

EYC Online Registration Guide

Access the questionnaire

All parents are required to complete a questionnaire which will lead them to the respective registration form link to register online.

Step 1: Visit the MOE Kindergarten (MK) Registration Exercise website at www.moe.gov.sg/mk-register

- Click “How to register”

The screenshot shows the MOE Kindergarten Registration Exercise website. The top navigation bar includes links for Overview, Curriculum, Environment, Fees, KCare, MK-EYC, Our MKs, and Resources for Parents. The 'MK Registration' link is highlighted with a red box. Below the navigation bar, the page title is 'Register for MOE Kindergarten'. A list of steps is shown: 1. Overview, 2. Priority admission and balloting, 3. How to register (highlighted with a red box), 4. Receive outcome and accept offer, 5. Documents required after accepting offer.

- Scroll down, and click “Start Registration” button to access the questionnaire

The screenshot shows the '3. How to register' section of the MOE Kindergarten Registration Exercise website. It includes information about online registration for Kindergarten 1 (K1) admissions for both Open Admissions (OA) and Early Years Centre (EYC) children. A note states that children with hearing loss requiring signing in MOE Kindergarten (MK) @ Mayflower do not need to register during the MK Registration Exercise. There are links for OA registration and EYC registration, and a prominent 'START REGISTRATION' button highlighted with a red box.

Step 2: Complete the questionnaire

- For each question in the questionnaire, select the option that applies to you and click '**Continue**' button.

1

Is your child currently studying in an Early Years Centre (EYC) with a partner MOE Kindergarten (MK)?

If your child is studying in an [EYC that is partnering an MK](#), you should have received a notification letter on MK registration for EYC children from your EYC by [REDACTED]. If unsure, please confirm with your child's preschool if it is partnering an MK.

☐ Yes, my child is currently studying in an EYC that is partnering an MK.

☐ No, my child is currently not studying in an EYC that is partnering an MK.

CONTINUE

- If you need to amend your selection, click on "Edit".

1

Is your child currently studying in an Early Years Centre (EYC) with a partner MOE Kindergarten (MK)?

If your child is studying in an [EYC that is partnering an MK](#), you should have received a notification letter on MK registration for EYC children from your EYC by [REDACTED]. If unsure, please confirm with your child's preschool if it is partnering an MK.

Yes, my child is currently studying in an EYC that is partnering an MK.

Edit

- Upon completing the questionnaire, the "EYC REGISTRATION FORM" button will be displayed. Click on the button to access the registration form.

(For parents registering via the OA admissions, the "OA REGISTRATION FORM" button will be displayed. If you need help, you can refer to the [OA Online Registration Guide](#))

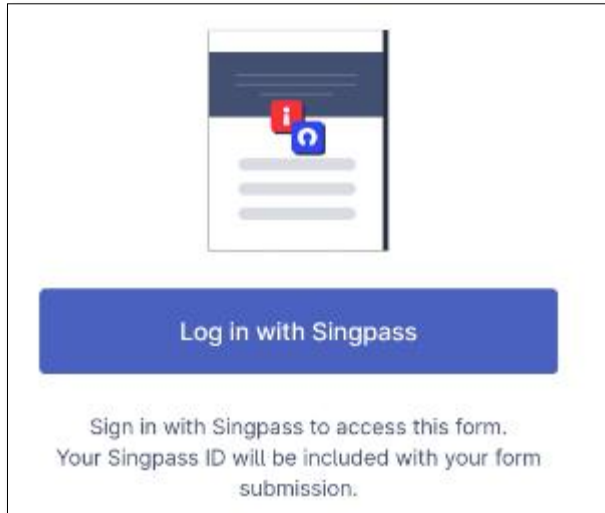
Based on your selection, you should register using the Early Years Centre (EYC) Registration Form.

The EYC Registration Form will be accessible from 9am on Friday, 16 February 2024 to 4pm on Tuesday, 20 February 2024.

