



GUIDELINES ON TRANSFER OF OWNERSHIP

Under the Child Care Centres Act 1988, a child care centre means any premises at which five or more children under the age of seven years are habitually received for the purposes of care and supervision during part of the day or for longer periods. Any organisation or individual who wishes to set up a child care centre is required to obtain a licence from the Ministry of Community Development, Youth and Sports (MCYS). You are encouraged to study the “Guide on How to Set up a Child Care Centre” and the pre-licensing checklist at Annex A available at <http://www.childcarelink.gov.sg> before proceeding with your plan to set up a centre.

TRANSFER OF OWNERSHIP FOR EXISTING CHILD CARE CENTRES

Privately owned centres located in private or commercial premises can be sold to another party like any other business transaction. However, it is the responsibility of buyers and sellers to ensure that there is continuity of care for the young children enrolled in their centres. Both parties should ensure that the quality of care provided is not compromised. A transfer of ownership has to be effected when there is a **complete change of licensee** for a child care centre. MCYS will only effect transfer of ownership when the buyer meets the prerequisites to be the centre licensee and the centre meets all licensing requirements. Centres operating at HDB Void Deck are required to notify MCYS first. Once the centre has met all the licensing requirements, the centre is to apply to HDB for an assignment of centre and MCYS will work with HDB on the commencement date of tenancy

ROLE AND RESPONSIBILITIES OF SELLER

Child care centre licences are non-transferable. If you wish to transfer the ownership of the centre to someone else, you need to inform MCYS and the parents at least two months in advance .

Please note that you are still responsible for all matters related to the child care centre until the transfer of ownership is effected and a new licence has been issued to the new licensee.
The following records/actions should be in order:

- the updated clearances from relevant authorities pertaining to the premises, e.g. tenancy agreement, fire safety certificate and change of use
- notification to MCYS and parents in writing at least **two months** in advance of intention to sell
- settling of deposits and fees for children before the transfer

- settling of salaries and bond issues for staff who decide to leave
- settling of all miscellaneous items, if any (e.g. concert fees, graduation photographs, insurance payments)
- agreement on retention of records – old records have to be kept for at least three years after the transfer of ownership. If the records are to be kept by the new operator, it is important to document such an arrangement and to retain a list of records to be handed over
- handing over of relevant documents to the new operator, e.g. existing children's information which includes their enrolment forms as well as copies of documents such as birth certificates, immunisation records, etc
- ensuring that the centre is in good physical state, i.e. no major structural problems
- highlighting to the new licensee any new licensing requirements that have to be met, e.g. installation of an external fire staircase, having a fully enclosed sick bay.
- list of staff who will continue with the new licensee and their relevant Early Childhood & Education certificates and medical reports.
- submission to MCYS a list of children whom will remain in the centre under the new management and their receipts of the previous month's payment before transfer of centre. Batch transfer of these children will be made by the Licensing Officer in the CCLS.
- submission to MCYS the withdrawal forms of children and their receipts of last payment for every child whom will not continue with centre under new management before transfer of centre. You will also need to withdraw these children from CCLS before the transfer is effected.
- submission to MCYS the audited statement of account(s) of the centre within three months after the transfer of centre

