

CHILD CARE CENTRES ACT
(CHAPTER 37A, SECTION 19)

CHILD CARE CENTRES REGULATIONS

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[1st July 1988]

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the Child Care Centres Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

“child care teacher” means a person who holds such child care qualifications as is acceptable to the Director, and who is employed by a licensee for the care and development of children older than 18 months but younger than 7 years of age enrolled in the licensee’s child care centre;

“educarer” means a person who holds such child care qualifications as is acceptable to the Director, and who is

employed by a licensee for the care and development of the following children enrolled in the licensee's child care centre:

- (a) children aged 2 months or older but younger than 3 years of age, other than children referred to in paragraph (b); and
- (b) children enrolled in any Nursery 1 class conducted at the licensee's child care centre;

"health officer" means any Health Officer appointed under section 4(1) of the Infectious Diseases Act (Cap. 137);

"Kindergarten 1 class" means a class conducted at a child care centre for children attaining 5 years of age in the calendar year during which the class commences;

"Kindergarten 2 class" means a class conducted at a child care centre for children attaining 6 years of age in the calendar year during which the class commences;

"licensee" means the holder of a licence to operate a child care centre;

"Nursery 1 class" means a class conducted at a child care centre for children attaining 3 years of age in the calendar year during which the class commences;

"Nursery 2 class" means a class conducted at a child care centre for children attaining 4 years of age in the calendar year during which the class commences;

"para-educarer" means a person who holds any of the child care qualifications set out in the Third Schedule, and who is employed by a licensee to assist —

- (a) any educarer also employed by the licensee in the care and development of the following children enrolled in the licensee's child care centre:
 - (i) children aged 18 months or older but younger than 3 years of age, other than children referred to in sub-paragraph (ii); and

(ii) children enrolled in any Nursery 1 class conducted at the licensee's child care centre; and

(b) any child care teacher also employed by the licensee in the care and development of children enrolled in any Nursery 2 class conducted at the licensee's child care centre;

“para-educator” means a person who holds any of the child care qualifications set out in the Fourth Schedule, and who is employed by a licensee to assist any child care teacher also employed by the licensee in the care and development of children enrolled in any Kindergarten 1 class or Kindergarten 2 class conducted at the licensee's child care centre;

“philosophy of care” means the central ideas upon which the child care programme will be developed and applied at the child care centre, including the goals of the centre as a whole, the objectives for each age group of children, the activities designed to promote the physical, intellectual, social and emotional development of children and the training of programme staff in childcare education;

“programme staff” means any employee of a child care centre who is a child care teacher, an educator, a para-educator or a para-educator;

“registered medical practitioner” means any person who is registered as a medical practitioner under the Medical Registration Act (Cap. 174);

“staff” means all employees of the child care centre;

“supervisor” means the person who plans and directs the programme of a child care centre and who is directly in charge of the children and staff of the child care centre.

Licensee must comply with Regulations

2A. Unless the context otherwise requires, it is the duty of the licensee of a child care centre to ensure that the provisions of these

Regulations are complied with when providing child care services at that child care centre.

PART II

LICENSING OF CHILD CARE CENTRES

Issue of licence

3.—(1) Every licence to operate a child care centre issued by the Director shall be in such form and for such period as the Director may determine.

(2) Where a licence has expired, it may be renewed for such period as the Director thinks fit by the issue of a fresh licence commencing on the day following the date of expiry of the previous licence.

Fees for licence

4. An applicant applying for a licence shall pay the following fees:
- (a) in the case where the applicant requires his application to be processed within 7 days, a sum comprising —
 - (i) a licence fee of \$264 for a period of 24 months or part thereof; and
 - (ii) an expedited application fee of \$264; and
 - (b) in any other case, a licence fee of \$264 for a period of 24 months or part thereof.

[S 642/2012 wef 02/01/2013]

Disqualification

5. No licence may be issued or renewed in respect of an applicant who has been convicted of —

- (a) any offence under section 5, 6, 7, 11, 12 or 13 of the Children and Young Persons Act (Cap. 38), or any other offence involving child abuse or child neglect;
- (b) any offence under Part XI of the Women's Charter (Cap. 353); or

- (c) any offence under section 354, 354A, 372, 373, 373A, 375, 376, 376A, 376B, 376C, 376D, 376E, 376F, 376G, 377, 377A, 377B or 509 of the Penal Code (Cap. 224).

