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EARLY CHILDHOOD DEVELOPMENT CENTRES ACT 2017 (ACT 19 OF 2017)

EARLY CHILDHOOD DEVELOPMENT CENTRES REGULATIONS 2018

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In exercise of the powers conferred by section 51 of the Early Childhood Development Centres Act 2017, the Minister for Social and Family Development makes the following Regulations:

PART 1
PRELIMINARY

Citation and commencement

1. These Regulations are the Early Childhood Development Centres Regulations 2018 and come into operation on 2 January 2019.

Definitions

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

[Deleted by S 484/2022 wef 01/07/2022]

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“assistant early years educator” means an individual who is approved under section 25 of the Act to perform assistant early years educator duties in relation to children enrolled in any of the following classes conducted at a centre:

- (a) playgroup class;
- (b) pre-nursery class;
- (c) nursery class;

[S 484/2022 wef 01/07/2022]

“assistant early years educator duties” means the duties of an assistant early years educator specified in the second column of item 1 of the First Schedule;

[S 484/2022 wef 01/07/2022]

“assistant preschool educator” means an individual who is approved under section 25 of the Act to perform assistant preschool educator duties in relation to children enrolled in any of the following classes conducted at a centre:

- (a) playgroup class;
- (b) pre-nursery class;

- (c) nursery class;
- (d) kindergarten 1 class;
- (e) kindergarten 2 class;

[S 484/2022 wef 01/07/2022]

“assistant preschool educator duties” means the duties of an assistant preschool educator specified in the second column of item 2 of the First Schedule;

[S 484/2022 wef 01/07/2022]

“centre” means —

- (a) in relation to an applicant for a licence to operate an early childhood development centre, that centre; and
- (b) in relation to a licensee, the early childhood development centre to which the licensee’s licence relates;

“Class A licence” means the Class A licence mentioned in regulation 6(a);

[S 484/2022 wef 01/07/2022]

“Class B licence” means the Class B licence mentioned in regulation 6(b);

[S 484/2022 wef 01/07/2022]

“Class C licence” means the Class C licence mentioned in regulation 6(c);

[S 484/2022 wef 01/07/2022]

“developmentally-appropriate” means appropriate for the development of a child who attends a class at a centre;

[Deleted by S 484/2022 wef 01/07/2022]

[Deleted by S 484/2022 wef 01/07/2022]

“early years educator” means an individual who is approved under section 25 of the Act to perform early years educator duties in relation to children enrolled in any of the following classes conducted at a centre:

- (a) playgroup class;

(b) pre-nursery class;

(c) nursery class;

[S 484/2022 wef 01/07/2022]

“early years educator duties” means the duties of an early years educator specified in the second column of item 3 of the First Schedule;

[S 484/2022 wef 01/07/2022]

“education service provider”, in relation to a licensee, means an individual who is approved under section 31 of the Act to be engaged by the licensee to provide any educational service for children at the licensee’s centre;

“full-day services”, in relation to a centre, means early childhood development services that are provided to children at the centre for a continuous period exceeding 6 hours in a day;

“half-day services”, in relation to a centre, means early childhood development services that are provided to children at the centre for a continuous period not exceeding 6 hours in a day;

“Health Officer” means a Health Officer appointed under section 4(1) of the Infectious Diseases Act (Cap. 137);

“identity card” means an identity card issued under the National Registration Act (Cap. 201);

“infant class” means a class conducted at a centre for children who are 2 months of age or older but are below 18 months of age;

[Deleted by S 484/2022 wef 01/07/2022]

[Deleted by S 484/2022 wef 01/07/2022]

“infant educator” means an individual who is approved under section 25 of the Act to perform infant educator duties in relation to children enrolled in any infant class conducted at a centre;

[S 484/2022 wef 01/07/2022]

“infant educator duties” means the duties of an infant educator specified in the second column of item 4 of the First Schedule;

[S 484/2022 wef 01/07/2022]

“kindergarten 1 class” means a class conducted at a centre for children who attain 5 years of age in the year that the class commences;

“kindergarten 2 class” means a class conducted at a centre for children who attain 6 years of age in the year that the class commences;

“nursery class” means a class conducted at a centre for children who attain 4 years of age in the year that the class commences;

“playgroup class” means a class conducted at a centre for children who are 18 months of age or older but are below 3 years of age;

“pre-nursery class” means a class conducted at a centre for children who attain 3 years of age in the year that the class commences;

“preschool educator” means an individual who is approved under section 25 of the Act to perform —

(a) early years educator duties in relation to children enrolled in any of the following classes conducted at a centre:

- (i) playgroup class;
- (ii) pre-nursery class;
- (iii) nursery class; and

(b) preschool educator duties in relation to children enrolled in any of the following classes conducted at a centre:

- (i) kindergarten 1 class;
- (ii) kindergarten 2 class;

[S 484/2022 wef 01/07/2022]

“preschool educator duties” means the duties of a preschool educator specified in the second column of item 7 of the First Schedule;

[S 484/2022 wef 01/07/2022]

“principal” means an individual who is approved under section 25 of the Act to perform principal supervisory duties;

“principal supervisory duties” means the duties of the principal specified in the second column of item 5 of the First Schedule;

“programme helper”, in relation to a licensee, means an individual who is approved under section 25 of the Act to assist an assistant early years educator, assistant preschool educator, early years educator, infant educator or a preschool educator of the licensee’s centre in carrying out his or her duties;

[S 484/2022 wef 01/07/2022]

“programme helper duties” means the duties of a programme helper specified in the second column of item 6 of the First Schedule;

“programme hours”, in relation to a centre, means the centre’s operating hours but excludes the following periods:

- (a) the period during which children arrive at the centre before the commencement of any class at the centre;
- (b) the period during which children are waiting to be fetched from the centre at the end of any class at the centre;
- (c) the periods that are designated for children who attend at the centre to rest;

“programme staff”, in relation to a licensee, means an assistant early years educator, assistant preschool educator, early years educator or infant educator, the principal, or a programme helper or preschool educator deployed at the licensee’s centre;

[S 484/2022 wef 01/07/2022]

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

“serious incident” includes —

- (a) an occurrence where a child sustains an injury; and
- (b) a situation where a child’s safety or wellbeing is compromised;

“staff”, in relation to a licensee —

- (a) means the body of individuals who are deployed by the licensee to perform any duty at the licensee’s centre, whether or not the individuals are employed to do so; and
- (b) includes the licensee, or a key appointment holder of the licensee, who is an individual and performs any duty at the licensee’s centre.

[S 484/2022 wef 01/07/2022]

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PART 2

LICENCES

Application for or to renew licence

3.—(1) For the purposes of section 7(2)(b) of the Act, the application fee for an application for the grant of or to renew a licence is as specified in the Second Schedule.

(2) An application to renew a licence authorising the operation of a centre must be made no later than one month before the expiry of the licence (called in this regulation the renewal deadline).

(3) For the purposes of section 7(4)(b) of the Act, where an application to renew a licence is made later than the renewal deadline, the late renewal application fee is as specified in the Second Schedule.

(4) An application for a licence or renewal of a licence must be accompanied by —

- (a) a statement setting out the centre’s daily operating hours and the following periods of operation in a year:
 - (i) the periods during which the centre provides early childhood development services;
 - (ii) the periods during which the centre does not provide any early childhood development service but is not closed;
 - (iii) the periods during which the centre is closed;
- (b) a programme statement specifying the following:
 - (i) the class of licence that the applicant is applying for;
 - (ii) the classes that are conducted at the centre, and the age of the children attending each class;
 - (iii) the licensee’s philosophy of care and education;
 - (iv) the daily programme schedule of the centre that satisfies the condition in paragraph (5);
 - (v) whether any early childhood development service, other than the conduct of the classes mentioned in sub-paragraph (ii) is provided at the centre, and if so, a description of such service;
 - (vi) the policies and guidelines on managing the behaviour of children;
 - (vii) the procedure on —
 - (A) the registration of children at the centre;
 - (B) the enrolment of children for each class at the centre; and
 - (C) the withdrawal of children from the centre;
 - (viii) the procedure for the collection and refund of all deposits that are made for the enrolment of a child at the centre;

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- (ix) the procedure for handling illnesses, including daily temperature and health checks conducted on children, serious incidents and emergencies involving children;
 - (x) the processes for —
 - (A) promoting the health and welfare of children, including first-aid practices;
 - (B) ensuring the safety of children; and
 - (C) maintaining a good standard of hygiene of the centre and its practices;
 - (xi) where the licensee provides services to transport the children who attend at the licensee's centre, the procedure and arrangement for the transportation of the children;
 - (xii) the procedure for obtaining parental permission for the children's participation in excursions and other activities outside the centre;
 - (xiii) the procedure for carrying out a closure of the centre;
 - (xiv) the written menus of the food which will be served to the children attending at the centre; and
- (c) a breakdown of the fees and incidental charges mentioned in paragraph (6) that are payable for a child who is enrolled in the centre.

(5) For the purposes of paragraph (4)(b)(iv), the daily programme schedule of a centre must include the following:

- (a) the periods for assembling and dismissing the children;
- (b) the periods for group and individual activities;
- (c) the periods for activities designed to promote gross and fine motor, cognitive, social and emotional development;
- (d) the periods for structured and free play;
- (e) the periods for meals and snacks;

(f) where the centre provides full-day services —

- (i) the periods for rest; and
- (ii) the periods for routine care.

(6) For the purposes of paragraph (4)(c), the fees and incidental charges comprise all of the following:

- (a) registration fees and programme fees;
- (b) any deposit that is to be made for the enrolment of a child;
- (c) the incidental charges for the following:
 - (i) uniform and any other attire;
 - (ii) insurance coverage for a child who is enrolled in the centre;
 - (iii) transporting a child from his or her home to the centre, or from the centre to his or her home, or both;
 - (iv) attending field trips and excursions outside the centre, including the cost of meals for the child and the cost of transporting a child to the venue of such field trips and excursions;
 - (v) participating in concerts organised by the licensee, including graduation ceremonies;
 - (vi) photographs and videos taken of the centre's children and events;
 - (vii) maintaining online communication tools and systems between the licensee and the parent or guardian of a child;
 - (viii) enrichment programmes;
 - (ix) e-learning materials;
 - (x) where the centre provides half-day services —
 - (A) readers, academic materials, stationery, school bags and folders and art and musical materials used in providing those services; and
 - (B) meals that are provided to children;

- (xi) where the centre is a full-day service centre, use of a mattress, mattress cover or stack cot;
- (xii) where the centre conducts any infant class, the diapers, nappy rash cream, milk bottle, milk powder, cot bedding and any other item which may be consumed or used by a child.

(7) In this regulation —

“art and musical material” means material that is used to cultivate a child’s interest in art, music or dance, or to reinforce a child’s interest in art, music or dance;

“period for routine care” includes a period during which the children are being showered and toilet trained;

“philosophy of care and education” means —

(a) the central ideas —

(i) on which a stimulating, holistic and developmentally-appropriate early childhood development programme and curriculum of a centre are developed and applied; and

(ii) that support and promote the learning, development and wellbeing of children; and

(b) the goals and objectives of the programme and curriculum mentioned in paragraph (a)(i);

“readers” means materials that are used to teach a child how to read or to cultivate reading habits in a child.

