
















# ORIENTATION DAY

MOE Kindergarten @ Springdale

17 October 2024







# OVERVIEW

-  Our MK Team
-  Key Features of MK Curriculum
-  Typical Day
-  Snacks
-  Daily Checklist
-  Arrival and Dismissal
-  Well-Being of Children
-  MK Fee and Kindergarten Fee Assistance Scheme
-  MK Uniform
-  Transition into MK
-  MK-Parent Partnership
-  Early Intervention Services in MK
-  Calendar of Events



# KEY FEATURES OF MK CURRICULUM

-  Two flagship programmes: **HI-Light Programme** and **Starlight Literacy Programme**
-  Activities organised around **four broad themes** set within the local context
-  Activities with a **distinctive Singapore flavour**
-  **Weeks of Wonder (WoW)** projects which encourage self-motivated learning through exploration and discovery

# TYPICAL DAY (AM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:10	Arrival and Circle Time				
8:10 – 8:50	Motor Skills Development	Outdoor Play	Motor Skills Development	Outdoor Play	Music & Movement
8:50 – 9:50	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)
9:50 – 10:10	Snack Time & Toileting				
10:10 – 11:10	Hi-Light & Learning Centre Time	Hi-Light & Learning Centre Time	Hi-Light & Learning Centre Time	Hi-Light & Learning Centre Time	Hi-Light & Learning Centre Time
11:10 – 11:50	Starlight (EL)	Starlight (EL)	Starlight (EL)	Starlight (EL)	Starlight (EL)
11:50 – 12:00	Closure and Dismissal				

Note: Sequence of activities may differ from class to class







# TYPICAL DAY (PM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 – 1:10	Arrival and Circle Time				
1:10 – 2:05	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)	Starlight (MTL)
2:10 – 2:25	Snack Time & Toileting				
2:30 – 3:15	Starlight (EL)	Starlight (EL)	Starlight (EL)	Starlight (EL)	Starlight (EL)
3:20 – 4:25	Hi- Light & Learning Centre Time	Hi- Light & Learning Centre Time	Hi- Light & Learning Centre Time	Hi- Light & Learning Centre Time	Hi- Light & Learning Centre Time
4:30 – 4:55	Motor Skills Development	Outdoor Play	Motor Skills Development	Outdoor Play	Music & Movement
4:55 – 5:00	Closure and Dismissal				

Note: Sequence of activities may differ from class to class



# SNACKS

-  Snacks are served every day
-  A variety of snacks is served, e.g., wholemeal cream buns, cheese bread, steamed buns, cereal
-  Menu is available for reference
-  Snacks served follow Health Promotion Board guidelines, e.g., “Healthier Choice” symbol



**Eat All Foods In Moderation**

# SNACKS

Munchy Monday	Traditional Tuesday	Wonderful Wednesday	Tasty Thursday	Fruity Friday
Cereal	Traditional Delights	Bread	Cereal	Mixed Fruits
Plain Water / Milk / Milo / Yogurt Drink (Will be served alongside snack)				
Cereals : - Cornflakes - Honey Stars	Traditional Delights : - Teriyaki Pau - Siew Mai - Loh Mai Kai - Chee Cheong Fun	Bread Rolls : - Different flavours i.e. butter, blueberry, etc. Wholemeal bread / Biscuits with strawberry jam	Milk : - Plain - Strawberry  Milo  Yogurt Drink	



# DAILY CHECKLIST

Your child should bring the following to kindergarten daily:

**1 extra set of uniform**

**1 set of undergarment**

**Water bottle with sling filled with plain water**

Please label all your child's belongings.








# MK FAMILY HANDBOOK



## 2024 Family Handbook

Cover image for illustration purpose.  
Actual 2025 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 Parents Gateway

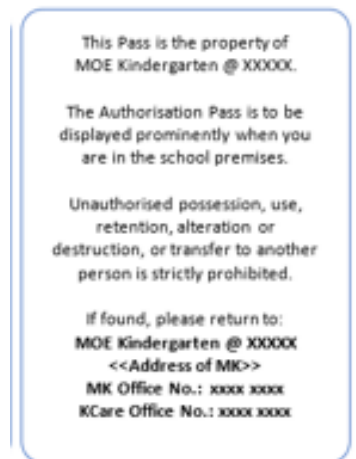


# ARRIVAL AND DISMISSAL – AUTHORISATION PASS

- 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 would have provided the required information and photos for the Authorisation Passes via the online MK Child Data Form<sup>1</sup>.
- You will receive the Authorisation Passes by 1<sup>st</sup> week of Jan.



