

INFORMATION FOR PARENTS

Kindly read the following information carefully before submitting the registration form for your child.

☺ ELIGIBILITY

The Child Centre is opened for children of age 18 months to 6 years old (subject to availability of vacancy and current enrolment status).

☺ OPERATION HOURS

Half Day (AM)	: 7.00 am to 1.30 pm
Half Day (PM)	: 1.30 pm to 7.00 pm
Full Day	: 7.00 am to 7.00 pm
Saturday	: 7.00 am to 2.00 pm

☺ REGISTRATION

Parents are required to complete and submit the registration form, together with a recent passport sized photograph, copies of your child's birth certificate and certificate of vaccination to the Principal. NO FEES will be collected at the time of submission. Upon confirmation of a place, you are then required to pay the necessary fees one month before the commencement of class.

☺ GOVERNMENT CHILD CARE SUBSIDY

Government childcare subsidy is extended to both working and non-working mothers. The maximum subsidy is \$150 for working parents and \$75 for non-working parents per child per month.

☺ *Eligibility Criteria:*

- ~ At least one parent is a Singapore Citizen or Permanent Resident; and
- ~ The child is:
 - (i) a Singapore Citizen or Permanent Resident;
 - (ii) below the age of 7 years and not attending primary school; and
 - (iii) of the first, second, third or fourth birth order.

☺ FEE STRUCTURE

	<u>WITH SUBSIDY</u>	<u>WITHOUT SUBSIDY</u>
Half Day Care	\$285 per month	\$360 per month
Full Day Care	\$340 per month	\$490 per month

Registration fee (non-refundable) is \$80 per child.

Deposit is equivalent to one month's fee.

All fees paid are NOT REFUNDABLE.

Childcare fees are to be paid in advance and not LATER THAN THE 5TH OF EACH MONTH.

Children on admission will be given two weeks trial period to adjust to the Centre. The deposit will not be forfeited for withdrawals during this trial period but the childcare fees are not refundable.

All fees are requested to be paid by cheque. All cheque payments must be crossed and made payable to **"LUTHERAN CHURCH OF OUR REDEEMER"**.

☺ VACATION AND LEAVE

No deduction of fees will be made when your child is absent. The full fee must be paid regardless of any vacation. The Principal should be informed of your child's absence and if he/she will be going on a vacation for a month or longer, the full fee must be paid for the month(s).

☺ NOTICE OF WITHDRAWAL

One month's notice (should be submitted before the 3rd day of the month) is required for the withdrawal of your child. You have to inform the Principal personally regarding the withdrawal and the deposit paid at the time of registration will be used to offset the last month's fee.

☺ ABSENCE

You are requested to notify the Principal or staff by phone before 9 am if your child is absent for the day. It would be appreciated as well, if prior notice could be given particularly when a number of days of absence is involved.

☺ MEDICAL TREATMENT / ILLNESS / ACCIDENT

The Principal should be informed if your child is suffering from any sickness upon registration. Parents have to sign for the authorisation of dispensing medication before any form of medication can be given to your child at the Centre by the staff. Only medication prescribed by registered medical practitioner will be accepted and dispensed to your child. Medication without your child's name and instructional dosage will also not be accepted.

The Centre has the right to disallow any child into the Centre if the child is suffering from any of the followings:-

- φ High Fever of over 38°C
- φ Throat Infection
- φ Conjunctivitis (eye infection)
- φ Diarrhoea
- φ Vomiting
- φ Infectious Diseases
 - ~ Hand, foot, mouth Disease (HFMD)
 - ~ Chicken Pox
 - ~ Rubella
 - ~ Mumps
 - ~ Nits & Lice

Children who have been ill with any contagious disease e.g. chicken pox, HFMD, must obtain a letter from their doctor certifying that they are fit before returning to the Centre.

In an emergency, the nearest medical aid will be sought if the Centre is not able to get in touch with the parents/guardian and any expenses incurred shall be borne by the parents.

