

REGISTRATION OF NEW KINDERGARTENS

(For compliance)

INTRODUCTION

Registration of new kindergartens and monitoring of registered kindergartens come under the purview of the Regulation, Knowledge Management and Innovation (RKMI) Team within the Pre-school Education Branch (MOE). Its website is at:

www.moe.gov.sg/education/preschool/

Definition of 'Kindergarten'

1 A kindergarten is regarded as a 'school'. Part 1 (General) of the Education Act (Cap. 87) defines a school as 'an organisation for the provision of education for 10 or more persons; or a place where 10 or more persons are being or are habitually taught, whether in one or more classes.' A kindergarten is thus defined as a private 'school' that offers a comprehensive and holistic educational programme for children aged 4 to 6.

Registration of Kindergarten

2 Part VI (21) of the Act states that 'No school shall be carried on unless it is registered under this Act.' Hence, all schools, including kindergartens, are required to be registered with the Ministry of Education.

Name of Kindergarten

3 It is suggested that the term 'kindergarten' be included as part of the proposed name for the new kindergarten to distinguish it from other types of educational setup. However, words such as 'Singapore', 'National' would indicate ownership by or link with Government agencies. Hence, kindergartens should not be so named. (For example: 'Singapore ...' or 'National ...' etc.)

Curriculum

4 Kindergartens are required to offer a comprehensive and holistic curriculum that caters to the development of children in the areas of language and literacy, numeracy, motor skills, self and social awareness, environmental awareness, aesthetics and creative expression.

5 The operator must submit a curriculum write-up for the proposed kindergarten. The write-up should include statements of the learning outcomes, teaching approaches, resources and materials and duration for each of the three levels, nursery, K1 and K2. A Mother Tongue Language programme (Chinese, Malay and Tamil) should also be included.

Ownership

6 The name(s) and particulars of the owner(s) of the proposed kindergarten must be clearly stated in the Instant Information Printout from the Accounting & Corporate Regulatory Authority (ACRA) if the kindergarten is a private business setup. The provision of kindergarten programmes should be listed as the main activity of the registered business.

7 If it is a society-affiliated setup as in the case of a church/mosque based kindergarten, a copy of the resolution by the parent organisation to operate the proposed kindergarten and a copy of the Certificate of Registration from the Registry of Societies (ROS) are required as supporting documents.

Committee of Management

8 According to the Education Act, a Committee of Management¹ should be formed comprising a minimum of one and a maximum of nine members for every registered kindergarten. The Committee is responsible for ensuring that the requirements and the regulations made under the Education Act and the School Regulation (Cap 87) are complied with. In this regard, the kindergarten must submit a constitution for approval as part of its application.

9 The Committee of Management will elect one of its members as the Supervisor of the kindergarten in all its dealings with MOE. If the Committee has only one member, that member shall be regarded as the Supervisor of the kindergarten.

10 Members of the Committee of Management are required to be registered with MOE. Application should be made on prescribed form (Form CM).¹

Teachers and Principals

11 All teachers are required to be registered with MOE under the Education Act. Application to register teachers must be made on prescribed form (Form RT).

12 From 1 January 2009, a new kindergarten teacher will need to possess a minimum of 5 GCE 'O' level credits including B4 grade in English Language as the first language (EL1) or Mother Tongue Language (for MTL teacher) and a minimum professional qualification of the Diploma in Early Childhood Care and Education - Teaching (DECCE-T). Applicants without a B4 grade in EL1/MTL² but with a C5 or C6 in EL1/MTL will need to obtain a B4 in 'O' level EL/MTL or IELTS 6.5 within 2 years from date of registration. Applicants without DECCE-T will need to obtain it within 4 years from date of registration.

