



Bright Learners Preschool Parents Handbook



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1. Welcome Message

Dear Parents,

Welcome to Bright Learners Preschool, where curiosity blooms and learning is a joyful art, and young hearts shine!

At Bright Learners Preschool, we are passionate about nurturing the potential in every child. We understand that early childhood is a crucial time for development, and our mission is to provide a stimulating, supportive, and inclusive learning environment that sets the stage for a lifetime of success.

Our philosophy is rooted in the belief that every child is a unique individual with their own strengths, interests, and pace of development. We embrace the idea that learning is a dynamic and collaborative journey, and we are committed to fostering a love for learning in each child.

At Bright Learners Preschool, we take pride in our inquiry-based learning approach with Reggio-inspired learning spaces. This method encourages children to ask questions, explore their world, and seek answers through hands-on experiences. We believe in empowering young learners to become critical thinkers, problem solvers, and lifelong learners.

We believe in the power of a strong, supportive community. Bright Learners Preschool is more than just a school; it's a family. We encourage parent involvement and collaboration because we understand that the partnership between home and school is essential for a child's success.

Thank you for entrusting us with your child's early education. Together, we will create a bright future filled with endless possibilities for your child. We are excited about the journey ahead and look forward to caring for your child with the exceptional educational experience we offer.

With love,
Jeane Toh
Centre Director



2. Vision, Mission & Philosophy Statement

V₄ I₁ S₁ I₁ O₁ N₁

We envision children in Bright Learners to be strong and divergent in their minds, compassionate in their hearts, to become active contributors of the world.

M₃ I₁ S₁ S₁ I₁ O₁ N₁

1. Educators. A team of dedicated, learner-centric and authentic educators
2. Curriculum and Programme. Innovative 21st century education that promotes children, educators and parents to be active contributors of the world
3. Family and Community Engagement. Collaboration with families and the community to create personalised and relevant learning experiences

P₃ H₄ I₁ L₁ O₁ S₁ O₁ P₃ H₄ Y₄

Children First

High Quality 21st Century Education

Embracing Diversity and Inclusion

Learning Environment - Creativity, Curiosity and Character

Continuing Professional Learning

Collaborative Partnerships



3. Curriculum and Programme

Bright Learners Preschool offers a full suite of programmes for your children in the following age groups:

Programme Categories	Programme Types	Levels	Age Groups
Infants	Little Brightons	Infants	2 months – 18 months
Early Years	Bright Tots	Playgroup	18 months – 24 months
	Bright Initiators	Nursery 1	Turning 3 years old
Preschool Years	Bright Explorers	Nursery 2	Turning 4 years old
	Inventive Kindergarteners	Kindergarten 1	Turning 5 years old
	Self-Learner Kindergarteners	Kindergarten 2	Turning 6 years old

Infants: Little Brightons

Our infant programme places emphasis on growth-promoting relationships between your child, the primary early years educator and all others within Bright Learners' community and the Katong-Joo Chiat multi-cultural community ([Straits Times, 20 May 2023](#)).

An “environment of relationships” (National Scientific Council on the Developing Child, 2004) is crucial for the development of a child’s brain architecture, which lays the foundation for later outcomes such as academic performance, mental health, and interpersonal skills. For your child to be physically safe, cognitively challenging, and emotionally nurturing, our guiding principles for infant care are grounded on the 3Rs of caregiving (Resources for Infant Educators (RIE), 2007):



- Respect for the individual child and family and embrace diversity
- Respond by observing the child's cues, body language and temperament traits
- Relationship-building by facilitating the “serve-and-return interaction” (National Scientific Council on the Developing Child, 2004)

In Bright Learners, we believe that practising the 3Rs of caregiving with your child are basic and important fundamentals to creating an environment that is physically safe, cognitively challenging, and emotionally nurturing. We believe that infants who are nurtured in a conducive and encouraging environment have the ability to hone their sensory-motor development, social-emotional competencies, cognition and language.

