




ORIENTATION DAY

MOE Kindergarten @ Angsana

17 November 2023



OVERVIEW

-  Our MK Team
-  Orientation Package
-  Arrival and Dismissal
-  Well-Being of Children
-  MK Uniform
-  MK Fee and Kindergarten Fee Assistance Scheme
-  Transition into MK
-  Calendar of Events




ORIENTATION PACKAGE

 MK Family Handbook

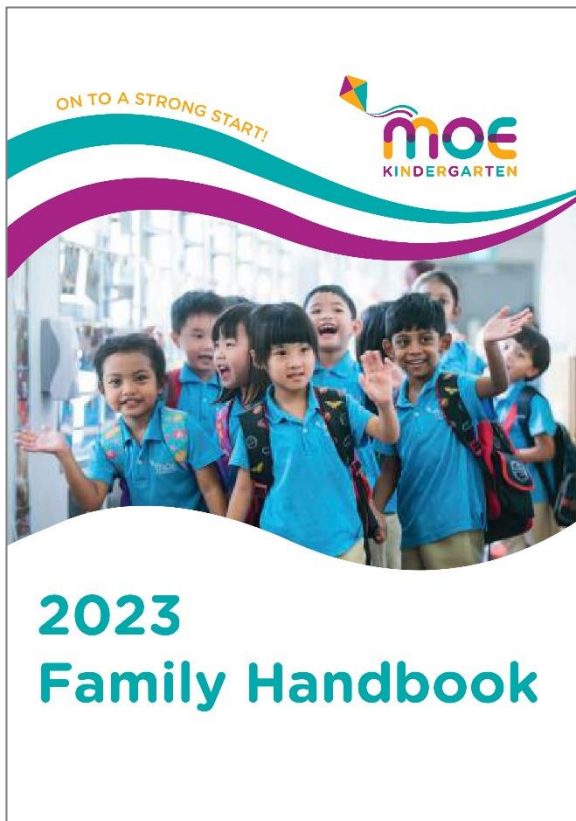
 Forms for Submission

- Infosheet and Acknowledgement Letter for MTL Policy
- Finance Forms (GIRO, KiFAS Application, KCare Additional Subsidy)
- Instructions for MK Child Data Form
- Acknowledgement Form for MK Family Handbook




 Centre-specific Information (e.g. Information on Arrival and Dismissal, Sample Snack Menu, Programme for First 2 Days of School, Sample Class Timetable, Calendar of Events)



ORIENTATION PACKAGE – MK FAMILY HANDBOOK



Cover image for illustration purpose.
Actual 2024 Family Handbook might
have a different photo.

-  Information and practices in MOE Kindergarten
-  Each family will be issued a soft copy of the handbook
-  Read and return PDF acknowledgement form via email; parents who wish to print and submit the hardcopy form can also do so.



ARRIVAL AND DISMISSAL – AUTHORISATION PASS

- Each family will be issued two Authorisation Passes.
- Authorisation Passes are required for authorized person(s) (i.e., parents, caregiver) to have access to the designated entry point in the school during drop-off and dismissal times.
- Authorisation Passes are to ensure safety of all children and we seek your cooperation to ensure the security of the MK by having your Authorisation Passes with you for entry into the MK.
- Parents are to provide the required information and photos for the Authorisation Passes via the online MK Child Data Form by **19 Nov (Sun)**.
- You will receive the Authorisation Passes by 1st week of Jan.



ARRIVAL AND DISMISSAL

- Children should attend kindergarten daily and be present for the entire programme.
- AM session: 8.00AM to 12.00PM
PM session: 1.00PM to 5.00PM
- **Gate 2 will be used for arrival and dismissal (AM)**
- **Gate 1 (Main gate) and 2 will be used for dismissal (PM)**

Designated footpath leading to Gate 2



Access to footpath from Block 627B leading to Gate 2



MK Entrance: Health Screening Area @ MK Lobby



Health Screening Area:

Bring your child to the teachers stationed near the MK Lobby.

For security purposes, caregivers need to **present their Authorisation Pass to the security guard** on duty when dropping off or picking up their children **at all times**.



