



PRE-LICENSING SITE VISIT REPORT FOR ISSUANCE OF CHILD CARE CENTRE LICENCE

NAME OF CENTRE: _____

ADDRESS : _____

NAME OF PRE-LICENSING OFFICER: _____

DATE OF VISIT: _____

Please indicate with a tick (✓) for 'Yes' and a cross (x) for 'No'.

**A INDOOR ENVIRONMENT
AIR CONDITIONING OF THE CENTRE**

- Entire Centre Office only Rooms Only

* Centre must equip at least 1 room with air-conditioner fitted with a special air-filter

FACILITIES

- | | |
|---|-----|
| Office/reception | [] |
| Staff rest area | [] |
| Family resource centre | [] |
| Sick bay (A fully enclosed room separate from activity areas, and with good ventilation, e.g. with windows facing outwards) | [] |

Others: _____

ACTIVITY AREAS

- | | |
|--|-----|
| 1. Usable areas are fully enclosed, weather proof with good ventilation (open balcony, car porch etc. not computed as usable area) | [] |
| 2. Each activity area is able to accommodate at least 4 children at 3m ² per child (i.e.12m ²) | [] |

STORAGE SPACE FOR

- | | |
|--|-----|
| Food | [] |
| Beddings (mattress covers, blankets, pillows, etc) | [] |
| Toys | [] |
| Indoor play materials | [] |
| Outdoor play materials | [] |
| Dangerous objects | [] |
| Inflammable substances | [] |

FURNISHINGS & EQUIPMENT

- | | | | |
|---|-----|---|-----|
| 1. Sufficient number of furnishings & equipment are provided to initial/ full capacity: | | | |
| Child-sized tables | [] | PVC mattress | [] |
| Child-sized chairs | [] | Cubby holes | [] |
| No. Of baby cots | [] | Feeding utensils (bowls, plates, spoons, forks, cups) | [] |
| 2. There is sufficient kitchen equipment | | | |
| Refrigerator | [] | Cooking utensils | [] |
| Cooking equipment | [] | Others _____ | [] |
| 3. Developmentally appropriate materials & books are available for the different age groups | | | [] |
| 4. The toys & materials are safe for children to handle | | | [] |
| 5. There is a variety of indoor/outdoor play equipment, specify _____ | | | [] |
| 6. The outdoor play equipment is safe | | | [] |
| 7. Display/soft boards are installed at children's eye level | | | [] |

8. Equipment for measuring height & weight are available
9. There are appropriate learning corners to reinforce certain learning experiences
- | | | | |
|-----------------------|--------------------------|---------------------|--------------------------|
| Home/role-play corner | <input type="checkbox"/> | Library/book corner | <input type="checkbox"/> |
| Nature/science corner | <input type="checkbox"/> | Block corner | <input type="checkbox"/> |
| Theme-oriented corner | <input type="checkbox"/> | Mathematics corner | <input type="checkbox"/> |
- Others _____

DISPLAY OF MATERIALS/PROGRAMMES ETC

1. Menu at parents' notice board
2. Daily programme in each classroom
3. Emergency evacuation procedures, including sketch map and written plan
4. Emergency contact numbers
- SCDF
 - Ambulance Service
 - Singapore Police Force
 - Clinic/Hospital/Centre's Doctor

B OUTDOOR AREA / INDOOR GROSS AREA

- HDB Playground
- Indoor Gross Area (when outdoor playground is unavailable)
- Outdoor Playground
- Others _____

* The space, both indoors or outdoors, shall be at least 40 square metres or one-sixth of the centre's capacity at 4 square metres per child, whichever is **more**.