Early Years: Bright Tots and Bright Initiators Programmes

The Bright Tots and Bright Initiators Programmes occur in the contexts of emergent and sensory experiences, encouraging your child's curiosity, discovery, imagination and creative expressions. As Bright Tots are in transition from individualised care and curriculum, we continue to practise the guiding principles of Little Brightons programme (Infant programme). To facilitate a successful transition to the rest of the programmes in Bright Learners, your child will be introduced to a more structured programme that comprises:

- mealtimes at the Piazza
- varied sensory-motor experiences
- shared experiences in Reggio-inspired learning spaces

Preschool Years: Bright Explorers, Inventive Kindergarteners and Self-Learner Kindergarteners

In the Preschool Years, emphasis shifts from emergent strategies of the early years to purposeful acquisition and understanding of content, skills and concepts. In line with the current education landscape and



pedagogies, Bright Learners also integrates the principles of the inquiry approach and outdoor learning in our programmes.

As children in the Preschool Years have increasing maturity of their physical competencies, they are able to take on greater challenges in physical pursuits and engage in more sophisticated pre-writing and writing experiences. To provide a more balanced programme and interactive learning experiences for your children, we adopt inquiry-based learning experiences in the morning to hone your child's holistic development. Our afternoon programme meets the needs of academic preparedness and lifelong learning opportunities. We aim to provide a one-stop programme and environment to meet your needs as parents and working professionals.

Additional Outreach Programmes

Neighbourhood Walk

To create respectful and reciprocal relationships and participation in the school and the Katong-Joo Chiat community, and to invoke ideas and emotions for inquiry and community based projects, our Nursery 2 to Kindergarten 2 children will engage daily in the neighbourhood walk within 3km radius / Katong Joo-Chiat Heritage Trail; infants, Playgroup and Nursery 1 children will participate weekly in the neighbourhood walk. Staff child ratio and road safety measures will be adhered to at all times.

Little Athletes

To encourage children to appreciate and show awareness for natural and built environment, develop fundamental movement skills required for different sports such as track & field, racket, and ball games, older infants above 12 months old, and Playgroup to Kindergarten 2 children will participate every Friday (weather permitting conditions) in our Little Athletes programme outdoors at Koon Seng Park, East Coast Park and



other outdoor parks/ playgrounds. Where the road conditions and safety of the children is considered, we may take a chartered school bus to and from the destination to our preschool. During the bus ride, we will ensure that the children will be using the seat belts/ child car seats at all times. Parents will be notified should we be taking the bus on a specific Friday.

NLB Book Borrowing Programme

To cultivate good reading habits and shared reading experiences at home, we will be loaning two library books biweekly to families. These books are properties of the National Library Board (NLB) and should be handled with care at all times. Should there be any damage incurred, families will have to compensate according to the guidelines of the NLB.

By signing the handbook, you agree to have your child/ ward participate in our regular Outreach Programmes including Neighbourhood Walk, Little Athletes and NLB Book Borrowing Programme stipulated in our school's curriculum and aware that they will be taken out of the preschool for the programmes. While the preschool will do our utmost best to ensure the safety of the children, you understand the risk and consequences associated with the programmes and agree to the indemnity policy.

Please send us in writing should you wish to opt out of the outreach programmes.



4. Operation Hours & Late Pick Up

Operation Hours

The preschool is open throughout the year except on weekends, gazetted public holidays, Teacher's Day, Children's Day and designated Preschool Development Days. During the rest of the year, we operate as follow:

Preschool Operation Hours	
Programme	Time
Full Day Programme	7.00am – 7.00pm
Half Day Programme	7.00am – 1.00pm
	1.00 pm – 7.00pm

Teachers' Day and Children's Day

As part of ongoing efforts to support the well-being of Early Childhood educators, ECDA has announced that Teachers' Day and Children's Day are designated as preschool holidays from 2024. This is in addition to the six annual closure days.