DISMISSAL VIA GATE 1 (AFTER 5PM)



Dismissal will be at the foyer

SAFETY REMINDERS:

- There will be **strictly no parking in the school carpark** and **no waiting** at the driveway.
- For caregivers who drive, you are **strongly encouraged to park at the nearest carpark (BLK 618)**.
- **Drive-in after 5 pm**
Parents/ Guardians are advised
 - **NOT to come too early** to pick up their children, but only at the designated time for the pick-up.
 - **NOT to queue up** along Tampines Avenue 6 and Tampines Street 61 prior to school dismissal hours. If you are early, please wait in the nearby HDB carparks. No waiting within the school please.
- Cyclist to **dismount at the main gate** and walk into school.



Nearest carpark

- Block 618 (opposite the school)



WELL-BEING OF CHILDREN

Health screening will be conducted daily upon arrival.

Please take your child to see the doctor and keep your child at home if he/she is unwell:

- High fever (above 37.5°C)
- Throat infection
- Diarrhoea
- Vomiting
- Communicable diseases such as influenza, chicken pox, gastric flu, hand-foot-and-mouth disease, measles, mumps, rubella, conjunctivitis (sore eyes), head lice

MK does not administer medication to your child.



WELL-BEING OF CHILDREN

Children who return to kindergarten after recovering from an infectious disease, but are still showing symptoms of illness (after the expiry of medical certification), will need to produce a certificate of health from the medical practitioner for the child to return to the kindergarten.



WELL-BEING OF CHILDREN

Oral Digital Thermometer:

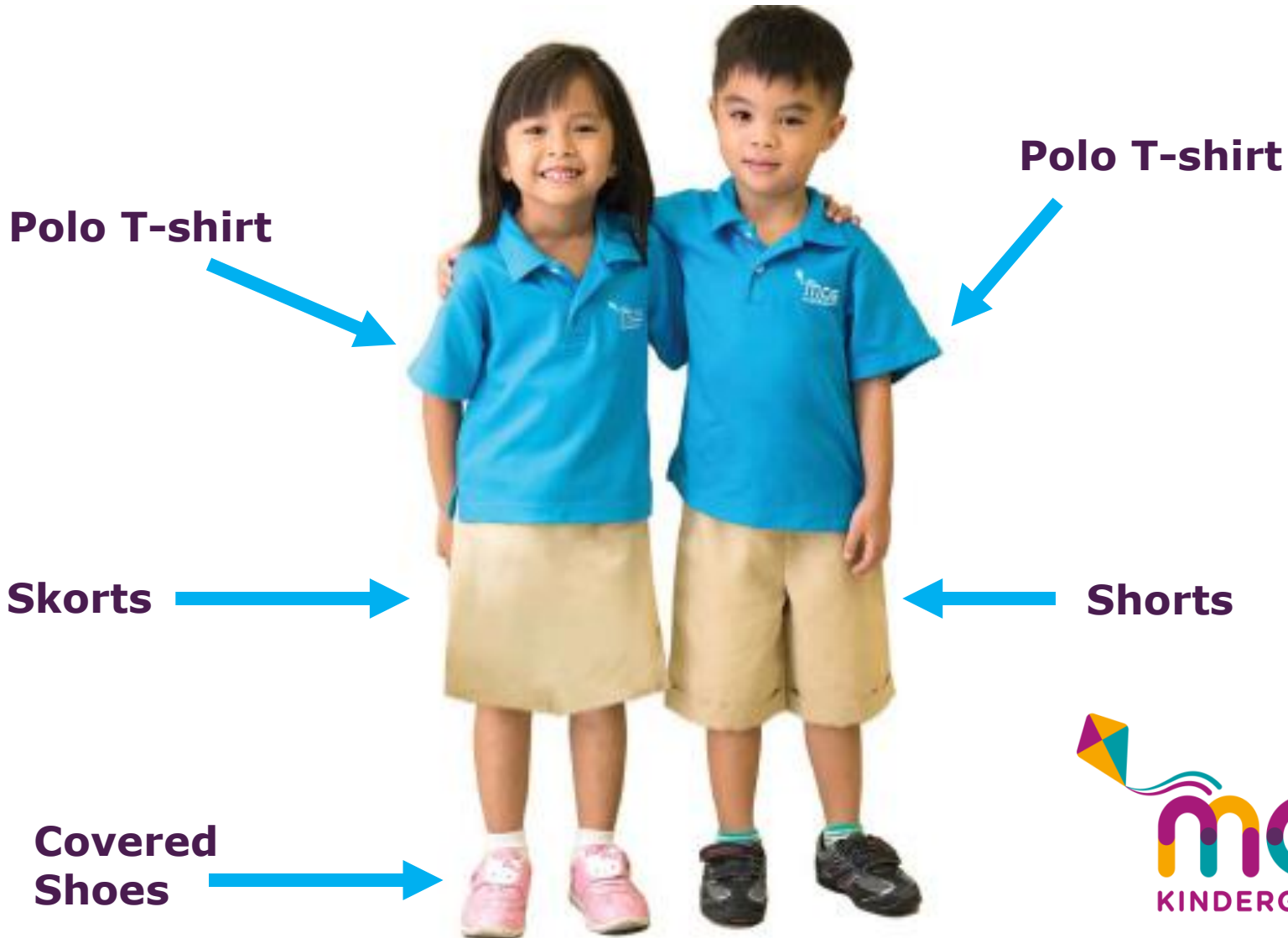
Each child will be given an oral digital thermometer on the first day of school. This is to encourage families to develop the habit of taking your child's temperature before coming to school.