ROLE AND RESPONSIBILITIES OF BUYER

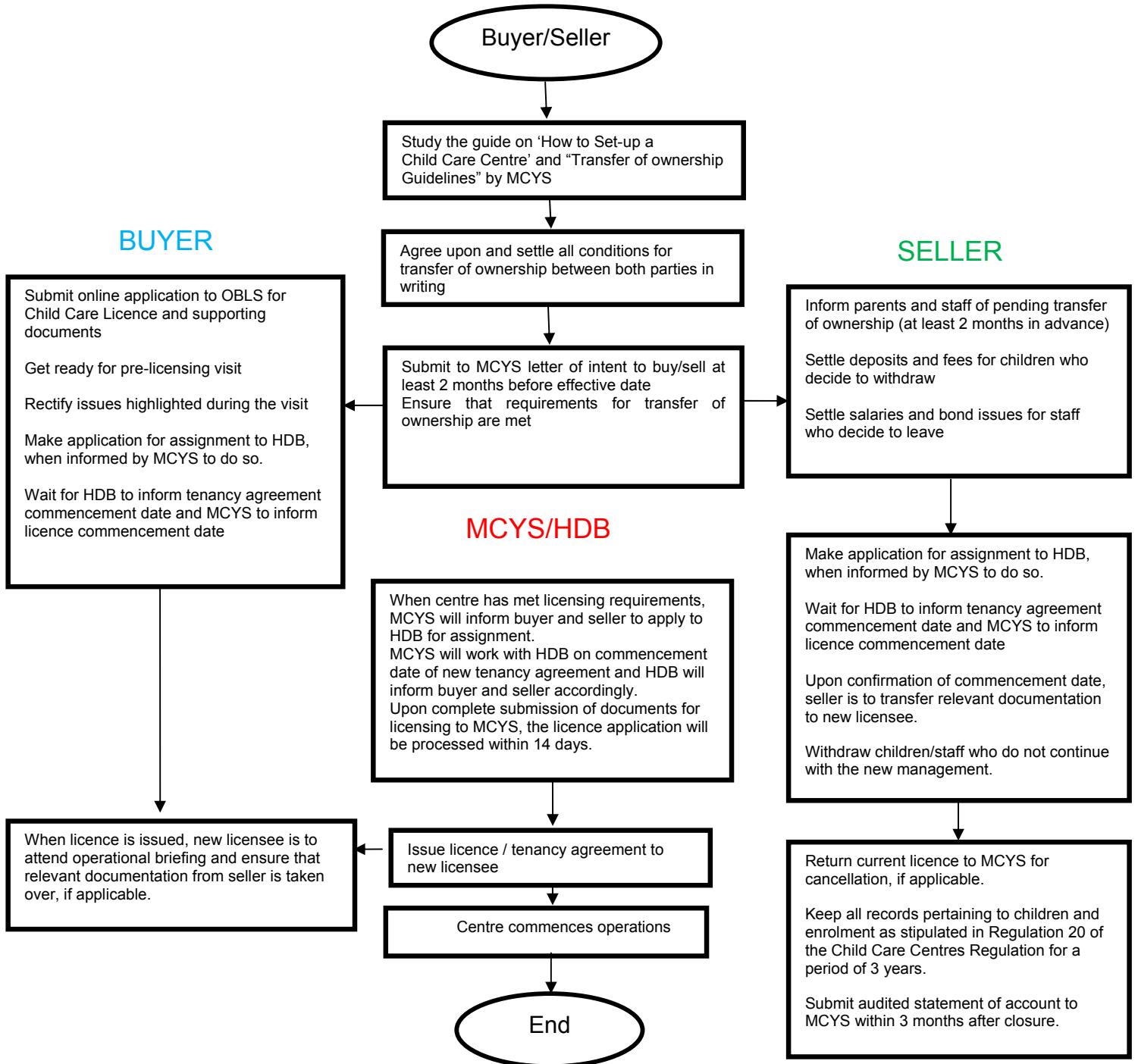
As the prospective owner of the child care centre, you are encouraged to read the “Guide on How to Set up a Child Care Centre” .You should make the necessary legal arrangements with the seller regarding the buying over of the centre and be aware of the licensing conditions of the current licence and any rectification that has to be made. A fresh application for a child care centre licence would have to be submitted to MCYS through Online Business Licensing Service (OBLs) at <https://licences.business.gov.sg/> at least two months before the expected date of operation for processing. In addition, you would have to come to an agreement with the existing staff as to whether they wish to continue their employment with you. Please also ensure that the following records /actions are in order:

- new tenancy agreement under the new management
- the updated clearances from relevant authorities pertaining to the premises, e.g. tenancy agreement, fire safety certificate and change of use
- notification in writing to MCYS on the intention to take over the centre 2 months prior to the expected date of operation
- instant printout from the Accounting and Corporate Regulatory Authority (ACRA) showing all necessary information on the centre and licensees
- agreement on retention of records (either to be retained by the existing licensee or transferred to the new operator)
- registration of the current children as new enrolments and
- new employment contracts to be signed with the staff who are retained
- any other licensing requirements as stipulated in the Child Care Centres Act and Regulations
- Parents’ acknowledgement of receipt of the new parents’ handbook and the new centre’s terms and conditions
- Enrolment form to be filled up by parents of existing children if new centre has a new enrolment form. However, if centre is only using MCYS Registration Form 2, there is no need for parents to fill up the form again.

