

ON TO A STRONG START!



2023 Family Handbook

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Introduction

Dear Parents,

Welcome to MOE Kindergarten!

Thank you for entrusting your child to us. We look forward to partnering you for your child's learning and holistic development.

In this Family Handbook, you will find useful information about our curriculum, our care for the children, health and other matters at MOE Kindergarten.

We are excited to embark on this learning journey with you and your child. As your child's "first teacher", your active involvement in your child's learning and development broadens and enriches your child's learning experience.

We seek to build an open and mutually respectful partnership with you, centred on the child's best interests. Together, let's give our children **a strong start towards becoming lifelong learners.**

Yours sincerely,
The MOE Kindergarten Team



B About MOE Kindergarten

Our Vision



**A Strong
Start for
Every Child**

Our Mission

**To provide
quality pre-school
education that
is affordable to
Singaporeans and
catalyse quality
improvements in
the sector**



Our Corporate Values

**MOE Kindergarten is guided by
MOE's corporate values:**

- **Integrity the Foundation**
- **People our Focus**
- **Learning our Passion**
- **Excellence our Pursuit**

Curriculum, Teaching and Learning

We aim to nurture children holistically so that they are confident, demonstrate strong social skills and have a good foundation in literacy and numeracy.

This will form a strong foundation for children when they enter primary school, and enable them to work towards the Desired Outcomes of Education, i.e., to be a *Confident Person, a Self-directed Learner, an Active Contributor, and a Concerned Citizen*.

We place emphasis on providing a safe, caring and respectful environment.

This is the key to building confidence and nurturing values, social and emotional skills and learning dispositions in children.

Teachers respect and value each child, e.g., through encouraging every child to participate and speak up, as well as listen to and learn from the ideas of others. Through these experiences, children learn values such as respect, responsibility, care and harmony, all of which are important in Singapore's multi-racial and multi-cultural society. Teachers also help children to have a strong start in becoming lifelong learners by fostering in them positive behaviours and attitudes to learning.

The MOE Kindergarten curriculum is centred on the belief that children are joyful, curious, active and competent learners and they play, learn and grow with others in a diverse and multi-cultural community.

Children are naturally curious and keen to make sense of the world around them. They learn by doing and are more likely to understand and remember skills and concepts learnt through active participation and exploration. As competent learners, they can learn almost anything given the right support and environment.

As social beings, children seek to build positive and meaningful relationships with others. There are ample opportunities for the children to learn to interact with others in caring and respectful ways in MOE Kindergarten.



Values, social and emotional skills, and learning dispositions are nurtured through the learning experiences created across the curriculum. The curriculum comprises two flagship programmes, the **Hi-Light Programme** and the **Starlight Literacy Programme**. Both programmes use teaching and learning resources developed by MOE.



The teaching and learning resources include stories, songs and rhymes that have a **distinctive Singapore flavour**.

Children have opportunities to learn about people, places and things around them such as festivals we celebrate, our traditions and local food. Learning becomes more relevant and real for them as they learn about things that they observe and experience in their daily lives.

Nurturing an all-rounded child

The **HI-Light Programme** adopts an integrated approach to learning to help your child make meaningful connections across different learning areas and experiences.

Through the programme, your child will be nurtured holistically in five learning areas:

- Aesthetics and Creative Expression
- Discovery of the World
- Language and Literacy
- Health, Safety and Motor Skills Development
- Numeracy



Strong emphasis on language learning

The **Starlight Literacy Programme** nurtures early childhood bilingualism and develops your child's listening, speaking, as well as early reading and writing skills.

Offered in English and all three Mother Tongue Languages, the programme uses Big Books, songs and games set in the local context to make language learning fun and enjoyable for your child.

Your child will not be required to memorise word lists for spelling tests. Instead, words will be introduced and learnt in context so that a strong foundation is laid for your child's language learning in later years.