Group Personal Accident Insurance:

Upon registration and starting school, your child will be covered by Group Personal Accident Insurance. The insurance is paid by MOE. Coverage includes accidents that may occur within the premises of the MOE Kindergarten or during activities organised by the kindergarten (e.g., during field trips). More information will be provided on the first day of school.



MK UNIFORM



MK UNIFORM

Description	Cost per piece		Sizes	Remarks
	Beau Voix	Jeep Sing		
Polo T-shirt (top)	\$7	\$7	XS to 3XL; odd sizes available upon request	Unisex
Shorts (boys' bottom)	\$7	\$8		For boys
Skorts (girls' bottom)	\$7	\$8		For girls
Other information	<ul style="list-style-type: none"> - Each child is recommended to have 3 sets of uniform. - Parents of children enrolling in KCare may wish to purchase more than 3 sets of uniform. 			
Supplier's website	Beau Voix : Home delivery at \$5 per address https://beauvoix.com/preschool/		Jeep Sing: Home delivery at \$6 per address https://jeepsinguniform.com/	

MK uniform by Beau Voix and Jeep Sing follow closely the specifications required by MOE, and parents have the choice to choose which supplier to buy the uniform from.



MK UNIFORM

	Beau Voix	Jeep Sing
Location	2, Sims Close, #03-08, Gemini@Sims Singapore 387298	Blk 4012, Ang Mo Kio Ave 10, Techplace 1, #01-09/ #01-06B* Singapore 569628 <i>*Dedicated MK store from 15 Nov</i>
Retail hours	Mon – Fri, 9.30am – 5.30pm	Mon – Fri, 10am – 6pm and Sat, 10am – 2pm
Remarks	1) Refer to supplier’s website for information on appointment booking (if any). 2) Pls call supplier’s office to check on sizes before heading to their store.	

Parents are encouraged to purchase the MK uniform early to avoid the peak period from mid-Nov onwards.



MK UNIFORM SUBSIDY

Parents who wish to apply for the MK uniform subsidy must satisfy the following eligibility criteria:

- Their estimated **gross monthly household income is up to \$1900** or **per capita income per family member is not more than \$650, AND**
- They have submitted the **Application Form for the Kindergarten Fee Assistance Scheme (KiFAS)** to the school before the 1st day of school.
- Please inform the MK of your wish to apply for the subsidy when submitting the KiFAS application.
- MK will issue an in-principle MOE KINDERGARTEN UNIFORM SUBSIDY LETTER for parents to claim their subsidised uniform from either Beau Voix or Jeep Sing.
- Parents will be informed of their KiFAS application outcome by ECDA. Parents are liable to pay for the 3 sets of uniform directly to the supplier if they are not eligible for the uniform subsidy after the applications are processed.



MK UNIFORM SUBSIDY ORDER AND COLLECTION

For email order and delivery of uniform:

- Please email the completed MK Uniform Subsidy letter to the supplier (either Beau Voix or Jeep Sing) whom you would like to order the uniform from. Delivery fee is payable by the parents to the supplier directly.
- Parents will receive an acknowledgement email within 3 working days.

