



THE CATERPILLAR'S COVE PTE LTD

Application for a Childcare Place

Instructions:

All questions in this application form and the Photographs and Vital Particulars form must be completed. If any question is not applicable, please indicate so by writing "NA". Please attach a copy of the following documents to this application form. Thank you.

(Please tick in the box when you have attached the document)

- Child's birth certificate or other identification
- Child's health booklet (for birth order record and immunisation certificate/records)
- NRIC or other identification of mother
- NRIC or other identification of father
- Mother / Single father's employment letter or payslip
- Letter of employment or membership card for staff of corporate partners (if applicable)

One photo each of:

- Child
- Mother / Single father
- Father / Guardian
- Person collecting child / Emergency contact

All required documents must be submitted to the centre before enrolment date.

Other documents that are related to this application must be produced on request.

Payment by GIRO

Fees and other charges will be deducted from your bank account through interbank GIRO. GIRO authorisation must be given during registration. Upon unsuccessful GIRO deductions, fees and other charges must be made payable by cheque to "The Caterpillar's Cove Pte Ltd". Any refunds would be made to payee of fees.

This form was last updated on January 2010

CENTRE'S PARTICULARS

Centre: The Caterpillar's Cove Pte. Ltd

Centre Code: WP 0735

Enrolment Date: _____

Type of Childcare Programme:

- Full Day Half Day (pm)
 Half Day (am)
 Others: _____

Trial Period : THREE, Half-day morning sessions (applicable after registration fee is paid) :

From _____ To _____

Please note that registration fees would not be pro-rated and are non-refundable.

CHILD'S PARTICULARS

Name as in BC/Passport: _____

ID Type: Singapore BC Entry/Re-entry permit/ UIN Foreign International

Others (please specify): _____

Birth Cert No./UIN/ FIN: _____ Sex: M / F* Date of Birth: ___/___/_____

Nationality: S'pore Citizen S'pore PR Others (please specify): _____

Race: Chinese Eurasian Indian Malay

Others (please specify): _____

Total No. of children in family: _____ Birth Order: _____

Is child attending Primary School? Yes / No * Is child in a children's home? Yes / No*

Organisation's Name (if child is being enrolled by an organisation): _____

Address where child is staying: _____

Contact Number: _____

Any siblings currently enrolled in this Centre? Yes / No*.

MOTHER / SINGLE FATHER'S PARTICULARS

Name as in IC/Passport: _____

ID Type: S'pore Pink S'pore Blue Foreign International

Entry/Re-entry permit/ UIN Others (please specify): _____

NRIC/Passport No. /UIN/ FIN: _____ Date of Birth: _____

Nationality: S'pore Citizen S'pore PR Others (please specify): _____

Race: Chinese Eurasian Indian Malay

Others (please specify): _____

Relation to Child: Mother Single Father

Marital Status: Single Married Divorced Separated Widowed

Home Address:

(if different from child's) _____

Home Tel: _____ Mobile: _____ Fax: _____

Highest Educational Level: No formal qualification PSLE N Level
 O Level A level Polytechnic
 University Degree

EMPLOYMENT STATUS (Mother / Single Father)

Please provide the following information for purpose of childcare subsidy application:

(Please refer to Annex A for more information.)

Working (56 hours or more per month) Working (less than 56 hours per month)

Not Working Homemaker Looking for work Unable to work

Please complete this section if you are working:

Employer's Name: _____ Employed Since: _____

Employer's Address:

Block No. : _____ Floor No.: _____ Unit No.: _____

Building Name : _____

Street Name : _____

_____ Postal Code.: _____

Office Tel. No : _____ Fax: _____

Total Hours of Work Per Month: _____ Designation: _____

Occupation: Professional (doctors, lawyers, accountants, engineers, etc)
 Executive & Managers Admin Staff
 Technical/Production Worker Service/Sales Staff Others

Monthly Income: Below \$1000 \$1000 - \$1999 \$2000 - \$2999 \$3000 - \$3999
 \$4000 - \$4999 \$5000 - \$5999 \$6000 - \$6999 \$7000 - \$7999
 \$8000 - \$8999 \$9000 - \$9999 \$10000 and over

Applying for Govt Childcare Subsidy? Yes/No* If yes, with effect from: _____

* Please delete as appropriate

FATHER / GUARDIAN'S PARTICULARS

Name as in IC/Passport: _____

ID Type: S'pore Pink S'pore Blue Foreign International Others: _____

NRIC/Passport No./FIN: _____ Date of Birth: _____

Nationality: S'pore Citizen S'pore PR Others: _____

Race: Chinese Eurasian Indian Malay Others: _____

Relation to Child: Father Grandmother Grandfather Guardian

Marital Status: Single Married Divorced Separated Widowed

Home Address:
(if different from child's) _____

Home Tel: _____ Mobile: _____ Fax: _____

Highest Educational Level: No formal qualification PSLE N Level
 O Level A level Polytechnic
 University Degree

Please complete this section if you are working:

Employer: _____

Employer's Address: _____

Office Tel: _____ Fax: _____ Designation: _____

Occupation: Professional/Manager Executive Admin Staff
 Technical/Production Worker Service/Sales Staff Others

Monthly Income: Below \$1000 \$1000 - \$1999 \$2000 - \$2999 \$3000 - \$3999
 \$4000 - \$4999 \$5000 - \$5999 \$6000 - \$6999 \$7000 - \$7999
 \$8000 - \$8999 \$9000 - \$9999 \$10000 and over

HOUSEHOLD PARTICULARS

Number of people in household: _____

Housing Type: HDB. Please state type of flat: _____-room / Executive Apartment
 Condominium / Private Flat
 Landed Property

Monthly Household: Below \$1000 \$1000 - \$1999 \$2000 - \$2999 \$3000 - \$3999
Income \$4000 - \$4999 \$5000 - \$5999 \$6000 - \$6999 \$7000 - \$7999
 \$8000 - \$8999 \$9000 - \$9999 \$10000 and over

OTHERS

EMAIL ACCOUNT

The Caterpillar's Cove corresponds with parents via email for more timely communication. We would appreciate if you could indicate an email account that we can forward these correspondences.

- My personal / office email account. Email: _____
- I do not have a computer / internet access.

SPECIAL INSTRUCTIONS

Applicable to children below 30 months only

- 1) Is your child toilet trained? Yes / No *
- 2) Is your child taking solid food? Yes / No *
- 3) The person your child is most attached to is his/her: _____

Applicable to all children

- 1) What is the language spoken by your child at home?

- 2) Please provide any other information, e.g. likes/dislikes of your child, etc., below.

HEALTH INFORMATION

Have your child received the required immunisation under existing law? Yes / No*

If no, please provide details: _____

Does your child have any medical condition listed below?

Medical Condition	Yes	No
Fits	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
HIV	<input type="checkbox"/>	<input type="checkbox"/>
Allergy to: _____	<input type="checkbox"/>	<input type="checkbox"/>
An area of special need, eg, autism, Attention Deficit and Hyperactivity Disorder (ADHD), physical disability, etc. _____	<input type="checkbox"/>	<input type="checkbox"/>
Any other medical/physical conditions: _____	<input type="checkbox"/>	<input type="checkbox"/>

If your child has any medical condition mentioned above, please submit a medical report from a certified practitioner to The Caterpillar's Cove to certify that your child is able to participate in activities conducted at the centre.

The Caterpillar's Cove does not provide a programme catering specifically for children with severe special needs / medical conditions and we do not represent to have the facilities or ability to provide childcare facilities over and above that provided to the typical mainstream child.

Your child would be admitted on the condition that his/her condition does not prevent him/her from participating comfortably in facilitated group activities and/or the condition does not require more attention than the childcare centre can provide without hurting the health and safety of other children in the care of the centre. The Caterpillar's Cove Pte Ltd reserves the right to withdraw the childcare place after reviewing the situation within 3 months, or any time thereafter.

Yearly Height & Weight Record Of Child (For Official Use)

Age	Toddler		Playgroup		Nursery		Kindergarten I		Kindergarten II	
	Yr:____ Mar	Yr:____ Sep	Yr:____ Mar	Yr:____ Sep	Yr:____ Mar	Yr:____ Sep	Yr:____ Mar	Yr:____ Sep	Yr:____ Mar	Yr:____ Sep
Height										
Weight										

* Please delete as appropriate

PHOTOGRAPHS & PERSONAL PARTICULARS

Paste Child's Photo Here	Name of Child: _____ Date of Birth: _____ BC/FIN: _____ Admission Date: _____ Address: _____ _____
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Paste Mother's Photo Here	Name of Mother: _____ NRIC/FIN : _____ Home Tel: _____ Office Tel: _____ Mobile: _____ Email: _____
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Paste Father's Photo Here	Name of Father: _____ NRIC/FIN : _____ Home Tel: _____ Office Tel: _____ Mobile: _____ Email: _____
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Paste Emergency Contact Person's Photo Here	Contact Person in case of Emergency: _____ Relationship to Child: _____ NRIC Number: _____ Home Tel: _____ Office Tel: _____ Mobile: _____ Address: _____
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Paste Emergency Contact Person's Photo Here	Contact Person in case of Emergency: _____ Relationship to Child: _____ NRIC Number: _____ Home Tel: _____ Office Tel: _____ Mobile: _____ Address: _____
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DECLARATIONS

1. Emergency Medical Care

I agree to The Caterpillar's Cove sending my child for medical consultation/treatment in the case of any emergency and to reimburse the centre for all expenses incurred.

2. HPB Vision Screening & Sharing of Data with HPB

I agree to the Ministry of Community Development, Youth and Sports releasing my particulars and those of my child/children to the Health Promotion Board (HPB). I also consent to my child/children being screened under the health programmes of HPB. I understand that HPB will keep my particulars and those of my child/children strictly confidential.