Preschool Development Days

Based on the guidelines by the Early Childhood Development Agency (ECDA) on preschool development days, the preschool is allowed to have up to 6 days closure per annum, of which includes 2½ days for the purpose of staff training and development. This will enable staff to improve their knowledge and skills in early childhood development as well as to enhance curriculum and operations of the preschool.

Parents will be informed of such closure days by 31 January of the year, and will be reminded one month prior to the closure day. Such closure dates will be displayed in the Family Resource Area for parents' information.



Late Pick Up

Our staff have their personal commitments after working hours. We kindly request that all parents strictly observe the dismissal time of 7:00 PM.

To accommodate emergencies, the preschool allows up to three late pickups per term with a buffer until 7:10 PM. For these first three occurrences, any additional time beyond 7:10 PM will incur a late departure fee of \$10 from 7:11 PM to 7:20 PM, and \$1 per minute from 7:21 PM, which will be reflected in your invoice. From the fourth late pickup onwards, charges will apply at \$1 per minute starting from 7:00 PM.

This penalty is implemented to encourage parents to bring their child home promptly for quality family time and to allow your child to rest early.

As the preschool adopts an electronic sign-in/out procedure, teachers are unable to manually adjust departure times. If you anticipate being late for pickup, a message in advance to notify the duty staff will be much appreciated.



5. School Terms & Schedule

Our school terms and school holidays follow the Ministry of Education (MOE)'s academic calendar. Each term, there are 10 term weeks and 1 week school holidays in March and September; 4 weeks in June and 6 weeks in November/ December each year. The closure dates and celebrations are also included in the preschool's academic calendar.

Each class has a timetable specifically designed to cater to the age group of the children. They include morning and afternoon learning experiences, as well as routines and transitions. Infants follow their own individual routine until they turn 15 months, after which we will transit them to a group timetable.

The new academic calendar and updated timetable will be prepared and given at the beginning of each year, or at your child's commencement date.



6. Enrolment/ Change in Particulars

Enrollment

We thank you for choosing Bright Learners Preschool for your child to start their early year's preschool education. To enrol your child, you will need to complete the registration forms and provide supporting documents as such:

1. Centre's Registration Form;
2. ECDA Subsidy Declaration Form (Form 1);
3. Child's Birth Certificate;
4. Child's medical book for immunisation records;
5. Verified both parents' identity cards, employment pass or passport;
6. For working mothers or single fathers, please submit either of the following original documents (for the purpose of ECDA subsidy claims):
 - Employee: A copy of employment letter or current payslip, which clearly states your designation, starting employment date and monthly gross salary. The letter must be duly signed and stamped by your employer.
 - Self-Employed: A copy of current year income tax notice of assessment.



7. Fee Structure & Payment Details

Upon confirmation of a place for your child, the following fees are payable:

- a. Registration fee (one time)
- b. Deposit equivalent to ONE month's programme fee (one time)
- c. Student insurance (annual per calendar year)
- d. Programme fee (monthly)
- e. School bag / uniforms

Registration Fee

A one-time non-refundable registration fee must be paid upon confirmation of a place at the centre. The preschool reserves the right to allocate the place to the next child on the waiting list in the event the enrolled child does not attend the centre 2 weeks after the stipulated date on the enrolment form.

Deposit

A deposit equivalent to one month's school fees (before subsidy) must be paid upon confirmation of a place in the preschool. This deposit is only refundable when one calendar month's written notice is given to the Centre before withdrawal. Fees will still be payable up to the last day of attendance. The preschool reserves the right to forfeit the deposit if no written notice of withdrawal is served by the parents.

Student Insurance

All students enrolled in our preschool are insured under an accident insurance plan which covers the child while they are at the preschool attending any related activity whether in or out of the Centre. The insurance fee is collected annually per calendar year and is payable by the parents upon registration and each following year the child continues their enrolment with the preschool.



Programme Fee

Based on the programme type enrolled, an invoice will be issued on the 1st of each calendar month. All school fees are payable before the 5th of each calendar month.