4. [*Deleted by S 902/2022 wef 30/11/2022*]

Grant or renewal of licence

5.—(1) For the purposes of section 8(3)(c)(iii) of the Act, the offences are as specified in the Third Schedule.

(2) For the purposes of section 8(3)(d) of the Act, the period is 36 months immediately before an application for a licence is made.

(3) For the purposes of section 8(3)(i)(ii) of the Act, the building structure, fire safety, public health and sanitation requirements are as specified in the Fourth Schedule.

(4) For the purposes of section 8(3)(j) of the Act, the types and content of the curriculum or programme for early childhood development centres must —

- (a) be stimulating, holistic and developmentally-appropriate; and
- (b) support and promote the learning, development and wellbeing of children.

Classes of licences

6. For the purposes of section 9(1) of the Act, the classes of licences are as follows:

- (a) Class A licence, being a licence to operate a centre that provides half-day services or full-day services, or both, where such services comprise the conduct of infant class;
- (b) Class B licence, being a licence to operate a centre that provides full-day services which comprise the conduct of all or any of the following classes:
 - (i) playgroup class;
 - (ii) pre-nursery class;
 - (iii) nursery class;
 - (iv) kindergarten 1 class;
 - (v) kindergarten 2 class;
- (c) Class C licence, being a licence to operate a centre that provides half-day services which comprise the conduct of all or any of the following classes:
 - (i) playgroup class;
 - (ii) pre-nursery class;
 - (iii) nursery class;
 - (iv) kindergarten 1 class;

(v) kindergarten 2 class.

Transfer of licence

7.—(1) An application for the Chief Licensing Officer's approval to transfer a licence must be made before the expiry of the licence, but no later than 3 months before the intended transfer of the licence.

(2) For the purposes of section 13(7) of the Act, the other matters that the Chief Licensing Officer must consider in deciding whether to approve the transfer of a licence are as follows:

- (a) whether as at the date of the application for approval to transfer a licence, the remaining period for which the licence is valid is at least 7 months;
- (b) whether the licensee has been required to rectify any non-compliance with the Act, and if so, whether the licensee has rectified such non-compliance;
- (c) the licensee's compliance history with the requirements of the Act, the repealed Act, the Education Act (Cap. 87), and any regulations made under any of those Acts;
- (d) whether the Chief Licensing Officer had previously, in lieu of revoking the licensee's licence, taken one or more actions mentioned in section 16(2) of the Act in relation to the licensee;
- (e) whether the licensee or any of its key appointment holders is undergoing any investigation for an offence under the Act or any other Act;
- (f) whether the licensee has appealed against a decision of the Chief Licensing Officer under section 43 of the Act, and if so, whether the appeal has been determined;
- (g) whether the intended transferee has the capacity to ensure the continuity of care and education of the children of the centre concerned;
- (h) the matters mentioned in section 8(3)(a) to (k) of the Act (read with section 8(5) of the Act) except that every

reference to the applicant is read as a reference to the intended transferee.

Voluntary cessation of operation or surrender of licence

8. For the purposes of subsection (2) of section 14 of the Act, any notice required by section 14(1) of the Act must be made to the Chief Licensing Officer no later than 6 months before the applicable date in that subsection.

Lapse of licence

9. For the purposes of section 15(1)(d) of the Act, if no child is enrolled in a centre for a continuous period of 3 months after the issue of the licence in respect of that centre, the licence lapses at the end of that period.

Maximum period by which licence term may be shortened

10. For the purposes of section 16(2)(f) of the Act, the maximum period by which the term of a licence may be shortened is computed using the formula $A - 1$, where A is the term of the licence in terms of months.

[S 484/2022 wef 01/07/2022]

Directions when licence expires, etc.

11. For the purposes of section 18(4)(f) of the Act, the Chief Licensing Officer may give a direction that the licensee must submit, within 3 months after the cessation of an affected centre's operation, such audited statement of subsidy as may be required by the Chief Licensing Officer.

Disqualification of key appointment holders

12.—(1) For the purposes of section 19(1)(c) of the Act, the offences are as specified in the Third Schedule.

(2) For the purposes of section 19(1)(h) of the Act, the prescribed criteria are as specified in the Fifth Schedule.

PART 3

APPROVAL FOR PERSONS
PERFORMING DUTIES AT CENTRES

Duties and classes of duties requiring approval

13. For the purposes of sections 22 and 23 of the Act, the prescribed duties and classes of duties are as specified in the second column of the First Schedule.

Application for and grant of approval

14. For the purposes of section 25(1)(c)(iii) of the Act, the offences are as specified in the Third Schedule.

Cancellation and suspension of approval

15.—(1) For the purposes of section 27(1)(d)(iii) of the Act, the offences are as specified in the Third Schedule.

(2) For the purposes of section 27(2)(b) of the Act, the offences are as specified in the Third Schedule.

Notification of cessation of performance of, or deployment to perform, duty

16. For the purposes of section 28(2) of the Act, the prescribed time is 28 days after the cessation of the performance or deployment (as the case may be) mentioned in section 28(1) of the Act.

PART 4

THIRD-PARTY EDUCATION
SERVICE PROVIDERS AT CENTRES

Application for and grant of approval

17. For the purposes of section 31(1)(b)(iii) of the Act, the offences are as specified in the Third Schedule.

Cancellation and suspension of approval

18. For the purposes of section 33(1)(d)(iii) of the Act, the offences are as specified in the Third Schedule.

Notice of cessation of engagement

19. For the purposes of section 34(2) of the Act, the prescribed time is 28 days after the cessation of the engagement of the individual mentioned in section 34(1) of the Act.

PART 5

DUTIES AND RESPONSIBILITIES OF LICENSEES

Change of licensee's particulars

20.—(1) Where there is a change in the licensee's address, telephone number or email address, the licensee must as soon as practicable notify the Chief Licensing Officer in writing of the change.

(2) Where a licensee is a person other than an individual and there is a change in any of its key appointment holders, the licensee must, at least one month before the change —

- (a) notify the Chief Licensing Officer in writing of the change; and
- (b) notify the parents and guardians of the children attending at the licensee's centre in writing of the change.

[S 484/2022 wef 01/07/2022]

(3) A licensee is not to be taken to have failed to comply with paragraph (2) if the licensee could not have reasonably foreseen or did not know of the change in any of its key appointment holders at least one month before the change.

[S 484/2022 wef 01/07/2022]

(4) The requirement in paragraphs (1) and (2) for the licensee to notify the Chief Licensing Officer of the change is satisfied if any key appointment holder of the licensee (if applicable) informs the Chief Licensing Officer on the licensee's behalf.

(5) A licensee must seek the Chief Licensing Officer's consent to change the name of the licensee's centre.

Display of licence information, etc.

21.—(1) A licensee must cause to be conspicuously displayed at the licensee's centre all of the information in paragraph (2) so that every person who has access to the centre can see the information.

(2) For the purposes of paragraph (1), the information is —

- (a) the name of the licensee;
- (b) the period during which the licence is valid;
- (c) whether the centre is owned or leased by the licensee;
- (d) where the centre is leased by the licensee, the period of the lease; and
- (e) such other information relating to the licensee or the centre as may be specified by the Chief Licensing Officer.

PART 6**PERIODS OF OPERATION AND PROGRAMME****Periods of operation**

22.—(1) Except as provided in paragraph (2), a licensee must comply with the daily operating hours and periods of operation mentioned in regulation 3(4)(a).

(2) A licensee may deviate from the daily operating hours or any of the periods of operation mentioned in regulation 3(4)(a) if the licensee obtains the Chief Licensing Officer's prior written consent to do so.

(3) A licensee and every member of the licensee's staff who is deployed to supervise a class conducted at the licensee's centre must ensure that none of the children who attends the class is retained at the licensee's centre for a continuous period that is longer than 24 hours.

Programme statement

23.—(1) Except as provided in paragraph (2), a licensee must comply with the programme statement mentioned in regulation 3(4)(b).

(2) A licensee may deviate from the programme statement mentioned in regulation 3(4)(b) if the licensee obtains the Chief Licensing Officer's prior written consent to do so.

Daily programme schedule

24.—(1) A licensee must conspicuously display the daily programme schedule for the licensee's centre at the centre so that every person who has access to the centre can see the schedule.

(2) In carrying out the daily programme schedule for a centre, the licensee of the centre must ensure the following:

(a) early years educator duties are only carried out by —

- (i) an early years educator;
- (ii) a preschool educator; or
- (iii) any one or more of the following persons under the supervision of an early years educator or a preschool educator:
 - (A) an assistant early years educator;
 - (B) an assistant preschool educator;
 - (C) a programme helper;

[S 484/2022 wef 01/07/2022]

(b) infant educator duties are only carried out by —

- (i) an infant educator; or
- (ii) a programme helper under the supervision of an infant educator;

[S 484/2022 wef 01/07/2022]

(c) principal supervisory duties are only carried out by —

- (i) the principal of the centre; or
- (ii) in the absence of the principal, a member of the licensee's staff who is appointed to carry out principal supervisory duties in the absence of the principal;

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- (d) preschool educator duties are only carried out by —
- (i) a preschool educator; or
 - (ii) any or both of the following persons under the supervision of a preschool educator:
 - (A) an assistant preschool educator;
 - (B) a programme helper;
- [S 484/2022 wef 01/07/2022]*
- (e) children who are not yet able to walk or crawl are kept separate from other children during periods for play;
- (f) only children who are enrolled in the centre are allowed to attend classes conducted at the centre.

Partnership between licensee and parents or guardians

25.—(1) A licensee must —

- (a) establish a system for sharing information on all matters that may affect the children who are enrolled in the licensee's centre, with the parents or guardians of those children; and
- (b) allow the parent or guardian of any child who is enrolled in the licensee's centre to visit the centre at any time which is reasonable and does not cause undue interference with the centre's programme schedule.

(2) A licensee must —

- (a) provide a copy of the items mentioned in regulation 3(4)(a), (b) and (c) without charge to any parent or guardian who intends to enrol his or her child in the licensee's centre; and
- (b) explain the content of the items mentioned in regulation 3(4)(a), (b) and (c) to the parent or guardian before the child starts to attend any class at the licensee's centre.

Advertisement

26. In any advertisement published by a licensee or caused to be published by a licensee, the licensee —

- (a) must use only the term “licensed” to describe the licensee’s status under the Act; and
- (b) must not represent that the licensee has an approval, endorsement or commendation in relation to the provision of early childhood development service that the licensee does not have.

PART 7**HEALTH, MEDICAL CARE,
NUTRITION AND DISCIPLINE****Illness**

27.—(1) A licensee must not allow a child to enter the licensee’s centre, if —

- (a) the child has a fever or is feverish; or
- (b) the child is on medication.

(2) Despite paragraph (1)(b), a licensee may allow a child to enter the licensee’s centre to attend his or her enrolled class, if 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.

