MOE Kindergarten
Family Handbook

2027 Edition



Ministry of Education
SINGAPORE

moe
KINDERGARTEN

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Introduction

Dear Parents,

Welcome to MOE Kindergarten!

Thank you for entrusting your child to us. We look forward to partnering you for your child's learning and holistic development.

In this Family Handbook, you will find useful information about our curriculum, care routines for the children, health and other matters at MOE Kindergarten.

We are excited to embark on this learning journey with you and your child. As your child's 'first teacher', your active involvement in your child's learning and development broadens and enriches your child's learning experience.

We seek to build an open and mutually respectful partnership with you, centred on the child's best interests. Together, let's give our children a **strong start towards becoming lifelong learners**.

Yours faithfully,
The MOE Kindergarten Team



About MOE Kindergarten



Our Vision

A Strong Start for Every Child

Our Mission

To provide quality preschool education that is affordable to Singaporeans and catalyse quality improvements in the sector





Our Corporate Values

MOE Kindergarten is guided by MOE's corporate values:

- Integrity the Foundation
- People our Focus
- Learning our Passion
- Excellence our Pursuit

Curriculum, Teaching and Learning

We aim to nurture children holistically so that they are confident, demonstrate strong social skills and have a good foundation in literacy and numeracy.

This will form a strong foundation for children when they enter primary school, and enable them to work towards the Desired Outcomes of Education, i.e., to be a *Confident Person*, a *Self-directed Learner*, an *Active Contributor*, and a *Concerned Citizen*.

We place emphasis on providing a safe, caring and respectful environment. This is the key to building confidence and nurturing values, social and emotional skills and positive attitudes towards learning in children.





Teachers respect and value each child, e.g., through encouraging every child to participate and speak up, as well as listen to and learn from the ideas of others. Through these experiences, children learn values such as respect, responsibility, care and honesty, all of which are important in Singapore's multi-racial and multi-cultural society. Teachers also help children to have a strong start in becoming lifelong learners by fostering in them positive behaviours and attitudes to learning.

The MOE Kindergarten curriculum is centred on the belief that children are joyful, curious, active and competent learners and they play, learn and grow with others in a diverse and multi-cultural community.

Children are naturally curious and keen to make sense of the world around them. They learn by doing and are more likely to understand and remember skills and concepts learnt through active

participation and exploration. As competent learners, children can learn almost anything given the right support and environment.

As social beings, children seek to build positive and meaningful relationships with others. There are ample opportunities for children to learn to interact with others in caring and respectful ways in MOE Kindergarten.

Values, social and emotional skills and learning dispositions are nurtured through the learning experiences created across the curriculum. The curriculum comprises two flagship programmes, the **HI-Light Programme** and the **Starlight Literacy Programme**. Both programmes use teaching and learning resources developed by MOE.

The teaching and learning resources include stories, songs and rhymes that have a **distinctive Singapore flavour**.



Children have opportunities to learn about people, places and things around them such as festivals we celebrate, our traditions and local food. Learning becomes more relevant and real for them as they learn about things that they observe and experience in their daily lives.

Nurturing a well-rounded child

The **HI-Light Programme** adopts an integrated approach to teaching and learning to help your child make meaningful connections across different learning areas and experiences.

Through the programme, your child will be nurtured holistically in five learning areas:

- Aesthetics and Creative Expression
- Discovery of the World
- Language and Literacy
- Health, Safety and Motor Skills Development
- Numeracy

Strong emphasis on language learning

The **Starlight Literacy** nurtures early childhood bilingualism and develops your child's listening, speaking, as well as early reading and writing skills. Offered in English and all three Mother Tongue Languages, the programme uses Big Books, songs and games set in the local context to make language learning fun and enjoyable for your child.

Your child will not be required to memorise word lists for spelling tests. Instead, words will be introduced and learnt in context so that a strong foundation is laid for your child's language learning in later years.

The HI-Light and Starlight Literacy Programmes are organised around **four broad themes** which provide the contexts for children's learning:



Each theme includes topics that allow children to first explore and learn about themselves before learning about people and places around them within Singapore, and subsequently the larger world in which they belong.

