



The Early Childhood Development Agency (ECDA) invites nominations for the 2024  
**Outstanding Centre for Teaching & Learning Award.**

This Award recognises Early Childhood Development Centres (ECDCs) which have excellent programmes, processes and learning environments that drive outstanding teaching and learning practices in the centre. These practices support and sustain young children’s learning, development, and well-being. These are centres which are committed to delivering high quality early childhood care and education that benefits young children and their families.

We invite Centre leaders and HQ personnel to nominate outstanding centres for this Award. Parents interested in supporting the nominations may liaise with your child’s preschool.

## Eligibility

Upon submission of the nomination, all nominees must meet the following criteria:

- Centre must be a licensed Early Childhood Development Centre (ECDC);
- For Centres with infant care services, at least 70% of the programme staff for Infant Care are qualified Infant Educators. In addition, Centres have at least one infant educator trained in Certificate in Infant and Toddler Care Development (CITC) or equivalent at all times.
- Educators teaching PG and N1 are certified minimally at EY2, and educators teaching N2 are certified minimally at L1.
- Educators teaching K1 and K2 (5- to 6-year-olds) are certified at L2.
- ECDCs should have excellent track record (e.g., 24-month tenure) at the point of application.
- Centre leaders must be ECDA-approved and have obtained Diploma in Early Childhood Care and Education- Leadership (DECCE-L) / Advanced Diploma in Early Childhood Leadership (ADECL) or equivalent early childhood leadership qualifications.

Past centre winners are to note that there is a time bar of five (5) years for Centre Awards (with the exception of the Early Childhood Innovation Award which are project based) before your centre may be nominated for the Award again.

## How to Apply

- Complete Sections A to D of the nomination form. Ensure that the nomination text highlights the centre's outstanding teaching and learning practices and provides clear supporting evidence.
- Submit the supporting documents listed in Section E to support the nomination.

Notes:

- Incomplete (i.e., blanks on nomination form, non-submission of any supporting document and video clip) or late submissions will not be accepted.
- All submitted supporting documents shall not be altered after the submission deadline.
- For duplicate submission, the latest submitted form will be used.

## Award Quantum

- Centres that win the award will each receive \$3,000 for professional development and \$2,000 for teaching and learning resources, a trophy, and a certificate.
- Centre leaders of winning centres are required to submit a proposal on how the grant will be used for the professional development of his/her staff.
- Winners will be notified in October 2024. Details of the Award ceremony will be shared at a later date.
- Winners may be invited to share their award-winning practices at early childhood sharing platforms (e.g., Early Childhood Conference, Grow@Beanstalk Portal, Beanstalk Magazine).
- The judges' decisions are final. Any correspondence regarding the panel's decision will not be entertained. ECDA, on a case-by-case basis, may consider good candidates for a commendation award.

## Code of Conduct

The Centre for Teaching and Learning Award winner is to adhere to the following Code of Conduct.

Staff of centre that wins the award shall:

- manage media inquiries with respect to the ECDA Awards in a fair, polite and non-partisan manner;
- be expected to work with their centre to ensure, to the best of their ability, the proper, effective, and efficient use of public funds; and
- conduct themselves in a professional manner in accordance with the standards set by their centre. Failure to do so will be seen as undermining the credibility, integrity or relevance of the ECDA Awards, or to detract from the original conditions upon which the Award was given.

Staff of centre that wins the award shall not:

- exploit their status as award winners for commercial gain;
- use the ECDA Awards title without the explicit permission of ECDA;
- endorse or market products for commercial purposes other than for the centre that they are currently employed in; and
- abuse their status to advance or promote political views.

Staff of centre that wins the award must not have been convicted of a criminal offence in which they have not received a pardon for.

The above Code of Conduct is fundamental to being selected as an award winner. If an award winner fails to abide by this code, ECDA reserves the right to:

- remove the centre's name from its website and from any other publication that is used to promote outstanding centres in early childhood education in Singapore, and / or
- revoke the ECDA Award. This will immediately apply to cases where a teaching or early childhood education certification of any staff in winning centre has been withdrawn for reasons of professional misconduct and instances in which any staff member has been convicted of a criminal offence.

## Enquiries

For enquiries, please email [ECDA\\_Awards@ecda.gov.sg](mailto:ECDA_Awards@ecda.gov.sg) with the subject "ECDA Awards 2024 (Teaching & Learning)".

**For Reference Only.**  
**Only nomination form received online will be accepted.**

## **2024 ECDA Awards - Nomination Form for Outstanding Centre for Teaching & Learning Award**

60 mins estimated time to complete

### **Instructions**

Please read the terms and conditions of the ECDA Awards at [www.go.gov.sg/ecda-awards](http://www.go.gov.sg/ecda-awards) before filling up the nomination form.

The closing date and time for submitting nominations is 27 March 2024 (Wednesday), 5pm.

### **Eligibility**

Upon submission of the nomination, all nominees must meet the following criteria:

- Centre must be a licensed Early Childhood Development Centre (ECDC).
- For Centres with infant care services, at least 70% of the programme staff for Infant Care are qualified Infant Educators. In addition, Centres have at least one infant educator trained in Certificate in Infant and Toddler Care Development (CITC) or equivalent at all times.
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#### **1. Terms and Conditions**

Please read the terms and conditions of the ECDA Awards at [www.go.gov.sg/ecda-award](http://www.go.gov.sg/ecda-award) before you proceed to fill up the nomination form.

