

ORIENTATION DAY

MOE Kindergarten @ Zhenghua 15 Nov 2024



ORIENTATION E-PACK

1. MK Family Handbook

2. Centre-specific Information

- Well-Being of Children
- Information on Arrival and Dismissal
- Sample Timetable
- Sample Snack Menu
- Daily Checklist
- Calendar of Events (2025 Term 1)
- Transition to MK
- First 2 Days of School Getting to Know You Programme
- MK Uniform
- Kindergarten Fee Assistance Scheme (KiFAS)
- Communication and Parents Gateway (PG)



ORIENTATION PACKAGE – MK FAMILY HANDBOOK



- Information and practices in MOE Kindergarten
- Soft copy was emailed on 8 November
- Read and submit acknowledgement via Parents Gateway (PG). Look out for PG message in 2025 Term 1.

2025 Family Handbook



WELL-BEING OF CHILDREN



WELL-BEING OF CHILDREN

Every child receives one thermometer!

Please check child's temperature before coming to school.





Every child is covered

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 learning journeys). More information will be provided on the first day of 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:

- Fever (above 37.5)
- Flu-like symptoms such as cough, sore throat, runny nose, shortness of breath and loss of sense of smell
- Diarrhoea
- Vomiting
- Blisters
- Mouth ulcers
- Infectious diseases such as respiratory illness influenza, chicken pox, gastroenteritis, hand-foot-and-mouth disease (HFMD), measles, mumps, rubella, conjunctivitis (red eye), 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.

Children with Allergic Rhinitis

- Symptoms are similar to runny nose/common cold.
- Please provide doctor's memo regarding child's condition.





ARRIVAL AND DISMISSAL

Children should attend kindergarten **daily** and be **present** for the entire programme.

MK session	Arrival	Dismissal
AM session	7.50am – 8.00am Note: Lessons start at 8.00am	11.50 – 12.00pm
PM session	12.50pm — 1.00pm Note: Lessons start at 1.00pm	4.50pm – 5.00pm

ARRIVAL AND DISMISSAL – AUTHORISED PERSONS PICK-UP LIST

Reminder: Parents are to provide the following required information by 14 Nov to the email: mk_zhenghua@moe.edu.sg

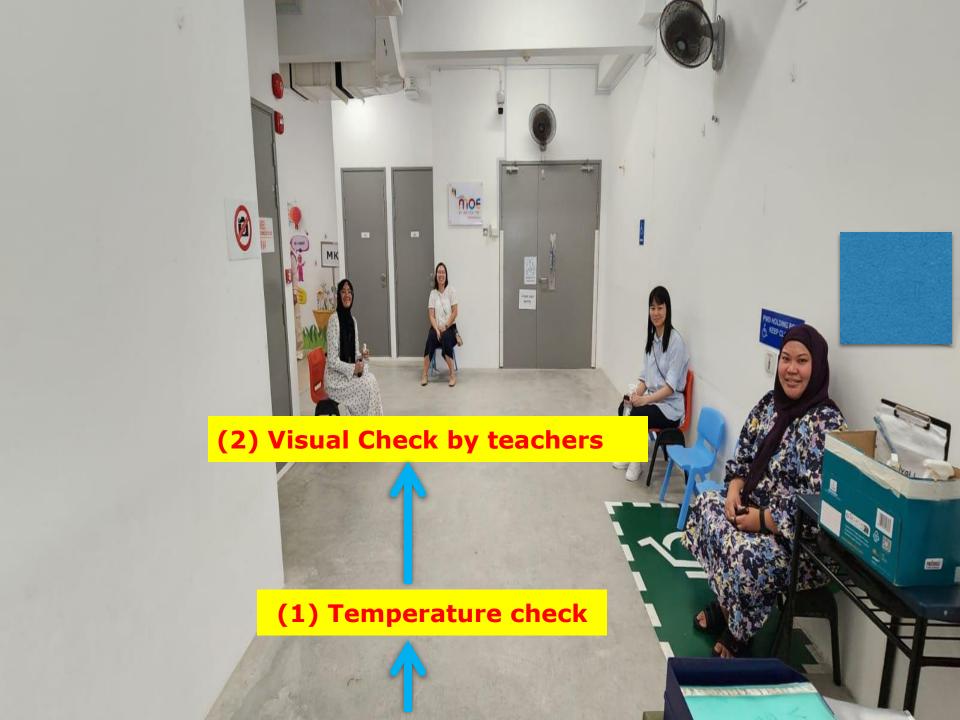
- Full name of child (as stated in BC)
- Full name of caregiver (as stated in NRIC / FIN)
- Relationship of caregiver to the child
- ∠FLast 4 digits of NRIC / FIN
- Soft-copy of the authorised persons' photos

Please take note:

- Authorised Person must be <u>21 years old and above</u>.
- For **ad-hoc Authorised Person**, please provide <u>full name and last 4 digits</u> of the person's ID <u>in writing (eg: email)</u>. Teachers will check ID before handing child over.