Every term, the children embark on a Weeks of Wonder (WoW) project in which they conduct an in-depth investigation of a topic they are interested in. Through the projects, children have opportunities to make their own decisions and choices, and learn from multiple sources of information. This helps to build their confidence and strengthen their positive attitudes towards learning.

Over the two years in MOE Kindergarten, knowledge, skills and dispositions are revisited and reinforced to provide sufficient breadth and depth in children's learning. This enables children to work towards achieving the learning goals of preschool education which are available at **https://www.moe.gov.sg/preschool/curriculum.**

Engaging Children in Learning through Purposeful Play

At MOE Kindergarten, teachers engage children in learning through purposeful play. While children actively participate in play that is enjoyable and meaningful, teachers observe them to support and guide their play to achieve important learning objectives.

Through purposeful play, children explore their world, discover how to get along with others, try out new ideas, evaluate their learning and feel confident about their ability to learn.





Extending Children's Learning through Quality Interactions

Teachers also seek to extend children's learning through quality interactions. This involves teachers and children engaging in frequent and extended conversations to build on ideas and concepts together.

Teachers ask questions and use prompts to make children's thinking and learning process visible. They encourage children to put into words their thoughts of what they have seen, heard, experienced and learnt.

By listening respectfully to what children have to say, teachers build trust and strengthen the relationship between themselves and children, which enables children to be confident in asking questions and motivated in seeking answers to their questions.

Celebrating the Kindergarten Years

At MOE Kindergarten, we hold special “K2 Celebrates” activities to mark the completion of your child’s preschool years. Our celebrations reflect our belief in a holistic view of preschool children’s development.

Instead of dressing in a graduation gown and mortar board which places undue emphasis on the academic aspects of development, we place your child at the heart of the celebrations where he/she will be involved in planning and executing the celebrations, showing his/her capabilities and accomplishments.

Your child will receive a set of professionally-taken class and individual portraits to remember a memorable journey at MOE Kindergarten.





Building a Conducive Learning Environment

At MOE Kindergarten, we aim to provide a conducive and stimulating learning environment to grow a community of learners where children respect and value each other and build positive relationships with one another.

To grow this community of learners, we help our children develop self-regulation skills to manage their emotions and behaviours,

take positive actions such as turn-taking and sharing, and avoid negative behaviours.

We recognise that helping children manage their emotions and behaviours is an on-going process. To do this, our teachers will:

- Develop positive relationships with and among our children;
- Create learning opportunities for children to develop social and emotional skills;
- Teach children to behave appropriately, make friends, build positive relationships with teachers and peers, work cooperatively in groups, and take responsibility for their actions; and
- Set clear and reasonable expectations of children's behaviour and be consistent with these expectations.

If the children exhibit negative behaviours that disrupt learning, teachers will use some of the following strategies to manage or redirect misbehaviours:

- Use positive feedback to promote good behaviour;
- Provide comfort and assistance to the child if there is something troubling him/her; and
- Listen to and recognise the child's feelings and help him/her learn the appropriate behaviour.

Teachers will use these strategies with care and respect, taking into account the child's progress and development, with the goal of supporting the child's social and emotional development.

In addition, our teachers will engage the children in games and activities that require attention, self-control and perspective taking for them to build and practise executive functioning skills.

Well-Being of Children



Health Matters

In MOE Kindergartens, we prioritise the health and well-being of every child and aim to foster a nurturing environment that supports their physical, social and emotional well-being. We will monitor your child's health and well-being throughout the programme hours and manage children who become unwell.

Any child who falls ill will be taken to the sick bay to rest (under adult supervision) until the arrival of his/her parent/guardian. We highly recommend that parents/guardians personally take your child to a medical practitioner to ensure that his/her medical history is properly communicated.

Parents are advised to keep your child at home if he/she has from any of the following symptoms or illnesses:

- Fever (above 37.5°C)
- Flu-like symptoms such as cough, sore throat, runny nose, shortness of breath and loss of sense of smell
- Diarrhoea
- Vomiting
- Blisters
- Mouth ulcers
- Infectious diseases such as respiratory illness, influenza, chicken pox, gastroenteritis, hand-foot-and-mouth disease (HFMD), measles, mumps, rubella, conjunctivitis (red eye), head lice.

