

CLASSROOM MANAGEMENT STANDARDS FOR PLAYGROUP PROGRAMMES AND PROGRAMMES FOR YOUNG CHILDREN

All PA Operators (and its Deployed Staff) and PA Trainers must comply with all applicable laws and regulatory requirements. This Annex is issued to complement the applicable laws. In the event of any inconsistency between the applicable laws and this Annex, the applicable laws will prevail.

(A) Proper Records (on registration, attendance, health, accidents and curriculum)

- (1) PA Operators/teaching staff (i.e. teacher) must ensure that proper records are collected, kept under lock and key and updated for all children enrolled in the playgroup. The records must have:
 - (a) Name, birth certificate, and date of birth of the child;
 - (b) Name, NRIC number, contact number and address of the child's parents;
 - (c) Name, NRIC number, contact number and address of the child's guardians (stating relationship with child). The guardians are those authorized by parents to fetch the child home;
 - (d) A copy of the authorization form signed by the child's parents;
 - (e) A copy of the health record of the child, and notes on any health conditions and allergies that the child may have;
 - (f) A copy each of the rules and regulations on collection of fees, withdrawal and refund of deposits; and
 - (g) Such other information and/or documents as may be required under the applicable laws.

The copy must be updated and the date of revision should be indicated.

- (2) Proper records of all teaching staff and caregivers must be maintained for verification and inspection, when required.
- (3) All records of the children must be kept confidential. Only authorised personnel shall have access to the information and records. Such records must be shredded or physically destroyed once the records are not required for the intended purpose or under any written law, whichever is later. Electronic files must be securely erased.

(B) Arrival of Teaching Staff and Children

- (1) Sufficient time should be catered to prepare the room, receive the children and have time for open communication with parents. It is recommended that teaching staff and caregivers arrive at least fifteen minutes before the scheduled class start time.
- (2) The parent/guardian should accompany the child to the classroom and sign in. The teaching staff and caregivers are required to screen the children upon arrival. The parents should be discouraged from entering the playgroup premises.

- (3) The attendance list must be prepared and attendance taken as each child arrives. Proper documentation must be maintained.

(C) Close Supervision of Children

- (1) Children must be accompanied by staff at all times whether in the activity area, toilet or in the outdoors during an outdoor activity. No child should be left unattended at any time.
- (2) Staff must accompany children to the toilet to ensure that they use the toilet bowl/potty safely, and help them to wash their hands with soap.
- (3) Records are to be kept for accidents and incidents.

(D) Dismissal of Children

- (1) Proper documentation regarding signing out must be maintained.
- (2) The teaching staff and caregivers must ensure that all children leave only with their parents or guardians authorised to fetch the child. No stranger or persons other than the parents and authorized persons should be allowed to fetch the child.
- (3) If at any time, neither the parents nor the authorized guardians are able to fetch the child home, and another person is sent to do so, the teaching staff and caregivers must consult the parents on the authenticity of the person's request and check against his/her NRIC number.
- (4) The teaching staff and caregivers must then record the following particulars of the person(s) taking the child out of the classroom (applicable at all times throughout the playgroup session):
 - (a) Name;
 - (b) Relationship with the child;
 - (c) NRIC number; and
 - (d) Date, time and reason for which the child is taken out.

The person(s) who fetch the child is required to sign out.

- (5) If verification is not possible, the teaching staff and caregivers must stay with the child till the parents arrive or verification is obtained.
- (6) If the parents are late, the teaching staff and caregivers must wait for the parents or authorized guardians. They must not leave the child to the care of the staff or volunteers in the CC or RC/RN centre. It is recommended that parents be contacted if the child is not fetched during dismissal time and has waited more than fifteen minutes as young children are anxious when they are not fetched on time.

- (7) The teaching staff and caregivers must ensure that all children have left the centre with the parent or authorized guardian before leaving or locking up the classroom.

(E) Interval Period between Classes

It is recommended that there be an interval period of at least fifteen minutes between classes so that there is sufficient time in between classes to ensure a smooth transition between dismissal time and the commencement of the next class. The teaching staff and caregivers would thus have ample time to dismiss the children orderly and to prepare for the next class.

(F) Management of Children's Behaviour

- (1) No form of physical punishment should be used.
- (2) Children must not be ridiculed, labelled, shamed, ignored or neglected in any way.
- (3) Fights and disputes among children must be stopped immediately.
- (4) Only positive and developmentally appropriate methods should be used to manage and communicate with children and infants.

(G) Outdoor Activities (where applicable)

- (1) Weather conditions (such as rain, heat or haze) must be taken into consideration when planning outdoor activities. For example, outdoor activities must not be carried out if it is raining, or when the weather is hazy.
 - (2) At least one teaching staff/caregiver must check the playground before the activity to make sure that there are no potentially dangerous objects or situations that may cause accidents or injuries.
 - (3) Teaching staff and caregivers must be alert and careful at all times when conducting outdoor activities. This may include but is not limited to making sure that they are able to have full view of all the children and intermittently do a head count.
 - (4) When conducting outdoor activities, at least two staff must be supervising the children at any one time. The number of supervising staff must follow the teacher-child ratio.
 - (5) The children should be encouraged to wear caps during outdoor activities to protect themselves from the harsh effects of the sun.
 - (6) Outings and field trips conducted for the playgroup children are encouraged at least twice a year. Operators/teaching staff must ensure that parents submit a written Consent Form before any outing/field trip.
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