(3) Every member of the licensee’s staff who is deployed to monitor the health and general wellbeing of the children when they arrive at the licensee’s centre must —

- (a) record any symptom of ill-health or infectious disease detected by the member in any child arriving at the centre;
- (b) cause the child to be taken to a supervised area designated for rest and care; and

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- (c) ensure that the child remains at that area until such time as the child is taken home by the child's parent or guardian, or any person authorised by such parent or guardian.
- (4) A licensee must ensure that every member of the licensee's staff complies with paragraph (3).
- (5) Where a serious incident, illness or death occurs during the operating hours of a licensee's centre to any child who is within the premises of the centre, the licensee must comply with the requirements in paragraph (7).
- (6) Where a serious incident, illness or death occurs during the operating hours of a licensee's centre to any child who is enrolled in the centre and is attending a class conducted by the licensee, whether such class is conducted within or outside the premises of the centre, the licensee, and every member of the licensee's staff who is deployed to supervise the class must comply with the requirements in paragraph (7).
- (7) For the purposes of paragraphs (5) and (6), the requirements are —
- (a) to immediately seek all necessary emergency medical assistance for the child;
 - (b) to immediately notify a parent or guardian of the child, or any person authorised by such parent or guardian;
 - (c) to maintain a proper written record of the occurrence; and
 - (d) to notify the Chief Licensing Officer within 24 hours of the occurrence and if a public holiday falls during that period, on the day following the public holiday.
- (8) When a child at a licensee's centre dies, the licensee must immediately notify the police of the death of the child.

First-aid facilities

28.—(1) A licensee must —

- (a) maintain a first-aid kit for emergency treatment at an accessible and safe place at the licensee's centre; and

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- (b) ensure that the first-aid kit is stocked with such items as may be specified by the Chief Licensing Officer.
 - (2) Where any activity of a centre is conducted outside the centre, the licensee of that centre must —
 - (a) ensure the availability of a portable first-aid kit at all times when the activity is conducted; and
 - (b) ensure that the portable first-aid kit is stocked with such items as may be specified by the Chief Licensing Officer.

Medicines and drugs

29.—(1) A licensee must ensure that —

- (a) no medicine or drug is administered to any child attending at the licensee’s centre by any person other than a member of the licensee’s staff;
 - (b) no medicine or drug is administered to a child attending at the licensee’s centre unless otherwise prescribed by a registered medical practitioner for the child, or in accordance with the written instructions of a parent or guardian of the child;
 - (c) every container of any medicine or drug to be administered to a child attending at the licensee’s centre is clearly labelled with the child’s name and instructions for the administration of the medicine or drug; and
 - (d) all medicines and drugs are kept out of reach of the children attending at the licensee’s centre.
- (2) A licensee must maintain a proper written record which satisfies the condition in paragraph (3) in relation to the administration of any medicine or drug for every child who receives such medicine or drug at the licensee’s centre.
- (3) For the purposes of paragraph (2), the record must include all of the following:
- (a) the name of the child;
 - (b) the name of the medicine or drug administered;

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- (c) the dosage of the medicine or drug administered;
 - (d) the name of the person who administered the medicine or drug to the child;
 - (e) the time and date when the medicine or drug is administered to the child;
 - (f) the manner of every administration of the medicine or drug.
- (4) A licensee or a member of a licensee's staff must not administer any medicine or drug to a child attending at the licensee's centre that is —
- (a) not prescribed by a registered medical practitioner for the child; or
 - (b) not in accordance with the written instructions of a parent or guardian of the child.

Health of staff and education service providers

30.—(1) A licensee must not allow an individual to perform any duty at the licensee's centre as a member of the licensee's staff unless the individual satisfies the requirements in paragraphs (3) and (3A).

[S 1066/2020 wef 01/01/2021]

(2) A licensee must not allow an individual to provide any service at the licensee's centre as an education service provider unless such individual satisfies the requirements in paragraphs (3) and (3B).

[S 1066/2020 wef 01/01/2021]

(3) For the purposes of paragraphs (1) and (2), the requirements applicable to an individual who is to perform any duty at the licensee's centre as a member of the licensee's staff or provide any service at the licensee's centre as an education service provider are —

- (a) the individual has undergone a medical examination and a chest X-ray by a registered medical practitioner, or any other health screening or investigation as may be specified by the Chief Licensing Officer;

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- (b) the individual has been certified by a registered medical practitioner to be fit to work or provide a service in a centre and free from active tuberculosis; and
- (c) the individual has provided a written declaration to the licensee that —
- (i) the individual has received vaccination against mumps, rubella and varicella;
[S 1066/2020 wef 01/01/2021]
 - (ii) the individual has previously been diagnosed by a registered medical practitioner as being infected by any of the diseases mentioned in sub-paragraph (i), and the individual has since recovered from the diseases; or
[S 1066/2020 wef 01/01/2021]
 - (iii) the individual has taken a serological test and the serological test shows that the individual has immunity against all the diseases mentioned in sub-paragraph (i).
[S 1066/2020 wef 01/01/2021]
 - (iv) *[Deleted by S 1066/2020 wef 01/01/2021]*
[S 1066/2020 wef 01/01/2021]

(3A) Subject to paragraph (3C) and for the purposes of paragraph (1), the following additional requirements apply to an individual who is to perform any duty at the licensee's centre as a member of the licensee's staff:

- (a) where the individual was not, immediately before 1 January 2021, a member of the licensee's staff at the licensee's centre — the individual has, before the individual starts to perform any duty at the centre at any time on or after 1 January 2021 —
- (i) provided documentary evidence to the licensee that the individual has immunity against measles; or
 - (ii) subject to sub-paragraph (b), provided to the licensee a certificate issued by a registered medical

practitioner stating that the individual has received one dose of measles vaccination;

- (b) for an individual mentioned in sub-paragraph (a)(ii), the individual has, before the individual continues to perform any duty at the licensee's centre on or after the expiry of 12 months after the date the individual received the first dose of measles vaccination, provided to the licensee —
- (i) a certificate issued by a registered medical practitioner stating that the individual has received a second dose of measles vaccination; or
 - (ii) any other documentary evidence that the individual has immunity against measles;
- (c) where the individual was, immediately before 1 January 2021, a member of the licensee's staff at the licensee's centre —
- (i) the individual has provided a declaration of measles immunity to the licensee;
 - (ii) the individual has, before the individual performs any duty relating to the conduct of infant class at the licensee's centre on or after 1 July 2021, provided documentary evidence to the licensee that the individual has immunity against measles; and
 - (iii) the individual has, before the individual performs any other duty at the licensee's centre on or after 1 January 2022, provided documentary evidence to the licensee that the individual has immunity against measles.

[S 1066/2020 wef 01/01/2021]

(3B) Subject to paragraph (3C) and for the purposes of paragraph (2), the following additional requirements apply to an individual who is to perform any service at the licensee's centre as an education service provider:

- (a) where the individual was not, immediately before 1 July 2022, providing any service at the licensee's centre as an

education service provider — the individual has, before he or she starts to provide any service at the centre at any time on or after that date —

- (i) provided documentary evidence to the licensee that the individual has immunity against measles; or
 - (ii) subject to sub-paragraph (b), provided to the licensee a certificate issued by a registered medical practitioner stating that the individual has received one dose of measles vaccination;
- (b) for an individual mentioned in sub-paragraph (a)(ii), the individual has, before he or she continues to perform any duty at the licensee’s centre on or after the expiry of 12 months after the date the individual received the first dose of measles vaccination, provided to the licensee —
- (i) a certificate issued by a registered medical practitioner stating that the individual has received a second dose of measles vaccination; or
 - (ii) any other documentary evidence that the individual has immunity against measles;
- (c) where the individual was, immediately before 1 July 2022, providing any service at the licensee’s centre as an education service provider —
- (i) the individual has provided a declaration of measles immunity to the licensee; and
 - (ii) the individual has, before the individual provides any service at the licensee’s centre on or after 30 June 2023, provided documentary evidence to the licensee that the individual has immunity against measles.

[S 484/2022 wef 01/07/2022]

(3C) Paragraphs (3A) and (3B) do not apply to any individual who was born in Singapore before 1 January 1975 and is a Singapore citizen or permanent resident of Singapore as at the date the individual performs any duty at the licensee’s centre as a member

of the licensee's staff or provides any service at the licensee's centre as an education service provider.

[S 1066/2020 wef 01/01/2021]

(4) A licensee who knowingly allows an individual who does not satisfy the applicable requirements in paragraphs (3), (3A) and (3B) to perform any duty at the licensee's centre as a member of the licensee's staff, or provide any education service at the licensee's centre as an education service provider shall be guilty of an offence.

[S 1066/2020 wef 01/01/2021]

(5) For the purposes of paragraphs (3A) and (3B), documentary evidence that an individual has immunity against measles includes the following:

(a) a certificate or other statement signed and issued by a registered medical practitioner or any other person on behalf of a healthcare service provider, the Government or the National University of Singapore stating that the individual has received 2 doses of measles vaccination;

[S 582/2023 wef 31/08/2023]

(b) a record of the notification mentioned in regulation 18 of the Infectious Diseases (Diphtheria and Measles Vaccination) Regulations (Cap. 137, Rg 3) stating that the individual has been vaccinated against measles;

(c) a serological test result stating that the individual has immunity against measles;

(d) a laboratory test result stating that the individual is infected by measles.

[S 1066/2020 wef 01/01/2021]

[S 484/2022 wef 01/07/2022]

(6) In this regulation —

“declaration of measles immunity” means a written declaration by an individual that —

(a) the individual has received vaccination against measles;

(b) the individual has previously been diagnosed by a registered medical practitioner as being infected by

measles, and the individual has since recovered from measles; or

- (c) the individual has taken a serological test and the serological test shows that the individual has immunity against measles;

[Deleted by S 582/2023 wef 31/08/2023]

“healthcare service provider” means a person who holds a licence under the Healthcare Services Act 2020 to provide a licensable healthcare service;

[S 582/2023 wef 31/08/2023]

“licensable healthcare service” has the meaning given by section 3(1) of the Healthcare Services Act 2020.

[S 582/2023 wef 31/08/2023]

[S 1066/2020 wef 01/01/2021]

Infectious diseases

31.—(1) A licensee must —

- (a) ensure that the premises and operation of the licensee’s centre conform with such requirements as may be specified by the Chief Licensing Officer or in any code of practice, relating to the prevention of infectious diseases and state of hygiene and cleanliness in centres; and
- (b) report to a Health Officer, the Chief Licensing Officer, and the parents or guardians of all the children attending at the licensee’s centre of any suspected or known case of any infectious disease amongst the licensee’s staff or children attending at the centre in accordance with such requirements as may be specified by the Chief Licensing Officer or in any code of practice.

(2) A licensee must not allow any individual who —

- (a) is a member of the licensee’s staff or is engaged in the preparation of food or rendering of services at the licensee’s centre; and

(b) is suffering from an infectious disease, to enter the centre until the period of unfitness of the individual as stated in a medical certificate issued by a registered medical practitioner in respect of the individual has expired and the symptoms of the disease in the individual have resolved.

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

Provision of food and nutrition

32.—(1) Except as provided in paragraph (2), a licensee must only serve food that is in the written menu mentioned in regulation 3(4)(b)(xiv).

