



## ADVENTIST SCHOOLHOUSE

### REGISTRATION GUIDE FOR CITIZEN

Please make an admission appointment with our Admin Officer at 6562 4932 or email to irenepang@ash.edu.sg prior to your visit. We recommend bringing your child along to facilitate the process.

For a smooth experience, we seek your cooperation to follow the guidelines below.

#### 1. FEES

- Please pay the Registration fee \$107 and refundable deposit by NETS or Baby Bonus NETS only at the time of Registration.

#### 2. DOCUMENTS

##### 2.1 Filled Registration Form

All columns are IMPORTANT and will be inputted into our pupil system, please complete all columns.

- Complete the form with blue/black pen.
- Ensure your writings are legible. Avoid cursive font.
- DO NOT leave any field(s) blank. Indicate "NIL" if none.

##### 2.2 Filled ECDA Form 1

Please follow the Explanatory Notes for Government Subsidies as attached when you fill up the form.

##### 2.3 Filled Direct Debit Authorization Application Form

The original documents must be presented for verification purposes at the time of registration.

Please also provide a photocopy of the following documents unless otherwise stated.

##### 2.4 Child's birth certificate

##### 2.5 Child's Singapore Citizenship Certificate (if any)

##### 2.7 Child's Immunization record (health booklet) and medical history if any

##### 2.8 Both parents' NRIC

- A digital copy through Singpass app is acceptable for verification. No hardcopy is required.

#### 3. COLOURED PASSPORT-SIZED PHOTO (SOFTCOPY)

We require individual coloured passport-sized photos (softcopy only) for uploading onto the centre's mobile app for your child's sign in/out upon arrival/dismissal. They need to be uploaded at the time of admission. Please get them ready prior to your appointment.

##### 3.1 Father's photo

##### 3.2 Mother's photo

##### 3.3 Authorised pick-up person's photo





## ADVENTIST SCHOOLHOUSE REGISTRATION FORM

<b>1. CHOICE OF PROGRAMME</b>				
<input type="radio"/> Full-day 7am-7pm		<input type="radio"/> Half-Day 7am-1pm		
<b>2. CHILD'S PARTICULARS</b>				
Name (as in birth certificate, please <u>underline the surname/family name</u> )				
Chinese Name	Birth Cert No./ FIN No./Passport No.	Gender <input type="radio"/> Male <input type="radio"/> Female		Date of Birth dd/mm/yyyy
Residential Status <input type="radio"/> Citizen <input type="radio"/> Singapore PR <input type="radio"/> Dependant Pass <input type="radio"/> Long Term Pass <input type="radio"/> Student Pass		Nationality	Race	Mother Tongue Language
Residential Address Blk _____ Unit No. _____ Street Name _____ Building Name _____ Postal Code _____				Residential Phone
<b>3. PARENTS' PARTICULARS</b>				
	Father		Mother	
NRIC/FIN No.				
Name				
Mobile Number				
Email Address				
Occupation				
<b>4. EMERGENCY CONTACT (OTHER THAN PARENTS)</b>				
Name	Contact Number	NRIC No./FIN No.	Gender	
Address		Postal Code	Relationship	
<b>5. IMPORTANT: AUTHORISED PERSON(S) TO FETCH THE CHILD FROM THE CENTRE OTHER THAN PARENTS</b>				
Name	Gender	NRIC No./FIN No.	Contact Number	Relationship
1.				
2.				
3. <input type="radio"/> TRANSPORT (please put a tick ✓ if you authorize school bus to fetch your child.				
<b>6. SIBLINGS' PARTICULARS</b>				
Name	Age	Sex	Studying in the centre now YES / NO	
1.			YES / NO	
2.			YES / NO	
<b>7. CHILD'S MEDICAL INFORMATION</b>				
a. Does your child have any medical condition? Yes / No (if yes, please specify)				
b. Does your child have any special needs? Yes / No (If yes, please elaborate or attach medical report)				
c. Does your child have any food/drug allergies? Yes / No (If yes, please specify)				
d. Does your child have any dietary restrictions? Yes / No (if yes, please specify)				
<b>8. HOW DO YOU FOUND OUT ABOUT ADVENTIST SCHOOLHOUSE?</b>				
<input type="radio"/> Word of mouth If child is studying at ASH now, please indicate details below. Child's Name _____ Parent's Contact Number _____				
<input type="radio"/> Facebook <input type="radio"/> ASH Website <input type="radio"/> Banner <input type="radio"/> Other, please specify _____				

## ADVENTIST SCHOOLHOUSE TERMS & CONDITIONS

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING.

### 1. SCHOOL HOURS

- 1.1 FULL-DAY Monday-Friday 7.00am-7.00pm
- 1.2 HALF-DAY Monday-Friday 7.00am-1.00pm
- 1.3 These programmes operate according to child care holidays.

### 2. ATTENDANCE

#### 2.1 SINGAPOREAN

As per ECDA's guidelines, to ensure that Singaporean students' attendance tallies with subsidy claims, child must attend centre for at least one day per month to be eligible for subsidy.

#### 2.2 STUDENT PASS HOLDERS

For student pass holders, the Immigration and Checkpoints Authority (ICA) requires 90% attendance. Any absence without valid reasons, it may affect the future applications for the student pass.

### 3. REGISTRATION FEE

- 3.1 This is an administrative charge for the registration of a child. It is non-refundable and non-transferable. It is payable by NETS /Baby Bonus NETS upon registration.

### 4. DEPOSIT

- 4.1 A deposit of 1 month's school fee (excluding government subsidy) is payable upon registration. It will be refunded upon
  - a. sufficient written notice of withdrawal and all fees have been paid per clause 6.
  - b. full fees paid for the last month of attendance at the end of the academic year in Kindergarten 2.
- 4.2 The deposit required may be adjusted accordingly from time to time, including upon a change of programme or a revision of school fees.

### 5. SCHOOL FEE

- 5.1 School fees are payable monthly as long as the child continues to be enrolled in the centre. School fees are **due on 15<sup>th</sup> of every month**. Fees paid are non-refundable, non-transferable, and shall not be pro-rated.
- 5.2 If monthly fees are not paid by the due date, the centre reserves the right to terminate enrolment by giving written notice to the parents and the deposit amount will be forfeited.
- 5.3 The first month's school fees must be paid by NETS / Baby Bonus NETS only. Subsequent monthly school fees must be paid by Baby Bonus GIRO or Interbank GIRO.
- 5.4 The centre will do the GIRO deduction within 7<sup>th</sup> - 9<sup>th</sup> of each calendar month. Parents should ensure there are sufficient funds in your GIRO-linked bank account before the 7<sup>th</sup> of each calendar month. All failed GIRO deductions are to be rectified by **15<sup>th</sup> of the corresponding calendar month** by way of NETS payments at the office.

### 6. WITHDRAWAL

- 6.1 Parents are required to submit the completed withdrawal form to the admin office. The form can be obtained from the admin office or downloaded from the school website.
- 6.2 All withdrawal made in accordance with Clause 6.1 above shall be made together with a **1 month's written notice** to the centre, or a payment of one month's school fees in lieu of notice. The deposit will be used to offset any outstanding payments owed to the centre, including any payment in lieu of notice. Any remaining amount will be refunded once any outstanding relevant documents and fees have been received.

The submission date of the withdrawal form **should not exceed the first day of a calendar month if the child is to be withdrawn from the school by the end of that same calendar month.**

Example:

- a. If parent submits the withdrawal form on 31 May, then the child's last day with the school is 30 June.
- b. If parent submits the withdrawal form on 1 June, then the child's last day with the school is 30 June.
- c. If parent submits the withdrawal form after 1 June, eg. 2 June, then the child's last day with the school is 31 July.

