases of Hygiene Control System – The School Hygiene Management assessment will be conducted by qualified assessor. The objectives of the demonstration assessment as following:

- 1) To share the assessment technique during demonstration assessments
- 2) To benchmark and evaluate the participants' knowledge and assessment technique for the Hygiene Control System by comparing of the self assessment result which done by the participants with demonstration assessment result
- 3) To capture objective data with factual evidence to support the establishment of the Hygiene, Health and Safety Index.
- 4) To draw for the common findings for further sharing.

Through the demonstration assessment could enhance further of the participant knowledge on their system understanding as well as their assessment technique. The common error findings from 20 demonstration assessment will be shared during the closing ceremony as the updated information to help preschool to fine turn their hygiene system. All demonstration assessment will be recruited from 60-80 school that completed trainings and submitted the self assessment checklist by ballot. is willing to open The School Hygiene Management assessment checklist to all Hong Kong preschools for implementing the system.



6) Closing Ceremony

Objective: Announcement for Hygiene, Health and Safety Index that summarized from the demonstration assessment. Prize-giving presentation ceremony in appreciating all supporting organizations and participant in both organization and individual levels will be a core part of the closing ceremony.

Content: The Hygiene, Health and Safety Index which summarized from 20 demonstration assessments will be announced during the closing ceremony for giving the direction of overall Hong Kong Pre-schools Hygiene, Health and Safety performance. Participating preschool as well as other preschools in Hong Kong could benchmark their hygiene, Health and safety performance with Index. Beside, common error finding during the demonstration assessment will be shared during the ceremony.

7) Job specifications and Qualification of Staff**Project Manager**

Job specifications:

- Overall project management, manpower and budget management
- Management of master program schedule and conduct evaluation on project activities

Qualification:

- A recognized degree or equivalent
- Minimum of 3 to 4 years hands-on experience in project management

**Clerk**

Job specifications:

- Recruitment of participating schools
- Program planning and scheduling with participating schools
- Preparation of seminar & training materials
- Logistics and delivery of project materials
- Provide clerical support to both internal and external customers

Qualification:

- Diploma or above with minimum 1 years related experience
- Proficiency in MS Office, MS Outlook and Chinese Word-processing
- Good Command in Chinese and English
- Detail oriented, team player and able to work under pressure

## Tutor of Health and Food Safety Training

### Job specifications:

- Support and administer the Health and Food Safety Training
- Prepare training materials
- Deliver the training

### Qualification:

- Tertiary qualification in Food Science or Consumer Science/social science
- Teacher training Diploma/experience
- Minimum 2-5 years training experience in Food manufacturing environment or teaching of social science or teaching of preschool education

## Tutor of Hygiene Control System

### Job specifications:

- Support and administer the Hygiene Control System Training
- Prepare the training materials
- Deliver the HCS training

### Qualification:

- Tertiary education
- Minimum 4 years experience in food industry
- With ISO 22000 Lead Auditor training qualification is a must
- Familiar with Hygiene Control System setting
- Good command of spoken & written English, Chinese & Putonghua

## Helper

### Job specifications:

- Assist for the onsite support of the seminar
- Admin and logistic support to the project

### Qualification:

- Interested in Childhood Education and Quality Management
- From 5 or above

## (6) Implementation Plan with Time-line

(i) Duration : 12 months from 1.7.2015 to 30.6.2016

(ii) Schedule/Process

<u>Schedule</u>	<u>Process</u>
(1) July 2015	● Preparation, recruitment of staff
(2) August 2015	● Preparation for the 4 seminars, newsletters and web-site preparation
(3) September 2015	● Conduct of 4 seminars
	● Write-up of 1 <sup>st</sup> Newsletter + posting on the web
(4) October 2015	● Invitation to 17-hour course
(5) December 2015	● Conduct of 3 classes (A to C) and submit of self assessment checklist



- |      |               |   |   |
|------|---------------|---|---|
| (6)  | January 2016  | ● | First 10 demonstration assessments                                    |
| (7)  | February 2016 | ● | Conduct of 3 classes (D to F) and submit of self assessment checklist |
| (8)  | March 2016    | ● | Second 10 demonstration assessments                                   |
| (9)  | April 2016    | ● | Preparation of Closing Ceremony                                       |
| (10) | May 2016      | ● | Conduct of Closing Ceremony   |
|      |               | ● | Write-up of newsletter + website                                      |
| (11) | June 2016     | ● | Winding up and dispatch of information                                |