Parents are requested to inform the class teacher of any injury that a child may sustain at home or elsewhere.

☺ STUDENT INSURANCE POLICY

Parents are required to pay a compulsory sum of \$3 per annum for your child (refer to the last page of this information).

☺ UNIFORMS

All children must put on their prescribed uniforms when they are in the Centre and when they are out for field trips and excursions organised by the Centre.

☺ ARRIVAL AND DEPARTURE

Parents are required to sign in the attendance book when you send your child to the Centre and when you pick him/her up at the end of the day. Staff should be informed beforehand personally or by phone if someone other than the parents is fetching your child home.

For the full-day programme, a late sub-charge of \$10 per 5 minutes will be imposed on parents who fetch their child later than 7 pm.

☺ MONEY, TOYS AND JEWELLERY

No money, toys and jewellery should be brought or worn by your child to the Centre.

☺ PERSONAL EFFECTS

All personal effects of your child such as uniforms, school bag, water bottle, face towel, etc. should be clearly labelled for easy identification.

Parents are requested to provide your child with the following items every day: -

- ~ A school bag with extra sets of home clothes and underwears
- ~ Plastic bags to contain soiled clothing
- ~ A face towel
- ~ A water bottle
- ~ A communication book

Addition items to be brought in if your child is enrolled for full-day programme:-

- ~ A bath towel
- ~ A comb
- ~ A toothbrush
- ~ A blanket
- ~ Mattress cover is to be brought home for washing on Friday and to be brought back to the Centre every Monday.

WEEKLY MENU

	TEA	LUNCH	SNACK
WK 1 - MONDAY	Cheese Sandwich with Barley Water	Chicken Rice chicken, cucumber, tomatoes with corn soup / apple	Kaya Bun with water
TUESDAY	Corn Flakes with Milk	Fried Noodle egg, char siew, prawn, lettuce with veg soup / orange	Char Siew Pau with water
WEDNESDAY	Carrot Cake with Milo	Duck Kway Teow duck, phuay leng / grapes	Banana Cake with water
THURSDAY	Peanut Butter Sandwich with Barley Water	Fish Porridge fish, spinach / water-melon	Red Bean Soup
FRIDAY	Nonya Kueh with Barley Water	Fried Bee Hoon egg, char siew, prawn, carrot with veg soup / pear	Orange Cake with water
SATURDAY	Pancake with Milo	Fishball Noodle fishball, minced meat, chye sim / banana	-
WK 2 - MONDAY	Jam Sandwich with Barley Water	Chicken Porridge chicken, spinach / apple	Steam Bun with water
TUESDAY	Pandan Cake with Barley Water	Fried Kway Teow egg, char siew, prawn, chye sim with veg soup / orange	Swiss Roll with water
WEDNESDAY	Yam Cake with Milo	Char Siew Rice roast pork with veg soup / grapes	Strawberry Cake with water
THURSDAY	Egg Sandwich with Barley Water	Prawn Mee Soup prawn, fishcake, meat, kang kong / water-melon	Green Bean Soup
FRIDAY	Tau Sar Pau with Milo	Claypot Rice chicken, chinese sausage, mushroom with veg soup/ pear	Assorted Bun with water
SATURDAY	Spring Roll with Milo	Macaroni Soup chicken, fishcake, chye sim / banana	-
WK 3 - MONDAY	Pork Floss Sandwich with Barley Water	Fried Rice egg, mixed veg, char siew, prawn with veg soup / apple	Raisin Bun with water
TUESDAY	Red Bean Bun with Barley Water	Chicken Bee Hoon Soup soy sauce chicken, phuay leng / orange	French Toast with water
WEDNESDAY	Fried Noodles with Milo	Meat Porridge meat, peanut, spinach / grapes	Chocolate Cake with water
THURSDAY	Luncheon Meat Sandwich with Barley Water	Ho-Fun prawn, fishcake, meat, chye sim / water-melon	Doughnut with water
FRIDAY	Marble Cake with Milo	Duck Rice duck with veg soup / pear	Cupcakes with water
SATURDAY	Cream Bun with Milo	Western Lunch chicken nuggets, mashed potatoes, hotdogs / banana	-

