

- DRAFT -

Name of Kindergarten: _____

Address of Kindergarten: _____

Submitted by: _____ Designation: _____

Tel no: _____ Email Address: _____

CRITERION 1

LEADERSHIP

1. LEADERSHIP

1.1 Strategic Leadership

	Developing		Performing		Outstanding	
	1	2	3	4	5	6
A	Y	Kindergarten has a written set of vision/mission/philosophy and core values ¹ .	N	Kindergarten engages ³ staff in understanding the vision/mission/philosophy and core values.	Y	Kindergarten's vision/mission/philosophy and core values are reviewed periodically for revision and updating.
B	Y	Kindergarten communicates ² the vision/mission/philosophy and core values to staff-and parents.	N	Staff are able to explain the kindergarten's vision/mission/philosophy.	Y	Staff and children embrace ⁵ the vision/mission/philosophy and core values.
C	Y	The vision/mission/philosophy and core values support the holistic development of children.	N	The vision/mission/philosophy and core values are translated into clear action plans ⁴ .	Y	The translated action plans are strategic ⁶ , using key resources ⁷ to enhance the holistic development of children.

Notes for Clarification

¹ Credit can be given if the vision/mission/philosophy and core values are developed at HQ level that the kindergarten adopts, but these must be clearly understood by the kindergarten personnel.

² Communication to parents can take the form of letters, talks, messages in communication books and newsletters.

³ "Engagement" means that the kindergarten leadership clarifies the vision/mission/philosophy and core values and helps staff to translate these into actions.

⁴ "Clear action plans" are plans that can be understood and implementable. "Translated" means that the action plans are aligned to the vision/mission/philosophy and core values.

⁵ Staff and children "embrace" the vision/mission/philosophy and core values when these have become the kindergarten culture, where staff and children live them out. Staff can articulate what they do in relation to the kindergarten's vision/mission/philosophy and core values. E.g. if the kindergarten's core values include courtesy, the children greet visitors and staff without prompting.

⁶ "Strategic" means the action plans maximise resources in a sustainable manner e.g. they leverage on the community to fund resources such as a gym for occupational therapy in a special education school.

⁷ "Resources" include staff, equipment, teaching aid, materials etc.

1. LEADERSHIP

1.2 Curriculum Leadership

		Developing		Performing		Outstanding			
		1	2	3	4	5	6	<i>Notes for Clarification</i>	
A	Y	Kindergarten leadership ¹ implements and articulates curriculum that is guided by principles of teaching and learning ² .		Y	Kindergarten leadership ensures that teachers support children's learning through an integrated ⁵ and holistic ⁶ curriculum.		Y	Kindergarten leadership ensures a kindergarten-wide ⁷ approach in providing a curriculum that creates active learners ⁸ .	
	N			N			N		
B	Y	Kindergarten leadership conducts formal ³ classroom observations annually.		Y	Formal feedback is given (oral and written) on teacher's teaching and learning strategies with follow-up, if needed.		Y	Kindergarten leader uses documentation of observations for improvement.	
	N			N			N		
C	Y	Kindergarten leadership discusses ⁴ with teachers the effectiveness of curriculum practices at least once a term.		Y	Kindergarten leader involves staff in planning effective practices.		Y	Kindergarten leadership nurtures a culture ⁹ of peer learning and collaboration among staff.	
	N			N			N		

¹ "Kindergarten leadership" refers to Principal and Vice Principal, or anyone who plays the leadership role in curriculum.

² Kindergarten leadership explains how the curriculum is designed.

³ "Formal classroom observation" refers to an observation of an activity period that is at least 20min in duration.

⁴ Evidence or documentation of discussion is needed, e.g. minutes, notes of discussion.

⁵ A curriculum is "integrated" when it does not separate learning into different subjects. Activities are inter-disciplinary and are carried out in meaningful contexts.

⁶ A curriculum is "holistic" when it develops children in the physical, social, moral, aesthetics and cognitive domains. Curriculum should provide daily experiences for children, including the hidden curriculum such as teachable moments.

⁷ "Kindergarten-wide approach" means that everyone in the kindergarten has a role.

⁸ "Active learners" are children who are able to be actively involved in tasks meaningful to them and can explore, discover and construct their own knowledge.

⁹ "Culture" refers to consistent and effective practice e.g. getting teachers to work together on a project, sharing of skills among staff.