For new students, the programme fee may be prorated based on the start date. Subsequently, the full month fee must be paid accordingly.

School Uniforms

Our complimentary school starter kit includes a set of school uniform, a set of PE attire and a school bag. All students are required to wear Bright Learners Preschool uniform and PE attire, and to use the school bag. The school recommends at least 2 sets of uniforms for each child. Please follow the school uniform wearing arrangements stated.

If additional uniforms are required, please inform the principal. Each uniform set costs S\$35 and each PE attire set costs S\$25. In the event the uniform size requested is unavailable, please be patient as we make arrangements for replenishment.

Payment Methods and Late Fees

Parents are encouraged to pay their fees and charges via Interbank GIRO to avoid late charges. A late payment charge of 5% of the monthly fees may be applied for payments received after the 5th day of each month and added to the following month's fees. We appreciate your prompt payment which will help us in the smooth running of the preschool.

If payments are not received, the deposit will be used to offset that month's programme fees and parents will have to reinstate the deposit. The preschool reserves the right to request to withdraw the child should the fees (of up to 2 months) are not fully paid despite reminders.



Payments can also be made via PayNow. All PayNow payments should be paid to: *BRIGHT WORLD LEARNERS PTE LTD, UEN: 202326022C*

Government Subsidy Eligibility and Rates

All parents with Singapore Citizen children enrolled in child care centres licensed by ECDA can apply for government infant care /child care subsidy. Parents applying for government subsidy will have their monthly fees subsidised. Upon submission of the completed ECDA Subsidy Form (Form 1), the preschool will apply for the subsidy on behalf of parents after the start date, which after approval, parents will only need to pay the subsidised fees.

Those eligible are entitled to the following Basic Subsidy:

- Full Day Infant Care:
\$600 per month (working mothers); \$300 (non-working mothers)
- Half Day Child Care:
\$300 per month (working and non-working mothers)
- Full Day Child Care:
S\$300 per month (working mothers); S\$150 (non-working mothers)
- Half Day Child Care:
S\$150 per month (working and non-working mothers)
- Flexi-Care:
Ranges from \$110-\$330 per month (working and non-working mothers)

In addition, Singapore Citizen children whose mother/single father is working 56 hours or more per month and gross family household income is \$12,000 or Per Capita Income* (PCI) of \$3,000 or below for households consisting of 5 or more family members (who are related by blood, marriage, and/or legal adoption, and who share the same registered residential address) are eligible to apply for Additional Subsidy. Please refer



to the ECDA website for more information on eligibility and calculation of subsidy rates.

<https://www.ecda.gov.sg/parents/preschool-subsidies/infant-and-childcare-subsidy-scheme/overview>

Fees During Absence & School Closure

Please note that in the event the child is absent or away on holiday, the preschool will not be obliged to give any discount or refund on fees for the period of absence. Parents are strongly discouraged from temporarily withdrawing their children to avoid losing their place in the school and from re-incurring administrative charges.

In the unfortunate event of a centre closure due to unforeseen circumstances such as a SARS or HFMD outbreak, fees continue to be payable and all paid fees are non-refundable during such closure.

Additional/ Miscellaneous Charges

All meals and learning resources are included in the programme fees paid monthly. We may collect additional fees for field trips or school events accordingly. Should you wish to make additional purchases for school uniform, PE attire and/or school bag, please feel free to inform our principal or teachers.



8. Daily Packing List for School

Please label all your child's belongings clearly with their names to help them learn how to identify their own belongings and prevent confusion when there are identical items such as uniforms and bottles.

The preschool endeavours to provide educational toys and learning centres that will serve to educate your child appropriately. As such, we request parents not to allow your child to bring toys and personal items (including jewellery and other valuable items) from home. While we will do our best to find them, we regret to inform you that the preschool will not be held responsible for any missing items.

