



ADVENTIST SCHOOLHOUSE

REGISTRATION GUIDE FOR CITIZEN

1. Documents Submission

- a. Completed Centre Registration Form
- b. Completed DDA Form with original ink signature (Giro Setup)
- c. Bring along the documents below for verification :
 - Child's birth certificate
 - Child's Singapore Citizenship Certificate (if any)
 - Child's Immunization record (health booklet), medical history if any
 - Both parents' NRIC/Valid passes (digital copies are acceptable)

2. Fees Payable Upon Admission

| | Registration Fee | Refundable Deposit + (Full-day programme) | Refundable Deposit + (Half-day programme) |
|-----------------------|------------------|--|--|
| Child Care Programme | \$ 100 | \$ 1420 | \$ 1065 |
| Infant Care Programme | \$ 100 | \$ 2000 | N/A |

Registration fee is subject to 9% GST

+T&C apply

Payment mode : *NETS, Baby Bonus NETS or Bank Transfer.*

Bank : **DBS Bank**
Account Name : **Adventist Schoolhouse**
Account Number : **0549063215**

- a. Ensure that your **child's name** is clearly stated in the payment reference when executing the transfer via your bank's application.
- b. **Send a snapshot of the payment** confirmation to our Finance and Admin department for receipt creation.
 - Finance - finance@ash.edu.sg
 - Admin - schadmin@ash.edu.sg

3. Pick-Up Authorization in Parents' App

- Prepare a **passport-sized colour photo** (soft copy) of each authorized pick-up person for uploading in the Parents' App.
- Photos are used for **verification during sign-in and dismissal** to ensure a safe and accurate handover.



4. Enrolment via LifeSG

- Centre triggers the enrolment in ECDA system within 30 days from the child's commencement date.
- Parents apply for the ECDA via **LifeSG** using **Singpass** (see attached ECDA'S guide).
- Complete the submission with supporting documents within **14 calendar days** of the LifeSG email notification.



ADVENTIST SCHOOLHOUSE

REGISTRATION FORM

| 1. CHOICE OF PROGRAMME | | 2. LEVEL/CLASS | | 3. START DATE | |
|--|--|---|--|--|--|
| a. CHILD CARE <input type="radio"/> Full-day 7am-7pm <input type="radio"/> Half-day 7am-1pm | | b. INFANT CARE <input type="radio"/> Full-day 7am-7pm <input type="radio"/> Half-day 7am-1pm | | <input type="radio"/> Playgroup <input type="radio"/> Pre-Nursery <input type="radio"/> Nursery <input type="radio"/> K1 <input type="radio"/> K2 | |
| 4. CHILD'S PARTICULARS | | | | | |
| Name (as in birth certificate, please <u>underline</u> the surname/family name) | | | | | |
| Chinese Name | | Birth Cert No./ FIN No./Passport No. | | Gender <input type="radio"/> Male <input type="radio"/> Female | |
| 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 | |
| Residential Address Blk _____ Unit No. _____ Street Name _____ Building Name _____ Postal Code _____ | | | | Residential Phone | |
| 5. PARENTS' PARTICULARS | | | | | |
| | | Mother | | Father | |
| Name as per Identity Card | | | | | |
| NRIC/FIN/Passport No. | | | | | |
| ID Type (NRIC/FIN/Passport) | | | | | |
| Date of Birth (dd/mm/yyyy) | | | | | |
| Citizenship | | <input type="radio"/> Singapore Citizen <input type="radio"/> SPR <input type="radio"/> Foreigner | | <input type="radio"/> Singapore Citizen <input type="radio"/> SPR <input type="radio"/> Foreigner | |
| Marital Status | | <input type="radio"/> Married <input type="radio"/> Single <input type="radio"/> Separated <input type="radio"/> Divorced | | <input type="radio"/> Married <input type="radio"/> Single <input type="radio"/> Separated <input type="radio"/> Divorced | |
| Mobile Number | | | | | |
| Email Address | | | | | |
| 6. EMPLOYMENT STATUS (For Singapore Citizen child only – Subsidy) | | | | | |
| | | Main Applicant* | | Spouse | |
| Relationship to Child | | | | | |
| Working Status | | <input type="radio"/> Working ⁺ <input type="radio"/> Not working | | <input type="radio"/> Working <input type="radio"/> Not working | |
| Occupation | | | | | |
| 7. EMERGENCY CONTACT | | | | | |
| Name | | Contact Number | | NRIC No./FIN No. | |
| Address | | | | Gender | |
| | | | | Postal Code | |
| | | | | Relationship | |
| 8. AUTHORISED PERSON(S) TO FETCH THE CHILD FROM THE CENTRE OTHER THAN PARENTS | | | | | |
| Name | | Gender | | NRIC/FIN/Passport No. | |
| | | | | Contact Number | |
| | | | | Relationship | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

