

**PEOPLE'S ASSOCIATION (PA) PLAYGROUP
CLASSROOM AUDIT CHECKLIST**

SECTION A: CLASSES FOR CHILDREN

| S/N | CRITERIA / STANDARD | MET | NOT MET | REMARKS |
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| 1 | | | | |
| | (1) PA Operator(s)/teaching staff (i.e. teacher) promptly notify GRO staff of any accidents that occur during the class. | | | |
| | (2) PA Operator(s)/teaching staff (i.e. teacher) help the injured child seek immediate medical treatment if necessary. Note: For serious accidents, the teaching staff must stop the lesson immediately and call for an ambulance. PA Operators must work closely with the GRO in informing the child's parents/guardians of the accident promptly. | | | |
| | (3) PA Operator(s)/teaching staff (i.e. teacher) 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. | | | |
| | (4) PA Operator(s) who conduct pre-school enrichment courses must not (intentionally or otherwise) mislead customers into thinking that these courses are kindergarten programmes. | | | |

SECTION B: CLASSROOM MANAGEMENT STANDARDS

| S/N | CRITERIA / STANDARD | MET | NOT MET | REMARKS |
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| 2.1 | PROPER RECORDS (ON REGISTRATION, ATTENDANCE, HEALTH, ACCIDENTS AND CURRICULUM) | | | |
| | (1) PA Operator(s)/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) The records must have: 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 immunization and 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 deposit. The copy must be updated and the date of revision should be indicated. | | | |
| 2.2 | ARRIVAL OF TEACHING STAFF AND CHILDREN | MET | NOT MET | REMARKS |
| | (1) It is recommended that teaching staff and caregivers arrive at least fifteen minutes before the scheduled class start time. | | | |
| | (2) The teaching staff and caregivers are required to screen the children upon arrival. | | | |

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| | (3) The attendance list must be prepared and attendance taken as each child arrives. Proper documentation must be maintained. | | | |
| 2.3 | CLOSE SUPERVISION OF CHILDREN | MET | NOT MET | REMARKS |
| | (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. | | | |
| 2.4 | DISMISSAL OF CHILDREN | MET | NOT MET | REMARKS |
| | (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. | | | |

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| | (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. | | | |
| 2.5 | MANAGEMENT OF CHILDREN'S BEHAVIOUR | MET | NOT MET | REMARKS |
| | (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. | | | |
| 2.6 | OUTDOOR ACTIVITIES (WHERE APPLICABLE) | MET | NOT MET | REMARKS |
| | (1) 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 headcount. | | | |

SECTION C: HEALTH, HYGIENE AND SAFETY STANDARDS

| S/N | CRITERIA / STANDARD | MET | NOT MET | REMARKS |
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| 3.1 | HEALTH OF TEACHING STAFF AND CAREGIVERS | | | |
| | <p>(1) Staff must be in good health with no infectious disease.</p> <p>Note: Teaching staff are to update the CC/RN/RC's CD/DCD and 2LD via PA_Talent_Times@pa.gov.sg within 12 hours, if they or their participant has contracted infectious disease (such as COVID-19, Hand Foot Mouth Disease etc).</p> | | | |
| | <p>(2) Staff must not report for work at the playgroup if they show any signs and symptoms of infectious disease set out in (3.2) (1) below e.g. severe coughing, runny nose, sore eyes, skin rashes, vomiting, diarrhoea, high fever (at or above 37.5°C), conjunctivitis, etc. In such instances, replacement staff must be arranged.</p> | | | |
| | <p>(3) Infected staff must only return for work at the playgroup centre upon expiry of their medical certificate and show no symptoms of illness.</p> | | | |
| 3.2 | HANDLING SICK CHILDREN | MET | NOT MET | REMARKS |
| | <p>(1) Teaching staff and caregivers must be alert and on the lookout for the following symptoms of all possible infectious diseases, but are not limited to:</p> <ul style="list-style-type: none"> - Fever (37.5°C) - severe coughing - difficulty in breathing - redness of eyes - skin rashes (usually blister-like) over hands, feet and diaper area - mouth ulcers - sore throat - runny nose, with yellowish/greenish mucus - yellowish skin or eyes - frequent scratching of scalp (e.g. head lice) or body - vomiting and/or diarrhoea - dark, tea-coloured urine - grey or pale stools | | | |