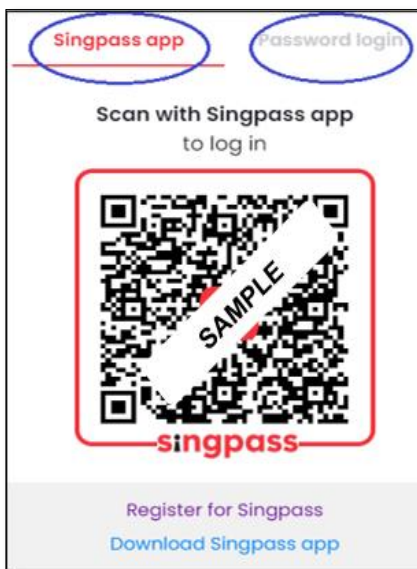
EYC REGISTRATION FORM

Step 3: Login with Singpass

- You will be prompted to log in with Singpass to access the EYC registration form. Click "Log in with Singpass". Only one parent is required to submit the form.



- You can log in to your Singpass account via the QR code or password login.



If you do not have a Singpass account

- Check with the other parent if he/she has a Singpass account. If the other parent has a Singpass account, he/she can register.
- If both parents do not have Singpass account, either parent can register for a Singpass account.

Parents are encouraged to register instantly with Singpass Face Verification. Upon successful registration of Singpass account, parent can proceed with the MK registration.

Refer to this link on the steps to register for Singpass:
www.singpass.gov.sg/home/ui/assets/pdf/Singpass_Registration_Guide.pdf

If you encountered issues logging in to your Singpass account

- Please contact Singpass Helpdesk at 6335 3533 or support@singpass.gov.sg

Completing the EYC registration form

Step 4: Instructions for EYC Registration

Read the below information, and select “I have read the above and would like to proceed” radio button, before beginning your application.

Instructions

The Early Years Centre (EYC) registration is meant for Nursery 2 (N2) children from an EYC registering for Kindergarten 1 (K1) in a partner MOE Kindergarten (MK) in 2025. The child must be a **Singapore Citizen (SC) or Permanent Resident (PR) born between 2 January 2020 and 1 January 2021 (both dates inclusive)**.

SC and PR children currently enrolled in an EYC, and who meet the relevant eligibility criteria are guaranteed a K1 place in a partner MK if you register your child via the EYC registration form. Allocation of preferred MK and session is based on availability. MOE will allocate your child an alternate MK or session if the preferred MK or session is unavailable.

Should you choose not to register your child via EYC admissions for his or her guaranteed K1 place at the partner MK, or subsequently choose not to accept your child's guaranteed K1 place at the partner MK, your child's K1 place in the partner MK will be forfeited. If you apply to register your child at a non-partner MK, you should register using the Open Admissions (OA) registration form. Your application will be considered under the MK OA registration and subject to the same conditions as all other OA applications.

The registration form may take you about 15 minutes to complete. You will need the following information to complete the form:

- Parents' particulars such as name, NRIC number and address
- Elder sibling's Birth Certificate number if he / she is currently studying in the MK / primary school with the MK which your child is registering
- Name of EYC and name of partner MK(s)

Please note that you can only register your child for one MK. Parents should discuss and agree on the choice of MK to register their child. Should the other parent have any basis to contest this arrangement in the future, you will have to resolve the issue with him / her.

If you need to amend your submitted registration details, you may re-submit a new application for your child. If you have submitted your applications in both EYC and OA registration, we will only consider the latest application received within the stipulated MK registration period.

You may be required to submit relevant supporting documents to the school (if applicable) after your child is successfully allocated a place in the MK.

For more information on the registration process, please visit www.moe.gov.sg/mk-register. If you have further queries, you can contact the partner MK (www.moe.gov.sg/schoolfinder-mk) directly.

1. Before you start, please read through and acknowledge the following. You can visit the MK website indicated in the instructions above if you require more information on the MK registration process:

a. SC and PR children currently enrolled in an EYC, and who meet the relevant eligibility criteria are guaranteed a K1 place in a partner MK if you register your child via the EYC registration form. MOE's offer of a K1 place is subject to the following conditions:

- MOE's offer of a guaranteed MOE Kindergarten place will expire after 31 March 2024.
- Your child must remain enrolled in the N2 level of the same EYC until 31 December 2024.
- Your child must be a SC or PR on the day he or she enrolls in the MK.
- Your child must receive at least one dose of measles and three doses of diphtheria (primary series) vaccinations by 11 September 2024. Parents will be informed by the MK before 11 September 2024 if they are required to submit proof of vaccination. If your child has not received the aforesaid vaccinations by 11 September 2024, or you are unable to provide proof that such vaccinations were administered, MOE reserves the right to forfeit the place allocated to him or her under the MK Registration Exercise.

