

16 March 2021

Dear Student Care Centre Operator

COVID-19 VACCINATIONS COMMENCES FOR STAFF OF STUDENT CARE CENTRES WHICH ARE NON-ADMINISTRATOR OF STUDENT CARE FEE ASSISTANCE (SCFA)

As part of efforts to protect our people in Singapore, the Ministry of Health (MOH) is progressively extending the COVID-19 vaccination programme to essential workers of critical importance to Singapore. Other than seniors, MOH had earlier offered vaccinations to healthcare workers and frontline COVID-19 workers, including those in aviation, maritime, security and land transport. As children and most students are not yet eligible for vaccination¹, vaccinations will now also begin to be extended to those in the education, preschool sector, and student care sector.

2 Vaccination for staff in Student Care Centres (SCCs) will be progressively offered from **20 March 2021 onwards**. It complements existing efforts to keep our SCCs safe, and will cover all programme and non-programme staff (e.g. cooks, cleaning staff, administrative staff) as well as personnel who come into regular contact with children such as vendors (e.g. transport provider, external tutors or programme instructors).

3 For SCCs which are neither registered with nor have received a notification from MSF on the vaccination exercise, your Centre may participate in the vaccination exercise if you are able to provide and fulfil **ALL** of the following:

- a) Confirmation that centre is registered under Singapore Standard Industrial Classification (SSIC) code 88912 (“child/student care services for school-going children”)²;
- b) Documentation of the centre’s programme as an SCC, which should include:
 - i. structured programme to care for children aged 7-14 years old, which includes homework supervision, care components of at least 3 hours, and provision of shower facilities³;
 - ii. provision of meals or snacks; and
 - iii. The Centre’s enrolment form⁴
- c) Agreement to sign a declaration that the centre is primarily providing student care services for school children aged 7-14. Please complete and sign the attached Declaration form in **Annex A**.

4 On 8 March 2021, SCCs were asked to submit to MSF the names of all staff working in the SCCs. All staff identified via the SCCs will receive an SMS invitation to register for the vaccination and schedule an appointment via the National Appointment System. It is therefore critical that SCCs submit the required particulars of all their staff to MSF accurately:

¹Currently, the Moderna COVID-19 vaccine and Pfizer-BioNTech COVID-19 vaccine have been authorised for use in Singapore in individuals aged 18 years and above, and aged 16 years and above respectively.

² Print screen or screen capture reflecting the centre’s SSIC code. The centre’s SSIC code may be obtained by logging in to BizFile+ at <https://www.bizfile.gov.sg/> using your CorpPass credentials.

³ Description of student care programme and activities. To highlight the daily schedule/timetable; activities conducted or programmes offered; facilities (e.g. study area, gaming room, dining room, shower facilities etc.) available; meal arrangements/menu and schedule, and other relevant details.

⁴ A copy of your centre’s enrolment form which is given to the students when they enrolled in the SCC.

- a. Name of staff
- b. NRIC/FIN of staff
- c. Email of staff
- d. Mobile number of staff
- e. Whether staff is programme or non-programme staff
- f. Attach the supporting documents mentioned in Paragraph 3.

5 SCCs which have yet to submit the particulars of their staff via <https://go.gov.sg/nonscfascstaffdetails> should do so by Thursday, 18 March 2021, 12 noon. Otherwise, the staff will not be able to receive the invitation for vaccination via SMS. Vaccination is by appointment only.

6 While COVID-19 vaccination is not mandatory, we strongly encourage all medically eligible individuals to get vaccinated. This is so that they can protect the children under their care and also better protect themselves and their families.

7 If you have any enquiries or require assistance, please contact our SCC hotline at Tel: 6354 8487 (8.30am to 6pm daily).

Thank you.