IMPORTANT TO NOTE:

- There will be strictly no parking in the school car park and no waiting at the driveway.
- For those who drive, you may park at the nearest carpark (BLK 238 Bukit Panjang Ring Road).





Nearest HDB Block beside Gate 8



ARRIVAL AND DISMISSAL – CHILDREN ATTENDING KCARE

KCare operating hours are 7a.m. to 7p.m.

- For children who arrive before 7.45a.m.:
 KCare will conduct Temperature and Visual Health Checks.
- For children who attend MK(AM) arriving after 7.45a.m.:

 Please wait at the waiting area with the rest of the MK children who do not attend KCare.
- For children who attend MK(PM) arriving after 7.45a.m.:

 Please give way to the MK(AM) children. KCare will start receiving children from 8.00am only.

A TYPICAL DAY



TYPICAL DAY (AM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.50 – 8.00 a.m.	Arrival and Health Check				
8.00 – 8.30 a.m.		Outdoor (30 min)			
8.30 – 8.40 a.m.		Welcor	ne and Circle Ti	me (10 min)	
8.40 – 9.20 a.m.		Starlight Literacy (English) Programme (40 min)			
9.20 – 9.40 a.m.	Snack (20 min)				
9.40 – 10.00 a.m.	Learning Centre (20 min)				
10.00 – 10.50 a.m.	HI-Light Programme (50 min)				
10.50 – 11.50 a.m.	Starlight Literacy (Mother Tongue) Programme (60 min)				
11.50 – 12.00 p.m.	Transition & Dismissal (10 min)				



Note: Sequence of activities may differ from class to class

TYPICAL DAY (PM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12.50 – 1.00 p.m.	Arrival and Health Check				
1.00 – 1.10 p.m.		Welcome and Circle Time (10 min)			
1.10 – 2.10 p.m.	Stai	light Literacy (I	Mother Tongue) Programme (6	60 min)
2.10 – 3.00 p.m.	HI-Light Programme (50 min)				
3.00 – 3.20 p.m.	Snack (20 min)				
3.20 – 3.40 p.m.	Learning Centre (20 min)				
3.40 – 4.20 p.m.	Starlight Literacy (English) Programme (40 min)				
4.20 – 4.50 p.m.	Outdoor (30 min)				
4.50 – 5.00 p.m.	Transition & Dismissal (10 min)				



Note: Sequence of activities may differ from class to class

SAMPLE SNACK MENU

Monday	Tuesday	Wednesday	Thursday	Friday
Yoghurt	Wholemeal Bread Cream Rolls	Fruit	Cereal	Butter Roll
	Milk		Milk	Milk











SNACKS

- Snacks are served every day
- A variety of snacks is served, e.g., wholemeal bread cream buns, yoghurt, cereal, milk
- Snacks served follow Health Promotion Board guidelines, e.g., "Healthier Choice" symbol
- Complete and submit the "All About Me" form on Day 1, and let us know your child's dietary requirements, if any







DAILY CHECKLIST

Your child should bring the following to kindergarten daily:

1 extra set of uniform

1 set of undergarment

1 extra pair of non-slip socks

Water bottle with sling filled with plain water

1-2 spare masks

(Children will be required to wear a mask at the sick bay while waiting for pick-up)

^{**} If you are labelling your child's uniform, please label on the *inside*.



^{**} Please label all your child's belongings.

CALENDAR OF EVENTS (2025 TERM 1)

Date	Description	Remarks				
	Term 1 – 2 nd January to 14 th March					
1 Jan	New Year's Day	Public Holiday				
2 & 3 Jan	First Day of School – Getting to know you programme ☺ (for K1)	1.5 hours of school8.00am to 9.30am (AM Session)1.00pm to 2.30pm (PM Session)				
24 Jan	*January Birthday Celebrations	MK will celebrate birthday for all children born in January				
29 and 30 Jan	Chinese New Year	Public Holiday				
21 Feb	*February Birthday Celebrations	MK will celebrate birthday for all children born in February				
Feb / Mar	Tea Session with Parents Life@MK	Date to be confirmed				
15 to 23 Mar	Term 1 School Holidays (KCare remains open)					

^{*}Goodie bags are not encouraged. If parents wish to proceed, please inform the Form Teachers and consider appropriate educational items which are child-safe. No food items, including birthday cakes, allowed.



