(1) Centre Particulars

(a) Change in Centre Particulars

(b) Change in Location (Relocation)

(c) Change in Capacity

(d) Change in Centre Name

(e) Change in Existing Fees

(f) Adding New Age Group/Programme

(g) Change in Licensee(s)

(h) Change in Operation Hours

(i) Optional Programmes Conducted by Centres

(j) Outbreak of Communicable/ Infectious Disease

(k) Centre Holidays

(l) Exceeding Capacity/ Special Admission

(2) Licence Renewal Application
How To Make Changes To Certain Details of Centre Particulars

Procedures:

(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

CCLS Login Page

CCLS User Home Page
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

(4) Under the column “Centre Code”, click on the hyperlinked centre code.

Click on the hyperlinked centre code
(5) You are allowed to make changes to the following data and click “submit”.
- Telephone Number/Fax Number
- Contact Person
- Email ID
- Website Address
- Centre Details – brief write-up about the centre

(6) The application will indicate “Changes Made Successfully”.

Outcome:
(1) The above records will be updated in CCLS upon submission.
How To Make An Application For Change In Location (Relocation)

Pre-Requisite:
You are required to submit:

(a) Clearances from the relevant authorities, for example:

   (i) Written Permission for Change of Use from Urban Redevelopment Authority

   (ii) Fire Safety Certificate (FSC) from Fire Safety & Shelter Department (FSSD)

   (iii) Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)) from Building Construction Authority (BCA)

   (iv) Sewerage Clearance(s) from Public Utilities Board (if applicable)

   (v) Clearances from National Environment Agency (if applicable)

(b) Approved drawn to scale plans by the Fire Safety & Shelter Department (FSSD) & Building and Construction Authority (BCA)

(c) Computation of floor area endorsed by a Qualified Person (QP)

(d) Tenancy Agreement

(e) Updated Accounting & Corporate Regulatory Authority (ACRA) printout

(f) Completed forms on the “Pre-licensing site visit checklist” for self-checking.

(g) Written notification to parents and ECDA at least 12 months prior to the proposed relocation date.

All the required documents are to be submitted to ECDA before an inspection visit is made by the Early Childhood Officer.

IMPT Notes

All relocated centres will be issued with new standard 12-month licence tenure with no water-mark. The relocated centres will be required to pay a new licence fee of $264.
Standard Operating Procedures on Centre’s Closure / Relocation for Centres situated at Government Premises

Action for Child Care Centres

SLA (Singapore Land Authority) issues termination notice of lease to centre - usually 1 year before the expiry date. (e.g. if lease expires on 30 Dec 2011, SLA will inform centre by 30 Dec 2010)

SLA will copy ECDA and inform parents of the termination notice.

12 Months before lease expiry

Centre must do the following :-
- Inform ECDA and parents of the expiry of lease and relocation plans, if any - 1st letter to parents to be copied to ECDA (e.g. if lease expires on 30 Dec 2011, centre must inform ECDA and parents by 30 Dec 2010)
- This is required even if centre intends to file an appeal to SLA (Appeals to SLA must be copied to ECDA)

ECDA’s Actions

ECDA will issue reminder to centres which fail to inform parents/ECDA within 1 week of the expiry of the said deadline

6 Months before lease expiry

- Centre updates parents of closure or relocation plans, if any - 2nd letter to parents to be copied to ECDA (e.g. if lease expires on 30 Dec 2011, centre must update ECDA and parents by 30 Jun 2011)

ECDA will issue stern reminder to centres which fail to inform parents/ECDA within 1 week of the expiry of the said deadline

4 Months before lease expiry

- Centre updates parents of closure or relocation plans, if any - 2nd letter to parents to be copied to ECDA (e.g. if lease expires on 30 Dec 2011, centre must update ECDA and parents by 30 Aug 2011)

ECDA will issue warning letter to centres which fail to inform parents/ECDA within 1 week of the expiry of the said deadline

2 Months before lease expiry

- Centre must confirm with parents on closure or relocation plans. If centre is closing, parents are to be informed of the last day of operations and monetary matters settled (e.g. if lease expires on 30 Dec 2011, centre must inform ECDA and parents by 30 Oct 2011)

Centre will assist parents with alternative child care arrangements, if required. ECDA will do likewise if required.

