

Ministerial decision

The Minister of Human Resources and Social Development has, based on the powers granted thereto,

And based on what was stated in Cabinet Decision No. (45) dated 27/2/1432 H, which stipulates that this ministry shall supervise and follow up the activities of national children's hospitality centers, and set the regulations and conditions for the necessary licenses in agreement with the Ministry of Interior, and coordinate with the relevant authorities.

Moreover, based on what was presented by the Deputy Minister for Social Development regarding an amendment to the Implementing regulations for national children's hospitality centers, which took into account flexibility and facilitating procedures for investors to expand the activities of national children's hospitality centers, and according to what was mentioned in the draft regulations in the Ministry of Interior telegram No. (173254) dated 04/8/1440 H, and decided the following:

1. To approve the regulatory controls for national children's hospitality centers, as amended, attached to this decision.
2. This decision shall be notified to whoever responsible for enforcement.

Minister of Human Resources and Social Development
Eng. Ahmed bin Sulaiman Al-Rajhi



Human Resources and
Social Development

Ministry of Human Resources and
Social Development
Kingdom of Saudi Arabia
Minister's Office
Issue: 199071
Date: 06/11/1440

Regulatory Controls for National children's hospitality centers 1440 H.

Regulatory Controls for National children's hospitality centers Definitions and Objectives

Article 1:

The following terms and expressions – wherever they appear in these regulations – have the meanings indicated before them, unless the context requires otherwise:

The Ministry: The Ministry of Human Resources and Social Development.

The Minister: Minister of Human Resources and Social Development.

Agency: Social Development Agency.

Ministry Branch: The Ministry's branch in the region.

Development Center: Social Development Center.

The Center: The National Children's Hospitality Center licensed and supervised by the Ministry of Labor and Social Development, dedicated to caring for children from the age group starting from newborns to ten years of age in the independent centers and from newborns to the age of six years for workplaces. It provides educational and recreational activities for a specific period of time within the day.

Workplaces: Children's hospitality centers in commercial complexes, markets, universities, hospitals, residential towers, business centers and government facilities, and the like

Concerned Entities: Any government agency other than the Ministry that requires obtaining a permit from it for completing licensing procedures.

Regulations: Regulatory Controls for national children's hospitality centers.

Article 2:

These regulations aim to regulate the work of the national children's hospitality centers specialized in providing purposeful and useful entertainment and educational activities for children and aim to activate the role of Saudi women in society, and to increase their work opportunities in the field of childcare and care.

Licensing the center and its procedures

Article 3:

The license applicant must fulfill the following conditions:

1. If the license applicant is a natural person, then the following is required:
 - To carry a Saudi nationality.
 - The age shall not be less than (18) eighteen years.
 - Not to be a government employee.
 - He / she should not have obtained a license for a previous center that was closed due to violations, unless at least three years have passed.
 - He / she should not have had a final judgment convicting him / her of a crime involving breach of honor or trust, unless consideration is restored.

2. If the license applicant is a person of legal entity, then the following is required:
 - To carry a Saudi Nationality.
 - To appoint a representative of a natural capacity.
 - He / she should not have obtained a license for a previous center that was closed due to violations, unless at least three years have passed.

Article 4:

The application for obtaining the license shall be submitted electronically with the following:

1. If the license applicant is a natural person, he must submit an application that includes the following:
 - A copy of the national ID, with attaching the original for matching.

- The national address, place of residence, and contact information, including email and mobile phone number.
- Evidence of proving the profession in an official capacity.
- Sketch of the proposed center location including neighborhood, street and building data.

2. If the license applicant is a person of legal entity from national or private entities, he must submit an application that includes the following:

- Name according to official records.
- National address.
- Contact information, including email and phone number.
- A copy of the commercial register or license or what proves its legal status in accordance with the law, and it shall be valid, with the original attachment for conformity.
- Social insurance certificate.
- Zakat Certificate from the Department of Zakat and Income Tax.
- To specify the name of his legal representative, along with a copy of his national identity.
- Sketch of the proposed center location including neighborhood, street and building data.

Article 5:

The Social Development Center in the region undertakes the following:

- a. Study the application and ensure that the initial conditions referred to in Article (three and four) are met and that the necessary justifications are complete.
- b. Inspect the proposed building for the center to ensure its suitability and the extent of the need for it, so that the applicant grant an initial approval valid for a period of six months.

