

## Information Kit for the Registration of Early Intervention Programmes for Baby Bonus

### Background

With effect from July 2005, parents will be able to utilise Baby Bonus funds for early intervention programmes for children with disabilities provided that the programmes are registered with Centre for Enabled Living (CEL) and the businesses or organisations conducting or managing these programmes are granted the Approved Institution (AI) status by the Ministry of Community Development, Youth and Sports (MCYS).

Programme registration is administered by CEL while applications for AI status are processed by MCYS. These processes are separate, and businesses and organisations are required to register their programmes before they can apply for AI status.

### Registration Criteria

The criteria for registration are categorised as follows:

- I. Pre-requisites
- II. Intake
- III. Programme Information
- IV. Documentation and Reporting
- V. Staffing

Details of the criteria can be found in the next section.

### Registration Process

The official application form for registration is available from the CEL website. Applicants are requested to read all accompanying information carefully before completing the form. Please submit the completed form, together with relevant supporting documents, to:

Registry of Early Intervention Programmes  
Centre for Enabled Living  
298 Tiong Bahru Road  
#03-01 Centre Plaza  
Singapore 168730

CEL will acknowledge receipt of the form via email. Incomplete forms will not be processed. Each application will be assessed based on the criteria. On-site programme audits will be conducted as and when required. Applicants will be notified of the outcome via email. This will be followed by an official letter with details of the registration status.

CEL reserves the right to turn down an application or revoke the registration status of any programme that ceases to meet the set criteria.

## Details of Registration Criteria

Please refer to Categories I to V as described in this section when completing the Registration Application Form.

Programmes need to meet at least 65% of the requirements, including the pre-requisites in Category I. Programmes that do not meet requirements in Category I will not be considered for registration.

### Category I: Pre-requisites

A. The organisation or business applying to register an early intervention programme must belong to **at least one** of the following groups:

- Businesses registered with the Accounting and Corporate Regulatory Authority (ACRA); or
- Incorporated companies registered with ACRA; or
- Societies registered with the Registry of Societies (ROS)

B. The programme must cater to children with disabilities.

### Category II: Intake

1. The programme should be offered to children with one or more of the following disabilities\*:

- 1.1 Physical disability
- 1.2 Sensory disability
- 1.3 Developmental disability
- 1.4 Intellectual disability
- 1.5 Learning disability
- 1.6 Multiple disabilities
- 1.7 Other disability

*\*Please refer to the glossary for definitions of the disability types.*

2. The diagnosis of disability should be certified by a medical doctor or psychologist.

3. The programme should include children aged 0 to 6 years inclusive<sup>#</sup>.

*#Please refer to the glossary for explanatory notes on age.*

### Category III: Programme Information

4. The programme should comprise one or more of the following components:

- 4.1 Physiotherapy
- 4.2 Occupational Therapy
- 4.3 Speech Therapy
- 4.4 Psychological services
- 4.5 Special education or learning support services
- 4.6 Other therapy &/or educational services

5. The programme must aim to improve the children's potential and minimise the development of secondary disabilities. To this end, the programme should offer direct services with the aim of improving their abilities in one or more of the following functional areas:

- 5.1 Gross motor
- 5.2 Fine motor
- 5.3 Communication
- 5.4 Cognition
- 5.5 Self-help skills
- 5.6 Social adaptation
- 5.7 Other functional areas

#### **Category IV: Documentation and Reporting**

6. Proper records should be maintained for every child, including some or all of the following:

- 6.1 Personal particulars of child and parents / caregivers
- 6.2 Initial and subsequent functional assessments of child
- 6.3 Intervention / care plan by professional staff
- 6.4 Progress reports
- 6.5 Attendance records

7. The business or organisation conducting or managing the programme should be prepared to provide reports as and when required by CEL (e.g., data reports on capacity and enrolment, updates on staffing, etc).

#### **Category V: Staffing**

8. Programme staff must have the relevant qualifications in their respective areas of professional practice and some experience in paediatrics.

9. The business or organisation conducting the programme must ensure that persons employed or contracted to provide the early intervention services to children, have made a signed declaration of their fitness of character.