Closure of centre

Last updated 7 June 2013
Standard Operating Procedures on Centre’s Closure / Relocation for Centres situated at Private Premises

Action for Child Care Centres

12 Months before lease expiry

If landlord issues termination of lease to centre 1 year before the expiry date, centre should inform ECDA and parents of the proposed termination.

6 Months before lease

Centre must do the following:-

- Inform ECDA and parents of the expiry of lease and centre’s actions accordingly. This will include:
  i) talks with landlord to continue / terminate tenancy agreement
  ii) relocation plans, if any - 1st letter to parents to be copied to ECDA
     (e.g. if lease expires on 30 Dec 2011, centre must inform ECDA and parents by 30 June 2011)

4 Months before lease expiry

- Centre updates parents of the status of the tenancy agreement, such as continuation, closure or relocation plans, if any – 2nd letter to parents to be copied to ECDA
  (e.g. if lease expires on 30 Dec 2011, centre must inform ECDA and parents by 30 Aug 2011)

2 Months before lease expiry

- Centre must confirm with parents on closure or relocation plans. If closure, parents are to be informed of last day of operations and monetary matters settled
  (e.g. if lease expires on 30 Dec 2011, centre must inform ECDA and parents by 30 Oct 2011)

Closure of centre

ECDA’s Actions

ECDA will issue reminder to centres which fail to inform parents/Ministry within 1 week of the expiry of the said deadline.

ECDA will issue warning to centres which fail to inform parents/Ministry within 1 week of the expiry of the said deadline. Centre will assist parents with alternative child care arrangements, if required. ECDA will do likewise if required.

Last updated 7 June 2013
Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

(i) Click on “Centre Particulars” module
(ii) Click on “List of Child Care Centres”
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

(4) Then click “ ” under “Apply for Change” column.

Click on “Apply for Change”
(5) Select “Change in Location” and click “Apply”.

Click on “Apply”

“Types of Changes” Selection Screen

(6) Fill in all the particulars of the new address and proposed date of change.
(7) You would be prompted “Do You Want to Add the Capacity Details of New Centre”. Click “OK”.

(8) Application for change in floor area/capacity will appear on screen.

Last updated 7 June 2013
(9) Fill in the data of new capacity/area and proposed date of change. Click “Submit”.

Click on “Submit”

Current Capacity/Area

(10) The application will indicate “Supplied Data Captured Successfully”.

Supplied Data Captured Successfully

Last updated 7 June 2013
Outcome:
(1) You will be informed of the approval status via email.

(2) The licence will be re-issued to you to reflect the centre’s change in location. No payment is needed for the re-issued licence.
How To Make An Application For Change In Capacity

Basis For Changes
(a) Changes in layout or space utilisation

(c) Inclusion of infant care in the existing programme (Please refer to “Guidelines for centre-based Infant/Toddler Care” for reference.)

Important Note:
You are required to submit the following documents, if applicable:

(a) Clearances from the relevant authorities, for example:

(i) Written Permission for Change of Use from Urban Redevelopment Authority (URA)

(ii) Fire Safety Certificate (FSC) from Fire Safety & Shelter Department (FSSD)

(iii) Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC) from Building Construction Authority (BCA)

(iv) Sewerage Clearance(s) from Public Utilities Board (if applicable)

(v) Clearances from National Environment Agency (if applicable)

(b) Approved drawn to scale plans by the Fire Safety & Shelter Department (FSSD) & Building and Construction Authority (BCA)

(c) Computation of floor area endorsed by a Qualified Person (QP), if applicable

(d) Tenancy Agreement, if applicable

(e) Updated Accounting Corporate & Regulatory Authority (ACRA) printout, if applicable

(f) Written notification to ECDA at least 28 days prior to the change in capacity.

All the required documents are to be submitted to ECDA before an inspection visit is made by the Early Childhood Officer.