- c. Issue – based on initial approval – letters to the concerned authorities for the applicant to bring the following:
 - 1. A certificate approved by the municipality (municipal license) stating the suitability of the building in terms of construction and the suitability of practicing activity in it.
 - 2. A certificate from the civil defense stating that the required safety means are available.
 - 3. An internal regulation for operating the center according to the form prepared by the ministry.
- d. Refer the application, accompanied by the opinions of the Development Center, to the agency for decision.
- e. In the event that the applicant fulfills all the procedures necessary to operate the center, the license is granted by the agency.

Article 6:

The center may not be opened, operated, or announced except after obtaining a license from the ministry.

Article 7:

The license period for the center is four years starting from the date of its issuance, and it may be renewed for a similar period after making sure that all the conditions and requirements established are met.

Article 8:

In the event that six months have passed since the initial approval without fulfilling what is required, it will be canceled and considered as if it did not exist, and the expiration of the initial approval period does not preclude the possibility of renewing the application and re-studying it again.

Article 9:

The application for renewing the license for the center must be submitted at least ninety days before the end of its period, and the notes that may be on the center must be fulfilled. The center is subject to the penalties mentioned in these regulations in the event that the center's work continues after the expiration of the license without renewal.

Building requirements

Article 10:

In the proposed building for the headquarters of the Center, the standards and conditions specified by the competent authorities must be met.

Article 11:

Subject to the provisions of Articles (3, 4, 5 and 6), children's hospitality centers may be opened in commercial complexes, markets, universities, hospitals, residential towers, workplaces and the like, according to the following controls:

1. The space is adequate.
 - a. (First Category) The area designated for one child is (1.4) square meters of room space.
 - b. (The second category) The area designated for one child is (1.7) square meters of room space.
 - c. (Third Category) The area allocated for one child (Γ) square meters of the room space.
2. Availability of sanitary factors and cleanliness of the environment on the site.
3. Availability of security and safety factors in moving to and from the site.
4. To make the toilets suitable for the use of children, and to create a special place for the hygiene of children that meets health and safety conditions.
5. Create a special place for preparing child meals that meets health and safety requirements.
6. The presence of an indoor playground.
7. Meet the standards and conditions set by the competent authorities.



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Obligations of the Ministry's branch

Article 12:

The ministry's branch, through the development centers, assumes the supervisory role over the hospitality centers, by doing the following:

1. Studying the request and field inspection on the proposed sites and referral of what it deems necessary electronically recommendations.
2. Periodic follow-up of these centers according to a plan prepared for that and approved by the Director General of the Ministry's branch.
3. Verify the proper implementation of the provisions of the regulation, its rules, and the decisions issued pursuant to it.
4. Submit to the agency the periodic reports or complaints of those centers.
5. Determine violations of the provisions of the bylaw, its rules and decisions issued, investigate them by the Development Center, and raise them to the agency.

Operating the center

Article 13:

It is a condition for the owner of the center or whoever he delegates to assume the general supervision and be under his direct responsibility, and for each center to have a full-time female director fully devoted to it, and the following are required:

1. To be Saudi.
2. She holds a bachelor's degree or higher from a university inside or outside the Kingdom that is recognized by the Ministry of Education.
3. She has practical experience as follows:
 - a. Experience of at least one year, if her university specialization has a relationship with childcare such as (Kindergarten, Psychology,

- Sociology, Social Work) or a specialized training course in managing children's hospitality centers from an approved party.
- b. Experience of no less than two years, if her university specialization is not from the majors mentioned in (1).

Center Interior Regulation

Article 14:

The Ministry shall prepare a guideline – or more – for the interior regulation of the center containing the following:

1. Center opening times.
2. Services provided by the center.
3. Prices for services.
4. The organizational structure of the center. .
5. Names and qualifications of those who provide the services at the center.
6. Any other data that the Ministry deems appropriate.

Article 15:

Subject to the provisions of Article 14, the Center must do the following:

1. Prepare an interior regulation to organize work according to the guiding list prepared by the ministry, and to approve it from the Development Center in the region.
2. Placing the interior regulation in a visible place in the facility and enable the beneficiary to view them.

Center's obligations

Article 16:

The center should create the following records:

1. A special record of the injuries that may occur inside it, and the identification of the perpetrator and the action taken in this regard.
2. A special record in which all infectious disease cases or food poisoning cases are recorded after notifying the competent health

authorities as soon as they are diagnosed, with the development center informed thereof.