(2) A licensee may serve food that is not in the written menu mentioned in regulation 3(4)(b)(xiv) if the licensee informs the Chief Licensing Officer within such period as may be specified by the Chief Licensing Officer before serving the food.

(3) A licensee who serves food to children attending at the licensee's centre must —

- (a) have a written menu of such food;
- (b) serve food that meets the dietary or nutritional requirements as may be specified by the Chief Licensing Officer;
- (c) conspicuously display the written menu at the centre within such period as may be specified by the Chief Licensing Officer before serving the food;
- (d) communicate the written menu within such period as may be specified by the Chief Licensing Officer before serving the food, to the parents or guardians of the children who will be served the food;

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- (e) where any child enrolled in the centre is allergic to any food —
- (i) cause to be displayed at the centre’s kitchen, pantry and food serving areas all of the following information:
 - (A) the name of the child;
 - (B) the class in which the child is attending;
 - (C) the food to which the child is allergic;
 - (D) the measures to take when the child has a food allergy; and
 - (ii) ensure that the child is not served food that the child is allergic to; and
- (f) comply with such other requirements relating to the provision of food to the children attending at the licensee’s centre as may be specified by the Chief Licensing Officer.

(4) A licensee that enrolls any child below 18 months of age must provide feedings at the licensee’s centre for such child in accordance with such requirements as may be specified by the Chief Licensing Officer.

(5) If a licensee wishes to appoint or task an individual who is not a member of the licensee’s staff with the duty of preparing food for children enrolled in the licensee’s centre, the licensee must ensure that the individual has, before the commencement of such duty, attended and successfully completed such course on basic food hygiene as may be specified by the Chief Licensing Officer.

(6) A licensee or a member of a licensee’s staff must not serve any child with food to which the child is allergic.

Behaviour and guidance

33.—(1) A licensee must ensure that none of the licensee’s staff or education service providers commits any of the following acts on any child attending at the licensee’s centre or subjects such child to any of the following behaviour, as the case may be:

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- (a) sexual exploitation or abuse;
 - (b) corporal punishment, including —
 - (i) striking the child, directly or with any physical object;
 - (ii) shaking, shoving, spanking or any other form of aggressive contact; and
 - (iii) requiring or forcing the child to repeat physical movements on the pretext of disciplining the child;
 - (c) giving the child harsh, humiliating, belittling or degrading response of any kind, whether it is a verbal, emotional or physical response;
 - (d) neglecting the child, and deliberate absence of response;
 - (e) depriving the child of any meal or other basic need;
 - (f) isolation of the child unless the child is being supervised by a member of the licensee's staff who is within sight of the child, or physical restriction of any of the child's movements;
 - (g) putting the child at risk of being scalded or burnt;
 - (h) causing psychological trauma to the child;
 - (i) force feeding the child;
 - (j) exposing the child to undesirable content, including pornography.
- (2) For the purposes of paragraph (1), a licensee must —
- (a) issue a set of rules regulating the conduct of the licensee's staff;
 - (b) ensure that all members of the licensee's staff are aware of such rules; and
 - (c) take measures to enforce such rules.
- (3) A licensee, a member of a licensee's staff or an education service provider engaged by a licensee must not commit any of the acts mentioned in paragraph (1) on a child attending at the licensee's

centre or subject such child to any behaviour mentioned in that paragraph.

PART 8

RECORDS AND REPORTS

Contents and maintenance of children's records

34.—(1) A licensee must keep and maintain up-to-date records of —

- (a) a class register for every class conducted at the licensee's centre that specifies all the following information on each child attending the class:
 - (i) name;
 - (ii) date of birth;
 - (iii) daily records of the child's attendance at the class;
 - (iv) daily records of the time at which the child leaves the centre for the day; and
- (b) the information mentioned in paragraph (2) for every child enrolled in that centre.

(2) For the purposes of paragraph (1)(b), the information is as follows:

- (a) the application for enrolment signed by a parent or guardian of the child;
- (b) the child's birth certificate number or Singapore citizenship certificate number (whichever is applicable);
- (c) the name, date of birth and residential address of the child;
- (d) the following particulars of a parent or guardian of the child:
 - (i) name;
 - (ii) identity card number;
 - (iii) residential address;

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- (iv) email address;
 - (v) contact number;
 - (vi) a copy of any document evidencing the mother's employment status, or if the child has no mother, the father's employment status;
 - (vii) where the child has a single parent, a copy of any document evidencing the single status of the child's parent;
 - (viii) such other particulars as may be specified by the Chief Licensing Officer;
- (e) if applicable, any medical information, including special safety requirements, relating to the child that is provided by a parent or guardian of the child, or a registered medical practitioner for the child;
- (f) every written authorisation or consent given by a parent or guardian of the child regarding the following matters:
- (i) any emergency medical care to be administered on the child;
 - (ii) the release of the child from the centre to a person authorised by the parent or guardian to receive the child after the end of the child's class (called in this paragraph the authorised person);
 - (iii) the child's participation in any programme conducted outside of the centre during the centre's operating hours;
- (g) the following particulars of the authorised person mentioned in sub-paragraph (f)(ii):
- (i) name;
 - (ii) identity card number;
 - (iii) residential address;
 - (iv) email address;
 - (v) contact number;

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- (vi) such other particulars as may be specified by the Chief Licensing Officer;
 - (h) if the child has a family physician, the following particulars of the family physician:
 - (i) name;
 - (ii) contact address;
 - (iii) contact number;
 - (i) the date on which the child is enrolled in the centre;
 - (j) the date on which the child is withdrawn from the centre (if applicable);
 - (k) the monthly fees and other charges that are payable to the licensee in relation to the child;
 - (l) the monthly fees and other charges that are collected by the licensee in relation to the child;
 - (m) if the child is 18 months of age or younger, a 3-monthly record of the growth of the child;
 - (n) up-to-date health information on the child including medical reports, vaccination and immunisation history, all known allergies, chronic physical problems, injuries, and infectious diseases (if any);
 - (o) a written recommendation, signed by a registered medical practitioner, with regard to any special requirement for diet, rest or exercise in relation to the child (if any);
 - (p) reports of any serious incident involving the child, any incident where the child required hospitalisation, or the death of the child (if applicable).
- (3) A licensee must keep all records of the children enrolled in the licensee's centre confidential and must ensure that the records are not inspected by a person who is not —
- (a) the Chief Licensing Officer or an authorised officer; or
 - (b) authorised by law to inspect the records.

(4) Despite paragraph (3), a licensee may allow a parent or guardian of a child who is enrolled in the licensee's centre to inspect any records relating to the child.

(5) A licensee must, at such frequency and within such time as may be specified by the Chief Licensing Officer —

- (a) inform the Chief Licensing Officer of the number of children enrolled in the centre; and
- (b) submit to the Chief Licensing Officer the information mentioned in paragraph (2)(a), (b), (c), (d)(i) to (v), (i) and (j) relating to each such child.

Contents and maintenance of staff records

35.—(1) A licensee must keep and maintain up-to-date records of the information in paragraph (2) relating to every member of the licensee's staff.

(2) For the purposes of paragraph (1), the information is as follows:

- (a) the letter of appointment to perform any duty in the licensee's centre that is issued by the licensee to the member (if any);
- (b) a copy of the member's identity card or passport;
- (c) where the member is not a Singapore citizen or permanent resident, a copy of the member's work pass that is in force;
- (d) the following particulars of the member:
 - (i) name;
 - (ii) residential address;
 - (iii) email address;
 - (iv) contact number;
 - (v) such other particulars as may be required by the Chief Licensing Officer;
- (e) a copy of the member's highest academic certificate (if any);

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- (f) a copy of the member's certificate (if any) relating to the member's completion of any professional course relating to early childhood education;
 - (g) a copy of the member's certificate (if any) relating to the member's completion of any course relating to the administration of first aid;
 - (h) a copy of the approval granted by the Chief Licensing Officer under section 25 of the Act (if applicable);
 - (i) a copy of the member's declaration on whether the member has been previously convicted of any offence, if the Chief Licensing Officer had required the submission of such declaration with the licensee's application for approval to deploy the member to perform a prescribed duty or prescribed class of duties at the licensee's centre under section 24 of the Act;
 - (j) a letter from a registered medical practitioner stating that the member has satisfied the requirements mentioned in regulation 30(3)(a) and (b), the written declaration mentioned in regulation 30(3)(c), the documentary evidence or certificate mentioned in regulation 30(3A) and (where applicable) the written declaration mentioned in regulation 30(3A)(c)(i);
[S 1066/2020 wef 01/01/2021]
[S 484/2022 wef 01/07/2022]
 - (k) where the member is appointed or tasked with the duty of preparing food for the children attending at the licensee's centre, records evidencing that the member has satisfied the requirements in regulation 42(2).

Contents and maintenance of education service providers' records

36.—(1) A licensee must keep and maintain up-to-date records of the information in paragraph (2) about every education service provider engaged by the licensee to provide any educational service to the children attending at the licensee's centre.

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- (2) For the purposes of paragraph (1), the information is as follows:
- (a) a copy of the education service provider's identity card or passport;
 - (b) the following particulars of the education service provider:
 - (i) name;
 - (ii) residential address;
 - (iii) email address;
 - (iv) contact number;
 - (v) any other particulars as may be required by the Chief Licensing Officer;
 - (c) a copy of the education service provider's declaration whether the education service provider has previously been convicted of any offence, if the Chief Licensing Officer had required the submission of such declaration with the licensee's application for approval to engage the education service provider under section 30 of the Act;
 - (d) a letter from a registered medical practitioner stating that the education service provider has satisfied the requirements mentioned in regulation 30(3)(a) and (b), the written declaration mentioned in regulation 30(3)(c), the documentary evidence or certificate mentioned in regulation 30(3B) and (where applicable) the written declaration mentioned in regulation 30(3B)(c)(i);
[S 1066/2020 wef 01/01/2021]
[S 484/2022 wef 01/07/2022]
 - (e) if the education service provider is employed by an entity, the following information on the entity:
 - (i) name;
 - (ii) business activities;
 - (iii) if the entity is registered with any public agency for the purpose of carrying on its business, the public agency and the registration number assigned to the entity by the public agency.

(3) In paragraph (2), “public agency”, in relation to an entity, means —

- (a) where the entity is incorporated or formed in Singapore, the Accounting and Corporate Regulatory Authority established under section 3 of the Accounting and Corporate Regulatory Authority Act (Cap. 2A); and
- (b) where the entity is incorporated or formed in a foreign country or territory, an authority of the foreign country or territory, or any board, commission, committee or similar body, whether corporate or unincorporate, established under the law of the foreign country or territory for a public purpose.

Record of official inspections

37. A licensee must keep and maintain a record of such particulars as may be specified by the Chief Licensing Officer of every inspection of the licensee’s centre by any person, including an inspection by any of the following:

- (a) the Chief Licensing Officer or an authorised officer under the Act;
- (b) the protector or an approved welfare officer under the Children and Young Persons Act (Cap. 38);
- (c) an authorised officer appointed under section 3(2) or 4(2) of the Environmental Public Health Act (Cap. 95);
- (d) a Health Officer under the Infectious Diseases Act;
- (e) a police officer;
- (f) a Singapore Civil Defence Force officer.