Programme Category	Infant		Preschool	
Programme Type	Full Day	Half Day	Full Day	Half Day
Uniform/ Extra Clothing	2 sets of home clothes	1 set of home clothes	1 set of PE attire & 1 set of home clothes	1 set of home clothes
Diapers (if not toilet trained)	5-6 pieces	2-3 pieces	5-6 pieces	2-3 pieces
Underwear (if toilet trained)	NA	NA	2 pieces	1 piece
Laundry bag	1 piece			
Wet wipes	2 packs placed in school, to be replenished when required		PG, N1 & N2 class: 2 packs placed in school, to be replenished when required	
Towel	1 small towel, returned home daily			



Programme Category	Infant		Preschool	
Programme Type	Full Day	Half Day	Full Day	Half Day
Hat/ Sunscreen/ Repellent	Please ensure it is placed in their bags on Fridays		PG & N1 class: Please ensure it is placed in their bags on Fridays N2, K1 & K2 class: Please ensure it is placed in their bags daily	
Bottles (Labelled)	Breast milk stored in milk bottle based on servings <i>and/or</i> Individually portioned milk powder and milk bottles based on servings 1 water bottle (200ml, if they start drinking water) *All bottles washed with tap water		1 water bottle (200ml-500ml) PG class: 1 serving of individually portioned milk powder / fresh milk and 1 milk bottle	1 water bottle (200ml-500ml)
Sleeping bag	Mattress cover, blanket to be brought in on Mondays and brought home on Fridays	NA	Mattress cover, blanket to be brought in on Mondays and brought home on Fridays	NA



9. Arrival/ Dismissal Procedure & Authorised Personnel

Upon arrival at the preschool, our staff will conduct a health check and take a photo of you and your child to sign them in. It is very important for educational and safety reasons that all parents, regardless of the age of their children, pick up and drop off your child at our designated entrance daily, where the child is met by a staff member and is escorted into our preschool with a staff. It is very important that your child goes through the proper health screening process at the reception before entering the preschool each day. Likewise, when picking up your child at our preschool, please sign your child out with our staff at the reception before leaving with your child.

In the event where parents are unable to pick up their child at the end of the school day, only pre-listed guardians will be given authority to pick up your child. Please also inform us promptly should you like to add or remove an authorized person on the list. For emergencies, please contact the preschool office directly to arrange for ad hoc pick up by a person not listed in the authorised list.

In the event that your child is not picked up within operation hours and we are unable to contact you or the emergency contact person, we may have to hand them over to the authorities for help to make further investigations.



10. Meals & Routines

Meals

We believe that good nutrition is vital to the healthy growth and development of children. Hence, we only prepare tasty and wholesome meals for the children under our care and strive to make mealtimes enjoyable even for fussy eaters. Wherever possible, the preschool uses wholegrain (e.g. wholemeal breads, wholegrain pasta and cereals, etc) as well as a wide variety of vegetables and fresh fruits. Together with input from the Health Promotion Board, we are committed to promoting and cultivating healthy eating habits in our children.

Our menus are updated and displayed in the Family Resource Area for your information. Whilst we make every effort to adhere to these menus, please understand that there may be minor adjustments on certain days depending on availability of ingredients.

The preschool provides the following meals:

- Full Day Care: Breakfast, Lunch & Afternoon Tea
- Half Day Care: Breakfast & Lunch (morning sessions)
- Lunch & Afternoon Tea (afternoon sessions)

As part of the Health Promotion Board's scheme to encourage consumption of milk among young children attending child care centres, our preschool will work with you on the provision of at least 250ml of milk for your child above 18 months. If your child requires additional milk feeds, please ensure the sufficient amount is packed in their bags daily, together with clean bottles.



Routines

Full day children will change their clothes after lunch, please ensure their school bag contains a set of PE attire to change into. We adopt needs-based showering in the preschool, based on the recommendations by the doctor if your child has sensitive skin.

For children wearing diapers, we will change them every 2-3 hours depending on how soiled the diaper is. Please ensure there are sufficient diapers in their bag daily.