FULL-DAY PROGRAMME (A)	
7:00 am	Arrival / Indoor Free Play
9:30 am	Educational Programme
10:10 am	Tea Time
10:30 am	Outdoor Play
11:15 am	Changing Time / Bath Time
11:30 am	Reading / Story Time
11:45 am	Educational Programme
12:30 pm	Lunch
1:30 pm	Laying of Mattress / Music Appreciation
1:45 pm	Nap Time
3:45 pm	Putting Away of Mattress
4:00 pm	Tea Time
4:30 pm	Educational Programme
5:30 – 7 pm	Indoor Free Play / Home Sweet Home

Please note:

- Educational Programme refers to subjects such as English, Chinese, Mathematics, Science, Art, Social Studies and Moral Education.
- Indoor Free Play refers to choices of play at various interest corners, such as Home, Reading, Manipulative, Art and watching of educational videos.
- Saying of grace before meals and singing of Christian songs will be taught to the children as we are a church-based child centre.
- Please also note that there will be a surcharge of **\$10 per 5 minutes** imposed on parents who fetch their child later than 7 pm.

FULL-DAY PROGRAMME (B)	
7:00 am	Arrival / Indoor Free Play
9:30 am	Educational Programme
10:10 am	Tea Time
10:30 am	Outdoor Play
11:15 am	Changing Time
11:30 am	Reading / Story Time
11:45 am	Educational Programme
12:30 pm	Lunch
1:30 pm	❖ Cooking / Art / Computer (Mon / Wed / Fri) ❖ Educational Programme (Tues / Thurs)
2:45 pm	Tea Time
3 - 4 pm	TV / Home Sweet Home (for children who are going home by bus)
4:30 pm	Educational Programme
5.30 – 7 pm	Indoor Free Play / Home Sweet Home

Please note:

- Educational Programme refers to subjects such as English, Chinese, Mathematics, Science, Art, Social Studies and Moral Education.
- Indoor Free Play refers to choices of play at various interest corners, such as Home, Reading, Manipulative, Art and watching of educational videos.
- Saying of grace before meals and singing of Christian songs will be taught to the children as we are a church-based child centre.
- Please also note that there will be a surcharge of **\$10 per 5 minutes** imposed on parents who fetch their child later than 7 pm.

HALF-DAY PROGRAMME		PROGRAMME FOR SATURDAY AND EVES OF NEW YEAR, CHINESE NEW YEAR & CHRISTMAS	
7:00 am	Arrival / Indoor Free Play	7:00 am	Arrival / Indoor Free Play
9:30 am	Educational Programme	9:30 am	Tea Time
10:05 am	Tea Time	10:00 am	Outdoor Play
10:25 am	Outdoor Play	11:00 am	Changing Time
11:00 am	Changing Time	11:15 am	Educational Programme
11:20 am	Educational Programme	12:00 pm	Lunch
12:00 pm	Lunch	1:00 pm	Indoor Free Play
1 – 1:30 pm	TV / Home Sweet Home	1:30 – 2 pm	TV / Home Sweet Home

Please note:

- Educational Programme refers to subjects such as English, Chinese, Mathematics, Science, Art, Social Studies and Moral Education.
- Indoor Free Play refers to choices of play at various interest corners, such as Home, Reading, Manipulative, Art and watching of educational videos.
- Saying of grace before meals and singing of Christian songs will be taught to the children as we are a church-based child centre.
- Please also note that there will be a surcharge of **\$10 per 5 minutes** imposed on parents who fetch their child later than 2 pm.

