Centre Management System (CMS) User Manual

Preschool Search Portal - Parents Portal

Version 1.0
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1 IINDICATING YOUR INTEREST FOR PRESCHOOL

Overview

This user manual guides you the steps in using the Preschool Search Portal to search for preschool information and indicate your interest to place your child in up to 10 infant care/child care centres.
1. Access Preschool Search portal using the URL below:
   https://cms.ecda.gov.sg/preschool

   System will display preschool search page.

   This search function is a self-help tool for you to access preschool information.
2. Please fill in the housing estate or postal code, select the type of preschool, level, services and click **Search** or **More Search Options** button.
3. System will retrieve the list of preschools based on the search criteria.

System will allow parents to select the preschools from the list by clicking on Select button or by clicking Select All check box.

System will reflect no. of preschools selected on the top.

Click on More Details button to view more information about the listed preschool.

System can also search preschools by clicking Go button right hand side of the screen.
4. System will display preschool information details such as the Levels offered, Fees, Vacancies, Operating hours, Licence Tenure, Mother Tongue offered, Food served and Transport offered.
5. Click on **Proceed to submit your interest** button on the bottom right to indicate your interest for the selected preschools.
6. System will prompt you to enter your NRIC to login to the system to confirm your interest for selected preschools.

System will display a form to capture the child’s, parent’s, spouse’s information used to indicate interest.

Click on Edit Selection button to update the selected schools.
7. Complete the form by providing the Child particulars
   
   - Name,
   - Date of Birth,
   - Type of Child’s Citizenship, Child ID (Birth Certificate/Fin/ Passport No.)
   - Type of Services, Preferred Enrolment Date

   Based on the Date of Birth and Preferred Enrolment Date, System will highlight the eligibility level of the child.
8. Click on **Add Another Child Details** if you would like to indicate interest for another child also.

Enter Applicant details:

- **Relationship to Child, Name, Date of Birth, Type of Citizenship, NRIC/FIN/WP NO, Postal Code, Phone, Email Address**

Click on **Add Spouse Details** if would like to include your spouse information.

Click on **Proceed to review your details** button
9. System will display the **Review and submit your interest for selected Centres** screen.

Click on **Edit** button if you would like to update the Child/Applicant’s details.

Click on **Remove** button to remove the selected centres before submitting your interest.

Click on **Submit Interest** button to confirm your interest for selected centres.
10. Click on **Manage Interests** Menu item on the left side panel or **View and manage my selection** button to manage the list of preschools you are interested in.
11. System will display **Manage your selected centres screen for parents** to manage the interests for selected centres.

Click on **Remove** button to remove the selected Centres from the list

System will display your interest status as **Active** or **Due for Renewal**.

If your interest is due for renewal, then you have to click **Re-confirm** button to confirm your interest to the preschool.
After your Re-confirmation your interest, it will be effective for the next 6 months.
12. Click on **Remove button** to remove the child from the interest list of the centre.

System will prompt you to confirm removal of child.

13. Click on **Sort by as Removed**, system will display the list of Centres by the Parent. Parents **re-register** their interest to the preschool.

Click on **More Details** to view the Centre Comments and Notification sent.
14. Parents can also include suggested centres by the system to the interest list.

Parents can add other preschools to the Registered interest list using Find other preschools.
15. Click **here** link, if you have made submissions previously (in CCLS), but the child record not reflected under **Manage Interests** list.
16. System will display the Retrieve Existing Records page.
17. Key in Name, Date of Birth, Type of Citizenship, NRIC/FIN/WP No., Postal Code, Mobile Number and Email Address of the Applicant.

Key in Name of the Child, Date of Birth, Type of Citizenship, Child ID (Birth Certificate / FIN / Passport No.).

Click on Done button to check if there is any existing records match the applicant and Child information.
18. System will retrieve the existing records if there is any records found in CCLS with exact matching of the applicant and child information you have keyed in.

Click on **View/Edit Profile** of the Child to view the details.
19. System will display the Child Profile.

Update Postal Code, Phone, and Email if there is any Changes and Click on Save Updates to save the changes to the profile.