

DIMENSION 1: PHYSICAL ENVIRONMENT

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
1.1	SCC premises/rooms are clean and hygienic	<ul style="list-style-type: none"> - The centre is in good condition (e.g. no broken tiles/leaking ceiling) - Evident that the areas are clean (e.g. floors are swept, shelves are cleaned) - There is regular cleaning and maintenance of the premises.
1.2	Space is able to accommodate enrolled students (3m ² to 1 pax)	<ul style="list-style-type: none"> - Appropriate activity areas and clear pathways for students' movement throughout the day - Enrolment is within the recommendation (3m² to 1 pax)
1.3	Good ventilation	<ul style="list-style-type: none"> - Centre is adequately ventilated - Centre's air quality is not stuffy or humid - Centre can be air-conditioned/ fans in the rooms are switched on with windows opened to facilitate the ventilation (if students are present)
1.4	Good lighting	<ul style="list-style-type: none"> - The centre is adequately lit in all areas - All lightings are working
1.5	Sanitary facilities are available	<ul style="list-style-type: none"> - Toiletries (e.g. liquid soap and toilet paper), hand-drying facilities are available and accessible - Hand-drying facilities (e.g. single use disposable paper towels) are installed near the hand washing basins - Handkerchiefs or toilet rolls are not used for hand drying
1.6	Toilets / shower areas are clean	<ul style="list-style-type: none"> - Daily maintenance of toilets/bathrooms is evident, such as clean floors, and toilets are in working order
1.7	Shower facilities are available	<ul style="list-style-type: none"> - Shower facilities (e.g. water heater, liquid soap and toilet cubicles with doors/shower curtains) are provided

DIMENSION 2: HEALTH POLICY AND HYGIENE PRACTICES

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
2.1	Written health policy is displayed and communicated to parents	<ul style="list-style-type: none"> - Written health policy is displayed (e.g. Procedures for handling sick students, checks before students enter the centre, actions to be taken during the outbreak of infectious diseases) - Written health policy is also communicated to the parents (e.g. in Parents Handbook/circular, displayed on notice board)
^2.2	Staff undergo the required medical examination	<ul style="list-style-type: none"> - All staff have undergone the necessary medical examinations as recommended by MSF (i.e. Physical Examination and Chest X-ray) - Evidence/ certifications are provided. Please refer to Annex A2 for the template

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DIMENSION 3: MEALS / SNACKS

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
3.1	There is a variety of meal options available in a week.	<ul style="list-style-type: none"> - Menu comprises a variety of meal options. - Menu is displayed and communicated to the parents <p><i>[Note: for school-based SCCs, operators may cater food from the school canteen. For such cases, there may not be a menu. Therefore, these SCCs should put up information on healthy eating.]</i></p>

DIMENSION 4: EMERGENCY PREPAREDNESS

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
4.1	The Centre has an Emergency Management Plan	<ul style="list-style-type: none"> - A written plan for fire evacuation, including the escape routes, is clearly depicted in the map and displayed at prominent places. - Exits, stairs and escape routes are free from obstruction - Fire drill procedures are documented, and staff are familiar with the evacuation procedures - Standard Operating Procedures (SOPs) on safety and emergency is shown (E.g. what to do when a student is injured)
4.2	SCC has an updated list of emergency contact numbers of parents available	<ul style="list-style-type: none"> - Emergency phone numbers are clearly recorded (e.g. SCDF, ambulance services, Centre's supervisor, students' parents/guardians) - Up-to-date records on the emergency information for each student are maintained; information includes parents/guardians' emergency contact numbers and addresses

DIMENSION 5: SAFETY INFRASTRUCTURE AND PROCESSES

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
^5.1	At least one staff in the SCC is trained in first aid	<ul style="list-style-type: none"> - A staff with a valid First-Aid certificate is present at all times
^5.2	Fire-fighting equipment is available and servicing is up-to-date	<ul style="list-style-type: none"> - Fire-fighting equipment is well-maintained (i.e. the equipment is not expired)
^5.3	Availability of First Aid Kit with up-to-date contents	<ul style="list-style-type: none"> - Appropriate First Aid supplies (e.g. bandages, plasters, antiseptic lotion, thermometer etc.) - First Aid supplies have not expired - First Aid kit is made accessible to staff but not to the students

DIMENSION 6: STAFFING AND SUPERVISION

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
6.1	Daily programme schedule which includes homework supervision, care components of at least 3 hours, shower time is displayed	<ul style="list-style-type: none"> - Timetable of the Centre is displayed on the notice board - Timetable includes the period of homework supervision

