












ADMIN & ORIENTATION DAY

MOE Kindergarten @ Riverside

8 November 2023

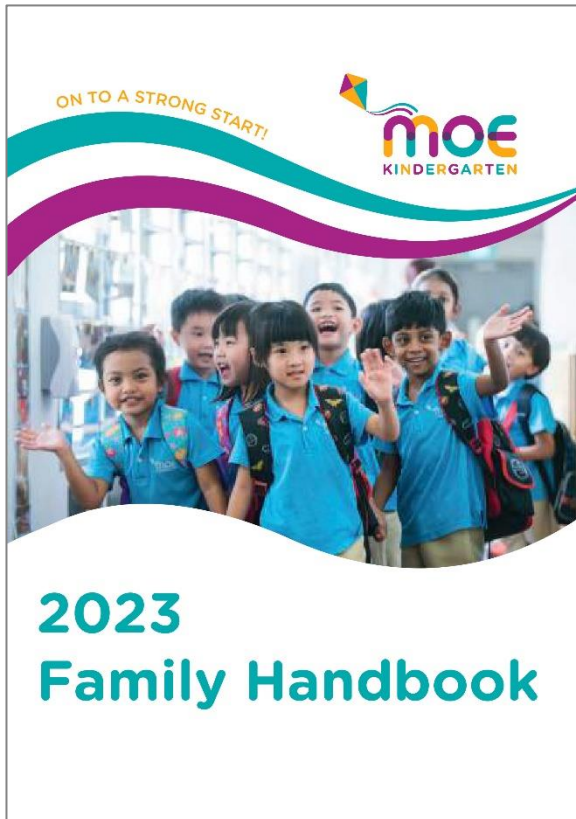


OVERVIEW




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



MK FAMILY HANDBOOK



Cover image for illustration purpose.
Actual 2024 Family Handbook might
have a different photo.

-  Information and practices in MOE Kindergarten
-  Each family will be issued a soft copy of the handbook via Parents Gateway
-  Read and acknowledge on Parents Gateway in the first week of school





ARRIVAL AND DISMISSAL – AUTHORISATION PASS

- Each family will be issued two Authorisation Passes.
- Authorisation Passes are required for authorized person(s) (i.e., parents, caregiver) to have access to the designated entry point in the school during drop-off and dismissal times.
- Authorisation Passes are to ensure safety of all children and we seek your cooperation to ensure the security of the MK by having your Authorisation Passes with you for entry into the MK.
- Parents are to provide the required information and photos for the Authorisation Passes via the online MK Child Data Form by 10 Nov (Fri).
- You will receive the Authorisation Passes by 1st week of Jan.



WAYS YOU CAN GET TO MK@ RIVERSIDE

By foot/ public transport	By car
	

 *MK does not provide school bus services.*

IMPORTANT TO NOTE:

- No entry from Primary School gate and no parking at the Primary School carpark



NEAREST CARPARKS

For parents/caregivers who drive, you are **strongly encouraged to park at the nearest carpark.**

BLK 780D (beside the school)