C SANITARY FACILITIES

1. Child-sized toilets and wash hand basins are available at every level (wash hand basins should be within the toilet)
2. The no. of wash hand basins, toilets & showers are sufficient Child-sized
- | | |
|-----------------------------------|-------|
| No. of wash hand basins in toilet | _____ |
| No. of toilets | _____ |
| No. of showers | _____ |
| No. of liquid soap dispensers | _____ |
- Sinks (used for showering) are to be erected beside diaper-changing tables
- No. of sinks (used for showering) for infant care (1 to every 10 infants) _____
- No. of diaper changing table with 4 raised sides of at least 3 inches high (1 to every 10 infants) _____
3. The child-sized wash hand basins are of a height approximately 500mm to 600mm from the floor to top of basin.
5. Liquid soap dispensers are to be mounted on the wall next to wash hand basin at the ratio 1 dispenser : 2 wash hand basins
6. Mirrors of a suitable size are fixed to the wall above the child-sized wash hand basins
7. The child-sized flush toilets are of a height not exceeding 350mm (measured without seat) from the floor
8. Flushing system are within easy reach of children
9. Toilet paper holders are within easy reach of children
10. Toilets are separated by partitions of a height of at least 1m
11. Internal walls of toilet blocks are lined with glazed tiles to a height of at least 1.5m
12. The walls behind and above the wash hand basins & sinks are lined with glazed tiles to a height of not less than 450mm

13. Hand drying facilities (e.g. single use disposable paper towels) installed near wash hand basins. No handkerchiefs or toilet rolls allowed.
14. Sufficient bathing facilities (including water heater) are to be provided for children.

D SAFETY FACTORS

1. Children do not have access to anything that would endanger their safety e.g. medicines, poisonous substances, dangerous objects like knives, thorny or poisonous plants
2. Windows grilles are installed on all windows which are not on the ground floor
3. Safety gates are installed at both ends of staircases (internal staircases)
4. Staircases are safe for children's use (spiral staircase is not allowed)
5. Hand railings are installed at a height suitable for children's use on both sides of the staircases
6. Gaps between banister railings and steps of the staircases should be narrow/covered up to ensure children's safety (e.g. child's body parts should not get stuck in the gap)
7. Height of railing at staircase landings & corridors are of at least 1.5m
8. Children do not have access to the kitchen / pantry. Suitable barriers are installed
9. Has properly equipped first aid kit(s). (No oral medicine & eye drops allowed)
10. First aid kits are made inaccessible to children. No. of first aid kits
11. Centre has fire fighting equipment / apparatus as indicated in the floor plan
- No. of fire extinguishers No. of fire alarms
12. The fire-fighting equipment & apparatus are valid
13. Fire-fighting equipment & apparatus are made inaccessible to children
14. All drains that children have access to are adequately/properly covered
15. The floor of the designated child care area is not of bare concrete. It should be clean, safe, damp-proof, level, washable and non-slip
16. Fencing surrounding child care premises must at least 1.5 metres.
17. Outdoor playground within centre compound must be adequately fenced. (For roof top playgrounds, fencing must be at least 1.8 metres.
18. Outdoor playground must be within walking distance from the child care centre. ie. children should not cross any vehicular roads to reach the playground.
19. For playgrounds located on different levels, staircases must not be more than 2 flights of steps (maximum 10 steps each). ie. Children should climb no more than 20 steps to reach the playground.
20. No swing door is installed on the premises
21. Exits, staircases & passageways are free from obstruction
22. Bath tubs are not used for storing water
23. Bath tubs must be laid with non-slip mats, and if not use, it must be covered up.
24. Keys to the emergency exits (doors/windows/grilles) are easily accessible to staff

E ADMINISTRATION (Documents / templates to be submitted before pre-licensing visit)

1. Record-keeping
- Records of fire drills

- Log book to record unusual events e.g. accidents/incidents or deviation in the menu or programme, official visits
 - Daily attendance register of children and staff
 - Sign-in/sign-out records of children
2. Records of the Children
- Names, home addresses, date of birth & dates of registration & enrolment of children attending the centre
 - A 6-monthly record of the height and weight of each child over 18 months of age
 - Name, address & telephone number of the family physician of the child, if any
 - Written authorisation / consent forms from parents/guardians for:
 - Emergency medical care
 - Excursions / Field Trips
 - Fetching of children
 - Alternative care arrangements
 - A profile of individual development
 - Food and drug allergies
3. Records of the Parents
- Employment record
 - Contact information
4. Records of Staff
- Academic certificates
 - Certificates on early childhood education (i.e. Basic, CPT etc), including teacher accreditation by ECDA
 - Letter of Notification from ECDA/MOE
 - Valid first aid certificate
 - Appointment/transfer letter
 - Declaration of offences for Child Care Centre Staff
 - Pre-employment medical clearances [The pre-employment medical check-up applies to all child care personnel unless the previous check-up and X-ray were done within 1 year from the current date of employment. Centres must be able to show proof of the medical check-up and X-ray.]
5. Records on Prescribed Medicine administered to children / Medical Log Book
Which include:
- The name of the child
 - The name of the prescribed medicine/drugs administered (only for non-infectious conditions)
 - The dosage of medicine/drugs administered
 - The name and signature of person administering the medicine/drugs
 - The time & date of administration
 - The manner / method of administration
 - Parent's signature