Records to be kept and retention period

38.—(1) For the purposes of section 35(1)(a) of the Act, the records are as follows:

- (a) the records mentioned in regulation 27(3)(a) and (7)(c);
- (b) the record mentioned in regulation 29(2) in relation to every child enrolled in the centre (if any);

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- (c) the class register mentioned in regulation 34(1)(a);
 - (d) the information mentioned in regulation 34(2)(a), (b), (c) and (d) for every child enrolled in the centre;
 - (e) the information mentioned in regulation 34(2)(e) to (p) for every child enrolled in the centre;
 - (f) where Government subsidy is implemented for any child enrolled in the centre, the forms used for such implementation;
 - (g) bank statements and other financial records of the centre that evidence the receipt by the centre of payments made for each child;
 - (h) the records mentioned in regulation 35(1) in relation to every member of the licensee's staff;
 - (i) the records mentioned in regulation 36(1) in relation to every education service provider who is engaged to provide educational services to the children enrolled at the centre;
 - (j) past daily programme schedules that the licensee no longer complies with;
 - (k) past written menus that the licensee no longer follows;
 - (l) records of official visits of inspection mentioned in regulation 37;
 - (m) records of all other visits to the centre or any child attending at the centre in any year, other than the official visits mentioned in sub-paragraph (l);
 - (n) records of evacuation drills that are conducted under regulation 60(c) during the term of the licensee's licence.
- (2) For the purposes of section 35(1)(a) of the Act, the prescribed period for the records mentioned in paragraph (1) is —
- (a) in the case of paragraph (1)(a), (b) and (e), at least one year after the date on which the child is withdrawn from the centre;

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- (b) in the case of paragraph (1)(c), at least 3 years after the class graduates;
 - (c) in the case of paragraph (1)(d) and (f), at least 3 years after the date on which the child is withdrawn from the centre;
 - (d) in the case of paragraph (1)(g), at least 3 years after the last entry is made to the bank statements or financial records, as the case may be;
 - (e) in the case of paragraph (1)(h), at least one year after the date on which the member of the licensee's staff ceases to perform any duty at the centre;
 - (f) in the case of paragraph (1)(i), at least one year after the education service provider ceases to provide any educational services at the centre;
 - (g) in the case of paragraph (1)(j), at least one year after the date on which the licensee ceases to comply with the past daily programme schedule;
 - (h) in the case of paragraph (1)(k), at least one year after the date on which the licensee ceases to follow the past written menu;
 - (i) in the case of paragraph (1)(l), the longer of the following periods:
 - (i) one year after the date of the official visit of inspection;
 - (ii) the period between the date of the official visit of inspection and the date on which the licensee's licence expires (both dates inclusive);
 - (j) in the case of paragraph (1)(m), until 31 December of the year immediately following the year to which the records mentioned in paragraph (1)(m) relates; and
 - (k) in the case of paragraph (1)(n) —
 - (i) in the case where the licensee renews the licence, one year after the date on which the licence is renewed;
 - or

- (ii) in any other case, the last date on which the licensee may make an application to renew the licence.

Reporting of child abuse

39. Where a licensee, a member of a licensee's staff or an education service provider engaged by a licensee —

- (a) has reasonable cause to suspect that —
 - (i) physical or sexual abuse of any child who is enrolled in the licensee's centre has occurred, whether or not such abuse occurred during the centre's operating hours or within the centre; or
 - (ii) physical or sexual abuse of any child, whether or not the child is enrolled in the licensee's centre, has occurred within the licensee's centre; and
- (b) wilfully or unreasonably failed to report such occurrence to the Chief Licensing Officer,

the licensee, member or education service provider (as the case may be) shall be guilty of an offence.

Reporting of legal action

40.—(1) Where a licensee becomes aware of —

- (a) any legal action commenced against the licensee that may affect any child, any member of the licensee's staff or the operation of the licensee's centre; or
- (b) any legal action commenced against any key appointment holder of the licensee that may affect any child, any member of the licensee's staff or the operation of the licensee's centre,

the licensee must report the legal action to the Chief Licensing Officer within 24 hours after becoming so aware.

(2) For the purposes of paragraph (1), a legal action includes —

- (a) in the case of paragraph (1)(a) and the licensee is a company —

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- (i) an application that is made to wind up or dissolve the licensee under the Companies Act (Cap. 50);
 - (ii) an application that is made to place the licensee under judicial management under the Companies Act; and
 - (iii) any criminal proceedings against the licensee;
- (b) in the case of paragraph (1)(a) and the licensee is an individual, any criminal proceedings against the licensee; and
- (c) in the case of paragraph (1)(b), any criminal proceedings against the key appointment holder of the licensee.
- (3) A licensee must report the following events or occurrences to the Chief Licensing Officer within 24 hours after the licensee becomes aware of such event or occurrence:
- (a) if the licensee's centre is leased by the licensee, any event or occurrence which may result in the shortening or termination of the lease;
 - (b) if the licensee's centre is owned by the licensee, any event or occurrence which may result in the transfer of ownership of the centre.

PART 9

STAFF AND EDUCATION SERVICE PROVIDERS

Particulars of staff and education service providers

41.—(1) A licensee must submit the particulars in paragraph (2) of —

- (a) every member of the licensee's staff who is deployed to perform a duty at the licensee's centre; and

- (b) every education service provider who is engaged by the licensee to provide any educational service at the licensee's centre,

within 28 days after the date of such deployment or engagement (as the case may be), to the Chief Licensing Officer in such form as the Chief Licensing Officer may require.

- (2) For the purposes of paragraph (1), the particulars are as follows:

- (a) name;
- (b) residential address;
- (c) email address;
- (d) contact number;
- (e) any other particulars which may be required by the Chief Licensing Officer.

(3) If there is any change in the particulars mentioned in paragraph (2) of any member of the licensee's staff or any education service provider engaged by the licensee, the licensee must notify the Chief Licensing Officer of such change within 28 days after the date of the change in such form as the Chief Licensing Officer may specify.

Appointment of staff

42.—(1) [*Deleted by S 86/2019 wef 15/02/2019*]

(2) A licensee must ensure that all members of the licensee's staff appointed or tasked with the duty of preparing food at the licensee's centre for children enrolled in the licensee's centre must have, before the commencement of such duty, attended and successfully completed such course on basic food hygiene as may be specified by the Chief Licensing Officer.

Illness of staff and education service provider

43.—(1) A licensee must not allow a member of the licensee's staff or education service provider (called in this regulation the relevant person) to enter the licensee's centre, if the relevant person has fever or is on medication.

(2) Despite paragraph (1), a licensee may allow a relevant person who is on medication to enter the licensee's centre, if the period of unfitness stated in any medical certificate signed by any registered medical practitioner with respect to the relevant person has expired and the relevant person does not exhibit any symptom of illness.

PART 10

PROGRAMME STAFF-CHILD RATIO AND SUPERVISION

Programme staff-child ratio and supervision for infant class

44.—(1) Subject to paragraph (2), a licensee must ensure that for every infant class at the licensee's centre, the ratio of infant educators to children enrolled in that class is not less than 1:5 at all times during the centre's operating hours.

(2) Paragraph (1) does not apply, if —

- (a) the infant educators of the infant class are assisted by one or more programme helpers; and
- (b) the licensee ensures that at all times during the centre's operating hours —
 - (i) the ratio of the aggregate number of infant educators and programme helpers to children enrolled in that class is not less than 1:5; and
 - (ii) the ratio of the infant educators to programme helpers mentioned in sub-paragraph (i) is not less than 1:1.

[S 484/2022 wef 01/07/2022]

Programme staff-child ratio and supervision for playgroup class, pre-nursery class and nursery class

45.—(1) Subject to paragraphs (2), (3) and (4), a licensee must ensure that at all times during the operating hours of the licensee's centre —

- (a) the ratio of members of programme staff of any playgroup class to children enrolled in that class is not less than 1:12;

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- (b) the ratio of members of programme staff of any pre-nursery class to children enrolled in that class is not less than 1:18; and
- (c) the ratio of members of programme staff of any nursery class to children enrolled in that class is not less than 1:20.
- (2) Subject to paragraphs (3) and (4), a licensee must ensure that at all times during the programme hours of the licensee's centre —
- (a) the ratio of early years educators of any playgroup class to children enrolled in that class is not less than 1:8;
[S 484/2022 wef 01/07/2022]
- (b) the ratio of early years educators of any pre-nursery class to children enrolled in that class is not less than 1:12; and
[S 484/2022 wef 01/07/2022]
- (c) the ratio of early years educators of any nursery class to children enrolled in that class is not less than 1:15.
[S 484/2022 wef 01/07/2022]
- (3) Subject to paragraph (4), a licensee must ensure that at all times during the programme hours when the children are engaged in outdoor play at the licensee's centre —
- (a) the following ratios are complied with:
- (i) the ratio of early years educators of any playgroup class to children enrolled in that class is not less than 1:6;
[S 484/2022 wef 01/07/2022]
- (ii) the ratio of early years educators of any pre-nursery class to children enrolled in that class is not less than 1:9;
[S 484/2022 wef 01/07/2022]
- (iii) the ratio of early years educators of any nursery class to children enrolled in that class is not less than 1:10;
[S 484/2022 wef 01/07/2022]
- (b) at least 2 adults are supervising the playgroup class, pre-nursery class or nursery class, as the case may be; and
- (c) at least one of the adults mentioned in sub-paragraph (b) is a programme staff.

(4) Paragraphs (2) and (3) do not apply in relation to a playgroup class, pre-nursery class or nursery class, if —

(a) the early years educators of the playgroup class, pre-nursery class or nursery class (as the case may be) are assisted by one or more assistant early years educators; and
[S 484/2022 wef 01/07/2022]

(b) the licensee ensures that at all times during the programme hours of the licensee's centre (whether or not the children are engaged in outdoor play) —

(i) for a playgroup class, the ratio of early years educators of the playgroup class to children enrolled in that class is not less than 1:12;
[S 484/2022 wef 01/07/2022]

(ii) for a pre-nursery class, the ratio of early years educators of the pre-nursery class to children enrolled in that class is not less than 1:18; and
[S 484/2022 wef 01/07/2022]

(iii) for a nursery class, the ratio of early years educators of the nursery class to children enrolled in that class is not less than 1:20.
[S 484/2022 wef 01/07/2022]

Programme staff-child ratio and supervision for kindergarten 1 class and kindergarten 2 class

46.—(1) Subject to paragraphs (2), (3) and (4), a licensee must ensure that at all times during the operating hours of the licensee's centre —

(a) the ratio of members of programme staff of any kindergarten 1 class to children enrolled in that class is not less than 1:25; and

(b) the ratio of members of programme staff of any kindergarten 2 class to children enrolled in that class is not less than 1:30.