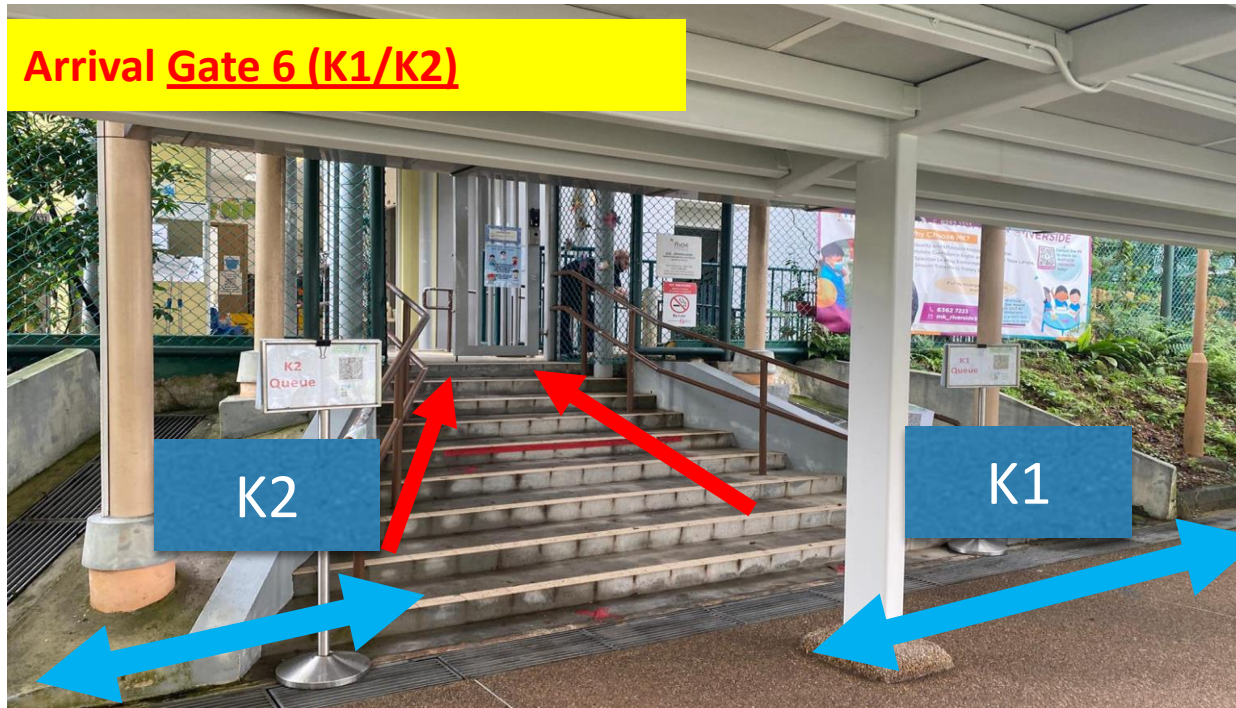


BLK 782E (opposite the school)



ARRIVAL & DISMISSAL (AM/PM SESSION)

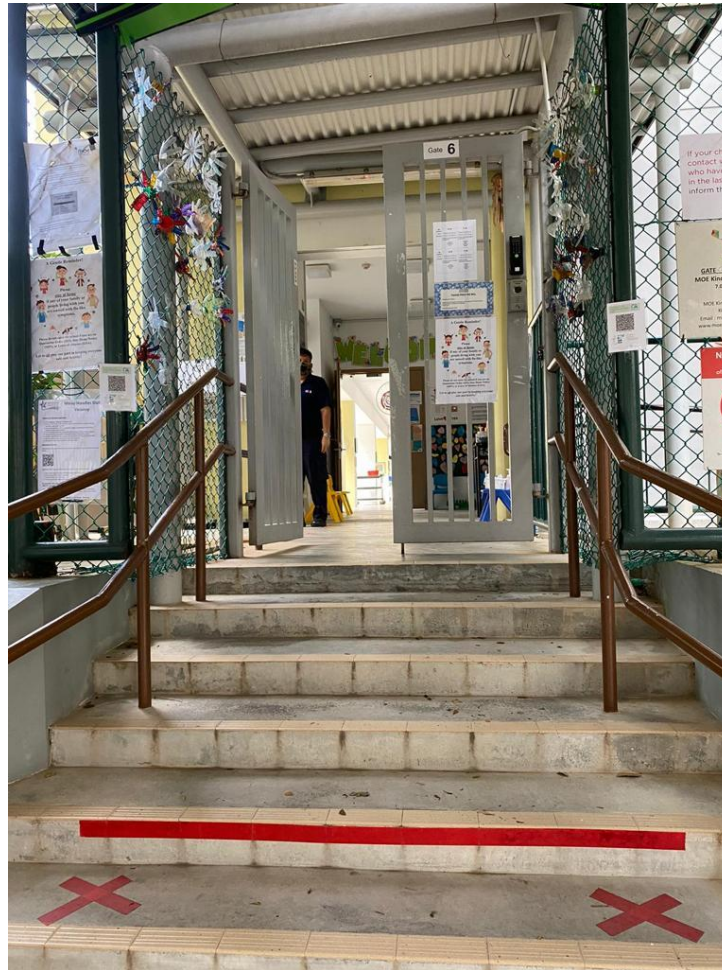
Children should attend MK daily and be present for the entire programme.
Arrival begins from: 7.50am/ 12.50pm



- Each class will take turns to be dismissed to authorised family members/caregivers at 11.50am and 4.50pm.
- **EARLY DISMISSAL:** Should there be a need to bring your child home before the session ends, please inform the class teachers in advance where possible.