For the avoidance of any doubt, the school fee is payable in full during the notice period, including the last month of attendance.

### 7. LATE FEE PAYMENT

- 7.1 There will be a late fee of \$50 for all overdue invoices. This amount is payable by NETS only.

### 8. CHANGE OF PROGRAMME

- 8.1 For the change of programme type, **at least 1 month's advance written notice** is required. A written notice of change of programme type should also be submitted no later than the 1st day of the month if intended to take effect in the same calendar month. Otherwise, the said notice can only take effect on the following month. Any such changes may also be subject to resource availability.
- 8.2 A \$50 admin fee is chargeable for the change of programme. It is non-refundable and non-transferable.

**9. LATE COLLECTION OF CHILD/CHILDREN**

- 9.1 Time and punctuality are lessons taught in the school. Children will feel insecure if parents are late in fetching them. Thus, we would like to seek your co-operation to fetch your child on time. School dismissal time is set out in the parents' handbook and as per Clause 1 above, at 1.00pm or 7.00pm. **A late fee of \$5 will be imposed for every 5 minutes of lateness or part thereof.** The purpose of such fee is to encourage parents to bring your child home early for a quality family time.

**10. INTERNATIONAL STUDENTS**

- 10.1 Long Term Visit Pass holders should ensure that the pass remains valid so that your child can continue to study in Adventist Schoolhouse.
- 10.2 When there is a renewal or change of residential status, a new copy of Student Pass/Re-entry Permit should be submitted to the admin office.
- 10.3 When your child cease or terminate his/her studies, you should surrender his/her Student's Pass (STP) card to ICA for cancellation within seven days.
- 10.4 The centre will cancel your child's student pass on-line.

**11. DECLARATION OF LEARNING DIFFICULTIES**

- 11.1 If your child has learning difficulties of any nature, it is important to declare them in the Registration form, accompanied by medical reports. This is to minimize the risk of a child being enrolled into a programme that is not suitable to his/her level of development and ability. Some of these issues may often need specialized attention.
- 11.2 In the event that such learning difficulties are not declared timeously, and the child is found unsuitable to continue with the programme currently enrolled in, Adventist Schoolhouse reserves the right to discontinue the child's studies.

**12. HANDLING OF EMERGENCIES**

- 12.1 In the event of an emergency, the centre has the right to seek medical attention for your child including sending him/her to the nearest clinic/hospital on your behalf at the centre's discretion.
- 12.2 Complete the Authorization form to allow the centre to administer medicine to your child when necessary.

**13. NOTIFICATION OF CHANGES FOR CITIZENS**

- 13.1 Early Childhood Development Agency (ECDA) requires subsidy applicants to update the centre as and when the following changes arise, as these changes would affect the monthly subsidy amount. Please get a ECDA form from the admin office.
- Change of working status of subsidy applicants eg. non-working > working
  - Change of nationality of child
  - Change of subsidy applicant (from mother to single father, step-mother, grandparent or guardian)
- 13.2 ECDA will now verify the household incomes and working status of mothers at fixed points in the child's preschool years, and at longer intervals, instead of carrying this out annually. This enhancement will provide parents with greater certainty on the amount of subsidies they will receive, even if they transit between jobs or take on care-giving responsibilities. From 2019, ECDA will conduct these assessments at the following milestones:
- a. at the point of enrolment
  - b. upon a change in programme
  - c. at the end of Nursery

**14. PERSONAL DATA PROTECTION**

- 14.1 By signing this and acknowledging these Terms and Conditions, you consent to Adventist Schoolhouse's collection, use and disclosure and/or processing of your personal data and your child(ren)'s personal data for the purpose of your child(ren)'s studies in the centre and all other needs arising therefrom and/or incidental thereto, including but not limited to the use of photographs and videos taken during events organized by the centre and other photographs and videos shared by you for educational, publicity and marketing purposes. (Please refer to the Parents' handbook for more details on the use of your personal data and your child's personal data.)
- 14.2 For reasons of security and child's confidentiality, no photography and videography are allowed within the school premises. Parents/caregivers are permitted to take photographs of their child only during his/her 1<sup>st</sup> day of school, birthday celebrations and during the graduation concert.

**15. MISCELLANEOUS**

- 15.1 The various provisions of these Terms and Conditions are severable and if any provision is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability shall not affect the remaining provisions of these Terms and Conditions.
- 15.2 These Terms and Conditions are governed by, and shall be construed in accordance with the laws of Singapore. The parties hereto agree to submit to the exclusive jurisdiction of the Singapore courts.
- 15.3 Except as provided in these Terms and Conditions in relation to the Group Companies (who will enjoy the benefit of and may enforce such benefits under and subject to the terms of this Agreement), a person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act, Chapter 53B of Singapore, to enforce any provision of this Agreement
- 15.4 These Terms and Conditions supersedes and cancels all previous understandings, agreements, warranties and undertakings whether oral or written, express or implied, given or made by or between the parties hereto, and constitutes the entire agreement between parties hereto in respect of the matters set out herein and unless otherwise stated, no other terms and conditions shall be included or implied.

## ACKNOWLEDGEMENT

By submitting and signing this form :

- I have agreed that I have read, understood and accepted the terms and conditions of Adventist Schoolhouse. I also understand that these terms and conditions are subject to amendment. Adventist Schoolhouse reserves the rights on the interpretation of the above Terms & Conditions.
- I have received a copy of the Terms & Conditions.

\_\_\_\_\_

Name of father/mother/guardian

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### FOR OFFICE USE

Level/Class	Application Date	Start Date	SDA Member YES / NO	Discount Given (%)
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**Action Checklist**

- Payment Schedule                     
  ECDA   
  Parents Handbook   
  Programme Calendar
- Language option
- Issued Referral Incentive to \_\_\_\_\_
- \_\_\_\_\_  
 Parents' Name    Date

**Document Checklist**

✓ tick when document is in place.

- Filled ECDA Form 1
- Filled Baby Bonus Giro Form (Citizen only)
- Filled Interbank Giro Form
- Child's birth certificate
- Child's passport (International Students only)
- Child's Singapore Citizenship Certificate (if any)
- Child's Re-entry Permit / Long Term Pass / Dependant Pass / Student Pass
- Child's Immunization record (health booklet) and medical history if any
- Both parents' NRIC/valid passes/passports
- Latest Notice Assessment (NOA) from Inland Revenue Authority of Singapore (IRAS) (Self-employed mother/single father)
- Relevant legal documents to prove that the custody of the child is with the father (eg. Death certificate of mother, Deed of Separation, Divorce Petition)

Remarks

QP-03/F01 Rev 7

## Explanatory Notes on Government Subsidies for Child Care for Parents and Centres

### Overview

- A. Form 1 – Child Care Enrolment and Subsidy Application Form
- B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)
- C. Different Types of Income Earners
- D. Computation of Income
- E. Monthly Programme Fee
- F. Notification
- Annex A: Subsidies for childcare
- Annex B: Subsidies for infantcare

### A. Form 1 – Child Care Enrolment and Subsidy Application Form

#### A1. When should Form 1 be used?

Use Form 1 for (i) new enrolments, (ii) when child becomes a Singapore Citizen, or (iii) change of applicant (e.g. from legal guardian to parents, or parents to non-parent caregivers).