Beau Voix	Jeep Sing
info@beauvoix.com.sg	mk@jeepsinguniform.com



MOE KINDERGARTEN FEE

The monthly fee for MK in 2024 is:

 \$160 for Singapore Citizens (SCs)

 \$320 for Singapore Permanent Residents (PRs)

Fees are also payable during the June and December holidays as fees are calculated on an annual basis and spread over 12 months, including school holidays.






MOE KINDERGARTEN FEE – WITHDRAWAL POLICY






If parents wish to withdraw before the child starts school, withdrawal notice should be submitted in writing or via e-mail before first calendar day (regardless whether it is a Saturday, Sunday or Public Holiday) of the month of enrolment.

Similarly, if parents wish to withdraw the child at any point in time of the year, **one complete calendar month's advance notice needs to be given**, or else fees will be charged for both the current and following months.

For example:

-  If the child is starting school in January, the withdrawal notice should be submitted before 1 January to avoid incurrance of Kindergarten fees.
-  If the withdrawal notice is served on 1 January, the current month (i.e. January) Kindergarten fee will be charged.
-  If the withdrawal notice is served on/after 2 January, January and February Kindergarten Fees will be charged as we require at least one complete calendar month's advance notice to be given.

KINDERGARTEN FEE ASSISTANCE SCHEME (KIFAS)

-  Eligible families with Singapore Citizen children may apply for KiFAS, which is provided by the Early Childhood Development Agency (ECDA), through MK.
-  The family needs to meet either the Gross Monthly Household Income (HHI) or the Gross Monthly Per Capita Income (PCI) criterion.
-  KiFAS applies only to MK school fees
-  Your child must **attend at least one day of the kindergarten for the month** to qualify for the assistance, unless fully covered by a valid medical certificate (MC) that states the period of absence from the centre for the entire month (subject to ECDA's approval). Failure to do so will result in the full kindergarten fee being payable for the month.
-  Please note that MC for 1 or 2 days will not be substantial to justify for a whole month's absence.