For more information pertaining to the setting up of child care centres, please call the Child Care Division at 6258 5812 or visit our website:

<http://www.childcarelink.gov.sg>.

PROCEDURES FOR TRANSFER OF OWNERSHIP (HDB TENDERED VOID DECK PREMISES) FOR BUYER AND SELLER



Frequently Asked Questions (FAQs)

Qn 1. Is it necessary for me to obtain the clearances again since the previous tenant has already obtained the necessary clearances?

Ans: It depends on whether there are any structural changes to the premises. For example, an external staircase may be required for a transferred centre which was set up before 1988. Any change done to the premises which requires a building plan submission / fire safety submission would have to be approved by the Building and Construction Authority (BCA) and Fire Safety and Shelter Department (FSSD) accordingly. BCA and FSSD would have to issue another Temporary Occupation Permit (TOP)/Certificate of Statutory Completion (CSC) and Fire Safety Certificate (FSC) respectively to the new licensee and these clearances would have to be submitted to MCYS. The new licensee would have to engage a Qualified person (QP) to process these clearances.

Qn 2. If there are no structural changes to the premises, is it necessary for me to submit any documents to MCYS?

Ans: If there are no structural changes, you would need to submit a QP's letter stating that there is no need for building plan submission based on the last floor plan approved by BCA and FSSD. Although you do not need to re-obtain clearances from the relevant authorities if the clearances are still valid, you would still need to submit certified true copies of the original clearances to MCYS.

Qn 3. Is it necessary for me to follow the previous menu and programme offered by the previous management?

Ans: No. You may wish to change the menu and/or programme to suit your centre's philosophy of care. The new menu and programme will have to be submitted at the time of application for the child care centre licence. You may refer to the Health Promotion Board (HPB) website at www.hpb.gov.sg for guidelines on healthy eating.

Qn 4. Do I need to register my business with the Accounting and Corporate Regulatory Authority (ACRA) (former Registry of Companies and Businesses) and/or just effect a change in licensees?

Ans: Child care centre licences are non-transferable. For a transfer of ownership, you are required to register your business with the ACRA and to apply for a new child care centre licence. If there is only an inclusion/deletion of licensee, your centre does not need to undergo a transfer of ownership.

Qn 5. Is a transfer of ownership possible for child care centres located in HDB void decks? If so, what are the procedures?

Ans: Under the current tenancy agreement for MCYS tendered sites: *'HDB void-deck child care centre tenants are not allowed to transfer, assign, lease, mortgage or part with legal or physical possession of the premises or any part thereof in whatsoever manner without the prior consent of the HDB and/ or MCYS.'* Any application for assignment or transfer of ownership should be made in writing to HDB and MCYS, Child Care Division SLF Building #13-00 with your proposed change in business operation and present Business Registration Certificate from ACRA. Transfer of ownership for HDB tendered sites are considered on a case-by-case basis.

Qn 6. How can I know when I can start operation of the centre after the change of ownership?

Ans: You can start operation only after a valid child care centre licence and tenancy agreement are issued to your centre. Child Care licences are issued 2 weeks upon complete submission of documents. You will be notified by MCYS.

Qn 7. Is there a provisional licence I can obtain if I cannot submit all the clearances in time for the licence to be issued?

Ans: No, you will require a valid child care centre licence before you can commence operation. No provisional licence will be issued.

Qn 8. Where can I obtain more information regarding the running of a child care centre?

Ans: You may wish to visit our website at <http://www.childcarelink.gov.sg> for more information or call MCYS Child Care Information Services at 6258 5812.

Qn 9. To whom does the last month's child care subsidy before the transfer of ownership go to? The current licensee or the new licensee?

Ans: The current licensee will be entitled to the last month's child care subsidy until a new licence is issued to the new licensee. The last month's subsidy payment will be withheld by the Ministry until the audited statement of subsidy claims has been received from the current licensee.