b. SC and PR children who are (i) not enrolled in any EYC partnering with an MK or (ii) currently enrolled in an EYC but registering for a non-partner MK should register using the Open Admissions (OA) registration form. Your application will be considered under the MK OA registration and subject to the same conditions as all other OA applications.

c. While SC and PR children from the MK are eligible to register for Primary 1 (P1) under Phase 2A during the P1 Registration Exercise for admission to the respective primary schools their MK is located within, admission is not guaranteed as balloting will be conducted when the number of registrants in Phase 2A exceeds the school vacancies.

☐ I have read the above and would like to proceed

Submit now

Step 5: Select the MK and its partnering EYC

- Select the MK that your EYC is partnering with.

2. Select the MOE Kindergarten (MK) your Early Years Centre (EYC) is partnering with.
For EYC partnering with more than one MK, please select your preferred MK (1st choice)
Where possible, MOE will allocate your child to the preferred MK. Otherwise, a place in an alternate partner MK will be allocated.

Select an option

MOE Kindergarten @ Alexandra

MOE Kindergarten @ Anchor Green

MOE Kindergarten @ Ang Mo Kio

MOE Kindergarten @ Bendemeer

- Select the EYC your child is currently studying.

3. Select the EYC your child is currently studying (AG)

☐ PCF Sparkletots Preschool @ Sengkang West Blk 303A

☐ PCF Sparkletots Preschool @ Sengkang West Blk 351

Select the EYC your child is currently studying.

- If your child is studying in an EYC that is partnering more than one MKs, you will have to state your order of preference for the partner MKs.

4. You have selected MOE Kindergarten @ Oasis as your 1st choice. Select your next preferred MK (2nd choice)
The remaining MK will be your 3rd choice.
This is applicable to EYCs partnering with more than one MK.

☐ MOE Kindergarten @ Horizon

☐ MOE Kindergarten @ Waterway

Select your 2nd choice partner MK (if applicable).

Step 6: Fill in the particulars of the registering child

- Select the name of the child that you would wish to register. The date of birth and Birth Certificate number of the registering child will be retrieved via MyInfo.

Provide the registering child's sex, citizenship and Mother Tongue to be taken in the MK

REGISTERING CHILD'S PARTICULARS
The child should be born between 02 January 2020 and 01 January 2021 (both dates inclusive).

3. Child records
Child

Date of birth

Birth certificate number

4. Child's Sex
☐ Male
☐ Female

5. Child's Citizenship
☐ Singapore Citizen
☐ Permanent Resident

6. Mother Tongue Language to be taken in MK
☐ Chinese
☐ Malay
☐ Tamil

Select the child's name to register.

The Date of birth and Birth certificate number will be auto-populated.

For the child's sex, citizenship and Mother Tongue Language to be taken in the MK, you will have to select accordingly.

- Select the Preferred Programme.

7. Preferred Programme:
☐ Full-day Service (MK Programme + Kindergarten Care for the other half day)
☐ MK Programme only

If "Full-day Service (MK Programme + Kindergarten Care for the other half day)" is selected

9. Full-day Service (MK Programme + Kindergarten Care for the other half day)
Please acknowledge and check the box below to proceed
☐ From 2025, as Kindergarten Care service would only be available in the afternoon at my preferred MK, I understand that my child (on full-day service) will attend the MK Programme in the morning and Kindergarten Care in the afternoon.

Check the acknowledgement box to proceed.

(Wordings in the acknowledgement box may differ, depending on the MK selected)

If “MK Programme only” is selected

8. MK Programme only (Select ONE option below)
Allocation of session is based on availability. MOE may allocate your child to an alternate session if the preferred session is unavailable.

☐ Either AM or PM session
☐ AM session only
☐ PM session only

Select your preferred option.

● Register for second child (i.e. twins/triplets), if applicable

10. Would you like to register a second child for admission to K1 in 2025 into the same MOE Kindergarten?
The child must meet the following criteria:
a) Sibling of the first registering child;
b) Sibling should be born between 02 January 2020 and 01 January 2021 (both dates inclusive); and
c) Currently studying in the same partner EYC as the first registering child.

