## **MK Waitlist Application Form Guide**

**Step 1:** Click on the URL Link provided by your preferred MK to access the MK Waitlist Application Form.

Step 2: Click "Log in with Singpass app".



Step 2a: Log in by scanning the QR Code with "Singpass app".



Step 2b: Click "Approve" to proceed.



# **Step 3:** Instructions for MK Waitlist Application Form. Please read the instructions before you submit your waitlist application.



#### MK Waitlist Application Form



#### Instructions

This form may take you about 15 minutes to complete.

In order to admit your child via the waitlist, he/she should have received at least one dose of measles and three doses of diphtheria (primary series) vaccinations. Parents are required to provide proof that such vaccinations were administered via official records downloaded from National Immunisation Registry (<a href="www.nir.hpb.gov.sg">www.nir.hpb.gov.sg</a> [Z] at the point of application. Alternatively, you may provide your child's proof of vaccination by accessing your Singoss ago.

If you are a Singapore Citizen (SC) parent with a child who is an international student, your child may be considered for MK admission, if there are still vacancies in the MK after all SC and Permanent Resident (PR) children have been admitted. You may contact your preferred MK directly (www.moe.gov.sq/schoolfinder-mk [2]) to check on the available vacancies for 2024 K1/K2 admission. For 2025 K1 admission, you may contact your preferred MK directly from Sep 2024 onwards. Admission depends on available vacancies, which is not quaranteed due to limited vacancies after all SC and PR children have been admitted.

You will need to provide copies of the following original documents:

If the child is a Singapore Citizen:

- a) The child's Birth Certificate
- b) The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth c) Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- d) The child's Immunisation Record

If the child is a Permanent Resident:

- a) The child's Birth Certificate
- b) The child's Entry/Re-entry Permit
- c) Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- d) The child's Immunisation Record

If the child is an International Student with at least one Singapore Citizen Parent:

- a) The child's Birth Certificate and Passport
- b) The child's Dependant's Pass, Student's Pass, Long Term Visit Pass, if any
- c) For parent(s) who is/are Singapore Citizen(s): Singapore NRIC (pink)
- d) For parent who is not a Singapore Citizen:
- Passport
- Singapore NRIC (blue), Entry or Re-entry Permit, if any
- Parent's Employment Pass, Work Permit, Long Term Visit Pass, Dependant's Pass, if any
   e) Marriage Certificate
- f) The child's Immunisation Record

Note: If the supporting documents are in other languages, an accurate English translation must accompany the documents. If your child is offered a place and not a Dependant's Pass (DP) holder, he/she is required to apply for a Student's Pass (STP) with the Immigration & Checkpoints Authority (ICA) as soon as possible. Please note that your child will need a STP before he/she is allowed to start school, and that being offered a place in our school does not guarantee the issuance of a STP by ICA.

The waitlist will be considered on a case-by-case basis, subject to available vacancies. We will contact you directly, should a vacancy arise for your child.

If you require assistance with the waitlist application form, please refer to the step-by-step guide (<a href="www.go.gov.sg/mk-waitlist-guide">www.go.gov.sg/mk-waitlist-guide</a> [z] or contact your preferred MK directly.

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

For more information, please visit (www.moe.gov.sg/mk-register ☑).

MK Waitlist Application Requirements.

## **Step 4:** Provide the particulars of the registering child.

#### REGISTERING CHILD'S PARTICULARS

1. Child's Name	
2. Child's BC / UIN	
3. Child's Date of Birth (DOB)  How to select your child's date of birth using the Calendar:  1. On the calendar, it will display the current month and the year 2024.  2. Click on <2024>, and the left arrow to select your child's birth year.  3. Select your child's birth month and day.	
4. Child's Sex  Male	
Female	_
5. Child's Citizenship  If you are an SC parent with a child who is an international student, your child may be considered for MK admission, if there are still vacancies in the MK after all SC and PR children have been admitted. The MK will contact you for your application.  Singapore Citizen  Permanent Resident  International Student with at least one Singapore Citizen parent	Select your child's citizenship.
Year of Admission and Kindergarten Level	•
2024 K1 2025 K1 2025 K2	
7. Mother Tongue Language to be taken in MK	
Chinese	
Malay	
○ Tamil	