#### A2. How should Form 1 be filled?

If your child is a	Please complete the following parts
Singapore Citizen	<ul style="list-style-type: none"> <li>• <b><u>Part 1: Child Enrolment Details</u></b></li> <li>• <b><u>Part 2: Applicant and Spouse Details</u></b> <ul style="list-style-type: none"> <li>- The <b>applicant</b> in Part 2 refers to the <b>mother</b>.</li> <li>- If the mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father.</li> </ul> </li> <li>• <b><u>Part 3: Application for Subsidies</u></b> <ul style="list-style-type: none"> <li>• <b><u>Part 3A: Employment<sup>1</sup> and Income Details of Applicant and Spouse</u></b> <ul style="list-style-type: none"> <li>- To provide the employment and income details of both applicant and spouse.</li> </ul> </li> <li>• <b><u>Part 3B: Special Approval (SA) (if applicable)</u></b> <ul style="list-style-type: none"> <li>- <b>Part (I):</b> For <b>non-working mothers or single fathers</b> who are looking for a job or have valid reasons for not working (e.g. medical reasons or caregiving commitments)<sup>2</sup>, and wish to apply for higher subsidy support.  For job-seeking applicants who would like to be referred to WSG for career matching services, WSG will contact you to arrange for a meet-up to discuss your employment needs.</li> <li>- <b>Part (II):</b> For families who are under <b>HDB’s Public Rental Scheme or MSF’s ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA)</b>. These families qualify for the working mother Basic Subsidy (BS) and maximum Additional Subsidy (AS) under SA, regardless of the applicant’s/single father’s working status. The maximum subsidies will be provided until the next fixed point of assessment (i.e. new enrolment, infant care to child care, or end of Nursery 2). Such families with children enrolled in affordable preschools may also wish to apply for the Start-Up Grant (Part 4).</li> </ul> </li> </ul> </li> </ul>

<sup>1</sup> A working applicant refers to a mother/single father who works at least 56 hours per month. This includes full/part-time and freelance work arrangements. Please take note that applicant/spouse on No-Pay Leave should indicate in Form 1 as “Not Working and not applying for SA or CCFA”.

<sup>2</sup> Refer to Form 1, Part 3B(I) for the complete list of valid reasons for not working.

## A. Form 1 – Child Care Enrolment and Subsidy Application Form

	<ul style="list-style-type: none"> <li>- Non-parent applicants (e.g. legal guardians/other caregivers) do <b>not</b> need to complete Part 3B of Form 1, as they will be automatically considered for child care subsidy under Special Approval when they indicate their relationship to the child as a legal guardian/other caregiver under Part 2 of Form 1.</li> <li>• <b>Part 3C: Employment and Income Details of Family Member(s) (if applicable)</b> <ul style="list-style-type: none"> <li>- To provide the details of family members if you have 5 or more family members<sup>3</sup> with at least 3 dependants who are not earning an income, so that the <b>Per Capita Income (PCI)</b> of the household can be computed.</li> </ul> </li> <li>• <b>MSF Foster Parents and Head of Children Home are <u>not</u> required to fill out Part 3</b> as it is <u>not</u> applicable. They need only to in Part 1, 2, 4 and 5 of the form.</li> <li>• <b>Part 5: Declaration</b> by Applicant and Spouse, and Family Members (if applying for subsidy via PCI approach)</li> </ul>
<p><b>Singapore Citizen</b> and is applying for <b>Start-Up Grant</b> and/or <b>Child Care Financial Assistance</b></p>	<ul style="list-style-type: none"> <li>• Complete the same parts as an application for Singaporean Child, i.e. <b>Parts 1 to 3</b></li> <li>• <b>Part 4: Start-Up Grant (SUG) and/or Child Care Financial Assistance (CCFA)</b> <ul style="list-style-type: none"> <li>- For families with a gross household income (HHI) of \$3,500 and below / PCI of \$875 and below, and require further financial assistance.</li> <li>- <b>CCFA:</b> Fee assistance for lower-income families whose (i) child(ren) are enrolled in affordable infant/child care programmes; and (ii) due to difficult family circumstances, need help with paying the monthly fees even after receiving child care subsidies. The applicant (mother or single father) should be working. Applicants who are unable to work due to valid reasons (e.g. looking for work, medically unfit for work, incarcerated) may also apply.</li> <li>- <b>SUG:</b> One-time grant to cover the initial costs of enrolling a child in an infant/child care centre.</li> </ul> </li> <li>• <b>Part 5: Declaration</b> by Applicant and Spouse, and Family Members (if applying for subsidy via PCI)</li> </ul>
<p><b>Non-Singapore Citizen</b></p>	<ul style="list-style-type: none"> <li>• <b>Part 1: Child Enrolment Details</b></li> <li>• <b>Part 2: Applicant and Spouse Details</b></li> <li>• <b>Part 5: Declaration by Applicant and Spouse</b></li> </ul>
<p><b>Note:</b> Please refer to the <a href="#">supporting document checklist</a> to provide the relevant supporting documents required for a complete submission.</p>	

<sup>3</sup> All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant's NRIC.



## B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)

### B1. When should Form 2 be used?

Use Form 2 if the child is currently enrolled and if parents wish to update ECDA on the following<sup>4</sup>:

- a. **Change in child's programme type** (e.g. from half-day to full-day, or infant care to child care) or **programme fee**.
- b. **Change in applicant's marital status** (e.g. recently separated, divorced, widowed, re-married), for an income re-assessment based on the latest marital status.
- c. **Change in applicant's employment status**, i.e. from **non-working to working**. Working applicants are eligible for the working mother BS of \$300, and means-tested AS for families with a HHI of \$12,000 and below / PCI of \$3,000 and below.
- d. **Fall in household income** (e.g. due to a pay cut, loss of employment for spouse of applicant, change of employment terms and reduced salary), for an income reassessment based on applicant/spouse's latest salaries.
- e. **Special Approval (SA) application or renewal of SA support**,
  - (i) **For Non-Working Applicant**, who have valid reasons for not working<sup>5</sup>, and wish to apply for higher subsidy support.
  - (ii) **For Non-Parent Caregiver Applicant**, who wish to renew their SA support.
  - (iii) **For Households under Public Rental Scheme or MSF's ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA)**, who qualify for working mother BS and maximum AS.
- f. **Per Capita Income (PCI)**, for households with 5 or more family members<sup>6</sup> with at least 3 dependants who are not earning an income.
- g. **Start-Up Grant (SUG) or Child Care Financial Assistance (CCFA)**, for families with a gross HHI of \$3,500 and below / PCI of \$875 and below, and require further financial assistance.

### B2. How should Form 2 be filled?

Fill in **Parts 1 to 3 and the relevant sections of the form**, depending on the type of update/application to be made. The child's subsidy will be re-assessed following the submission of Form 2.

Purpose of Application	Sections to be filled
Update <b>child's enrolment details</b> <sup>7</sup>	<ul style="list-style-type: none"> <li>• <b>Section A</b></li> </ul>
Update <b>applicant's marital status</b>	<ul style="list-style-type: none"> <li>• <b>Section B</b> Applicant and/or Spouse's Details; and</li> <li>• <b>Section B(1)</b></li> </ul>
Update in <b>applicant's employment status from non-working to working</b>	<ul style="list-style-type: none"> <li>• <b>Section B</b> Applicant and/or Spouse's Details; and</li> <li>• <b>Section B (3)</b></li> </ul>
Update of <b>applicant's and/or spouse's reduced income or spouse's loss of employment</b>	
Apply for <b>SA (incl. renewal of support)</b>	<ul style="list-style-type: none"> <li>• <b>Section C</b></li> </ul>
Update of <b>Household Composition / PCI Application</b>	<ul style="list-style-type: none"> <li>• <b>Section D</b></li> </ul>
Apply for <b>SUG and/or CCFA (incl. renewal of support)</b>	<ul style="list-style-type: none"> <li>• <b>Section E</b></li> </ul>

<sup>4</sup> MSF Foster Parents and Head of Children Home Applicants do not need to update ECDA on B1(b) – (d), and (f).