(7) Teachers' and Principals' Involvement in the Project

- (i) A maximum of 200 administrators/teachers/principals from pre-schools will be invited to 4 introductory seminars held around Hong Kong, Kowloon and the New Territories
- (ii) A maximum of 80 administrators/teachers/principals from pre-schools are invited to attend a 17-hour training in "Health and Safety in Pre-schools"
- (iii) A maximum of 80 schools will be quality assessed on papers in practices and requirements and preparation of a "Healthy and Safety Caring Pre-school"
- (iv) 2 newsletters reporting on the programme will be circulated to all pre-schools & Pre-schools and posted on the web, benefiting all schools, teachers, parents and the public who are interested in the topic
- (v) A number of schools may wish to adapt the learning materials into students' activities. Help and support will be given



## (8) Budget (New Budget)

## (i) Staffing costs

(1)	1 Project Manager (half-time) @\$7,100×12×1.05	\$89,460.00
(2)	1 Clerk (full-time) @\$9,500×12×1.05	\$119,700.00
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		\$209,160.00 (staff costs)

## (ii) Services (S)

(1)	6 Helpers @\$55×3hrs (6×\$55×3)×4	\$3,960.00
(2)	3 Speakers @\$300 (3×\$300)×4 times	\$3,600.00
(3)	Tutors' wage @ (\$760×17hrs×1.05) x 6 courses	\$81,396.00
(4)	20 cases of Hygiene Control System – The School Hygiene Management assessment demonstration (\$980×3.5hrs×20case)	\$68,600.00
(5)	Website preparation and posting for 12 months	\$40,000.00
		<hr/>
		\$197,556.00

## (iii) General Expenses (GE)

(1)	Advertisement for staff recruitment	\$2,000.00
(2)	Advertisement and promotion	\$10,000.00
(3)	Rental for Venue @\$3,000/hr (\$3,000×5) (including closing ceremony)	\$15,000.00
(4)	Learning Materials @ \$150 (\$150×80 person)	\$12,000.00
(5)	Prizes	\$3,000.00
	Miscellaneous (Stationary, photocopy etc)	\$20,000.00
	Audit Fees	\$5,000.00
		<hr/>
		\$67,000.00

	Total	\$473,716.00
	Round up Total	\$473,800.00

S = Services  
GE = General Expenses

(9) Expected Project Outcomes

The end result from the project will be the following:

- (i) A set of protocol stating standards for the Quality Management and Standards for Pre-Schools in Hong Kong
- (ii) And implementation of a Hygiene, Health and Safety System in 60-80 preschools.
- (iii) 200 administrators/teachers/principals from pre-schools will be received knowledge of the management tools after attending 4 introductory seminars.
- (iv) Hygiene, Health and Safety index will be published as the benchmarking indicator for all Hong Kong Preschools
- (v) 2 newsletters reporting on the programme will be circulated to all Pre-schools and posted on the web, benefiting all schools, teachers, parents and the public who are interested in the topic
- (vi) A number of schools may wish to adapt the learning materials into their regular students' activities. Help and support from the organisers will be given to these efforts.
- (vii) Many families will desire to adopt these standards from our proposal in their home environment. Knowledge of such standards will spread to many other schools, and thus the present prevalence of illnesses amongst both children and adults will be reduced.

(10) Project Evaluation

After the school administrators/teachers/principals completing the 17-hour training programme; they should have the basic knowledge and skills in maintaining health and safety environment in schools-

Summative evaluation will be conducted through an evaluation exercise that includes a structured pre and post questionnaire with the participants of the project impact on the training programme. An examination will be given to the participants after the training; the knowledge of the participants will be reflected by the results of the examination. Also, the attendance record can keep track the participants' attendance. At last, a feedback form will be collected from the participating schools at the end of the programme.

A final report of the effectiveness of the project will be submitted to the Quality Education Fund in June 2016 (Refer to (6) Implementation Plan with Time-line)

An evaluation form will be collected from the participants after the programmes.