(2) Subject to paragraphs (3) and (4), a licensee must ensure that at all times during the programme hours of the licensee's centre —

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- (a) the ratio of preschool educators of any kindergarten 1 class to children enrolled in that class is not less than 1:20; and
[S 484/2022 wef 01/07/2022]
- (b) the ratio of preschool educators of any kindergarten 2 class to children enrolled in that class is not less than 1:25.
[S 484/2022 wef 01/07/2022]
- (3) Subject to paragraph (4), a licensee must ensure that at all times during the programme hours of the licensee's centre when the children are engaged in outdoor play —
- (a) the following ratios are complied with:
- (i) the ratio of preschool educators of any kindergarten 1 class to children enrolled in that class is not less than 1:13;
[S 484/2022 wef 01/07/2022]
- (ii) the ratio of preschool educators of any kindergarten 2 class to children enrolled in that class is not less than 1:15;
[S 484/2022 wef 01/07/2022]
- (b) at least 2 adults are supervising the kindergarten 1 class or kindergarten 2 class, as the case may be; and
- (c) at least one of the adults mentioned in sub-paragraph (b) is a programme staff.
- (4) Paragraphs (2) and (3) do not apply in relation to a kindergarten 1 class or a kindergarten 2 class, if —
- (a) the preschool educators of the kindergarten 1 class or kindergarten 2 class (as the case may be) are assisted by one or more assistant preschool educators; and
[S 484/2022 wef 01/07/2022]
- (b) the licensee ensures that at all times during the programme hours of the licensee's centre (whether or not the children are engaged in outdoor play) —
- (i) for a kindergarten 1 class, the ratio of preschool educators of the kindergarten 1 class to children enrolled in that class is not less than 1:25; and
[S 484/2022 wef 01/07/2022]

- (ii) for a kindergarten 2 class, the ratio of preschool educators of the kindergarten 2 class to children enrolled in that class is not less than 1:30.

[S 484/2022 wef 01/07/2022]

Programme staff-child ratio and supervision for mixed classes

47. Where a class conducted at a centre may be attended by children of different ages, the licensee of the centre must —

- (a) where the youngest child attending the class is 18 months of age or older but is below 3 years of age, comply with regulation 45 as if the class is a playgroup class;
- (b) where the youngest child attending the class will attain 3 years of age in the current year, comply with regulation 45 as if the class is a pre-nursery class;
- (c) where the youngest child attending the class will attain 4 years of age in the current year, comply with regulation 45 as if the class is a nursery class; and
- (d) where the youngest child attending the class will attain 5 years of age in the current year, comply with regulation 46 as if the class is a kindergarten 1 class.

Minimum staff strength at centres of licensees holding Class B licence or Class C licence

48.—(1) Despite regulations 45, 46 and 47, a licensee who holds a Class B licence or Class C licence must ensure that at all times when there is any child present at the licensee's centre during the programme hours —

- (a) where the number of children present at the centre is —
 - (i) 150 or less — at least 3 members of the licensee's staff present at the centre have obtained the Child First Aid Accreditation certification; or
 - (ii) more than 150 — the ratio of members of the licensee's staff who have obtained the Child First Aid Accreditation certification and are present at the

centre to the children present at the centre is not less than 1:50; and

- (b) one member of the licensee's staff who has obtained the Child First Aid Accreditation certification and is present at the centre —
 - (i) is the principal; or
 - (ii) where the principal is not present at the centre — is appointed to carry out principal supervisory duties in the absence of the principal.

(2) Despite regulations 45, 46 and 47, a licensee who holds a Class B licence or Class C licence must ensure that at all times when there is any child present at the licensee's centre during the operating hours (other than its programme hours) —

- (a) at least 2 members of the licensee's staff are present at the centre;
- (b) at least one member of the licensee's staff present at the centre is a programme staff; and
- (c) at least one member of the licensee's staff present at the centre has obtained the Child First Aid Accreditation certification.

[S 484/2022 wef 01/07/2022]

Minimum staff strength at centres of licensees holding Class A licence, in addition to holding Class B licence or Class C licence

48A.—(1) Regulation 48 applies to a licensee who holds a Class A licence in addition to holding a Class B licence or Class C licence, as it applies to a licensee who holds a Class B licence or Class C licence, except that every reference to the centre in regulation 48(1)(a) and (2) is read as a reference to the non-infant care area of the centre.

(2) Despite regulation 44, a licensee who holds a Class A licence in addition to holding a Class B licence or Class C licence must ensure that at all times when there is any child present in the infant care area of the licensee's centre during the operating hours —

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- (a) at least 2 members of the licensee’s programme staff (other than its principal) are present in the infant care area;
 - (b) at least one member of the licensee’s programme staff present in the infant care area is an infant educator; and
 - (c) where the number of children present at the infant care area is —
 - (i) 50 or less — at least one member of the licensee’s programme staff present in the infant care area has obtained the Child First Aid Accreditation certification; or
 - (ii) more than 50 — the ratio of members of the licensee’s programme staff who have obtained the Child First Aid Accreditation certification and are present at the infant care area to the children present at the infant care area is not less than 1:50.

(3) In this regulation —

“infant care area”, in relation to a centre, means the part of the centre that is designated as the area at which all infant classes at the centre must be conducted;

“non-infant care area”, in relation to a centre, means the part of the centre that is not the infant care area.

[S 484/2022 wef 01/07/2022]

Minimum staff strength at centres of licensees holding Class A licence only

48B. Despite regulation 44, a licensee who holds only a Class A licence must ensure that at all times when there is any child present at the licensee’s centre during the operating hours —

- (a) where the number of children present at the centre is —
 - (i) 50 or less — at least 3 members of the licensee’s programme staff present at the centre have obtained the Child First Aid Accreditation certification; or
 - (ii) more than 50 — the number of members of the licensee’s programme staff who have obtained the

Child First Aid Accreditation certification and are present at the centre is not less than the number calculated using the formula $3 + \frac{B-50}{50}$, where B is the number of children at the centre at that time;

- (b) at least one member of the licensee's staff present at the centre is an infant educator; and
- (c) one member of the licensee's programme staff who has obtained the Child First Aid Accreditation certification and is present at the centre —
 - (i) is the principal; or
 - (ii) where the principal is not present at the centre — is appointed to carry out principal supervisory duties in the absence of the principal.

[S 484/2022 wef 01/07/2022]

Safety and wellbeing

49. During the hours of operation of a centre, the licensee of the centre, and every member of the licensee's staff who is deployed to supervise a class, must ensure —

- (a) the safety and wellbeing of every child attending the class; and
- (b) that every child attending the class is at all times under the supervision of a member of the licensee's staff, whether the child is within or outside the centre.

PART 11

PREMISES

Licensee to comply with requirements

50.—(1) A licensee must comply with the requirements set out in the Sixth Schedule relating to the licensee's premises.

(2) Where a licensee enrolls any child with special educational needs at the licensee's centre, the licensee must comply with such code of practice relating to the provision of facilities and programmes

for children with special educational needs as the Chief Licensing Officer may issue.

Outdoor space

51.—(1) A licensee must ensure that the licensee’s centre has an outdoor play space where children attending at the centre can participate in activities in a safe manner or play safely, unless the Chief Licensing Officer is satisfied that it is not feasible for the centre to have an outdoor play space.

(2) A licensee’s centre that has an outdoor play space must ensure that there is safe access from the centre to the outdoor play space.

(3) Before any child attending at a centre is allowed to use any outdoor play space on any day, the licensee of the centre must ensure that the licensee’s staff makes a physical inspection of the outdoor play space to ensure that —

- (a) the equipment (if any) at the outdoor play space is in good working condition;
- (b) such equipment is developmentally-appropriate for the children; and
- (c) the outdoor play space is properly maintained and free from any hazardous element or harmful object.

(4) In this regulation, “safe access” means access that is suitably constructed, kept free of obstructions and well maintained.

Equipment and furnishings

52.—(1) Subject to paragraph (2), a licensee must provide all the following items at the licensee’s centre for the purpose of supporting the learning and development of the children attending at the centre:

- (a) fittings, furniture and other furnishings;
- (b) play and educational materials, resources and equipment.

(2) The items mentioned in paragraph (1) must —

- (a) be sufficient (taking into account the number of children attending at the centre) and suitable for the purpose mentioned in that paragraph;

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- (b) be in good working condition;
 - (c) be safe and developmentally-appropriate for the children;
and
 - (d) satisfy such other requirements as may be specified by the Chief Licensing Officer.
- (3) Where one or more children who are 18 months of age or younger are enrolled in a centre, the licensee of the centre must provide all the following at the centre:
- (a) separate facilities for the changing of diapers and for dressing;
 - (b) such number of cots as may be specified by the Chief Licensing Officer.
- (4) A licensee that provides full-day services for any child must provide either of the following for the child to rest at the licensee's centre during periods of rest:
- (a) a mattress and mattress cover that is made of a material that can easily be disinfected to minimise the transmission of diseases;
 - (b) any alternative bedding specified by the Chief Licensing Officer that is made of a material that can easily be disinfected to minimise the transmission of diseases.

PART 12

HYGIENE AND ENVIRONMENTAL HEALTH

Personal hygiene and sanitary facilities

53. A licensee must provide personal hygiene and sanitary facilities at the licensee's centre that —

- (a) are suitable for the children attending at the centre; and
- (b) comply with the requirements specified in the Seventh Schedule.

Maintenance of centre

54. A licensee must —

- (a) maintain the premises and equipment of the licensee's centre in a clean and sanitary condition; and
- (b) keep the premises and equipment of the licensee's centre in a good state of repair,

to the satisfaction of the Chief Licensing Officer.

Personal care

55.—(1) A licensee must establish a sanitary procedure that complies with such requirements as may be specified by the Chief Licensing Officer for —

- (a) the changing of diapers of children who are 18 months of age or younger; and
- (b) the sanitising of diaper-changing and eating surfaces, toys, and other objects handled by any child in the centre.

(2) A licensee must ensure that the licensee's staff comply with the sanitary procedure mentioned in paragraph (1).

(3) A licensee that provides full-day services for any child must ensure that every child has all of the following items:

- (a) a towel;
- (b) a comb;
- (c) a toothbrush;
- (d) a change of clothes.

(4) A licensee must provide every child attending at the licensee's centre with his or her own personal storage space in the centre that is of a sufficient size to contain the personal belongings, including the clothing, of the child.

Air quality

56.—(1) A licensee must ensure that the indoor premises of the licensee's centre are adequately ventilated.

(2) Where the air quality index in Singapore exceeds such amount as may be specified by the Chief Licensing Officer, or at such time as may be specified by the Chief Licensing Officer, a licensee must provide and use such equipment as may be necessary to ensure that the quality of the air in the indoor premises of the licensee's centre is safe for the children attending at the centre.

Kitchen or pantry facilities

57. A licensee must have sufficient, proper and clean kitchen or pantry facilities at the licensee's centre for preparing food for the children attending at the centre, and for washing utensils.

Serving of food

58.—(1) A licensee must ensure that every child attending at the licensee's centre is provided with clean eating and drinking utensils that are not cracked or chipped.

(2) A licensee must ensure that —

- (a) children attending at the licensee's centre are fed from the eating or drinking utensils that are assigned to each of them for any meal time; and
- (b) cracked or chipped eating or drinking utensils are not used to serve food to the children at the licensee's centre.

