

a
good
start
for every
child



**GUIDE TO
SETTING UP AN**
Early Childhood
Development Centre
(ECDC)

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1 INTRODUCTION

1.1 Preface

The guide to setting up an Early Childhood Development Centre (ECDC) spells out requirements for potential operators in areas relating to the management, operation and administration of an ECDC. All ECDCs are required to obtain a licence under the Early Childhood Development Centres Act and Regulations before commencing operations. Applications for an ECDC licence must be submitted online through the GoBusiness Licensing Portal at <https://www.gobusiness.gov.sg/licences>

1.2 Role of the Early Childhood Development Agency

The Early Childhood Development Agency (ECDA) serves as the regulatory and developmental authority for all ECDCs in Singapore which provide care and / or education to children below 7 years old.

ECDA was established on 1 April 2013 to oversee key aspects of children's development below 7 years old, across both kindergartens and child care centres. They are now known as Early Childhood Development Centres ("ECDCs") under the Early Childhood Development Act and Regulations. This is an integral part of the national effort to raise the quality of early childhood programmes in Singapore.

1.3 Definition of an ECDC

Section 2 of the Early Childhood Development Centres Act defines an ECDC as *"any premises where any early childhood development service is provided or is to be provided."*

An ECDC service refers to *"the provision of care or education, or care and education, habitually of 5 or more children who are below 7 years of age, for a fee, reward or profit by a person who is not a relative or guardian of all the children."*



HOW LONG DOES IT TAKE FOR A LICENCE TO BE PROCESSED?

Our service standard to process a new licence application is 14 working days upon receiving a complete set of documents which meets our requirements, and the licensee having met all regulatory requirements during the site visit, whichever is the latest.



1.4 Legislation Governing ECDCs

ECDCs are governed by the Early Childhood Development Centres Act and Regulations. You can refer to the online version of the ECDC Act and Regulations found in <https://sso.agc.gov.sg>

You are advised to familiarise yourself with the legislative requirements for the application and operation of an ECDC. You must not commence operations nor accept monetary payments until the ECDC's licence is approved. You must also not advertise or provide ECDC services, unless you hold a valid licence under the ECDC Act and Regulations.

No operation of early childhood development centre without licence, etc.

(1) A person must not operate (whether solely or jointly with any other person) an early childhood development centre unless the person –

- (a) is authorised to do so by a licence under this Act;
- (b) is exempt from this subsection by or under this Act in relation to the centre; or
- (c) is directed by the Chief Licensing Officer under section 18 to do so despite the expiry or revocation of the licence for that centre.

(2) A person must not advertise or otherwise hold out that the person is operating an early childhood development centre under a licence, unless the person holds a valid licence under this Act.

(3) A person who contravenes subsection (1) or (2) shall be guilty of an offence and shall be liable on conviction –

- (a) To a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both; and
- (b) In the case of a continuing offence, to a further fine not exceeding \$1,000 for every day or part of a day during which the offence continue after conviction.

[Section 6 of the Act]

2 SERVICE TYPES

2.1 Class of Licence

There are three classes of licences. Applicants must indicate the class(es) of licence they are applying for according to the types of services they wish to provide. Refer below for a description of the respective class(es) of licence.

Description of Types of Licences	Class A	Class B	Class C
Periods of Operation	<ul style="list-style-type: none"> Monday to Friday (7am to 7pm) Saturday (7am to 2pm) <p>Operates 5½ days a week throughout the year, except on Sundays and public holidays.</p>	<ul style="list-style-type: none"> Monday to Friday (7am to 7pm) Saturday (7am to 2pm) <p>Operates 5½ days a week throughout the year, except on Sundays and public holidays.</p>	<p>Monday to Friday.</p> <p>Operates during school terms, according to Ministry of Education’s academic calendar, with the exception of Centres which follow an international curriculum and academic year.</p>
Operational Hours	12 hours or more	12 hours or more	6 hours or less
Age Range of children	2 to 18 months old	18 months to below 7 years old	18 months to below 7 years old
Programme Types(s)	<ul style="list-style-type: none"> Full day and/or Half day May provide flexible options (at least 12 to 24 hours a week, and 3 hours per session) 	<ul style="list-style-type: none"> Full day May provide half day and/or flexible options (at least 12 to 24 hours a week, and 3 hours per session) 	Half day (Single, dual, triple sessions)
Space for Gross Motor Development Activities (“GMA”)	Not Applicable	1/6 of Centre’s capacity at 4m ² per child or 40m ² , whichever is more.	1/10 of Centre’s capacity at 4m ² per child or 40m ² , whichever is more.

SERVICE TYPES

Description of Types of Licences	Class A	Class B	Class C
Programme Hours	Operational hours	Typically 9am to 5pm. a) Centres can determine their programme hours (subject to ECDA's approval). b) Centres need to display the daily programme schedule.	Programme hours are typically the operational hours, unless otherwise stated (subject to the Chief Licensing Officer's approval).
Non-programme Hours	Not Applicable	Arrival, departure and rest	Not Applicable

DO YOU KNOW?

You can only operate one of the following class(es) of licence(s):

- Class A only
- Class B only
- Class C only
- Class A and B
- Class A and C

In addition, children must not be in an ECDC for more than 24 hours continuously.

3 APPLICATION REQUIREMENTS

3.1 Requirements for Grant of Licence

In deciding whether or not a licence should be granted, the following requirements for the key appointment holders (i.e. applicants) must be met.

Grant or renewal of licence

In deciding whether a licence should be granted or renewed, the Chief Licensing Officer must have regard to, and give such weight as the Chief Licensing Officer considers appropriate to, all of the following matters:

- (a) Whether the applicant has the appropriate character and fitness to operate and maintain an early childhood development centre;
- (b) Whether every key appointment holder of the applicant has the appropriate character and fitness to act in that capacity;
- (c) Whether the applicant, or any key appointment holder of the applicant, has been –
 - (i) Convicted of an offence under this Act;
 - (ii) Convicted, whether in Singapore or elsewhere, of an offence involving dishonesty or the conviction for which involved a finding that the applicant or key appointment holder (as the case may be) had acted dishonestly; or
 - (iii) Convicted of a prescribed offence, whether the offence was committed before, on or after the date the offence is prescribed;
- (d) Whether the applicant has, during the prescribed period immediately before the application, failed to pay any charge or fee charged or imposed under this Act, the repealed Act or the Education Act (Cap. 87) in connection with the operation of an early childhood development centre;
- (e) Whether the applicant has previously –
 - (i) Been refused the grant or renewal of a licence under this Act or the repealed Act;
 - (ii) Had any licence revoked or shortened under this Act or the repealed Act;
 - (iii) Been the subject of any other regulatory sanction under this Act;
 - (iv) Been refused registration of a school under the Education Act; or
 - (v) Had any registration of a school cancelled under the Education Act;
- (f) Whether any key appointment holder or the applicant is disqualified under section 19 to act or continue to act as a key appointment holder;
- (g) Whether the applicant has, or is likely to have, the financial capacity to operate and maintain an early childhood development centre;
- (h) Whether the applicant is the owner or lessee of the premises to be used as an early childhood development centre, or has a licence from another person to occupy these premises;
- (i) Whether the premises to be used as an early childhood development centre are fit to be used as such a centre, having regard to –
 - (i) Location, accommodation, staffing or equipment; and
 - (ii) Building structure, fire safety, public health and sanitation requirements prescribed under this Act or any other written law;
- (j) Whether the applicant has the capacity to deliver early childhood development services according to such requirements relating to the types and content of the curriculum or programme for early childhood development centres as may be prescribed;
- (k) Whether there is any other relevant matter that makes it contrary to the public interest to grant or renew the licence

[Section 8(3) of the Act]

3.2 Entity Registration

[Accounting and Corporate Regulatory Authority (ACRA) Registration / Registry of Societies (ROS) Registration / Charities and Institutions of a Public Character (IPCs) Registration / Special Approval from the relevant authority]

All applicants must submit proof of the entity which owns the ECDC. Examples are the ACRA Registration, ROS Registration, Charities and IPCs Registration or special approval from the relevant authorities.

3.3 Setting Up an ECDC

The following diagram lists the specific areas which you need to look into, and ensure that your ECDC complies with the requirements. You will find more information for each area in the sections that follow.

- Which agencies do I need to approach first?
- What are the necessary statutory approvals that I need to obtain?
- What are the requirements for the space / facilities in the premises?

Choosing
Suitable Premises
(Section 3.4)

- How many staff do I need to recruit to begin operations?
- Do the staff need to be qualified?
- How many children can one staff teach? Is there a ratio?

Staff Provision
and Quality
(Section 3.5)

- What are the requirements for centre's programme and learning environment?
- Do I need to document children's learning and development?

Preschool
Learning
Experience
(Section 3.7)

- What are the records that I must maintain?
- What are the Standard Operating Procedures that the centre needs to maintain?

Staff Provision
and Standard
Operation Procedures
(Section 3.6)

3.4 Choosing Suitable Premises

3.4.1 Statutory Approvals

Please refer below for a summary of the statutory approvals from the relevant agencies that you need to obtain before applying to ECDA for a licence.