⁺ Infant/child care subsidy rates are based on the working status of the subsidy applicant and the programme type enrolled.

To qualify as a working mother, she must work for at least 56 hours per month.

* The main applicant refers to a mother. If mother is unavailable for divorced/separation/widowed cases, the applicant will be the single father. If single father is unavailable, legal guardian, caregiver can apply for the subsidy.

| 9. SIBLINGS' PARTICULARS | | | |
|---|-----|-----|--|
| Name | Age | Sex | Studying in the centre now Yes / No |
| 1. | | | Yes / No |
| 2. | | | Yes / No |
| 3. | | | Yes / No |
| 10. CHILD'S MEDICAL INFORMATION | | | |
| 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) | | | |
| <p>Special Note : Please be informed that our centre provides vegetarian meals that include eggs and milk. If your child follows a strict vegetarian diet, please kindly indicate any specific dietary restrictions for your child.</p> | | | |
| 11. REFERRAL PROGRAMME | | | |
| If your referrer is a current parent of Adventist Schoolhouse, please indicate their details below. He/she will receive a special incentive for this referral. | | | |
| Child's Name _____ Parent's Contact Number _____ | | | |

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 Closure days will be scheduled according to the guidelines stipulated by Early Childhood Development Agency (ECDA).

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 15th of every month**. Fees paid are non-refundable, non-transferrable, 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 7th - 9th of each calendar month. Parents should ensure there are sufficient funds in your GIRO-linked bank account before the 7th of each calendar month. All failed GIRO deductions are to be rectified by **15th 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. We seek your co-operation to fetch your child on time. School dismissal time is 1pm or 7pm. **A late fee of \$5 will be imposed for every block of 15 minutes (after 1pm or 7pm) or part thereof.** The purpose of such fee is to encourage parents to bring your child home early for a quality family time.

10. UPDATE OF RESIDENTIAL STATUS/VALID PASS

- 10.1 A new copy of Student Pass/Re-entry Permit should be submitted to the admin office, when there is a renewal of change of residential status.
- 10.2 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.
- 10.3 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 1st 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.

PARENT'S ACKNOWLEDGEMENT

SECOND LANGUAGE OPTION :

- I will like my child to join in the Chinese period daily for basic exposure to the Chinese language only.
- I will like to opt-in for my child to attend the Chinese lessons daily, and receive updates of his/her progress in Chinese only. He/She shall receive the Chinese reading materials and homework books (applicable to Nursery, K1 and K2 classes)

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 | Lesson Start Date | Registration Date | Subsidy Application Date | Add Payment Schedule Date | SDA Member |
|-------------|-------------------|-------------------|--------------------------|---------------------------|---|
| | | | | | <input type="radio"/> YES <input type="radio"/> NO |

Checklist

- Received Baby Bonus Giro Form (Singapore Citizen only)
- Received Interbank Giro Form
- Verified child's birth certificate / passport (for International students)
- Verified child's Singapore Citizenship Certificate (if applicable)
- Verified child's Re-entry Permit / Long Term Pass / Dependant Pass
- Verified both parents' NRIC/Valid Passes/Passports
- Obtained child's Immunization Record (Health Booklet) and medical history
- Obtained relevant Legal Documents eg. Deed of Separation, Divorce Petition
- Briefed parents on Parental App logins and relevant documents
- Briefed parents about concert participation and consent
- Informed Teaching team