Qn 10. Can I engage an agent/consultant to assist me in the licence application and setting up of a child care centre?

Ans: The guide on setting up a child care centre provides you with all the relevant information which is sufficient for you to set up a child care centre without engaging an agent or consultant. Should you wish to engage an agent/consultant to assist you in the setting up of a child care centre and its operations, we would like to highlight that as a potential licensee, you are still solely responsible for the operations of the centre and you should be fully aware of what is happening in the centre. All submissions and contracts, e.g. employees' employment letters submitted to MCYS must be issued under the licensee's and not the agent/consultant's name. MCYS will also liaise directly with the current and potential licensees, on all matters pertaining to setting up a centre and its operations.

Qn 11. Who should deal with parents' enquiries?

Ans: The current licensee will be responsible for dealing with parents' enquiries and other issues until a new licence is issued to the new licensee. New licensees are encouraged to introduce themselves to the parents/staff. To ensure a smooth transition, all parents should acknowledge or agree to the new parents' handbook and the centre's new rules and regulations. The centre should keep proper documentation on this.

Qn 12. What are the records that should be kept and transferred over?

Ans: Keep all records pertaining to children and enrolment as stipulated in Regulation 20 of the Child Care Centres Regulation for a period of 3 years. These records must be made accessible for inspection as and when required by the Ministry. In accordance with the requirements of the Companies Act and Income Tax Act, all records pertaining to subsidy claims should be kept for 5 years.

Qn 13. If I am considering taking over an old premise, are there any clearances or special requirements to adhere to?

Ans: All child care premises will have to adhere to the current MCYS licensing requirements. For example, child care centres set up before 1988 may presently be required to have an external fire escape staircase, in accordance to FSSD's fire safety requirement in order to obtain a FSC. Please refer to the "Guide on How to Set up a Child Care Centre" for the current requirements.

Qn 14. If I am taking over all the existing staff, do they still need to go for pre-employment medical examination and chest x-ray?

Ans: According to the Child Care Centres Regulations, child centre staff are required to undergo a medical examination, including a general physical examination, a chest X-ray, full urine test and blood test for haemoglobin count, and be certified free from communicable diseases by a registered medical practitioner before employment. MCYS will accept records of staff's medical examination and chest X-rays if they can be produced for inspection and were taken within 12 months prior employment

Note: Please check with Child Care Division, MCYS for any changes to the above requirements. The above FAQ serves only as a guide to present or potential child care centre licensees and may change without prior announcement.



PRE-LICENSING SITE VISIT REPORT FOR ISSUANCE OF CHILD CARE CENTRE LICENCE

NAME OF CENTRE: _____

ADDRESS : _____

NAME OF PRE-LICENSING OFFICER: _____

DATE OF VISIT: _____

Please indicate with a tick (✓) for 'Yes' and a cross (x) for 'No'.

**A INDOOR ENVIRONMENT
AIR CONDITIONING OF THE CENTRE**

Entire Centre Office only Rooms Only

* Centre must equip at least 1 room with air-conditioner fitted with a special air-filter

FACILITIES

Office/reception	
Staff rest area	
Family resource centre	
Sick bay (A fully enclosed room separate from activity areas, and with good ventilation, e.g. with windows facing outwards)	

Others: _____

ACTIVITY AREAS

1. Usable areas are fully enclosed, weather proof with good ventilation (open balcony, car porch etc. not computed as usable area)
2. Each activity area is able to accommodate at least 4 children at 3m² per child (i.e. 12m²) after deduction of passageway.

