

For Reference Only

**Schedule of Accommodation**  
**for Special Child Care Centre cum Early Education & Training Centre**  
**(capacity 18 : 45)**

Item No.	Description	Approved Provision			Remarks
		No. of Occupants	Area (m <sup>2</sup> )	Air-Conditioning	
1.	Supervisor's Office	1	6.7	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	6	20.3	Yes	To accommodate the followings: - <u>Staff (14.1m<sup>2</sup>)</u> 5 CCW (@ 2m <sup>2</sup> ), & 1 CA (4.1m <sup>2</sup> ) <u>Ancillary Area (6.2m<sup>2</sup>)</u> Fax machine: 1.0 m <sup>2</sup> Photocopying machine: 2.0m <sup>2</sup> Filing cabinet x 4 : 3.2m <sup>2</sup>
3	Reception/Waiting Area & Library Centre	10	10	Yes	Existing provision is considered appropriate (Adjacent to General Office)
4	Activity/Training Rooms/Gross Motor Training Room	8 (S) 15 (E)	100 50 for S (1 Room) 50 for E (1 Room)	Yes	Existing provision is considered appropriate
5	Therapy/Special Room x 3  1 Occupational Therapy Room  1 Physiotherapy Room  1 Speech Therapy Room	6-8 each	60	Yes	Existing provision is considered appropriate

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6	Food Store/General Store	-	8	No	Existing provision is considered appropriate
7.	Laundry Area	-	8	No	To accommodate 1 washing machine, 1 drying machine and drying racks
8.	Pantry	-	6	No	For preparation of drinks and snacks for children and parents/carers.
9.	Sick Bay/Quiet Room	-	4	Yes	Existing provision is considered appropriate
10.	Observation Room/Interviewing 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.
11.	Training Aids Adaptation Area/Workshop	1	7	Yes	Additional area for production/adaptation of training aids
12.	Training Aids Store	-	4	No	Additional area for storage of training aids
13.	Toilet for Children	-	As appro.-	No	
14.	Toilet for Staff	-	As appro.	No	
	NOFA		240		

NOFA : Net Operational Area  
 CCW : Child Care Worker

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