Your application will be processed by ECDA upon the site inspection and the complete submission of the necessary documents and clearances from the relevant authorities.
Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

CCLS Login Page

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

CCLS User Home Page
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

(4) Then click “Apply for Change” under “Apply for Change” column.

Click on “Apply for Change”
(5) Select “Change in Capacity” and click “Apply”.

Click on “Apply”

“Types of Changes” Selection Screen

(6) Fill in the data of New Capacity/Area and proposed date of change. Click “Submit”.

Click on “Submit”

Application for Change in Capacity

Last updated 7 June 2013
(7) The application will indicate “Supplied Data Captured Successfully”.

Outcome:
(1) You will be informed of the outcome of the application via email.
(2) The licence will be re-issued to you to reflect the centre’s change in capacity. No payment is needed for the re-issued licence.
How To Make An Application For Change In Centre Name

Pre-Requisite:
Child care centres under Sole-proprietorship, Partnership, Private Limited Company, Limited Liability Partnership (LLP), Limited Partnership (LP) are required to register the new name of centre with the Accounting and Corporate Regulatory Authority (ACRA). Centres at HDB sites (such as VWO-run child care centres and private tendered sites) are required to seek clearance from HDB for the change in name.

You are required to submit the following:

(i) Updated ACRA printout (private entities) or letter from management committee to endorse the change (VWO centres)
(ii) Written notification to parents and ECDA at least 28 days before the proposed effective date
(iii) HDB’s clearance (if applicable)

Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

Last updated 7 June 2013
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

(4) Then click “” under “Apply for Change” column.
(5) Select “Change in Centre Name” and click “Apply”.

Click on “Apply for Change”

“Types of Change” Selection Screen
(6) Fill in New Centre Name, ownership type and proposed date of change. Click “Submit”.

(7) The application will indicate “Supplied Data Captured Successfully”.

Outcome:
(1) You will be informed of the approval status via email.

(2) The licence will be re-issued to you to reflect the centre’s change in name. No payment is needed for the re-issued licence.
How To Make An Application For Revision Of Existing Fees

Important Note:
(a) Please ensure that the child care fees are inclusive of stationery, readers/educational materials and toiletries etc.

(b) Centres are required to collect fees on a monthly basis. Provision for other forms of payment, refunds and other terms must be clearly spelled out in the Parents' Handbook and a copy to be forwarded to Early Childhood officer for record.

(c) For increase of fees in a particular year, you are required to provide parents and ECDA with written notice not later than 1 Oct of preceding year prior to the implementation of the proposed revision of fees, in order to ensure that parents have sufficient time to make an informed decision or secure alternative child care placement. In addition, you need to inform parents the rationale of the fee revision and attend to their queries, if any. You may want to consider staggering your fee increase over a period of time to enable parents to make adjustments.

(d) Please also ensure that parents who will be enrolling their children in the centre be informed of these fee increases that are to take place in that particular year.

Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.
(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

(i) Click on “Centre Particulars” module

(ii) Click on “List of Child Care Centres”

(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”
(4) Then click “” under “Apply for Change” column.

(5) Select “Change in Existing Fee” and click “Apply”.

“Types of Changes” Selection Screen
(6) CCLS will display the existing centre fee structure for you to update.

Application for Change in Existing Fees

(7) Fill in the effective date for the revision of fees.

Key in the “Effective date”
(8) Fill in the New Fees data and click “Submit”.

(9) You could also delete certain fee structure that is incorrect.

(10) The application will indicate “Supplied Data Captured Successfully”.

Outcome:

Supplied Data Captured Successfully
(1) You will be informed of the outcome of the application via email.
How To Make An Application For Adding New Age-Group/Programme

New age-group/programme refers to the extension of age group/programmes not indicated in the current licence application.

**Important Note**
For inclusion of infant care in the existing programme, please refer to “Guidelines for centre-based Infant/Toddler Care” for reference.

All supporting documents (such as infant menus, daily schedules, programme details, fee structures etc) should be submitted to the Early Childhood Officer prior to the site inspection.

For inclusion of flexi-care programme, refer to “Guidelines on Flexi-care Programme” for reference.

For flexi-care programme, please submit programme to ECDA only if it is different from the normal child care programme.