PART 13

SAFETY AND EMERGENCY INFORMATION

Storing of hazardous substances

59. A licensee must ensure that all hazardous substances, including inflammable substances and cleaning agents, are stored in a locked cabinet located in an area at the licensee's centre that is separate from the centre's food storage area and is inaccessible to the children attending at the centre.

Emergency measures

- 60.** A licensee must —
- (a) have a written procedure on emergency evacuation at the licensee's centre;
 - (b) conspicuously display such written procedure at the centre; and
 - (c) conduct at least one evacuation drill every 6 months commencing on the date of issuance of the licensee's licence.

Emergency information

61. A licensee must ensure that all of the following information is readily available to any member of the licensee's staff in the event of an emergency at the licensee's centre:

- (a) a list of emergency contact details, including the telephone numbers and addresses of —
 - (i) the Singapore Civil Defence Force;
 - (ii) the Singapore Police Force;
 - (iii) any ambulance service; and
 - (iv) the nearest hospital, clinic or registered medical practitioner;
- (b) the information mentioned in regulation 34(2)(d) and (e) relating to every child enrolled in the centre.

Emergency communications

62. A licensee must maintain a mobile telephone number and an email address for the following purposes:

- (a) to ensure that the licensee, the principal of the licensee's centre or a member of the licensee's staff who is appointed to carry out principal supervisory duties in the absence of the principal, is contactable in the event of an emergency;
- (b) to enable the licensee to disseminate such information as may be specified by the Chief Licensing Officer in the

event of an emergency, to the licensee's staff, the parents or guardians of the children attending at the licensee's centre, and any other person as may be specified by the Chief Licensing Officer, within such time as may be specified by the Chief Licensing Officer.

PART 14

FINANCIAL MATTERS

Centre fees and charges

63.—(1) A licensee must not charge a parent or guardian of a child who is enrolled in the licensee's centre for fees and charges that are not provided by the licensee to the Chief Licensing Officer under regulation 3(4)(c).

(2) A licensee must not collect in advance any fees or charges in respect of any child who is enrolled in the licensee's centre unless it is in accordance with such requirements as may be specified by the Chief Licensing Officer.

(3) A licensee must issue a written receipt for every receipt of any fee or charge mentioned in regulation 3(6)(a), (b) and (c).

(4) A licensee must, no later than 31 January of each year, notify the parents and guardians of all the children who are enrolled in the licensee's centre in writing of —

(a) an estimate of the fees and charges mentioned in regulation 3(6)(c) that are payable in the year; or

(b) the fees and charges mentioned in regulation 3(6)(c) that were payable in the immediate preceding year.

(5) A licensee must give the parent or guardian of a child who is enrolled in the licensee's centre the option of not incurring any of the fees and charges mentioned in regulation 3(6)(c)(i) to (xii) —

(a) for fees and charges mentioned in sub-paragraphs (i), (x)(B), (xi) and (xii) of regulation 3(6)(c) — by allowing the parent or guardian to provide for any item mentioned in any of those sub-paragraphs;

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- (b) for fees and charges mentioned in sub-paragraphs (ii), (iii), (viii), (ix) and (x)(A) of regulation 3(6)(c) — by allowing the parent or guardian not to purchase any item or service mentioned in any of those sub-paragraphs;
 - (c) for fees and charges mentioned in sub-paragraphs (iv) and (v) of regulation 3(6)(c) — by allowing the parent or guardian to choose not to let the child participate in any event mentioned in any of those sub-paragraphs;
 - (d) for fees and charges mentioned in sub-paragraph (vi) of regulation 3(6)(c) — by allowing the parent or guardian to choose not to purchase any item mentioned in that sub-paragraph; and
 - (e) for fees and charges mentioned in sub-paragraph (vii) of regulation 3(6)(c) — by allowing the parent or guardian to choose not to use the tools and systems mentioned in that sub-paragraph.
- (6) A licensee who proposes to increase any of the fees and charges mentioned in regulation 3(6)(a) and (b) for a year must, on or before 1 September of the immediate preceding year —
- (a) notify the Chief Licensing Officer in writing of such increase;
 - (b) inform the parents and guardians in writing of all the children who are registered with the licensee’s centre and who will be affected by such increase; and
 - (c) publish in printed or electronic form information about such increase.

Government subsidy

64.—(1) Subject to paragraph (2), where a licensee has received a Government subsidy for a child for any month, the licensee must not retain any part of the Government subsidy as payment of the child’s fees for the month unless —

- (a) the child is enrolled in the licensee’s centre; and

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- (b) the child attends the licensee's centre for at least one day in the month.
- (2) Despite paragraph (1), where a child is enrolled in a licensee's centre and attends at the centre for at least one day in the month but is subsequently withdrawn from the centre in that month, the licensee may only retain such part of the Government subsidy as may be determined by the Chief Licensing Officer.
- (3) For the purposes of paragraphs (1) and (2), a licensee must —
- (a) ascertain whether the licensee has retained any Government subsidy that the licensee is not entitled to or more Government subsidy than the licensee is entitled to for each child enrolled in the licensee's centre for each month (called in this regulation the excess amount), within such period as may be specified by the Chief Licensing Officer; and
 - (b) where the licensee has retained any excess amount, notify the Chief Licensing Officer in writing as soon as practicable.
- (4) Upon receipt of a notice in writing under paragraph (3)(b), the Government may issue a notice in writing requiring the licensee to refund the excess amount to the Chief Licensing Officer within such period as the Chief Licensing Officer may specify in the notice.
- (5) Where a child in relation to whom a licensee has applied for a Government subsidy withdraws from the licensee's centre or fails to attend at the centre for at least one day in any month, the licensee must —
- (a) notify the Chief Licensing Officer in writing of the child's withdrawal from the licensee's centre or the failure of the child to attend the centre for at least one day in the month concerned (as the case may be) within such time and in such form and manner as may be specified by the Chief Licensing Officer; and
 - (b) comply with such requirements as may be specified by the Chief Licensing Officer in relation to the child's withdrawal from the centre or failure to attend the centre

for at least one day in the month concerned, as the case may be.

(6) Where —

- (a) a licensee applies for a Government subsidy on behalf of a parent of a child who is enrolled in the licensee's centre;
- (b) due to the submission of incorrect or false information by the licensee to the Chief Licensing Officer, the Government subsidy is paid to the licensee in respect of the child; and
- (c) but for the submission of the incorrect or false information mentioned in sub-paragraph (b), the parent of the child would not be determined by the Chief Licensing Officer as being eligible to benefit from the Government subsidy,

the Chief Licensing Officer may by notice in writing require the licensee to refund in full the Government subsidy that has been paid to the licensee in respect of the child within such period as the Chief Licensing Officer may specify in the notice.

(7) A licensee who accepts or retains any part of the Government subsidy as payment of a child's fees knowing that the child is not enrolled in the centre shall be guilty of an offence.

(8) A licensee who is convicted of an offence under paragraph (7) must refund in full the Government subsidy that was paid to the licensee in relation to the child who is not enrolled in the licensee's centre within such period as the Chief Licensing Officer may specify in a notice in writing to the licensee.

(9) A licensee who is required to refund any Government subsidy under paragraph (4), (6) or (8) must do so within the period specified in the notice mentioned in that paragraph.

(10) A licensee that contravenes paragraph (9) shall be guilty of an offence.

(11) In this regulation —

“Government subsidy” means a subsidy provided by the Government to defray the fees payable to a licensee in relation to a child who is enrolled in the licensee's centre and the parent of whom is eligible to receive the subsidy;

“licensee” includes a person who has ceased to hold a licence.

PART 15
MISCELLANEOUS

Appeal to Minister

65. For the purposes of section 43(5) of the Act, an appeal under section 43 of the Act must be made within 14 days after the date of receipt of the decision that is appealed against.

Penalty

66.—(1) A person who is guilty of an offence under regulation 30(4) shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both and, 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 continues after conviction.

(2) A person who is guilty of an offence under regulation 39 or 64(7) or (10) shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both.

Waiver or refund

67. The Chief Licensing Officer may waive or refund the whole or any part of any fee payable under these Regulations.

FIRST SCHEDULE

Regulations 2 and 13

PRESCRIBED DUTIES AND CLASSES OF DUTIES

<i>First column</i>	<i>Second column</i>
<i>Classes</i>	<i>Duties</i>
1. Assistant early years educator	To assist any early years educator in carrying out early years educator duties.

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Classes</i>	<i>Duties</i>
2. Assistant preschool educator	<p>(a) To assist any preschool educator in carrying out preschool educator duties.</p> <p>(b) To assist any early years educator in carrying out early years educator duties.</p>
3. Early years educator	<p>(a) To provide a developmentally-appropriate learning environment for the care or education, or both, of children enrolled in any playgroup class, pre-nursery class or nursery class.</p> <p>(b) To design and implement a developmentally-appropriate early childhood development curriculum and developmentally-appropriate activities for children enrolled in any playgroup class, pre-nursery class or nursery class.</p>
4. Infant educator	<p>(a) To provide a developmentally-appropriate learning environment for the care and development of children enrolled in any infant class.</p> <p>(b) To plan and implement a developmentally-appropriate early childhood development curriculum and developmentally-appropriate activities for children enrolled in any infant class.</p>
5. Principal	<p>(a) To manage the staff of a centre to ensure the proper provision</p>

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Classes</i>	<i>Duties</i>
	of early childhood development services at the centre.
	(b) To ensure the proper accounting of the receipts and payments of money in respect of the centre.
	(c) To ensure that the daily operations of the centre are carried out effectively.
6. Programme helper	To assist any assistant early years educator, assistant preschool educator, early years educator, infant educator or preschool educator in carrying out his or her duties.
7. Preschool educator	(a) To provide a developmentally-appropriate learning environment for the care or education, or both, of children enrolled in any playgroup class, pre-nursery class, nursery class, kindergarten 1 class or kindergarten 2 class.
	(b) To design and implement a developmentally-appropriate early childhood development curriculum and developmentally-appropriate activities for children enrolled in any playgroup class, pre-nursery class, nursery class, kindergarten 1 class or kindergarten 2 class.
8. Cook	To prepare food for the children and staff at the centre.

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Classes</i>	<i>Duties</i>
9. Cleaner	To clean the premises of, and the furniture and fittings at, the centre.
10. Any member of the licensee's staff other than those mentioned in items 1 to 9	To undertake any duty at the centre that does not fall within the duties mentioned in items 1 to 9.