Notification of change of particulars of licensee

6.—(1) Where a licensee changes his address, he shall make a report of such change under section 8 of the National Registration Act (Cap. 201).

(2) The licensee shall notify the Director in writing of any change of any other particulars specified in the licence within 28 days of any such change.

(3) Where the licensee is a body corporate, any officer holding a managerial or an executive position shall also notify the Director of any change in the constitution of the members of the board of directors or committee or board of trustees or other governing body of the body corporate within 14 days of such change.

(4) The Director may, by way of endorsement on the licence or by the issue of a fresh licence, make any amendment to the licence which is necessary as a result of any change of particulars referred to in paragraph (1) or (2).

PART III

PERIOD OF OPERATION AND PROGRAMME

Hours of operation

7.—(1) Every licensee shall submit information on the period of operation of the child care centre to the Director for his approval.

(2) Every child care centre shall comply with the period of operation as approved by the Director.

(3) No child shall be retained in a child care centre for more than 24 hours continuously.

Programme statement

8.—(1) Every child care centre shall have a written programme statement which shall include the following:

- (a) the children who may be enrolled in terms of age range;
- (b) the period of operation of the child care centre;
- (c) the particular approach to programming that is followed, including —
 - (i) philosophy of care;
 - (ii) daily programme schedule or timetable; and
 - (iii) any specialised services;
- (d) the procedure for registration, admission and withdrawal of children;
- (e) the fees payable;
- (f) the procedure for handling illnesses and emergencies of children; and
- (g) the procedure for transport of children, where provided, including transport arrangements and parental permission for excursions and related activities outside the child care centre.

(2) The licensee of a child care centre shall ensure that the programme statement is explained in general terms to a parent or guardian of every child who is to be enrolled in the child care centre and that a copy of the programme statement is given to the parent or guardian without any charge.

Daily programme schedule

9.—(1) Every licensee shall submit to the Director for approval a written daily programme schedule for each age range of children specified by the Director.

(2) Every child care centre shall comply with the daily programme schedule as approved by the Director under paragraph (1).

(3) The daily programme schedule shall include the following:

- (a) group and individual activities;
- (b) activities designed to provide gross and fine motor, cognitive, social and emotional development;

- (c) active and quiet play;
- (d) rest periods;
- (e) meal times; and
- (f) routine care periods.

(4) The approved schedule shall be displayed on a notice board in the child care centre and be made available for inspection at all times.

(5) All formal educational activities must be undertaken by programme staff who have successfully obtained the necessary child care qualifications set out in these Regulations or as accepted by the Director, as the case may be.

(6) Provision shall be made in the schedule to separate children, who are yet unable to walk, from other children during play periods.

Partnership between centre and parents or guardians

10. Every child care centre shall —

- (a) establish a system for sharing with parents information on matters that may affect the children;
- (b) allow parents to visit the child care centre at any reasonable time, provided that the visits do not cause undue interference with the child care centre's programme; and
- (c) where applicable, give parents and guardians such length of notice of closure of the child care centre as may be required by the Director.

PART IV

HEALTH, MEDICAL CARE, NUTRITION AND DISCIPLINE

Immunisation and illness

11.—(1) No child care centre shall enrol any child who has not been given immunisation as required under existing law.

(1A) Subject to paragraph (1B), any child —

- (a) who has a fever; or

(b) who is on medication,

shall not be admitted physically into or attend any class at any child care centre.

(1B) A child who has no fever but is on medication may be admitted physically into or attend any class at any child care centre if —

(a) the period of unfitness stated in any medical certificate signed by any registered medical practitioner with respect to the child has expired and the child does not exhibit any symptom of illness; or

(b) the child is certified by any registered medical practitioner to be medically fit to attend class at the child care centre.

(2) Any symptom of ill-health or communicable disease detected in a child shall be recorded for appropriate follow-up action to be taken.

(3) Any child who develops any symptom of serious illness shall be taken to a supervised area designated for rest and care and shall remain there until such time as his parent or guardian, or any person authorised by his parent or guardian, takes him home.

(4) Where a serious accident, illness or death occurs to a child, the licensee shall forthwith —

(a) obtain all necessary emergency medical assistance;

(b) notify the parents or guardian of the child;

(c) maintain proper record of the occurrence; and

(d) notify the Director within 24 hours of its occurrence and if a public holiday falls during that period, on the day following the public holiday.

(5) When a child dies, the licensee shall cause to immediately notify the police of the death.

