

Our ref: MSF 132-021-356A-2

15 June 2020

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 Student 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.

S/N	Item/s	Attachment/s (SCCs to attach)
1	Declaration form completed and signed.	
2	Print screen or screen capture reflecting the centre’s SSIC code.  <i>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.</i>	
3	Description of student care programme and activities.  <i>To highlight the daily schedule/timetable; activities conducted or programmes offered; facilities (e.g.</i>	

	<p><i>study area, gaming room, dining room, shower facilities etc.) available; meal arrangements/menu and schedule, and other relevant details.</i></p> <p><i>Where available, please highlight the centre's website, Facebook, Instagram and other internet based resources about the centre.</i></p>	
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](mailto: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