Remarks

QP-03/F01 Rev 11

4 EASY WAYS FOR PAYMENTS



For More Information
65624932 | finance@ash.edu.sg



1. Giro



Secure and convenient



Submit DDA form - Interbank Giro or Baby Bonus Giro (POSB, DBS, OCBC, UOB)



Setup time about 4 weeks (pay via NETS during this period)

The bank will process 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 a monthly fee via NETS at the office by 15th of the month. There will be a late fee of \$50 for the overdue invoice.



2. Giro via Baby Bonus

CDA funds can be used for basic fees only (MSF regulation).



Approved Fees

- Registration fee
- Programme fee
- Deposit (must be refunded into CDA)
- Uniforms
- Insurance
- Excursion



Non-approved Fees

- Concert expenses
- Photograph fees
- Enrichment fees
- Admin. fees
- Penalty fees
- Monthly invoices/fees deduction via Giro
- Invoice sent via Parents' App at the start of each month
- Giro deduction : 7th-9th of the month
- Ensure sufficient funds
- Failed deduction → reminder in parents' app -> pay via bank transfer or NETS at office by 15th of the month
- Late fee : A \$50 fee will be imposed for overdue invoice.



3. Bank Transfer

Bank : DBS Bank
Account Name : Adventist Schoolhouse
Account Number : 0549063215

1. Ensure that your child's name is clearly stated in the payment reference when executing the transfer via your bank's application.

2. Send a screenshot of the completed transaction to both our Finance and Administration departments for receipt issuance and record purposes.

Upon successful processing/verification, an electronic receipt will be available in the Diibear app under the Finance tab.

finance@ash.edu.sg

schadmin@ash.edu.sg

NETS

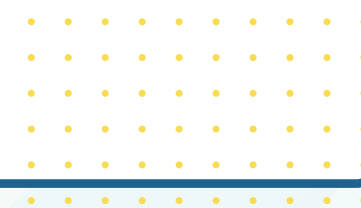
4. NETS

Pay NETS at the admin. office during office hours :
Monday-Friday 8am-5pm
(closed on Sat, Sun, public holidays and scheduled school holidays)

Our NETS device accepts :

- VISA Debit Cards
- Master Debit Cards
- ATM cards with NETS contactless feature
- Baby Bonus Card

Please bring your PIN number for payments of \$100 and above.



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
 - Enrichment Class Fees
 - Participation in school concerts organised by the preschool, including graduation ceremonies
 - Photographs and videos taken during school events and centre activities
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 : _____ |

