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
		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	2a	Incident Report Management	S4K/SOP/COP/008
1.4	Outdoor Play and Field Trip Safety Procedures	3a 4a	Outdoor Play	S4K/SOP/CMA/015
		3b	Field Trip	S4K/SOP/CMA/027
1.5	Arrival, Dismissal and Centre Closure Procedures	5a 6a	Arrival and Dismissal (Non-Collection)	S4K/SOP/CMA/026
		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 11a	Infant and Toddler Sleeping Procedure	S4K/SOP/CMA/031
		8d 10c	Infant and Toddler Bathing Procedure	S4K/SOP/CMA/036
		10b	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**				
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