UNIFORM



Recommended:

- 3 sets for MK
- 6 sets if child attends MK and KCare



There are two appointed suppliers for MK uniform:
Beau Voix Uniform (Beau Voix) and Jeep Sing Fashion (Jeep Sing)

Description	Cost per	piece	Sinon	Domonico
Description	Beau Voix	Jeep Sing	Sizes	Remarks
Polo T-shirt (top)	\$7	\$7	XS to 3XL; odd	Unisex
Shorts (boys' bottom)	\$7	\$8	sizes available	For boys
Skorts (girls' bottom)	\$7	\$8	upon request	For girls
Other information	 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. 			

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.



Sale of uniform is available on/at:

- 1. Orientation Day (15 November, 2.30pm to 4.30pm)
- 2. Supplier's website

	Beau Voix	Jeep Sing	
	https://beauvoix.com.sg	https://jeepsinguniform.com/	
Option 1	Home delivery at \$5 per address	Home delivery at \$6 per address	
	Delivery fees are borne by parents and is not part of MK Uniform subsidy claims.		
Option 2	Collection at MK on Orientation Day		



Sale of uniform is available on/at:

3. Supplier's retail store

	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 *Dedicated MK store from 16 Nov	
Retail hours	Mon – Fri, 9.30 a.m. – 5.30 p.m.	Mon – Fri, 10 a.m. – 6 p.m. (Closed for Lunch & Sanitisation – 1 p.m. to 2 p.m.) Sat, 10 a.m. – 2 p.m. Sun & PH: Closed	
Remarks	 Refer to supplier's website for information on appointment booking (if any). 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 KiFAS Start-up Grant (SUG) when submitting the KiFAS application form.
- 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. <u>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.</u>

MK UNIFORM SUBSIDY ORDER AND COLLECTION

For email order and delivery of uniform:

- Send a copy of the In-Principle approval to the uniform supplier (either Beau Voix or Jeep Sing). The delivery fee is to be borne by parents and is payable to the uniform supplier.
- Parents will receive an acknowledgement email from the uniform supplier within 3 working days.

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



MK UNIFORM SUBSIDY ORDER AND COLLECTION

For physical collection at supplier's retail store or on K1 Orientation Day:

- **Printed Copy**: Present a printed copy of the In-Principle approval letter at the supplier's retail store. Ensure that you have endorsed the bottom of the letter as instructed. The supplier will retain the claim slip (bottom part).
- **Email Approval**: If you have received an email approval, forward the email from MK containing the In-Principle approval to the respective supplier. Ensure the email subject includes both MK's name and your child's name.



FEE-RELATED MATTERS



MOE KINDERGARTEN FEE

The monthly fee for MK in 2025

Singapore Citizen (SC)	Singapore Permanent Resident (PRs)
\$160	\$320

Additional Information

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.

GST for MK fees is absorbed by the Government. Parents do not need to pay GST on the fees for their child's enrolment in an MK.

KINDERGARTEN FEE ASSISTANCE SCHEME (KiFAS)

What is ECDA KiFAS?

The Kindergarten Fee Assistance Scheme (KiFAS), which is **administered by ECDA**, is a means-tested subsidy to assist families in subsidising kindergarten fees.

How to apply?

- Complete the ECDA KiFAS Application Form (i.e. <u>KF1</u>) with the relevant supporting documents for submission <u>to ECDA through your child's MK</u>
- ECDA will send you an SMS and email to acknowledge your application and its outcome



KINDERGARTEN FEE ASSISTANCE SCHEME (KiFAS)

Eligibility Criteria



Child must be a Singapore Citizen and



Gross monthly household income of \$12,000 and below or per capita income of \$3,000 and below for larger families (5 or more family members in the same household with at least 3 dependents without income)

Minimum Attendance Requirement



The child must <u>attend at least one day per month</u> at the kindergarten to receive subsidies, unless a valid medical certificate (MC) covers the entire month's absence (subject to ECDA's approval). **MC must state the period of absence for the entire month**.



MCs for 1 or 2 days will not be substantial to justify a full month's absence.



