

SPECIFIC COURSES

1. Classes for Children

- 1.1 When conducting classes for children aged 12 years and below, PA Operators and PA Trainers must take all necessary safety precautions, in particular:
- (a) be alert at all times and exercise proper supervision to prevent accidents from happening and ensure the safety and well-being of the children;
 - (b) promptly notify GRO staff of any accidents that occur during the class and help the injured child seek immediate medical treatment if necessary. For serious accidents, PA Operators and PA Trainers must stop the lesson immediately and call for an ambulance. PA Operators and PA Trainers must work closely with the GRO in informing the child's parents/guardians of the accident promptly;
 - (c) take note of any sick children and promptly notify his or her parents/guardians. PA Operators and PA Trainers must monitor sick children closely until their parents/guardians arrive;
 - (d) end classes only at the scheduled time;
 - (e) carefully supervise the dismissal of the children after classes to ensure that the children are picked up by their parents/guardians and ensure that the children are supervised at all times until their parents/guardians pick them up;
 - (f) not subject the children to any humiliating or physical punishment;
 - (g) comply with any circulars, directives, standards or guidelines issued by the PA, Ministry of Health (MOH), Ministry of Culture, Community and Youth (MCCY), Ministry of Education (MOE), Early Childhood Development Agency (ECDA) or any other government agencies on issues of health, hygiene and safety, or such other matters which the PA may specify from time to time;
 - (h) observe the following teacher-child ratios (based on the youngest child in the group) where applicable:

Age of Children	Teacher-child ratio
Above 1½ years to 2½ years	1 : 8
Above 2½ years to 3 years	1 : 12
Above 3 years to 4 years	1 : 15
Above 4 years to below 7 years	1 : 25

- (i) PA Operators and PA Trainers are encouraged to adopt the following staffing for playgroups and other programmes of a similar nature:

Group Size of Children	Staffing
1 child to 16 children	2 teaching staff OR 1 teaching staff and 1 caregiver
17 to 24 children	3 teaching staff OR 2 teaching staff and 1 caregiver (the children should be grouped into 3 groups as the class size is relatively large).

2. Playgroup Programmes and Programmes Similar in Nature

- 2.1 PA Operators and PA Trainers providing playgroup programmes or any other programmes similar in nature must comply with the:
- (a) Classroom management standards as specified in [Annex 3];
 - (b) Health, hygiene and safety standards as specified in [Annex 4]; and
 - (c) Fire safety standards as specified in [Annex 5].

3. Kindergarten Programmes

- 3.1 PA Operators and PA Trainers must not conduct any kindergarten programmes unless they:
- (a) are tenants in a Community Centre under a Tenancy Agreement with the PA;
 - (b) have fitted the premises in accordance with the relevant authorities' licensing requirements for kindergarten programmes; and
 - (c) have obtained a license from the relevant authorities to conduct kindergarten programmes.
- 3.2 PA Operators and PA Trainers who conduct pre-school enrichment courses must not (intentionally or otherwise) mislead customers into thinking that these courses are kindergarten programmes.

4. Standard First Aid and AED Certificate

All PA Trainers and Deployed Staff of PA Operators conducting sports courses must have a valid Standard First Aid and AED Certificate at all times.

5. Food Provision/Catering

- 5.1 PA Operators and PA Trainers must take into consideration the dietary requirements of course participants if they are required to provide or cater food for the course participants.
- 5.2 In particular, PA Operators and PA Trainers must take note of the dietary requirements of Muslim or vegetarian course participants and make the necessary arrangements to ensure that Halal or vegetarian food (as the case may be) is provided for them.