STORAGE SPACE FOR

Food	
Beddings (mattress covers, blankets, pillows, etc)	
Toys	
Indoor play materials	
Outdoor play materials	
Dangerous objects	
Inflammable substances	

FURNISHINGS & EQUIPMENT

1. Sufficient number of furnishings & equipment are provided to initial/ full capacity:

Child-sized tables		PVC mattress	
Child-sized chairs		Cubby holes	
No. Of baby cots		Feeding utensils (bowls, plates, spoons, forks, cups)	
2. There is sufficient kitchen equipment

Refrigerator		Cooking utensils	
Cooking equipment		Others _____	
3. Developmentally appropriate materials & books are available for the different age groups
4. The toys & materials are safe for children to handle
5. There is a variety of indoor/outdoor play equipment, specify _____
6. The outdoor play equipment is safe
7. Display/soft boards are installed at children's eye level

8. Equipment for measuring height & weight are available
9. There are appropriate learning corners to reinforce certain learning experiences
- | | | | |
|-----------------------|--------------------------|---------------------|--------------------------|
| Home/role-play corner | <input type="checkbox"/> | Library/book corner | <input type="checkbox"/> |
| Nature/science corner | <input type="checkbox"/> | Block corner | <input type="checkbox"/> |
| Theme-oriented corner | <input type="checkbox"/> | Mathematics corner | <input type="checkbox"/> |
| Others _____ | | | |

DISPLAY OF MATERIALS/PROGRAMMES ETC

1. Menu at parents' notice board
2. Daily programme in each classroom
3. Emergency evacuation procedures, including sketch map and written plan
4. Emergency contact numbers
- SCDF
 - Ambulance Service
 - Singapore Police Force
 - Clinic/Hospital/Centre's Doctor

B OUTDOOR AREA / INDOOR GROSS AREA

- HDB Playground
- Indoor Gross Area (when outdoor playground is unavailable)
- Outdoor Playground
- Others _____

* The space, both indoors or outdoors, shall be at least 30 square metres or one-fifth of the centre's capacity at 5 square metres per child, whichever is more.

C SANITARY FACILITIES

1. Child-sized toilets and wash hand basins are available at every level/bay (wash hand basins should be within the toilet)
2. The no. of wash hand basins, toilets & showers are sufficient
- Child-sized
- No. of wash hand basins in toilet _____
- No. of toilets _____
- No. of showers _____
- No. of liquid soap dispensers _____
- Sinks (used for showering) are to be erected beside diaper-changing tables
- No. of sinks (used for showering) for infant care (1 to every 10 infants) _____
- No. of diaper changing table (1 to every 10 infants) _____
3. The child-sized wash hand basins are of a height approximately 500mm to 600mm from the floor to top of basin.
5. Liquid soap dispensers are to be mounted on the wall next to wash hand basin at the ratio 1 dispenser : 2 wash hand basins
6. Mirrors of a suitable size are fixed to the wall above the child-sized wash hand basins
7. The child-sized flush toilets are of a height not exceeding 350mm (measured without seat) from the floor
8. Flushing system are within easy reach of children
9. Toilet paper holders are within easy reach of children
10. Toilets are separated by partitions of a height of at least 1m
11. Internal walls of toilet blocks are lined with glazed tiles to a height of at least 1.5m
12. The walls behind and above the wash hand basins & sinks are lined with glazed tiles to a height of not less than 450mm

13. Hand drying facilities (e.g. single use disposable paper towels) installed near wash hand basins. No handkerchiefs or toilet rolls allowed.
14. Sufficient bathing facilities (including water heater) are to be provided for children.
- D SAFETY FACTORS**
1. Children do not have access to anything that would endanger their safety e.g. medicines, poisonous substances, dangerous objects like knives, thorny or poisonous plants
2. Windows grilles are installed on all windows which are not on the ground floor
3. At least one movable grille is installed on windows in each room which are not on the ground floor
4. Safety gates are installed at both ends of staircases (internal staircases)
5. Staircases are safe for children's use (spiral staircase is not allowed)
6. Hand railings are installed at a height suitable for children's use on both sides of the staircases
7. Gaps between banister railings and steps of the staircases should be narrow/covered up to ensure children's safety (e.g. child's body parts should not get stuck in the gap)
8. Height of railing at staircase landings & corridors are of at least 1.5m
9. Children do not have access to the kitchen / pantry. Suitable barriers are installed
10. Has properly equipped first aid kit(s). (No oral medicine & eye drops allowed)
11. First aid kits are made inaccessible to children. No. of first aid kits
12. Centre has fire fighting equipment / apparatus as indicated in the floor plan
No. of fire extinguishers No. of fire alarms
13. The fire-fighting equipment & apparatus are valid
14. Fire-fighting equipment & apparatus are made inaccessible to children
15. All drains that children have access to are adequately/properly covered
16. The floor of the designated child care area is not of bare concrete. It should be clean, safe, damp-proof, level, washable and non-slip
17. Fencing surrounding child care premises must at least 1.5 metres.
18. Outdoor playground within centre compound must be adequately fenced. (For roof top playgrounds, fencing must be at least 2 metres.)
19. Outdoor playground must be within walking distance from the child care centre. ie. children should not cross any vehicular roads to reach the playground.
20. For playgrounds located on different levels, staircases must not be more than 2 flights of steps (maximum 10 steps each). ie. Children should climb no more than 20 steps to reach the playground.
21. No swing door is installed on the premises
22. Power points within designated child care centre are either raised to a height of at least 1.5 / rendered ineffective or harmless
23. Exits, staircases & passageways are free from obstruction
24. Bath tubs are not used for storing water
25. Bath tubs must be laid with non-slip mats, and if not use, it must be covered up.
26. Keys to the emergency exits (doors/windows/grilles) are easily accessible to staff