☐ No
☐ Yes

Select “Yes” if you have a second child for registration.

If “Yes” is selected

SECOND REGISTERING CHILD'S PARTICULARS

The child must meet the following criteria:
a) Sibling of the first registering child;
b) Sibling should be born between 02 January 2020 and 01 January 2021 (both dates inclusive); and
c) Currently studying in the same partner EYC as the first registering child.

Please select the correct child to register.

12. Child records

Child

Date of birth

Birth certificate number

13. Child's Sex

☐ Male
☐ Female

14. Child's Citizenship

☐ Singapore Citizen
☐ Permanent Resident

Take note of the criteria for the 2nd registering child.

Select the 2nd child's name you are registering. The child's DOB and BC no. will be auto-populated.

For the child's sex and citizenship, you will have to update accordingly.

- Register for third child (i.e. twins/triplets), if applicable

14. Would you like to register a third child for admission to K1 in 2025 into the same MOE Kindergarten?

The child must meet the following criteria:

a) Sibling of the first/second registering child;
b) Sibling should be born between 02 January 2020 and 01 January 2021 (both dates inclusive); and
c) Currently studying in the same partner EYC as the first/second registering child.

☐ No

☒ Yes

Select "Yes" if you have a third child for registration.

If "Yes" is selected

THIRD REGISTERING CHILD'S PARTICULARS

The child must meet the following criteria:

a) Sibling of the first/second registering child;
b) Sibling should be born between 02 January 2020 and 01 January 2021 (both dates inclusive); and
c) Currently studying in the same partner EYC as the first/second registering child.

Please select the correct child to register.

16. Child records

Child

Date of birth

Birth certificate number

17. Child's Sex

☐ Male

☐ Female

18. Child's Citizenship

☐ Singapore Citizen

☐ Permanent Resident

Take note of the criteria for the 3rd registering child.

Select the 3rd child's name you are registering. The child's DOB and BC no. will be auto-populated.

Please select the child's sex and citizenship.

- If you have a fourth child to register

18. Would you like to register a fourth child for admission to K1 in 2025 into the same MOE Kindergarten?

The child must meet the following criteria:

a) Sibling of the first/second/third registering child;
b) Sibling should be born between 02 January 2020 and 01 January 2021 (both dates inclusive); and
c) Currently studying in the same partner EYC as the first/second/third registering child.

☐ No

☒ Yes

Take note of the criteria for the 4th registering child.

Click 'Yes' if you have a fourth child to register.

- If 'Yes' is selected, you will be prompted with this message

The registering MOE Kindergarten will contact you on your fourth child's information. Please continue to complete and submit the form for your three children.

- Fill in the BC/UIN for the elder sibling of the registering child (for elder sibling currently studying in K1 - P6 in the MK / primary school with the MK which the child is registering)

ELDER SIBLING'S PARTICULARS (AS IN BIRTH CERTIFICATE)

This section is applicable for the registering child who has an elder sibling currently studying in K1 - P6 in the MK which your EYC is partnering with, or the primary school that the partner MK is located within.

Note: Once you have submitted this form for the registering child who has an elder sibling studying in K1-P6 in the MK which your EYC is partnering with or the primary school that the partner MK is located within, you do not need to submit another application under the MK Open Admissions registration.

19. Does the registering child have an elder sibling who is currently studying in K1-P6 in the partner MK, or the primary school that the partner MK is located within?

E.g. If the child is registering at partner MK, MK@ABC, please select "Yes" if his/her elder sibling (born 1 January 2020 and earlier) is currently studying in MK@ABC / ABC Primary School. Otherwise, please select "No"

☐ No

☐ Yes

Read through the information.

Select "Yes" if your registering child has an elder sibling currently studying in the same MK/primary school with the MK.

- If 'Yes' is selected

20. Please provide the elder sibling's Singapore BC/UIN

Step 6: Fill in the details of the parent(s)

- Registering parent can be either the child's mother or father

PARENT(S)' PARTICULARS & CONTACT DETAILS

20. Name

21. Registering Parent's Contact Number

Please ensure you have input a VALID phone number. The MK may contact you at this contact number should any clarification be required.