First aid facilities

12.—(1) Every child care centre shall maintain a first aid kit for emergency treatment which shall be kept in an accessible and safe place on the premises.

(2) There shall be, at all times, at least one person in a child care centre who holds a valid certificate in first aid recognised by the Director.

Medicines and drugs

13.—(1) Every child care centre shall ensure that —

- (a) no medicine or drug is to be administered to a child unless otherwise prescribed by a registered medical practitioner, or in accordance with the written instructions of the parent or guardian of the child;
- (b) all containers of any medicines or drugs to be administered to a child are clearly labelled with the child's name and instructions for administration of the medicines or drugs; and
- (c) all medicines or drugs are to be kept out of reach of children.

(2) The licensee shall cause a proper written record to be maintained for administration of medicine or drugs in relation to each child at the child care centre. The record shall include —

- (a) the name of the child;
- (b) the name of medicine or drugs administered;
- (c) the dosage of medicine or drugs administered;
- (d) the name of person who administered the medicine or drugs;
- (e) the time and date of administration; and
- (f) the manner of administration.

Health of staff

14.—(1) No licensee shall employ any person as a member of the staff of a child care centre unless that person —

- (a) has undergone a medical examination and a chest X-ray;
- (b) has been certified to be fit to work and free from active tuberculosis by a registered medical practitioner; and

- (c) has provided a written declaration to the licensee that —
 - (i) the person has received vaccination against measles, rubella and varicella; or
 - (ii) the person has taken a serological test and has since been vaccinated against the diseases for which the serological test shows he has no immunity against.

(2) All staff over the age of 45 years shall undergo a chest X-ray once every 3 years.

(3) Any person engaged or employed to prepare food in a licensed child care centre —

- (a) shall undergo a medical examination as specified in paragraph (1) before such engagement or employment;
- (b) shall be vaccinated against typhoid before such engagement or employment and subsequently once every 3 years; and
- (c) shall, before such engagement or employment, attend and successfully complete such course on basic food hygiene as may be approved by the Director.

Infectious diseases

15.—(1) The licensee of a child care centre —

- (a) shall ensure that the physical premises and operation of the child care centre conform with such guidelines as may be set by the Ministry of Health relating to the prevention of infectious diseases in child care centres and kindergartens; and
- (b) shall immediately report any suspected or known case of infectious disease amongst the staff or children of the child care centre to a health officer, the Director and the parents of all the children attending the child care centre.

[S 642/2012 wef 02/01/2013]

(2) The licensee shall ensure that any staff member in a child care centre or any person engaged in the preparation of food or rendering of services in a child care centre, who is suffering from an infectious

disease is excluded from the child care centre until a registered medical practitioner certifies that he may be permitted to return.

(3) The Director may, on the advice of a health officer, order the closure of any child care centre for such period as may be considered necessary if there has been found or reported more than one case of infectious disease at or about the same time amongst the staff or children of the child care centre or persons engaged in the preparation of food or rendering of services in the child care centre.

Nutrition

16.—(1) Every child care centre shall have a written menu and shall serve food that conforms with the dietary requirements as specified by the Director.

(2) Every child care centre shall provide feedings for each infant under one year of age which are in accordance with the guidelines approved by the Director or in accordance with the written instructions of the parents or guardian regarding the type and scheduling of feeds for infants with special needs.

(3) Written menus shall be planned at least one week in advance, and shall be displayed on a notice board in a child care centre and be made available for inspection at all times.

Behaviour and guidance

17.—(1) Every licensee shall cause to ensure that the staff shall not administer the following disciplinary measures:

- (a) any form of corporal punishment, including the following:
 - (i) striking a child, directly or with any physical objects;
 - (ii) shaking, shoving, spanking or other forms of aggressive contact; and
 - (iii) requiring or forcing the child to repeat physical movements;
- (b) harsh, humiliating, belittling or degrading responses of any kind, including verbal, emotional and physical;
- (c) deprivation of meals; or

(d) isolation and physical restriction of movements.

(2) Where any member of the staff of a child care centre or licensee thereof has administered any disciplinary measure referred to in paragraph (1), the Director may issue a letter to that staff member or licensee warning him against repeating the administration of such disciplinary measure.

PART V

RECORDS AND REPORTS

Contents and maintenance of children's records

18.—(1) Every child care centre shall keep up-to-date records which shall be made available for inspection by the Director at all times.