Failure to meet the attendance requirement will result in the full kindergarten fee being payable for that month.



KINDERGARTEN FEE ASSISTANCE SCHEME (KiFAS)

What should I do if there is a change in my household financial circumstances or working status?

- Complete the KiFAS application form (i.e. KF2) with the relevant supporting documents for submission to ECDA through your child's MK for KiFAS reassessment
- ECDA will send you an application outcome notification. Please ensure that you have provided a contactable mobile number and valid email address to receive the result from ECDA promptly.



KINDERGARTEN FEE ASSISTANCE SCHEME (KIFAS)

Gross Monthly Household Income	Gross Per Capita Income	KiFAS Subsidy
\$3,000 and below	\$750 and below	\$159
\$3,001 - \$4,500	\$751 - \$1,125	\$148
\$4,501 - \$6,000	\$1,126 - \$1,500	\$105
\$6,001 - \$7,500	\$1,501 - \$1,875	\$85
\$7,501 - \$9,000	\$1,876 - \$2,250	\$65
\$9,001 - \$10,500	\$2,251 - \$2,625	\$45
\$10,501 - \$12,000	\$2,626 - \$3,000	\$15



ECDA KIFAS START-UP GRANT (SUG)

About the Early Childhood Development Agency (ECDA)

ECDA, hosted under Ministry of Social and Family Development (MSF), is the regulatory and developmental agency for the early childhood sector in Singapore. ECDA oversees key aspects of children's development below the age of seven across both kindergartens and childcare centres.

What is the ECDA KiFAS Start-Up Grant (SUG)?

The Kindergarten Fee Assistance Scheme (KiFAS) Start-Up Grant (SUG) is a yearly grant provided by ECDA. The KiFAS SUG covers the cost of 3 sets of MK uniforms for eligible children. Should parents wish to opt for delivery of uniforms, the delivery fee is to be borne by the parents and is payable directly to the uniform supplier.

Eligibility Criteria



Child must be a Singapore Citizen and



Monthly gross household income of up to \$1,900 or a gross per capita income of up to \$650



ECDA KIFAS START-UP GRANT (SUG)

How to apply?



Complete the ECDA KiFAS KF1 application form



Submit the completed form and the relevant supporting documents to ECDA through your child's MK

Application Process

MK will provide an In-Principle Approval, allowing parents to collect 3 sets of uniforms from the designated uniform suppliers, Beau Voix or Jeep Sing.

Outcome Notification



Parents will be informed of the outcome of their KiFAS application by ECDA



For children who do not qualify for KiFAS SUG, parents will be required to pay for the 3 sets of uniforms directly to the uniform supplier.



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.



MOE KINDERGARTEN – WITHDRAWAL POLICY

Examples:

Withdrawal Notice Submitted on 1st Calendar Day of the Month

Should parents notify MK of the withdrawal **in writing or via email** on **1 March**, the child's last day of attendance will be **31 March**, providing at least one complete calendar month's advance notice. In this instance, the <u>March fee</u> must still be paid during the notice period.

Withdrawal Notice Submitted after 1st Calendar Day of the Month

Should parents notify MK of the withdrawal in writing or via email on 2 March (after 1st calendar day of March), the child's last day of attendance will be 30 April, providing at least one complete calendar month's advance notice. In this instance, the fees for both March and April must still be paid during the notice period.

MOE KINDERGARTEN – WITHDRAWAL POLICY

January 2025 New Enrolment



Withdrawal notice is served on

January 2025

January 2025 fees will be charged

New Year's

Day*

1 IAN

*Public Holiday

January W

Withdrawal notice is served on **2 January 2025**

January <u>and</u> February 2025 fees will be charged

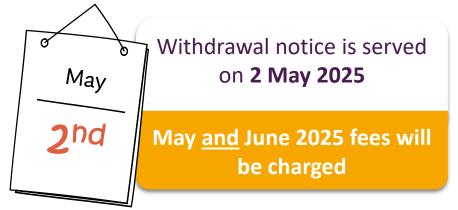
One complete calendar month's advance notice is required

MOE KINDERGARTEN – WITHDRAWAL POLICY

Withdrawing your child at any point during the year



*Public Holiday



One complete calendar month's advance notice is required





TIPS FOR PARENTS

Talk to your child about going to kindergarten

- Inform your child that he/she is going to kindergarten
- Show him/her pictures/videos of the kindergarten and share that it is a fun place to learn and play
- Use stories to find out about your child's feelings about going to school and assure him/her if he/she feels scared
- Tell your child that he/she will make new friends
- Allow your child to ask any questions about the kindergarten

Develop consistent routines

Develop a daily activity schedule including a consistent morning and bedtime routine. This ensures that your child develops a regular sleep patterns and has sufficient rest.