Siblings of Children Diagnosed with Infectious Diseases

In order to minimise transmission of infectious diseases, parents with more than one child in MOE Kindergarten are advised to keep your children away from the kindergarten if any one of your children has an infectious disease, for the period of the medical certification.

If a child still shows symptoms of illness after the expiry of medical certification, the kindergarten may decide not to allow the child into the kindergarten to safeguard the health and well-being of the other children. The kindergarten may request parents to refer the child to a medical practitioner for further assessment, and request a certificate of health from the medical practitioner for the child to return to the kindergarten.



Immunisation

Do ensure that your child has received the appropriate immunisation for his/ her age, prior to enrolment in MOE Kindergarten.



Medication

The kindergarten will not administer medicine, vitamins, moisturiser, repellent, ointment, cream for insect bites or supplements to your child.



Emergencies

In the case of an emergency, parents/ guardian will be informed and, in the interest of time, kindergarten staff will take your child to the nearest clinic or call for emergency medical help. Medical fees will be borne by parents.



Insurance

Upon enrolment, your child will receive Group Accident Insurance protection. The insurance is paid for by MOE Kindergarten and includes coverage for accidents that may occur within the premises of the kindergarten or during activities organised by the kindergarten that occur outside the premises e.g., during field trips.

Kindergarten Uniform

All children attending MOE Kindergarten are required to wear their kindergarten uniforms daily, unless otherwise specified e.g., for certain festivals and celebrations, the kindergarten will notify parents about alternative attire arrangements in advance. Children are to **wear the prescribed kindergarten uniform and modification to the uniform is not allowed**.



We seek parents' co-operation to ensure that your child is in the kindergarten uniform daily.

Sale of Uniform

Parents can purchase uniforms directly from MOE-appointed suppliers. We recommend that each child has at least three sets of uniform.

Hair

Your child's hair must be well-kept and tidy.

Shoes and Socks

Your child should wear socks and well-fitted shoes for safety during activities. The following guidelines should be observed:

- Children should wear closed-toe shoes, suitable for outdoor play;
- Flip-flops and other open-toe/heel shoes are not allowed; and
- Socks should have non-slip soles.

Jewellery

For safety reasons, we discourage children from wearing accessories or jewellery to the kindergarten.

Snacks

MOE Kindergarten serves snacks every day. The snacks, comprising a food item and a drink, are nutritious and healthy, without excessive salt and oil.

There will be no pork and no beef in the snacks provided. If your child has other dietary requirements, please let the teachers know before the start of the year.

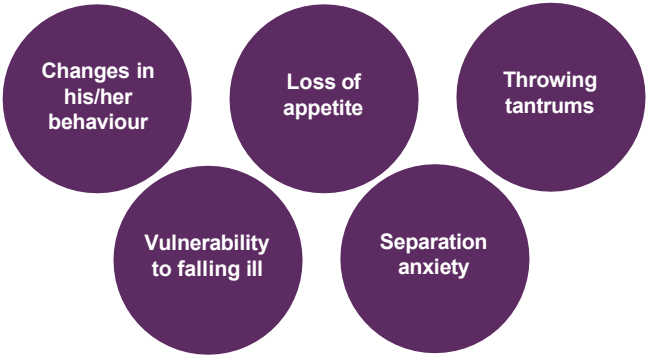
Children are strongly encouraged to consume the healthy snacks provided by the centre. If your child has special dietary requirements and you would prefer to pack snacks from home for your child, please label the container with your child's name to prevent it from being misplaced. The food should be kept in your child's bag until snack time and be able to safely keep at room temperature for two to three hours. The portion should be an amount that your child can finish within 15 to 20 minutes.

Children will not be allowed to share food to avoid possible triggering of food allergies. The kindergarten will provide a selection of suitable food for celebration during festivals and special occasions. Please refer to Page 30 on more details regarding "Birthday Celebrations and Goodie Bags".



Transition into MOE Kindergarten

When your child first starts kindergarten, he/she will experience a new environment, with new friends and new teachers. There may be a period of adjustment when your child may exhibit one or more of the following:



The adjustment period varies with each child and can generally last from a week to two months.