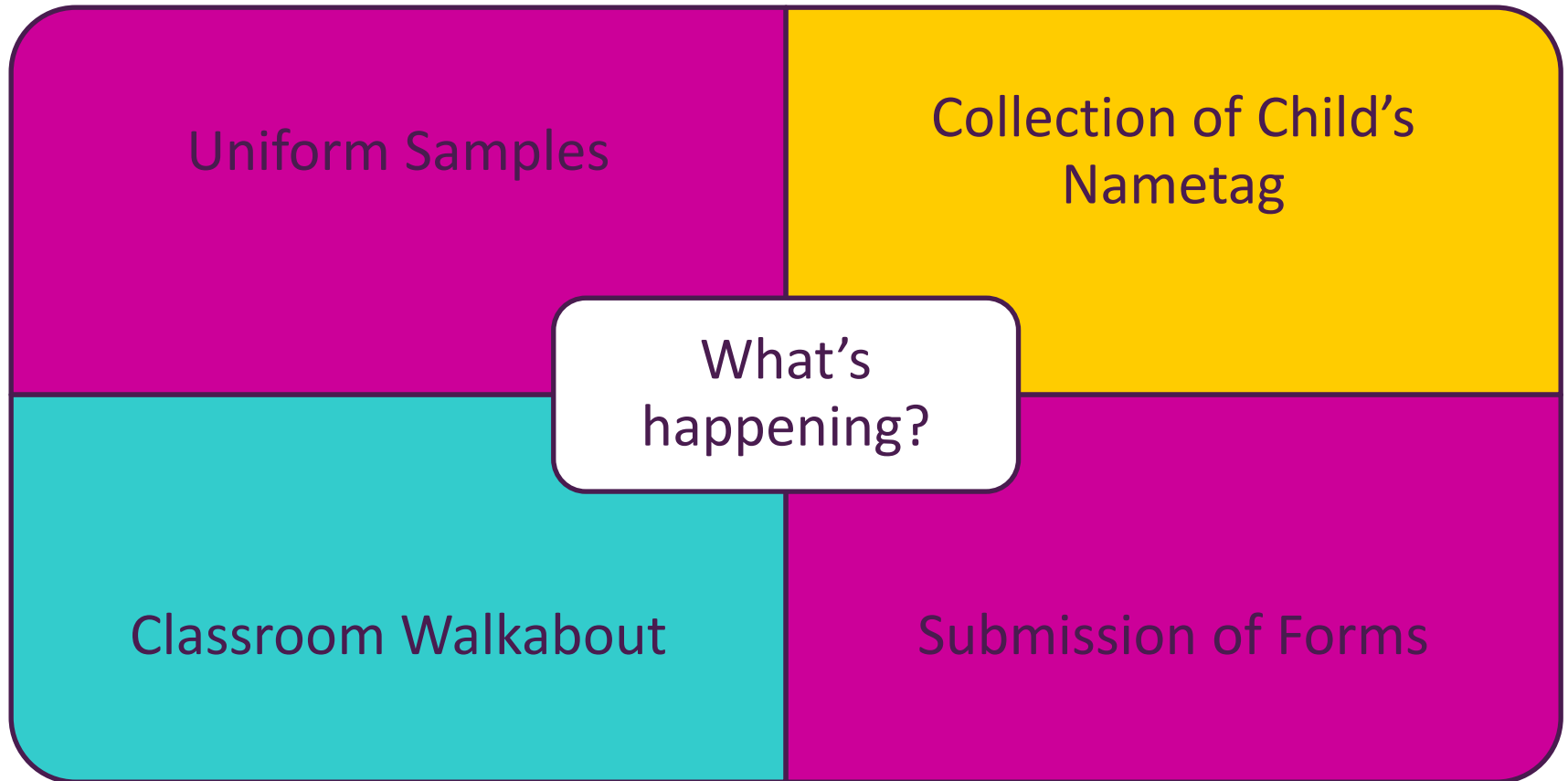


KINDERGARTEN FEE ASSISTANCE SCHEME (KIFAS)

Gross Monthly Household Income	Gross Per Capita Income	Monthly Kindergarten Fee after Subsidy
\$3,000 and below	\$750 and below	\$1
\$3,001 - \$4,500	\$751 - \$1,125	\$12
\$4,501 - \$6,000	\$1,126 - \$1,500	\$55
\$6,001 - \$7,500	\$1,501 - \$1,875	\$75
\$7,501 - \$9,000	\$1,876 - \$2,250	\$95
\$9,001 - \$10,500	\$2,251 - \$2,625	\$115
\$10,501 - \$12,000	\$2,626 - \$3,000	\$145




Admin Day – 22 November



Checklist for the Submission of Forms

- MK GIRO Form – For MK School Fees
- KiFAS Form – Subsidy for MK School Fees
- ECDA KiFAS Acknowledgement Form
- MK Family Handbook Acknowledgement Form
- KCare Additional Subsidy Form – For KCare Fees

Type of Subsidy	Subsidy Provider	Subsidy Usage
KiFAS Subsidy	ECDA	MK School Fees
KiFAS SUG	MSF	MK Uniform
KCare Subsidy	MOE	KCare Fees



Name of Child: _____

Class: _____

Please submit these forms and tick accordingly where applicable.

MOE Kindergarten GIRO Form	
Kindergarten Fee Assistance (KiFAS)	
ECDA KiFAS Acknowledgement Form	
MK Family Handbook Acknowledgement Form	
KCare Additional Subsidy Form <i>(For Full-Day Service)</i>	

Submitted By:


Name of Parent	Signature	Date

MOE Kindergarten @ Angsana

Angsana Primary School
51 Tampines Street 61
Singapore 528565

6229 6455

mk_angsana@moe.edu.sg




www.moe.gov.sg/mk



Important Points to take note:

- DO NOT** use Correction Tape / Liquid Eraser for any amendments. Please **counter-sign** or fill in a new form
- This form requires only **WET INK SIGNATURE**. Digital signature is not acceptable.
- Please take note of the details to input for the different column
 - Bank Account No.
 - Name of Account Trustee
(If CDA is being used)
 - NRIC No



MINISTRY OF EDUCATION KINDERGARTENS APPLICATION FORM FOR INTERBANK GIRO (FOR PAYMENT AND REFUND OF FEES AND CHARGES)

PART 1: FOR APPLICANT'S COMPLETION (please write in CAPITAL LETTERS within the shaded areas)
Please note: You will need 5 minutes and your bank account information to fill out this form.