8. Preferred Programme	
Full-day Service (MK Programme + Kindergarten Care)	
MK Programme only	
If "Full-day Service (MK Programme + Kindergarten Care for the o day)" is selected	other half
9. Full-day Service (MK Programme + Kindergarten Care) Please acknowledge and check the box below to proceed.	If the Preferred Programme is "Full-day Service (MK
I understand that my child may be allocated to either a morning or afternoon MK session as he / she will be with the MK for the whole day.	Programme + Kindergarten Care for the other half day)" is selected.
If "MK Programme only" is selected	Check the acknowledgement box to proceed.
9. MK Programme only  Allocation of MK 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	If the Preferred Programme is "MK Programme only" is
AM session only  PM session only	selected.  Select the preferred option.
Step 6: Indicate if there is second or third child to be placed on MK's w	vaitlist, if
applicable.	
10. Would you like to place a second or third child on MOE Kindergarten's waitlist for the same Kindergarten as the registering child? The child must be a sibling of the first registering child.	Select "No" if you do not have a second or third child for registration.
O No	Proceed to Step 6.
If "Yes" is selected	Select "Yes" if you have a second or third child for registration.
10. Please acknowledge the following:  Please submit a new waitlist application for your second or third child for the same Kindergarten as the registering child.	If "Yes" is selected in the above question.
I agree and would like to proceed	Please submit a new waitlist application form for your second or third child.
	Check the acknowledgement box to proceed.

**Step 5:** Select Preferred Programme.

**Step 7:** Provide the elder sibling's BC / UIN (if applicable) who is currently studying in K1 - P6 in the MK which the child is registering, or the primary school that the MK is located within.

## 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 / primary school with the MK which the child is registering.

12. Does the registering child have an elder sibling who is currently studying in K1-P6 in the MK which the

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

O No

### If "Yes" is selected

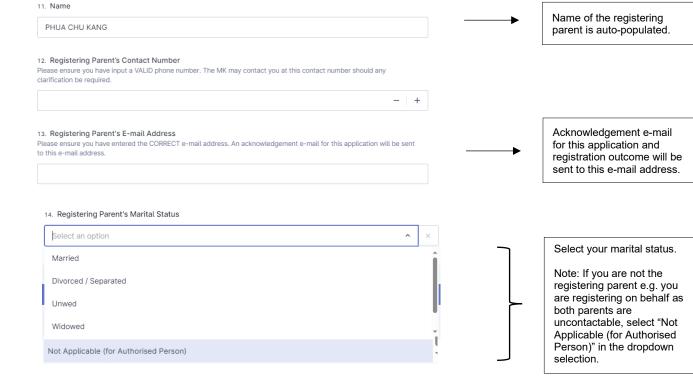
11. Please provide the elder sibling's Singapore BC / UIN

If "Yes" is selected in the above question.