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| | - enlarged lymph nodes - Other physical symptoms such as poor appetite, lethargy, headache, chills, muscle ache, joint pain, chest pain | | | |
| | (2) Any signs of ill health must be documented in the centre’s record book and maintained by teaching staff and caregivers. The documentation includes the date when they developed the first symptoms of the illness and the clinical diagnosis (if any). | | | |
| | (3) Parents must be notified immediately when children are sick. Children must be closely monitored until parents arrive. Teaching staff and caregivers must ensure the comfort of the sick child until the arrival of the parents. No sick child is to be left unattended. | | | |
| | (4) Teaching staff and caregivers must advise parents not to bring their sick child to the playgroup until full recovery or upon expiry of their medical certificate and show no symptoms of illness. In the event that there are differing views on the child’s health condition, teaching staff can request from parents a certificate of fitness issued by a medical practitioner to ensure that the child is fit to return to the playgroup. | | | |
| 3.3 | PREVENTION AND CONTROL OF INFECTIOUS DISEASE | MET | NOT MET | REMARKS |
| | (1) Operators must follow and comply with the Infection Prevention Guidelines for Schools (Primary) and Child Care Centres, Third Edition, 2019 issued by the MOH (known as “MOH Infection Control Guidelines”). Operators should always refer to the most updated and full set of guidelines found in the MOH website. | | | |
| | (2) Operators and teaching staff must conduct intensive daily health checks. Teaching staff and caregivers must carry out temperature check and screen all the children upon arrival for symptoms of the infectious disease. They should also look out for bruises or signs of child abuse, and mosquito bites. | | | |
| | (3) Unwell children must be isolated immediately (but within the supervision of a staff) while waiting to be fetched home. | | | |

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| | (4) Teachers and caregivers must quickly contact the parents to bring the child to see a doctor immediately for medical attention and assessment. | | | |
| | (5) Infected children must only return to the playgroup upon expiry of their medical certificate and show no symptoms of illness. In the event that there are differing views on the child's health condition, teaching staff can request from parents or guardians a certificate of fitness issued by a medical practitioner to ensure that the child is fit to return to the playgroup. | | | |
| | (6) A child who is receiving antibiotics and medication for fever can continue to attend the playgroup. In addition, children receiving medication for non-infectious conditions such as asthma or diabetes may be admitted to the playgroup, as these diseases are not contagious. | | | |
| | (7) Teaching staff and caregivers with symptoms of the infectious disease should immediately stop teaching and seek immediate medical care. They must only return to the playgroup centre upon expiry of their medical certificate and show no symptoms of illness. | | | |
| 3.4 | HYGIENE- ACTIVITY AREA | MET | NOT MET | REMARKS |
| | (1) Floor must be mopped daily/before each playgroup session using disinfectant and dried before use (1 part of bleach with 50 parts water). | | | |
| | (2) No footwear should be allowed in the playgroup classroom. | | | |
| | (3) Air-con filters should be checked once in three months. Operator should work closely with the GRO to ensure that air-con filters are checked once in three months. | | | |
| 3.5 | HYGIENE- TOILET | MET | NOT MET | REMARKS |
| | (1) A potty and/or child toilet seat should be on standby and should be kept out of reach of the children. | | | |

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| | (2) Use of potty chairs are discouraged under the MOH Infection Control Guidelines. However, if potty chairs are used, the contents of the potty must be emptied into the toilet. The potty should then be rinsed, cleaned and disinfected with diluted household bleach (1 part of bleach with 49 parts water). The toilet seats must also be disinfected after each playgroup session. | | | |
| | (3) Faucet handles of basin should be washed regularly. | | | |
| | (4) The floor must be dry at all times. | | | |
| | (5) Children must have easy access to liquid soap, not bar soap, for washing hands. Liquid soap solution must not be diluted and must be effective for hand washing. | | | |
| | (6) Sufficient supply of toilet rolls must be provided at all times and within easy reach. The toilet paper must be replenished. | | | |
| | (7) Only single use disposable tissues/towels are to be provided for drying hands. | | | |
| 3.6 | HYGIENE- TABLES/CHAIRS/MATS | MET | NOT MET | REMARKS |
| | (1) Tables and chairs must be wiped and disinfected daily with household bleach diluted 1 part of bleach with 49 parts of water, before the start of each playgroup session and after use (when food and drinks are provided or when tables and chairs are dirty). | | | |
| | (2) When a mat is provided and used by children for activities, it should be wiped before and after each use with a wet cloth and disinfectant. The mat provided should be one that can be easily cleaned with a wet cloth. | | | |
| 3.7 | HYGIENE- PANTRY AREA OR AREA OF FOOD PREPARATION | MET | NOT MET | REMARKS |
| | (1) Rubbish bins must be lined with disposable plastic bags and covered. | | | |
| 3.8 | HYGIENE- TOYS AND OTHER SHARED ITEMS | MET | NOT MET | REMARKS |
| | (1) Toys and other items shared among children must be cleaned and disinfected after each playgroup session. | | | |