CHOOSING SUITABLE PREMISES

Seek approval from the relevant authorities:

- Urban Redevelopment Authority (URA) for Private Residential / Commercial sites
- Housing and Development Board (HDB) for Void Deck / Commercial sites
- Singapore Land Authority (SLA) for State Land / Properties
- National Environment Agency (NEA) for B1 Industrial Premises / Business Parks
- Private landlords

STATUTORY APPROVALS

Obtain approvals / clearances from:

- HDB/SLA/Private landlords for tenancy agreement of the premises
- HDB/SLA/URA/Private landlords for Approved Use (if required)
- Building and Construction Authority (BCA) for Temporary Occupation Permit (TOP) / Certificate of Statutory Clearance (CSC) of the premises
- Singapore Civil Defence Force (SCDF) for Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)
- Land Transport Authority (LTA) for car park facilities (if required)
- Public Utilities Board (PUB) for sanitary works done (if required)

- **Please note that your premises must have safe access to an outdoor play space.**

The following documents are to be submitted as part of the application. ECDCs must obtain the required approvals and comply with the requirements of the relevant governing agencies.

(a) Ownership or Tenancy Agreement by HDB / SLA / Private landlord

The tenancy agreement submitted must be signed between the landlord and the licensee (i.e. the entity operating the ECDC). In the case of ROS, Charities and IPC registered entities, they will need to show that the tenancy agreement is signed between the registered entity and the landlord. The tenancy should be at least two to three years in length to ensure continuity and stability of the centre.

(b) Approved Use by SLA / HDB / URA / NEA or other relevant authorities

SLA / HDB / URA

Applicants must submit the “Approved Use” of the location and premises as an ECDC. For HDB and SLA properties (lease signed directly with HDB or SLA), the tenancy agreement will suffice. For privately owned HDB properties, a “Change of Trade” letter will have to be obtained. For private residential and certain types of properties, the “Change of Use” or “Grant of Written Permission” will have to be obtained from URA.

You may find more information at the websites below:

<http://www.hdb.gov.sg/cs/infoweb/business/commercial/managing-your-unit/change-of-trade>

<https://www.ura.gov.sg/Corporate/Property/Business/Change-Use-of-Property-for-Business/Assessment-Criteria>

NEA

ECDA will assess on a case-by-case basis for proposed premises situated within industrial estates classified as Business Park or Business 1 (B1) category by URA. An approval must be obtained from the National Environment Agency (NEA) for these applications. This is in addition to any required "Change of Use" obtained from URA. Please note that Business 2 premises are not allowed to be used as ECDCs.

Applicants of proposed premises in B1 industrial estates are required to be represented as a stakeholder in the building's Fire Safety Committee (FSC), and work with the building management to plan and implement emergency response/evacuation procedures to mitigate potential additional risks via the Incident Management Plan (IMP). For proposed premises in industrial estates, additional time for processing of licence application (up to 3 more months compared to other premises) may be required due to the required additional clearances and procedures.

For part (c), (d), (e) and (f), you should engage the services of a Qualified Person (QP), i.e. generally an architect or engineer, to incorporate the physical requirements of an ECDC into the floor plan and provide advice regarding the submission to the various agencies. The QP will submit the floor plan to the relevant government departments for approval. Applicants must submit the following to ECDA:

- QP-certified floor plan with a breakdown of floor areas.
- Letter by a QP to certify that the floor plan submitted to ECDA is the same as the one submitted to SCDF.
- Letter by a QP to certify whether submission to BCA is required.

(c) Certificate of Statutory Completion (CSC) or equivalent by BCA

Applicants must ensure that the proposed premises for an ECDC is safe for occupancy. This document may only be retrieved by the owner of the property. For newly erected buildings, a Temporary Occupation Permit (TOP) will suffice for submission but the CSC will need to be submitted as soon as it is obtained. Applicants must provide the TOP or CSC of the ECDC.

You may find more information at the website below:

<https://www.bca.gov.sg/legalsearch/cscapp.aspx>

(d) Approved Floor Plan with Fire Safety Certificate (FSC) or equivalent by SCDF

Applicants must ensure that the proposed premises have met all the requirements set by SCDF for fire safety in an ECDC. Applicants must also ensure that the floor plans drawn meet the requirements for an ECDC and the floor plan layout matches the actual physical premises. The floor plans and FSC of the premises must be for an ECDC. This is to be stated clearly in the project title of the floor plan (e.g. kindergarten, child care centre) and must be certified by a Qualified Person (QP). Floor plans that are approved for commercial schools or education centres etc. will not be accepted. A QP-certified floor plan with the corresponding FSC must be submitted.

You may find more information at the website below:

https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-fire-permit.html

(e) Provision of Carpark Facilities by LTA

Applicants who intend to occupy premises located within HDB commercial properties, landed properties, industrial estates and commercial buildings may need to submit an application to LTA regarding the provision of parking places / spaces, if necessary. ECDCs located at HDB void decks are excluded.

You may find more information at the website below:

<https://www.lta.gov.sg/content/dam/ltaweb/corp/Industry/files/formLtaVPbp2009.pdf>

(f) Clearance for Sanitary Works by PUB

Applicants must get a plumber to seek clearance from PUB when more child-sized toilets, child-sized wash hand basins and / or showerheads are installed at the premises, than the original number of sanitary facilities available.



DO YOU KNOW?

Prior written approval from ECDA must be sought before setting up of the ECDC if:

- The premises is located above the ground floor or at the basement of a building.
- The premises has multiple bays and the distance between the 2 furthest bays is more than 100m.



3.4.2 Space, Facilities and Resources

(a) Physical Environment of the Centre

Applicants are advised to exercise care when selecting and deciding on the premises to be used as a proposed ECDC before entering any contract to purchase or lease it. Premises must receive the necessary statutory approvals by the relevant authorities (i.e. HDB, URA, SCDF, BCA, NEA, LTA).

ECDCs must be of an acceptable and reasonable size. In addition to teaching and learning areas, there must also be space for an office / administration area. Different age groups and class sizes must be taken into consideration when planning for use of space. Space must be purposefully set-up and utilised, without overcrowding. There must be sufficient space planned for all children to participate in activities, whether in groups or individually. The space planned must also facilitate positive interactions and behaviours among peers and between teachers and children (e.g. children are able to sit comfortably during storytelling sessions and dance comfortably during music and movement activities).

In setting up the environment of the centre, ensure that there are clear pathways for staff and children/infants to move without disrupting other activities (e.g. corridors are wide enough for children to walk in pairs, and there are clear pathways for adults to move without affecting children/infants' movement throughout the day).

The accommodation capacity is computed based on the areas dedicated for teaching and learning use, and it excludes services areas (e.g. toilets, pantry / kitchen, office, store). The accommodation capacity is subject to the premises having a sufficient number of sanitary facilities and space for gross motor activities. For Class A Licence, the accommodation capacity is computed based on 5m² floor space area for each infant. For Class B Licence, the accommodation capacity is computed based on 3m² floor space area for each child. For Class C Licence, the accommodation capacity is computed based on 1.88m² floor space area for each child.

The centre must have sufficient furnishings and resources for learning, play and routine care. Furnishings and resources used by children are developmentally-appropriate, child-safe and in good working condition.

Other requirements to be met are as follows:

- Each teaching and learning activity area is at least 12m².
- Usable areas for teaching and learning activities are fully enclosed, weather-proof with good ventilation. Open balcony, car porch etc. are not computed as usable areas.
- Furnishings and resources are suitable for the developmental stage, age and size of the children using them, e.g. tables are of appropriate height such that children can rest their elbows on the table tops while their legs fit comfortably beneath, shelves are of appropriate height such that children can see and select the toys on display independently. They do not present any health and/or safety risks e.g. no exposed sharp edges, loose/unstable parts, splinters, peeling paint, rust.
- Hazardous materials are kept away from children. Potentially hazardous objects or substances are not accessible to children. Such items include hot liquids, chemicals, cleaning agents, unsecured heavy objects, tripping hazards (including wires, strings, and cords), pails of water, or any object that can cause strangulation, suffocation, choking or burns.
- Sufficient bathing facilities (including water heater) are provided for children.
- Sufficient storage facilities.
- A designated area for food preparation.
- Personal space for children's belongings, such as cubbyholes, boxes or shelves are provided for their personal belongings.

Children's Safety and Centres' Accessibility

The centre premises must be secured with access limited to authorised personnel only. Visitors are not able to access the premises freely without permission (e.g. the centre is secured by locked doors or gates, entrances / exits are closely monitored by staff). Secured access points must not contravene any fire safety requirements. There must be preventive and safety measures for children's safety and well-being.

Other requirements to be met are as follows:

- Safety gates or barriers must be installed at the head and foot of staircases which children have access.
- Staircase handrails are installed at children's height on both sides of the staircases so that children can use them while climbing the stairs.
- The height of the railings at the staircase landing and corridors is at least 1.5m (if applicable).
- A door barrier or safety gate is fitted at the entrance of the kitchen or pantry.
- If there is a need for children to have access to the kitchen or pantry, a risk assessment must first be conducted.
- Centres situated above the ground level have secured windows or window grilles.
- Keys for both the window and / or window grilles must be kept out of children's reach but are made easily accessible to staff.
- No doors with double action spring hinges can be installed on the premises (i.e. swing doors)

Sick Bay

The centre must have a designated isolation area suitable for children who are unwell to rest and be closely monitored. The area must be **fully enclosed** and separated from regular programme space. It is comfortable and well ventilated or fitted with an air purifier, and conducive for the child to rest. This area is to be available at all times. Corridors, pantry, kitchen, storeroom or toilets etc. are considered unsuitable areas.