The HI-Light and Starlight Literacy Programmes are organised around **four broad themes** which provide the contexts for children's learning:

- 1 Who am I?
- 2 Who are the people and what are the places around me?
- 3 Who do I share the world with?
- 4 How do things work?

Each theme includes topics that allow children to first explore and learn about themselves before learning about people and places around them within Singapore, and subsequently the bigger world in which they belong.

Every term, the children embark on a Weeks of Wonder (WoW) project in which they conduct an in-depth investigation of a topic they are interested in. Through the projects, children have opportunities to make their own decisions and choices, and learn from multiple sources. This helps to build their confidence and strengthen their dispositions towards learning.

Over the two years in MOE Kindergarten, knowledge, skills and dispositions are revisited and reinforced to provide sufficient breadth and depth in children's learning. This enables children to work towards achieving the learning goals of pre-school education which are available at <https://www.moe.gov.sg/preschool/curriculum>





Engaging Children in Learning through Purposeful Play

At MOE Kindergarten, teachers engage children in learning through purposeful play. While children actively participate in play that is enjoyable and meaningful, teachers observe them to support and guide their play to achieve important learning objectives.

Through purposeful play, children explore their world, discover how to get along with others, try out new ideas, evaluate their learning and feel confident about their ability to learn.

Extending Children's Learning through Quality Interactions

Teachers also seek to extend children's learning through quality interactions. This involves teachers and children engaging in frequent and extended conversations to build on ideas and concepts.

Teachers ask questions and use prompts to make children's thinking and learning process visible. They encourage children to put into words their thoughts of what they have seen, heard, experienced and learnt.

By listening respectfully to what children have to say, teachers build trust and strengthen the relationship between them, which enables children to be confident in asking questions and motivated in seeking answers to their questions.



Celebrating the Kindergarten Years

At MOE Kindergarten, we hold special K2 Celebrations to mark the completion of your child's pre-school years. Our celebrations reflect our belief in a holistic view of pre-school children's development. Instead of dressing in a graduation gown and mortar board which places undue emphasis on the academic aspects of development, we place your child at the heart of the celebrations where he/she will be involved in planning and executing the celebrations, showing his/her capabilities and accomplishments.

Your child will also receive a learning portfolio with documentation of your child's development and learning during the two years and a set of professionally-taken class and individual portraits to remember a memorable journey at MOE Kindergarten.



⑤ Building a Conducive Learning Environment

At MOE Kindergarten, we aim to provide a conducive and stimulating learning environment to grow a community of learners where children respect and value each other and build positive relationships with one another.



To grow this community of learners, we help our children develop self-regulation to manage their emotions and behaviours, take positive actions such as turn-taking and sharing, and avoid negative behaviours.

We recognise that helping children manage their emotions and behaviours is an on-going process. To do this, our teachers will:

- Develop positive relationships with and among our children;
- Create learning opportunities for children to develop social and emotional skills;
- Teach children to behave appropriately, make friends, build positive relationships with teachers and peers, work cooperatively in groups, and take responsibility for their actions; and
- Set clear and reasonable expectations of children's behaviour and be consistent with these expectations.

If the children exhibit negative behaviours that disrupt learning, teachers will use some of the following strategies to manage or redirect misbehaviours:

- Use positive feedback to promote good behaviour;
- Provide comfort and assistance to the child if there is something troubling him/her; and
- Listen to and recognise the child's feelings and help him/her learn the appropriate behaviour.

Teachers will use these strategies with care and respect, taking into account the child's progress and development, with the goal of supporting the child's social and emotional development.

In addition, our teachers will engage the children in games and activities that require attention, self-control and perspective taking for them to practise and build executive functioning skills.

Well-Being of Children



Health Matters

Do ensure that your child has received the appropriate immunisation for his/her age, prior to enrolment in MOE Kindergarten.