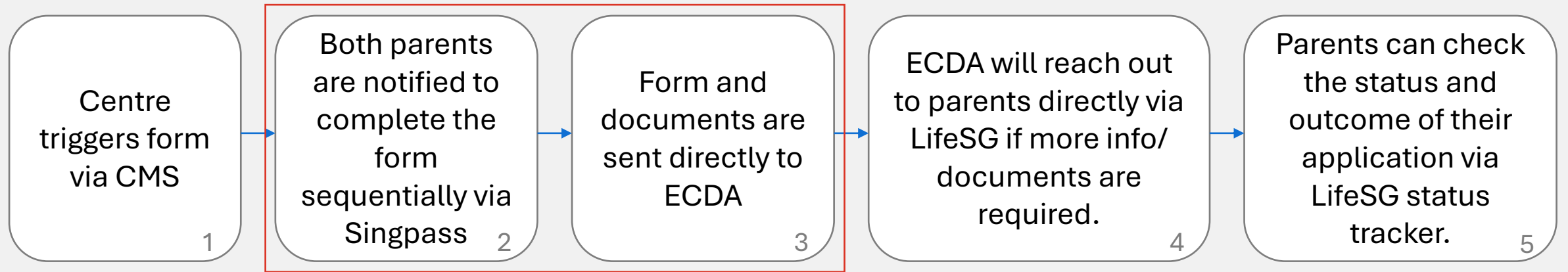
Name Of Approving Officer

Authorised Signature

Date

New subsidy application process

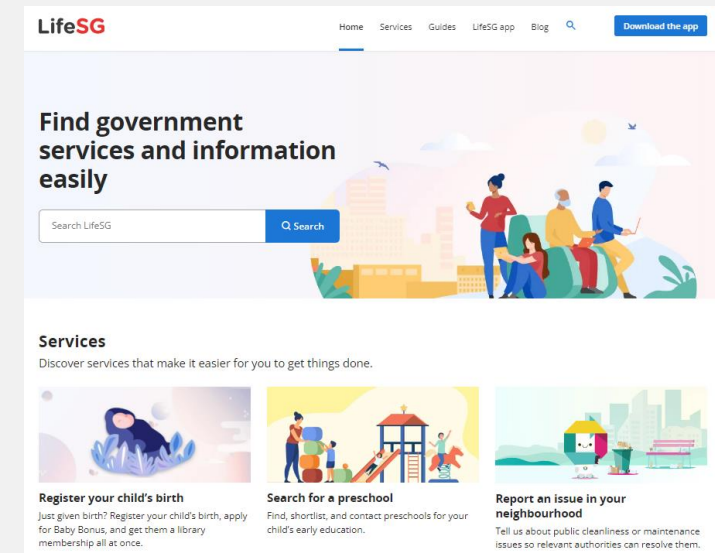
Direct submission to ECDA via **LifeSG** with Singpass



within 14 calendar days

On LifeSG form access:

- Via web browser www.life.gov.sg and LifeSG app.
- Via any internet-enabled device, e.g. mobile phone, computer or tablet.



Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

**Applicant provides
info**

Spouse provides info

Application
processing

Applicant receives
outcome

Singpass login

All applicants eligible for Singpass must use it to log into LifeSG

If you are above 15 years old, are a Singapore Citizen, Permanent Resident or FIN card holder, you are eligible for Singpass. Register at www.singpass.gov.sg. Registration takes 1 to 3 working days.

Auto-filling with govt verified info

The form will be auto-filled with government verified info so applicants can complete the form quicker and much easily.

Only foreigners without Singpass is allowed to log in with email

Foreigners can log in using the same email they provided to centres along with their passport no.

Form 1: Submit preschool enrolment and apply for subsidies

Parents or guardians must submit their child's enrolment details to the Early Childhood Development Agency (ECDA) using Form 1 **after enrolling** in infant care, child care, or kindergarten. For Singaporean children, this form can also be used to apply for subsidies.

Log in with Singpass

Log in with email

Please log in with Singpass to start your application. If you do not have Singpass, please [register for an account](#). If you're not eligible for Singpass, log in with the **same email you provided to the preschool**.

1

Fill out Form 1

The child's mother should've received an email invite to fill out Form 1. Log in with your Singpass or email to start.

2

Other parent's consent

The child's other parent will be notified to fill in their details and give consent to complete the application.

*The applicant should be the child's mother. If the mother is unavailable, please inform the preschool. Non-parent caregivers can also apply using t

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

**Applicant provides
info**

Spouse provides info

Application
processing

Applicant receives
outcome

Verify child's details

This info is from Singpass and is non-editable

If child's details are incorrect

Parents to contact Immigration & Checkpoints Authority
(ICA)

6391 6100

www.ica.gov.sg/contact-us

If centre's enrolment details are incorrect

Parents to withdraw the application via the form link and
inform centre to retrigger a new form.

This will not affect the child's physical enrolment in the centre.

Preschool enrolment

Centre name
Happy Little Sprouts Preschool

Centre address
Block 287, Tampines street 22,
Singapore 534788

Preschool level
Pre-Nursery (N1)

Preschool type
Full day

Enrolment date
1 January 2025

Monthly programme fees chargeable
to parents
\$800

Fee charged for enrolment month
Full month

If the preschool enrolment details are incorrect

1. [Withdraw this application*](#).
2. Contact the preschool centre so they can edit your child's enrolment details.