22. Registering Parent's E-mail Address

Please ensure that you have entered the CORRECT e-mail address. An acknowledgement e-mail for this application and the registration outcome will be sent to this e-mail address.

Name of the registering parent is auto-populated

Acknowledgement e-mail for this application and registration outcome will be sent to this e-mail address

Select your marital status from the drop-down list, and you will be prompted for more information.

23. Registering Parent's Marital Status

Married

Divorced / Separated

Unwed

Widowed

Select the marital status.

● If “Married” is selected

24. Second Parent's Name

25. Second Parent's NRIC Number

26. Second Parent's Contact Number

Please ensure you have entered a VALID contact number. The registering MK may contact you at this contact number should any clarification be required.

If 'Married' is selected, you will be prompted to fill in the other parent's particulars.

Based on your selected “Marital Status”, you are required to select the appropriate consent options.

For ‘Married’ - An example

23. Registering Parent's Marital Status

Married

27. Do you have consent from the other parent for your child's MK registration?

☒ Yes

☐ No

28. DECLARATION FOR PARENTAL CONSENT

(i) I declare that the other parent and I are agreed on the schooling arrangement for our Child/Children.

(ii) We have agreed and intend to register our Child/Children as per my submission(s) in the 2024 MOE Kindergarten Registration Exercise.

(iii) Should the other parent contest this decision in future, I undertake to resolve the issue with him/her directly.

(iv) I understand that should the other parent contest this decision in future and I am unable to resolve the issue with him/her, MOE may in its sole discretion remove my Child/Children from the MOE Kindergarten.

☒ I declare, undertake and agree to the above.

Select the options applicable to you.

Read through the declaration and check the box to declare your undertaking. (The declaration clauses may differ, depending on the choice you selected)

You may be required to provide supporting documents (where applicable) if your child is successfully allocated a place.

Step 7: The registering parent's NRIC address will be auto-populated. Parent need not manually fill in the address.

If the auto-populated address is not your latest address, please approach your preferred MK for assistance.

PARENT'S NRIC ADDRESS USED FOR REGISTRATION

The official address used for registration, as indicated on the parent's NRIC.

29. Registered address

Step 8: Additional Details

- The following question(s) on monthly Gross Household Income (GHI) or Per Capita Income (PCI) will only be applicable for Singapore Citizen children.

ADDITIONAL DETAILS

Read the information on the calculation of GHI and PCI.



The above illustration is an example on the calculation of GHI and PCI.

GHI per month is the total gross monthly income of the following household members:

- Parents of the child living at the same residential address as the child.
- Child registering for K1.
- Unmarried siblings of the child living at the same residential address as the child as reflected in their NRIC.
- Grandparents of the child living at the same residential address as the child as reflected in their NRIC.

PCI per month is the total gross monthly household income of family members divided by the number of family members living in the same household.

Examples to include for calculation of GHI

- Gross income before CPF deduction
- Regular allowances (e.g. transport allowances)
- Other sources of income (e.g. pension, alimony, rental income)

Examples to exclude for calculation of GHI

- One-off payments
- Annual bonuses
- Full-time National Service (NSF) allowance

Use the GHI/PCI checker to calculate your monthly GHI/PCI:

<https://go.gov.sg/mk-ghi-pci-calculator>

You may use the GHI/PCI checker to calculate your monthly GHI/PCI.

31. Monthly Gross Household Income (GHI)

- ☐ My monthly GHI is more than \$4,500
- ☐ My monthly GHI is \$4,500 or lesser

If "My monthly GHI is more than \$4,500" is selected

32. Monthly Per Capita Income (PCI)

- ☐ My monthly PCI is more than \$1,125
- ☐ My monthly PCI is \$1,125 or lesser

● Medical needs or Special Educational Needs

31. Children's learning needs are best met when they are enrolled in an education setting that has an appropriate level of support and resources. MOE Kindergartens (MKs) will work with external partners and agencies to support children with special educational needs or developmental needs who are able to access learning in a group of 20 children. It is the responsibility of parents to inform the MK of any special educational needs, developmental needs and/or medical needs that their child has or may have to help the MK better understand these needs and the level of support your child requires. Please indicate if your child has any special educational needs, developmental needs and/or medical needs (examples include autism, speech delay, hearing loss, cerebral palsy etc.). The MK will get in touch to work with you to understand whether your child's learning and developmental needs can be meaningfully met in the MK setting and environment.