Any child who falls ill will be taken to the sick bay to rest (under adult supervision) until the arrival of his/her parent/guardian. You are strongly encouraged to personally take your child for medical treatment to ensure that the medical history of your child is properly communicated to the medical practitioner.

Parents are advised to keep your child at home if he/she suffers from any of the following symptoms or illnesses:

- Fever (above 37.5°C)
- Flu-like symptoms such as cough, sore throat, runny nose, shortness of breath and loss of sense of smell
- Conjunctivitis (sore eyes)
- Diarrhoea
- Vomiting
- Head lice
- Communicable diseases such as gastric flu, hand-foot-mouth disease (HFMD), mumps, measles, rubella, chicken pox and Covid-19

Siblings of Children Diagnosed with Infectious Diseases

In order to minimise transmission of infectious diseases, parents with more than one child in MOE Kindergarten are advised to keep your children away from the kindergarten if any one of your child has an infectious disease, for the period of the medical certification.

If a child still shows symptoms of illness after the expiry of medical certification, the kindergarten may decide not to allow the child into the kindergarten to safeguard the health and well-being of the other children. The kindergarten may request parents to refer the child to a medical practitioner for further assessment, and request a certificate of health from the medical practitioner for the child to return to the kindergarten.

Medication

The kindergarten will not administer medicine, vitamins, moisturizer, repellent, ointment, cream for insect bites or supplements to your children.

Emergencies

In the case of an emergency, parents/guardian will be informed and, in the interest of time, kindergarten staff will take your child to the nearest clinic or call for emergency medical help. Medical fees will be borne by parents.

Insurance

Upon enrolment, your child will receive Group Accident Insurance protection. The insurance is paid for by MOE Kindergarten and no additional payment is required from parents. The insurance includes coverage for accidents that may occur within the premises of the kindergarten or during activities organised by the kindergarten that occur outside the premises (e.g., during field trips).

Kindergarten Uniform

All children attending MOE Kindergarten are required to wear their kindergarten uniforms daily, unless otherwise specified (e.g., for certain festivals and celebrations, the kindergarten will notify parents about alternative attire arrangements in advance). Children are to **wear the prescribed kindergarten uniform and modification to the uniform is not allowed.**



We seek parents' co-operation to ensure that your child is in the kindergarten uniform daily.

Sale of Uniform

Parents can purchase uniforms directly from MOE-appointed suppliers. We recommend that each child has at least three sets of uniform.

Hair

Your child's hair must be well-kept and tidy.

Shoes and Socks

Your child should wear socks and well-fitted shoes for safety during activities. The following guidelines should be observed:

- Children should wear closed-toe shoes, suitable for outdoor play;
- Flip-flops and other open-toe/heel shoes are not allowed; and
- Socks should have non-slip soles.

Jewellery

For safety reasons, we discourage children from wearing accessories or jewellery to the kindergarten.

Snacks



MOE Kindergarten serves snacks every day. The snacks, comprising a food item and a drink, are nutritious and healthy, without excessive salt and oil.

There will be no pork and no beef in the snacks provided. If your child has other dietary requirements, please let the teachers know before the start of the year.

Children are strongly encouraged to consume the healthy snacks provided by the centre. If your child has special dietary requirements and you would prefer to pack snacks from home for your child, please label the container with your child's name to prevent it from being misplaced. The food should be kept in your child's bag until snack time and be able to safely keep at room temperature for two to three hours. The portion should be an amount that your child can finish within 15 to 20 minutes.

Children will not be allowed to share food to avoid possible triggering of food allergies.

The kindergarten will provide a selection of suitable food for celebration during festivals and special occasions. Please refer to Page 30 on more details regarding "Birthday Celebrations and Goodie Bags".

① Transition into MOE Kindergarten

When your child first starts kindergarten, he/she will experience a new environment, with new friends and new teachers. There may be a period of adjustment when your child may exhibit one or more of the following:

**Changes in
his/her
behaviour**

**Loss of
appetite**

**Throwing
tantrums**

**Vulnerability
to falling ill**

**Separation
anxiety**

The adjustment period varies with each child and can generally last from a week to two months.