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s/n	DIMENSION	MINIMUM REQUIREMENT(S)
6.2	Clear written guidelines on the Centre's disciplinary procedures are available. Corporal punishment is not permitted	<ul style="list-style-type: none"> - Centre has Standard Operating Procedures (SOPs) on student management (i.e. how to manage a student when he/she misbehaves in the centre). No corporal punishment is allowed - Parents are informed of Centre's disciplinary methods
6.3	Adhere to staff-student ratio (1:25)	<ul style="list-style-type: none"> - Staff-student ratio is met for each class (1 teacher:25 students)
^6.4	Declaration of Offences Forms for Staff are properly filed	<ul style="list-style-type: none"> - Centre keeps a copy of the Declaration of Offences signed by the operator and staff. Please refer to Annex A-3 for the template.

DIMENSION 7: RECORDS KEEPING

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
^7.1	An updated attendance log of all students (including SCFA beneficiaries) is available. Records of refunds made to MSF for students not meeting the minimum 30% attendance requirement for June and December and minimum 50% attendance requirement for the other calendar months are available; alternatively, records of MSF's approval for waiver of refund requirement are available	<ul style="list-style-type: none"> - SCFA beneficiaries fulfil minimum 30% attendance for the months of June and December and minimum 50% attendance for the other calendar months. If the SCFA beneficiaries did not attend the centre due to valid reasons, such days can be counted toward the attendance <p><i>[Note: Valid reasons include students with Medical Certificate, official school activities (e.g. Co-Curricular Activities, supplementary classes, training for sports/national tournaments) and enrichment activities organised by Social Service Agencies]</i></p>
^7.2	SCFA applications forms are properly filed and ready for inspection	<ul style="list-style-type: none"> - All SCFA Applications forms are properly filed and accessible during audit - The student care fees stated in the forms are consistent across all students enrolled in the same programme type, and the fees tally with the published rates
7.3	All relevant SCFA documentation (including Renewal / Appeal / Withdrawal Forms) are available for inspection when required	<ul style="list-style-type: none"> - All SCFA related forms and supporting documents are properly filed and accessible during audit <p><i>[Note: Supporting documents <u>may</u> include: Photocopied NRICs of parents/guardians/grandparents/siblings; photocopied birth certificates of students, valid pay slips of parents/guardians, CPF slips, Statutory Declaration, divorce/death certificates, social report from social worker]</i></p>
7.4	Financial records relating to SCFA administration are in order (e.g. Invoice, Receipt, Payment Voucher, Start-Up Grant forms)	<ul style="list-style-type: none"> - Proper upkeep of financial records related to SCFA such as receipts for monthly fee, deposit, uniform and insurance - Start-Up-Grant forms are filed - Receipts of fees/invoices of all students are well-maintained - The co-payments made by SCFA beneficiaries tally with approved SCFA subsidy (e.g. monthly student care fee is at \$300. SCFA subsidy is at \$200. The co-payment by parents should be \$100)
7.5	Complete and up-to-date parents' and students' records (e.g. enrolment form, birth certificate, passport, parents' particulars)	<ul style="list-style-type: none"> - Complete and up-to-date records - Enrolment form should be completed, signed by parents and verified by centre staff/supervisor <p><i>[Note: Records <u>may</u> include:</i></p> <ul style="list-style-type: none"> - <i>Students' enrolment form, birth certificate/ citizenship certificate/</i>

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s/n	DIMENSION	MINIMUM REQUIREMENT(S)
		<i>passport</i> - <i>Parents' names, emergency contact number, address, copy of NRIC and any other relevant information]</i>

DIMENSION 8: OPERATIONS AND ADMINISTRATION

s/n	DIMENSION	MINIMUM REQUIREMENT(S)
8.1	Centre meets specified number of SCFA enrolments (at least 10% of centre's enrolment)	- At least 10% of the enrolment receives SCFA subsidy
8.2	Centre submits specified update every six months, or when requested by MSF	- Updates when required by MSF
8.3	Centre's operating hours are clearly displayed and communicated to parents. The required approvals are obtained for deviations in operating hours	- Operating hours within the recommended range (excluding those with prior approval for deviations) <i>Stipulated operating hours:</i> <i>Mondays to Fridays: 7.30am or earlier to 7.00pm or later;</i> <i>Saturdays: 7.30am or earlier to 1.30pm or later;</i> <i>Full-day programme during school holidays</i>
8.4	Documentation log is available to track Centre's contacts made to parents to monitor absentees	- Centre informs parents after 2 consecutive days of absence/late reporting by student - Centre to record in logbook the reason for absence and the call made to parent (i.e. what has been conveyed)
8.5	An incident logbook is available and kept up to date	- Incident logbook is well-maintained - Records in the logbook are up to date

Important Notes:

1. Audit dimensions (shaded) denoted '^' are significant audit items **which need to be rectified within 1 month.**
2. All other audit items are regular audit dimensions (not shaded), which need to be rectified within 3 months.
3. In preparation for the audits, your centre should maintain the preceding 12 months' documentary records related to the administration of SCFA subsidies and students' attendance at the centre's premises.