(11) Sustainability / Dissemination/Promotion of Project Outcomes

The project will be widely publicized on the CECES and our collaborating parties' websites. We will use the electronic social media of many types to announce our findings and give case studies of schools before, during and after reports. We will conduct extra sharing sessions and promote the benefits of the project and its outcome. We will also make announcements in the press at suitable times, to be discussed once the project is in progress.

**Part D : Details of Collaborating Organizations**

N/A

## Assets Usage Plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
audio and video equipment				N/A
book & VCD				N/A
computer hardware				N/A
computer software				N/A
musical instrument				N/A
office equipment				N/A
office furniture				N/A
sports equipment				N/A
Others				N/A

*Note: for use by school / organization / in other projects (please provide details of the department / centre to which the asset will be deployed and the planned usage of the asset in activities upon project completion).*



**Report Submission Schedule**

I / My school / My organization commit(s) to submit proper reports in strict accordance with the following schedule :

Project Management		Financial Management	
Type of Report and covering period	Report due day	Type of Report and covering period	Report due day
Progress Report 1/7/2015 - 31/12/2015	31/1/2016	Interim Financial Report 1/7/2015 - 31/12/2015	31/1/2016
Final Report 1/7/2015 - 30/6/2016	30/9/2016	Final Financial Report 1/7/2015 - 30/6/2016	30/9/2016

**Appendix:**

A school list which shows the name of 42 schools that they are interested in joining this programme and have already submitted their consent letter in written form.

Appendix:

1	BUDDHIST TSANG KOR SING A/C KG
2	CCC KEI CHUN KINDERGARTEN
3	CECES ORGANIZED AETNA PRESCHOOL
4	CREATIVE DAY NURSERY (SCENEWAY)
5	CREATIVE KINDERGARTEN
6	CREATIVE KINDERGARTEN (AEGEAN COAST)
7	CREATIVE KINDERGARTEN (CASTELLO)
8	CREATIVE KINDERGARTEN (MA WAN)
9	CREATIVE KINDERGARTEN (SCENEWAY GARDEN)
10	CREATIVE KINDERGARTEN (SHAM WAN TOWERS)
11	CREATIVE KINDERGARTEN (TUEN MUN BRANCH)
12	EMMANUEL CHURCH SHATIN NURSERY SCHOOL
13	EVANGELICAL LU CH OF HK CHEUNG WAH KG
14	FIVE DIS B W ASSN CHEUNG CHUK SHAN KG
15	GARDEN ESTATE BAPTIST NURSERY SCHOOL
16	HHCKLA BUDDHIST WAI KWONG KINDERGARTEN
17	HK & KKWA WAN TSUI KINDERGARTEN
18	HKCS TIMES NURSERY SCHOOL
19	HOMANTIN BAPTIST CHURCH KINDERGARTEN
20	JINGLE BELL KINDERGARTEN
21	LOK SIN TONG KU LEE KWOK SIN KG
22	LOK SIN TONG STEPHEN LEUNG KINDERGARTEN
23	LST CHEUNG YIP MOU CHING KINDERGARTEN
24	MISSION COVENANT CHURCH SS ANNIE'S KG
25	POK OI HOSPITAL MRS YAM WING YIN K
26	PO LEUNG KUK CHAN SENG YEE KG
27	PO LEUNG KUK MRS FONG WONG KAM CHUEN KG
28	PO LEUNG KUK NG TOR TAI KINDERGARTEN
29	SA JAT MIN NURSERY SCH
30	SA NG KWOK WAI MEMORIAL KINDERGARTEN
31	SJS BELCHER KG
32	SJS CAUSEWAY BAY KG
33	SKH ST PETER'S CHURCH KG (CASTLE PEAK)
34	TELFORD GARDENS KINDERGARTEN (Local Stream)
35	TSING YI TRADE ASSO TIN SHUI WAI KG
36	TSUNG TSIN MISSION OF HK ON KEUNG N SCH
37	TWGHs KO TECK KIN MEMORIAL KINDERGARTEN
38	TWGHs NICKON KINDERGARTEN
39	TWGHs TSUI TSIN TONG KINDERGARTEN
40	W F B AVALOKITESVARA NURSERY SCH
41	WISELY KINDERGARTEN
42	WWC (EASTERN DIST) NURSERY HK