Helping your child adjust to his/her new environment takes time and effort. To help make the adjustment a smooth one, here are some tips:

- Prepare your child for kindergarten, before the first day of the term;
- Say goodbye gently when you leave after dropping off your child at the kindergarten;
- Talk with your child every day, about what he/she has experienced and the best thing that happened at school;
- Reassure your child of your love for him/her;
- Ensure that your child is dressed neatly in his/her uniform;
- Bring your child to and from kindergarten on time, everyday; and
- Share with the Centre Head or teachers suggestions or feedback that relate to your child or the kindergarten.

For the first two days of Term 1, parents can accompany* your child into the kindergarten. We encourage you to spend these first two days with your child, so that you can help him/her through the routines of snack time and going to the bathroom, etc. You can also take the opportunity to highlight to the staff any of your child's habits.

Teachers will take special care of children who experience difficulties in adjusting to his/her new environment. They will consider the child's needs and work together with parents on an adjustment plan if necessary.

*In the event of special situations or unforeseen circumstances (e.g. Covid-19), please refer to the kindergarten's arrangement and guidelines.

Family-Kindergarten Communication

At MOE Kindergarten, we maintain an open communication policy where parents can set up appointments with the Centre Head or teachers, talk over the telephone or correspond via email for discussion on your child's development.

Communications Channels with Parents

Teachers will keep parents updated on the kindergarten's activities and about their child. They may do so via telephone, email, Communications Book, or digital platforms such as Parents Gateway.

Please find out from your child's kindergarten on the communication channels and tap on them to communicate with the teachers.

Learning and Development Updates

Teachers will observe and document your child's progress and achievements in the kindergarten. You will receive updates on your child's learning experiences and progress in the kindergarten on a regular basis. These updates will include observation notes and comments, photographs of your child in action, and samples of your child's work that provide insights into what your child has learnt and experienced. The updates will be used for discussion at the Parent-Teacher Conference.

Parent-Teacher Conferences

MOE Kindergarten will hold Parent-Teacher Conferences twice a year where teachers will share your child's development and learning progress with you. Parents can also share observations and feedback with the teachers.

Children Who Need More Support

We recognise that young children have diverse needs. Our educators are sensitive to the different learning needs of children when designing learning experiences for them in the MOE Kindergarten setting. MOE Kindergartens are committed to supporting children with developmental needs or special educational needs who are able to access learning in a group of 20 children.

MOE Kindergartens do not have specialised manpower and dedicated resources to provide individually customised curriculum for children with significant needs who require intensive support. If a child is observed to show significant difficulties in adjusting to the MOE Kindergarten setting, our educators will work closely with the child's parents to better understand the child's needs and the support required. These may include recommending parents to seek professional assessment of the child's developmental and educational needs and/or to access early intervention services to provide more intensive and specialised support.

Other Matters

Arrival and Dismissal

Children are encouraged to attend kindergarten regularly and be present for the entire programme. The morning session begins at 8 a.m. and ends at 12 noon. The afternoon session begins at 1 p.m. and ends at 5 p.m. Do arrive 15 minutes before the start time for attendance-taking and health checks at the designated assembly points. Please observe our hours of operation and be on time to pick your child up.

You or an authorised caregiver will need to present an Authorisation Pass to the security guard on duty when sending and picking up your child from school at all times. In the event that you or an authorised caregiver is unable to pick your child up on time, please provide us with the name and identity number of the alternative caregiver who will be doing so. We will require the alternative caregiver to produce their identity card or work permit for verification.

Our kindergartens operate four terms per year and adhere to the MOE school calendar. In addition, there may be three scheduled kindergarten closure days for staff training and development. A calendar of events will be given to you at the start of each term.