GREEN PASTURES CHILD CENTRE
 28 DUKE'S ROAD SINGAPORE 268910
 TEL: 6467 2380 FAX: 6466 7497
 EMAIL: greenpastures@pacific.net.sg



PARTICULARS OF CHILD

Name (as in BC): _____ Chinese Characters: _____

Home Address: _____

Postal Code: _____ Home Tel. No.: _____ Religion: _____

Country of Birth: _____ BC/UIN/FIN No.: _____

Date of Birth: _____ Birth Order: 1 () 2 () 3 () 4 () 5 ()

Sex: Male () Female () No. of Siblings: 0 () 1 () 2 () 3 () 4 () 5 ()

Race: Chinese () Indian () Malay () Others () Please specify : _____

Nationality: Singapore Citizen () Malaysian Citizen () Singapore P R ()

Others () Please specify : _____

MEDICAL INFORMATION OF CHILD (Please fill in the dates of vaccination)

BCG :		MMR :
1 st DPT/Polio :		1 st Hepatitis :
2 nd DPT/Polio :		2 nd Hepatitis :
3 rd DPT/Polio :		3 rd Hepatitis :
DPT/Polio Booster :		Communicable Diseases :
Fits YES / NO	Asthma YES / NO	Allergy (please specify):

PARTICULARS OF PARENTS/GUARDIANS

	FATHER / GUARDIAN	MOTHER / GUARDIAN
NAME		
ADDRESS (if different from child's)		
NRIC/UIN/FIN NO.		
DATE OF BIRTH		
NATIONALITY		
RACE		
OCCUPATION/DESIGNATION		
NAME OF COMPANY		
ADDRESS OF COMPANY		
TEL NOS. : (Office) (Handphone)		
DATE OF JOINING COMPANY		
HIGHEST EDUCATIONAL LEVEL		
MONTHLY WORKING HOURS		
E-MAIL ADDRESS		

GENERAL INFORMATION

☺ Person (besides parents) authorised to fetch your child:

Name: _____ Relationship: _____

☺ In the case of emergency(if parents are not available), state particulars of person to contact:

Name: _____ Relationship: _____

Tel. No. (home, office & handphone): _____

☺ Brief description of your child's personality or dietary needs:

STATEMENT OF CONSENT AND DECLARATION

I, Mr/Mrs/Mdm _____ NRIC/UIN/FIN No. _____

being the lawful parent/guardian of _____ (Name of Child) hereby

♥ consent to allow my son/daughter/ward to participate in all activities conducted by Green Pastures Child Centre during the period he/she attends the Centre. I understand that every precaution will be taken to ensure safety and I will not hold the Centre responsible for any injuries that may be sustained during the programme.

♥ declare that I have completed the attached form and that to the best of my knowledge the particulars and information furnished are true and correct.

♥ undertake to inform the Centre in writing of any changes in my :

- occupation
- address
- child's medical report

♥ understand that should I wish to withdraw my child from the Centre, I need to give a month's written notice (before the 3rd day of the month).

♥ understand that should my child have adjustment problems during the first two weeks of enrolment, I may claim back my deposit upon withdrawal.

♥ have read and understood the conditions in the brochure and agree to abide by the rules.

♥ have received a copy of the "Guide for Parents with Children in Child Care Centres".

IN CASE OF EMERGENCY

I, Mr/Mrs/Mdm _____, would not hold GREEN PASTURES CHILD CENTRE responsible for sending my child, _____, for emergency medical treatment if it is necessary for my child. I give my consent to GREEN PASTURES CHILD CENTRE to seek such medical treatment.

I agree to be responsible for all medicals, travelling and other expenses incurred by the Child Centre in connection with my child's treatment. I shall not hold GREEN PASTURES CHILD CENTRE responsible for any accident that may occur to my child while he / she is at the Child Centre.

Signature of Parent / Guardian

Date