Please provide written notification to parents and ECDA at least 28 days prior to the application of the new age-group / programme

**Procedures:**
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

![CCLS Login Page](image)
(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

(i) Click on “Centre Particulars” module

(ii) Click on “List of Child Care Centres”

(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”
(4) Then click "Apply for Change" under “Apply for Change” column.

(5) Select “Add New Age Group/Programme” and click “Apply”.

“Types of Changes” Selection Screen
(6) Application for New Age-Group/Programme form will appear on screen. Fill in all the required data and click “Submit”.

(7) The application will indicate “Supplied Data Captured Successfully”.

Outcome:
(1) You will be informed of the approval status via email.
How To Make An Application For Change In Licensees/ Director(s) in Private Limited Companies

**Pre-Requisite:**
(a) The new licensee / director must be above the age of 18.

(b) The new licensee / director must not have:
- Committed any offence under section 5,6,7,11,12 or 13 of the Children and Young Persons Act (Cap 38) or any other offence involving child abuse or child neglect;
- Committed any offence involving child abuse/ child neglect;
- Committed any offence under Part XI of the Women’s Charter (Cap 353);
- Committed any offence under Section 354, 354A, 372, 373, 373A, 375, 376A, 376B, 376C, 376D, 376E, 376F, 376G, 377A, 377B or 509 of the Penal Code (Cap 224);
- Been convicted in any court of law; and
- Been issued with a warning letter by ECDA

**Important Note:**
(a) For inclusion of new licensee/director, the new licensee/director is required to complete the “Declaration of Offences Form” and forward the original copy to the licensing officer within 7 days.

(b) Written notification to parents and ECDA for change in licensee/director must be provided at least 14 days prior to the proposed change.

(c) If there is a total change in licensee(s) for sole-proprietorship or partnership, or a change in the UEN, it would constitute a transfer of ownership. You are then required to submit an application for new licence via www.business.gov.sg. Please refer to “Guidelines for Transfer of Licence of Child Care Centres” at http://www.childcarelink.gov.sg for reference.

(d) Centres operating under Sole- Proprietorship, Partnership, Private Limited Company, Limited Liability Partnership (LLP) or Limited Partnership (LP) are required to submit the updated ARCA printout to ECDA for verification.

(e) VWO centres are required to submit a letter from management committee to endorse the change

(f) If the centre premise is classified under “HDB SITES TENDERED BY ECDA”, the existing licensee is required to seek prior clearance from HDB for inclusion or withdrawal of partner(s). Please submit approval letter from HDB to ECDA for processing.
(g) Centre is required to have one main applicant under “Licensee Type”. Please click on the ID of the selected licensee to make changes to “Licensee Type”.

**Procedures:**

(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

![CCLS Login Page](image_url)
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”
(4) Then click "" under “Apply for Change” column.

List of Child Care Centres

(5) Select “Change in Licensee/Director(s)” and click “Apply”.

“Types of Change” Selection Screen
(6) To include new licensee(s)/director(s), click “Add More Licensee/director(s)”.

Click on “Add More Licensees/Director(s)”

Application for Change in Licensees/ Directors

(7) The application for change in licensees/directors will appear on screen. Fill in all the required data.

Click on the hyperlink to fill in the required data

Application for Change in Licensees/Directors
(8) After which click “Continue” which is located at the bottom of the screen.

(9) List of licensee(s)/director(s) will appear on screen. After confirming the list of licensee(s)/director(s), click “Submit”.

Click on “Continue”

Click on “Submit”
If you need to add more licensees/directors, please follow step 6 and 7.

If there are withdrawal of licensees/directors, click “Delete” under the respective licensees/directors.

Ensure that all details are in order and click “Submit”.

Last updated 7 June 2013
The application will indicate “Supplied Data Captured Successfully”.