*Withdrawing this application will not affect your child's enrolment in the preschool. A new form will be sent to you.

Child's information

Name (as in birth certificate or
passport)
Olivia Chen Yun Xing

Identification number
T0077430A

Residential status
Singapore citizen

Date of birth
1 March 2020

Race
Chinese

Sex
Female

If your child's details are incorrect

1. [Contact the Immigration & Checkpoints Authority \(ICA\)](#) to update your Myinfo details, which typically takes 1 to 3 working days.
2. Once it's updated, please return to this application.

Continue →

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

**Applicant provides
info**

Spouse provides info

Application
processing

Applicant receives
outcome

Verify applicant's details

If applicant's details are incorrect

Parents to contact Immigration & Checkpoints Authority (ICA)

6391 6100

www.ica.gov.sg/contact-us

Some info is editable, but this will not update Singpass

Editable info such as home number will only be used for subsidy application and not be sent to Singpass for updating.

Your personal information

The following fields are government-verified and not editable through this service.

[View Singpass Myinfo FAQs](#) >

Learn how to [update your Myinfo details](#) if it's outdated.

Name (as in NRIC or passport)
Angelina Goh Siew Hui

Identification number
S2200234A

Identification type
Pink IC

Residential status
Singapore citizen

Date of birth
4 May 1987

Sex
Female

Address
Blk 293 Bishan Street 22
#01-101 Singapore 570293

Home number

Local mobile number

Email

Relationship to child

Marital status

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

**Applicant provides
info**

Spouse provides info

Application
processing

Applicant receives
outcome

Upload supporting documents

Form will advise on the documents applicants must upload

On mobile, there will be an option to take a picture with the camera. Accepted files: JPEG, PDF, PNG – max 2 MB

Please get ready to upload these at the Supporting documents page later:

- Medical certification, letter or reports from doctors, stating the period you're unfit to work

Medical certification, letter, or reports from doctors, stating that the sick family member requires a full-time caregiver and the applicant is the caregiver: **Angelina Goh Siew Hui**

Required, as proof of taking care of sick family member

[Upload files](#)

or drop them here

Photo Library

Take photo

Choose file



Photo.jpeg

321 KB



Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

**Spouse provides
info**

Application
processing

Applicant receives
outcome

Send form to spouse

Applicant will be asked to provide her spouse's ID, mobile number and email address

After applicant completes the form, it must be routed to the spouse for their filling. An email notification will be sent to the spouse with the form link.

If applicant provided the wrong spouse's info, she may still edit the details. A new email to the spouse will be triggered.

For applicants who are single, separated, divorced or widowed, this section will not be applicable.

Form must be completed by applicant and spouse within 14 calendar days from the 1st email sent to applicant

Dear Marcus Chen Wen Qiang,

You're receiving this email as **Angelina Goh Siew Hui** has submitted Form 1, for your child's subsidy application and submission of preschool enrolment details with the Early Childhood Development Agency (ECDA). **To complete the application, fill in your part of Form 1 and provide consent by 14 January 2025.**

Next steps

1. Log in to LifeSG.
2. Verify that the details provided by your child's other parent are correct.
3. Complete your part of the form and give your consent for the application.

Your subsidies may be delayed if you do not give your consent and submit your application by the deadline.

For Singpass users, please ensure that your information on MyInfo is updated for a smoother and faster experience.

Fill in Form 1

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

**Spouse provides
info**

Application
processing

Applicant receives
outcome

Spouse fills up form like applicant

Login via Singpass, verify child's details, provide employment details, upload supporting documents.

Cannot make edits to info provided by applicant

This includes:

- Main applicant's personal details
- Non-working mother special approval reasons
- CCFA application

If edits are required, spouse can return the form back to applicant

At the end of the form, the spouse will be asked to confirm that the information is correct. If spouse notices errors in applicant's submission, they can return the form to the applicant for correction.