<sup>5</sup> Refer to Form 2, Section (C)(1), for a complete list of valid reasons for not working.

<sup>6</sup> All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant's NRIC.

<sup>7</sup> Parents whose children have obtained their Singapore Citizenship should apply for child care subsidies via Form 1 instead.

## B. Form 2 – Subsidy Update and Special Approval Application (For Existing Enrolments)

**Note:** Please refer to the supporting document checklist to provide the relevant supporting documents required for a complete submission.

## C. Different Types of Income Earners

Type	Details												
Salaried employees	<ul style="list-style-type: none"> <li>Average gross monthly income is computed based on income derived from CPF contributions over the last 12 months. For those earning \$6,000 or more, ECDA looks at the individual's gross employment income from the IRAS in addition to CPF data.</li> <li>Includes base salary, bonuses, commissions, overtime pay, allowances, and employee CPF contributions.</li> <li>Supporting documents are <u>not</u> required, as ECDA will verify the income information with CPF and IRAS, with your consent given in the application form.</li> <li>Salaried employees <u>without CPF contributions / have started employment within the last 2 months of this application</u> are required to submit the relevant supporting documents (i.e. employment letter and payslips).</li> </ul>												
Self-employed persons	<ul style="list-style-type: none"> <li>Include freelancers, property or insurance agents, business owners etc.</li> <li>Average gross monthly income is computed based on: <ul style="list-style-type: none"> <li><u>Annual trade income based on the latest Notice of Assessment (NOA) from IRAS 12 (months)</u></li> </ul> </li> <li>Supporting documents are <u>not</u> required, as ECDA will retrieve the latest Annual Trade Income from the Inland Revenue Authority of Singapore (IRAS). <p>If the NOA is not available due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax, applicant shall fill in the Declaration Form (i.e. Self Declaration) to declare the average gross monthly income and produce the following documents:</p> <table border="1"> <thead> <tr> <th>Occupations</th> <th>Supporting Documents</th> <th>Self Declaration</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul> </td> <td>3 months of income statements, payment vouchers or any other income documents from the commencement of contract</td> <td>Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months of income documents</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Property / Insurance agent</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Service Agreement or contract with the company indicating the commencement date and income; and/or</li> <li>Income statements, payment voucher or any other income documents from the commencement of contract</li> </ul> </td> <td>Self Declaration will not be accepted as a substitute for supporting documents</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> </ul> </td> <td>Self Declaration will be required if NOA is</td> </tr> </tbody> </table> </li> </ul>	Occupations	Supporting Documents	Self Declaration	<ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul>	3 months of income statements, payment vouchers or any other income documents from the commencement of contract	Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months of income documents	<ul style="list-style-type: none"> <li>Property / Insurance agent</li> </ul>	<ul style="list-style-type: none"> <li>Service Agreement or contract with the company indicating the commencement date and income; and/or</li> <li>Income statements, payment voucher or any other income documents from the commencement of contract</li> </ul>	Self Declaration will not be accepted as a substitute for supporting documents	<ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> </ul>	<ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> </ul>	Self Declaration will be required if NOA is
Occupations	Supporting Documents	Self Declaration											
<ul style="list-style-type: none"> <li>Private hire driver (e.g. Grab, Ryde, GoJek etc.)</li> <li>Food delivery rider (e.g. Deliveroo, FoodPanda etc.)</li> </ul>	3 months of income statements, payment vouchers or any other income documents from the commencement of contract	Self Declaration on the details of business, working hours and monthly income will be accepted for those who have less than 3 months of income documents											
<ul style="list-style-type: none"> <li>Property / Insurance agent</li> </ul>	<ul style="list-style-type: none"> <li>Service Agreement or contract with the company indicating the commencement date and income; and/or</li> <li>Income statements, payment voucher or any other income documents from the commencement of contract</li> </ul>	Self Declaration will not be accepted as a substitute for supporting documents											
<ul style="list-style-type: none"> <li>Hawker</li> <li>Food caterer</li> </ul>	<ul style="list-style-type: none"> <li>Licence issued by NEA (for stall owner); and</li> </ul>	Self Declaration will be required if NOA is											

C. Different Types of Income Earners			
Type	Details		
	<ul style="list-style-type: none"> <li>Taxi driver</li> </ul>	<ul style="list-style-type: none"> <li>Self Declaration on the details of business, working hours and monthly income</li> </ul>	not available due to commencement of business within the last 12 months
	<ul style="list-style-type: none"> <li>Business Owner or Partner</li> </ul>	<ul style="list-style-type: none"> <li>A copy of Registry of Companies and Businesses (ROCB) profile stating applicant's ownership in the business.</li> </ul>	
	<ul style="list-style-type: none"> <li>Private tutor</li> <li>Baby sitter</li> <li>Online business owner</li> <li>Commodity broker</li> <li>Home-based business permissible by HDB</li> <li>Foot reflexologist</li> <li>Freelancer e.g. cleaner, interior designer etc.</li> <li>Other occupations not listed above</li> </ul>	<ul style="list-style-type: none"> <li>Self Declaration on the details of business and customers, working hours and monthly income</li> </ul>	

D. Computation of Income	
Household Income (HHI) <sup>8</sup>	Combined income of parents (or one parent for single-parent application) of the child
Per Capita Income (PCI)	<p>Applicable for larger families with 5 or more family members<sup>9</sup> with at least 3 dependants who are not earning an income.</p> <p>All family members in the application must:</p> <ul style="list-style-type: none"> <li>be related by blood, marriage and/or legal adoption; and</li> <li>have the same address stated in their NRIC as the applicant (i.e. mother or single parent)</li> </ul> <p>The PCI will be computed based on:</p> $\frac{\text{Total gross monthly household income of family members}}{\text{Number of family members living in the same household}}$

E. Monthly Programme Fee
<ul style="list-style-type: none"> <li>Programme fee should be with GST (if applicable); before subsidy and after discount, if applicable.</li> </ul>

F. Notification
<ul style="list-style-type: none"> <li>Parents will receive a <b>SMS and an email acknowledgement</b> when the centre has submitted the application. Parents may check with the centre on the submission status, if they do not receive this acknowledgement.</li> </ul>

<sup>8</sup> Please refer to Annexes A and B for details on the eligible infant/child care subsidies based on HHI/PCI.

<sup>9</sup> All family must be related by blood, marriage and/or legal adoption and living in the same residential address as reflected on the main applicant's NRIC.

- Parents will be **notified of the application outcome via SMS and email**. The subsidy will be disbursed directly to the centre. Parents should only **pay the net fee, i.e. fee after deducting subsidies**.
- Parents will be **notified of their expiring Infant Care subsidies, subsidy support under Special Approval and/or Child Care Financial Assistance** 2 months prior to the date of expiry, 1 month prior to the date of expiry and a day after the date of expiry via SMS and email.
- Parents are to update the centre of any changes to their contact details.