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

### **Step 8:** Provide parent's particulars.

#### PARENT(S)' PARTICULARS & CONTACT DETAILS



# **Step 9:** Based on your marital status, you are required to select the appropriate consent options.

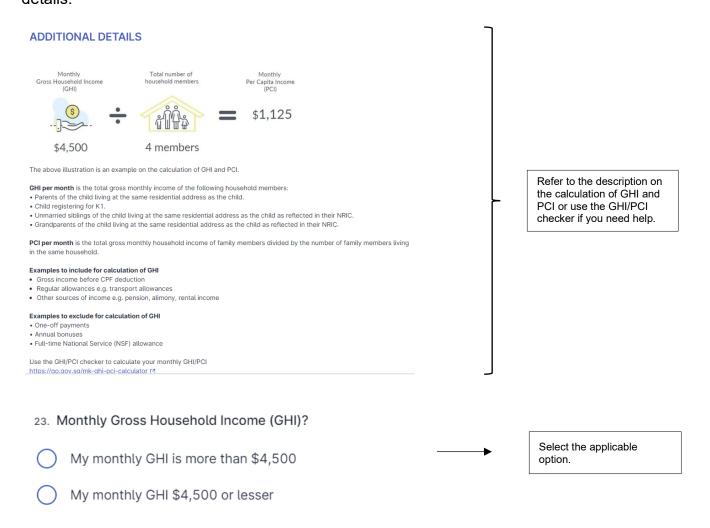
## **Example: Married**

15. Second Parent's Name	If "Married" is selected, you will be prompted to fill in the second parent's particulars.
16. Second Parent's NRIC Number/FIN	
17. Second Parent's Contact Number  Please ensure you have entered a VALID contact number. The MK may contact you at this contact number should any clarification be required.  —   +	
<ul><li>Do you have consent from the other parent for your child's MK registration?</li><li>Yes</li></ul>	Select the applicable
○ No	option.
19. DECLARATION FOR PARENTAL CONSENT  (i) I declare that the other parent and I are agreed on the schooling arrangement for our Child.	Read through the declaration. Check the box to undertake the declaration.
(ii) We have agreed and intend to register our Child as per my submission in the MK Waitlist Application Form.  (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 color discretion remove my Child from the MOE Kindersouter.	(The declaration clauses may differ, depending on the options you selected)
him/her, MOE may in its sole discretion remove my Child from the MOE Kindergarten.  I declare, undertake and agree to the above.	Based on your submission, the MK may contact you to submit supporting documents after acceptance (where applicable).

#### Step 10: Fill in the address as stated in the Registering Parent's NRIC.

16. Blk / House Number and Street Name Example: 11A Temasek Street 11	٦	
ca. Unit Number (asis as)		
17. Unit Number (optional) Example: 02-77		E::: 0 11 (1)
	]	Fill in the address as stated in the Parent's NRIC.
18. Postal Code		
Example: 123456		
	_	

## **Step 11:** Provide Gross Household Income (GHI) and Per Capita Income (PCI) details.



### If "Monthly Gross Household Income (GHI) is more than \$4,500" is selected

24. Monthly Per Capita Income (PCI)?	If "Monthly GHI is more than \$4,500" is selected.	
My monthly PCI is more than \$1,125	Refer to the above description on the	
My monthly PCI is \$1,125 or lesser	calculation of PCI or use the GHI/PCI checker if you need help.	alculation of PCI or use le GHI/PCI checker if you

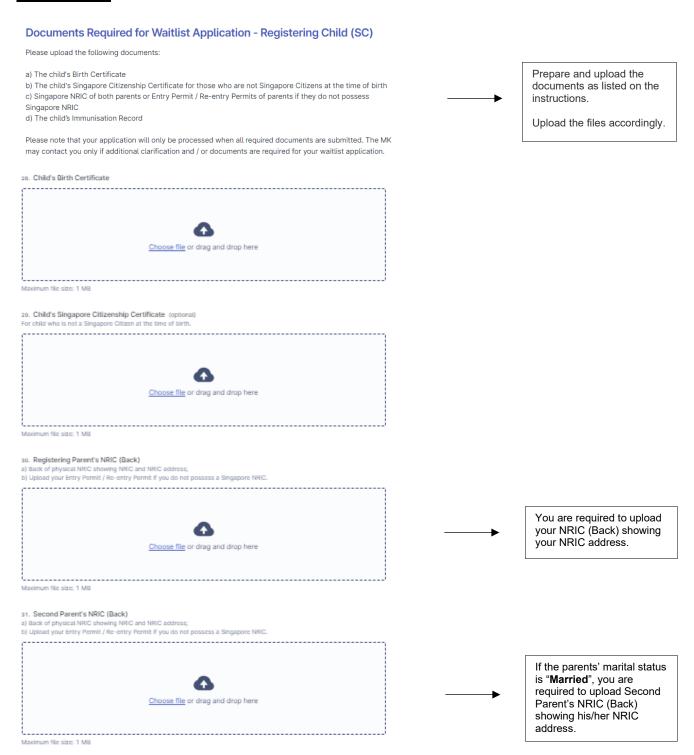
# **Step 12:** Provide details on Special Educational Needs, Developmental Needs, or Medical Needs (if applicable).