TIPS FOR PARENTS:

Punctuality

Ensure that your child is punctual and regular in attending kindergarten

Preparing your child for school

- Spend some time with your child in the morning to help him/her feel settled for the day
- Pack his/her clothes, school bag and water bottle together

Working with your child's teacher/Centre Head

- Share with the teacher or Centre Head your child's habits (eating, playing, toileting)
- Discuss any concerns/suggestions related to your child or the kindergarten with the teacher or Centre Head
- Do not use the kindergarten or teachers as a threat or means to change your child's behaviour

Bidding your child goodbye

▶ Bid your child goodbye when you leave the kindergarten and say when you will be back to pick him/her.

During this period of adjustment, it is natural for your child to display signs of anxiety or physical discomfort. Should you observe such signs, you can work with your child's teacher to help support your child. Parents can help to display a positive attitude as children also pick up on your anxieties.

FIRST 2 DAYS OF SCHOOL (2 JAN & 3 JAN)

For children enrolled in MK (AM session)	
8.00am – 9.30am	MK
9.30am – 11.00am	KCare (if applicable)

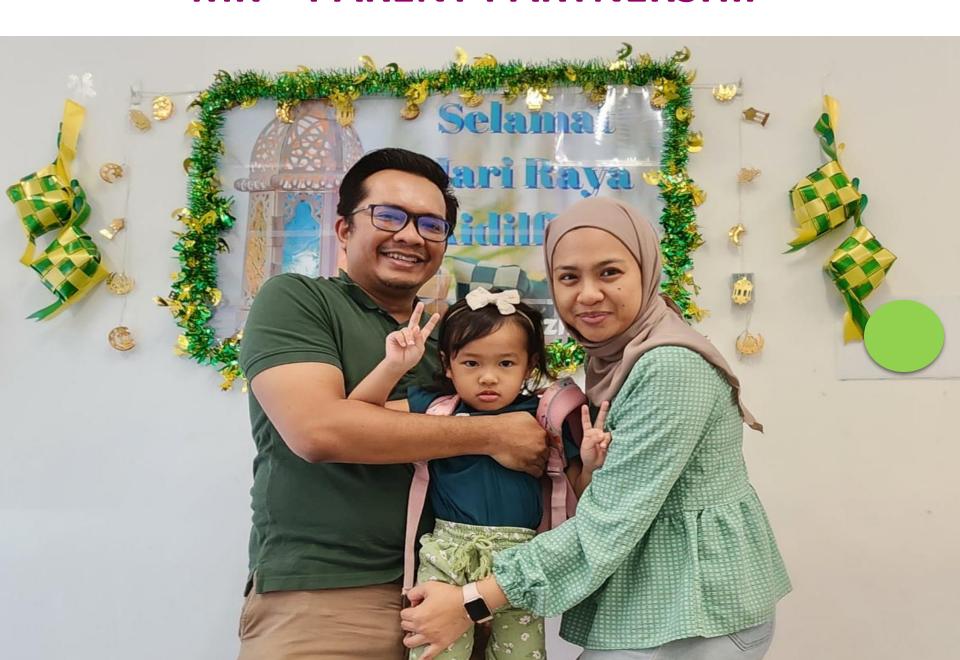
For children enrolled in MK (PM session)	
1.00pm – 2.30pm	MK
2.30pm – 4.00pm	KCare (if applicable)



- Only one accompanying adult is allowed on Day 1
- K2 starts from 3 Jan (Fri) usual 4 hour programme
- From 6 Jan 2025 (Mon), the MK will operate within the usual hours of: 8.00 am 12.00 pm and 1.00 pm 5.00 pm



MK – PARENT PARTNERSHIP



WE VALUE YOUR PARTNERSHIP

- Partner us to support the transition of your child

Prepare your child for lifelong learning by helping them develop positive attitudes towards learning (e.g. by encouraging their natural sense of curiosity to learn)



Support them in understanding their feelings and create experiences to build their confidence, and develop social and emotional skills over time.

every child has a different pace of learning. Support your child in his/her learning when he/she is ready (e.g., riding a bicycle, reading and writing)



COMMUNICATION

We encourage frequent communication between the MK and parents.