## Annex A: Subsidies for childcare

Table A-1: Full-day childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$300	\$467	\$3
	\$3,001 to \$4,500	\$751 to \$1,125		\$440	\$30
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$340	\$130
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$260	\$210
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$190	\$280
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$130	\$340
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$80	\$390
	Above \$12,000	Above \$3,000		N/A	
Non-working applicant		\$150	N/A		

Table A-2: Half-day childcare subsidies

Applicant's working status	Gross monthly household income	Gross monthly per capita income	Basic Subsidy (BS)	Additional Subsidy (AS)	
				Max AS	Min co-pay
Working applicant	\$3,000 and below	\$750 and below	\$150	\$235	\$2
	\$3,001 to \$4,500	\$751 to \$1,125		\$220	\$15
	\$4,501 to \$6,000	\$1,126 to \$1,500		\$170	\$65
	\$6,001 to \$7,500	\$1,501 to \$1,875		\$130	\$105
	\$7,501 to \$9,000	\$1,876 to \$2,250		\$95	\$140
	\$9,001 to \$10,500	\$2,251 to \$2,625		\$65	\$170
	\$10,501 to \$12,000	\$2,626 to \$3,000		\$40	\$195
	Above \$12,000	Above \$3,000		N/A	
Non-working applicant		\$150	N/A		



## CHILD CARE ENROLMENT AND SUBSIDY APPLICATION

This form is used for the purpose of:

- Submitting basic enrolment details (**applicable for all children**)
- Applying for Child Care Subsidies, Start-Up Grant (SUG) and/or Child Care Financial Assistance (CCFA) (**applicable for Singapore Citizen children only**); or
- Updating change in applicant (**for existing enrolled Singapore Citizen children**)

### Part 1: Child Enrolment Details

Please complete Part 1 to provide the information on the child(ren).

Child 1										Please fill in this column if you are enrolling for more than one child										
Enrolment Date	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
Name as in Birth Cert / Passport																				
Date of Birth	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
Citizenship	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner					<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner														
Birth Cert / FIN / Passport No.																				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female					<input type="checkbox"/> Male <input type="checkbox"/> Female														
Race	<input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others					<input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others														
<b>The following section is to be completed by the centre</b>																				
Centre Details	Centre Name: <u>ADVENTIST SCHOOLHOUSE</u> Centre Code: <u>RC1789</u>																			
Programme Level	<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2					<input type="checkbox"/> Infant Care <input type="checkbox"/> Nursery <input type="checkbox"/> Playgroup <input type="checkbox"/> K1 <input type="checkbox"/> Pre-Nursery <input type="checkbox"/> K2														
Service Type	<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)					<input type="checkbox"/> Full Day <input type="checkbox"/> Flexi Care 1 <input type="checkbox"/> Half Day(AM) <input type="checkbox"/> Flexi Care 3 <input type="checkbox"/> Half Day(PM)														
Fee charged for enrolment month	<input type="checkbox"/> Full Month <input type="checkbox"/> Pro-rate 75% <input type="checkbox"/> No fee charged / Free trial <input type="checkbox"/> Pro-rate 50% <input type="checkbox"/> Pro-rate 25%					<input type="checkbox"/> Full Month <input type="checkbox"/> Pro-rate 75% <input type="checkbox"/> No fee charged / Free trial <input type="checkbox"/> Pro-rate 50% <input type="checkbox"/> Pro-rate 25%														
Monthly Programme Fee	\$ _____ (less discount if applicable)					\$ _____ (less discount if applicable)														

**Part 2: Applicant and Spouse Details**Please complete **Part 2** to provide the information on the applicant and spouse.

Applicant		Spouse
Relationship to Child	<input type="checkbox"/> Mother <input type="checkbox"/> Single Father <sup>1</sup> <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Any Other Caregiver	<input type="checkbox"/> MSF Foster Parent <input type="checkbox"/> Head, Children Home
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced	<input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Name (as in NRIC / FIN / Passport)		
NRIC/ FIN / Passport No.		
Date of Birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
Citizenship	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident (indicate start date of Permanent Residency): D D / M M / Y Y Y Y <input type="checkbox"/> Foreigner	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident (indicate start date of Permanent Residency): D D / M M / Y Y Y Y <input type="checkbox"/> Foreigner
Residential Address	Street and Building Name: _____ Block No.: _____ Floor No.: _____ Unit No.: _____ Postal Code: _____	
Contact Details	Mobile No.: _____ Email: _____	Mobile No.: _____ Email: _____

<sup>1</sup> If the mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father.

**Part 3: Application for Subsidies (for Singapore Citizen child only)<sup>2</sup>**

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

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

- A working applicant refers to one who works **at least 56 hours per month<sup>3</sup>**.
- For salaried employees, ECDA will retrieve your income data from the Central Provident Fund (CPF) Board and the Inland Revenue Authority of Singapore (IRAS). Salaried employees without CPF contributions / have started employment within the last 2 months of this application are required to submit the relevant supporting documents.
- For self-employed individuals, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year<sup>4</sup> (i.e. do not have a Notice of Assessment (NOA) are to declare your average gross monthly income and submit the relevant supporting documents.)

Applicant	Spouse
<p><b>Please tick to select employment status and complete the details. Regardless of the applicant's working status, if you are living in HDB's Public Rental Scheme or receiving MSF's ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA), please fill in Part 3B.</b></p> <p><input type="checkbox"/> <b>Working</b></p> <p><input type="checkbox"/> <b>Salaried employee</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?  <input type="checkbox"/> Yes    <input type="checkbox"/> No                      *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)</li> <li>• Do you receive CPF contributions?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul> <p><input type="checkbox"/> <b>Self-employed</b></p> <ul style="list-style-type: none"> <li>• Do you have NOA?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> <p><input type="checkbox"/> <b>Salaried employee and Self-employed</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?  <input type="checkbox"/> Yes    <input type="checkbox"/> No                      *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)</li> <li>• Do you receive CPF contributions?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• Do you have NOA?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> <p><b>[Go to Part 3(C) if applicable]</b></p> <p><input type="checkbox"/> <b>Not Working but applying for Special Approval (SA)<sup>5</sup> and/or Child Care Financial Assistance (CCFA)</b>  <b>[See Part 3(B), Part 3(C) and Part 4 for details, fill where applicable]</b></p> <p><input type="checkbox"/> <b>Not Working and not applying for SA or CCFA - Skip Part 3(B), Part 3(C) and Part 4.</b>  <b>[Based on your employment status, you will be eligible for the Basic Subsidy of \$150 only.]</b></p>	<p><b>Please tick to select employment status and complete the details.</b></p> <p><input type="checkbox"/> <b>Working</b></p> <p><input type="checkbox"/> <b>Salaried employee</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?  <input type="checkbox"/> Yes    <input type="checkbox"/> No                      *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)</li> <li>• Do you receive CPF contributions?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul> <p><input type="checkbox"/> <b>Self-employed</b></p> <ul style="list-style-type: none"> <li>• Do you have NOA?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> <p><input type="checkbox"/> <b>Salaried employee and Self-employed</b></p> <ul style="list-style-type: none"> <li>• Did you start your employment within the last 2 months of this application?  <input type="checkbox"/> Yes    <input type="checkbox"/> No                      *If Yes, please indicate commencement date and gross monthly income:                      DD / MM / YYYY                      \$ _____                      (Average Gross Monthly Income)</li> <li>• Do you receive CPF contributions?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>• Do you have NOA?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    \$ _____                      (Average Gross Monthly Income)</li> </ul> <p><input type="checkbox"/> <b>Not Working</b></p>

<sup>2</sup> Not applicable to MSF Foster Parent and Head of Children Home.