Full day children will take their nap in school after lunch on individually labelled cots provided by the preschool, and they are sanitised daily for hygiene purposes. Please ensure that your child has a fresh set of sleeping items on Mondays, and these will be returned at the end of the week.



11. Health Matters

The preschool will take all necessary precautions and care to ensure the safety and health of your child during the curriculum hours and excursion.

Food Allergies

Please inform the preschool upon enrollment if your child has any known food allergies, medical conditions or religious restrictions. It is the responsibility of the parent to inform and discuss with the school if your child has any severe or life threatening allergies (e.g. anaphylaxis), so that procedures can be put in place to deal with it in the event of a reaction at school.

To create an inclusive and safe learning environment for all our children, we seek the kind cooperation of all families to ensure that you adhere to the restrictions to prevent any possible life- threatening situations. As such, we strongly discourage parents from sending any food products with their child to school unless prior arrangements have been made and approved.

Health Monitoring Procedure

Regular attendance is one of the responsibilities the parent of each student registered at this school must accept. In cases where your child will be absent for a period of time (e.g. going away on family holiday), is late or needs to be taken out of school earlier than dismissal time, please inform the school via Diibear app.

Every morning and end of the school day, our staff will conduct a daily health check to detect any sign of illness. We seek parents' cooperation not to send your child to school if he/she is not feeling well. A letter or medical leave from your general practitioner certifying that your child is fit to return to school will be required. Parents are advised to inform the preschool of any special medical attention that needs to be given to your child in the event of any medical incidents. Please inform your child's respective teacher if they require medical attention that goes beyond simple first aid.



Hand Foot Mouth Disease (HFMD) and Infectious Diseases

Hand, Foot & Mouth Disease (HFMD) is caused by certain viruses. Among them, it is the EV71 virus that can give rise to serious complications.

HFMD is extremely viral and can easily spread from person to person by direct contact with the nasal discharge, saliva, faeces and fluid from the rash of an infected person. Both adults and children can be affected, but young children below five years of age are particularly susceptible.

If you suspect your child may have HFMD or any other infectious diseases (e.g. Chicken Pox), it is imperative that you do not allow your child to attend school, to avoid an outbreak in the centre. Please inform the preschool immediately so that we may monitor the other children closely and take additional precautions to prevent the spread of such diseases.

Medicine Administration Procedure

We will only administer medication prescribed by a licensed doctor for non-infectious conditions, such as the completion of antibiotics. If your child is on medication such as Paracetamol, kindly note your child will not be permitted to attend school.

Please be aware that staff will not be allowed to administer any medication without proper medical authorisation. Please ensure that the Medical Authorisation Form is filled out in the Diibear app if any medication is required to be administered to your child while in our care. In an emergency, the nearest medical aid will be sought and any expenses are to be borne by the parents. Although all efforts will be made to ensure the well-being of your child, the preschool will not bear any responsibility for any accident or injury sustained.



12. Safety Matters & Emergency Procedures

Uniform Wearing Arrangement (Preschool Children)

To instill a sense of identity in our Little Bright Learners and in consideration of safety reasons during emergency evacuation, your child needs to be in school attire at all times. Our uniform wearing arrangement is as below:

Mondays to Thursdays: Arrival in formal uniform; PE attire in the afternoon.

Fridays: Arrival in PE attire; PE attire in the afternoon.

Please pack a set of PE attire daily for changing after lunch, and an additional set of home clothes in case the PE attire is soiled.

Emergency procedure

During a medical or fire emergency, the preschool has a set of evacuation plans in place to bring your child out of the premises and seek medical attention accordingly. Your child's respective teacher will try their best to contact you. However, if you are not contactable, the staff will be advised to bring the child to a designated health facility immediately, so as to avoid further complications that might arise or happen to the child. Any expenses incurred shall be borne by the family before the claim. The preschool will apply on behalf of the child for insurance claims.



