



ORIENTATION DAY

MOE Kindergarten @ Zhenghua

14 Nov 2023



ORIENTATION E-PACK

1. MK Family Handbook

2. Centre-specific Information

- Information on Arrival and Dismissal,
- Sample Timetable
- Sample Snack Menu
- Daily Checklist
- Calendar of Events (2024 Term 1)
- Transition into Mk
- Programme for First 2 Days of School
- Uniform
- Kindergarten Fee Assistance Scheme (KiFAS)
- Communication






WELL-BEING OF CHILDREN



MK FAMILY HANDBOOK



-  Information and practices in MOE Kindergarten
-  Soft copy was emailed on 2 November
-  Read and submit acknowledgement via Parents Gateway (PG). Look out for PG message in 2024 Term 1.



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 <i>Note: Lessons start at 8.00am</i>	11.50 – 12.00pm
PM session	12.50pm – 1.00pm <i>Note: Lessons start at 1.00pm</i>	4.50pm – 5.00pm


ARRIVAL AND DISMISSAL – AUTHORISATION PASS

- Each family will be issued two Authorisation Passes.
- Authorisation Passes are to ensure safety of all children. It is non-transferrable.
- Present the Authorisation Pass when picking up your child/ward for both MK/KCare.



ARRIVAL AND DISMISSAL – AUTHORISATION PASS

 Parents are to provide the required information and photos for the Authorisation Passes via the online MK Child Data Form by 13 Nov.

 You will receive the Authorisation Passes by 1st week of Jan (late submission may result in delays in issuance of the Authorisation Passes).

Please take note:

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





Gate 8

MOE



DEKIN

DEKIN

- Quality and Affordable Early Childhood Education
- Flexible Curriculum to Engage All as a Holistic Programme
- Specialist Learning Environment
- Qualified Teachers in Healthy School

Full-time Kindergarten Care Services Available

Enrolment for 3-year-olds from 2024 onwards

6219 5679
ek_changtu@moe.edu.sg



Arrival & Dismissal via Gate 8

**Security Point
And
Temperature che**

Assembly Area





(2) Visual Check by teachers

(1) Temperature check

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

Blk 238
Bt Panjang Ring Rd



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 arrive after 7.45a.m.:**
Please wait at the waiting area with the rest of the MK children who do not attend KCare.



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.



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 – 8.10 a.m.	Welcome and Circle Time (10 min)				
8.10 – 8.40 a.m.	Outdoor (30 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.	Starlight Literacy (Mother Tongue) Programme (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 cream buns, cheese bread, 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 extra set of undergarment

1 extra pair of 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)

** Please label all your child's belongings.

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



CALENDAR OF EVENTS (2024 TERM 1)

Date	Description	Remarks
Term 1 – 2nd January to 8th 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 school - 8.00am to 9.30am (AM Session) - 1.00pm to 2.30pm (PM Session)
26 Jan	*January Birthday Celebrations	MK will celebrate birthday for all children born in Jan
9 Feb	Chinese New Year Celebration	Curtailed hours (<i>Details to be advised</i>)
12 and 13 Feb	Chinese New Year	Public Holiday and School Holiday
23 Feb	*February Birthday Celebrations	MK will celebrate birthday for all children born in Feb
7 Mar	Tea Session with Parents	
11 to 19 Mar	Term 1 School Holidays (KCare remains open)	