3. A special record for female employees.
4. A special record for children.

Article 17:

After obtaining the license, the center must provide the staff in accordance with the percentage specified in the Nitaqat program, and their inclusion in the social insurance system.

1. The center's staff consists of the following:

- A Female Director.
- A female caregiver for every six children of the (first category) stipulated in Article 21 of these controls.
- A female caregiver for every (eight) children from the (second category) stipulated in Article 21 of these controls.
- A female caregiver for every (ten) children from the (third category) stipulated in Article 21 of these controls.
- A female caregiver for every (fourteen) children of the (fourth category) stipulated in Article 21 of these controls.
- A cleaning worker for each (twenty) children, whose task is limited to cleaning work only, and it is not permissible to assign her to any other tasks related to childcare.
- A guard whose mission is to guard the external gate, with a communication device between him and the administration, with providing a special place for the guard and the workers.
- Driver with an escort - if the center provides transportation to and from -

Article 18:

Female workers in the centers must obtain health certificates from the municipality before exercising their duties, and that these certificates must be valid for the duration of their work at the center.

Article 19:

The center shall adhere to the following:

1. Work in the center is restricted to female citizens whose educational qualification is not less than high school or its equivalent, and who have obtained a training course in the field of childcare.
2. The role of the center is to be limited to providing sponsorship programs, purposeful and useful educational and recreational activities commensurate with the developmental characteristics of each age group.
3. Preserving the good Islamic values and principles.
4. The fees must be commensurate with the type of services provided to each child, and the number of hours he stays inside the center.
5. Providing the Development Center and the Ministry's branch with the data or information they may request and enabling its representative to view the center's files.
6. Include the name of the ministry, its logo and the license number on the external boards of the center. However, the name of the ministry and its logo should not be recorded in official publications.

Article 20:

The highest standards of safety and security for children must be taken into account in the center's furniture, tools, basic equipment, recreational games and educational means, and to ensure their suitability for each stage of its life.

Admission to the center

Article 21:

The children's hospitality in terms of staying in the center is of two parts:

1. Continuous hospitality, a monthly subscription: if the child visits the center three or more times a week.

2. Temporary hospitality by the hour / day: in the event that the child visits the center no more than three times a week.

Article 22:

Children covered by the center's services are distributed according to their age groups into the following groups:

- First category: newborns to before the second year of age.
- Second category: from the second year to the fourth year of age.
- Third category: from the fourth year to before the sixth year of age.
- Fourth Category: From the sixth year to the tenth year of age. It is prohibited to receive school-age children during school hours.

Each category shall have its own programs and appropriate means to implement them.

Article 23:

For the child to be admitted to the center, it is a condition for constant hospitality that he / she must obtain the following:

1. A copy of the birth certificate, or a copy of the family record and a copy of the passport or valid residency for non-Saudis.
2. The national address of the family, and the means of communication, including the mobile phone number.
3. A health certificate proving that he is free from communicable or contagious diseases, intractable epilepsy, or mental or behavioral disorders that pose a danger to himself or others.

Article 24:

In the event that hosting is temporary, a file is opened for each child in order to include the following:

1. A copy of the birth certificate, or a copy of the family record and a copy of the passport or valid residency for non-Saudis.

2. The national address of the family, and the means of communication, including the mobile phone number.
3. Child health disclosure form.

Penalties

Article 25:

Any of the following acts is considered a violation of the provisions of the regulatory controls of the children's hospitality centers and the decisions issued in implementation thereof:

1. The center provides services that it is not authorized to perform.
2. The expiry of the license period without submitting an application to renew it.
3. The center provided incorrect information.
4. Obstructing the work of the specialist from carrying out his supervisory work.
5. Violation of any provision of the regulations and decisions issued in implementation thereof.
6. Transferring the center to another city or opening branches for it without prior approval from the ministry
7. Changing the address of the center without notifying the ministry or its supervising authority.

Article 26:

1. One or more penalties shall be applied against anyone who violates any of the provisions of the regulatory controls for the licensed centers, and the decisions issued in implementation thereof, according to the following:

- a. The center is warned (the first warning) and the center is given a period of no more than (30 days) to correct the violation.
- b. In the event that the period specified in Paragraph (A) expires without the center correcting the violation, the Center will be warned (Final Warning) and be given a period of no more than (15 days) to correct the violation.
- c. In the event that the time limit granted to the center in Paragraph (B) expires, the Minister may take one of the following measures:
 - Stop renewing the license.
 - Suspension of activity for a period not exceeding one year.
 - Withdrawing or canceling the license.