(2) The records referred to in paragraph (1) shall include —

- (a) an application for enrolment signed by the parents or guardian of the child;
- (b) the name, date of birth and home address of the child;
- (c) the names, home addresses, telephone numbers and any other particulars of the child's parents or guardian which may be required by the Director;
- (d) the place and telephone number at which a parent or guardian, or alternative person to whom the child may be released, can be reached in case of an emergency when the child is in the care of the child care centre;
- (e) the written authorisation from the parents or guardian for emergency medical care;
- (f) the name, address and telephone number of the family physician of the child, if any;
- (g) the date of admission of the child;
- (h) the date of discharge of the child;
- (i) the monthly fees payable;
- (j) a record of the daily attendance of the child;

- (k) a three-monthly record of the growth of every child who is 18 months of age and below;
- (l) a six-monthly record of the height and weight of each child over 18 months of age;
- (m) up-to-date health information on each child including medical reports, vaccination and immunisation history, chronic physical problems, injuries and communicable diseases;
- (n) a written recommendation, signed by a registered medical practitioner, with regard to any special requirements for diet, rest or exercise in relation to a particular child, if any; and
- (o) reports of accidents requiring hospitalisation or the occurrence of a death of a child.

(3) Every child care centre shall keep all records of the children confidential and shall ensure that the records are not inspected otherwise than by —

- (a) the licensee;
- (b) the Director or any officer authorised by him;
- (c) the parent or guardian of the child; and
- (d) any other person otherwise authorised by law to inspect the records.

Record of official inspections

19. Every licensee shall cause to keep records of official visits of inspection made by the Director, health officer or Singapore Civil Defence Force officer or any person making an official inspection visit.

Records to be kept and retention period

20. Every licensee shall cause to keep the following records for the periods hereinafter specified:

- (a) particulars of every child and the child's parents or guardian for a period of 3 years from the date of the child's

withdrawal from the child care centre, which shall include —

- (i) photostated copy of the child's birth certificate or other identification documents;
 - (ii) documentary evidence of the mother's or single father's employment status;
 - (iii) relevant documentary evidence of the nationality of the father and mother;
 - (iv) documentary proof of single status of the father; and
 - (v) enrolment form of the child;
- (b) forms used for implementation of Government subsidy for child care for a period of 3 years from the date of withdrawal from the centre;
- (c) receipt books for a period of 3 years from the last entry; and
- (d) daily attendance register for a period of 3 years from the last entry.

Reporting of child abuse

21. The licensee of a child care centre who has reasonable cause to suspect any case of child abuse shall immediately report it to the Director.

Report of legal action

22. Any legal action initiated against a child care centre which affects any child, staff or the operation of the child care centre shall be reported to the Director.

PART VI

STAFF

Submitting of particulars of staff

23.—(1) The licensee of a child care centre shall cause to submit the particulars of every staff in such form as the Director may determine.

(2) Where any change in the staff occurs, the licensee shall cause to inform the Director in writing within 28 days of the change.

Appointment of staff

24.—(1) The licensee of a child care centre shall employ a sufficient number of programme staff who have the relevant qualifications and training recognised by the Director for that particular grade of staff to ensure compliance with regulation 25.

(2) For the purposes of paragraph (1), the licensee shall employ a supervisor and programme staff, each of whom must have —

- (a) the necessary child care qualifications as set out in these Regulations or as accepted by the Director, as the case may be; and
- (b) a valid certificate in first aid recognised by the Director.

(3) No licensee shall employ any person as a member of the programme staff unless that person has furnished a declaration to the licensee stating —

- (a) that he has not previously been convicted of any offence specified in regulation 26; and
- (b) whether he had previously received any letter of warning from the Director under regulation 17(2) or 25(10).

[S 642/2012 wef 02/01/2013]

Programme staff-child ratio

25.—(1) Subject to paragraphs (2), (5) and (6), a licensee must ensure that the ratio of educators to children enrolled in the licensee's child care centre is not less than —

- (a) 1:5 in respect of all children who are aged 2 or more months but not older than 18 months of age;
- (b) 1:8 in respect of all children who are older than 18 months but not more than 30 months of age; and
- (c) 1:12 in respect of —
 - (i) all children who are older than 30 months but younger than 3 years of age; and

- (ii) all children who are aged 3 years or older and are enrolled in any Nursery 1 class conducted at the licensee's child care centre.