Space for use during Haze

There must be provision in the centre for an appropriate space to accommodate children during haze episodes. The space is fitted with air purifier(s) and can accommodate at least 50% of the maximum accommodation capacity of the centre (this place is used only in times of an emergency).

Lighting

The lighting provided in the centre is suitable and adequate for the different activities implemented. The lighting must not be too harsh; children and adults should not need to strain their eyes while engaged in activities. Centres can have a variety of lighting at different areas for different purposes, be it natural or artificial lighting.

Ventilation

For centres with windows and doors that can be opened, rooms must be ventilated on a daily basis to ensure good air quality. The centre must have natural air where possible. For centres with windows that cannot be opened, air purifiers can be used to help improve and maintain better air quality. In general, there must not be pervasive unpleasant or strong odours in the centre.

Temperature

Rooms are kept at a comfortable temperature for activities to take place. The temperature within rooms and the amount of ventilation entering the classroom with fans or air-conditioning units can be controlled. On a rainy day, the speed of the ventilating fan can be reduced.

Floor Surfacing

For areas accessible to children, the floor surfacing is safe and not slippery to prevent children from slipping, falling and injuring themselves. Floor surfacing is well-maintained, without any cracks or protrusions, which could lead to children tripping or cutting themselves. For activity areas, appropriate floor surfacing is used (e.g. areas where children could be climbing are shock absorbent). Toilets and water play areas are not slippery. No still water is collected in these areas.

(b) Sanitary Facilities

Sufficient child-sized toilets and hand-washing points for children’s use must be available in the centre. Children have easy access to sanitary facilities and the use must be exclusive to the centre. Sanitary facilities must be provided for children’s use at each level / bay of the centre’s premises.

The minimum provision of 2 toilets and 2 hand-washing points per centre must be met.

Centres with larger area must have sufficient toilets and hand-washing points built to cater for the accommodation capacity. The requirements for sanitary facilities are shown in the table below:

Toilet-Children Ratio		
*Toilet with partition	#Hand-washing point & eye level mirror	Children
1	1	23
<p>*Flush toilets are not more than 400mm in height (measured from floor to the top of the bowl of the toilet, excluding the seat of the toilet). Every cubicle has sufficient supply of toilet paper within easy reach of children. Doors and partitions are of low height or allow for visual supervision. The toilets must be individually partitioned, with provision of privacy for children in at least one cubicle.</p> <p>#Wash hand basins must be of child-size and suitable for use by children of all ages who are enrolled in the centre. There is one liquid soap dispenser between every two hand-washing points and liquid soap is available in all dispensers. Wash hand basins must be located within reasonable distance for children’s immediate use after toileting.</p> <p>Children must have access to hand-drying facilities near hand washing points to dry their hands after washing. If disposable napkins are provided, children have access to a hands-free dustbin to dispose used napkins.</p> <p>Sufficient shower facilities with water heaters must be provided. At least one shower head is provided for every 50 children.</p> <p>Privacy must be provided for the children, e.g. the centre installs shower curtains or doors. This arrangement takes into consideration the children’s age and developmental needs.</p>		

(c) Space for Gross Motor Activities (GMA)

The children must have safe access to an outdoor space which can be used for GMA daily. Sufficient materials and equipment for gross motor activities are to be provided for children. These equipment and materials are to be accessible to children, age-appropriate, child-safe and in good working condition. Children are not to have access to any area, object or substance that may be hazardous to their health and safety, including the risk of falling objects.

For Class B Licence, the Centre must have safe access to an appropriate outdoor space for GMA. The space must minimally be $\frac{1}{6}$ of the Centre’s capacity at 4m² per child or 40m², whichever is more.

For Class C Licence, the Centre must have safe access to an appropriate outdoor space for GMA. The space must minimally be $\frac{1}{10}$ of the Centre’s capacity at 4m² per child or 40m², whichever is more.

Safety Measures

For playgrounds at upper levels, suitable barriers are put in place to ensure the children's safety. Fencing of at least 1.8 metres in height must be installed.

If outdoor spaces are located near potentially hazardous elements, safety measures are put in place to prevent children from gaining access to such areas, e.g. setting up barriers to prevent children from gaining access to roads with busy traffic.



DO YOU KNOW?

Centres must have safe access to an outdoor space which can be used for GMA daily. If there is no available outdoor space which meets this requirement, the licence application will be rejected.



(d) Additional Requirements for Class A licence (infant care services)

Physical Environment

There is sufficient furnishings, equipment and resources/materials for infants' learning, development and nap. Furnishings, equipment, and resources/materials used by infants are to be developmentally-appropriate, child-safe and in good working condition.

The space incorporates specific design elements which cater to the different developmental milestones of infants. Furnishings are positioned in ways that facilitate the development of children's self-help skills (e.g. there are steps near sinks, bars for infants and toddlers to hold on to when learning to walk).

Requirements are as follows:

- Indoor activity areas for infants are separated from child care children.
- The napping area is physically separated from other activity areas. Partitions or other suitable barricades may be used to separate the napping area from other areas.
- Both napping and indoor activity areas are protected from general walkways/passageways.
- The infant care area is to be housed preferably on the ground floor of the building. Otherwise, every level of the area catering to infants is to be equipped with showering, diapering, feeding and napping facilities.
- Spaces are intentionally designed and set up for infants to rest, roll, sit, crawl, stand and walk (e.g. firmly padded floor mats for infants to crawl).
- Floor surfaces and area layout are safe for crawling and walking.
- Separate and clearly demarcated activity areas are provided for locomotive and non-locomotive infants.

APPLICATION REQUIREMENTS

- Sufficient, safe and age appropriate infant seats or potties and furniture, e.g. infant tables/chairs and strollers for locomotive infants are provided.
- Cots must be sturdy. There are sufficient cots for at least half or more of the infants enrolled. Locomotive infants may be allowed to sleep on mattresses but need to be supervised by staff. Playpens and rockers are not to be used as cots.
- Facilities for sterilisation of milk bottles and appropriate storage are available for baby food and expressed milk.
- Sink with running water for infant food preparation is provided.
- Toys and materials need to be child-safe so that infants can safely engage in sensory activities with their mouths, hands and bodies, e.g. there are no small parts nor hidden safety hazards, such as toxic or peeling paint and mould.
- High chairs (if any) have footrests, side and back supports with a facility for latching the food tray firmly.

Sanitary Facilities

For applicants applying for a Class A licence, the premises must have sufficient bathing facilities and implement measures to ensure safety for infants. Appropriate facilities for showering and changing diapers for infants and toddlers must also be available.

Diaper Changing Tables to Sink Ratio (applicable for a Class A licence)		
*Sink	Diaper change table	Infants
1	1	10
<p>*Sinks with running water (for showering of infants) are to be installed next to the diaper changing area with 4 raised sides of at least 3 inches high. The 4 raised sides are to be measured from the surface of the inner pad. Sinks with running water must be suitable for the showering of infants. Shower facilities with water heater are installed.</p>		

3.5 Staff Provision and Quality

(a) Job Deployment

The staff deployment in an ECDC is crucial. The applicant must employ staff who meet the basic qualifications and are suitable in terms of age, experience, health, knowledge and disposition within a preschool setting. The minimum staffing requirements must be met during the application phase. All centre staff, including programme and non-programme staff, must be registered and approved by ECDA by the time the premises is licensed to be an ECDC and commences operation. Part (d) states the minimum staffing requirements to commence operations.

Programme Staff refer to employees who are deployed to work at the ECDC for the care and education of children. They include Principal, Teachers (TR), Educarers (ED), Infant Educarers (IE), Assistant Teachers (AT), Assistant Educarers (AE), and Programme Helpers (PH).

Non-Programme Staff refer to employees who are deployed to work at the ECDC in operational or administrative roles not directly related to the care and education of children. They include managers, cooks, cleaners, administrators etc.

Parts (e), (f) and (g) highlight the staff-child ratios that must be adhered to when the centre commences operations.

(b) Registering Teachers in ONE@ECDA

A temporary ONE@ECDA account will be created for the ECDC to key in the information of all the staff to be employed at the centre. You will need to key in the information of both programme and non-programme staff. Programme staff who are eligible for a Letter of Notification (LON) will be issued one. When the centre is licensed, this account will be converted into a permanent account. You will need to register any subsequent new staff recruited in your centre in this portal. Please prepare the following documents for uploading/keying into ONE@ECDA:

- NRIC/Passport/FIN
- Work visa/permit (if applicable)
- Certified true copies of academic and professional qualifications
- Staff Employment Records
- Letter of Notification (if any)
- Pre-employment medical check-up with X-Ray results
- Declaration Form
- Child First Aid certificates
- Approved Basic Food and Hygiene Course (for food handlers only)

(c) Letter of Notification (LON)

To teach in licensed ECDCs in Singapore, the applicant must meet the professional, academic and language requirements (or equivalent) of the respective certification category. The teacher certification level, indicated on the LON, indicates the age group of children the applicant can be employed to teach.