HEALTH SCREENING AREA



Health Screening Area:

Please bring your child to the Health Check station at Gate 6.



WELL-BEING OF CHILDREN

Health screening will be conducted daily upon arrival.

Please take your child to see the doctor and keep your child at home if he/she is unwell:

- Fever (above 37.5)
- Flu-like symptoms such as cough, sore throat, runny nose, shortness of breath and loss of sense of smell
- Diarrhoea
- Vomiting
- Blisters
- Mouth ulcers
- Infectious diseases such as respiratory illness influenza, chicken pox, gastroenteritis, hand-foot-and-mouth disease (HFMD), measles, mumps, rubella, conjunctivitis (red eye), head lice

MK does not administer medication to your child.



WELL-BEING OF CHILDREN

Children who return to kindergarten after recovering from an infectious disease, but are still showing symptoms of illness (after the expiry of medical certification), will need to produce a certificate of health from the medical practitioner for the child to return to the kindergarten.



WELL-BEING OF CHILDREN

Oral Digital Thermometer:

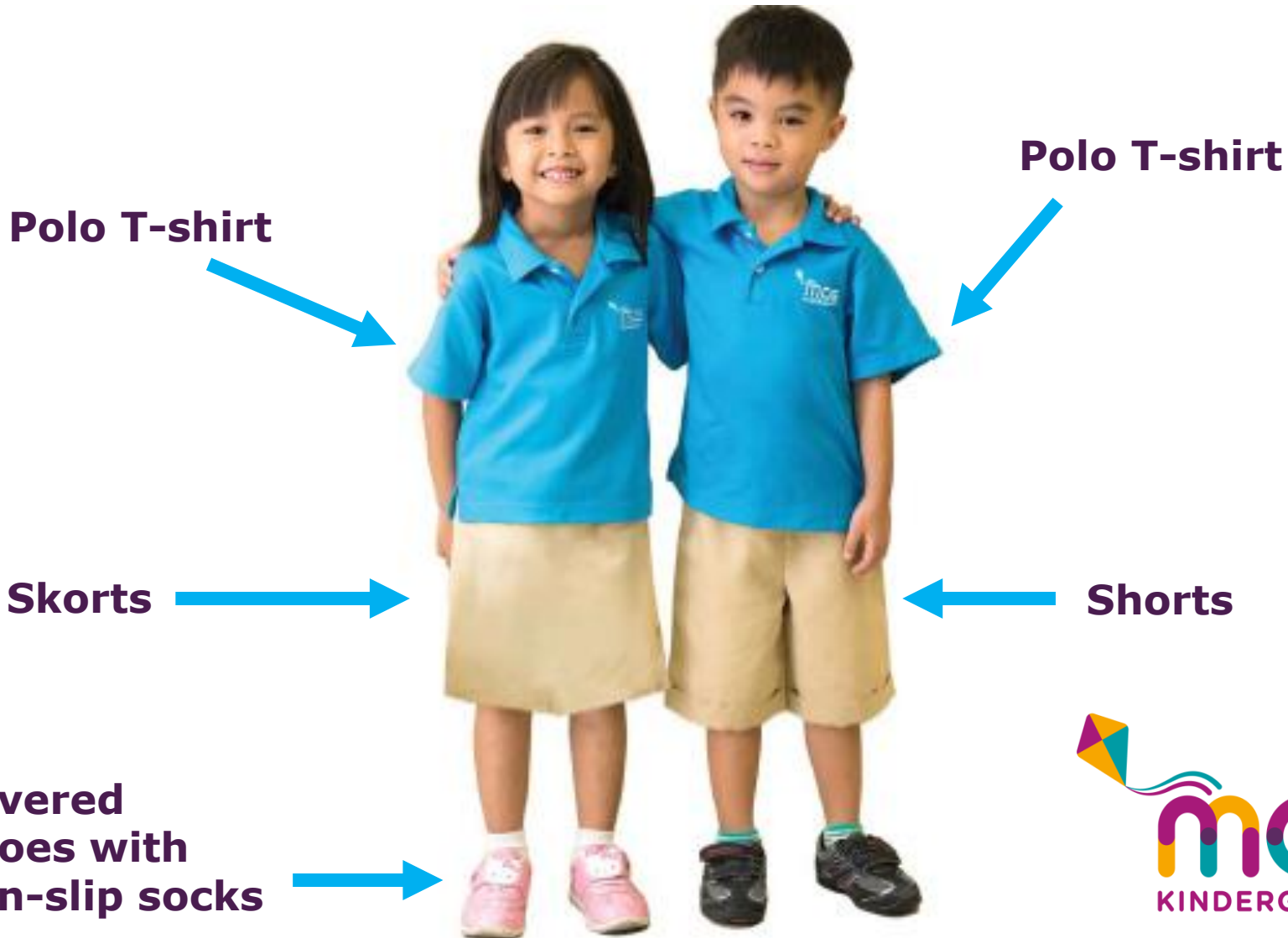
Each child will be given an oral digital thermometer on the first day of school. This is to encourage families to develop the habit of taking your child's temperature before coming to school.