(2) Notwithstanding paragraph (1), where an educator is assisted by one or more para-educarers, the ratio of educators to children enrolled in a licensee's child care centre must not be less than —

- (a) 1:12 in respect of all children who are older than 18 months but not more than 30 months of age; and
- (b) 1:18 in respect of —
 - (i) all children who are older than 30 months but younger than 3 years of age; and
 - (ii) all children who are aged 3 years or older and are enrolled in any Nursery 1 class conducted at the licensee's child care centre.

(3) Subject to paragraphs (4) and (6), a licensee must ensure that the ratio of child care teachers to children enrolled in the licensee's child care centre is not less than —

- (a) 1:15 in respect of all children who are enrolled in any Nursery 2 class conducted at the licensee's child care centre;

[S 642/2012 wef 02/01/2013]

- (b) 1:20 in respect of all children who are enrolled in any Kindergarten 1 class; and

[S 642/2012 wef 02/01/2013]

- (c) 1:25 in respect of all children who are enrolled in any Kindergarten 2 class.

[S 642/2012 wef 02/01/2013]

(4) Notwithstanding paragraph (3) —

- (a) where a child care teacher is assisted by one or more para-educarers, the ratio of child care teachers to children enrolled in a licensee's child care centre must not be less than 1:20 in respect of all children who are enrolled in any

Nursery 2 class conducted at the licensee's child care centre; and

- (b) where a child care teacher is assisted by one or more para-educators, the ratio of child care teachers to children enrolled in a licensee's child care centre must not be less than —
 - (i) 1:25 in respect of all children who are enrolled in any Kindergarten 1 class conducted at the licensee's child care centre; and
 - (ii) 1:30 in respect of all children who are enrolled in any Kindergarten 2 class conducted at the licensee's child care centre.

[S 642/2012 wef 02/01/2013]

(5) The ratio specified in paragraph (1)(a) shall apply at all times when the child care centre is open and providing child care services to children.

(6) The ratios specified in paragraphs (1)(b) and (c), (2), (3) and (4) shall apply at all times when the child care centre is open and providing child care services to children except during the periods when children arrive at and leave the child care centre and during rest periods, where paragraph (7) shall apply.

(7) During the periods when children arrive at or leave a child care centre or during rest periods, the ratio of staff to children enrolled in the child care centre must not be less than —

- (a) 1:12 in respect of all children who are older than 18 months but not more than 30 months of age;
- (b) 1:18 in respect of —
 - (i) all children who are older than 30 months but younger than 3 years of age; and
 - (ii) all children who are aged 3 years or older and are enrolled in any Nursery 1 class conducted at the licensee's child care centre;

- (c) 1:20 in respect of all children who are enrolled in any Nursery 2 class conducted at the licensee's child care centre; and
- (d) 1:30 in respect of all children who are enrolled in any Kindergarten 1 class or Kindergarten 2 class conducted at the licensee's child care centre.

(8) The licensee of a child care centre must ensure that at any time when there is any child in the child care centre, there must be present in the child care centre at least 2 staff in the centre comprising —

- (a) at least one programme staff; and
- (b) a person who holds a valid first aid certificate recognised by the Director.

(9) The licensee and any staff referred to in paragraph (8) of a child care centre must ensure that no child in the child care centre is at any time left alone without staff supervision.

[S 642/2012 wef 02/01/2013]

(10) Where the licensee or any member of the staff of a child care centre fails to comply with paragraph (9) by leaving any child alone in the child care centre without staff supervision, the Director may issue a letter to the licensee or member of the staff of the child care centre, or both, warning them against future failure to comply with paragraph (9).

[S 642/2012 wef 02/01/2013]

Director may prohibit employment of certain staff

26. The Director may, in his discretion, prohibit the licensee of any child care centre from employing any person as staff of that child care centre if —

- (a) the person to be employed has been convicted of —
 - (i) any offence under section 5, 6, 7, 11, 12 or 13 of the Children and Young Persons Act (Cap. 38), or any other offence involving child abuse or child neglect;
 - (ii) any offence under Part XI of the Women's Charter (Cap. 353);

- (iii) any offence under section 354, 354A, 372, 373, 373A, 375, 376, 376A, 376B, 376C, 376D, 376E, 376F, 376G, 377, 377A, 377B or 509 of the Penal Code (Cap. 224); or
 - (iv) any offence involving fraud, dishonesty or moral turpitude; or
- (b) the Director is not satisfied as to the character or fitness of the person to be employed as staff of the child care centre.