(A) STUDENT

Application Date (DD/MM/YYYY)	Name of Kindergarten
<input type="text"/>	<input type="text" value="MK @ Angsana"/>
Name of Child	Child BC No. / FIN (e.g. T1234567A)
<input type="text"/>	<input type="text"/>
Child's Full Name	<input type="text"/>

(a) I/We hereby instruct you to process the Ministry of Education's (MOE) instruction to debit and credit my/our account.
(b) You are entitled to reject the MOE's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
(c) This authorization will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through MOE.
(d) I/We hereby authorize you to terminate this authorization without any written notice to me/us once you are informed by the MOE that the abovenamed student is no longer studying in a kindergarten or school under its billing administration.

(B) ACCOUNT

▶ Name of Bank	▶ Bank Account No.
<input type="text" value="DBS / OCBC / UOB"/>	<input type="text"/>
▶ Name of Child whose Child Development Account (CDA) is used (To be completed only if CDA is used)	▶ Name(s) of Account Holder (Trustee's name if CDA is used)
<input type="text"/>	<input type="text"/>
Child's Full Name	Account Holder's Full Name
<input type="text"/>	<input type="text"/>
▶ NRIC No. (for Singapore Citizen) / Passport No. (for SPR / Foreigners)	▶ Signature(s)/Thumb print(s)* / Company's Stamp
<input type="text"/>	<input type="text"/>
NRIC of Account Trustee	* For thumbprints, please go to the branch for verification
<input type="text"/>	<input type="text"/>
▶ Address	<input type="text"/>
<input type="text"/>	<input type="text"/>
▶ Contact No.	<input type="text"/>
<input type="text"/>	<input type="text"/>



Part 3A: Employment and Income Details of Applicant and Spouse

Please complete Part 3A to provide the employment and income details of both applicant and spouse.

- For salaried employees, ECDA will retrieve your income data from the Central Provident Fund (CPF) Board and the Inland Revenue Authority of Singapore (IRAS). Salaried employees without CPF contributions / have started employment within the last 2 months of this application are required to submit the relevant supporting documents.
- For self-employed individuals, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year² (i.e. do not have a Notice of Assessment (NOA) are to declare your average gross monthly income and submit the relevant supporting documents.)

For Page 3 – Employment and Income Details of Applicant & Spouse, please tick 'yes' if the date of employment starts from **1st Nov 2023 onwards**.

Applicant	Spouse
<p>Please tick to select employment status and complete the details (if applicable):</p> <p><input type="checkbox"/> Working</p> <div style="border: 2px solid black; padding: 5px;"> <p><input type="checkbox"/> Salaried employee</p> <ul style="list-style-type: none"> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD/MM/YYYY \$ (Average Gross Monthly Income) Do you receive CPF contributions? <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p><input type="checkbox"/> Self-employed</p> <ul style="list-style-type: none"> Do you have NOA? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ (Average Gross Monthly Income) <p><input type="checkbox"/> Salaried employee and Self-employed</p> <ul style="list-style-type: none"> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD/MM/YYYY \$ (Average Gross Monthly Income) Do you receive CPF contributions? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have NOA? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ (Average Gross Monthly Income) <p><input type="checkbox"/> Not Working</p>	<p>Please tick to select employment status and complete the details (if applicable):</p> <p><input type="checkbox"/> Working</p> <p><input type="checkbox"/> Salaried employee</p> <ul style="list-style-type: none"> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD/MM/YYYY \$ (Average Gross Monthly Income) Do you receive CPF contributions? <input type="checkbox"/> Yes <input type="checkbox"/> No <p><input type="checkbox"/> Self-employed</p> <ul style="list-style-type: none"> Do you have NOA? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ (Average Gross Monthly Income) <p><input type="checkbox"/> Salaried employee and Self-employed</p> <ul style="list-style-type: none"> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD/MM/YYYY \$ (Average Gross Monthly Income) Do you receive CPF contributions? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have NOA? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ (Average Gross Monthly Income) <p><input type="checkbox"/> Not Working</p>



Part 3C: Employment and Income Details of Family Members

If your household has 5 or more family members, with at least 3 dependants who are not earning an income, please also complete Part 3C to provide the details of your family members so that Per Capita Income (PCI) of your household can be computed.