E ADMINISTRATION

- 1. Record-keeping
 - Records of fire drills
 - Log book to record unusual events e.g. accidents/incidents or deviation in the menu or programme, official visits
 - Daily attendance register of children and staff
 - Sign-in/sign-out records of children

- 2. Records of the Children
 - Names, home addresses, date of birth & dates of registration & enrolment of children attending the centre
 - A 6-monthly record of the height and weight of each child over 18 months of age
 - Name, address & telephone number of the family physician of the child, if any
 - Written authorisation / consent forms from parents/guardians for:
 - Emergency medical care
 - Excursions / Field Trips
 - Fetching of children
 - Alternative care arrangements
 - A profile of individual development
 - Food and drug allergies

- 3. Records of the Parents
 - Employment record
 - Contact information

- 4. Records of Staff
 - Academic certificates
 - Certificates on early childhood education (i.e. Basic, CPT etc), including teacher accreditation by MCYS
 - Letter of Notification from MCYS/MOE
 - Valid first aid certificate
 - Appointment/transfer letter
 - Declaration of offences for Child Care Centre Staff
 - Pre-employment medical clearances [The pre-employment medical check-up applies to all child care personnel unless the previous check-up and X-ray were done within 1 year from the current date of employment (wef 1 Jan 2011). Centres must be able to show proof of the medical check-up and X-ray.]
 - Anti-typhoid vaccination certificate for food handler

- 5. Records on Prescribed Medicine administered to children / Medical Log Book
Which include:
 - The name of the child
 - The name of the prescribed medicine/drugs administered (only for non-infectious conditions)
 - The dosage of medicine/drugs administered
 - The name and signature of person administering the medicine/drugs
 - The time & date of administration
 - The manner / method of administration
 - Parent's signature
 - Separate authorisation form for Non-Prescribed medication

F DOCUMENTS FOR VERIFICATION

- 1) The following documents have been submitted prior to pre-licensing visit :
 - Daily programme for each group
 - Age-appropriate curriculum framework (with reference to MOE's curriculum framework)
 - Menu (min 2 sets, but preferably 4)
 - Documents (academic and early childhood qualifications) for staff with 'certified true copy' stamp and signature of the licensee
 - Final drawn-to-scale (usually scale of 1:100) floor plan
 - Computation of floor area endorsed by a Qualified Person (QP)
 - Letter from QP to certify that floor plans submitted to MCYS is the same as the one submitted to FSSD
 - Parents' Handbook :
 - Centre's philosophy of care
 - Objectives for each age group of children
 - Activities designed to promote the physical, social, intellectual and emotional development of children