Yes, I have read and understood the terms and conditions pertaining to the ECDA Awards.

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## **Section A - Particulars of Centre**

### **2. Centre Name**

(As registered on [ONE@ECDA](mailto:ONE@ECDA) at time of nomination deadline)

### **3. Centre Address**

### **4. Centre Contact No**

### **5. Centre Email**

### **6. Centre Code**

## **Section B - Particulars of ECDC Principal**

### **7. Principal's Salutation**

- Mr
- Mrs
- Mdm
- Ms
- Dr

### **8. Principal's Name**

### **9. Principal's NRIC / FIN**

### **10. Principal's Mobile No**

### **11. Principal's Email**

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**12. Highest Academic Qualifications**

- 'O' Levels
- 'A' Levels
- Diploma
- Degree
- Others

**13. Highest Professional Qualifications**

**14. Years of trained service in early childhood sector**

**15. Years of service as a centre leader in early childhood Sector**

**16. Years of service as a centre leader in the current centre**

**Section C – Particulars of Nominator**

**17. Nominator's Salutation**

- Mr
- Mrs
- Mdm
- Ms
- Dr

**18. Nominator's Name**

**19. Relationship with Centre**

- HQ Personnel
- Staff of the centre
- Others

**20. Nominator's Office No**

**21. Nominator's Mobile No**

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**22. Nominator's Email**

**23. Declaration**

I, the Nominator, declare that all information contained in this nomination form is, to the best of my knowledge, accurate. I authorize ECDA to conduct a verification of the information provided in this nomination. I understand that photographs, videos, and information submitted for this award may be published and used as promotional and informational materials by ECDA in relation to the development of early childhood care and education.

I agree.

**Section D – Nomination Text By Nominator**

Centre Leader to provide a detailed write-up based on the criteria outlined below. Elaborate on the outstanding qualities/aspects that distinguishes the centre and explain why you believe it is deserving of the award. Provide specific evidence and examples to support these outstanding qualities/aspects.. You may include any other relevant information, if applicable.

**24. A - Centre's Philosophy**

Describe the centre's philosophy for early childhood care and education and how this is implemented in practice.

(max. 1000 characters)

**25. B - Curriculum Planning**

Provide specific evidence and examples of how the centre adopts an integrated approach to teaching and learning, plans and delivers a curriculum that supports children's holistic development and ensures that teaching and learning practices are developmentally appropriate and relevant.

(max. 1000 characters)

**26. C - Programme Structure and Planning**

Provide specific evidence and examples of how the centre plans and structures a programme and designs an authentic learning environment that supports the successful implementation of the curriculum to enhance children's learning, development and well-being.

(max. 1000 characters)

**27. C - Teaching and Learning Practices**

Provide specific evidence and examples of how educators facilitate, support and extend children's learning through purposeful play, quality interactions, use of appropriate resources and materials and partnerships with parents and the community .

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(max. 1000 characters)

**28. D – Assessment of Children’s Learning and Development**

Provide specific evidence and examples of the approaches and methods that educators use to ascertain children learning and development in order to plan for and build on their learning, as well as how they involve parents and the community.

(max. 1000 characters)

**29. E – Professionalism**

Provide specific evidence and examples of how educators engage in continuing professional development to deepen knowledge and enhance their pedagogical content knowledge, understanding and competencies.

(max. 1000 characters)

**30. F - Award Nomination**

Explain why your centre’s teaching and learning practices are deserving of the Outstanding Centre for Teaching and Learning Award. Highlight the significant achievements and contributions these teaching and learning practices have made to your centre, children, families and/or the early childhood sector.

(max. 1000 characters)



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## **Section E - Supporting Documents**

Please submit the supporting documents listed below.

Save all files in a Google Drive folder and provide the link to the Google Drive below.

Ensure all files are clearly named, e.g., N2 Timetable, K2 Curriculum plan, Letter of Support, Learning environment etc.

The following are the list of mandatory supporting documents:

- a) Calendar of events for the year
- b) Timetable for all levels
- c) Curriculum plans for Term 1 2024 for all levels
- d) Sample lesson plans for all levels (at least 1 for each level)
- e) Lesson observation records (2 samples)
- f) Teachers' individual learning plans (2 samples)
- g) Children's portfolio (samples from a typical portfolio)
- h) Photographs of the learning environment
- i) 10-min video clip of the nominee's teaching & learning practices
  - unedited and no more than 10 min
  - may wish to place cameras in a discreet location to minimise distractions from children
  - clear visual and audio of teacher-children interactions as well as children's/teacher's responses if applicable. Please do not include background music.
  - in avi or mp4 format
- j) Documentation of sample lessons / activities (photographs / video clips)

If you wish to provide additional optional supporting documents, e.g., parents' testimonials (must not be older than **12 months** upon the nomination deadline and must include contact information i.e., email address and telephone number of the writer), you may do so. Please save them in the same Google Drive folder and name the files clearly.

### **33. Google Drive Folder Link**

Please provide the link to the Google Drive Folder here.

### **Submission Deadline**

The closing date and time for submitting nominations is 27 March 2024 (Wednesday), 5pm.

### **Enquiries**

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