Outcome:
(1) You will be informed of the outcome of your application via email.
(2) The licence will be re-issued to you to reflect the change in licensee(s)/director(s) or/and ownership type, if applicable. No payment is needed for the re-issued licence.
How To Make An Application For Change In Operation Hours

Pre-Requisite:
Child care centres which administer the Government Child Care Subsidy Scheme are required to operate from:

7am or earlier to 7pm or later on weekdays (Mondays to Fridays)
7am or earlier to 2pm or later (Saturdays)

If you wish to operate extended hours in view of working parents’ needs, you are required to seek prior approval from ECDA and HDB (for tendered sites and VWO centres).

You are required to provide written notification to parents and ECDA at least 28 days prior to the proposed change in operation hours

Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

![CCLS Login Page](image-url)

CCLS Login Page
(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

(i) Click on “Centre Particulars” module
(ii) Click on “List of Child Care Centres”

(3) Enter your centre code and click “Query”.

(i) Key in your centre code
(ii) Click on “Query”
(4) Then click "Apply for Change" under “Apply for Change” column.

(5) Select “Change in Operation hours” and click “Apply”.

Click on “Apply for Change”

Click on “Apply”

“Type of Change” Selection Screen
(6) Fill in the required data and click “Submit”.

Click on “Submit”

Application for Change in Operation Hours

(7) The application will indicate “Supplied Data Captured Successfully”.

Supplied Data Captured Successfully

Outcome:
(1) You will be informed of the outcome of your application via email.
(2) The licence will be re-issued to you to reflect the change in operation hours, if applicable. No payment is needed for the re-issued licence.
How To Report Record Of Optional Programme(s) Conducted By Centres

Pre-Requisite:
(a) Child care centres may conduct optional programme(s) over and above normal child care programmes subject to centres’ compliance with the following conditions:

(i) Optional programme is to cater only to children enrolled in the centre.

(ii) It should be conducted during the "free choice" period i.e. between 4.00pm and 6.00pm.

(iii) It must be conducted by external qualified trainers/instructors who are medically cleared. Trainers must also sign the “Declaration of Offences Form”. If declared, please forward a copy of the original declaration form to ECDA for attention. Centres are required to produce the particulars of trainers, their qualifications, self-declaration forms and medical reports upon request.

(iv) Staff-child ratio must be met at all times regardless of children’s participation in the optional programme i.e. excluding the number of external trainers/instructors in the computation of staff-child ratio.

(v) Children’s attendance is to be recorded and made available for inspection upon request.

(vi) Normal child care programme should continue for those who are not participating in optional programme.

(b) ECDA would like to emphasize that a centre’s child care programme should be comprehensive, creative and holistic to cater to the total development of the child. It is important that centres assess the need, suitability and benefits of such optional programmes before considering implementing. Centre should also consider whether such programmes are affordable to parents.

(c) Should centre decides to cease the provision of optional programme, centre is required to provide at least 28 days written notice to parents and ECDA.
Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Optional Programme”.

(i) Click on “Centre Particulars” module
(ii) Click on “List of Optional Programme”
(3) Select “Add” and key in the new record of the optional programme conducted in the centre.

Click on “Add”

List of Optional Programmes

(4) Ensure that all the information is correct and click “Submit”.

Click on “Submit”

Centre details
Outcome:
(1) The record entered will be updated in the CCLS upon submission.
How To Report An Outbreak Of Communicable/Infectious Disease

Important Note:
(a) Centres are required to adhere to the MOH’s “Infection Control Guidelines for school and child care centres”.

(b) Please download the ECDA “Inspection Checklist on Health and Hygiene Inspection of Child Care Centres” and use the checklist for self-assessment. A copy of self-assessment checklist should be kept for inspection by ECDA officer during health check.

(c) Please also notify Communicable Disease Division, MOH, of the outbreak via CDLENS. Instructions on how to use the website is available on the CDLENS website. Centres which encounter problems may email MOH at moh_ens@moh.gov.sg for assistance.

(d) Infected children are to return to the centre only after expiry of their medical certificate (MC) and is well (ie. no symptoms of illness). However, when there are conflicting views on the child's health condition, centres may request parents to produce a certificate of fitness from the medical practitioner to ensure that the child is well and fit to return to the centre.

(e) Infected staff who return to the centre are required to produce a letter of fitness from the medical practitioner to ensure he/she is well and fit to return to the centre.