- All family members in this Per Capita Income (PCI) application must:
 - be related by blood, marriage and/or legal adoption; and
 - have the same address stated in their NRIC as the applicant.
- For salaried employees, ECDA will retrieve your income data from the CPF Board and IRAS. Salaried employees without CPF contributions / have started employment within the last 2 months of this application are required to submit the relevant supporting documents.
- For self-employed individuals, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year³ (i.e. do not have a Notice of Assessment (NOA) are to declare your average gross monthly income and submit the relevant supporting documents.

Do you have a household with 5 or more family members, including at least 3 dependants with no income?

- Yes – Please fill in the details of your family members below.
- No – Please skip this section.

Important Points to take note:

1. This form requires only **WET INK SIGNATURE.**

Digital signature is not acceptable.

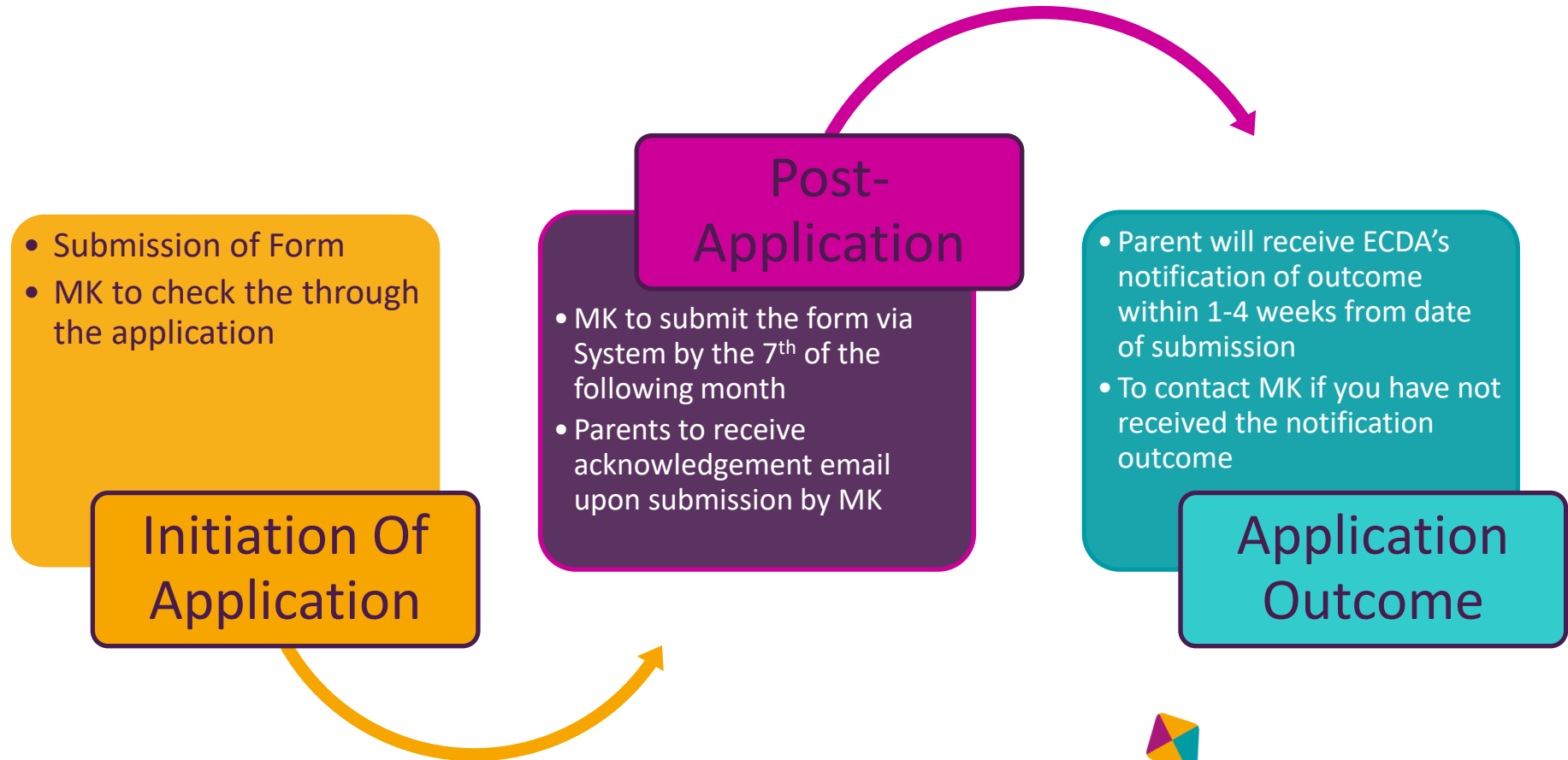
2. Both Applicant & Spouse will need to endorse **except** if applicant is single / Divorced / Widowed / Separated