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CRITERION 7

HEALTH & SAFETY

~ A mandatory checklist ~

PRACTICES		YES	NO
SAFETY			
7.1	The kindergarten has Standard Operating Procedures to deal with accidents and emergencies.	<input type="checkbox"/>	<input type="checkbox"/>
7.2	The kindergarten conducts fire / evacuation drills and practices at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Fire evacuation plans and procedures are prominently displayed in common areas such as classrooms and common corridors.	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Fire passage ways are unblocked and clear from obstruction at all times.	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Fire extinguishers are positioned at an acceptable level approved by the Singapore Civil Defence Force.	<input type="checkbox"/>	<input type="checkbox"/>
7.6	The licence of fire extinguishers is current.	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Emergency contact numbers (eg. SCDF, ambulance service, police, medical service, haze hotline) are displayed for easy reference.	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Electrical power points are covered when not in use or positioned beyond the reach of children.	<input type="checkbox"/>	<input type="checkbox"/>
7.9	Unsafe objects such as sharp objects, paper cutters, and materials such as hot water flasks and cleaning detergent are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>
7.10	Materials on display and/or used are not to be toxic. They are safe and appropriate for children's use. (e.g. markers, glue, round-head scissors).	<input type="checkbox"/>	<input type="checkbox"/>
CARE			
7.11	At least one teacher per session trained in first aid and with a current licence is always present when the kindergarten is in session.	<input type="checkbox"/>	<input type="checkbox"/>
7.12	The kindergarten has at least 2 well-stocked first aid kits* which are easily accessible to staff and always kept in the same place. A basic first aid kit pouch is available for outdoor activities.	<input type="checkbox"/>	<input type="checkbox"/>
7.13	There is adequate lighting, ventilation, temperature control and acceptable noise level in all indoor areas.	<input type="checkbox"/>	<input type="checkbox"/>
7.14	Refrigerator should be placed in the kitchen or pantry. The kitchen or pantry should be an out-of-bounds area for children. Children undergoing cookery activities in these areas should be supervised.	<input type="checkbox"/>	<input type="checkbox"/>

PRACTICES	YES	NO
HYGIENE		
7.15 The kindergarten has a schedule for weekly disinfecting of all toys, utensils, surfaces and premises.	<input type="checkbox"/>	<input type="checkbox"/>
7.16 Toilets are cleaned at least twice a day and whenever necessary.	<input type="checkbox"/>	<input type="checkbox"/>
7.17 Toilet paper is within easy reach of children.	<input type="checkbox"/>	<input type="checkbox"/>
7.18 Liquid soap for washing hands is available at all times.	<input type="checkbox"/>	<input type="checkbox"/>
7.19 Disposable paper towels are available for drying hands.	<input type="checkbox"/>	<input type="checkbox"/>
7.20 Handwashing procedures issued by the Singapore Health Promotion Board are displayed prominently at children's eye-level at the handwashing area. Handwashing procedures are taught to the children so that it becomes a regular practice.	<input type="checkbox"/>	<input type="checkbox"/>
7.21 Children and staff wash their hands appropriately (after using the toilet, before meals)	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH		
7.22 The kindergarten has SOPs to deal with health-related issues and to contain the spread of infectious diseases.	<input type="checkbox"/>	<input type="checkbox"/>
7.23 The kindergarten has an area for children who are unwell to rest.	<input type="checkbox"/>	<input type="checkbox"/>
7.24 The windows and doors of air-conditioned rooms are regularly opened and aired.	<input type="checkbox"/>	<input type="checkbox"/>
7.25 Contacts for parents' notification and medical information on children are available for emergency use and should be updated (e.g. drug allergy).	<input type="checkbox"/>	<input type="checkbox"/>

PRACTICES	YES	NO
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***Essential Items for First Aid Kit**

1. Cotton wool balls (3 packets)
2. Absorbent Cotton Gauze (individually packed) (1 dozen)
3. Triangular bandages (3-6 pieces)
4. First aid Dressings (different sizes)
5. Crepe bandages (different sizes)
6. Cotton roller bandages (different sizes)
7. Adhesive dressings (first aid plasters) (different sizes)
8. Safety pins (1 dozen)
9. Viscose/adhesive tape (12 mm) (1 roll)
10. Dressing scissors (1 pair)
11. Dressing forceps (2 pairs)
12. Antiseptic cream (1 tube)
13. Antiseptic lotion (1 bottle)
14. Povidone iodine (1 bottle)
15. Emergency eye wash (saline solution, distilled water) (1 bottle)
16. Clinical thermometer (1 piece)
17. Tongue depressor (1 box)