The process of application will then repeat:

1. Main applicant make edits.
2. Route to spouse for confirmation.
3. Form is completed.

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

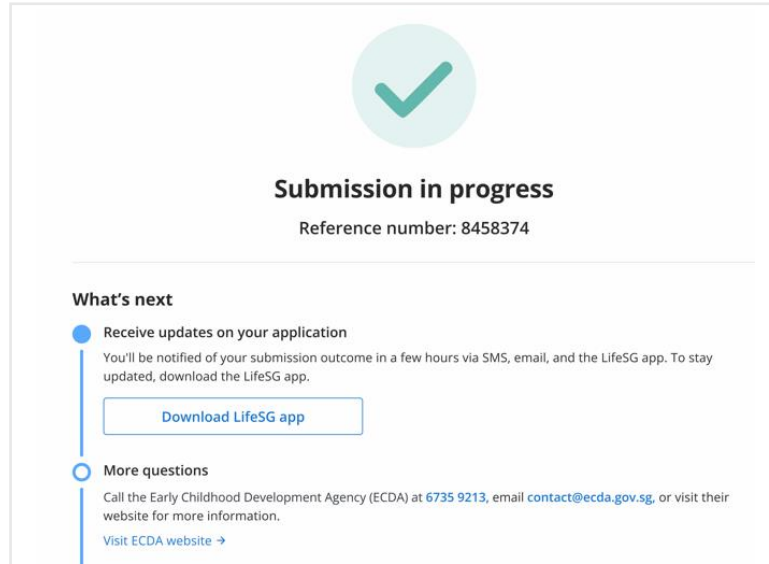
Applicant provides
info


**Spouse provides
info**

Application
processing

Applicant receives
outcome

Applicant submits form to ECDA digitally





Submission in progress

Reference number: 8458374

What's next

- **Receive updates on your application**
You'll be notified of your submission outcome in a few hours via SMS, email, and the LifeSG app. To stay updated, download the LifeSG app.
[Download LifeSG app](#)
- **More questions**
Call the Early Childhood Development Agency (ECDA) at 6735 9213, email contact@ecda.gov.sg, or visit their website for more information.
[Visit ECDA website](#) →

Submission in progress

Upon completion of the form, it will reflect as 'in progress'.

The LifeSG system will check to ensure that the data is properly transmitted to CMS. This will be done within 2 hours.

LifeSG

Dear Angelina Goh Siew Hui and Marcus Chen Wei Qiang,

Thank you for completing Form 1, for your child's preschool subsidy application and submission of enrolment details to the Early Childhood Development Agency (ECDA). We've received your submission and it'll be reviewed shortly.

You'll be updated in 1 to 4 weeks' time on these applications:

- Kindergarten Fee Assistance Scheme (KIFAS)
- Basic and Additional Subsidy
- Child Care Financial Assistance (CCFA)
- Start-Up Grant (SUG)

Submission successful

If successful, an email will confirm the submission.

LifeSG

Dear Angelina Goh Siew Hui and Marcus Chen Wei Qiang,

Thank you for submitting Form 1. Unfortunately, we encountered a technical issue processing your submission. We're working to resolve this and will email you with more details as soon as possible.

No action is required from you, and your subsidy application remains unaffected.

If you do not receive an update from us within 3 working days, please contact our help desk at helpdesk@life.gov.sg.

Thank you for your patience.

Submission failed

Parent will receive a notification stating its failure. LifeSG will follow up and get in touch within 3 working days.

No action is required by the parent.

Parent may reach out to LifeSG if they do not receive any follow up.

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

Spouse provides info

**Application
processing**

Applicant receives
outcome

Application status tracker via LifeSG app

Start application

In progress

[Final reminder] Apply for preschool subsidies and submit enrolment details by 14 Jan 2025. Check email for details.

Start application

7 Jan 2025

Start application

Apply for subsidies and submit preschool enrolment with ECDA by 14 Jan 2025. You may apply through the LifeSG app.

1 Jan 2025

Enrolment completed

Completed

Thank you for submitting your child's preschool enrolment details to ECDA with Form 1.

7 Jan 2025

Start application

Submit your child's preschool enrolment details with ECDA by 14 Jan 2025. You may apply through the LifeSG app.