The penalties mentioned in paragraphs (A and B) shall be issued by a decision from the Ministry's branch.

Article 27:

The minister's decisions regarding penalties may be appealed before the competent administrative courts within sixty days from the date of notification of the decision.

General Provisions

Article 28:

In the event that any beneficiary of the center's services is exposed to any damage or injury as a result of negligence or violence, or because of the suspension of the center's activity, or the failure to renew or revoke its license, it is decided by the competent court.

Article 29:

The center shall bear direct responsibility for all of the following effects:

1. Stopping the center's activity, not renewing, withdrawing or canceling its license in case it violates the provisions of these controls and the decisions issued pursuant to them.

2. Compensating the beneficiaries for the subscriptions in force, either by registering them in other centers or returning the remaining amounts.

Article 30:

The owner of the center may assign his ownership to another person (electronic) if the following conditions are met:

1. At least a year has passed since the center runs its activities actually.
2. The person fulfills the conditions mentioned in Article 3.
3. Agency approval.

Article 31:

It is not permissible to transfer the ownership of the center, or change its location, programs or services, except after issuance of approval from the agency, and obtaining the necessary licenses from the concerned authorities.

Article 32:

After obtaining the license, the owner of the center may contract to operate the center according to regulations issued by a decision of the Minister.

Article 33:

The provisions that apply to the center's branches shall be subject to the provisions that apply to the headquarters.

Article 34:

The licenses issued by the Ministry for national children's hospitality centers, which are valid at the time these controls are issued, and these centers must adapt their conditions in accordance with the provisions of these regulations and decisions issued to implement them within a period of six months from the date of their enforcement.

Article 35:

These regulatory controls shall be effective from the date of their issuance.

With greetings and appreciation to His Excellency the Minister, may Allah bless him,
Peace, mercy and blessings of Allah

Referring to Cabinet Decision No. (45) dated 27/2/1433 H – attached to a copy of it – which stipulates that the Ministry of Labor and Social Development shall supervise and follow up on the activities of the national children's hospitality centers, and to set the controls and conditions for the necessary licenses. Therefore, I refer to the decision No. (53121) of His Excellency the Minister dated 18/05/1434 H. to approve the regulation of regulatory controls for national children's hospitality centers, as it became clear through the practical application in the previous period of implementing controls the importance of re-studying them in line with social variables, and overcoming the difficulties facing this activity, and encouraging the continuity of social and economic growth.

We would like to take your excellency to note that, a committee of specialists in the Social Development Agency and the General Administration of Legal Affairs was formed to study the regulatory regulations for children's hospitality centers and to hold several previous workshops, appropriate to what was mentioned in the draft regulations in the Ministry of Interior telegram No. (173254) dated 4/8/1440 H. Through it, the proposal of the attached draft regulation became necessary to be an alternative to the previous one, to be approved by your Excellency in case it is appropriate.

Therefore, I request your Excellency to review and approve the attached ministerial decision or otherwise your Excellency deems appropriate.

Please accept our highest consideration
Deputy Minister for Social Development



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Tamader Bint Youssef Al-Ramah

Greetings and appreciation to His Excellency the Deputy Minister, May Allah bless her,

I attach to you a presentation of His Excellency, the Minister regarding the adoption of the regulatory regulation of national children's hospitality centers.

I ask your Excellency to know and guide what deemed appropriate regarding the request for the adoption of the regulatory regulation for the National Children's Hospitality Centers.

Please accept our highest consideration
Deputy Minister for Social Development

Suleiman bin Abdul Aziz Al-Zabin

Ministerial decision

The Minister of Human Resources and Social Development has, based on the powers vested in him.

And, based on what was stated in Cabinet Decision No. (45) dated 27/2/1432 H, which honored by the approval of the ministry stated in telegram no. (B / 6879) dated 30/2/1432 H that assign the ministry to supervise and follow up the activities of national children's hospitality centers, and to set the controls and conditions for the necessary licenses in agreement with the Ministry of Interior, and coordinate with the relevant authorities.

