



**INFORMATION FOR PARENTS:  
APPLICATION FOR CENTRE-BASED INFANT / CHILD CARE SUBSIDY  
IN CHILD CARE CENTRES**

**INTRODUCTION**

1. To enhance the affordability of infant and child care services for Singaporean parents who require centre-based care for their children, the Government gives infant / child care subsidy to mothers / single fathers whose children are enrolled in licensed child care centres.
2. With effect from 17 August 2008, the maximum monthly infant and child care subsidy for a working mother / single father per child is capped at \$600 and \$300 respectively, and \$150 for a non-working mother / single father.
3. A pro-rated subsidy is available for infants / children who are newly enrolled into an infant / child care centre during the trial period. In order to claim pro-rated subsidy for the trial period, the infant / child must be enrolled in a regular full day or half-day programme and parents must pay a minimum of 2 weeks' fees.
4. A flexible subsidy is also available for infants / children who are enrolled in flexible care programmes. Parents must pay the full month's fee in order to be eligible for the subsidy.

**AMOUNT OF INFANT / CHILD CARE SUBSIDY**

5. The subsidy rates are based on the working status of the mother / single father and the programme type enrolled. To qualify as a working mother / single father, she / he must work for at least 56 hours per month. (Please refer to the tables 1 and 2 for the infant / child care subsidy rates.)

**Table 1: Infant Care Subsidy for Singapore Citizen Infants aged 2 to 18 months**

<b>Infant Care Subsidy Rates</b>		
<b>Programme (Daily Care)</b>	<b>Working Mother</b>	<b>Non-Working Mother</b>
Full-day Care	\$600	\$150
Half-day Care	\$300	\$150
<b>Flexible Care Programme by Number of Hours Per Week</b>	<b>Working Mother</b>	<b>Non-Working Mother</b>
12 hours to 24 hours	\$220	\$55
Above 24 hours to 36 hours	\$330	\$110
Above 36 hours to 48 hours	\$440	\$150
Above 48 hours	\$600	\$150

**Table 2: Child Care Subsidy for Singapore Citizen Children aged above 18 months to below 7 years**

<b>Child Care Subsidy Rates</b>		
<b>Programme (Daily Care)</b>	<b>Working Mother</b>	<b>Non-Working Mother</b>
Full-day Care	\$300	\$150
Half-day Care	\$150	\$150
<b>Flexible Care Programme by Number of Hours Per Week</b>	<b>Working Mother</b>	<b>Non-Working Mother</b>
12 hours to 24 hours	\$110	\$55
Above 24 hours to 36 hours	\$165	\$110
Above 36 hours to 48 hours	\$220	\$150
Above 48 hours	\$300	\$150

### **ELIGIBILITY CRITERIA**

6. Infant Care Subsidy

- i. Singapore Citizen (SC) infants aged 2 to 18 months enrolled in a licensed child care centre providing infant care services.

Child Care Subsidy

- i. Singapore Citizen (SC) children aged above 18 months to below 7 years old enrolled in a licensed child care centre.

Note: Children who are below 7 years old and attending student care programmes are not eligible for the child care subsidy.

### **APPLICATION FOR INFANT / CHILD CARE SUBSIDY**

7. Parents who enrol their children in child care centres must complete and sign MCYS Form 1 - Application for Admission to a Child Care Centre.
8. Please note that it is the Ministry's requirement for parents / guardians who wish to apply for the infant / child care subsidy to declare their personal and spouse's particulars such as educational qualifications, employment details and household income level.
9. Application for infant / child care subsidy will be made by the child care centre on behalf of the parents. To enable the child care centre to verify the subsidy claims, parents are to submit the following supporting documents to prove their eligibility:
  - (a) NRICs of parents;
  - (b) Birth certificate of the child;
  - (c) Certificate of Citizenship (if applicable); and
  - (d) Entry Permit / Re-entry Permit / Passport (if applicable)
10. Single fathers / guardians must submit the relevant documents to prove that they have legal custody of the child (e.g. Death Certificate of mother, Deed of Separation, Divorce Petition, Decree Nisi, Custody Papers, or a Police Report stating that the child's mother has left home with unknown contact).