13 From 1 January 2013,

- a. The following 2 groups of teachers meet the requirements to teach K1 and K2:
 - o Teachers registered before 1 January 2009 with 'O' level EL credit/5.5 in IELTS and DPE-T.
 - o Teachers registered from 1 January 2009 with 5 'O' level credits including a credit in EL and a DPE-T; those with a C5 or C6 in EL will require either a B4 or a 6.5 in IELTS.
- b. Each centre is to have 75% of all its pre-school teachers to meet the requirements to teach K1 & K2

14 The appointment of a principal of a kindergarten is subject to the following conditions being met:

- registered with the MOE as a qualified teacher
- have the Diploma in Pre-school Education-Teaching (DPE-T) and the Diploma in Pre-school Education-Leadership (DPE-L)

¹ Members of the Committee of Management should **not** be teachers or staffs employed by the proposed kindergarten unless they are also 'owners' of the kindergarten. Serving officers in the public services sector or statutory boards must seek clearance from their superiors to be involved as members of the Committee.

² For CL teachers with a C5 or C6 grade in CL, they will need obtain a minimum B4 grade in CL or a minimum advanced grade C (level 9) in HSK.

- have at least 2 years of teaching experience as a trained teacher in the pre-school sector

Premises

15 Any premises or building to be used as a kindergarten must be approved by URA for the change of use. It must also be certified by the Fire Safety and Shelter Department (FSSD) for fire safety compliance. Should any addition or alteration work be done on the premises, clearance from the Building and Construction Authority (BCA) must be obtained.

Facilities & Equipment

16 A kindergarten is expected to have sufficient room space for conducting the programme for three levels, nursery, K1 and K2. The guideline for classroom space is 1.88m² per child for learning activities. In addition, an indoor area of 30 m² for a maximum of 10 children at any one time should be set aside for lessons involving physical activities. Furthermore, kindergartens are strongly encouraged to allocate an outdoor area to provide ample opportunities for children to develop their motor skills and environmental awareness.

17 The kindergarten should also provide sufficient number of toilets (at least 2 toilets) and washbasins. The recommended ratio is 1:20 children. The toilet facilities should be child appropriate and within the kindergarten compound.

Guideline on teacher-pupil ratio

18 Kindergartens should observe the teacher-pupil ratio per class as recommended below:

- Nursery	1 teacher and 1 teacher aide to 15 pupils or 1 teacher to 10 pupils
- Kindergarten 1 (K1)	1 teacher to 20 pupils
- Kindergarten 2 (K2)	1 teacher to 25 pupils

Application Procedures

19 Applicant is advised to familiarize herself/himself with the requirements before applying. Hence you are advised to read the general notes carefully. Should you have any query, you could contact the Pre-school Education Branch (MOE) at Tel: 68387321 for assistance.

20 Application is submitted through the On-line Business Licensing Scheme (OBLS). You can only start keying in the application after you have obtained approval ID codes from the following relevant authorities: (Ref: Annex A - flow chart of the application procedures).

- Accounting & Corporate Regulatory Authority (ACRA) – registration of business (In the case of society-based kindergarten, the certification number of the Registration of Societies (ROS) will be the ID code)
- Urban Re-development Authority (URA) – approval for change of use
- Fire Safety and Shelter Department (FSSD) – certificate of fire safety compliance

21 With the ID codes of these clearances, you are ready to submit your application to MOE online at the following address:

<http://www.business.gov.sg/>

22 If you do not have a computer terminal at home, you may approach the MOE Customers Service Centre at 1, North Bouna Vista Drive (MOE Headquarter) to make use of the computer terminal there to file in your application. **Application by hardcopy forms will not be accepted.** Please note that you can only complete the online application when all the mandatory fields are filled in with the required information.

23 Once the application is filed successfully, MOE will acknowledge receipt. MOE will arrange to conduct a site inspection. You are required to hand over copies of statutory clearances, application forms for registration of teachers and members of the committee of management³ and supporting documents to the MOE officer during the site inspection.