Class Matters	Teachers' email (Form Teacher, Co-Form Teacher)
Admin Matters	MK General Office Email: mk zhenghua@moe.edu.sg Te: 6219 5679 Operating Hours: 8.00am-4.00pm
School's Website	https://zhenghuapri.moe.edu.sg/
YouTube Channel	https://www.youtube.com/c/ZhenghuaPrimarySchool/featured

Teachers take photos and videos and upload them on the School's website and Youtube channel from time to time.

Please inform the Form Teachers or Co-Form Teachers if you do not wish for your child to participate.



PARENTS GATEWAY

Parents Gateway is a mobile app jointly developed by MOE and GovTech to support parents' involvement in their child's educational journey.

You can receive information such as regular class/child updates from the MK, and perform a range of administrative functions such as giving consent for MK programmes and activities.

You can download Parents Gateway on your mobile smartphone (available on iOS, Android and Huawei platforms) from **16 Dec 2024.**



EARLY INTERVENTION SERVICES



EARLY INTERVENTION SERVICES IN MK

- MK@Zhenghua offers ECDA-subsidised preschool-based Early Intervention (EI) programmes, such as Development Support Learning Support (DS-LS) and Development Support Plus (DS-Plus)¹
- External personnel from El providers may support children identified for these programmes within MK classrooms
- Other MK children may be involved in activities such as being a buddy or playing in a small group

¹Access to these programmes is subjected to the availability of El providers



On To A Strong Start!



FAQ

MK PROGRAMME

Are there any enrichment programmes outside kindergarten hours?

The four-hour programme at the MKs is designed for the holistic development of children. There will not be any enrichment programmes outside the curriculum hours.

Should children be enrolled in other programmes besides attending K1 in MK?

We do not advise families to enrol their children in additional programmes as this may place stress on children. Children need to have a good balance of work and play to enjoy learning.

Will there be field trips?

Yes, we call them Learning Journeys (LJ) at MK@Zhenghua. LJs will be organised to complement our curriculum for enriching children's learning. MOE will bear the cost of LJs to ensure that all children are able to participate in such learning experiences. There are also neighbourhood walks conducted during the usual outdoor time. We will be seeking a blanket consent for the year at the start of term.

STAFFING

What is the staff to child ratio in MK?

The staff to child ratio is 1:20 for K1 and K2.

TOILET TRAINING

Must my child be toilet-trained?

Yes, every child should be independent when using the toilet.

CHILD UPDATES

How does MK communicate with parents regarding the child's progress?

Every child has a learning portfolio which comprises samples of the child's work, photographs of their involvement in activities, write-ups and a Summary Report to illustrate the child's efforts, progress and achievements in the MK. The learning portfolio is shared with parents at the end of each semester during Parent-Teacher Conferences (PTC) in May and November each year. There will also be class updates fortnightly.

CLASS ALLOCATIONS

When will parents know the class allocations?

Class teachers will be contacting you via PG in the last week of December.

ATTENDANCE

Can my child go on a holiday during school term?

Throughout a term, children will be engaged in a variety of purposeful play and learning activities, collaborative projects with the Primary School and community partners. They will also go on learning journeys, celebrate local festivals and events related to character & citizenship education. Space and time will be intentionally allocated and planned to give children the opportunities to showcase their learning opportunities.

My child is unwell but I'm not taking him/her to the doctor.

In MOE Kindergartens, we prioritise the health and well-being of every child and aim to foster a nurturing environment that supports their physical, social and emotional well-being. If your child is unwell and needs medical attention for a speedy recovery, you are strongly encouraged to see a medical practitioner. Delaying the need to see a doctor, may prolong the child's recovery period leading to prolonged absence.

When your child returns to school after a prolonged absence, he / she would have missed out on many activities that his / her peers would have been engaged in. Hence, he / she may feel anxious when they are not able to follow the class discussions and learning activities upon their return.

ATTENDANCE

My child has to attend piano lessons every Friday at 5pm. So I would like to fetch him at 4.20pm. Is it ok if he misses his outdoor lessons every Friday? OR

It's fine if my child misses the daily morning outdoor play. I prefer my child to sleep a little longer in the morning and arrive to MK at 8.30am for the lessons instead.

Outdoor play is usually the favourite part of the day for MK children and they excitedly look forward to play, interact and socialise with their friends.

The curriculum also emphasises the holistic development of children, including their physical development. To develop their motor skills, teachers engage children and provide intentional facilitation of a variety of physical activities for them to play and move freely to develop their gross motor skills.