Front of Authorisation Pass



Back of Authorisation Pass



<sup>1</sup> If the parents have not submitted the MKCDF, please remind them do so by 19 Nov 2024

# ENTRY POINT FOR ARRIVAL



<https://goo.gl/maps/bFLRujvoZV2VYA9MA>

Enter using **MK Main Gate** only.

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**.





**Area A: MK Health Screening Area**

<https://goo.gl/maps/m78vwSNZiGCGiV7aA>

### **Health Screening Area:**

Upon entering the MK Main Gate, children will proceed to Area A for MK health screening.



# IMPORTANT TO NOTE:

- 🎈 There will be strictly no parking in the school carpark and no waiting at the driveway from 7.30am – 7.40am and 12.30pm – 1.45pm.
- 🎈 For caregivers who drive, you are strongly encouraged to park at the nearest carpark before proceeding to the MK.



# Nearest carpark around Springdale Primary School

**Blk 329 Anchorvale Street  
(Multi-storey Carpark) – Beside  
Farmway LRT**



**Blk 332 Anchorvale Link  
(Multi-storey Carpark)**



**Blk 326 Anchorvale Road  
(Multi-storey Carpark)**



# CHILDREN ATTENDING KCARE

- For children who arrive for KCare:

Please take your child to the **MK Main Gate**, children will proceed to Area B for Temperature and Visual Checks.

Parents are to sign in attendance for children at the MK Main Gate.



**Area B: KCare Health Screening Area**

<https://goo.gl/maps/m78vwSNZiGCGiV7aA>



# ARRIVAL AND DISMISSAL – CHILDREN ATTENDING KCARE

- For evening pick-up, parent/ guardian/ caregiver will proceed to **MK Main Gate** to sign out your child from KCare.
- Parent/guardian/caregiver will need to **present their Authorisation Pass to the staff** on duty when sending / picking up their children to / from KCare **at all times.**





# 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 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.





# MOE KINDERGARTEN FEE

## Monthly fees for 2025

-  \$160 for Singapore Citizens
-  \$320 for Singapore Permanent Residents

## 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 with the relevant supporting documents for submission **to ECDA through your child's MK**
-  **You may do so on 25 October during the physical tour**
-  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 **attend at least one day per month** 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 with the relevant supporting documents for submission **to ECDA through your child's MK** for KiFAS re-assessment
-  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	<u>KiFAS</u> 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





# MOE KINDERGARTEN – WITHDRAWAL POLICY

## Examples:

### Withdrawal Notice Submitted **on** 1<sup>st</sup> 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 March fee must still be paid during the notice period.