24 The following clearances, forms and supporting documents are to be submitted to MOE during the site inspection:

Clearances / Application Forms	Supporting documents
Registration of Business	<ul style="list-style-type: none"> a) Accounting & Corporate Regulatory Authority (ACRA) - Instant Information Printout or b) Certificate of Registration of Societies (ROS) and minutes of meeting with resolution
Statutory Clearances	<ul style="list-style-type: none"> a) Urban Re-development Authority (URA) – approval for change of use b) Fire Safety and Shelter Department (FSSD) – certificate of fire safety compliance c) Building and Construction Authority (BCA) – Temporary Occupation Permit (T.O.P.) for new building or Certificate of Statutory Completion (CSC) for major addition and alteration work
Registration as Teacher (Form RT)	<ul style="list-style-type: none"> a) Certified copy of NRIC b) Certified copies of educational qualifications c) Certified copies of professional qualifications
Registration as Member of Committee of Management (Form CM)	<ul style="list-style-type: none"> a) Appointment Notes / Directors' Resolution / Minutes of Meeting (or extract) b) Letters of consent from the employers of proposed members serving in the public sector and statutory boards
	Curriculum write-up ⁴
	Constitution of the proposed kindergarten ⁵

³ Teacher registration form and committee member registration form can be downloaded from this website

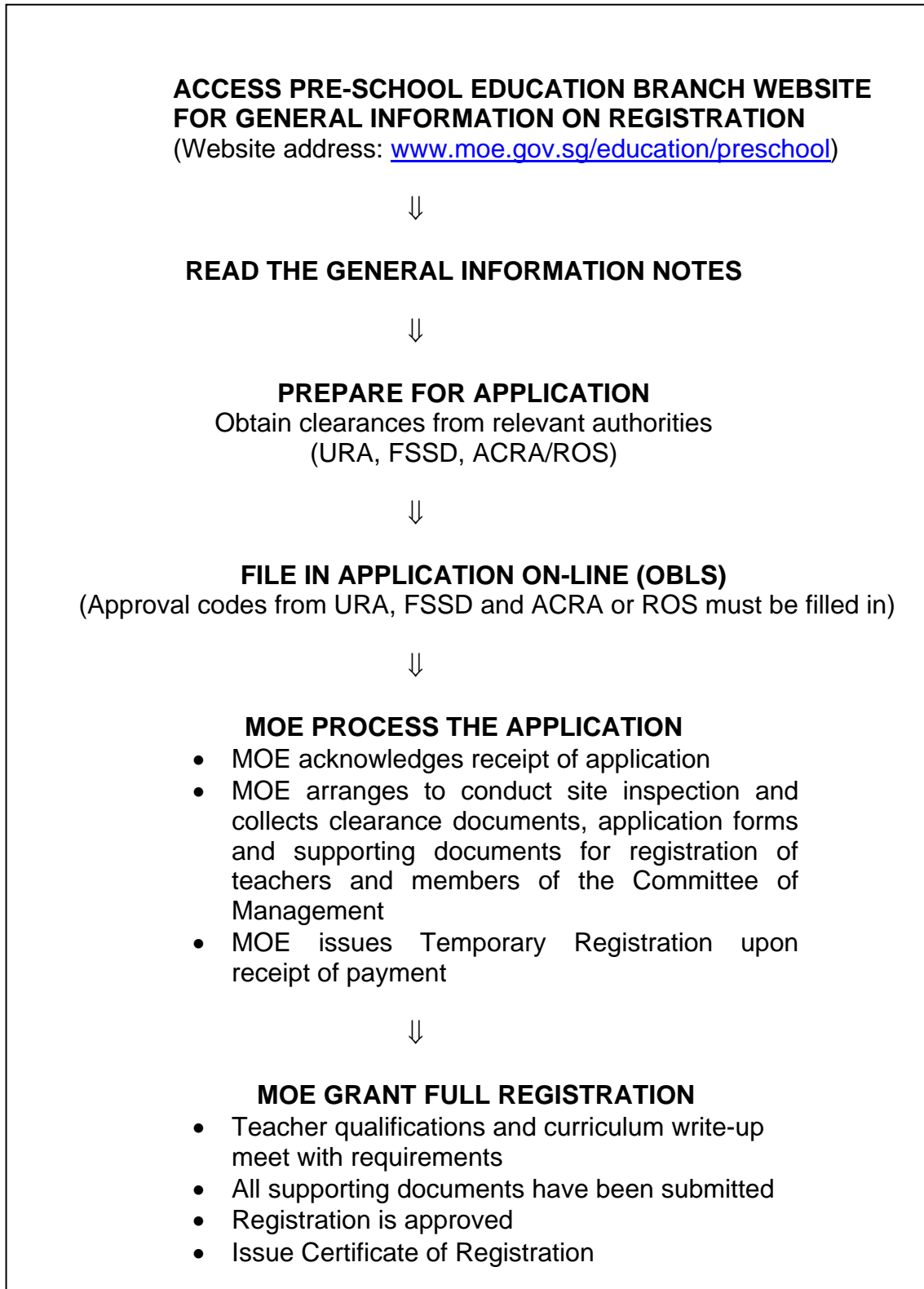
⁴ Refer to Annex B for guidelines on curriculum write-up