Generally, there are 4 certification levels assigned by the Chief Licensing Officer to qualified teachers. The professional, academic and language requirements for each level and the corresponding deployment level are shown in the table below.

Teacher Certification Level	Professional	Academic	Language	Deployment Level
L2	Diploma in Early Childhood Care & Education	5 GCE 'O' level credits in 5 different subjects	B4 in GCE 'O' Level English Language 1	Kindergarten, Nursery, Pre-Nursery & Playgroup (18 months – 6 years old)
L1	Certificate in Early Childhood Care & Education	3 GCE 'O' level credits in 3 different subjects	C6 in GCE 'O' Level English Language 1	Nursery, Pre-Nursery & Playgroup (18 months – 4 years old)
EY2	Advanced Certificate in Early Years	Completed Secondary 2 Education (local) or Completed 8 years of formal education	Workplace Literacy (WPL) Average SOA of 5, including min. SOA of 5 for Writing	Pre-Nursery, Playgroup and Infant (2 months – 3 years old)

APPLICATION REQUIREMENTS

Teacher Certification Level	Professional	Academic	Language	Deployment Level
EY1	Higher Certificate in Infant Care	Completed Secondary 2 Education (local) or Completed 8 years of formal education	Workplace Literacy (WPL) Average SOA of 4	Infant Group (2 months –18 months)

Applications for teacher certification are to be submitted through the ONE@ECDA system.

Other factors such as the period which the qualifications were issued may be considered on a case-by-case basis for teacher certification.

(d) Minimum Staffing Requirements when applying for a new licence

One qualified Principal and;

No. of Programme Staff needed	Class of Licence
A minimum of one L2 and two L1 qualified teachers	Either Class B or C
A minimum of one L2, one L1 qualified teacher and one programme staff who is trained at EY1 / Higher Certificate in Infant Care (HCIC) level / State Registered Nurse (SRN) with Early Years Development Framework (EYDF) certificate	Either Class A and B or Class A and C
A minimum of three programme staff who are trained at EY1 / HCIC / SRN with EYDF certificate for centres to be licensed as a solely infant care centre.	Class A only

The table below is only applicable to centres with multiple bays and the distance between the 2 furthest bays is more than 100m.

No. of Programme Staff needed	Distance
An L2-certified Senior Teacher must be appointed for each bay. For bays which provide only infant services, at least an EY1-certified Senior Infant Educarer must be appointed.	For centres with multiple bays with the furthest blocks being 100 and 400m apart.
L2-certified Key Personnel	For centres with multiple bays with the furthest blocks being 300 and 400m apart.

APPLICATION REQUIREMENTS

Programme staff must meet the required qualifications to teach the various levels as shown in the table below.

Employment Title		Minimum qualifications required	Roles/Class they can be deployed to
1	Principal	<ul style="list-style-type: none"> L2 certified <u>and</u> Advanced Diploma in Early Childhood Leadership, or approved alternatives <u>and</u> Has at last 2 years teaching experience in early childhood setting 	Principal
2	Teacher (“TR”)	L2 certified or equivalent, and as approved by ECDA	Teach Playgroup to Kindergarten 2 classes
3	Educarer (ED) – Nursery	L1 certified or equivalent, as approved by ECDA	Teach Playgroup to Nursery classes
4	Educarer (ED) – Playgroup, Pre-Nursery	<ul style="list-style-type: none"> EY2 certified <u>or</u> Advanced Certificate in Early Years or equivalent, and as approved by ECDA 	<ul style="list-style-type: none"> Teach Playgroup Teach Pre-Nursery Care for infants and toddlers aged 2 to 18 months
5	Assistant Teacher (AT)	<ul style="list-style-type: none"> Certificate in Early Childhood Care & Education <u>or</u> Diploma in Early Childhood Care & Education 	Assist Playgroup to Kindergarten 2 classes
6	Assistant Educarer (AE)	Fundamentals or Basic Certificate in Early Childhood Care & Education	Assist Playgroup to Nursery classes
7	Infant Educarer (IE)	<ul style="list-style-type: none"> EY1 certified <u>or</u> Higher Certificate in Infant Care/ Certificate in Infant & Toddler Care <u>or</u> State Registered Nurse and attended Early Years Development Framework (EYDF) Certificate 	Care for infants and toddlers aged 2 to 18 months
8	Programme Helpers (PH)	No professional qualifications in early childhood	Trainees etc
9	Non-Programme Staff	No professional qualifications in early childhood	Key personnel, Cleaner, Administrator, etc

Additional Requirements

Cooks

For centres providing meals, there must be a cook who has undergone the Basic Food Hygiene Course with training institutions approved by the National Environment Agency (NEA), before commencing work.

Trainee Programme Staff

At the time of application, applicants are not allowed to use staff undergoing early childhood education training as part of the minimum number of teachers required to apply for a new licence.

Teacher Certification

Supporting documents (i.e. professional, academic and language qualifications) for teacher certification online through ONE@ECDA.

Teachers with foreign qualifications (those who do not have an existing LON) may experience a delay in the application as assessment is done on a case by case basis.

First Aid Requirements

At the time of application, the Principal/Key Personnel* and two other programme staff must have valid Child First Aid (CFA) certification accredited by the National Resuscitation and First Aid Council. For centres with more than 150 children at any one time, there is an additional staff with a valid CFA certification for every 50 children or part thereof.

**Key Personnel refers to the staff in the centre other than the Principal, who hold leadership roles and are able to make important decisions in the absence of the Principal.*

(e) Staff-child Ratio to be met when the centre commences operations (for children above 18mths to 6 years old)

There must be sufficient staff during non-programme and programme hours. The table below states the ratio (of staff to children) to be met for each age group.

For Class B Licence, the programme hours are typically from 9am to 5pm, while non-programme hours are typically from 7am to 9am and 5pm to 7pm.

Non-Programme Hours			Programme Hours (without AT / AE)		
Level	No. of Programme Staff	No. of Children	Level	No. of Programme Staff	No. of Children
K2	1	30	K2	1	25
K1	1	25	K1	1	20
Nursery	1	20	Nursery	1	15
Pre-Nursery	1	18	Pre-Nursery	1	12
Playgroup	1	12	Playgroup	1	8

Additional Requirements

The centre has at least 2 staff present during non-programme hours – of whom one is a programme staff. At least one of these staff must have valid CFA certification.

In mixed-age groups, the staff-child ratio must be met based on the requirement for the youngest child present.

(f) Qualified Programme Staff during Programme Hours to be met when the centre commences operations (for children above 18mths to 6 years old)

Programme Hours (indoors)		
Level	No. of Qualified Programme Staff	No. of Children
K2	1TR + 1AT	30
	1TR	25
K1	1TR + 1AT	25
	1 TR	20
Nursery	1ED (L1) + 1AE	20
	1ED (L1)	15
Pre-Nursery	1ED (EY2) + 1AE	18
	1ED (EY2)	12
Playgroup	1ED (EY2) + 1AE	12
	1ED (EY2)	8

Programme Hours (outdoors)
<p>During outdoor activities, the following must be met:</p> <ul style="list-style-type: none"> • Qualified programme staff-child ratio for indoors must be met. • There must be at least 2 adults present at all times, out of which one must be a programme staff.

(g) Staff-child Ratio (for Class A Licence)

Level	No. of Programme Staff	No. of Infants
Infant (2 to 18 months)	1 IE or 1 PH	5

For ECDCs offering infant services, the centre must meet the qualified programme staff-infant ratio during operational hours (typically 7am to 7pm) must be met.

There must be at least 2 programme staff members present at all times, one of whom must be an Infant Educarer.

At least one of the staff must have CFA certification accredited by National Resuscitation & First Aid Council at all times.

There must be a primary caregiving system to support the continuity and stability of care for infants.

(h) Health Clearances required for staff

All ECDC staff working in the centre must undergo a pre-employment medical check-up to be certified fit for employment before starting work. Due to close contact with children on a daily basis, all staff (including the cook/relief cook/cleaner etc.) must be certified as ‘medically fit for employment’ by a registered medical practitioner. All the staff’s medical results must be available for inspection at all times. The types of medical clearance required for ECDC personnel are shown in the table below.

Medical Clearance	Frequency
General physical examination	Once only.
Chest X-ray	If there is a change of employment, the staff must undergo another medical examination (not required if examination was done within a year).
Fit for employment	
Vaccination against mumps, measles, rubella and varicella*	No. of doses to be advised by doctors depending on patient’s history
<p>*Staff who have been infected with mumps, measles, rubella and varicella / received immunisation for these diseases are not required to be vaccinated for the diseases.</p> <p>Staff who have not been infected / not received immunization for mumps, measles, rubella and varicella may undertake a serological blood test to test the presence of antibodies or receive immunisation without undergoing serological blood test.</p>	

(i) Declaration of Financial Capacity and Offences

All key appointment holders including directors, partners, committee / board members must sign and submit the following:

- Declaration of Financial Capacity Form
- Declaration form to confirm they have / have not been issued a warning letter by ECDA and have / have not been convicted of criminal offences.