Group Personal Accident Insurance:

Upon registration and starting school, your child will be covered by Group Personal Accident Insurance. The insurance is paid by MOE. Coverage includes accidents that may occur within the premises of the MOE Kindergarten or during activities organised by the kindergarten (e.g., during field trips). More information will be provided on the first day of school.



MK UNIFORM



MK UNIFORM

There are two appointed suppliers for MK uniform:

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

Description	Cost per piece		Sizes	Remarks
	Beau Voix	Jeep Sing		
Polo T-shirt (top)	\$7	\$7	XS to 3XL; odd sizes available upon request	Unisex
Shorts (boys' bottom)	\$7	\$8		For boys
Skorts (girls' bottom)	\$7	\$8		For girls
Other information	<ul style="list-style-type: none">- Each child is recommended to have 3 sets of uniform.- Parents of children enrolling in KCare may wish to purchase more than 3 sets of uniform.			

MK uniform by Beau Voix and Jeep Sing follow closely the specifications required by MOE, and parents have the choice to choose which supplier to buy the uniform from.



MK UNIFORM SUBSIDY

Parents who wish to apply for the MK uniform subsidy must satisfy the following eligibility criteria:

- Their estimated **gross monthly household income is up to \$1900** or **per capita income per family member is not more than \$650, AND**
- They have submitted the **Application Form for the Kindergarten Fee Assistance Scheme (KiFAS)** to the school before the 1st day of school.
- Please inform the MK of your wish to apply for the subsidy when submitting the KiFAS application.
- MK will issue an in-principle MOE KINDERGARTEN UNIFORM SUBSIDY LETTER for parents to claim their subsidised uniform from either Beau Voix or Jeep Sing.
- Parents will be informed of their KiFAS application outcome by ECDA. Parents are liable to pay for the 3 sets of uniform directly to the supplier if they are not eligible for the uniform subsidy after the applications are processed.



MK UNIFORM SUBSIDY ORDER AND COLLECTION

For email order and delivery of uniform:

- Please email the completed MK Uniform Subsidy letter to the supplier (either Beau Voix or Jeep Sing) whom you would like to order the uniform from. Delivery fee is payable by the parents to the supplier directly.
- Parents will receive an acknowledgement email within 3 working days.

Beau Voix	Jeep Sing
info@beauvoix.com.sg	mk@jeepsinguniform.com



MK UNIFORM SUBSIDY ORDER AND COLLECTION

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

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



MOE KINDERGARTEN FEE

The monthly fee for MK in 2024 is:

 \$160 for Singapore Citizens (SCs)

 \$320 for Singapore Permanent Residents (PRs)

Fees are also payable during the June and December holidays as fees are calculated on an annual basis and spread over 12 months, including school holidays.






MOE KINDERGARTEN FEE – WITHDRAWAL POLICY






If parents wish to withdraw before the child starts school, withdrawal notice should be submitted in writing or via e-mail before first calendar day (regardless whether it is a Saturday, Sunday or Public Holiday) of the month of enrolment.

Similarly, if parents wish to withdraw the child at any point in time of the year, **one complete calendar month's advance notice needs to be given**, or else fees will be charged for both the current and following months.