25. Children's learning needs are best met when they are enrolled in an education setting that has an appropriate level of support and resources. 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	
26. 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)	
27. 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" is selected  28. Please provide the name of the EIPIC/EIPIC-P centre your child is attending or awaiting enrolment, or the	If "Yes" is selected in the
InSP centre your child is receiving early intervention at.	above question, you can
	provide the details.
Step 13: Pre-School Education.  22. Is your child currently attending, or has been allocated a place in an MOE Kindergarten?  X No  Yes	
23. Name of MOE Kindergarten that your child is currently attending / has been allocated a place	If "Yes" is selected in the above question, you can provide the details.

**Step 14:** Submit Documents for Singapore Citizen (SC) / Permanent Resident (PR) child.

For International Students (IS) with at least one SC parent, proceed to Step 18.

#### For SC child



#### For PR child

Documents Required for Waitlist Application - Registering Child (PR) Please upload the follwing documents: Prepare and upload the a) The child's Birth Certificate b) The child's Entry/Re-entry Permit documents as listed on the c) Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess instructions. Upload the files accordingly. Please note that your application will only be processed when all required documents are submitted. The MK  $may\ contact\ you\ only\ if\ additional\ clarification\ and\ /\ or\ documents\ are\ required\ for\ your\ waitlist\ application.$ 28. Child's Birth Certificate Choose file or drag and drop here Maximum file size: 1 MB 29. Child's Entry/Re-entry Permit Choose file or drag and drop here 30. Registering Parent's NRIC (Back) a) Back of physical NRIC showing NRIC and NRIC address; b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC. You are required to upload your NRIC (Back) showing your NRIC address. Choose file or drag and drop here Maximum file size: 1 MB 31. Second Parent's NRIC (Back) a) Back of physical NRIC showing NRIC and NRIC address; b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC. If the parents' marital status is "Married", you are required to upload Second

Parent's NRIC (Back) showing his/her NRIC

address

Maximum file size: 1 MB

Choose file or drag and drop here

# **Step 15:** Indicate if child has received at least one dose of measles and three doses of diphtheria (primary series) vaccination.

,		
24. Has your child received at least one dose of measles and three doses of diphtheria (primary series) vaccinations?  Parents are required to provide proof that such vaccinations were administered at the point of application.  Yes	<b></b>	Select "Yes" if your child has received at least one dose of measles and three doses of diphtheria (primary series) vaccinations.
O № If "Yes" is selected, proceed to Step 16		Select "No" if your child has not received at least one dose of measles and three doses of diphtheria (primary series) vaccinations.
If "No" is selected, proceed to Step 17		,
Step 16: Provide proof of vaccination.		
36. Please provide the following proof of vaccination		
Show proof of vaccination via Singpass App		
Upload proof of vaccination download from National Immunisation Registry (NIR)		
If "Show proof of vaccination via Singpass App" is select "My Profile', followed by 'Family' and the	<u>ected</u>	Please provide your child's
information is available under the field 'Fulfilled Preschool Vaccination Minimum Requirement').  I acknowledge that I will need to physically show my child's proof of vaccination to the MK, before my child's waitlist application can be processed.	<b></b>	proof of vaccination by accessing your Singpass app to the MK.
If "Upload proof of vaccination download from Nationa (NIR)" is selected	ıl Immunisati	ion Registry
35. Upload Child's Immunisation Records Upload Child's official records downloaded from National Immunisation Registry ( <a href="www.nir.hpb.gov.sg">www.nir.hpb.gov.sg</a> <a< th=""><th></th><th></th></a<>		
Choose file or drag and drop here	<b></b>	Please upload your child's official records downloaded from National Immunisation Registry.
Step 17: Acknowledge the following.		
34. Please acknowledge the following:  • You will need to contact any polyclinic or private clinic to schedule an appointment for your child's vaccination.  • You will need to furnish the official records downloaded from National Immunisation Registry ( <a href="www.nir.hpb.gov.sg">www.nir.hpb.gov.sg</a> <a at="" href="www.nir.hpb.gov.&lt;/td&gt;&lt;td&gt;&lt;b&gt;&lt;/b&gt;&lt;/td&gt;&lt;td&gt;If " is="" no"="" selected="" step<br="">15.</a>		
Booklet records will not be accepted.  I agree and would like to proceed		acknowledgement box to proceed.