3. Date of Consent: **'02/01/2024'**

Applicant	
	Consent from parent / guardian: If the applicant is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant.
_____ (Signature of applicant)	_____ (Signature of parent / guardian of applicant)
Name: _____	Relationship to applicant: _____
NRIC / FIN No.: _____	Name: _____
Date of consent: DD / MM / YYYY	NRIC / FIN No.: _____
	Date of consent: DD / MM / YYYY
Applicant's Spouse	
	Consent from parent / guardian: If the applicant's spouse is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant's spouse.
_____ (Signature of spouse)	_____ (Signature of parent / guardian of spouse)
Name: _____	Relationship to applicant's spouse: _____
NRIC / FIN No.: _____	Name: _____
Date of consent: DD / MM / YYYY	NRIC / FIN No.: _____
	Date of consent: DD / MM / YYYY



ECDA KiFAS Acknowledgement Form



MOE KCare Additional Subsidy and ECDA KiFAS Subsidy

[MOE] KCare Additional Subsidy



- 🎨 Main applicant **must** be the mother or single father
- 🎨 Mothers or single fathers need to be **working at least 56 hours per month** at the point of Additional Subsidy application (includes full/part-time and freelance work arrangements)
- 🎨 **Child must be receiving KiFAS subsidy** upon enrolment and subsidy application
- 🎨 Additional Subsidy is computed by MOE based on the household income level of the applicant and KCare centre fee
- 🎨 If there is a change in household financial circumstances or mother's working status, **re-assessment of KiFAS is required** and main applicant must **re-submit** a new KCare AS application to MOE

[ECDA] KiFAS Subsidy



- 🎨 Main applicant can be parents or non-parent caregivers (grandparents, foster parents or legal guardians)
- 🎨 KiFAS does not depend on the mother's working status
- 🎨 KiFAS amount is computed by ECDA based on the household or per capita income which comprises base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions, where applicable

TYPICAL DAY



SAMPLE AM Timetable

Time	Activity
7.50 – 8.00am	Arrival & Health Check
8.00 – 8.30am	Outdoor
8.30 – 9.10am	Starlight (EL)
9.10 – 9.30am	Snack
9.30 – 10.30am	MTL
10.30 – 11.20am	HI-Light
11.20 – 11.50am	Learning Centre
11.50am – 12.00pm	Dismissal



SAMPLE PM Timetable

Time	Activity
12.50 – 1.00pm	Arrival & Health Check
1.00 – 1.50pm	HI-Light
1.50 – 2.50pm	MTL
2.50 – 3.10pm	Snack
3.10 – 3.50pm	Starlight (EL)
3.50 – 4.20pm	Learning Centre
4.20 – 4.50pm	Outdoor
4.50 – 5.00pm	Dismissal



Note: Sequence of activities may differ from class to class



SAMPLE FLOW FOR CHILDREN WHO ATTEND MK (AM) AND KCARE (PM)

1

Drop your children at KCARE-
Level 3 (before 7.45am) or
directly at MK Arrival Area
(After 7.50am).

2

7:50am: KCare teachers
will bring over the
children to MK.

3

MK:
8.00 am - 12.00 pm



4

12.00 pm:
MK teachers will bring
the children to KCare
(Level 3)



SAMPLE FLOW FOR CHILDREN WHO ATTEND KCARE (AM) AND MK (PM)

1

Drop your children at KCare-level 3 (before 7.45am) or make arrangements with KCARE after 8.15 am.

2

1.00 pm:
KCare teachers will bring over the children to MK.

3

MK:
1.00 pm – 5.00 pm



4

5.00 pm:
MK teachers will bring the children to KCare (Level 3).