### Withdrawal Notice Submitted **after** 1<sup>st</sup> 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.

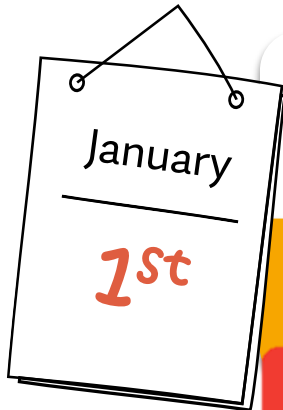
# MOE KINDERGARTEN – WITHDRAWAL POLICY

## January 2025 New Enrolment



Withdrawal notice is served  
**before 1 January 2025**

**No fees will be charged**

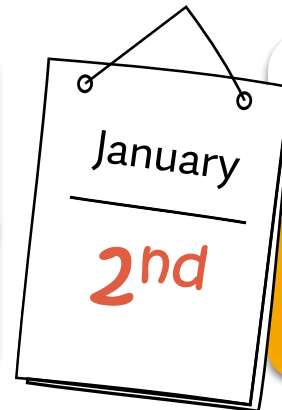


Withdrawal notice is served on  
**1 January 2025**

**January 2025 fees will be  
charged**



*\*Public Holiday*



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

**January and February 2025 fees  
will be charged**

**One complete calendar month's  
advance notice is required**

**MOE  
KINDERGARTEN**

# MOE KINDERGARTEN – WITHDRAWAL POLICY

Withdrawing your child at any point during the year



Withdrawal notice is served  
on **1 May 2025**

May 2025 fees will be  
charged



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

May and June 2025 fees will  
be charged

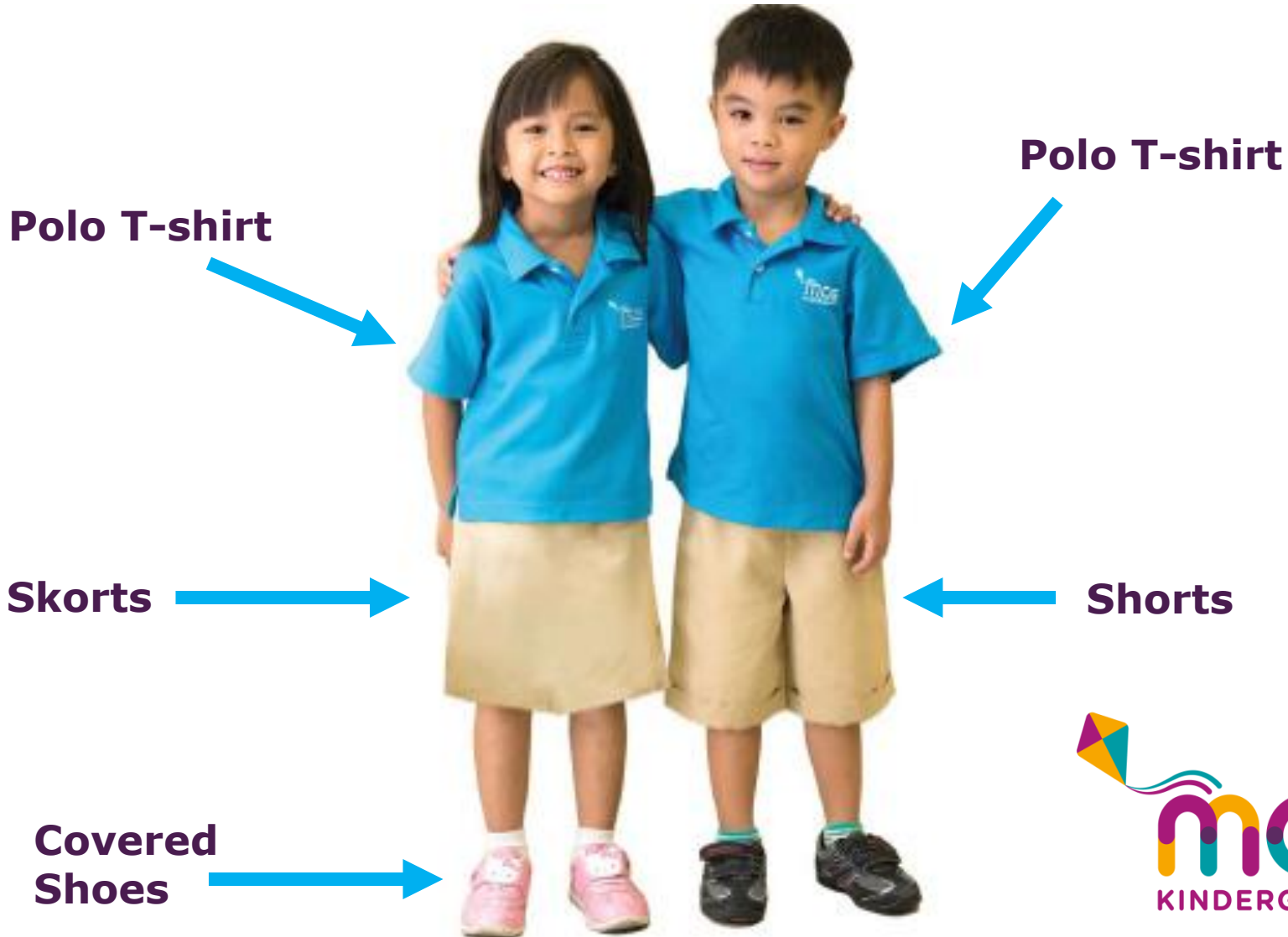


*\*Public Holiday*

One complete calendar month's  
advance notice is required



# MK UNIFORM



# MK UNIFORM

There are two appointed suppliers for MK uniform:

Beau Voix Uniform (Beau Voix) and Jeep Sing Fashion (Jeep Sing)

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"><li>- Each child is recommended to have 3 sets of uniform.</li><li>- Parents of children enrolling in KCare may wish to purchase more than 3 sets of uniform.</li></ul>			

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

## Sale of uniform is available on/at:

1. Supplier's website

Beau Voix	Jeep Sing
<a href="https://beauvoix.com/preschool/">https://beauvoix.com/preschool/</a>	<a href="https://jeepsinguniform.com/">https://jeepsinguniform.com/</a>
Home delivery at \$5 per address	Home delivery at \$6 per address



# MK UNIFORM

## 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 <i>*Dedicated MK store from 16 Nov</i>
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	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.



# 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.



# MK UNIFORM 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
<a href="mailto:info@beauvoix.com.sg">info@beauvoix.com.sg</a>	<a href="mailto:mk@jeepsinguniform.com">mk@jeepsinguniform.com</a>



# MK UNIFORM ORDER AND COLLECTION

## For physical collection at supplier's retail store






**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.


# TRANSITION INTO MK

## TIPS TO HELP YOUR CHILD ADJUST:

### 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.



# TRANSITION INTO MK

## 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

 Never 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.**

# TRANSITION INTO MK

## FIRST 2 DAYS OF SCHOOL!\*

- 🎈 A significant milestone for each child
- 🎈 Preparing your child for the transition
- 🎈 “Getting to know you” Programme on  
**2<sup>nd</sup> Jan (Thurs) and 3<sup>rd</sup> Jan (Fri)**, 8.00 am – 10.00 am  
and 1.00 pm – 3.00 pm
- 🎈 Only one accompanying adult is allowed

From **6<sup>th</sup> Jan 2024 (Mon)**, the MK will operate within the normal hours of: 8.00 am – 12.00 pm and 1.00 pm - 5.00 pm



# TRANSITION INTO MK

## TERM 1

As part of preparing the children for kindergarten, the topic for Term 1's HI-Light Programme will be on 'Who Am I?'. Activities included will help to develop your child's self-concept, self-esteem and self-confidence.



Family-based Activity: Children sharing the origins of their name







Children learning to find and recognise their names



Children learning to trace their name on their party hats

# MK-PARENT 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)





# MK-PARENT PARTNERSHIP

## Examples:

-  Learning journeys/ field trips
-  Events (Teacher's Day Celebration/ CNY)
-  Centre programmes

(WoW Project, Starlight, Life @ MK)



Teacher's Day Celebration



Starlight Rainbow Kueh Making



Collaboration with St Luke's Eldercare



Story telling by parent



# COMMUNICATION

We encourage frequent communication between the kindergarten and parents.

We can be reached at:

Email: [mk\\_springdale@moe.edu.sg](mailto:mk_springdale@moe.edu.sg)

Telephone: 6384 6707

When necessary, you may also email directly to our teachers. Their email addresses can be found on our website at <https://springdalepri.moe.edu.sg>.



# 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 IN MK

-  MK@SD offers ECDA-subsidised preschool-based Early Intervention (EI) programmes, such as Development Support – Learning Support (DS-LS) and Development Support Plus (DS-Plus)<sup>1</sup>
-  External personnel from EI 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

<sup>1</sup>Access to these programmes is subjected to the availability of EI providers



# CALENDAR OF EVENTS (TERM 1)

Date	Description	Remarks
<b>Term 1 – 2<sup>nd</sup> January to 14<sup>th</sup> March</b>		
<b>1 Jan</b>	New Year's Day	Public Holiday
<b>2 &amp; 3 Jan</b>	First Day of School – Getting to know you programme 😊 (for K1)	Shorter hours - 8.00am to 10.00am (AM Session) - 1.00pm to 3.00pm (PM Session)
<b>23 Jan</b>	January Birthday Celebrations	MK will celebrate birthday for all children born in January
<b>29 Jan – 30 Jan</b>	Chinese New Year	Public Holiday
<b>27 Feb</b>	February Birthday Celebrations	MK will celebrate birthday for all children born in February
<b>Feb</b>	LIFE@MK (K1)	Date to be confirmed
<b>15 Mar – 23 Mar</b>	Term 1 School Holidays	School Holidays (KCare remains open)



# On To A Strong Start!