⁵ Refer to Annex C for sample constitution

25 If the site inspection is satisfactory, a Temporary Registration for a period of 2 months will be issued. When all requirements are met, MOE will register the kindergarten and issue a certificate of registration.

ANNEX A

FLOW CHART OF KINDERGARTEN REGISTRATION



GUIDELINES ON CURRICULUM WRITE-UP

1 Desired outcomes of pre-school education *(For reference)*

Children will:

- a) know what is right and what is wrong.
- b) be willing to share and take turns with others.
- c) be able to relate to others.
- d) be curious and able to explore.
- e) be able to listen and speak with understanding.
- f) be comfortable and happy with themselves.
- g) have developed physical co-ordination and healthy habits.
- h) love their family, friends, teachers and kindergarten

2 Suggested outlines of Curriculum Write-up: *(For reference)*

- a) Aims & objectives/expected outcomes by level and learning areas.
- b) Coverage in 6 learning areas: language and literacy (EL and Mother-Tongue language), numeracy, environmental awareness, motor skills, self and social awareness, creative and aesthetics expression.
- c) Teaching approaches: child-centred activities, learning through play, integrative themes and project work.
- d) Mode of assessment: reporting progress and development of children.
- e) Facilities and equipment: learning centres, children's display boards, computers, indoor and outdoor play equipment, etc.
- f) Resources: teaching materials and resources to be used in carrying out the curricular activities.

3 Access to MOE Curriculum Framework

- a) In preparing your curriculum write-up, you may refer to the curriculum framework available at Pre-school Education Branch's website at www.moe.gov.sg/education/preschool
- b) The curriculum framework package can also be purchased from Pre-School Education Branch at 51 Grange Road S249564 (Tel: 68387321 Fax: 68362102)

CONSTITUTION OF _____ KINDERGARTEN

(FOR REFERENCE)

Name of the Kindergarten

The name of the Kindergarten shall be XXX Kindergarten and its address is at

Aims

Committee of Management

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed).
2. The Committee of Management shall be appointed by the owner of XXX Kindergarten (registered under the Business Registration Act, Cap 32) subject to the approval of the Director-General of Education. The Committee shall consist of the minimum of one and not more than nine members and shall comprise:
 - a. Supervisor
 - b. Secretary
 - c. Treasurer
 - d. 6 other Committee members, if necessary.
3. The term of office of the Committee members shall be three years.
4. The Committee of Management shall at least convene a meeting once every 3 months.
5. The Committee of Management shall recommend for registration one of its members to be the Supervisor of the Kindergarten.