Please note that fees will not be pro-rated or refunded for the following:

- Scheduled kindergarten closure days;
- Closure days when the kindergartens are required to close due to outbreak of communicable diseases; and
- Children travelling overseas, absent with or without medical leave.

Daily Checklist

The following is a list of personal items that your child should bring to the kindergarten every day. Please label your child's name on each of his/her belongings, including the uniforms for easy identification.

- Face masks are optional for children in MK and KCare
- One set of spare uniform and undergarments
- Water bottle with sling, filled with water
- Communication Book

Absences

In the event that your child has to stay at home, e.g., due to illness, please inform the kindergarten office by telephone as soon as you can. This is important so that if it is a case of a communicable disease, e.g., HFMD and Covid-19, early action can be taken and the kindergarten can inform the other parents to take precautions.

Kindergarten Fees

The monthly kindergarten fee is \$160 (for Singapore Citizens) and \$320 (for Singapore Permanent Residents), and is payable monthly except in the following:

- Fees for January and February are collected in the month of February for K1 children.
- Fees for November and December are collected in the month of November for K1 and K2 children.

All fees should be paid before the 20th day of each month. For those paying by GIRO, if the first attempt to deduct in November is not successful, a second attempt will be carried out in December for outstanding fees payable.

A reminder will be served if fees are not paid on time.

Fee Assistance

Families of children who are Singapore Citizens who need kindergarten fee assistance can apply for the Kindergarten Fee Assistance Scheme (KiFAS) provided by the Early Childhood Development Agency (ECDA) through MOE Kindergarten. The family needs to satisfy either the Gross Monthly Household Income (HHI) or the Gross Monthly Per Capita Income (PCI) criterion. After ECDA's approval of the assistance, please note that the child must attend at least one day of the kindergarten for the month to qualify for the assistance. Failure to do so will result in the full kindergarten fee being payable for the month.

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

**Information is correct as at Nov 2022 and is subject to review.*

**Please note that the actual support for each child will depend on the gross monthly household income or gross monthly per capita income of the family and will be determined by ECDA after the child is enrolled in MOE Kindergarten and relevant documents are processed. ECDA will notify parents of the outcome.*

For those who require additional financial assistance, please enquire at the kindergarten for more details.

Modes of Payment

i. **GIRO**

Parents are strongly encouraged to use GIRO as your payment mode. For payment by GIRO, fee deduction will be made on the 20th day of the month. If the deduction due date falls on a Saturday, Sunday or a Public Holiday, the deduction will be made on the next working day.

ii. **Child Development Account (CDA)**

Parents can use the CDA for fee deduction via GIRO. Recurring payments can be made via GIRO to MOE, when it is activated upon approval.

iii. **Cheque**

Cheque payment is to be made payable to “Ministry of Education”.

iv. **Cash**

Cash payment should be made at the MOE Kindergarten Office / Primary School General Office. An official receipt will be given in acknowledgement of the cash payment.

v. **SingPost SAM**

Parents can make use of SingPost SAM Web, Kiosk or Mobile platforms to make payment for MOE Kindergarten fees using the child's birth certificate number as reference number.

Parking

For MOE Kindergartens sited in primary schools, parking spaces are designated to season parking holders. We seek your understanding to park at the nearest public car park.

Reporting Travel History

For children who are travelling out of Singapore, e.g., during the school holidays, parents will need to declare travel plans. This practice is to ensure a safe and healthy environment at the kindergarten in the interest of all children.

Updating of Particulars

Please let the kindergarten know of any change of particulars and contact details. It is important that contact information is up-to-date, so that the kindergarten can contact you in case of an emergency.

Birthday Celebrations and Goodie Bags

To minimise disruption to the kindergarten programme, the kindergarten will be celebrating the children's birthdays on a monthly basis. Individual birthday parties will not be allowed in the kindergarten. If you wish to provide goodie bags, please consult the Centre Head on the guidelines. We do seek your understanding that there are constraints in allowing parents to participate in the celebration when the kindergarten is in session.