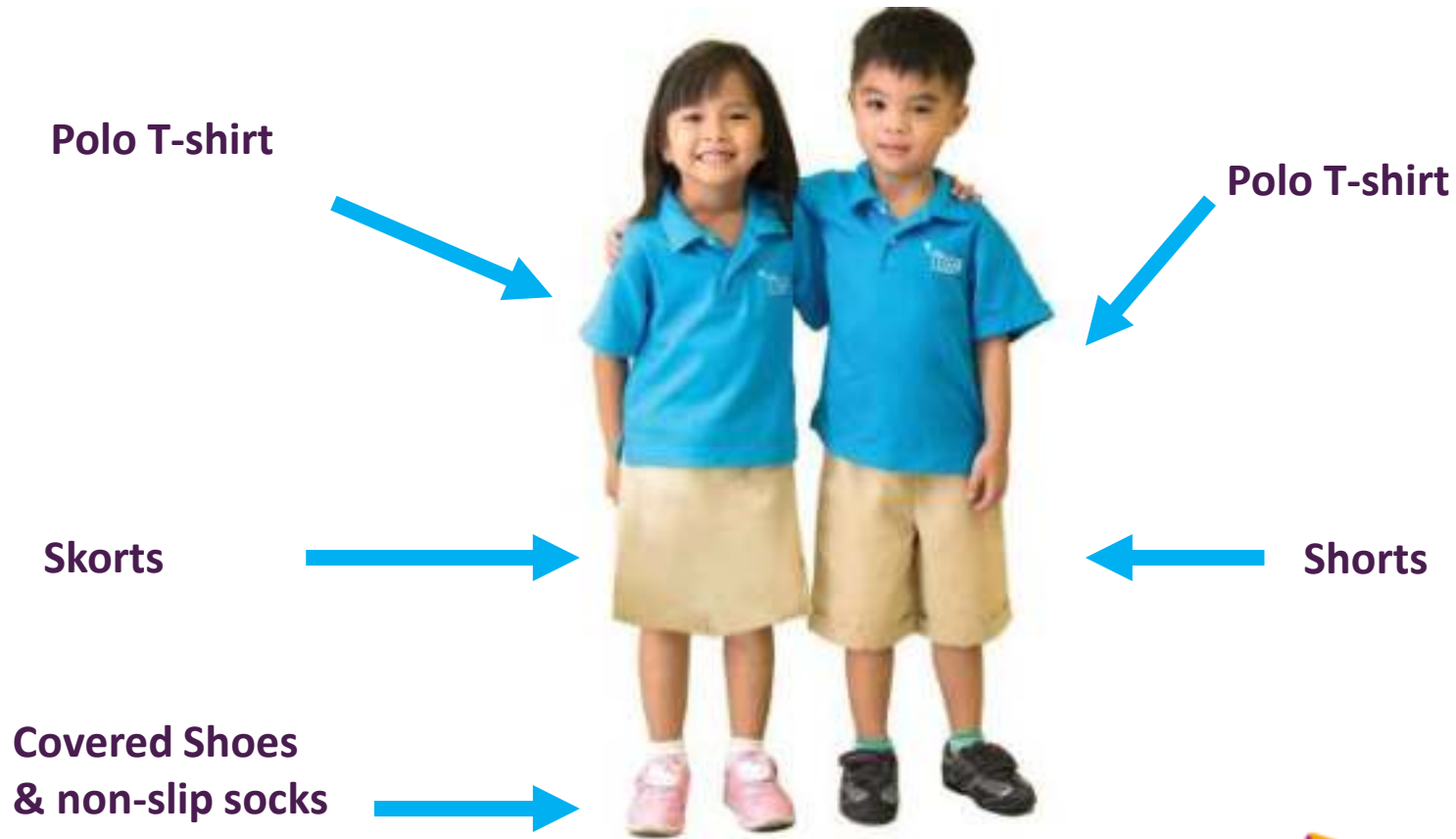
*Goodie bags are not encouraged. If parents wish to proceed, please consider appropriate educational items which are safe. No food items, including birthday cakes, allowed.



UNIFORM



MK UNIFORM



Recommended:

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



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">- 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.



MK UNIFORM

Sale of uniform is available on/at:

1. Orientation Day (14 November, 2pm to 4pm)
2. Supplier's website

	Beau Voix	Jeep Sing
	https://www.beauvoix.com.sg	https://jeepsinguniform.com/
Option 1	Home delivery at \$5 per address	Home delivery at \$6 per address
Option 2	Collection at MK on Orientation Day	



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 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



MK UNIFORM SUBSIDY ORDER AND COLLECTION

For uniform subsidy claim at retail store or K1 Orientation Day:

- Please bring either a printed or email copy of the MK Uniform Subsidy letter to the supplier's retail store or K1 Orientation Day.
- For printed copy, parents are to endorse at the bottom of the letter. The uniform supplier shall retain the claim slip of the printed letter (bottom of the letter) as a supporting document.
- For email copies, parents should forward the email from the school with the PDF letter to the respective supplier. Please ensure the email subject contains the MK name and child's name.



FEE-RELATED MATTERS



MOE KINDERGARTEN FEE

The monthly fee for MK in 2024

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

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) under Ministry of Social and Family Development (MSF), 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)

How do I apply?

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

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 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	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








TRANSITION INTO MK




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 (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 (Wed) – usual 4 hour programme**
- 🎈 From **4 Jan 2024 (Thurs)**, the MK will operate within the usual hours of: 8.00 am – 12.00 pm and 1.00 pm - 5.00 pm



MK – HOME 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	<u>MK General Office</u> 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 2023**.



EARLY INTERVENTION SERVICES



EARLY INTERVENTION SERVICES IN MK

-  MK@Zhenghua work with our partner, SPD, to offer 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 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
-  SPD website: <https://www.spd.org.sg/>

¹Access to these programmes is subjected to the availability of EI 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.

FORMS FOR SUBMISSION

(REMINDER)

1. MK Child Data Form
2. Finance Forms (GIRO, KiFAS Application, KCare Additional Subsidy)
3. Infosheet and Acknowledgement Letter for MTL Policy, if applicable