All staff working in an ECDC must also sign and submit a declaration form to confirm that they have / have not been issued a warning letter by ECDA and have / have not been convicted of criminal offences.

3.6 Administration, Record Keeping and Standard Operating Procedures

Having good governance and administration is important for ECDCs. Relevant documentation, record keeping and Standard Operating Procedures (SOP) must be maintained and up-to-date. The following documents must be ready during the application phase. All information must be available upon request during the officer’s visit.

(a) Parent's Handbook

A parent's handbook with comprehensive information to parents or guardians must be provided upon enrolment. Policies must be highlighted and explained to parents or guardians, and they must acknowledge reading the handbook and agree to the centre's policies. The parent's handbook must include the following:

- Centre's philosophy of care and education
- Objectives for each age group of children
- Activities designed to promote the physical, intellectual, emotional and social aspects of children's learning and development
- Age range of children who may be enrolled
- Centre's period of operation (i.e. days and timing)
- Types of services provided by the centre
- Monthly fees
- Incidental charges
- Daily programme schedule for each age group
- Promotion of centre-parent partnership
- Training of programme staff
- Annual closure days
- Centre policies including
 - Procedures for registration, admission and withdrawal of children
 - Procedures for handling illnesses / emergencies and exclusion due to contagious diseases and illnesses
 - Procedure for transport of children (if any)
 - Procedures for fee collection and other incidental charges
 - Provision of trial period (if any) including refund of fees and deposit for withdrawal during the trial period
 - Termination and withdrawal policy
- Parents' consent for excursions and field trips
- Authorised person(s) for fetching of children
- Parents' consent for emergency medical care
- Parents' acknowledgement (i.e. signatures) to acknowledge the receipt of the handbook

(b) Particulars of Children, Parents and/or Guardians

There must be a system to capture up-to-date particulars of children enrolled in the centre and their parents or guardians for the centre to monitor the children's well-being. The information of all children must be easily accessible to authorised personnel. They must include the following:

- Child or infant's enrolment form
- Copy of Birth Certificate/Citizenship Certificate/Passport/FIN of child or infant
- Any known medical conditions and/or food or drug allergies of child or infant
- Long-term medication (if any) taken by the child or infant
- Name and contact of family physician of child or infant (if any)
- Emergency contact information of child or infant
- Parents' or guardians' written authorisation for the centre to take the necessary measures during an emergency, as stipulated in the centres' Standard Operating Procedures (SOP)
- Record of authorized personnel(s) permitted to fetch child or infant from centre (Name, NRIC, Address)
- Immunisation records of child or infant
- Child or infant's allergies

Up-to-date records of parents or guardians' particulars must be maintained. The records must include the following:

- Names of parents or guardians
- Contact information of parents or guardians (home and email addresses, telephone and mobile numbers)
- Copy of NRIC / Citizenship Certificate / Passport / FIN of parents or guardians

Records of known food allergies of individual children are to be displayed in the kitchen/pantry and food serving areas.

(c) Record Keeping

There is a system or method to keep records of all of the following:

- Accidents / Incidents
- Illnesses / Outbreak of diseases
- Deviations from regular programme / menu
- Special activities / field trips
- Arrival time of children
- Attendance of children
- Signing out records of parents when they pick up their children. Measures are in place to ensure that children leave the centre with persons authorised by their parents / guardians only.
- Visitors' log
- All information regarding medication administered to each child is kept i.e. the child's name and medication, dosage, manner of administration, date, time, name and signature of administrator and written authorisation with guardian's name and signature.
- No. of evacuation exercises conducted, including the date, time, attendance for the day and duration of the exercises and the area from which the mock incident started. If there are infants, a separate evacuation procedure is displayed to state how they would be evacuated in an emergency.
- Time that the centre carries out daily temperature and health checks for children, staff and visitors upon arrival.
- Daily routine and developmental needs of individual infant (for Class A licence)
- Type / amount of formula milk required for every child (for Class A licence)

(d) Staff Particulars

The staff particulars are to be in order and updated. Relevant information is uploaded in ONE@ECDA.

- Letter of appointment/employment
- Copy of NRIC/Passport/FIN
- Copy of a valid work pass (if applicable)
- Certified true copies of academic / professional qualifications
- Pre-employment medical check-up with chest X-Ray results
- Declaration of Offences or Warnings
- First Aid certificates
- Approved Basic Food and Hygiene Course certification (for food handlers only)

(e) Standard Operating Procedures (SOPs) for Safety

SOPs on safety measures refer to a set of written instructions which staff may refer to in the event of accidents or emergencies. The SOPs must include:

- Emergency evacuation for crisis situations
- Handling of safety-related incidents, major and minor injuries, death of a child or infant, and reporting to parents and relevant authorities within 24 hours
- Supervision of children or infants when they are outside centre's premises
- Dismissal of children or infants and measures to ensure that children are dismissed to persons authorised by their parents / guardians
- Non-collection of children or infants by their parents / guardians
- Mandatory and voluntary centre closures
- Sleeping and showering arrangements for children and infants
- Measures to prevent Sudden Infant Death Syndrome (for Class A licence)
- Movement of children between bays and where children have to cross roads (only for centres with multiple bays)

(f) Standard Operating Procedures (SOPs) for Health and Hygiene

SOPs on health and hygiene refer to a set of written instructions which users may refer to safeguard health and hygiene, or in the event of a crisis. The SOPs must include:

- Daily temperature-taking and visual health checks for children, infants, staff and visitors
- Management and reporting in the event of an outbreak of infectious disease
- Emergency contact tracing procedures
- Management of haze situation
- Handling of food
- Washing and disinfecting equipment such as toys and manipulatives
- All special events and celebrations held involving the provision of food
- Administration of medicine
- Management of allergies
- Procedures for diaper changing, sterilisation of milk bottles, and showering procedures (for Class A licence)

(g) Guidelines on Child Guidance and Behaviour Management and Child-Safe Policies

There must be a comprehensive guide on child guidance and behaviour management which includes but are not limited to the following:

- Staff use positive and developmentally appropriate methods of guidance and management to encourage positive behaviours
- Staff collaborate with each other and the children's families in managing challenging behaviours, and involve other professionals where necessary.
- Boundaries are set and children, infants and parents are aware of the consequences of unacceptable behaviour.
- Corporal punishment, humiliation, intimidation or withholding food and beverages as forms of disciplinary action are strictly prohibited. This includes isolation and physical restriction of movements, neglect and deliberate absence of response.
- A set of child-safe policies and guidelines.

(h) Other Areas

- Creation of a CDLENS account with Ministry of Health (MOH), for reporting of infectious diseases.
- A list of emergency phone numbers easily accessible to all staff at all times must be displayed near the telephones and includes the following:
 - Emergency Ambulance and Fire (995)
 - Non-Emergency Ambulance (1777)
 - Police Emergency (999)
 - Nearest Neighbourhood Police Post (NPP) and address
 - Nearest clinic and address
 - Nearest hospital and address
- If meals are provided, written menus must be displayed. There must be at least 2 sets of menu for breakfast, lunch and afternoon tea.
- For Class A licence, there must be at least 2 sets of written menu for each group (7-9 months, 10-12 months, 13-18 months) of infants.

(i) First Aid Kit

First aid kits in the centre must be maintained with items which are not expired. They are located at a fixed convenient place that is easily and readily accessible to all staff at all times. The first aid kit must contain the following items for every 150 children, but are not limited to the following quantity:

S/No	Contents	Qty
1	Sterile cotton wool balls	2 packs
2	Saline in 10cc vials	4
3	Dressing forceps and powder free latex gloves or vinyl gloves	1 set
4	Sterile absorbent gauze(min 5 pcs/pack)	6 packs
5	Hypoallergenic tape	1 roll
6	Adhesive dressing (first aid plasters)	20 pcs (various sizes)
7	Crepe Bandage (5cm)	3 packs
8	Triangular bandage with safety pins	3 packs
9	Scissors	1 pair
10	Torch light with battery	1 piece
11	Ziploc bags	2 pieces
12	Resuscitation mask	1 piece

(j) Portable First Aid Kit

A portable first aid kit must be maintained for out-of-centre use. The first aid kit must contain the following items, but are not limited to the following quantity:

S/No	Contents	Qty
1	Sterile cotton wool balls	2 packs
2	Saline in 10cc vials	4 vials
3	Dressing forceps/powder free latex gloves or vinyl gloves	1 set
4	Sterile absorbent gauze(min 5 pcs/pack)	3 packs
5	Crepe Bandage (5cm)	2 packs
6	Adhesive dressings (first aid plasters)	10 pcs (various sizes)
7	Triangular bandage with safety pins	2 packs

3.7 Preschool Learning Experience

The centre's philosophy and programme is an integral part of the children's education.

(a) Centre's Programme Philosophy, Goals and Approach

There must be a philosophy on which the programme is based, and the interest of the child must be central to the centre's philosophy. It may include the centre's values and beliefs on children's development, care and education as well as partnership with the family and community. These must be clearly communicated and shared with parents and staff via parents' and staff's handbook, on the website or displayed in the office.