Licensee to issue and enforce measures

26A. The licensee of a child care centre shall, for the purpose of ensuring the safety and protection of all children in the child care centre from sexual exploitation and sexual abuse, issue rules of conduct, which are approved by the Director, to the staff of the child care centre.

PART VII

CHILD CARE CENTRE PREMISES

Child care centre to comply with specifications

- 27.** The licensee of a child care centre shall ensure —
- (a) that the child care centre complies with the specifications set out in the First Schedule; and
 - (b) where the child care centre enrolls any child with special educational needs, that the child care centre complies with such other guidelines relating to the facilities and programmes to be provided for children with special educational needs as the Director may issue.

Playgrounds

- 28.—**(1) Every child care centre shall have access to outdoor play space for gross motor activity.
- (2) Playgrounds within the compounds of a child care centre shall be adequately fenced.

(3) Before the children are allowed the use of any playground, a physical inspection shall be made by the staff to ensure that the playground equipment is in a safe working condition and that the playground is free from broken glass, other sharp or harmful objects and standing water.

(4) Every child care centre without access to outdoor play space shall have additional indoor space which shall be equipped with materials for gross motor activity and which comply with the specifications set out in the First Schedule.

Equipment and furnishings

29.—(1) Every child care centre shall provide sufficient and suitable chairs, tables, play materials and equipment.

(2) Where children who are 18 months of age or younger are enrolled, a child care centre shall also provide —

- (a) separate facilities for changing diapers and dressing; and
- (b) a cot for each child enrolled.

(3) A mattress and mattress cover made of Poly Vinyl Chloride (PVC) material shall be provided for each child during sleeping or resting periods.

PART VIII

HYGIENE AND ENVIRONMENTAL HEALTH

Washing and sanitary facilities

30. Every child care centre shall have washing and sanitary facilities of a type suitable for children as set out in the Second Schedule.

Maintenance of child care centre

31. The premises and equipment of a child care centre shall be maintained in a clean and sanitary condition and kept in a good state of repair to the satisfaction of the Director.

Personal care

32.—(1) Every child care centre shall —

- (a) establish sanitary procedures for changing diapers; and
- (b) sanitize changing and eating surfaces, toys and other objects handled by the children.

(2) Every child shall have his own personal effects including towel, comb, toothbrush and a change of clothes.

(3) Every child shall have his own locker or storage space in the child care centre. Lockers or storage space shall be of sufficient size to contain the personal belongings, including the clothing of every child.

Prohibition on smoking

33. No smoking shall be allowed in the child care centre during its operating hours.

Kitchen facilities

34. Every child care centre shall have sufficient and suitable kitchen facilities for the preparation of meals for children attending the child care centre and for the washing up of utensils.

Serving of food

35.—(1) Every child care centre shall ensure that each child is provided with individual eating and drinking utensils.

(2) Children shall not be fed from the same eating and drinking utensils.

(3) Cracked or chipped eating and drinking utensils shall not be used for the serving or consumption of food.

PART IX

SAFETY AND EMERGENCY INFORMATION

Storing of inflammable substances and cleaning agents

36. Inflammable substances and cleaning agents shall be stored in an area separate from food supplies in a locked cabinet or in a location inaccessible to children.

Inspection by officers of Singapore Civil Defence Force

37. The licensee of a child care centre shall cause to permit officers of the Singapore Civil Defence Force to enter at all reasonable times and inspect any building in which the child care centre is situated.

Fire precautionary measures

38. Every licensee shall cause to ensure that —

- (a) there is a fire emergency plan;
- (b) the written procedure is displayed on a notice board on the premises;
- (c) fire evacuation drills are conducted at least once in 6 months;
- (d) a written record is maintained of all fire drills;
- (e) any apparatus or fire-fighting equipment recommended by the Commissioner of Singapore Civil Defence Force is installed, regularly inspected, maintained and ready for use;
- (f) the staff are conversant with the method of using such equipment; and
- (g) all exits from the child care centre building as well as all passageways and staircases are clear of obstruction at all times.

Emergency information

39.—(1) Every child care centre shall have a list of emergency telephone numbers which is readily available to the staff and which shall include the telephone numbers of —

- (a) the Singapore Civil Defence Force;
 - (b) ambulance services; and
 - (c) the Singapore Police Force.
- (2) Up-to-date information for use in an emergency shall be easily accessible at all times and shall include —
- (a) contact information on the nearest source of emergency care and means of transportation thereto;
 - (b) home and work addresses and telephone numbers of each child's parents or guardian;
 - (c) any special medical information provided by the child's parents, guardian or doctor; and
 - (d) any additional information on the special needs of the child, as specified by the child's parents, guardian or doctor, that might be useful in handling an emergency situation.