(f) For documentation and tracing purposes, please report the outbreak to ECDA even though there is only one reported/suspected case.

Procedures:
(1) Login to the Child Care Link System (CCLS) via SINGPASS.
(2) Select the “Centre Particulars” module, followed by the option “Outbreak of Disease”.

(i) Click on “Centre Particulars” module

(ii) Click on “Outbreak of Disease”

(3) Enter your centre code.
List of Outbreak of Disease at Centre

(4) If there are new cases of outbreak to report, click on “Add”.

(5) Fill up the required information. The fields [ ] are mandatory. Click “Save” upon completion.
Outbreak of Disease – Details

(6) If you want to view previous submission, click on “Query”, followed by choosing the centre code hyperlink.

(i) Click on “Query”

(ii) Click on the centre code hyperlink to view previous submission
(7) If the outbreak of reported cases is over, you have to retrieve the previous record and fill up “Follow-Up Action”. After completing the “Follow-Up Action”, ensure all information is correct and click “Save”.

(a) This field is to be filled up only when all the cases reported on that particular records have returned.

(b) For example, if 2 cases are reported on 20/11/2012 and 3 more are reported on 21/11/2012, fill up the “Follow-Up Action” of the first record dated 20/11/2012 when the 2 children have returned. Subsequently, fill up the same field of the second record dated 21/11/2012 when the 3 children have returned.

Follow-Up Action
How To Report Centre Holidays
(Other Than The Gazetted Public Holidays)

**Pre-Requisite:**

Child care centres should be open throughout the year, except Sundays and gazetted public holidays. Centres may observe half-days on the eves of any 3 public holidays. In addition, centres may close for a maximum 5½ days in a calendar year for staff development, maintenance and other purposes.

Centres should note that these additional 5½ days of closure is not mandatory and feedback may be obtained from parents on the proposed days of closure. Should centres plan to utilise the 5½ days of closure, the closure days are to be included in the Parents’ Handbook and highlighted to parents during orientation/registration. Parents must also be informed at least a month in advance of any changes to the original planned days of closure so that alternative care arrangements can be made during such closures.

In addition, these guidelines should also be adhered to:

(a) At least 2½ days out of the 5½ closure days are to be used for staff training and curriculum planning.

(b) If Saturdays are being used for staff training, these Saturday closures will be considered as half day closures and not full day closures. Centres may close for a maximum of 5 Saturdays (ie, 2½ days) a year for staff training. However, this is limited to a maximum of 2 Saturdays for per quarter within a calendar year.

Centres are discouraged from closing on consecutive Saturdays so as not to inconvenience parents who require child care services on Saturdays.

(c) Should the centre decide to close on Saturdays due to **purposes other than staff training**, only 1 Saturday closure is to be considered as a ½ day closure and the subsequent Saturday closure will be considered as a full day closure.

(d) Centres are allowed to close at 2pm on the eves of any 3 public holidays. However, any closure on these days will be considered as a full day closure.

(e) Parents should also be reminded at least 1 month prior to the confirmed closure days via circulars. Notice of closure days should also be displayed on the notice board for parents’ information.

(f) Unused closure days cannot be forwarded to the next calendar year.

(g) For newly commenced centres, the number of closure days allowed for that year will be subject to pro-rating according to the centre’s commencement date of operation.
**Procedures:**
(1) Login to the Child Care Link System (CCLS) via SINGPASS.

(2) Select the “Centre Particulars” module, followed by the option “List of Child Care Centres”.

(i) Click on “Centre Particulars” module

(ii) Click on “List of Child Care Centres”
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

(4) Under the column “Centre Code”, click on the hyperlinked centre code.

Click on the hyperlinked centre code

List of Child Care Centres

List of Child Care Centres

Last updated 7 June 2013
(5) Scroll down and click “Centre Holidays”.

(6) You are to enter the dates, reasons for closure and type of closure i.e. for full day or half day and click “Submit”.

Click on “Centre Holidays”

(i) Fill in the necessary data

(ii) Click on “Submit”

Holidays For Centre Other Than Gazetted Holidays
(7) You will be prompted with a message “cannot insert full day” or “cannot insert half day” if your centre has exceed the 5½ days of closure.