F DOCUMENTS FOR VERIFICATION (Documents / templates be submitted before pre-licensing visit)

- Daily programme for each group
- Age-appropriate curriculum framework (with reference to MOE's curriculum framework)
- Menu (min 2 sets, but preferably 4)
- Documents (academic and early childhood qualifications) for staff with 'certified true copy' stamp and signature of the licensee
- Final drawn-to-scale (usually scale of 1:100) floor plan
- Computation of floor area endorsed by a Qualified Person (QP)
- Letter from QP to certify that floor plans submitted to ECDA is the same as the one submitted to FSSD
- Parents' Handbook :
 - Centre's philosophy of care
 - Objectives for each age group of children
 - Activities designed to promote the physical, social, intellectual and emotional development of children
 - Age range of children who may be enrolled
 - Period of operation of the centre
 - Types of services provided by the centre
 - Monthly fees
 - Other incidental charges
 - Daily programme schedule or time-table for each age group
 - Promotion of centre-parent partnership
 - Training of programme staff

PRE-LICENSING CHECKLIST FOR CENTRE WITH INFANT/TODDLER CARE SERVICES

NAME OF CENTRE: _____

ADDRESS : _____

NAME OF PRE-LICENSING OFFICER: _____

DATE OF VISIT: _____

PHYSICAL

- To have at least 5m² floor space area for every infant / toddler. This space requirement does not include space for service areas, entrance area, hallways, passage ways and diaper changing areas.
- To provide a separate indoor activity for infants / toddlers away from child care children.
- To provide a napping area that is physically separate from the other activity areas. Partitions or other suitable barricades may be used to separate the napping area.
- To ensure that both the sleeping and indoor activity area are protected from general walk/passage ways.
- To ensure that centre provides separate activity areas for mobile and non-mobile infants.
- The infant/toddler care premises are to be housed preferably on the ground floor of a building. If this is not so, every level of the premises catering to infants/toddlers is to be equipped with diapering, feeding and napping areas.
- To provide sufficient, safe and age-appropriate infant seats, play equipment, strollers
- To provide child-sized chairs and tables for older infants.
- To provide high chairs which have footrests, side and back supports with a facility for latching the food tray firmly.
- To provide a crib/cot with mattress and mattress cover for each infant aged below 12 months; and pvc mattress with mattress cover for each infant aged 13 months and above, during nap time.
- To provide sufficient and suitable facilities for the sterilisation of milk bottles.
- To provide a refrigerator solely for the storage of baby food, expressed milk, etc
- To provide a sink with running water for food preparation facilities.
- To provide sufficient potty chairs.
- To install sinks with running water (used for showering) next to the diaper changing area at a ratio of 1 sink for every 10 infants.
- To install diaper change table at a ratio of 1 diaper change table for every 10 infants. The diaper change table should have 4 raised sides of at least 3 inches high
- To provide a broad range of equipment to allow for different types of play.

SAFETY, HEALTH, HYGIENE AND NUTRITION

- To ensure floor surfaces and area layout are safe for crawling and walking.

To ensure that all equipment, materials and toys are age-appropriate, washable, non-breakable, safe and non-toxic.

To have an individual feeding plan for each infant / toddler.

STAFF

To have either an Infant Care Nurse (with EYDF certificate) or an Infant Educarer. Centre is required to ensure that at least one infant Educarer must be present at all times during the centre's operating hours.

To have sufficient staff to ensure that staff-infant ratio of 1 : 5 is met at all times, including arrival and departure hours.

ADMINISTRATIVE (Documents / templates to be submitted before pre-licensing visit)

To have written procedures for diaper changing, sterilisation of milk bottles and preparation of bottled milk

To have and maintain record on type / amount of formula milk required for every child.

To provide a written menu for each group (4-6 months, 7-9 months, 10-12 months, 13-18 months)

To have and maintain a three-monthly record of the height and weight of each child.

To have a daily observation record on each infant such as feeds, naps and bowel movements.

To maintain a profile of individual infant development.