

Licensing SOP Competency Quiz Contents Page			
Quiz S/N	Title of Licensing SOP Competency Quiz	Skool4Kidz Standard Operating Procedure (SOP)	S4K SOP Number

#### Standard Operating Procedures (SOPs) for Safety

1.1	Emergency and Crisis Response Procedures	1a	Emergency Evacuation Procedures	S4K/SOP/COP/009
		2a	Incidents to Bring to Management's Attention	S4K/SOP/COP/008
		2b	Crisis Management During Crisis	S4K/SOP/COP/010
1.2	Responding to Injuries, Accidents and Fatalities	2c	Handling Major and Minor Injuries	S4K/SOP/CMA/020
		2d	Accidents and Injuries	S4K/SOP/CMA/022
		2g	Handling Death of a Child or Infant	S4K/SOP/CMA/041
1.3	Incident Reporting and Investigation Procedures	2e	Protocol in Submitting Incident Report to Authority	S4K/SOP/CMA/023
		2f	Incident Management and Conducting of Internal Investigation	S4K/SOP/CMA/035
1.4	Outdoor Play and Field Trip Safety Procedures	3a	Outdoor Play	S4K/SOP/CMA/015
		4a		
		3b	Field Trip	S4K/SOP/CMA/027
1.5	Arrival, Dismissal and Centre Closure Procedures	5a	Arrival and Dismissal (Non-Collection)	S4K/SOP/CMA/026
		6a		
		7a	Temporary Suspension of Lessons/Centre Closure	S4K/SOP/COP/055
1.6	Routine Care and Handling of Children	8a	Showering	S4K/SOP/CMA/002
		8b	Appropriate Handling of Boys and Girls	S4K/SOP/CMA/025
		10a	Handling Children with Diapers	S4K/SOP/CMA/005
1.7	Infant and Toddler Routine Care Procedures	8c	Infant and Toddler Sleeping Procedure	S4K/SOP/CMA/031
		11a		
		8d	Infant and Toddler Bathing Procedure	S4K/SOP/CMA/036
		10c	Sterilisation and Procedure in Preparation of Milk and Cereal	S4K/SOP/CMA/033
1.8	Guidelines on Staff and the Use of Cutting Tools	9a	Guideline on Appropriate Use and Selection of Scissors and Knives for Children	S4K/SOP/CMA/037
		12a	Male Employee Working in Childcare Centre	S4K/SOP/SMA/022

#### Standard Operating Procedures (SOPs) for Health and Hygiene

2.1	Health Screening and Infection Control	1a	Temperature Taking and Visual Checks for Children, Staff and Visitors	S4K/SOP/CMA/028
		2a	Infection Control Guidelines	S4K/SOP/COP/001
		3a	Contact Tracing	S4K/SOP/COP/002
2.2	Infectious Disease Management and Reporting	2b	Hand Foot Mouth Disease (HFMD) and Reporting Procedures	S4K/SOP/COP/015
		2c	Managing Children with Infectious Diseases	S4K/SOP/COP/016
		2d	Management of Tuberculosis	S4K/SOP/COP/029
2.3	Foodborne Disease and Waste Management	2e	Managing Foodborne Disease Outbreak	S4K/SOP/CMA/039
		2f	Handling and Disposal of Infectious Waste	S4K/SOP/CMA/008
2.4	Management of Haze and Heat Stress	4a	Centre Closure due to Haze	S4K/SOP/COP/006
		4b	Management of Haze	S4K/SOP/COP/007
		5a	Managing Heat Stress	S4K/SOP/COP/063
2.5	Food Handling and Catering Procedures	6a	Handling and Preparing Food	S4K/SOP/SMA/007
		8a	Ordering Catered Food	S4K/SOP/SMA/018
		8b	Guidelines in Handling Food during Celebrations and Centre Events	S4K/SOP/COP/046
2.6	Cleaning and Disinfection Procedures	7a	Classroom and Office Cleaning Schedule	S4K/SOP/COP/019
		7b	Washing and Disinfecting Toys and Manipulatives	S4K/SOP/CMA/038
2.7	Medicine Administration and Allergy Management	9a	Administering a Child's Medicine	S4K/SOP/CMA/010
		10a	Management of Children and Infants With Food Allergies	S4K/SOP/CMA/032

#### Standard Operating Procedures (SOPs) for Management of Children and Infants \*According to ECDC Code of Practice 2021, staff must be briefed on these SOPs yearly.

3.1	Behaviour Management and Discipline Guidelines	1a	Managing Behavioural Problems	S4K/SOP/CMA/013
		1b	Managing Biting	S4K/SOP/CMA/014
		1c	Guidelines on Disciplining and Handling Children	S4K/SOP/CMA/017
3.2	Child Safety Systems and Abuse Reporting Procedures	2a	Reporting and Managing Suspected Child Abuse	S4K/POL/016
		3a	Child Safety and Wellbeing Policy & Systems	S4K/POL/019

#### Collaborative Partnerships With Families for the Well-Being and Development of the Children and Infants.

4.1	Parent Communication and Feedback Management	1a	Handling Parent's Feedback (Complaint)	S4K/SOP/COP/044
		1b	Communication with Parents	S4K/SOP/COM/002
		1c	Guideline for Newsletter Circulation	S4K/SOP/COM/010