<sup>3</sup> Please note that applicant/spouse on No-Pay Leave (i.e. not working for at least 56 working hours) should indicate in Form 1 as "Not Working and not applying for SA or CCFA".

<sup>4</sup> Due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax.

<sup>5</sup> Applicants may apply for Special Approval if they are unable to work due to valid reasons, such as medical reasons, caregiving commitments, looking for a job, studying / training / on course, etc. For more details, see Part 3(B)(l).



Part 3B: Special Approval

Please complete **Part 3B** to apply for higher subsidies under **Special Approval**.

(I) Non-Working Applicant

- Non-working mothers / non-working single fathers are eligible for a monthly Basic Subsidy of \$150<sup>6</sup>.
- ECDA provides higher subsidies on a time-limited basis to mothers / single fathers who are unable to work due to valid reasons under Special Approval.
- Supporting documents (where applicable) are required.

(II) Households under the HDB's Public Rental Scheme or MSF's ComCare Assistance

- ECDA will qualify families under HDB's Public Rental Scheme or MSF's ComCare Short-to-Medium-Term Assistance (SMTA) or Long-Term Assistance (LTA) for the working mother Basic Subsidy and maximum Additional Subsidy.
- Supporting documents are not required at the point of application, unless the family is also applying for **Child Care Financial Assistance (CCFA)** (Part 4).
- Children from low-income households and enrolled in affordable preschools may also wish to apply for the **Start-Up Grant** (Part 4).

(I) Non-Working Applicant:	(II) Households under HDB's Public Rental Scheme or MSF's ComCare Assistance:
<p><b>Please tick to indicate reasons for not working:</b></p> <p><input type="checkbox"/> Looking for a job  <input type="checkbox"/> [Optional] I wish to be referred to Workforce Singapore (WSG) for career matching services<sup>7</sup>.</p> <p><input type="checkbox"/> Studying / Training / On course (for at least 56 hours a month)</p> <p><input type="checkbox"/> Pregnancy (EDD<sup>8</sup>: DD / MM / YYYY)</p> <p><input type="checkbox"/> Medically unfit for work due to hospitalisation, long-term illness and/or permanent disability</p> <p><input type="checkbox"/> Taking care of sick or special needs family member</p> <p><input type="checkbox"/> Caring full-time for a sibling aged 24 months and below</p> <ul style="list-style-type: none"> <li>• Name of Sibling: _____</li> <li>• Birth Cert No.: _____</li> <li>• Citizenship: <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreigner</li> </ul> <p><input type="checkbox"/> Incarcerated</p>	<p><b>Please tick to indicate if your family is currently under the following scheme(s):</b></p> <p><input type="checkbox"/> HDB's Public Rental Scheme</p> <p><input type="checkbox"/> MSF's ComCare Short-to-Medium-Term Assistance or Long-Term Assistance</p>

<sup>6</sup> For Full-Day, Half-Day and Flexi Care 3 programmes. The non-working mother Basic Subsidy for Flexi Care 1 is \$55.

<sup>7</sup> WSG will contact interested applicants to arrange for a meet-up to discuss their employment needs.

<sup>8</sup> Please include your Expected Date of Delivery (EDD).

**Part 3C: Employment and Income Details of Family Members**

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

- All family members in this Per Capita Income (PCI) application must:
  - be related by blood, marriage and/or legal adoption; and
  - have the same address stated in their NRIC as the applicant.
- For salaried employees, ECDA will retrieve your income data from the CPF Board and IRAS. Salaried employees without CPF contributions / have started employment within the last 2 months of this application are required to submit the relevant supporting documents.
- For self-employed individuals, ECDA will retrieve your latest Annual Trade Income from IRAS. Individuals who did not file tax with IRAS in the latest assessment year<sup>9</sup> (i.e. do not have a Notice of Assessment (NOA) are to declare your average gross monthly income and submit the relevant supporting documents.

<b>Do you have a household with 5 or more family members, including at least 3 dependants with no income?</b> <input type="checkbox"/> Yes – Please fill in the details of your family members below. <input type="checkbox"/> No – Please skip this section.				
Name	NRIC / BC / Fin No.	Date of Birth	Relationship to child	Working Status
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
Name	NRIC / BC / Fin No.	Date of Birth	Relationship to child	Working Status
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)

<sup>9</sup> Due to (i) commencement of trade/business within the last 12 months or (ii) not meeting the income threshold to file tax.

Name	NRIC / BC / Fin No.	Date of Birth	Relationship to child	Working Status
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)
				<input type="checkbox"/> <b>Not working</b> <input type="checkbox"/> <b>Salaried employee</b> Did you start your employment within the last 2 months of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No *If Yes, please indicate commencement date and gross monthly income: DD / MM / YYYY \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Self-employed</b> \$ _____ (Average Gross Monthly Income) <input type="checkbox"/> <b>Salaried employee and Self-employed</b> \$ _____ (Average Gross Monthly Income)

**Part 4: Start-Up Grant and/or Child Care Financial Assistance (for Singapore Citizen child only)**

- **Start-Up Grant (SUG)** is a one-time grant to cover the initial costs of enrolling a child in an infant/child care centre. SUG is capped at \$1,000 per child (inclusive of GST, if applicable) and covers the registration fee, deposit, school uniform, insurance and mattress.
- **Child Care Financial Assistance (CCFA)** provides fee assistance to lower-income families who enrol their child(ren) in affordable<sup>10</sup> infant/child care programmes, but due to difficult family circumstances, need help with paying the monthly fees, even after receiving child care subsidies. The applicant (mother or single father) should be working. Applicants who are unable to work due to valid reasons may also apply. Valid reasons include looking for work, medically unfit for work, incarcerated, etc.
- Family’s monthly gross household income is \$3,500 and below, or Per Capita Income (PCI) not exceeding \$875.
- All applications will be assessed on a case-by-case basis.

Child 1	
<p><input type="checkbox"/> <b>Child Care Financial Assistance from:</b>            _____(MM/YY) to _____(MM/YY)</p> <p><b>Type of Referral (A or B):</b>  <b>A) Referred by agency<sup>11</sup>:</b></p> <p><input type="checkbox"/> Family Service Centre (FSC) / other MSF-approved agencies</p> <p><input type="checkbox"/> MSF</p> <p><b>B) Self-Referred:</b></p> <p><input type="checkbox"/> Parent(s) is/are not working and looking for work<sup>12</sup> (through WSG/e2i or Others)</p> <p><input type="checkbox"/> Parent(s) is/are medically unfit to work</p> <p><input type="checkbox"/> Parent(s) is/are incarcerated</p> <p><input type="checkbox"/> Parent(s) is/are schooling or on course</p> <p><input type="checkbox"/> Parent(s) is/are unable to work because caring for a family member who is ill</p> <p><input type="checkbox"/> Family bears high cost of caring for sick / disabled dependant</p> <p><input type="checkbox"/> Applicant is the child’s guardian (legal guardian or informal guardian)</p> <p><input type="checkbox"/> Child is a resident in a children’s home under MSF’s purview</p> <p><input type="checkbox"/> A single parent and in need of support</p> <p><input type="checkbox"/> Parent(s) applied for financial assistance at a Social Service Office (SSO) in the last 3 months<sup>13</sup> (Centre should upload this page, Form 1 Part 4, in CMS.)</p> <p><input type="checkbox"/> Others<sup>14</sup>: _____</p>	<p><input type="checkbox"/> <b>Start-Up Grant (SUG)</b> – If the child has benefitted from SUG previously, this application would be considered on an appeal basis only.</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p><b><u>To be completed by the centre<sup>15</sup>:</u></b></p> <ul style="list-style-type: none"> <li>• Registration fee (one-off upon enrolment) \$ _____</li> <li>• Deposit (equivalent to one month’s fee, and retained in MSF upon SUG approval) \$ _____</li> <li>• School uniform/physical education attire (on a needs basis, capped at 3 days’ requirement) \$ _____</li> <li>• Insurance (one-off upon enrolment) \$ _____</li> <li>• Mattress (capped at 1 piece) / Mattress cover (capped at 2 pieces) \$ _____</li> </ul> </div>

<sup>10</sup> The family needs to consider if the monthly fee is affordable and within its budget, and would not lead to financial strain.