11. Please be assured that the information you provide will be kept strictly confidential.

### **PAYMENT OF SUBSIDY**

12. Subsidy will only be given from the month that the application is successfully filed with the Ministry. To avoid any delay, parents are advised to submit all the relevant supporting documents to the child care centres promptly.
13. Parents will receive the infant / child care subsidy from the Government every month through the child care centres and will only need to pay the monthly subsidised child care fees (i.e. child care fees less the government subsidy).

#### Example

(Working Mother whose child is attending full day child care programme):

Full Day Child Care Fee	: \$600
Government Child Care Subsidy	: \$300

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Net Fee Payable by Working Mother	: \$300
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### **TERMINATION OF SUBSIDY**

14. Payment of subsidy will be terminated for the month in which:
- (i) the infant / child is withdrawn from the centre; or
  - (ii) the infant / child fails to attend the centre for at least one day in the month
15. In cases where the infant / child is unable to attend the centre for a prolonged period due to medical reasons or any other reason, parents may appeal to the Ministry for infant or child care subsidy. Approval of such appeal is granted on a case by case basis.

### **CHANGE IN WORKING STATUS OF APPLICANT**

16. Applicants (i.e. working mothers / single fathers) are required to self-declare their working status and total working hours per month at least once a year to the child care centre. They are also required to notify the centre when there is a change in their working status using MCYS Form 3 - Notification of Change, and submit the declaration of working status and supporting documents to the centre for verification.

Self-employed applicants are required to submit a statutory declaration to indicate their working status and total working hours per month. This is to ensure that the subsidy claim amount is accurate.

**IMPORTANT: Please note that non-disclosure of a change in working status is an offence and legal action may be taken against the subsidy applicant for giving false information to the Ministry.**

### **CHANGE IN INFANT / CHILD CARE PROGRAMME**

17. Parents who decide to change the programme type for their child are required to inform the child care centre when there is a change in the programme using MCYS Form 3 - Notification of Changes.

### **CHANGE IN NATIONALITY OF INFANT / CHILD OR APPLICANT**

18. Parents of existing PR children can apply for infant / child care subsidy if they and their children have since attained Singapore Citizenship status. Applicants are required to complete MCYS Form 3 - Notification of Changes, and submit the supporting documents such as the certificate of citizenship to the centre for verification.

### **WITHDRAWAL OF INFANT / CHILD FROM CENTRE**

19. Parents who decide to withdraw their infant / child from the centre must complete MCYS Form 4A - Withdrawal of Infant / Child from Child Care Centre, to inform the centre of the withdrawal.
20. Parents who decide to transfer their infant / child to a new centre must inform the current centre of the withdrawal and complete MCYS Form 4A - Withdrawal of Infant / Child from Child Care Centre, in order for the new centre to enrol their child.

### **SMS NOTIFICATION TO PARENTS**

21. As part of the Ministry's on-going service improvement initiatives, parents who are eligible for infant / child care subsidy will be notified of their entitled subsidy rate upon the admission of their children in child care centres. Similarly, they will be informed of the discontinuation of their subsidy upon the withdrawal of their children from the centres. Parents will receive the SMS notification in the following month upon their children's admission into the centre or withdrawal from the centre.

### **AUDIT ON CHILD CARE SUBSIDY CLAIMS**

22. As part of our financial procedure, MCYS conducts audit checks on child care centres. Parents may receive a phone call or mailed letter from the Ministry requesting for information on their child's subsidy claims. We seek your co-operation to provide our officers with the requested information or to complete the mailed form and to return it to us in the self-addressed prepaid envelope provided. Please be assured that the information that you provide will be kept confidential.

### **IMPORTANT INFORMATION**

23. Parents are to ensure that all information given is accurate and complete. Any false information given or material information withheld by the applicant for the purpose of claiming the Centre-based Infant and Child Care Subsidies is an offence and the applicant is liable for prosecution.

24. If it has been established by the Ministry that you provided inaccurate or false information for child care subsidy claims, you will be required to refund to the Ministry all subsidies paid to you and legal action may be taken against you.

### **ENQUIRIES**

25. For more information on the infant and child care subsidy schemes, please refer to the “Guide for Parents with Children in Child Care Centres” which will be given to you when you enrol your child in a child care centre. You can also visit the Child Care Link website at <http://www.childcarelink.gov.sg> or call our Family Services Infoline at 62585812.