- ☐ No
☐ Yes

Select the option applicable to your child.

32. Please provide details of the special educational need(s), developmental need(s) and/or medical need(s), and any additional support or special precautions to be taken for your child. Please submit a duplicate of medical / psycho-educational reports from doctors, psychologists or therapists, if any, when the MK gets in touch with you. (optional)
If you are registering more than one child, please provide the BC number of the child/children with special educational, developmental and/or medical need(s).

Provide details if applicable to your child.

33. If your child has been assessed by a paediatrician to need medium or high levels of early intervention support, you should enrol your child at an Early Intervention Programme for Infants and Children (EIPIC)/EIPIC-P centre. EIPIC/EIPIC-P centres provide more specialised and intensive early intervention support that is not available in the MK. For children with developmental needs aged three to six who require medium levels of early intervention support, they may also be enrolled in Inclusive Support Programme (InSP) at selected preschool centres. Please indicate if your child is attending or waiting to be enrolled at an EIPIC/EIPIC-P centre or receiving early intervention services at an Inclusive Support Programme (InSP) centre.

- ☐ Not Applicable
☐ Yes (Attending/Receiving)
☐ Yes (Waiting to be enrolled)

If **"Yes (Attending/Receiving)"** or **"Yes (Waiting to be enrolled)"** is selected, you will be required to provide the name of the EIPIC Centre.

If you are registering more than one child, please also provide the BC of the child/children who is/are attending or awaiting enrolment.

If "Yes (Attending/Receiving)" or "Yes (Waiting to be enrolled)" is selected

34. Please provide the name of the EIPIC/EIPIC-P centre your child is attending or awaiting enrolment, or the InSP centre your child is receiving early intervention at. If you are registering more than one child, please also provide the BC number of the child/children who is/are attending or awaiting enrolment at this EIPIC/EIPIC-P centre or receiving early intervention at an InSP centre.

If you are registering more than one child, please also provide the BC of the child/children who is/are attending or awaiting enrolment.

Step 9: Declaration Section

- Check the box below after you have read and agree to the declaration.

31. To be completed by Parent

I declare that all information provided by me in this form is correct and true. I understand that providing any false information is a criminal offence punishable under Section 182 of the Penal Code 1871, and the punishment for such an offence is imprisonment for up to two years or a fine or both. I accept that if I have furnished false information or intentionally omitted to furnish information, MOE reserves the right to require my child to give up the place allocated under the MK Registration Exercise even if my child has already started attending the kindergarten.

I agree to inform the MK if, after the submission of this form, my child is diagnosed with, or waiting for a diagnosis as to whether he/she has special educational needs, developmental needs, and/or any medical needs which I have not declared in this form.

I acknowledge that MOE may collect, use, or disclose, to the extent permitted by law, personal data relating to my child from any other Singapore public agency, for the purposes of facilitating the provision of services for my child's educational advancement or other purposes beneficial to my child.

By signing this application form, I hereby consent to the EYC sharing personal data and other information relating to my child with the partner MK for the purposes of planning the learning and development support for my child.

☐ I have read and agree with the above information.

32. Name

Submit now


Check the details you have entered in the registration form.

Check the box after you have read and agree to the declaration.

Check that this field display your name.

Click 'Submit now' after you have checked the details you have entered in the registration form.

- Acknowledgement page for successful submission



Thank you for registering with MOE Kindergarten (MK)

You have successfully submitted your Open Admissions registration form and you will receive an acknowledgement e-mail shortly. Please check your spam or junk folder of your e-mail if you did not receive the acknowledgement e-mail.

For more information, you can visit the MK website (www.moe.gov.sg/mk-register) or contact the MK (www.moe.gov.sg/schoolfinder-mk) directly if you have further queries.

Response ID:

MOE Kindergarten

You will see "Thank you for registering with MOE Kindergarten (MK)" acknowledgement page after successful submission of your registration form.

- Check your e-mail “Inbox” or “Junk” folder for the receipt of the acknowledgement e-mail. The registration information submitted is attached as a pdf document in the e-mail.