- Age range of children who may be enrolled
- Period of operation of the centre
- Types of services provided by the centre
- Monthly fees
- Other incidental charges
- Daily programme schedule or time-table for each age group
- Promotion of centre-parent partnership
- Training of programme staff
- Closure days (5½ days) – to specify the 2½ days for staff training
- Rules & Regulations
 - Procedure for registration, admission and withdrawal of children
 - Procedure for handling illnesses/emergencies and exclusion due to contagious diseases and illnesses
 - Procedure for transport of children (to obtain an undertaking from the bus operators that their drivers and attendants are cleared of records of child abuse and any offence under Part XI of the Women’s Charter or an offence under Section 375 or 376A of Penal Code)
 - Procedure for collections of fees and other incidental charges
 - Provision of trial period and refund of fees and deposit for withdrawal during trial period
 - Termination and withdrawal clause
- Parents’ consent for outings
- Authorised person(s) for the collection of children - Name, NRIC and address
- Parents’ consent for medical care
- Parents’ signatures to acknowledge the receipt of the handbook

2) The following documents to be collected during the pre-licensing visit:

- Fire Evacuation Plan:
 - i) Written procedure for evacuation
 - ii) Sketch of the plan/apparatus/assembly point
- To Create Key-User Access in Child Care Link Form
- Direct Debit Authorisation Form (DDA)
- Direct Credit Authorisation Form (DCA)
- ACRA printout / ROS registration
- Tenancy agreement

G CLEARANCES TO OBTAIN AND SUBMIT BEFORE THE PRE-LICENSING VISIT

- URA (Change of Use)
- FSSD (TFP/FSC)
- BCA (TOP/CSC)
- ENV clearance, if any

I OTHER OUTSTANDING ISSUES

J SPECIAL WAIVER/S GIVEN



PRE-LICENSING CHECKLIST FOR CENTRE WITH INFANT/TODDLER CARE SERVICES

NAME OF CENTRE: _____

ADDRESS : _____

NAME OF PRE-LICENSING OFFICER: _____ DATE OF VISIT: _____

PHYSICAL

- To have at least 5m² floor space area for every infant / toddler. This space requirement does not include space for service areas, entrance area, hallways, passage ways and diaper changing areas.
- To provide a separate indoor activity for infants / toddlers away from child care children.
- To provide a napping area that is physically separate from the other activity areas. Partitions or other suitable barricades may be used to separate the napping area.
- To ensure that both the sleeping and indoor activity area are protected from general walk/passage ways.
- To ensure that centre provides separate activity areas for mobile and non-mobile infants.
- The infant/toddler care premises are to be housed preferably on the ground floor of a building. If this is not so, every level of the premises catering to infants/toddlers is to be equipped with diapering, feeding and napping areas.
- To provide sufficient, safe and age-appropriate infant seats, play equipment, strollers
- To provide child-sized chairs and tables for older infants.
- To provide high chairs which have footrests, side and back supports with a facility for latching the food tray firmly.
- To provide a crib/cot with mattress and mattress cover for each infant aged below 12 months; and pvc mattress with mattress cover for each infant aged 13 months and above, during nap time.
- To provide sufficient and suitable facilities for the sterilisation of milk bottles.
- To provide a refrigerator solely for the storage of baby food, expressed milk, etc
- To provide a sink with running water for food preparation facilities.
- To provide sufficient potty chairs.
- To install sinks with running water (used for showering) next to the diaper changing area at a ratio of 1 sink for every 10 infants.
- To install diaper change table at a ratio of 1 diaper change table for every 10 infants.
- To provide a broad range of equipment to allow for different types of play.

SAFETY, HEALTH, HYGIENE AND NUTRITION

- To ensure floor surfaces and area layout are safe for crawling and walking.
- To ensure that all equipment, materials and toys are age-appropriate, washable, non-breakable, safe and non-toxic.
- To have an individual feeding plan for each infant / toddler.

STAFF

- To have either an Infant Care Nurse or an Infant Educarer. Centre is required to ensure that at least one infant Educarer must be present at all times during the centre's operating hours.
- To have sufficient staff to ensure that staff-infant ratio of 1 : 5 is met at all times, including arrival and departure hours.

ADMINISTRATIVE

- To have written procedures for diaper changing, sterilisation of milk bottles and preparation of bottled milk
- To have and maintain record on type / amount of formula milk required for every child.
- To provide a written menu for each group (4-6 months, 7-9 months, 10-12 months, 13-18 months)
- To have and maintain a three-monthly record of the height and weight of each child.
- To have a daily observation record on each infant such as feeds, naps and bowel movements.
- To maintain a profile of individual infant development.