Duties of Supervisor

6. The Supervisor shall:
 - a. Conduct all correspondence with the Director-General of Education concerning the administration and management of the Kindergarten;
 - b. Observe that the appointment and dismissal of any member of the staff of the kindergarten shall be determined by a majority vote of all members and that he shall initiate action for the appointment and dismissal of staff;
 - c. Be responsible for issuing to every teacher engaged to teach in the Kindergarten a Letter of Appointment which shall set out:

- The conditions of service;
 - The salary scale; and
 - The conditions upon which the appointment may be terminated;
- d. Be responsible for ensuring that the salaries of all teachers are paid in full when they are due;
- e. Ensure that no instruction shall be given in the Kindergarten except in accordance with curriculum approved by the Director-General of Education;
- f. Comply with directions given by the Director-General of Education in writing to him/her as to the preparation or alteration of the time-table (Daily Programme) of any class group and submit for the approval by the Director-General of Education any such new revised time-table (Daily Programme);
- g. Cause a copy of the time-table (Daily Programme) of each class group to be displayed in the classroom it normally occupies;
- h. Inform the Director-General of Education of any change in the hours of kindergarten programme;
- i. Ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
- j. Submit to the Director-General of Education for approval the proposed Registration Fee and the proposed Education Fee to be collected monthly or termly;
- k. Cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the Kindergarten;
- l. Ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
- m. Ensure that the health requirements as stated in the Schools Regulations (1957) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
- n. Ensure that in the kindergarten premises, there shall be displayed a certificate signed by the Director-General of Education or an Officer authorized under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of pupils to be accommodated in that premises;
- o. Keep in his custody the seal of the Kindergarten, title deeds of kindergarten property and other important documents;
- p. Obtain approval of the Director-General of Education for the closure of kindergarten before it can be effected;

- q. Have powers to delegate part of his duties specified above to other members of the Committee of Management provided that prior approval to that effect has been obtained from the Director-General of Education.

Duties of Secretary

7. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

Duties of Treasurer

8. The Treasurer shall

- b. Be responsible for all financial transactions of the Kindergarten;
- c. Maintain proper books of account of the Kindergarten;
- d. Prepare annual statements of accounts and furnish to MOE accounts audited by an auditor approved by the Director – General of Education as and when requested;

Duties of Principal

9. The Principal shall:

- e. Be responsible for the organization of the curriculum of the Kindergarten, deployment of the teachers and the maintenance of discipline of the pupils;
- f. Enter the fees paid by pupils in proper books of account as income of the Kindergarten; Issue receipts for the payment of fees by every pupil;
- g. Keep all accounts books, which shall be available at all reasonable times for examination by an Inspector of Kindergartens.

Name of Supervisor: _____

NRIC: _____

Signature of Supervisor: _____

Date: _____

FREQUENTLY ASKED QUESTIONS ON REGISTRATION (FAQ)

Q1 What constitutes a kindergarten?

MOE defines a kindergarten as 'Any premises at which 10 or more pupils aged 4 to 6 years old are habitually received for the provision of educational programmes suitable to their development'.

Q2 Is it required of a kindergarten to register with MOE?

Under the Education Act (Cap 87), all schools are required to be registered with MOE. Kindergartens are included under this legislative provision.

Q3 What is the Committee of Management?

The Committee of Management is legally responsible for the management of the kindergarten to ensure that the provisions in the Education Act and the kindergarten's constitution are complied with.

Q4 What are the pre-requisites of a kindergarten principal?

A kindergarten principal must be a trained teacher with at least two years of teaching experience in the pre-school sector. She is required to possess a Diploma in Pre-school Education – Leadership (DPE-L) and a Diploma in Pre-school Education – Teaching (DPE-T).

Q5 What are the pre-requisites of a kindergarten teacher?

From 1 January 2009, a new kindergarten teacher will need to possess a minimum of 5 GCE 'O' level credits including B4 grade in English Language as the first language (EL1) or Mother Tongue Language (for MTL teacher) and a minimum professional qualification of the Diploma in Early Childhood Care and Education - Teaching (DECCE-T). Applicants without a B4 grade in EL1/MTL⁶ but with a C5 or C6 in EL1/MTL will need to obtain a B4 in 'O' level EL/MTL or IELTS 6.5 within 2 years from date of registration. Applicants without DECCE-T will need to obtain it within 4 years from date of registration.