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| | (2) Non-washable toys and stuffed toys must not be used because they are difficult to clean when soiled. | | | |
| | (3) Soiled toys (with vomit, urine, faeces, blood) must be thrown away immediately. | | | |
| 3.9 | HAND WASHING | MET | NOT MET | REMARKS |
| | (1) Staff and children must observe proper and regular handwashing using liquid soap. They should dry their hands with disposable tissues/paper towels after washing. | | | |
| | (2) Teaching staff and caregivers must wash their hands with soap and water and then dried: (a) when they arrive upon arrival at the centre; (b) when they prepare or serve food (if any); (c) after they change diapers, clean up or wipe the nose of a child; (d) after contact with blood or body fluids; (e) after they have been to the toilet, either with a child or by themselves; (f) after outdoor activities (e.g. playing with children in the playground) | | | |
| | (3) Children must wash their hands: (a) when they arrive at the centre; (b) before they eat or drink; (c) after they use the toilet; (d) after outdoor activities (e.g. playing with children in the playground) Alcohol-based hand rubs can be used routinely however the safety issues, including inflammability, skin reaction and student access to the product (i.e. ingestion) must be considered. Further, hands must be clean (free of debris) if hand rubs are to be effective for infection control. Alcohol-based hand rubs may also be used in emergency or field situations (such as excursions, camps or off-campus activities) where hand washing facilities are limited or not available. | | | |
| 3.10 | USE OF GLOVES | MET | NOT MET | REMARKS |
| | (1) Staff must wear disposable gloves (gloves should be powder-free latex or vinyl) and plastic aprons when handling clothes soiled with urine, faeces, vomit or blood. | | | |

| 3.11 | SOILED CLOTHING | MET | NOT MET | REMARKS |
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| | (1) Clothing soiled with urine or stool is to be rinsed at the centre. It should be done in a pail designated for this purpose in the centre. The soiled clothing should be packed in plastic bags to minimize exposure of staff and children to disease-carrying agents. Hands should be washed after handling soiled clothing. (Please refer to MOH's guidelines on the handling of soiled clothing). | | | |
| 3.12 | DIAPERING | MET | NOT MET | REMARKS |
| | (1) Sanitary procedures for changing diapers must be well established and implemented at all times. Soiled diapers must be wrapped in a plastic bag, tied securely before being discarded into a plastic-lined foot-operated lid bin which is emptied and cleaned daily. | | | |
| 3.13 | GENERAL SURFACES | MET | NOT MET | REMARKS |
| | (1) Low shelves, doorknobs and other surfaces often touched by children must be cleaned and disinfected regularly. | | | |
| 3.14 | PERSONAL EFFECTS | MET | NOT MET | REMARKS |
| | (1) PA Operators must ensure that children do not share personal effects like handkerchiefs, towels and water bottles. | | | |
| 3.15 | FIRST AID CERTIFICATE BY TEACHING STAFF/CAREGIVERS | MET | NOT MET | REMARKS |
| | (1) There must be at least one staff with a valid child first aid certificate at the centre at all times. Full name of staff: _____ First Aid Certificate Expiry date: _____ | | | |
| 3.16 | TELECOMMUNICATIONS | MET | NOT MET | REMARKS |
| | (1) Each playgroup must have ready access to telecommunications devices, e.g. telephones and handphones. | | | |