<sup>11</sup> Please submit Letter of Recommendation (LOR) if referred by an MSF-approved agency.

<sup>12</sup> No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>13</sup> Applicable only for Comcare Short-to-Medium-Term Assistance and Comcare Long-Term Assistance. No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>14</sup> To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).

<sup>15</sup> All items are for use in the current school year upon enrolment in the Centre only.

**Child 2**

**Child Care Financial Assistance from:**  
 \_\_\_\_\_(MM/YY) to \_\_\_\_\_(MM/YY)

**Start-Up Grant (SUG)** – If the child has benefitted from SUG previously, this second application would be considered on an appeal basis only.

**Type of Referral (A or B):**

**A) Referred by agency<sup>16</sup>:**

- Family Service Centre (FSC) / other MSF-approved agencies
- MSF

**B) Self-Referred:**

- Parent(s) is/are not working and looking for work<sup>17</sup> (through WSG/e2i or Others)
- Parent(s) is/are medically unfit to work
- Parent(s) is/are incarcerated
- Parent(s) is/are schooling or on course
- Parent(s) is/are unable to work because caring for a family member who is ill
- Family bears high cost of caring for sick / disabled dependant
- Applicant is the child's guardian (legal guardian or informal guardian)
- Child is a resident in a children's home under MSF's purview
- A single parent and in need of support
- Parent(s) applied for financial assistance at a Social Service Office (SSO) in the last 3 months<sup>18</sup> (Centre should upload this page, Form 1 Part 4, in CMS.)
- Others<sup>19</sup>: \_\_\_\_\_

**To be completed by the centre<sup>20</sup>:**

- Registration fee (one-off upon enrolment)  
\$ \_\_\_\_\_
- Deposit (equivalent to one month's fee and retained in MSF upon SUG approval)  
\$ \_\_\_\_\_
- School uniform/physical education attire (on a needs basis, capped at 3 days' requirement)  
\$ \_\_\_\_\_
- Insurance (one-off upon enrolment)  
\$ \_\_\_\_\_
- Mattress (capped at 1 piece) / Mattress cover (capped at 2 pieces)  
\$ \_\_\_\_\_

<sup>16</sup> Please submit Letter of Recommendation (LOR) if referred by an MSF-approved agency.

<sup>17</sup> No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>18</sup> Applicable only for Comcare Short-to-Medium-Term Assistance and Comcare Long-Term Assistance. No supporting documents are required at the point of application. MSF however reserves the right to request for supporting documents as part of the assessment, where required.

<sup>19</sup> To indicate the reason(s) for the application and provide the relevant supporting documents (where applicable).

<sup>20</sup> All items are for use in the current school year upon enrolment in the Centre only.

## **Part 5: Consent and Declaration by Applicant / Spouse / Family Members**

1. I/We understand that Government of Singapore as represented by the Ministry of Social and Family Development (“MSF”) and the Early Childhood Development Agency (“ECDA”) require my/our personal information and the personal information of my/our family members included in this application for the purpose of assessing and/or re-assessing my/our eligibility for the infant/child care subsidies, Kindergarten Fee Assistance Scheme (“KiFAS”), financial assistance for child care (“CCFA”), Start-Up Grant (“SUG”), KidSTART, and/or other relevant kindergarten, infant or childcare assistance or programmes provided by ECDA or its appointed agencies (“Pre-School Subsidies and/or Programmes”) at any point(s) in time during the period of this consent.
2. I/We hereby consent and agree to the following agencies disclosing to MSF and ECDA my/our personal information and the personal information of my/our family members included in this application, where applicable, to the extent permitted by law, strictly for the purpose specified in paragraph 1:
  - 2.1. The Comptroller of Income Tax disclosing my/our annual employment and/or trade income as assessed by the Inland Revenue Authority of Singapore within the last 2 assessment years;
  - 2.2. The Central Provident Fund (“CPF”) Board disclosing the CPF contributions submitted by my/our employer(s) for the period of 12 months preceding the date of request for information by MSF and ECDA, and any information that can be derived from those CPF contributions;
  - 2.3. The Immigration and Checkpoints Authority disclosing my/our personal information and the personal information of my/our children and family members included in this application form;
  - 2.4. The Registry of Marriages or the Registry of Muslim Marriages disclosing the information related to my/our marital status;
  - 2.5. The Singapore Prison Service disclosing information related to my/our period(s) of incarceration;
  - 2.6. The Ministry of Manpower disclosing information related to my/our work pass validity;
  - 2.7. The Housing & Development Board disclosing information related to my tenancy; and
  - 2.8. MSF disclosing information related to my Comcare Short-To-Medium-Term Assistance or Long-Term Assistance.
3. I/We understand that MSF and ECDA may, without further reference to me/us, collect, share and use my/our personal information and the personal information of my/our children included in this application, to the extent permitted by each of the agencies stated in paragraph 2, for analysis and evaluation to improve and/or make changes to the assistance or programmes specified in paragraph 1, and/or to create new social services or public assistance schemes.
4. I/We further consent for MSF and ECDA to share my/our information and the personal information of my/our children included in this application with ECDA’s appointed agencies for the application of any of the Pre-School Subsidies and/or Programmes, or for outreach and/or service delivery purposes if my/our children is assessed to be eligible for any of the Pre-School Subsidies and/or Programmes.
5. I/We consent and allow the early childhood development centre (the “ECDC”) indicated in this application to apply for any of the Pre-school Subsidies and/or Programmes on my/our behalf.
6. My/Our consent under paragraphs 2 to 4 shall remain valid until:
  - 6.1. One year after my/our child (or where applicable, last child) covered by this consent has withdrawn from the ECDC; or
  - 6.2. I/We withdraw it in writing, whichever is earlier.
7. I/We understand that my/our personal information may still be used for audit purposes for up to one year after my/our consent has expired or been withdrawn in paragraphs 6.1 or 6.2 (as applicable).
8. I/We consent to ECDA releasing my/our particulars included in this application to the Health Promotion Board (“HPB”) for the purpose of my/our children being screened under the health programmes of HPB. My/Our consent shall remain valid until my/our child covered by this consent has withdrawn from the ECDC or I/we withdraw it in writing.
9. I/We acknowledge that it could take up to 15 working days from the date of receipt by ECDA of the request, before any withdrawal of consent at paragraphs 6.2 and 8 takes effect. Consent can be withdrawn by sending an email request to [Contact@ecda.gov.sg](mailto:Contact@ecda.gov.sg) or by sending a written request to: 51, Cuppage Road, #08-01 Singapore 229469 (attention to: Subsidy Branch).
10. I/We understand that if I/we had opted to provide my/our signatures via electronic methods, the said electronic signatures would be legally valid and binding.
11. I/We declare that the information provided in this application by me/us is true and I/we furnish it knowing that I/we may be liable to prosecution if I/we have wilfully stated any information which I/we know to be false or misleading or do not believe to be true.
12. I/We understand that the onus is on me/ us to ensure that all information provided is true and accurate. In the event of any false or inaccurate information being submitted to ECDA or MSF, my/our application may be rejected or any prior approval may be withdrawn. In addition, I/we may be required to repay, in full or part, the subsidy and/or financial assistance provided to me/us by the Government.
13. I/We fully understand that the ECDA and MSF will assess our application according to their criteria and have the discretion to determine the amount of subsidy and/or assistance to be granted to me/us. I/ we are aware that if there are any payments made in mistake or error, I/we may be required to return any such payment to the Government.
14. I/We have read and understood this consent form fully. The terms of this consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Applicant	
<p style="text-align: center;">_____ <b>(Signature of applicant)</b></p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>	<p><b><u>Consent from parent / guardian:</u></b></p> <p><b>If the applicant is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant.</b></p> <p>_____ (Signature of parent / guardian of applicant)</p> <p>Relationship to applicant: _____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>
Applicant's Spouse	
<p style="text-align: center;">_____ <b>(Signature of spouse)</b></p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>	<p><b><u>Consent from parent / guardian:</u></b></p> <p><b>If the applicant's spouse is below 21 years old, please provide the consent and particulars of the parent/guardian of the applicant's spouse.</b></p> <p>_____ (Signature of parent / guardian of spouse)</p> <p>Relationship to applicant's spouse: _____</p> <p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>