From 1 January 2013,

a. The following 2 groups of teachers meet the requirements to teach K1 and K2:

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- o Teachers registered from 1 January 2009 with 5 'O' level credits including a credit in EL and a DPE-T; those with a C5 or C6 in EL will require either a B4 or a 6.5 in IELTS.

6 What are the physical requirements for a kindergarten?

A kindergarten should have sufficient room space for an education programme consisting of 3 levels, nursery, K1 and K2. There should be at least 2 toilets and washbasins appropriate for young children within the premises.

⁶ For CL teachers with a C5 or C6 grade in CL, they will need obtain a minimum B4 grade in CL or a minimum advanced grade C (level 9) in HSK.

The guideline for classroom space is 1.88m² per child for learning activities. In addition, an indoor area of 30 m² for a maximum of 10 children at any one time should be set aside for lessons involving physical activities. Furthermore, kindergartens are strongly encouraged to allocate an outdoor area to provide ample opportunities for children to develop their motor skills and environmental awareness.

Q7 What is the guideline for teacher-pupil ratio?

Kindergartens should observe the teacher-pupil ratio per class as recommended below:

- Nursery 1 teacher and 1 teacher aide to 15 pupils or
1 teacher to 10 pupils
- Kindergarten 1 (K1) 1 teacher to 20 pupils
- Kindergarten 2 (K2) 1 teacher to 25 pupils

Q8 How do I apply to register a kindergarten?

- a) First you should obtain approval to operate the kindergarten at the proposed premises from the Accounting & Corporate Regulatory Authority (ACRA), Urban Re-development Authority (URA) and Fire Safety & Shelter Department (FSSD).
- b) Then submit your application through the On-line Business Licensing Scheme (OBLs). A processing fee will be charged. The processing fee covers the fixed and maintenance cost of going on-line using OBLs. It also takes into account the additional resources put in by MOE to reduce the processing time of your application from 4 weeks to 2 weeks.
- c) Simultaneously you should get ready the application forms for the registration of teachers, members of the committee of management and appointment of principal as well as all other supporting documents. You should also prepare the constitution and the curriculum write-up of the proposed kindergarten.
- d) Once the e-application has been filed successfully, MOE will arrange for a site inspection.
- e) Upon approval, MOE will issue a Temporary Registration. With this, you are able to start operating. However, you should be mindful that full registration depends on you fulfilling all the other outstanding requirements.

Q9 How long does it take to register a kindergarten?

The time taken will depend on the applicant being able to meet all requirements. Temporary Registration can be issued within 7 working days after satisfactory site inspection. Applicant should meet all outstanding requirements within 2 months after the issuance of the Temporary Registration.

Q10 Where can I view the latest copy of the Education Act?

The Education Act Cap. 87 (1985 Edition) is available on the Attorney General Chamber's website at:

<http://statutes.agc.gov.sg>

APPLICATION FORM FOR REGISTRATION OF MEMBER OF THE COMMITTEE OF MANAGEMENT (PEB/FORM CM/R01)

Director-General of Education
Ministry of Education
Singapore

I hereby submit application for registration as member of the Committee of Management particulars of which are summarised as follows:

(This Form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Kindergarten Particulars
- Applicant's Current Occupation & Place of Employment
- Applicant's Highest Academic Qualifications Attained)

Section I: Kindergarten Particulars

Name of Kindergarten		
Address of Kindergarten	Tel No	
	Email	
Singapore Postal Code ()		