For example:



-  If the child is starting school in January, the withdrawal notice should be submitted before 1 January to avoid incurrence of Kindergarten fees.
-  If the withdrawal notice is served on 1 January, the current month (i.e. January) Kindergarten fee will be charged.
-  If the withdrawal notice is served on/after 2 January, January and February Kindergarten Fees will be charged as we require at least one complete calendar month's advance notice to be given.

KINDERGARTEN FEE ASSISTANCE SCHEME (KiFAS)



-  Eligible families with Singapore Citizen children may apply for KiFAS, which is provided by the Early Childhood Development Agency (ECDA) under Ministry of Social and Family Development (MSF), through MK.
-  The family needs to meet either the Gross Monthly Household Income (HHI) or the Gross Monthly Per Capita Income (PCI) criterion.
-  KiFAS applies only to MK school fees
-  Your child must **attend at least one day of the kindergarten for the month** to qualify for the assistance, unless fully covered by a valid medical certificate (MC) that states the period of absence from the centre for the entire month (subject to ECDA's approval). Failure to do so will result in the full kindergarten fee being payable for the month.
-  Please note that MC for 1 or 2 days will not be substantial to justify for a whole month's absence.

KINDERGARTEN FEE ASSISTANCE SCHEME (KiFAS)

How do I apply?

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

What should I do if there is a change in my household financial circumstances or working status?

-  Complete the KiFAS application form (i.e. **KF2**) with the relevant supporting documents for submission **to ECDA through your child's MK** for KiFAS re-assessment
-  ECDA will send you an application outcome notification



Please ensure that you have provided a contactable mobile number and valid email address to receive the result from ECDA promptly

KINDERGARTEN FEE ASSISTANCE SCHEME (KIFAS)






Gross Monthly Household Income	Gross Per Capita Income	Monthly Kindergarten Fee after Subsidy
\$3,000 and below	\$750 and below	\$1
\$3,001 - \$4,500	\$751 - \$1,125	\$12
\$4,501 - \$6,000	\$1,126 - \$1,500	\$55
\$6,001 - \$7,500	\$1,501 - \$1,875	\$75
\$7,501 - \$9,000	\$1,876 - \$2,250	\$95
\$9,001 - \$10,500	\$2,251 - \$2,625	\$115
\$10,501 - \$12,000	\$2,626 - \$3,000	\$145




TRANSITION INTO MK

TIPS TO HELP YOUR CHILD ADJUST:

Talk to your child about going to kindergarten

-  Inform your child that he/she is going to kindergarten
-  Show him/her pictures/videos of the kindergarten and share that it is a fun place to learn and play
-  Use stories to find out about your child's feelings about going to school and assure him/her if he/she feels scared
-  Tell your child that he/she will make new friends
-  Allow your child to ask any questions about the kindergarten

Develop consistent routines

-  Develop a daily activity schedule including a consistent morning and bedtime routine. This ensures that your child develops a regular sleep patterns and has sufficient rest.



TRANSITION INTO MK

TIPS FOR PARENTS:

Punctuality


 Ensure that your child is punctual and regular in attending kindergarten


Preparing your child for school


 Spend some time with your child in the morning to help him/her feel settled for the day

 Pack his/her clothes, school bag and water bottle together

Working with your child's teacher/Centre Head

 Share with the teacher or Centre Head your child's habits (eating, playing, toileting)

 Discuss any concerns/suggestions related to your child or the kindergarten with the teacher or Centre Head

 Never use the kindergarten or teachers as a threat or means to change your child's behaviour

Bidding your child goodbye

 Bid your child goodbye when you leave the kindergarten and say when you will be back to pick him/her.

During this period of adjustment, it is natural for your child to display signs of anxiety or physical discomfort. Should you observe such signs, you can work with your child's teacher to help support your child. Parents can help to display a positive attitude as children also pick up on your anxieties.

