

# DECLARATION OF ALTERNATIVE CHILD-CARE ARRANGEMENTS (DACA)

## Step-By-Step Guide

### Step 1: Instructions for DACA

**Parents must read the instructions first before submitting the online DACA**

**2025 Primary One (P1) Registration  
Declaration of Alternative Child-care  
Arrangements (DACA)**

15 mins estimated time to complete

S1234567A - Log out

Instructions

PART 1: REGISTERING CHILD'S INFORMATION

PART 2: PARENTS' INFORMATION

**Instructions**

You must make a declaration of alternative child-care arrangement for your child's P1 registration if you want to use the address of a grandparent or parent's sibling i.e. caregiver, living within 2km of your school of choice.

Only the parent who made the declaration can use the approved caregiver's NRIC address to register your child on the P1 registration portal. The other parent will not be able to do so.

Please allow at least 3 working days for your application to be processed. You must receive the approval email from MOE before you can register your child for P1 using the caregiver's address.

You can make a declaration if you meet both conditions:

- You and your spouse are both working full-time.
- Your child is under the care of a grandparent or a parent's sibling.

The following information is required for the online declaration:

- Child's full name
- Child's Birth Certificate number
- Child's date of birth
- Parent's contact
- Caregiver's address

Parents will need to upload the following documents in JPG (preferred) or PDF format:

- NRICs of both parents
- NRIC of caregiver - child's grandparent or parent's sibling.
- Documents showing the relationship of parent and caregiver (such as birth certificate of a parent, to prove the relationship to the child's grandparent, or the birth certificate of the parent's sibling, to prove the sibling relationship)

You will be informed of the outcome via email.

If balloting is required:

If the caregiver's address is within 2km of the school, your child will be balloted together with those of the same citizenship living between 1km to 2km of the school. This is regardless of how close the caregiver's address is to the school.

If the caregiver's address falls outside 2km of the school, your child will be balloted together with those of the same citizenship living outside 2km of the school.

If the caregiver's address is successfully used for priority admission, you will have to continue with the same childcare arrangement at the same address for at least 30 months from the start of P1 Registration Exercise on 1 July 2025.

In cases where the 30-month childcare arrangement requirement is not met, or where parents are unable to provide evidence to the satisfaction of MOE that the condition is met, MOE will transfer the child to any school in its sole discretion and the parents will have no say in the choice of such school.

Children who have been admitted based on false information will be transferred to another school with vacancies.

This form will take you about 15 minutes to complete.

## Step 2: Registering Child's Information

2025 Primary One (P1) Registration Declaration of Alternative Child-care Arrangements (DACA)

Instructions

PART 1: REGISTERING CHILD'S INFORMATION

Information of Registering Child

PART 2: PARENTS' INFORMATION

PART 3: GRANDPARENT'S OR PARENT'S SIBLING'S INFORMATION

PART 4: PARENT'S CONTACT

PART 5: DECLARATION

1. Number of children that you are submitting the declaration for

1

Information of Registering Child

2. Registering Child's Name

Enter Registering child's name as in birth certificate

3. Registering Child's Date of Birth

Child should be born between 2 January 2018 and 1 January 2020 (both dates inclusive)

dd/mm/yyyy

4. Registering Child's Citizenship

☐ Singapore Citizen

☐ Permanent Resident

5. Registering Child's Singapore Birth Certificate (BC) / Singapore Citizenship Certificate / Entry or Re-entry Permit

Date of birth will auto-display upon selecting a valid Year, Month and Day.

## Step 3: Parents' Information

2025 Primary One (P1) Registration Declaration of Alternative Child-care Arrangements (DACA)

Instructions

PART 1: REGISTERING CHILD'S INFORMATION

Information of Registering Child

PART 2: PARENTS' INFORMATION

PART 3: GRANDPARENT'S OR PARENT'S SIBLING'S INFORMATION

PART 4: PARENT'S CONTACT

PART 5: DECLARATION

6. Parent's Marital Status

Married

7. Parent's Employment Status

Full-time employment

8. Name

PHUA CHU KANG

9. Registered address

411 CHUA CHU KANG AVE 3, #12-3, SINGAPORE 238823

10. Parent's Occupation

11. Parent's Company

12. Second Parent's Employment Status

Full-time employment

13. Second Parent's Name

14. Second Parent's NRIC

15. Second Parent's Occupation

16. Second Parent's Company

17. Upload back of both parents' NRIC for verification.

Only the side of the NRIC with parents' address, clearly shown, is required.  
File type: JPG (preferred) or PDF

Choose file or drag and drop here

Maximum file size: 1 MB

You will need to upload only the side of both parents' NRIC with the address clearly shown.