13. Family Partnerships & Positive Child Guidance

Parent Partnerships

It is important to have a positive relationship with our families, and for this reason, the preschool adopts an “open door policy” where families are welcomed and encouraged to give feedback to teachers and principal on the child’s development and progress. We would like to build a strong partnership with parents so that we can work together towards the growth and development of your child. We aim to regularly organise parent-accompanied events so that you may participate and learn more about school practices and about your child together with us.

Should your child have any learning difficulty of any nature, please be encouraged to make it known to the preschool in the official registration form, accompanied by medical reports and doctor’s notes. This will minimise the risk of the child joining a programme that is not suited to the child’s level of development and ability. Often some of these disabilities will require specialised and focused attention and programming. In the event that this disclosure is not made and the child is found unfit to continue, the preschool reserves the right to reject the child’s continuance in the preschool. We will also work closely and communicate any developmental concerns or issues about your child promptly which includes any formal reports at the earliest possible stage.

Birthday Parties

We welcome birthday celebrations at our preschool to celebrate your child’s special day! Parents are encouraged to inform your child’s respective teacher at least two weeks in advance of the celebration.



Parents are also required to make the necessary provisions for the celebration such as cutleries and napkins, on top of the birthday cake. Please provide the name of the bakery, the cake flavour and the ingredients of the cake and fill up the form with these details. We would appreciate it if you could avoid having nuts in the cake.

Positive Child Guidance

Children are curious and actively learning about the world around them as they learn to build relationships with others. At times, they may react impulsively when they feel strong emotions. Should your child exhibit any form of inappropriate/ unacceptable behaviour at school, our staff will use positive reinforcements and guidance to help them calm down, reflect on their actions and support them in understanding appropriate behaviours. We will share with you about such incidents should they occur in school and you may continue to reinforce the same strategies at home.



14. CCTV/ PDPA Policy

Closed Circuit Television (CCTV)

For security reasons, CCTVs are installed at all locations of the school premise except changing areas and toilets. Should there be any dispute regarding school incidents, we will work closely with parents to investigate and present the findings accordingly. The preschool will not oblige to any request to view or access to audio, visual recordings or written documentation, unless the request is from authorised institutions and law enforcers agency.

PDPA Policy

We respect the privacy of our students and parents and will not release any information about individual students to members of the general public without consent of the parent or guardian.

To respect the privacy of other parents, we would appreciate it if parents could refrain from taking pictures of other students when inside the school premise.

While in attendance at the preschool, children may be photographed or filmed for the centre's publicity purposes. These photographs or other multimedia products will remain the property of the preschool and we reserve the right to use these materials for publicity and publication purposes such as but not limited to newsletters, websites, brochures, progress reports, yearbooks and social media platforms. Please inform the school upon registration if you would like to opt out of it.



When spectators including parents and the media are invited to any event held outside of the preschool, the event becomes a public event and anyone in attendance is allowed to take photographs without first obtaining consent.



15. Termination/ Withdrawal/ Re-enrollment

All withdrawals are to be made in writing and emailed to the Centre with a minimum of one month's notice, no later than the 1st of the last month of attendance. Verbal notification of withdrawal via phone calls or notification via any forms of messaging is not acceptable. Failing to do so, the Centre reserves the right to forfeit the deposit.

Please note that the official last date of the child in the Centre is at the end of the month. For example, if your child's last day in the centre is 31st December, a written withdrawal notice must be given to the centre not later than 30th November. In the event that the notice is given on 15th November, the child's last date in the centre will still be on 31st December (not 14th December). This is to facilitate a smooth transaction and the eligibility of government subsidy.

In cases where the Centre is not able to meet the student's needs, or in the unlikely event of unlawful or unacceptable behavior, the child may be terminated by the Centre, In such cases, parents will be given one month's notice and the deposit will be used to offset this notice period.

Should the Centre decide to cease operations, parents will be informed a minimum of 6 months in advance. Parents will be updated on the 4th and 2nd month before the centre closes. The Centre will refund the deposit and the last month's programme fee will be pro-rated if the last day of its operation is not the end of the month.