[S 484/2022 wef 01/07/2022]

SECOND SCHEDULE

Regulation 3(1) and (3)

FEES

1. Application fee for the grant of one or more licences in respect of an early childhood development centre (other than an application mentioned in item 4 or 5)	\$360
2. Application fee for the renewal of one or more licences in respect of an early childhood development centre	\$360
3. Late renewal application fee for one or more licences in respect of an early childhood development centre (payable in addition to the fee in item 2)	\$180
4. Application fee for the grant of an additional licence in respect of an early childhood development centre for which a licence for a different class has already been granted and is valid	\$210
5. Application fee for the grant of one or more new licences where the application is due to the impending lapse of one or more existing licences under section 15(1)(c) of the Act	\$260

[S 902/2022 wef 30/11/2022]

THIRD SCHEDULE

Regulations 5(1), 12(1), 14,
15(1) and (2), 17 and 18

OFFENCES

1. Any offence under Part II of the Children and Young Persons Act (Cap. 38).
2. Any offence under Part XI of the Women's Charter (Cap. 353).
3. Any offence under Chapter XVI or XXII of the Penal Code (Cap. 224).
- 3A. The abetment of any offence that is specified in this Schedule and committed on or after 1 July 2022.
[S 484/2022 wef 01/07/2022]
- 3B. The offence under section 420 of the Penal Code 1871 that is committed on or after 1 July 2022.
[S 484/2022 wef 01/07/2022]
4. Any offence under the repealed Act.
5. Any offence under Part I, IV, V, X or XIII of the Education Act (Cap. 87).
6. Any offence under Part V, VA, VI, VII, VIII, IX or X of the Bankruptcy Act (Cap. 20).
7. Any offence under Part III, IIIA, IV, V or VI of the Building Control Act (Cap. 29).
8. Any offence under Part I, II or VII of the Central Provident Fund Act (Cap. 36).
9. Any offence under Part III, IV, VI, VIII or IX of the Charities Act (Cap. 37).
10. Any offence under Part III or IV of the Child Development Co-Savings Act (Cap. 38A).
11. Any offence under Part I, II, III, V, VI, VIIIA, IX, X, XA, XI, XIA or XII of the Companies Act (Cap. 50).
12. Any offence under Part II, III, IV, VIII, IX, X, XII, XIII, XIV, XV or XVA of the Employment Act (Cap. 91).
13. Any offence under Part II, IV or V of the Employment of Foreign Manpower Act (Cap. 91A).
14. Any offence under Part III, VI, IXA, X, XI or XII of the Environmental Public Health Act (Cap. 95).
15. Any offence under Part I, II, III, IV, VI or VII of the Fire Safety Act (Cap. 109A).

THIRD SCHEDULE — *continued*

16. Any offence under Part IV, V, VI, VII, IX or X of the Workplace Safety and Health Act (Cap. 354A).

FOURTH SCHEDULE

Regulation 5(3)

BUILDING STRUCTURE, FIRE SAFETY,
PUBLIC HEALTH AND SANITATION REQUIREMENTS

1. Fire safety works have been carried out and completed on the centre concerned, and a fire safety certificate in respect of such works has been issued by the Commissioner of Civil Defence under section 29(3) of the Fire Safety Act (Cap. 109A).

2. A certificate of statutory completion or a temporary occupation permit has been issued in respect of the centre concerned by the Commissioner of Building Control under section 12 of the Building Control Act (Cap. 29).

3. Written permission has been granted under section 14A(1) of the Planning Act (Cap. 232) in respect of the use of the centre concerned as a centre by the competent authority as defined under section 2 of that Act.

FIFTH SCHEDULE

Regulation 12(2)

PRESCRIBED CRITERIA FOR
KEY APPOINTMENT HOLDER

1. Whether the person has contravened any provision of the Act or is undergoing any investigation for any contravention of the Act or any regulations made under the Act.

2. Whether the person has previously been subject to or is currently subject to criminal proceedings for any contravention under the Act or any regulations made under the Act.

3. Whether the person is medically unfit.

4. Whether —

(a) where the person is an individual, the person had been adjudicated bankrupt in Singapore or elsewhere; or

FIFTH SCHEDULE — *continued*

(b) where the person is a body corporate —

- (i) a winding up order has been made or a resolution for a voluntary winding up has been passed with respect to the person; or
- (ii) any other insolvency proceedings have been commenced against the person in Singapore or elsewhere.

5. Whether the person has been a director or chief executive officer of a company, or had held an equivalent position in any other body corporate that had been subject to any insolvency proceedings in Singapore or elsewhere.

6. Whether the person has previously received a warning letter issued under regulation 17(2) or 25(10) of the revoked Child Care Centres Regulations, or breached any provision of the Education Act or the repealed Act, or any regulations made under any of those Acts.

7. Whether the person has failed to comply with a request made under section 53(4) of the Education Act by the Director-General of Education or an officer empowered under section 5 of that Act to —

- (a) produce for the Director-General's or officer's inspection any document in the person's possession or under the person's control which relates to the management or teaching or pupil activities of a school;
- (b) provide such information relating to the management or teaching or pupil activities of a school as the Director-General or officer may demand and which it is within the power of the person to furnish; or
- (c) where the person is or was a teacher (as defined under section 2 of the Education Act 1957), produce for inspection the person's certificate of registration as such a teacher or the person's authority or permit to teach under the Education Act 1957.

[S 484/2022 wef 01/07/2022]

8. Whether the person has failed to comply with a notice in writing made by the Director-General under section 54(1) of the Education Act directing the person to take within a time stated in the notice such measures as are specified in the notice for the purpose of complying with any provision of that Act or any regulations made under that Act, or to enable that a school may be properly or efficiently conducted.

9. Whether the person has prevented or obstructed the Director of Social welfare or any officer authorised by the Director in the execution of the Director's or officer's powers mentioned in section 13(1) of the repealed Act, or refused to

FIFTH SCHEDULE — *continued*

produce any book, document or other article upon being required under that provision.

10. Whether the person has failed to comply with the directions in a notice in writing made by the Director of Social Welfare under section 14(1) of the repealed Act that concerns a licensed child care centre to ensure that —

- (a) the child care centre is operated and managed satisfactorily;
- (b) the welfare of the children attending it is promoted in a proper manner; and
- (c) the provisions of the repealed Act are complied with.

11. Whether the person has failed to comply with a request by the Chief Licensing Officer or any authorised officer for the person to —

- (a) provide a document, material or thing or furnish any information as required under section 37 of the Act; or
- (b) attend before the Chief Licensing Officer as required under section 37 of the Act.

SIXTH SCHEDULE

Regulation 50(1)

SPECIFICATIONS OF CENTRE

1. A licensee must ensure that no swing door is installed at the licensee's centre.
2. A licensee must ensure that the floor of the licensee's centre has a non-slip surface, and must be kept clean and safe at all times.
3. A licensee of a centre must ensure that the licensee's centre has the following areas:

- (a) a designated area for conducting the classes for the children attending at the centre;
- (b) a designated area where meals and snacks are prepared, that complies with paragraph 4;
- (c) a designated area for children to participate in indoor activities, that complies with such requirements as may be specified by the Chief Licensing Officer;
- (d) a designated play area that complies with such requirements as may be specified by the Chief Licensing Officer;
- (e) toilet and bath facilities;

SIXTH SCHEDULE — *continued*

- (f) an area where kitchen utensils may be washed;
 - (g) an area where the children attending at the centre may have their meals;
 - (h) an area where the children attending at the centre may rest;
 - (i) an office area for the licensee's staff;
 - (j) an area where the licensee's staff may rest;
 - (k) a sick bay that is fully enclosed for the isolation of sick children;
 - (l) separate areas for the storage of the following items:
 - (i) food;
 - (ii) beds and bedding;
 - (iii) toys;
 - (iv) indoor play material and equipment;
 - (v) outdoor play material and equipment;
 - (vi) medical supplies.
4. For the purposes of paragraph 3(b), the area mentioned in that paragraph must not be accessible by any child in the centre.
5. A licensee must ensure that the total number of children attending at the licensee's centre at any time does not exceed such number as may be specified by the Chief Licensing Officer.
6. The licensee of a centre that has an area located above ground floor must ensure that all the windows of that area comply with any one of the following conditions to ensure that no child may fall through any such window:
- (a) the window has grilles, the gap of which is not wide enough for a child to pass through;
 - (b) the window is closed at all times;
 - (c) if the window is opened, the gap of the opening is not wide enough for a child to pass through.
7. The licensee of a centre that has any staircase must ensure that safety gates or barriers are used to prevent unsupervised access to the staircase by any child attending at the centre.
8. A licensee must ensure that there is a safety gate or door barrier fitted at the entrance of the kitchen or pantry of the licensee's centre to prevent unsupervised

SIXTH SCHEDULE — *continued*

access to the kitchen or pantry (as the case may be) by any child attending at the centre.

9. A licensee must install equipment at the licensee's centre to enable the licensee to log on to and access such computerised web-based system as may be specified by the Chief Licensing Officer.

10. The licensee of a centre that is not housed on the ground floor, or includes areas that are not housed on the ground floor, must comply with such additional requirements as may be specified by the Chief Licensing Officer.

11. In this Schedule, "play area" means an area at a centre that is for children attending at the centre to carry out gross motor activities.

SEVENTH SCHEDULE

Regulation 53(b)

PERSONAL HYGIENE AND SANITARY FACILITIES

1. A licensee must provide toilet facilities at the licensee's centre for the children attending at the centre at each level of the centre's premises.

2. A licensee must ensure that —

- (a) the licensee's centre has at least 2 wash hand basins and 2 flush toilets;
- (b) the ratio of wash basins that complies with paragraph 3(a) and are installed at the licensee's centre to the total number of children enrolled in the centre is not less than 1:23; and
- (c) the ratio of flush toilets that complies with paragraph 3(b) and are installed at the licensee's centre to the total number of children enrolled in the centre is not less than 1:23.

3. For the purposes of paragraph 2 —

- (a) each wash hand basin must be child-sized and suitable for use by any child who attends the licensee's centre; and
- (b) each flush toilet must —
 - (i) be child-sized;
 - (ii) be a pedestal type of toilet;
 - (iii) be of a height not more than 400 millimetres measured from the floor to the top of the bowl of the toilet (excluding the seat of the toilet); and

SEVENTH SCHEDULE — *continued*

- (iv) be housed in a cubicle that has partitions situated at the sides of the flush toilet that are sufficiently tall to provide a child who is using the flush toilet with privacy.

4. A licensee must ensure that at least one cubicle that houses a flush toilet at the licensee's centre has a door or curtain directly opposite the flush toilet that is sufficient to provide a child who is using the flush toilet with privacy but does not prevent an adult from supervising the use of the flush toilet by the child should the need arise.

5. A licensee that provides full-day services to one or more children must provide bathing facilities (including water heaters) at the licensee's centre that comply with the following:

- (a) bath facilities must be separated by partitions that are sufficiently tall to provide a child who is using the bathing facilities with privacy, but does not prevent an adult from supervising the bathing process of the child should the need arise;
- (b) at least one shower must be provided for every 50 children enrolled in the centre.

6. The licensee of a centre at which any infant class is conducted must comply with the following:

- (a) provide one sink and diaper changing area at the centre for every 10 children enrolled in the centre's infant classes;
- (b) ensure that each such diaper changing area must have at least one diaper changing table with raised sides, and is located next to a sink with running water;
- (c) ensure that such other facilities or equipment as may be specified by the Chief Licensing Officer are provided at the centre.

Made on 27 December 2018.

CHEW HOCK YONG
*Permanent Secretary,
Ministry of Social and Family
Development,
Singapore.*

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