This information is correct as of May 2025.

## Step 4: Caregiver's Information

Instructions

PART 1: REGISTERING CHILD'S INFORMATION

Information of Registering Child

PART 2: PARENTS' INFORMATION

**PART 3: GRANDPARENT'S OR PARENT'S SIBLING'S INFORMATION**

PART 4: PARENT'S CONTACT

PART 5: DECLARATION

**PART 3: GRANDPARENT'S OR PARENT'S SIBLING'S INFORMATION**

You will need to upload back of the grandparent's or parent's sibling's NRIC. You may be required to produce additional documents to MOE, upon request.

18. Grandparent's or Parent's Sibling's Name

19. Grandparent's or Parent's Sibling's NRIC

20. Relationship to the Child

Child's caregiver is child's grandparent

21. Upload Document showing Relationship between Parent and Caregiver

Documents showing the relationship of parent and caregiver (such as birth certificate of a parent, to prove the relationship to the child's grandparent, or the birth certificate of the parent's sibling, to prove the sibling relationship)  
(File type: .JPG (preferred) or PDF)

Choose file or drag and drop here

Maximum file size: 1 MB

22. Grandparent's or Parent's Sibling's NRIC Address

Postal code

e.g. 650161

Find address

Block number

e.g. 161

Street name

e.g. Bukit Batok Street 11

Building name (optional)

Unit number (optional)

Level number

Unit number

23. Upload front and back of the Grandparent's or Parent's Sibling's NRIC for Verification.

File type: .JPG (preferred) or PDF

Choose file or drag and drop here

Maximum file size: 1 MB

You will need to upload the document showing relationship between parent and the caregiver.

The birth certificate of the parent can prove the relationship between the child's grandparent and parent; or the birth certificate of the parent's sibling which can prove the sibling's relationship with the parent.

You will need to upload front and back of the Grandparent's or Parent's Sibling's NRIC with the address clearly shown.

## Step 5: Parent's Contact

**PART 4: PARENT'S CONTACT**

24. Mobile number

9876 5432

25. Alternative Mobile Number (optional)

26. Email

Please ensure that you have entered a valid email. Upon successful submission of the declaration, an acknowledgement will be sent to this email.  
MOE may contact you at this email should further clarifications and / or additional documents are required.

Upon successful submission of the online declaration, an acknowledgement will be sent to this email.

## Step 6: Declaration

**2025 Primary One (P1) Registration Declaration of Alternative Child-care Arrangements (DACA)**

Instructions

PART 1: REGISTERING CHILD'S INFORMATION

PART 2: PARENTS' INFORMATION

PART 3: GRANDPARENT'S OR PARENT'S SIBLING'S INFORMATION

PART 4: PARENT'S CONTACT

PART 5: DECLARATION

**PART 5: DECLARATION**

22. To be completed by Parent

I declare, agree and undertake that:

- My Spouse (if any) and I are both working full-time.
- My Child is under the care of his/her grandparent or my/my spouse's sibling who is currently residing at the address that I have used for Primary 1 Registration ("Caregiver Address").
- If my Child gains priority admission into a school through his/her home-school distance category based on the Caregiver Address, I will continue the childcare arrangement at the Caregiver Address for at least 30 months from the commencement of the 2025 Primary 1 Registration on 1 Jul 2025.
- Where any of the above conditions are not met at any time or where I am unable to provide evidence to the satisfaction of the Ministry of Education that the conditions are met, the Ministry of Education reserves the right to transfer my Child to any school in its sole discretion and I will have no say in the choice of such school.