Section II: Personal Particulars Of Applicant

Name (Dr/Mr/Miss/Mdm/Mrs)		NRIC/FIN/ Passport No	
		Country of Issue	
Residential Address		Tel No	
		Hand-phone No	
Postal Code ()			
Date of Birth	Place of Birth	Sex	Male/Female
		Citizenship	
Race		Singapore PR	Yes/No
Current Occupation & Place of Employment:			
Highest Academic Qualification Attained: <i>(Please mark '√' where appropriate)</i>			
<p>a. <input type="checkbox"/> Secondary School Certificate</p> <p>b. <input type="checkbox"/> Diploma</p> <p>c. <input type="checkbox"/> Degree</p> <p>d. <input type="checkbox"/> Others (to specify).....</p>			

Section III: Position in Committee

I have been appointed as: (Please mark '√' where appropriate)

- a. Supervisor
- b. Member

Section IV: Declaration by Applicant

I declare that:

- a. I am normally resident in Singapore for at least 9 months in each year
- b. I am a person of good character and have never been convicted by any Court of Law of an offence punishable with imprisonment
- c. I have never previously been refused registration as a manager/member of any school or having been so registered had my registration cancelled
- d. I am not an undercharged bankrupt
- e. I am able to carry out the duties as a manager/member of the above Kindergarten and I am familiar with the provisions of the Education Act and the provisions made there under

Signature of Applicant: _____

Date _____

Section V: Endorsement By Supervisor

I confirm that the above information is true

Name of Supervisor _____

NRIC No. _____

Email Address _____

Signature of Supervisor _____

Date _____

Duly completed forms and all relevant documents are to be submitted to the:

Preschool Education Branch
c/o Customers Service Centre
Ministry of Education
1, North Buona Vista Drive
MOE Building, Podium Block
Singapore 138675

**APPLICATION FORM FOR REGISTRATION OF TEACHER
(PEB/FORM RT/R01)**

Director-General of Education
Ministry of Education
Singapore

I hereby forward application for the following applicant to teach in the Kindergarten:

(This Form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Kindergarten Particulars
- Applicant's Past & Current Occupations & Places of Employment
- Applicant's Highest Academic & Professional Qualifications Attained)

Section I: Kindergarten Particulars

Name of Kindergarten		
Address of Kindergarten	Tel No	
	Email	
Singapore Postal Code ()		

Section II: Personal Particulars of Teacher Applicant

Name (Dr/Mr/Miss/Mdm/Mrs)		NRIC/FIN/ Passport No	
		Country of Issue	
Residential Address		Tel No.	
		Hand-phone No	
Postal Code ()			
Date of Birth		Citizenship	
Place of Birth		Singapore PR	Yes/No
Sex	Male/Female	Race	

Section III: Academic Qualifications

Year Attained (dd/mm/yyyy)	Qualification Attained	School/Institution	Country

Section IV: Professional Qualifications

Qualification attained (to specify)	Level	Institution	Year Attained (dd/mm/yyyy)

Section V: Previous and Present Employment

Period Of Employment		Name & Address of Employer	Position Held
From	To		

Section VI: Attached Documents

I have attached certified copies of the following documents

(Please mark '√' where applicable)

- a. NRIC (Singapore Citizen/PR) or Passport (Foreigner)
- b. Educational Certificates
- c. Professional Certificates
- d. Previous MOE approval to Teach
- e. Others (to Specify) _____

Section VI: Declarations by Applicant

I declare that: -

1. I am a person of good character and have never been convicted in any Court of Law of an offence punishable with imprisonment;
2. I have never previously been refused registration as a manager of any school or as a teacher or having been so registered had my registration cancelled.
3. The information stated in this application is true.

Signature of Applicant _____

Date _____

Section VIII: Declaration by Supervisor

I confirm that:

1. The above information has been verified and all documents forwarded herein are certified true copies
2. The applicant has been certified medically fit by a registered doctor
3. The medical report will be shown when the authority requests for it.

Name of Supervisor _____ NRIC No. _____

Email Address _____

Signature of Supervisor _____ Date: _____

Duly completed forms and all relevant documents are to be submitted to the:

Pre-school Education Branch
c/o Customers Service Centre
Ministry of Education
1, North Buona Vista Drive
MOE Building, Podium Block
Singapore 138675