The centre's programme goals and outcomes must be guided by sound early childhood education and care principles. Reference may be made to the Nurturing Early Learners (NEL) and Early Years Development Framework (EYDF), to set programme goals and outcomes, which comprise the following:

- Culturally and developmentally appropriate practices
- Integrated and holistic learning
- Child-centric and authentic experiences with quality interactions
- Play as pedagogy

(b) Centre's Programme Plan

There must be a programme plan that supports and facilitates the learning and developmental needs of all children. The centre's programme plan must provide for all age-groups / levels for the entire calendar year, which includes:

- Objectives, milestones or learning goals
- Annual calendar of centre events, e.g. excursions, festive celebrations
- Curriculum plans, e.g. term plans, daily or weekly lessons plans
- Daily schedule and routines (displayed in centre)

The centre's programme is holistic and covers key areas of learning and development. The centre's programme covers all physical, intellectual, emotional and social aspects of children's learning and development. For children aged 18-months and above, the key areas of learning and development are outlined in the NEL and EYDF, which comprise (may be classified/termed differently) the following:

- Language and Literacy
- Aesthetics and Creative Expression
- Discovery of the World
- Motor Skills Development
- Social and Emotional Development
- Numeracy

The centre's programme is balanced, holistic and developmentally appropriate. It covers all physical, intellectual, emotional and social aspects of children's learning and development, and provides a varied experience for every child. The programme provides stability and order and every child is meaningfully engaged in the activities. A varied experience may cover the following:

- Indoor and outdoor experiences
- Active and quiet play, structured and free play
- Rest and routine care period and meal time (For Class A and B licenses only)
- Large groups, small groups and individual activity time
- Learning experiences outside the centre

Frequency of Gross Motor Activities (GMA)

- For full-day programmes, 1 hour daily, with at least 30 minutes outdoors or 45 minutes thrice weekly outdoors
- For half-day programmes, 30 min thrice weekly, with at least one session outdoors

(c) Learning Environment

The centre's indoor and outdoor spaces are used purposefully for different types of learning and development activities. The indoor and outdoor spaces allow for different group sizes and types of activities. They are not limited to the centre's premises (e.g. play or locomotive areas, learning centres, library, or neighbourhood parks). The space is designed to encourage exploration. Play areas are to be easily accessible by children.

Various types of teaching and learning aids and manipulatives for every learning area/domain are used. The variety of materials is able to sustain the children's interest, promote the children's development and provide different experiences. Play equipment and materials are accessible to all children.

The centre's learning space is able to facilitate self-directed learning, group interaction and play. The indoor and outdoor learning spaces provide platforms, materials and equipment to foster autonomy, on-task behaviours and independence in children. It also encourages children to interact and play with one another. Activity spaces are set up intentionally to allow children to carry out specific activities independently.

(d) Children's Progress

There must be documents to show how centres observe, document and assess children's key areas of learning and development. The progress of individual children's learning and development are to be updated and shared with parents at least once every 6 months.

(e) Additional Requirements for Class A licence (infant care services)

Centre's Programme Plan

There is a programme plan which supports and facilitates the individual learning and developmental needs of all infants. The programme plan is guided by the following:

- Planned activities and transitions consider/support the infants' need for locomotion.
- Routines are used as opportunities to build warm and secure relationships with infants for learning and development.
- There are ample opportunities for infants' free movement and exploration.
- A 15-30 min outdoor experience once a week for infants 6 months and above is provided.

The centre's programme plan for infants includes:

- Objectives, milestones or learning goals
- Activity plans
- Daily schedules and routines (displayed in the centre)

The programme also facilitates integrated learning across all domains. Infants are developed in the following domains:

- Physical development
- Social-emotional development
- Language and communication development
- Cognitive development

Learning Environment

Various types of teaching and learning aids and manipulatives for infant development are used. The play equipment and materials support infants' free movement and exploration. Play materials are to be accessible to all infants to provide varied experiences (with appropriate supervision provided).

Infant's Progress

There are records of the routine needs (routine needs include feeds, naps and bowel movements) of each individual infant. The records are to be communicated to parents daily. The following must also be tracked:

- Records and sharing of regular observations, documentation and assessment of each individual infant's learning and development at least once every 3 months.
- Documentation and sharing of the infants' developmental milestones with parents.

4 SUBMISSION OF THE NEW LICENCE APPLICATION

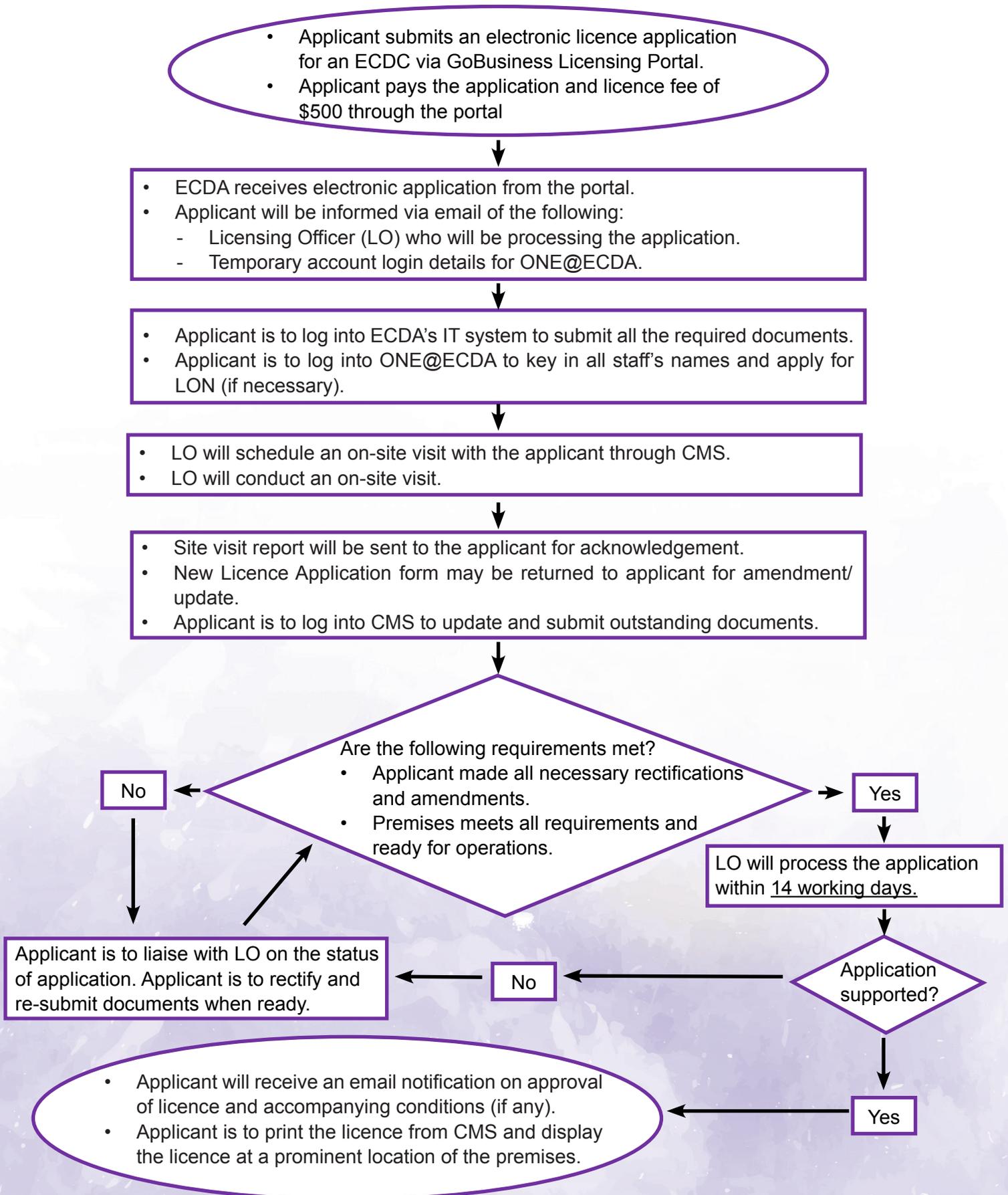
4.1 A Checklist to Guide the Process of Setting Up

Question	For more information	Please check
Do you have documents of the entity which owns the ECDC?	refer to 3.2	<input type="checkbox"/>
Are your premises suitable for use as an ECDC?	refer to 3.4	<input type="checkbox"/>
Have you obtained all the statutory approvals required for the premises to be used as an ECDC?		<input type="checkbox"/>
Do you have a QP-certified floor plan with breakdown of areas indicated?		<input type="checkbox"/>
Have you employed the minimum number of staff required to commence operations?	refer to 3.5	<input type="checkbox"/>
Do you have records of all your staff? (e.g. medical, academic, professional qualification, child first aid certificate, employment letter)		<input type="checkbox"/>
Do you have a comprehensive parent's handbook?	refer to 3.6	<input type="checkbox"/>
Have you prepared your centre's administrative records (i.e. samples / templates of the centre's operational records)?		<input type="checkbox"/>
Have you done all of your centre's Standard Operating Procedures (SOPs)?		<input type="checkbox"/>
Do you have your centre's programme plan?	refer to 3.7	<input type="checkbox"/>
Does your centre's learning environment meet the requirements?		<input type="checkbox"/>

After you have checked the above, you can refer to Annex A for the complete list of documents to be submitted to ECDA before the site visit. Subsequently, you can refer to Annex B and conduct a self-assessment to ensure the premises meet the requirements of an ECDC.