Moreover, after reviewing what has been presented to us by the Deputy Minister for Social Development regarding an amendment to the regulatory controls for national children's hospitality centers, which took into account flexibility and facilitating procedures for investors to expand the activities of national children's hospitality centers, and according to what was mentioned in the draft regulations in the Ministry of Interior telegram No. (173254) dated 04/08/1440 H, he decided the following:

1. the approval of the regulatory controls for national children's hospitality centers, as amended, attached to this decision.
2. To inform this decision to whoever is required to implement it.

Minister of Human Resources and Social Development
Eng. Ahmed bin Sulaiman Al-Rajhi



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Kingdom of Saudi Arabia
Ministry of Social Affairs
(283)
Legal Administration

Ministerial decision

The Minister of Social Affairs, based on the powers vested in him, And based on what was stated in Cabinet Decision No. (45) dated 27/2/1432 H, which was addressed by the noble and gracious consent that was communicated to this ministry by telegram no. B / 6879 dated 30/2/1433 H stating that this ministry shall supervise and follow up the activities of national children's hospitality centers and to set the controls and conditions for the necessary licenses in agreement with the Ministry of Interior and coordination with the relevant authorities.

And after reviewing what was presented to us in this regard by His Excellency the Undersecretary of the Ministry for Social Development after coordination with each of the Ministry of Labor whose statement was mentioned in the letter no. 1/1/3209/U dated 17/9/1432 H and the Ministry of Municipal and Rural Affairs whose statement was mentioned in letter no. 30893 dated 10/6/1433 H and the ministry of interior whose approval was mentioned in telegram no. 56581 dated 14/5/1434 H. His Excellency, the Minister **decides the following:**

1. The approval of the regulatory controls for national children's hospitality centers, as amended, attached to this decision.
2. To inform this decision to whoever is required to implement it.

Minister of Social Affairs

Yusuf bin Ahmed Al-Uthaimin



Human Resources and
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Kingdom of Saudi Arabia
Council Presidency of Ministers Court (071)

Telegram

His Excellency the Minister of Social Affairs, may God bless him

A copy to the Ministry of the Interior

A copy to the Ministry of Education

A copy to the Ministry of Finance

A copy to the Ministry of Economy and Planning

A copy to the General Auditing Bureau

A copy to the General Secretariat of the Council of Ministers

A copy to the Council of Experts of the Council of Ministers

A copy to the National Center for Records and Archives

After Greetings,

Kindly find attached a copy of the resolution of the Council of Ministers
No. (45) dated 72/2/1432 H, which states the following:

1. The Ministry of Social Affairs shall supervise and follow up the activities of national children's hospitality centers, and national social research and studies centers, and issue the necessary licenses for them.
2. The Ministry of Social Affairs shall set the controls and conditions for the licenses referred to in Clause (First) of this decision, in agreement with the Ministry of Interior and coordination with the relevant authorities, provided that when setting these controls and conditions related to licenses for national children's hospitality centers, what is stated in the decisions of the Council of Ministers No. (187) dated 17/7/1426 H and resolution no. (120) dated 12/4/1425 H.
3. The activities of national children's hospitality centers are limited to care and entertainment programs, according to the rehabilitation and training programs to work in this field and take advantage of



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the existing means of support and financing. As well, these centers shall not include the educational curriculum prescribed in the kindergartens of the Ministry of Education, provided that these centers are committed to preserving the good Islamic values and principles, and Saudi customs and traditions.

And since the decision has been generously approved, we hope to complete the necessary according thereto.

Accept our regards.

Abdul Aziz bin Fahd bin Abdul Aziz

Head of the Cabinet of the Presidency of the Council of Ministers

Kingdom of Saudi Arabia
Ministry of Interior
(272)

Telegram

His Excellency the Minister of Human Resources and Social
Development
After Greetings,

With reference to your Excellency Telegram No. 109968/1 dated 12/6/1440 H which referred to Cabinet Resolution No. (45) dated 27/2/1432 H stating that the Ministry of Labor and Social Development shall supervise and follow up on national children's hospitality centers and set controls and conditions for the necessary licenses. In addition, what your Excellency referred to regarding that the development team reached a draft regulation of regulatory controls for national children's hospitality centers, taking into account flexibility and facilitating procedures for investors to expand the activity of national children's hospitality centers. And your request to provide the views in preparation for the adoption of the bylaw. And for occasion of what was mentioned in the aforementioned draft regulation.

We hope to be informed and briefed
Yours faithfully

Minister of Interior affairs
Abdul Aziz bin Saud bin Nayef bin Abdul Aziz



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