#### Step 18: Submit Documents for IS with at least one SC parent.

#### **Documents Required for Waitlist Application - Registering Child (IS)** Prepare the documents as If you are an SC parent with a child who is an international student, your child may be considered for MK listed on the instructions. admission, if there are still vacancies in the MK after all SC and PR children have been admitted. MK will contact you for your The MK will contact you for your application. Please prepare the following documents. application. a) The child's Birth Certificate and Passport b) The child's Dependant's Pass, Student's Pass, Long Term Visit Pass, if any c) For parent(s) who is/are Singapore Citizen(s): Singapore NRIC (pink) d) For parent who is not a Singapore Citizen: Singapore NRIC (blue), Entry or Re-entry Permit, if any Parent's Employment Pass, Work Permit, Long Term Visit Pass, Dependant's Pass, if any e) Marriage Certificate f) The child's Immunisation Record If the supporting documents are in other languages, an accurate English translation must accompany the

### **Step 19:** Declaration Section.

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

#### **DECLARATION**

37. 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.

Please note that your application will only be processed when all required documents are submitted. The MK may contact you only if additional clarification and / or documents are required for your waitlist application.

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.

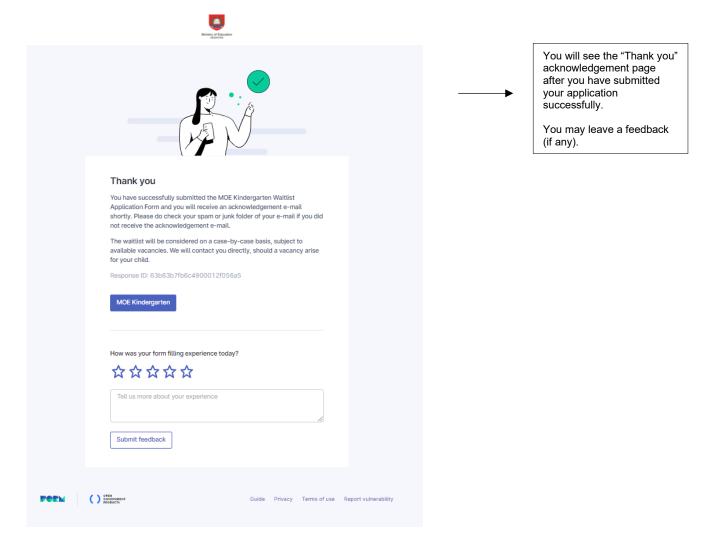
I acknowledge that MOE may collect, use, or disclose, to the extent permitted by law, personal data relating to my child from any other Singapore public agency, for the purposes of facilitating the provision of services for my child's educational advancement or other purposes beneficial to my child.

I have read and agree with the above information.	-	
Submit now		

After you have checked the details, you have entered in the MK Waitlist Application Form.

Click on the declaration box and <Submit now> button to submit your application.

Step 20: Acknowledgement and Feedback Page.



**Step 21:** Check your e-mail "Inbox" and "Junk" folder for the receipt of the acknowledgement e-mail. The information submitted during the waitlist application is displayed in the e-mail.