TRANSITION INTO MK

FIRST 2 DAYS OF SCHOOL!*

- 🎈 A significant milestone for each child
- 🎈 Preparing your child for the transition
- 🎈 “Getting to know you” Programme on
2nd Jan (Tues) and 3rd Jan (Wed), 8.30am –
10am and 1.30pm – 3pm
- 🎈 Only one accompanying adult is allowed





From **4th Jan 2024 (Thurs)**, the MK will operate within the normal hours of: 7.50 am – 11.50am and 12.50 pm – 4.50 pm

First day of school for K1s: 2nd Jan

First day of school for K2s: 3rd Jan



KEY FEATURES OF MK CURRICULUM

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



TYPICAL DAY (AM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.50 – 8.00 a.m.	Arrival and Health Check				
8.00 – 8.10 a.m.	Welcome and Circle Time (10 min)				
8.10 – 8.40 a.m.	Outdoor (30 min)				
8.40 – 9.20 a.m.	Starlight Literacy (English) Programme (40 min)				
9.20 – 9.40 a.m.	Snack (20 min)				
9.40 – 10.00 a.m.	Learning Centre (20 min)				
10.00 – 10.50 a.m.	HI-Light Programme (50 min)				
10.50 – 11.50 a.m.	Starlight Literacy (Mother Tongue) Programme (60 min)				
11.50 – 12.00 p.m.	Transition & Dismissal (10 min)				



Note: Sequence of activities may differ from class to class





TYPICAL DAY (PM SESSION)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12.50 – 1.00 p.m.	Arrival and Health Check				
1.00 – 1.10 p.m.	Welcome and Circle Time (10 min)				
1.10 – 2.10 p.m.	Starlight Literacy (Mother Tongue) Programme (60 min)				
2.10 – 3.00 p.m.	HI-Light Programme (50 min)				
3.00 – 3.20 p.m.	Snack (20 min)				
3.20 – 3.40 p.m.	Learning Centre (20 min)				
3.40 – 4.20 p.m.	Starlight Literacy (English) Programme (40 min)				
4.20 – 4.50 p.m.	Outdoor (30 min)				
4.50 – 5.00 p.m.	Transition & Dismissal (10 min)				



Note: Sequence of activities may differ from class to class

SNACKS

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



Eat All Foods In Moderation



DAILY CHECKLIST

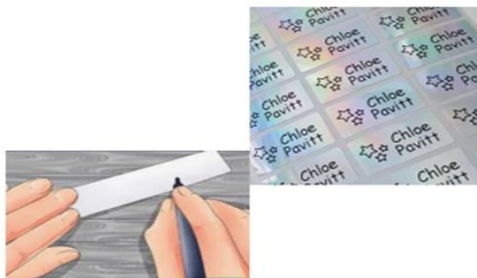
Your child should bring the following to kindergarten daily:

1 extra set of uniform

1 set of undergarment

Water bottle with sling filled with plain water

Please label all your child's belongings.



Please label all your child's belongings.







Not encouraged as it adds to the weight of the school bag and it does not fit into the cubbyhole.



A simple haversack is preferred, no bigger than 30cm height and 20cm width.



MK-PARENT PARTNERSHIP

-  **Partner us** to support the transition of your child
-  Prepare your child for lifelong learning by helping them develop positive attitudes towards learning (e.g. by encouraging their natural sense of curiosity to learn)
-  Support them in understanding their feelings and create experiences to build their confidence, and develop social and emotional skills over time.
-  Every child has a different pace of learning. Support your child in his/her learning when he/she is ready (e.g., riding a bicycle, reading and writing)



COMMUNICATION

We encourage frequent communication between the kindergarten and parents.



ClassDojo

- Direct messaging with class teachers



Parents Gateway



- Admin matters, consent forms, travel declaration, etc.






- mk_riverside@moe.edu.sg



- 6367 7223



EARLY INTERVENTION SERVICES IN MK

-  **MK@Riverside** offers ECDA-subsidised preschool-based Early Intervention (EI) programmes, such as Development Support – Learning Support (DS-LS) and Development Support Plus (DS-Plus)¹
-  External personnel from EI providers may support children identified for these programmes within MK classrooms
-  Other MK children may be involved in activities such as being a buddy or playing in a small group

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

THINGS YOU WILL RECEIVE VIA EMAIL IN THE LAST WEEK OF DECEMBER

- Programme for First Two Days of School
- Welcome Letter
- Snack Menu
- Parents Gateway Invitation
- ClassDojo Invitation

On To A Strong Start!