4.2 Workflow for New Licence Application

The following workflow shows the procedure to apply for an ECDC licence



ANNEX

Annex A Document Checklist

1. Tick the boxes (✓) on the right to ensure that you have all the required documents prior to the site visit.
2. Please ensure that these documents are provided to the Licensing Officer for his / her verification. ECDA will not process the application if the submission is incomplete.

Statutory Approvals				
S/N	Documents	Met	Not Met	N.A.
1	Validation of Legal Entity – ACRA ¹ , ROS ² Registration, IPC ³ Registration, Co-Op ⁴ or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Approved Use of Premises from URA ⁵ and / or other relevant agencies for the use of premises as an ECDC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Ownership or Tenancy Agreement from HDB ⁶ , SLA ⁷ , landlord or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	TOP ⁸ / CSC ⁹ from BCA ¹⁰	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Letter by Qualified Person (QP) to certify whether resubmission to BCA is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	TFP ¹¹ / FSC ¹² from SCDF ¹³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Letter by Qualified Person (QP) to certify that the floor plan submitted to ECDA is the same as the one submitted to SCDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	QP-certified floor plan with breakdown of floor areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Direct Credit Authorisation Form (for subsidy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-
- 1 Accounting and Corporate Regulatory Authority
 - 2 Registry of Societies
 - 3 Charities & Institution of a Public Character
 - 4 Co-Operatives
 - 5 Urban Redevelopment Authority
 - 6 Housing Development Board
 - 7 Singapore Land Authority
 - 8 Temporary Occupation Permit
 - 9 Certificate of Statutory Completion
 - 10 Building and Construction Authority
 - 11 Temporary Fire Permit
 - 12 Fire Safety Certificate
 - 13 Singapore Civil Defence Force

Staff Provision and Quality				
S/N	Minimum number of staff required to commence operations. (Note : Apply for Letter of Notification (LON) via ONE@ECDA for staff who do not have LON certification)	Met	Not Met	N.A.
1	A qualified Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class B <u>or</u> Class C Licence: At least one L2 and two L1 certified teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Class A and B Licence <u>or</u> Class A and C Licence: At least one L2, one L1 certified teacher <u>and</u> one programme staff who is trained at: <ul style="list-style-type: none"> • EY2 / EY1 certified or • Certificate in Infant/Toddler Care (CITC) or • State Registered Nurse (SRN) with Early Years Development Framework (EYDF) certificate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Class A Licence: At least three programme staff who are trained at: <ul style="list-style-type: none"> • EY2 / EY1 certified or • CITC or • SRN with EYDF certificate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	For centres with multiple bays, two furthest blocks being 100-400m apart: A L2-certified Senior Teacher appointed for each bay or at least an EY1-certified Senior Infant Educator appointed if the bay only offers infant care services. The Senior Teacher/Infant Educator can be counted towards the centre's qualified staff-child ratio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	For centres with multiple bays, furthest blocks being 300-400m apart: A L2-Certified Key Personnel. The key personnel cannot be counted towards the centre's qualified programme staff-child ratio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	A cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff Provision and Quality				
S/N	Records of Staff Particulars (certified true copy by the licensee)	Met	Not Met	N.A.
1	Letter of appointment / employment by the centre <u>or</u> Letter of transfer from one centre to another (under the same legal entity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Pre-employment medical clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Declaration form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Child First Aid Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Basic Food and Hygiene Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety, Health and Hygiene				
S/N	Operational Records	Met	Not Met	N.A.
1	Emergency evacuation procedures for staff and children. Separate evacuation procedures must be provided for infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	For centres in B1 industrial premises: Key appointment holders / personnel to be represented as a stakeholder in the building's Fire Safety Committee (FSC), and work with the building management on emergency responses and evacuation procedures for the safety of children and staff via the Incident Management Plan (IMP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evacuation records include the date, time, attendance for the day, duration of the exercises and the area where the simulated "fire" or incident started.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Centre Log Book to record unusual events - e.g. accidents / incidents / illnesses /outbreak of diseases / deviations from regular programme / menu / special activities or field trips conducted outside the centre visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Daily attendance register of children and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Daily temperature and health checks for children, staff and visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Sign-in and Sign-out records of children, staff and visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	Children's Records (Sample Form)	Met	Not Met	N.A.
1	Centre's enrolment form for individual children or infants contain information as specified at the Glossary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	Medication Records (Sample Form) <i>Forms for individual children must include the following fields:</i>	Met	Not Met	N.A.
1	Child or infant's name and medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Dosage, manner, date and time of administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Name and signature of staff administering medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Written authorisation from parent or guardian (including their name and signature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	Menu	Met	Not Met	N.A.
1	At least 2 sets of weekly menu for breakfast, lunch and afternoon tea. (Please note that the guidelines for food served as specified at the Glossary for Class B Licence are to be followed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	For Class A Licence: At least 2 sets of written menu for each group of infants (7-9 months, 10-12 months, 13-18 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety, Health and Hygiene - Standard Operating Procedures (SOPs)				
S/N	SOPs on safety-related measures	Met	Not Met	N.A.
1	Emergency evacuation for crisis situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Handling of safety-related incidents, major and minor injuries, death of a child or infant, and reporting to parents and relevant authorities within 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Supervision of children or infants outside centre's premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Dismissal of children or infants and measures to ensure that children and infants are dismissed to persons authorised to fetch them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Non-collection of children or infants from the centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Mandatory / Voluntary centre closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	For centres with multiple bays: Movement of children between bays for crossing of vehicular/service roads (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Sleeping and showering arrangements for children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	For Class A Licence: A dedicated emergency evacuation procedures for evacuating infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	SOPs on health-related measures	Met	Not Met	N.A.
1	Daily temperature-taking and visual health checks for staff, children, infants and visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Management and reporting in the event of an outbreak of infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Emergency contact tracing procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Management of haze situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Handling of food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Washing and disinfecting equipment such as toys and manipulatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	All special events and celebrations held in the centre involving the provision of food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Administration of medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Management of allergies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	SOPs on management of children	Met	Not Met	N.A.
1	Child guidance and behaviour management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Child safe policies and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety, Health and Hygiene - Standard Operating Procedures (SOPs)				
S/N	SOP <i>Applicable for Class A Licence (Infant Services)</i>	Met	Not Met	N.A.
1	Measures to prevent Sudden Infant Death Syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Written procedures for diaper change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Written procedures for sterilisation of milk bottles and milk preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Written procedures for showering infants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Experience				
S/N	Records	Met	Not Met	N.A.
1	Centre's philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Programme goals and outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Age-appropriate curriculum framework and programme plan (e.g. term, weekly, daily lesson plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Annual calendar of centre events e.g. excursions, festive celebrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Daily programme schedule (please note the following guidelines for Gross Motor Activities as specified in the Glossary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Parents' Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S/N	Records <i>Applicable for Class A Licence (Infant Services)</i>	Met	Not Met	N.A.
1	Programme plan (e.g. activity plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Individual routine needs record (i.e. Feeds, naps and bowel movements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Profile of individual infant development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Daily programme schedule (includes a 15 to 30 min outdoor experience once a week for infants aged 6 months and above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Glossary

Centre's enrolment form for individual

- Copy of Birth Certificate / Citizenship Certificate / Passport / FIN of child or infant
- Any known medical conditions and/or allergies of child or infant
- Long-term medication (if any) taken by child or infant
- Name and contact of family physician of child or infant (if any)
- Emergency contact information of child or infant
- Parents' or Guardians' written authorisation for the centre to take the necessary measures during an emergency, as stated in the Standard Operating Procedure.
- Record of authorized personnel(s) permitted to fetch child or infant from centre (Name, NRIC, Address)
- Immunisation records of child or infant
- Names of Parents or Guardians (Contact information, NRIC / Citizenship Certificate / Passport)

Guidelines for food served

Please note the following guidelines for food served:

- Provides water for the children throughout the day. Syrup, cordial and commercially prepared drinks without the Healthier Choice Symbol (HCS) are not allowed. Milk is allowed.
- If lunch is served, the food must have the three main groups:
 - Wholegrains
 - Lean meat or other protein food alternatives
 - Vegetables
- Provides fruits to children:
 - a. For full-day service : Daily
 - b. For half-day service : At least once a week
- Provides calcium-rich food and beverages such as milk, calcium-fortified soy milk, cheese, yoghurt, and tofu to children:
 - a. For full-day service : Twice a week
 - b. For half-day service : At least once a week
- Uses cooking oil with the Healthier Choice Symbol (HCS).
- The following food are not allowed:
 - Deep-fried food
 - Pre-deep fried food upon purchase
 - Preserved food

Guidelines for Gross Motor Activities

Gross motor activities are carried out i.e.