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| | (2) Contact numbers of parents, authorized guardians, and the CO must also be kept by the playgroup staff. | | | |
| 3.17 | TEACHER-TO-CHILD RATIO | MET | NOT MET | REMARKS |
| | <p>(1) The following teacher-to-child ratios must be met at all times to ensure adequate supervision, care and good teacher-child interaction.</p> <p>Age (based on the birth year of the child): Above 18 months to 3 years old Group Size: 1 child to 16 children Teacher-child ratio: 2 teaching staff (i.e. teachers) OR 1 teaching staff (i.e. teacher) and 1 caregiver</p> <p>Group Size: 17 child to 24 children Teacher-child ratio: 3 teaching staff (i.e teachers) OR 2 teaching staff (i.e teachers) and 1 caregiver (the children should be grouped into 3 groups as the class size is relatively large).</p> | | | |
| | (2) All teaching staff and caregivers must be alert at all times to prevent any accident from happening. | | | |
| 3.18 | FLOOR AREA | MET | NOT MET | REMARKS |
| | <p>(1) Every playgroup centre with operation of 6 hours or less shall have a minimum of 1.88 square metres of usable floor space for each child enrolled. The usable floor space would include the indoor activity area and exclude the service areas.</p> <p>Classroom Size Details: Total usable space² measured: ____ square metre Maximum number of students allowed: ____ Number of students currently registered: ____</p> <p>²[Width x Length of total usable floor space (Excludes floor area that children can't be used when having Playgroup activities) = Total square meters. Divide by 1.88sqm (minimum square metres of usable floor space for each child enrolled)</p> | | | |
| 3.19 | DANGEROUS MATERIALS AND SUBSTANCES | MET | NOT MET | REMARKS |

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| | (1) All chemicals, cleaning products, any other dangerous substances must be properly stored away in closed cabinets or stored in areas where the children have no access to. Dangerous objects such as knives, thorny or poisonous plants should not be accessible to children. | | | |
| | (2) All power points have to be raised above the children's reach, or covered with sturdy dummy plugs that the children cannot remove. | | | |
| | (3) Playgroups using extension cords for power supply must ensure that they are not accessible and do not pose a potential safety hazard to the children. | | | |
| | (4) Sharp-edged furniture must be padded. | | | |
| | (5) There should be no heavy stacked-up items in the room that would collapse when people were to shake them or knock into them. | | | |
| | (6) Resources, furnishings and equipment used must be age-appropriate and safe. | | | |
| 3.20 | FIRST AID BOX | MET | NOT MET | REMARKS |
| | (1) The facility needs to maintain at least one first aid box at a convenient location for the staff but out of children's reach. | | | |
| | (2) The first aid box must contain all the essential items listed in the accompanying page. These items should be within the manufacturer's stated use date, replaced and replenished when necessary. | | | |

SECTION D: FIRE SAFETY STANDARDS

| S/N | CRITERIA / STANDARD | MET | NOT MET | REMARKS |
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| 4.1 | FIRE EMERGENCY PRECAUTIONARY MEASURES | | | |
| | (1) A simple to understand fire evacuation sketch map and that shows the escape routes and the assembly points clearly, needs to be drawn up and displayed in a prominent place within the playgroup centre area(s). | | | |
| | (2) An updated list of emergency phone numbers must be drawn up and displayed at a prominent place within the activity area and must include the following information: <ul style="list-style-type: none"> • Fire and Ambulance (995) • Non-Emergency Ambulance (1777) • Police (999) • Nearest Neighbourhood Police Post (NPP) and address • Nearest clinic and address • Nearest hospital and address • Playgroup Operator’s main office • CO’s office | | | |
| | (3) All doors (front and back door) can be easily opened in times of emergency. They should not be locked when premise is occupied. | | | |
| | (4) Passageways leading to emergency exits must be clear of obstructions at all times. Operator/teaching staff should also ensure that the common corridor serving classrooms should not be less than 1.5m wide. | | | |
| | (5) Every class must have ready access to a fire extinguisher (or hose-reel), which must be functional. The indicator on the extinguisher should be in the green zone at all times and the servicing label should reflect a valid date. The fire extinguisher should not be accessible to children. | | | |
| | (6) Regular check/test must be conducted for the following fire-fighting/essential services installed within the premises (whichever is applicable) to ensure their serviceability: <ul style="list-style-type: none"> (a) Fire extinguisher; (b) Hosereel; (c) Emergency lighting and exit sign; and (d) Fire alarm system | | | |

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| | <p>(7) PA Operators/teachers must conduct a fire drill exercise once every six months. A detailed documentary proof of each fire drill conducted must be maintained by the PA Operator, and should include the date and time of the fire, the duration of the evacuation, the area where the fire started and attendance for the day. The fire evacuation drills are to take place at different times of the day and the 'fire' is to be started at different places when conducting the fire drills.</p> | | | |
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