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**Family Members**

**Complete this section only if you are applying for Additional Subsidy by PCI (please refer to Part 3C of application).**

**If the family member is below 21 years old, parents or legal guardian of the minor may provide consent on behalf.**

<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>	<p>_____</p> <p style="text-align: center;"><b>(Signature)</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>	<p>_____</p> <p style="text-align: center;"><b>(Signature )</b></p>
<p>Name: _____</p> <p>NRIC / FIN No.: _____</p> <p>Date of consent: <b>DD / MM / YYYY</b></p>	<p>_____</p> <p style="text-align: center;"><b>(Signature )</b></p>



Name: _____ NRIC / FIN No.: _____ Date of consent: DD / MM / YYYY	_____ <b>(Signature )</b>
Name: _____ NRIC / FIN No.: _____ Date of consent: DD / MM / YYYY	_____ <b>(Signature )</b>

**Part 6: Declaration by Licensee / authorised personnel of Early Childhood Development Centre**

1. I am [the Licensee / authorised by the Licensee of this Centre] to complete this declaration.		
2. I am aware that all information submitted relating to the applicant, child and/or any family members is strictly confidential. The Centre is required to maintain the confidentiality of all such information and records in accordance with law, including the Personal Data Protection Act 2012 and the Early Childhood Development Centres Regulations 2018.		
3. I have verified <sup>21</sup> the above information to be true, to the best of my knowledge and belief. I understand that I/our Centre may be liable to prosecution for any information furnished which I know to be false or do not believe to be true.		
4. I understand that any part of this application improperly completed may lead to the rejection of the application.		
ADVENTIST SCHOOLHOUSE _____ Name of Centre	RC1789 _____ Centre Code	65624932 _____ Contact No.
_____ / ADMIN OFFICER _____ Name / Designation of Personnel	_____ _____ Signature	DD / MM / YYYY _____ Date

<sup>21</sup> Please refer to Section 8 of the Code of Practice for the requirements relating to the administration of subsidy.



### **Information Sheet on Direct Debit Authorisation**

1. You may use the DDA arrangement to pay for the monthly school fees and expenses. Please complete the Direct Debit Authorisation Application Form. Giro arrangement can be made via POSB, DBS, OCBC, STANDARD CHARTERED & UOB only.
2. As per Ministry of Social and Family Development's (MSF) regulation, Child Development Account (CDA) funds may only be used for basic fees and/or other education expenses within the approved list below.
  - Registration fee
  - Deposit
  - Uniforms and attire
  - Insurance
  - Excursion
3. Any refund of fees paid to the centre via the CDA must be returned to the respective accounts. The centre is therefore not allowed to make any refund by way of cash or cheque directly to parents.
4. Your Direct Debit Authorisation (DDA) will be sent to your bank and will be processed within 4 – 6 weeks.
5. If you have set a payment limit on your DDA deduction with your bank, ensure that the limit is sufficient to pay for the necessary fees. Some banks may charge an existing administrative fee for each unsuccessful deduction.
6. The centre will do the Giro deduction **within 7th-9th of the month.** Please make sure you have enough funds in your respective bank accounts before the 7th of the month. For failed GIRO deductions, you are required to pay monthly fee via NETS at the office by 15th of the month. There will be a late fee of \$50 for the overdue invoice.
7. If you intend to use the CDA account of another sibling, please provide the sibling's birth certificate for us to verify the relationship.





90 Jurong East Street 13, S (609648)  
Tel : 6562 3606, 65624932

## DIRECT DEBIT AUTHORISATION APPLICATION FORM

\*Please select one option:

CDA Application (Baby Bonus Account)

INTERBANK GIRO Application

**IMPORTANT:**

1. Please read overleaf "Information On Direct Debit Authorisation" before completing the form.
2. Do not fax this form as original signature(s) is required.
3. Application form must be completed in ink and Bank account holder must sign against amendments made.
4. **DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

### Section 1: For Applicant's Completion

Name of Child (As in BC) \_\_\_\_\_

Year & Level of enrolment (Class if applicable) \_\_\_\_\_

Child's Birth Certificate Number/FIN Number \_\_\_\_\_

Submission Date \_\_\_\_\_

1. I/We hereby instruct you to process the BO's instructions to debit and credit my/our account.
2. The Bank is entitled to reject the BO's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
3. This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

Bank's Name: \_\_\_\_\_

Account holder/ Name of Trustee (as in Bank Account): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Contact Number (Mobile): \_\_\_\_\_

My/Our Signature(s)/Company Stamp/Thumbprint(s): \_\_\_\_\_

\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

### Section 2: For BO's Completion

BO's Account Name: ADVENTIST SCHOOLHOUSE \_\_\_\_\_

Bank				Branch		BO's Bank Account Number												
7	1	7	1	0	5	4	0	5	4	9	0	6	3	2	1	5		

Reference Number									

Bank				Branch		Account Number To be Debited												

### Section 3: For Bank's Completion

**To Seventh-day Adventist Conference (Singapore)-Adventist Schoolhouse** : This application is hereby **REJECTED** for the following reasons:

- |  |  |
|--|--|
| ( ) Signature/Thumbprint differs from Bank's records | ( ) Wrong account number                     |
| ( ) Signature/Thumbprint incomplete/unclear          | ( ) Amendments not countersigned by customer |
| ( ) Account operated by signature/thumbprint         | ( ) Others : _____                           |

\_\_\_\_\_  
Name Of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date



# ADVENTIST SCHOOLHOUSE

90 Jurong East Street 13, Singapore 609648 ☎ 6562 4932

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## CLOTH NAME BADGE ORDER FORM

- Use **Capital** letters, leave a **blank space between names**.
- **Do not exceed maximum 14 characters** long inclusive blank spaces.
- Shorten your child's name  
eg. ✓ MOHD SYAFIQ      ✗ MOHAMMED SYAFIQ  
eg. ✓ P A AKSHAYAA      ✗ PRABHAKARAN ARASUR AKSHAYAA

Name tags will only be issued in the beginning of every quarter as the supplier requires a minimum order quantity.

**Name of Pupil**

**Class :** \_\_\_\_\_

**Year :** \_\_\_\_\_

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Programme

- Full-day       Half-Day  
7am-7pm      7am-1pm