- For full day services: 1 hour daily, with at least 30 minutes outdoors or 45 minutes thrice weekly outdoors or equivalent
- For half day services: 30 min thrice weekly, with at least one session outdoors or equivalent

Annex B Site Visit Checklist

Indoor Environment				
S/N	Requirements	Met	Not Met	N.A.
1	Class B Licence: There must be 3m ² floor space area for every child. Areas computed to meet this requirement exclude service / entrance areas, and corridors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class C Licence: There must be 1.88m ² floor space area for every child. Areas computed to meet this requirement exclude service / entrance areas, and corridors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Each activity area is at least 12m ² .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Usable areas are fully enclosed, weather proof with good ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	There is sufficient indoor space for children and infants to participate in individual or group activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	There are clear pathways for staff, children and infants to move, and corridors are wide enough for children to walk in pairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Floor surfaces are not slippery and well-maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	There is a comfortable environment for children and infants' learning and development (e.g. appropriate lighting, good ventilation and air quality, comfortable temperature).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	There are sufficient furnishings, equipment, resources and materials for children's learning, development and rest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The premises, furnishings, equipment and materials used by children are in good working condition, child-safe and developmentally appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The centre's premises are secured to prevent any unauthorised personnel from accessing it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Areas, facilities and equipment that pose a safety risk to children and infants are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Hazardous materials are kept away from children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Safety gates or barriers are installed at the head and foot of staircases which children have access to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Staircase railings are installed at children's height so that children can use them while climbing the stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Height of railing at staircase landings and corridors are at least 1.5m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Gaps between banister railings and steps of the staircases are narrow/ covered up to ensure children's safety (e.g. child/infant's body parts are not at risk of being caught in the gap).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indoor Environment				
S/N	Requirements	Met	Not Met	N.A.
18	Centres situated above the ground level have windows and/or window grilles that are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Keys for both the window and window grilles are kept out of children and infants' reach but are made easily accessible to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	No doors with double action spring hinges can be installed on the premises (i.e. swing doors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sanitary Facilities				
<i>The centre has sufficient number of sanitary facilities to meet the accommodation capacity (AC).</i>				
S/N	Requirements	Met	Not Met	N.A.
1	There are at least 2 child-sized wash hand basins suitable for use by children, and at least 2 child-sized flush toilets of which the height of the toilets does not exceed 400mm when measured without seat from the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	There are sufficient child-sized flush toilets (1 : 23). The height of the toilets does not exceed 400mm, measured without seat, from the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	There are sufficient hand-washing points (1 : 23). The wash hand basins must be child-sized and suitable for use by children. Hand-washing points are located at children's height level and children can reach them easily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	There are sufficient soap dispensers (1 to 2 hand-washing points).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	There are sufficient shower heads (1 : 50). Bathing facilities must have water heaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	There are mirrors placed at children's eye level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Child-sized toilets and wash hand basins are available at every level/ bay and easily accessible to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Appropriate hand drying facilities (e.g. single use disposable paper towels) are installed near hand washing points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If disposable napkins are provided, children have access to a hands-free dustbin to dispose of used napkins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Toilets are separated by partitions to provide privacy for the child, and are of appropriate height to allow for supervision by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Privacy for children is provided during toileting and showering (e.g. shower curtains or doors in at least one cubicle).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Every cubicle has sufficient supply of toilet paper within a child's easy reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outdoor / Indoor Space for Gross Motor Activities (GMA)				
S/N	Requirements	Met	Not Met	N.A.
1	A suitable space for children to use for gross motor activities is provided (GMA). For Class B Licence: $\frac{1}{6}$ of the centre's accommodation capacity at 4m ² per child or 40m ² , whichever is more. For Class C Licence: $\frac{1}{10}$ of the centre's accommodation capacity at 4m ² per child or 40m ² , whichever is more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	There is sufficient outdoor and indoor play space for GMA to be carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	There are sufficient materials and equipment for gross motor activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Gross motor equipment is age-appropriate, child-safe and in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	For gross motor play areas above ground level, suitable barriers are put in place to ensure the children's safety (i.e. fencing of at least 1.8 metres in height is installed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The outdoor space is clear of potential hazards (e.g. objects, substances).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If outdoor spaces are located near potentially hazardous elements, safety measures are put in place to prevent children from gaining access to such areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Children have safe access to outdoor play space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Aid Kit				
S/N	Requirements	Met	Not Met	N.A.
1	At least one First Aid kit (with sufficient items as outlined in the Glossary) is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	At least one Portable First Aid kit (with sufficient items as outlined in the Glossary) is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health Facilities				
S/N	Requirements	Met	Not Met	N.A.
1	Designated isolation area/sick bay for children who are unwell to rest in is fully enclosed. It is comfortable, well-ventilated and conducive for the child or infant to rest in. The area is available at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Suitable space for use during a haze episode.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Air purifiers are available to cover a space which can accommodate at least 50% of the centre's accommodation capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Preparation Facilities				
S/N	Requirements	Met	Not Met	N.A.
1	Designated area for food preparation (i.e. kitchen or pantry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Children do not have access to the kitchen or pantry. Suitable barriers such as a door or safety gate is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items to be displayed				
S/N	Requirements	Met	Not Met	N.A.
1	Centre's Declaration of Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Emergency evacuation procedures for fire and other crises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	List of Emergency Phone Numbers <ul style="list-style-type: none"> • Fire and Ambulance (995) • Non-emergency Ambulance (1777) • Police (999) • Nearest neighbourhood police post (NPP) and address • Nearest clinic and address • Nearest hospital and address 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	At least 2 different sets of weekly menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Daily programme schedule for every level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indoor Environment				
<i>Applicable for Class A Licence (Infant Services)</i>				
S/N	Requirements	Met	Not Met	N.A.
1	There must be 5m ² floor space area for every infant. Areas computed to meet this requirement exclude service / entrance areas, corridors, milk preparation and diaper changing areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Indoor activity area for infants is separated from the older children (i.e. 18 months and above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Space is demarcated between locomotive and non-locomotive infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The napping area is physically separated from other activity areas. Partitions or other suitable barricades may be used to separate the napping area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Both napping and indoor activity areas are located away from main corridors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Infant service should preferably be located on the ground floor of the premises. If not, every level of the premises catered for infants is to be equipped with showering, diapering, feeding and napping facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Floor surfaces and area layout are safe for crawling and walking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Spaces are intentionally set up for infants to move about.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Spaces incorporate elements to cater to the different developmental milestones of infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Space, Facilities and Resources				
<i>Applicable for Class A Licence (Infant Services)</i>				
S/N	Requirements	Met	Not Met	N.A.
1	There is sufficient furnishings, equipment and resources / materials for infants' learning, development and nap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The premises, furnishings, equipment, and resources / materials are in good working condition, child-safe and developmentally-appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	There are various types of teaching and learning aids for infants' development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	There are sufficient cots to provide for at least half or more of the infants enrolled. Locomotive infants are allowed to sleep on mattresses with staff supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Cots are sturdy and do not fall over. Playpens are not to be used as cots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	High chairs (if any) have footrests, side and back supports with a place for latching the food tray firmly. For low tables and chairs, infants' feet must be able to touch the ground when seated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sanitary Facilities*Applicable for Class A Licence (Infant Services)**The centre has sufficient number of sanitary facilities to meet the accommodation capacity (AC).*

S/N	Requirements	Met	Not Met	N.A.
1	Sufficient number (1 : 10) of sinks with running water (for showering of infants) next to the diaper change tables is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Sufficient number (1 : 10) of diaper change tables is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The diaper change tables have 4 raised sides of at least 3 inches high (to be measured from the surface of the inner pad).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Facilities for sterilization of milk bottles and food/milk preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Sufficient bathing facilities and measures to ensure safety for infants are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items to be displayed*Applicable for Class A Licence (Infant Services)*

S/N	Requirements	Met	Not Met	N.A.
1	Procedures for diaper changing, milk preparation, sterilisation of milk bottle and showering of infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Dedicated emergency evacuation procedures for infants during fire and other crises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Daily observation record on each infant such as feeds, naps and bowel movements (i.e. individual routine needs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Record of type and amount of formula milk required for each child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	A written menu for each group (7-9 months, 10-12 months, 13-18 months).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Glossary

First Aid Kit		
S/N	Item	Quantity
1	Sterile cotton wool balls	2 packs
2	Saline in 10cc vials	4 vials
3	Dressing forceps and powder free latex gloves or vinyl gloves	1 set
4	Sterile absorbent gauze (min 5 pcs/pack)	6 packs
5	Hypoallergenic tape	1 roll
6	Adhesive dressing (first aid plasters)	20 pieces (various sizes)
7	Crepe Bandage (5cm)	3 packs
8	Triangular bandage with safety pins	3 packs
9	Scissors	1 pair
10	Torch light with battery	1 piece
11	Ziploc bags	2 pieces
12	Resuscitation mask	1 piece

Portable First Aid Kit		
S/N	Item	Quantity
1	Sterile cotton wool balls	2 packs
2	Saline in 10 cc vials	4 vials
3	Dressing forceps and powder free latex gloves or vinyl gloves	1 set
4	Sterile absorbent gauze (min 5 pcs/pack)	3 packs
5	Crepe Bandage (5 cm)	2 packs
6	Adhesive dressing (first aid plasters)	10 pieces (various sizes)
7	Triangular bandage with safety pins	3 packs