PART X

FINANCIAL MATTERS

Child care fees

40.—(1) An applicant for a licence to operate a child care centre shall, when applying for the licence, inform the Director in writing of —

- (a) the registration fees and the daily, weekly, monthly or other incidental fees for the child care centre; and
- (b) the deposits that are to be made payable in respect of the admission to and attendance of any child at the child care centre.

(2) The licensee of a child care centre may change any fee or deposit referred to in paragraph (1) for any year if notice of such change has been given in writing to the Director and parent or guardian of every child attending the child care centre not later than 1st October of the preceding year.

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(3) The licensee of a child care centre shall issue a receipt for every such fee or deposit received by the licensee.

(4) The receipt issued under paragraph (3) shall state the amount of Government subsidy for which the parent is eligible in respect of the fees paid by them.

PART XI

MISCELLANEOUS

Use of premises

41.—(1) Subject to paragraph (2), no licensed child care centre shall be used for any purpose other than the ordinary conduct and business of a child care centre during its period of operation.

(2) The Director may, in his discretion and subject to such conditions as he may impose, allow the licensee of a child care centre to receive children who are aged 7 years or older but younger than 14 years of age for the purposes of providing them care and supervision during its period of operation.

Furnishing of false information, etc.

41A. No person shall furnish false information, or fail to furnish information which is required to be furnished, in connection with any application for the issue or renewal of a licence or for employment as staff in a child care centre.

Submission of returns

42.—(1) The licensee of a child care centre shall submit to the Director any returns which the Director may require.

(2) The returns shall be submitted in such manner as may be determined by the Director, including using the computerised web-based system known as the Child Care Link.

Penalty

43. Any person who contravenes any of the provisions of these Regulations shall be guilty of an offence and shall be liable on

conviction to a fine not exceeding \$2,000 and in the case of a continuing offence to a further fine not exceeding \$50 for every day during which the offence continues after conviction.

FIRST SCHEDULE

Regulations 27 and 28(4)

SPECIFICATIONS FOR A CHILD CARE CENTRE PREMISES

1. Every child care centre shall be housed on the ground floor of a building unless otherwise approved by the Director. The site of the child care centre shall be located away from main roads and other traffic hazards wherever possible.

2. No swing door shall be installed in any child care centre.

3. The floor shall not be of bare concrete.

4. The floor shall be clean, damp-proof, safe, level, washable and with a non-slip surface.

5. Every child care centre shall have a designated space for activity areas, playing, toilet and bathing facilities, washing, eating, resting, an office, staff rest periods, isolation of sick children, storage of food, beds, bedding, toys, indoor and outdoor play material and equipment and medical supplies.

6. Every child care centre shall have a designated space for the preparation of food and snacks and such space shall be rendered inaccessible to children.

7. Every child care centre shall have a minimum of 3 square metres of usable floor space (excluding service areas) as indoor activity area for each child enrolled, who is older than 18 months of age. Additional space as determined by the Director shall be provided for children who are unable to walk.

7A. Every child care centre shall have a minimum of 5 square metres of usable floor space (excluding service areas) as indoor activity area for each child enrolled, who is aged 18 months or younger. Additional space as determined by the Director shall be provided for children who are unable to walk.

8. Every child care centre shall have access to outdoor play space. Where this is not possible, there shall be additional indoor gross motor activity area. The space provided, both indoors or outdoors, shall be at least 30 square metres or one-fifth of the centre's capacity at 5 square metres per child, whichever is more. The gross motor activity area shall exclude service and children's activity areas.

9. Power points within designated child care centres shall either be raised to a level which is out of children's reach or rendered harmless or ineffective to children.

10. Drains in child care centres shall be covered.

FIRST SCHEDULE — *continued*

11. Any child care centre which is not located on the ground floor of the building shall have grilles on all windows. Compliance with this requirement may be waived for those child care centres with central air-conditioning, in which case, the windows shall be kept closed at all times when the children are on the premises.

12. Where there are staircases in a child care centre, safety gates shall be installed at both ends of a staircase.

13. Every child care centre shall install equipment to enable it to log on to and access Child Care Link, a computerised web-based system.