*CONFIDENTIAL***PRE-EMPLOYMENT MEDICAL REPORT FORM FOR
STUDENT CARE CENTRE (SCC) STAFF****I. NOTES TO EMPLOYER**

All Student Care Centres (SCCs) registered by the Ministry of Social and Family Development (MSF) as administrators of student care subsidies must ensure that their staff undergo medical checks to determine they are fit for employment in a SCC. Please arrange for new staff to undergo the medical examination as outlined below and keep a copy of this report as well as other necessary documents for verification purposes.

II. NECESSARY MEDICAL TESTS:

- a) Physical examination
- b) Chest X-ray. Please attach a copy of the chest X-ray report to this form

III. CERTIFICATION BY EXAMINING DOCTOR

SCC staff must be examined by a doctor and certified:

- a) Not to have any medical conditions that will adversely impact their ability to carry out his/her job scope; and
- b) Fit for employment based on the physical examination, chest x-ray and the doctor's assessment.

IV. STAFF'S PARTICULARS

Name (as in NRIC/FIN): _____ NRIC No. /FIN: _____

Date of Birth: _____ Occupation: _____

Expected Start

Date of Employment: _____ Contact No: _____

Centre's Name (state branch): _____

Centre's Address: _____

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V. MEDICAL HISTORY (TO BE COMPLETED BY THE SCC STAFF)

(Have you **EVER SUFFERED FROM OR BEEN TREATED** for any of the conditions below? Please tick the appropriate box. If 'Yes', please include details)

	Yes	No	Details
1. Psychiatric disorders or nervous breakdown (includes anxiety and depression)			
2. Epilepsy			
3. Tuberculosis			
4. Others (to specify): _____ 			

DECLARATION:

I declare that all the information provided in this form are true and correct, and that I have not withheld any information of medical concerns of a similar nature, that will affect my ability to carry out my job at the Student Care Centre.

Name and Signature of SCC staff

Date

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VI. CERTIFICATION BY EXAMINING DOCTOR

I certify that I have examined _____ (Name and NRIC/UIN) and assessed him/her * **FIT / UNFIT** for employment in the Student Care Centre, based on his/her mental and physical health and public health risk.

Name of Doctor: _____

Name and Address of Clinic: _____

Tel No.: _____ Stamp of Clinic:

Signature: _____

Date: _____

***Delete accordingly**



DECLARATION OF OFFENCES FOR SCC STAFF

I. PLEASE FILL IN YOUR DETAILS

Name as in NRIC/FIN: _____

NRIC/FIN: _____

II. PLEASE ANSWER THE FOLLOWING

(a) Do you have existing criminal record(s) in Singapore or overseas? Please tick below.

Yes () No ()

If yes, please fill in the details:-

(i) Nature of records: _____

(ii) Sentencing court: _____

(iii) Date of conviction: _____

(iv) Sentence/ Fine imposed: _____

(b) Are you currently under police investigation(s) in Singapore or overseas? Please tick below.

Yes () No ()

If yes, please fill in the details:-

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(c) Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is still pending? Please tick below.

Yes () **No** ()

If yes, please fill in the details:-

I understand that the above information will be provided to the Ministry of Social and Family Development (MSF) for the purposes of assessing my suitability for employment in a Student Care Centre (SCC), and the SCC's application to be appointed a Student Care Fee Assistance Administrator ("SCFA Administrator"). I understand that MSF has the right to reject the SCC's application should this form be improperly completed.

I declare that the information provided in this form is true and correct and I furnish the information knowing that I may be liable to criminal prosecution if I have stated any information which I know to be false or do not believe to be true. I understand that MSF may revoke the SCC's SCFA Administrator appointment, should I be found to have provided false or inaccurate information in this form.

I am aware that there will be background checks conducted to assess my suitability to work with young children.

Name of Applicant

Designation

Signature and Date