(8) You could delete certain date that is not applicable.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Holiday Date</th>
<th>Reason for Closure</th>
<th>Centre Closed For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/12/2013</td>
<td>Curriculum Planning/Preparation for New Term</td>
<td>Full Day</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10/10/2013</td>
<td>Children’s Day</td>
<td>Half Day</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12/07/2013</td>
<td>Staff Training/Staff work Plan Retreat</td>
<td>Full Day</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>07/05/2013</td>
<td>Staff Training/Staff work Plan Retreat</td>
<td>Full Day</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27/05/2013</td>
<td>Staff Training/Staff work Plan Retreat</td>
<td>Full Day</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>25/03/2013</td>
<td>Curriculum Planning/Preparation for New Term</td>
<td>Full Day</td>
<td></td>
</tr>
</tbody>
</table>

Holiday Date

Outcome:
(1) The record entered will be updated in CCLS upon submission.
How To Make An Application For Exceeding Capacity/Special Admission

Important Note:
(a) Child care centres should not take in children in excess of its capacity or children whose ages are not within the licensed age group without prior approval from ECDA. If there is a need to enroll children on an urgent basis, the onus is on centre operator/supervisor to apply to exceed capacity/special admission. When submitting application to exceed capacity/special admission, centres need to adhere to the following:

   (i) Parents must first approach centres for assistance with letter indicating the reason for child’s placement in centre (centres should not refer parents directly to ECDA);

   (ii) Centres are to assess whether request deserves urgent admission;

   (iii) If centres support the request from parents, centres are to apply via CCLS providing background information on the case. Centres have to state the staff-child ratio for the class that the child will join and to ensure that teachers are able to cope with the additional child.

(b) Approval will be given on a case-by-case basis. As the approval for exceeding capacity is only temporary, centre should not take in any additional children until its enrolment drops to below its licensed capacity.

(c) Supporting documents such as psychologists’ reports/ MOE deferment letter are required to be submitted to ECDA for admission of over-aged children.

(d) Request for exceeding capacity/special admission should be submitted to ECDA at least one week before admission of the child to allow time for processing.
**Procedures:**

1. **Log in to the Child Care Link System (CCLS) via SINGPASS.**

   ![CCLS Login Page](image1)

   **Welcome to SingPass Authentication Service**

   - **SingPass ID:** [Enter your Identification Number]
   - **SingPass:** [24 characters, CASE SENSITIVE]

   - **Tick here to change your SingPass**
   - **Submit**  **Cancel**

   **By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.**

   - **For tips on Online Security. Click here.**
   - **Do not have a SingPass? Apply here.**
   - **Forgot your Password? Reset here.**

   **CCLS Login Page**

2. **Select the “Centre Particulars” module, followed by the option “List of Centres Exceeding Capacity/Special Admission”.**

   ![CCLS User Home Page](image2)

   (i) Click on “Centre Particulars” module

   (ii) Click on “List of Centres Exceeding Capacity/Special Admission”
(3) Enter your centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”

List of Child Care Centres

(4) Click “Apply” to fill up required information.

Click on “Apply”

Approval For Exceeding Capacity/Special Enrolment

Last updated 7 June 2013
(5) Under Exceeding Capacity/Special admission
(a) One application is for one child
(b) The number of children exceeding capacity should be an accumulative record after deducting withdrawals. For example, if centre already exceeds capacity for one child, the next application will exceed by 2 children and so on.
(c) CCLS will accept application to exceed capacity and special admission for the same child in one application.

(6) Under “Reasons”, please indicate reason for exceeding capacity/ special admission.

(7) Under “Centre Remarks”, please indicate staff-child ratio for the relevant age group.
(8) Under “Current Enrolment”, centre is required to declare the current number of children enrolled for all types of programmes.

Fill in the necessary data

(9) If centre has been given prior approval to exceed capacity and if there are any expected withdrawals, please indicate in the relevant fields.