Teachers' Day Gifts

MOE Kindergarten staff are bound by civil service guidelines and thus will only accept handmade gifts from children.

Withdrawal

- i. Should you wish to withdraw your child from MOE Kindergarten, please ensure that you notify the kindergarten in writing or via e-mail to the Centre Head. This notice should be submitted no later than the first day of the month, giving at least one complete calendar month's advance notice, prior to the last day of attendance.
- ii. For new enrolment, if parents wish to withdraw before the child starts school, withdrawal notice should be submitted before first calendar day of the month of enrolment. For example:

- a. If the child is supposed to start school in January, the withdrawal notice should be submitted before 1st January to avoid incurrence of Kindergarten fees.
 - b. If the withdrawal notice is served on 1st January, the current month (i.e. January) Kindergarten fee will be charged.
 - c. If the withdrawal notice is served on/after 2nd January, January and February Kindergarten Fees will be charged.
- iii. For existing MK children, please note that both the current and following months' fees will be charged (i.e. total two months) if the withdrawal notice is submitted after the first calendar day of the month. For example:
- a. If parents notify the kindergarten on withdrawal on 1 April, the last day of attendance for the child will be on 30 April. In this instance, the April fee must still be paid whilst serving the notice of withdrawal.
 - b. If parents notify the kindergarten on withdrawal on 2 April (i.e. after first calendar day of April), the last day of the child's attendance will be on 31 May. The two months' fees for April and May must still be paid whilst serving the notice of withdrawal.
- iv. Parents are advised to clear any outstanding payments before the child's last day of attendance at the kindergarten.
- v. For those receiving kindergarten fee assistance, the child must attend at least one day of kindergarten during the notice period to qualify for the assistance. Failure to do so will result in the full kindergarten fee being payable for the month.

Note:

- To facilitate withdrawal, please indicate your child's name and birth certificate number in the withdrawal notice. Schools will follow up with an acknowledgment of the withdrawal request.
- No proration of fees will be allowed, regardless of the withdrawal date.
- The full month's fees is still chargeable throughout the withdrawal notice period until the last date of attendance, regardless whether the child continues to attend the kindergarten.
- No change of session is allowed whilst serving the notice of withdrawal e.g. A.M. to P.M. session.

Mutual Respect

At MOE Kindergarten, we are committed to the well-being and learning of your child, and to provide quality service with professionalism and respect. We appreciate that parents regard our staff with mutual respect, so that we can work well together for the good of your child and the other children in the kindergarten. We reserve the right to protect our staff from unreasonable expectations or difficult behaviours.



Collection and Sharing of Child's Data and Work

From time to time, we may take photographs and sound or video recordings of your child as he/she goes about his/her activities at MOE Kindergarten. These photographs, sound or video recordings, as well as your child's work such as crafts and drawings, may be selected for use in for use in curricular materials developed by MOE and any MOE Kindergarten; and media and publicity materials relating to MOE and any MOE Kindergarten. Your consent will be sought via the Child Data Form. Should you wish to withdraw consent in future, you may do so any time by informing the Centre Head in writing.

Your child's data provided to MOE may also be shared with other agencies or organisations as MOE deems necessary to facilitate the provision of services for educational advancement or other purposes beneficial to our MOE Kindergarten children, unless such sharing is prohibited by law.

If you have any queries, please approach the Centre Head of your child's kindergarten.



Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Acknowledgement Form for Receipt of Family Handbook

I hereby acknowledge the receipt of the MOE Kindergarten Family Handbook and have read and understood the contents.

Child's Name _____ Class _____

Parent's Name _____ Date _____

Parent's Signature _____

Please complete this Form and return it to your MOE Kindergarten Centre Head promptly, through your child. Thank you.



Photos were taken pre-Covid 19.
Information is accurate as of September 2022.