SECOND SCHEDULE

Regulation 30

HYGIENE AND ENVIRONMENTAL HEALTH

1. The following number of wash hand basins and flush toilets shall be provided:

<i>Number of children</i>	<i>Number of wash hand basins</i>	<i>Number of flush toilets</i>
47 and below	2	2
48 — 71	3	3
72 — 95	4	4
96 — 119	5	5
120 — 143	6	6
144	7	7.

2. Toilet facilities for children shall be provided at each level of the premises of a child care centre.

3. Where a child care centre has a capacity of more than 144 children, the number of additional toilets and wash hand basins to be provided for children in excess of 144 children shall be calculated in accordance with the following formula:

$$X = \frac{Y}{23},$$

where X is the number of additional toilets and wash hand basins to be provided, rounded up to the nearest whole number; and

Y is the number of children in excess of 144 children.

SECOND SCHEDULE — *continued*

4. Each wash hand basin shall be of child-size and fixed at a height approximately 500 mm to 600 mm from the floor.
5. A mirror of a suitable size shall be fixed to the wall above the wash hand basins.
6. Each flush toilet shall be of the child-sized pedestal type of toilet and of a height not exceeding 350 mm (measured without seat) from the floor.
7. Each flush toilet shall be separated by partitions of a height of at least one metre.
8. Internal walls of each toilet block shall be lined with glazed tiles to a height of at least 1.5 metres and the wall behind and above wash hand basins and sinks shall be lined with glazed tiles to a height of not less than 450 mm.
9. Bathing facilities (including water heaters) for children shall be provided.
10. Where children who are aged 18 months or younger are enrolled —
 - (a) sinks with running water near the diaper change area shall be provided at a ratio of one sink for every 10 children aged 18 months or younger; and
 - (b) such other facilities in compliance with the guidelines specified by the Director shall be provided.

THIRD SCHEDULE

Regulation 2

CHILD CARE QUALIFICATIONS OF PARA-EDUCARER

Certificate in the Fundamentals in Early Childhood Care and Education Course, or such equivalent course as may be approved by the Director.

FOURTH SCHEDULE

Regulation 2

CHILD CARE QUALIFICATIONS OF PARA-EDUCATOR

Certificate in the Early Childhood Care and Education Course, or such equivalent course as may be approved by the Director.

*[G.N. Nos. S 160/88; S 76/92; S 50/95; S 69/95; S 72/97;
S 49/99; S 44/2000; S 143/2001; S 677/2011]*

LEGISLATIVE HISTORY
CHILD CARE CENTRES REGULATIONS
(CHAPTER 37A, RG 1)

This Legislative History is provided for the convenience of users of the Child Care Centres Regulations. It is not part of these Regulations.

- 1. G.N. No. S 160/88 — Child Care Centres Regulations 1988**
Date of commencement : 1 July 1988
- 2. G.N. No. S 76/92 — Child Care Centres (Amendment) Regulations 1992**
Date of commencement : 28 February 1992
- 3. 1990 Revised Edition — Child Care Centres Regulations**
Date of operation : 25 March 1992
- 4. 1993 Revised Edition — Child Care Centres Regulations**
Date of operation : 1 April 1993
- 5. G.N. No. S 69/95 — Child Care Centres (Amendment) Regulations 1995**
Date of commencement : 1 March 1995
- 6. G.N. No. S 50/95 — Child Care Centres (Amendment) Regulations 1995**
Date of commencement : 1 April 1995
- 7. G.N. No. S 72/97 — Child Care Centres (Amendment) Regulations 1997**
Date of commencement : 1 April 1997
- 8. G.N. No. S 49/99 — Child Care Centres (Amendment) Regulations 1999**
Date of commencement : 1 April 1999
- 9. G.N. No. S 44/2000 — Child Care Centres (Amendment) Regulations
2000**
Date of commencement : 1 April 2000
- 10. G.N. No. S 143/2001 — Child Care Centres (Amendment) Regulations
2001**
Date of commencement : 2 April 2001
- 11. G.N. No. S 677/2011 — Child Care Centres (Amendment) Regulations
2011**
Date of commencement : 3 January 2012

12. 2012 Revised Edition — Child Care Centres Regulations

Date of operation : 31 March 2012

**13. G.N. No. S 642/2012 — Child Care Centres (Amendment) Regulations
2012**

Date of commencement : 2 January 2013