Fill in the data, if applicable

Prior Approval to Exceed Capacity/ Expected Withdrawal

Last updated 7 June 2013
(10) Ensure all information is correct and click “Submit”. The screen will display “Supplied Data Captured Successfully”.

(11) Centre can view the status of their application.

**Approval for Exceeding Capacity/ Underaged/ Overaged Admission**

**Outcome:** (1) You will be informed of your application status via email.
LICENCE RENEWAL APPLICATION
How To Make An Application For Licence Renewal

**Important Note:**
A reminder for licence renewal will be prompted via email 2-2½ months before licence expiry date. Centre licensee(s) must go through the pre-printed licence renewal application thoroughly and make relevant changes before submission. Please ensure that the application is submitted via Child Care Link System by the stipulated date in the email.

Please use the checklist on “Assessment of Licensing Standards in Child Care Centres” for self-evaluation on a regular basis.

**Procedures:**
(1) Login to the Child Care Link System (CCLS) via SINGPASS.
(2) Select the “Licensing” module, followed by the option “List of Licence Renewal Application”.

(i) Click on “Licensing” module

(ii) Click on “List of Licence Renewal Application”

(3) Enter the centre code and click “Query”.

(i) Key in your centre code

(ii) Click on “Query”
(4) Click the hyperlinked centre code in the box to retrieve licence renewal application form.

List of Licence Renewal Application

(5) Verify all the information, update the centre holidays and other information required. Click “Submit” to proceed to the “Checklist for renewal of child care centre licence”.

Note: Once the “submit” button is clicked, you will not be able to go back to the same screen. Thus, please ensure all information is accurate and correct before you click “submit”.

Renewal Licence Application Form
(6) If centre requires to update changes in fees, operation hours or licensee(s), please click on hyperlink at the bottom of the screen to have access to the respective changes screen for submission to ECDA for clearance. (However, if centre needs to update the change for incidental charges, telephone number, fax number and e-mail address please proceed to ‘Centre Particulars’ module).
(7) Click the appropriate boxes for document to be submitted. The following hard copies of documents must be sent to ECDA by post within a week from the date of application.

(a) Updated copy of the instant printout from Accounting & Corporate Regulatory Authority (ACRA)

(b) Updated copy of ‘Grant of Written Permission for Change of Use; *from URA

(c) Updated staff training certificates in ECCE and first aid

(d) Tenancy Agreement

*Centre must ensure that written permission for ‘Change of Use’, tenancy of premises and ACRA are valid.
(8) Ensure all information is accurate and click ‘Submit’.

(9) ECDA will process your application for licence renewal once all the updates have been completed and the necessary supporting documents have been received.

(10) Licence fees will be deducted via GIRO once the application is successfully captured.

Outcome:
(1) The Early Childhood Officer will conduct a licence renewal visit to your centre. The standard of care provided by your centre will be assessed using the ‘Licensing Assessment Checklist’.

(2) The officer will discuss the strengths and areas for improvement with you or your supervisor during the visit.

(3) After the visit, an e-mail will be sent to prompt licensee/supervisor that the licensing visit report is available to be viewed in the CCLS.

(4) To view the report, select ‘Licensing Module’. Click on ‘Licensing Visit Report’. Enter ‘Centre Code’ and click on ‘Query’. Click on ‘Report’ to view the licensing visit report. Acknowledge receipt of licensing visit report by clicking on ‘Acknowledge ECO’
Please follow up with the areas of improvement/deficiencies cited in the report and update the rectification works via the visit report in the CCLS.

(i) Key in your centre code

(ii) Click on “Query”

Click on “Report” to view the licensing visit report

List of Licensing Visit Report

List of Licensing Visit Report

List of Licensing Visit Report

List of Licensing Visit Report
(5) You will be informed of the new tenure of licence via email.

(6) The child care centre licence fee will be deducted by GIRO. Licensee(s) are to ensure that your Giro account is valid and ensure there are sufficient funds in the bank for the deduction.

Note: Please check your GIRO account number listed in ‘Centre Particulars’

(7) A copy of the licence together with conditions of licence if any, will be sent to the licensee(s) by post after the successful renewal of your licence.