3. Centre Activities

I agree for my child to participate in all indoor and outdoor activities conducted by the centre during the period that my child attends the centre.

4. Infectious Diseases

I understand that common infectious childhood diseases, including but not limited to Hand, Foot and Mouth Disease (HFMD) and chickenpox, are present throughout the year in Singapore and can be easily spread amongst children in childcare centres. I agree to keep my child away from the centre should he/she fall ill until he/she is certified fit to return to the centre by a medical practitioner.

I also agree that The Caterpillar's Cove will not be held liable for any infectious diseases that my child contracts at the centre and that The Caterpillar's Cove will not be obliged to refund or waive fees for the period that the child is away from the centre due to illness or due to fear of contracting an illness.

5a. Use of Photograph / Video of Child

I agree to photographs/videos taken of my child by The Caterpillar's Cove or the media to be used by The Caterpillar's Cove for publicity and other purposes.

5b. General Observation of Child

I agree to general observation of my child by approved personnel at The Caterpillar's Cove for data collection and learning purposes to be used by The Caterpillar's Cove and other purposes.

6. Inappropriate Behaviour

I understand that a childcare centre is a safe and peaceful place that models appropriate behaviour for children, and abusive behaviour, both physical, verbal or written, is not tolerated. I agree that abusive behaviour on the part of myself or my family member allows The Caterpillar's Cove the right to withdraw the childcare place.

7. Statement Of Declaration

I declare that the information provided in this application by me/us is true and has been provided willingly. I understand that any part of this application improperly completed or falsely declared may lead to rejection of the application. I agree to immediately inform The Caterpillar's Cove of the following:

1. Changes in my household income
2. Changes in my occupation/employer
3. Updated medical report of my child or any illnesses that my child might suffer from subsequently upon completion of this application.
4. Changes in the particulars of any third person in relation to this application

I agree to abide and be bound by all terms, conditions, rules and regulations of the centre. The contents of this declaration have been read and explained to me and I fully understand its meaning.

Signature of Parent/Guardian 1

Signature of Parent/Guardian 2

Date

* Please delete as appropriate

FOR OFFICIAL USE

Application is: Approved / Not Approved / Kept on Waitlist *

Age Group: _____

Approved Applications

Admission Date: _____

Deposit Tax Inv No.: _____

Payment Date: _____

Full Fees Paid: Yes / No / Pro-rated *

FEES: \$ _____

Add: Registration Fee S\$100 \$ _____

Insurance / Enrollment Package Fee S\$200 \$ _____

Less: Discount _____
\$ _____

Sub-Total: \$ _____

Add: Prevailing GST on subtotal \$ _____

Less: Govt subsidy / NP subsidy / CFAC assistance/ \$ _____

Add: Deposit \$ _____

Total: \$ _____

Enrollment Package – Issued / Not Issued*

(Includes 2 T-shirts / 1 Mattress Cover / 1 Haversack / 1 Sling Bag /
2 Caps / 1 Digital Thermometer / 1 Parent Handbook)

Special approval for subsidy? Yes / No*

Remarks: _____

Explained in English / Malay / Tamil / Mandarin * by

Name: _____ Designation: _____

Staff's Signature & Stamp

Date

* Please delete as appropriate

GOVERNMENT CHILDCARE SUBSIDY

Government childcare subsidy is available for children attending licensed childcare centres. The subsidy helps to keep child care fees affordable to parents. It is extended to both working and non-working mothers. The maximum subsidy for infant care is **\$600** for working mothers and **\$150** for non-working mothers per child per month, and the maximum subsidy for childcare is **\$300** for working mothers and **\$150** for non-working mothers per child per month. Single fathers are also entitled to the subsidy upon submitting legal documentary evidence to show he is a single father - Death Certificate of mother, Divorce Petition, Custody Papers or a police report stating that the child's mother has left home with no known contact or whereabouts. Pro-rated subsidy is also available for children who enroll in flexible care programmes. To qualify for working status, the mother/single father must be working at least 56 hours per month.

Eligibility Criteria

1. Singapore Citizen infants are eligible for the infant care subsidy if they are:
 - i. aged 2 to 18 months; and
 - ii. of the first, second, third or fourth birth order.
2. Singapore Citizen and PR children are eligible for child care subsidy if they are:
 - i. above 18 months to below 7 years of age for Singapore Citizen children or aged 2 months to below 7 years of age for PR children; and
 - ii. of the first, second, third or fourth birth order.

Children with PR status will continue to receive the previous subsidy rates till 31 December 2008. From 1 January 2009, Children with PR status will not be eligible for any child care subsidy.

Application

Application for subsidy with effect from: _____ (date)

I declare that the information provided in this application by me is true and I furnish it knowing that I may be liable to prosecution if I have willfully stated any information which I know to be false or do not believe to be true. I also understand that any part of this application improperly completed may lead to the rejection of the application.

Signature of Parent/Guardian

Date

* Please delete as appropriate