1 Jan 2025

Application successful

Completed

You'll receive \$300 (Basic Subsidy) for your preschool subsidies. Check your email for more details.

[Learn more about subsidies →](#)

14 Jan 2025

Submission in review

Thank you for submitting your application. You can expect an update in 1 to 4 weeks.

10 Jan 2025

View progress of application

Applicants can view the key milestones met such as, when they first received the form, routed it to their spouse and the outcome of their application.

Only on the app

The form can be accessed using your web browser, but to view the status tracker, you must download the app.

Submission deadline – 14 calendar days

Includes submission from applicant and spouse, from the date the applicant received the LifeSG form link (Day 1)

Dear Parent/Guardian,

This is the **final reminder** to apply for preschool child's enrolment details with ECDA using Form subsidies may be delayed if the form is not completed by the deadline.

Do start your application early as consent from members might be required.

LifeSG

Form 1 for your child (T****430A) has been cancelled as it was not submitted in time. Please contact the centre to re-apply.

This is an automated message sent by the Singapore Government

Reminders on Day 3, 7 and 13

Parents will be reminded via email, SMS and LifeSG app to complete the form if they have not done so.

Centre will be cc'd.

Withdrawal on Day 15

If deadline is crossed, parent will receive notifications that form has been withdrawn. Centres would need to trigger a new form via the same steps.

This should not affect the enrolment of the child in the preschool.

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

Spouse provides info

**Application
processing**

Applicant receives
outcome

Processing of application

ECDA will contact applicant if more information is required.

The applicant will receive an email with instructions to re-login and provide the required information and documents via LifeSG. These documents will likewise be sent to ECDA directly.

Only the applicant will be notified, and would be responsible in providing details of spouse or family members, if required.

Applicant has 14 calendar days to provide the additional information to ECDA.

The subsidy application would be withdrawn, and the applicant must repeat the entire process if they miss the 14-day deadline.

LifeSG

Dear Angelina Goh Siew Hui and Marcus Chen Wei Qiang,

Your preschool subsidy and financial assistance application, as part of Form 1, as been reviewed. You'll need to either edit details in your application, upload supporting documents, or both.

Next steps

The main applicant will need to edit the application and update these details by DD MMM YYYY.

Required for Marcus Chen Wei Qiang

- Letter from course providers for
- Document explaining the absence of child's parents
 - Police report
 - Letter from Singapore Prisons Service

Edit application

Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

Spouse provides info

**Application
processing**

Applicant receives
outcome

Processing of application

Household Means Eligibility System (HOMES)

From 9 Dec 2024 (together with Phase 1A), ECDA's means-testing process will be supported by HOMES. HOMES officers might contact applicants separately to verify or clarify information.

HOMES is a Government systems supporting public schemes in the conduct of means-testing.

ECDA will be updating the hardcopy Forms to capture HOMES consent clauses and will be sent out soon.

www.homes.gov.sg



Start of journey

Centre triggers form
via CMS

Applicant receives
email notification

Applicant provides
info

Spouse provides info

Application
processing

Applicant receives
outcome

Receiving results

Parents should receive the outcome of their application in about 1 to 4 weeks

If the applicant applied for CCFA or SUG, they would receive the outcome for Basic and Additional Subsidies first, and outcome for CCFA or SUG on a later date as it requires longer processing.

LifeSG

Dear Angelina Goh Siew Hui and Marcus Chen Wei Qiang,

There are updates to your preschool subsidy and financial assistance application, as part of Form 1. Please refer to this email for more details.

If you've applied for Child Care Financial Assistance (CCFA) and Start-Up Grant (SUG), you'll be notified of the results at a later time.

Reference number: 8458374

Total amount of subsidies per month: \$560*

Basic Subsidy
\$300

Additional Subsidy
\$260

*This is based on the monthly cost of your child's preschool programme. If you paid a pro-rated fee for the month of enrolment, your subsidy will be adjusted accordingly.

Additional Subsidy

Effective period: 1 Jan 2025 – 31 Dec 2026

Basic Subsidy

Effective period: 1 Jan 2025 – 31 Dec 2026