Dear Student Care Operators,

In our circular dated 10 Jun 2020 (Our ref: MSF 132-021-356A-2), we informed that the COVID-19 testing system applies to all Student Care Centres (SCCs) that are providing student care services for school children. Non-SCFA Administrator SCCs which are keen to be included in the testing system, should submit the required information to MSF to be assessed for inclusion.

2 To be included in the COVID-19 testing system, SCCs are 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”);

   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 facilities;
      ii. provision of meals or snacks.

   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 Declaration form.

Follow Up Action Required from SCC

3 SCCs are to complete the declaration form (attached in Paragraph 2c) and submit it together with the required supporting documents in the following format, to MSF_SStudent_Care@msf.gov.sg, and copy to Ms Christine at Christine_SHIW_from.TP@msf.gov.sg. To minimise unnecessary delay, Centres will need to ensure that all required information and attachments are submitted, before we can proceed with the assessment.

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<tr>
<th>S/N</th>
<th>Item/s</th>
<th>Attachment/s (SCCs to attach)</th>
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<tbody>
<tr>
<td>1</td>
<td>Declaration form completed and signed.</td>
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<tr>
<td>2</td>
<td>Print screen or screen capture reflecting the centre’s SSIC code.</td>
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<td>The centre’s SSIC code may be obtained by logging in to BizFile+ at <a href="https://www.bizfile.gov.sg/">https://www.bizfile.gov.sg/</a> using your CorpPass credentials.</td>
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<td>3</td>
<td>Description of student care programme and activities.</td>
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<td>To highlight the daily schedule/timetable; activities conducted or programmes offered; facilities (e.g.</td>
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study area, gaming room, dining room, shower facilities etc.) available; meal arrangements/menu and schedule, and other relevant details.

Where available, please highlight the centre’s website, Facebook, Instagram and other internet based resources about the centre.

4 Student care centre’s brochure (pdf), if available.

5 Scanned pictures of centre, if available.

6 Any other relevant document, reflecting your centre’s student care services

4 MSF will notify the contact person listed in the declaration form, on the outcome of the assessment within 7 working days after receiving the complete set of documents and information about your centre.

5 If you require assistance, please email your query to MSF_Student_Care@msf.gov.sg.

Yours faithfully

Goh Pei Ru (Ms)
Assistant Director
Service Delivery and Coordination Division (SDCD)
Ministry of Social and Family Development