I further acknowledge, understand, and agree that:

- All the information provided by me is true and correct.
- 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.
- My provision of any false information in this form may result in my Child being removed from the posted school and enrolled in any school as may be determined by the Ministry of Education in its sole discretion and I will have no say in the choice of such school.
- Information given by me in this form will or is likely to be used by a public servant for the purposes of a) evaluating if my Child should be granted priority admission into a school through their home-school distance category; and b) placing my Child in a school in general.
- The Government of Singapore may collect, use, and disclose all necessary personal data (including both my Child's and my personal data) to other parties, including non-governmental entities, for the purposes set out below, unless such sharing is prohibited by law.

The purposes for which the Government of Singapore will collect, use and disclose the data are:

- To facilitate my Child's placement in a school;
- To assess and evaluate my Child's eligibility for priority admission in a school;
- To verify the accuracy of the information provided by me;
- Where my Child is placed in a school, to administer and manage my Child's relationship with his/her school and the Ministry of Education; or
- Where my Child gains priority admission into a school, to assess whether the attached conditions and requirements for such priority admission are met.

☐ I have read and agreed with the above declaration.

**Submit now**

Read the declaration and click on the radio button to acknowledge having read and agree with the declaration.

Then click on the "Submit now" button to submit the online declaration.

An acknowledgement will be sent to the email provided upon successful submission of the online declaration.

## Step 7: Check your email "Inbox" and "Junk" folder for the receipt of the acknowledgement email shown below

**2025 P1 Registration Exercise - Alternative Child-care Arrangement Declaration**

Ministry of Education <info@mail.form.gov.sg>

To

DACA\_Test.pdf 19 KB 1-DACA\_Test.pdf 19 KB 2-DACA\_Test.pdf 19 KB response.pdf 55 KB

Dear Parent

1. You have successfully submitted the 2025 Primary One (P1) Registration online Declaration of Alternative Child-care Arrangements (DACA) for your Child.

2. MOE may contact you should further clarifications and/or documents are required. You will be informed of the outcome of the application through email. You must receive the approval email from MOE before you can register your Child for P1 using the caregiver's address.

3. Only the parent who made the declaration can use the approved caregiver's address to register their Child through the P1 registration portal. The other parent will not be able to do so.

4. You have declared, agreed, and undertaken that:

- My Spouse (if any) and I are both working full-time.
- My Child is under the care of his/her grandparent or my/my spouse's sibling who is currently residing at the address that I have used for Primary 1 Registration ("Caregiver Address").
- If my Child gains priority admission into a school through his/her home-school distance category based on the Caregiver Address, I will continue the childcare arrangement at the Caregiver Address for at least 30 months from the commencement of the 2025 Primary 1 Registration Exercise on 1 Jul 2025.
- Where any of the above conditions are not met at any time or where I am unable to provide evidence to the satisfaction of the Ministry of Education that the conditions are met, the Ministry of Education reserves the right to transfer my Child to any school in its sole discretion and I will have no say in the choice of such school.

You further acknowledged, understood, and agreed that:

- All the information provided by me is true and correct.
- 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.
- My provision of any false information in this form may result in my Child being removed from the posted school and enrolled in any school as may be determined by the Ministry of Education in its sole discretion.
- Information given by me in this form will or is likely to be used by a public servant for the purposes of a) evaluating if my Child should be granted priority admission into a school through their home-school distance category; and b) placing my Child in a school in general.
- The Government of Singapore may collect, use, and disclose all necessary personal data (including both my Child's and my personal data) to other parties, including non-governmental entities, for the purposes set out below, unless such sharing is prohibited by law.

The purposes for which the Government of Singapore will collect, use and disclose the data are:

- To facilitate my Child's placement in a school;
- To assess and evaluate my Child's eligibility for priority admission in a school;
- To verify the accuracy of the information provided by me;
- Where my Child is placed in a school, to administer and manage my Child's relationship with his/her school and the Ministry of Education; or
- Where my Child gains priority admission into a school, to assess whether the attached conditions and requirements for such priority admission are met.

Thank you.

Ministry of Education

This information is correct as of May 2025.