**End of Criteria**

## **Glossary**

### **Disability types**

#### **Physical disability**

One that affects the mobility or dexterity of the child. It may have existed since birth or could be the result of an accident, illness or injury sustained after birth. A child with physical disability may need equipment to assist with mobility and activities of daily living. Examples are monoplegia and paraplegia.

#### **Sensory disability**

Visual or hearing impairment. It may have existed since birth or could be the result of an accident, illness or injury sustained after birth.

#### **Developmental disability**

A disability which usually manifests in infancy or early childhood and results in functional limitations in major activities such as communication and activities of daily living (ADLs). Examples are autism and cerebral palsy.

#### **Intellectual disability**

A disability that is characterised by significant sub-average intellectual functioning (IQ of below 70) and concurrent deficits in adaptive functioning. This falls under the group of developmental disabilities. Examples of intellectual disability are Down Syndrome and Fragile X Syndrome.

#### **Learning disability**

Learning disability is a broad term used to refer to disorders that affect a child's ability to interpret what is seen or heard and link information from different parts of the brain. These disorders usually manifest as problems with reading, writing, reasoning, or mathematics. Examples are dyslexia and attention deficit disorder.

#### **Multiple disabilities**

Where a child has two or more co-existing disabilities and the disabilities together contribute to deficits in adaptive functioning.

#### **Other disability**

Other disability types not specified above.

*-Adapted from Our Special Journeys (2003) National Library Board*

### **Age of programme participants**

For the purpose of this registry, a child is considered x years old from 1 January to 31 December in the calendar year that he turns x years. For e.g., if child A turns 6 years on 1 August 2004, he is considered 6 years old from 1 January 2004 to 31 December 2004.

## Frequently Asked Questions (FAQs)

### What constitutes an early intervention programme?

Early Intervention Programmes are defined as those that provide therapy, psychological and/or education support services for children with disabilities diagnosed to be at risk of having a handicapping condition or special need that will affect his or her development. The aim of the programme is to minimise the development of secondary disabilities and optimise potential through support services for the child and the family.

### Is it mandatory to register an early intervention programme?

It is not mandatory to register early intervention programmes. However, only businesses or organisations conducting or managing CEL-registered early intervention programmes will be eligible to apply to MCYS for gazetting as Approved Institutions (AI) under the Children Development Co-Savings (Baby Bonus) Scheme.

### What permits or licences are required before the early intervention programme can be registered?

The organisation or business that is conducting or managing the programme must have at least one of the following:

- Valid registration with the Accounting and Corporate Regulatory Authority (ACRA); or
- Valid registration with the Registry of Societies (ROS)

### How do I register an early intervention programme?

The applicant should first read the Information Kit for Registration of Early Intervention Programmes and ensure that pre-requisites are met. Application forms can be downloaded from the CEL website and must be submitted together with relevant supporting documents. ([www.cel.sg](http://www.cel.sg))

### What is the application process like? How will I be notified when the registration is approved?

The applicant will be notified via email upon receipt of a complete application. Where the application is incomplete, the applicant will be asked to furnish further details.

Upon approval, the applicant will be notified by email followed by an official letter with registration details.

### Will a business or organisation conducting or managing an CEL-registered early intervention programme automatically be gazetted as an Approved Institution (AI) under the MCYS Baby Bonus Scheme?

No, a business or organisation conducting or managing a CEL-registered early intervention programme does not automatically become an AI. All such businesses or organisations must apply to MCYS Baby Bonus Branch to be gazetted as an AI. For information on AI and the Baby Bonus Scheme, please refer to [www.babybonus.gov.sg](http://www.babybonus.gov.sg) or call the Baby Bonus Hotline at 1800-253-7707 or email to [mcys\\_babybonus@mcys.gov.sg](mailto:mcys_babybonus@mcys.gov.sg).

### Who can I contact for further details on registration of early intervention programmes?

For further assistance, please contact CEL at 1800-3622533 or email to [information@cel.sg](mailto:information@cel.sg).