

**Schedule of Accommodation**  
for Special Child Care Centre cum Early Education & Training Centre  
(capacity 48 : 40)

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m <sup>2</sup> )	Air-Conditioning	
1	Supervisor's Office	1	7.6	Yes	To accommodate 1 Centre-in-charge (5.8m <sup>2</sup> ), 1 cabinet (0.8m <sup>2</sup> ), 1 visitor chair (1m <sup>2</sup> ) (work centre for Centre-in-charge included 1/2 cabinet & 1/2 visitor chair)
2	General Office/Staff Room	11	31.1	Yes	To accommodate the followings: -  <u>Staff (24.1m<sup>2</sup>)</u>  10 CCW (@ 2m <sup>2</sup> ), & 1 CA (4.1m <sup>2</sup> )  <u>Ancillary Area (7m<sup>2</sup>)</u>  Fax machine: 1.0 m <sup>2</sup> Photocopying machine: 2.0m <sup>2</sup> Filing cabinet x 5 : 4.0m <sup>2</sup>
3	Reception/Waiting Area & Library Centre	15	15	Yes	Existing provision is considered appropriate (Adjacent to General Office)
4	Activity/Training Rooms/Gross Motor Training Room	18 (S) 15 (E)	170 120 for S (2 rooms) 50 for E (1 room)	Yes	Existing provision is considered appropriate
5	Therapy/Special Room x 4  1 Occupational Therapy Room  1 Physiotherapy Room  1 Speech Therapy Room  1 Music Room	6-8 each	64	Yes	Existing provision is considered appropriate
	1 Music Room	2-3	10	Yes	Additional area for use of music as therapeutic tool

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6	Food Store	-	8	No	Existing provision is considered appropriate
7.	General Store	-	10	No	Existing provision is considered appropriate
8.	Staff Changing Room	10	10	No	Additional area for staff changing
9.	Laundry Area	-	10	No	To accommodate 1 washing machine, 1 drying machine and drying racks
10.	Kitchen	-	20	No	Existing provision is considered appropriate
11.	Milk Room	-	8	No	
12.	Sick Bay/Quiet Room	-	4	Yes	Existing provision is considered appropriate
13.	Interviewing Room	2-4	6.5	Yes	Existing provision is considered appropriate
14.	Observation Room	1-6	6	Yes	For parents/carers/workers/visitors to observe the training process through a one-way mirror. Preferably located between one training room and one special room so as to allow the observer to see both types of training.
15.	Training Aids Adaptation Area/Workshop	1	9	Yes	Additional area for production/adaptation of training aids
16.	Training Aids Store	-	5	No	Additional area for storage of training aids
17.	Toilet for Children	-	As appro.-	No	
18.	Toilet for Staff	-	As appro.	No	
	NOFA		384.2 384 (say)		

NOFA : Net Operational Area

CCW : Child Care Worker

➤ The centre is to be registered as CCC for 0-6 under Child Care Services Ordinance