Yours faithfully,

Denise Low (Ms)

Director

Service Delivery and Coordination Division

Ministry of Social and Family Development



VACCINATION EXERCISE FOR STUDENT CARE CENTRES WHICH ARE NON-ADMINISTRATORS OF STUDENT CARE FEE ASSISTANCE (SCFA)

Instructions

Please **complete and sign this form** as part of the declaration that your centre is providing student care services for school children aged 7-14.

Submit the completed form together with your centre's staff particulars and other required supporting documents (highlighted in Para 3 of the main letter) to MSF.

PARTICULARS OF THE SCC

Name of SCC : _____

Address : _____

: _____

S ()

Contact person (Supervisor of SCC) : _____

Designation : _____

Telephone no. : _____

Mobile no. : _____

E-mail address : _____

PARTICULARS OF THE ORGANISATION OPERATING THE SCC (“ORGANISATION”)

Registered name : _____

Registered address : _____

: _____

S ()

Contact person : _____

Designation : _____

Telephone no. : _____

Email address : _____

Type of organisation:

- Social Service Agency (SSA) Commercial Others (specify: _____)

RCB (ACRA) registration no. and date: _____
(for sole proprietorship, company and partnership)

ROS registration no. and Date (for SSA) : _____

Type of premises the SCC is operating out of:

- HDB void deck Community Centre
 Government Building Private premises
 Civil Defence Shelter Others (specify: _____)

Start date of operation : _____

Total usable floor area¹ : _____ sq m

¹ Usable floor area includes only the activity area for students and does not include ancillary areas such as kitchen, store, toilets and staff office/sick bay.

Maximum capacity² : _____ (at any point in time)

Monthly SCC fee : _____ (with GST)

(indicate any variations in fee,
if applicable) : _____ **(without GST)**

Holiday surcharge (if any) : _____ per full day of service

Miscellaneous charges (if any) : _____

Hours of operation : _____ (Mon – Fri)

: _____ (Sat)

: _____ (school holidays)

No. of days SCC is closed in a month (other than public holidays) : _____

² Maximum Capacity of the centre is calculated using this formula: Centre's usable floor area (meters square) divided by 3. For example, 90 m² = maximum capacity of 30 students at any point in time.

SCC OPERATIONS

Data provided should be as at 1 Mar 2021.

Enrolment

Total enrolment	
Enrolment breakdown, by citizenship	No. of Singapore Citizen (SC):
	No. of Permanent Resident (PR):
	No. of Non-SC/PR:
Enrolment breakdown, by age	Pri 1 to Pri 3:
	Pri 4 to Pri 6:
	Sec 1 to Sec 2:
Waiting list (if any)	

Number of Staff

Programme staff	
(1) Supervisor	
(2) Teachers	
(3) Assistant teachers	
Support staff	
(1) Administrator	
(2) Cook/Cleaner	
Other staff	
Total number of staff	
Number of staff on work passes and permits	

DECLARATION

I, the undersigned, declare that I am duly authorised to submit this form, and make this declaration on behalf of the Organisation.

2. I declare that the Organisation is providing student care services³ for school-going children aged 7 to 14.

3. I further declare that the information stated in this form and all supporting documents submitted (e.g. SSIC code, programme timetable, menu of the SCC, and copy of the Centre's enrolment form) are true and correct to the best of my knowledge, information and belief.

4. I understand that nothing in this form shall be construed as an endorsement from the Ministry of Social and Family Development (MSF) for the student care services provided by the Organisation and/or by the SCC.

5. I agree to notify MSF in the event:-

- a. There are any changes to the information provided under the section, "Particulars of the SCC"; or
- b. The Organisation and/or the SCC decide to cease the provision of student care services.

6. I understand that MSF may request for further information as and when required.

Name of authorised representative : _____

NRIC No. : _____

Designation : _____

Signature/Company Stamp : _____

Centre Address : _____

Contact Tel : _____

Date : _____

³ Student care services are broadly defined as a) having a structured after-school programme for children aged 7-14 years old (which includes homework supervision, care components of at least 3 hours, and provision of shower facilities), and b) providing meals or snacks to children enrolled in the centre.