

Obligations of Centre

S/N	Obligations
1	Centres are required to ensure parents submit the following signed forms ¹ for each child participating in PSOF-supported programmes: <ul style="list-style-type: none"> • Parent's Endorsement Form (Part 1) • Parent's Consent Form for Collection, Use and Disclosure of Personal Information (Part 2)
2	Attendance sheets should be signed-off by both vendors' instructors and Kindergartens (KNs) / Childcare Centres (CCCs) teachers.
3	Any amendments to individual child attendance records must be countersigned by the vendor.
4	Only originals or Certified True Copies (CTCs) should be accepted for verification purposes to enhance reliability and consistency of submitted documents. KNs and CCCs are to retain the documents for a period of 5 years per Clause 3.7 of the Letter of Offer.
5	KNs and CCCs should be reminded to comply to the Code of Practice for Early Childhood Development Centres issued by ECDA. <ul style="list-style-type: none"> - For Class B licences, optional enrichment programmes must only be conducted between 4pm and 6pm - For Class C licences, optional enrichment programmes must only be conducted before or after programme hours.
6	All KNs are to ensure that all supporting documents are collected and assessed before the children participate in the approved programme claimable under PSOF. These include the Household Income Declaration Form, monthly payslips, NOA, CPF statement and employment letter to verify the accuracy of income declared.
7	KNs and CCCs are to seek approval from ECDA prior to any change in programme or Learning Journey venues other than the approved programmes stated during application.
8	Funding will be disbursed to KNs and CCCs on a reimbursement basis, based on actual programme expenditure in accordance with the PSOF Expenditure Guidelines, and capped at the amounts stated in Clause 2 of the Letter of Offer. All claims submitted must be accompanied by proof of payment (e.g. invoices and receipts). ECDA reserves the right not to reimburse claims with incomplete supporting documents.

¹ The 'Parent's Endorsement Form' and 'Parent's Consent Form for Collection, Use and Disclosure of Personal Information' can be found on the ECDA PSOF's webpage.