Helping your child adjust to his/her new environment takes time and effort. To help make the adjustment a smooth one, here are some tips:

Talk to your child about going to kindergarten

- Inform your child that he/she is going to kindergarten
- Use stories to find out about your child's feelings about going to kindergarten and assure him/her if he/she feels scared
- Talk with your child every day, about what he/she has experienced and the best thing that happened at school;

Develop consistent routines

- Develop a daily activity schedule including a consistent morning and bedtime routine. This ensures that your child develops a regular sleep pattern and has sufficient rest.

Preparing your child for school

- Ensure that your child is dressed neatly in his/her uniform;
- Pack his/her school bag together

Regular attendance and punctuality

- Bring your child to and from kindergarten on time, everyday;

Bidding your child goodbye

- Reassure your child of your love for him/her;
- Say goodbye gently when you leave after dropping off your child at the kindergarten;

Working with your child's teacher/Centre Head

- Share with the Centre head or teachers suggestions or feedback that relate to your child or the kindergarten.



For the first day of Term 1, parents can accompany* your child into the kindergarten. We encourage you to spend the day with your child, so that you can help him/her through the routines of snack time and going to the bathroom, etc. You can also take the opportunity to highlight to the staff any of your child's habits.

Teachers will take special care of children who experience difficulties in adjusting to his/her new environment. They will consider the child's needs and work together with parents on an adjustment plan if necessary.

*In the event of special situations or unforeseen circumstances, please refer to the kindergarten's arrangement and guidelines.

Family-Kindergarten Communication

At MOE Kindergarten, we maintain an open communication policy where parents can set up appointments with the Centre Head or teachers, talk over the telephone or correspond via email for discussion on your child's development.

Communication Channels with Parents

Teachers will keep parents updated on the kindergarten's activities and about their child. They may do so via Parents Gateway, telephone, email, Communications Book or digital platforms. Please find out from your child's kindergarten on the communication channels and tap on them to communicate with the teachers.

Learning and Development Updates

Teachers will observe and document your child's progress and achievements in the kindergarten. You will receive updates on your child's learning experiences and progress in the kindergarten on a regular basis. These updates will include observation notes and comments, photographs of your child in action, and samples of your child's work that provide insights into what your child has learnt and experienced. The updates will be used for discussion at the Parent-Teacher Conference.



Parent-Teacher Conferences

MOE Kindergarten will hold Parent-Teacher Conferences twice a year where teachers will share your child's development and learning progress with you. Parents can also share observations and feedback with the teachers.

Children Who Need More Support

We recognise that young children have diverse needs. Our educators are sensitive to the different learning needs of children when designing learning experiences for them in the MOE Kindergarten setting. MOE Kindergartens will work with external partners and agencies to support children with developmental needs or special educational needs who are able to access learning in a group of 20 children. The early intervention (EI) programmes provided by these external partners and agencies include ECDA-subsidised preschool-based EI programmes, such as Development Support – Learning Support (DS-LS) and Development Support Plus (DS-Plus). MKs also leverage support provisions in the primary schools as well as MOE HQ where relevant.

In understanding if your child's learning and developmental needs can be meaningfully supported in the MK, the key considerations to take are:

- MK's class size of 20 children to 1 teacher, with no specialised manpower and additional e.g., teacher aide

- Open plan setting of MK rooms, for large group teaching and learning

Should you require clarification about your child's developmental needs and level of early intervention support, you can seek professional assessment at the hospitals (KKH/NUH).

If your child is observed to show significant difficulties in adjusting to the MOE Kindergarten setting, our MK educators will work closely with you to better understand your child's needs and the support required and discuss what would be educationally beneficial for your child. These may include recommendation to seek professional assessment of your child's developmental and educational needs, access early intervention services which provide specialised support, and MK's support plans for your child. We seek your close collaboration on the above.

Other Matters

Attendance

Children are encouraged to attend kindergarten regularly and be present for the entire programme. Regular attendance is critical for children to benefit from the kindergarten curriculum and learning experiences, which in turn impacts their holistic development, well-being and school readiness.

Arrival and Dismissal

The morning session begins at 8 a.m. and ends at 12 noon[1]. The afternoon session begins at 1 p.m[1]. and ends at 5 p.m. Do arrive 15 minutes before the start time for attendance-taking and health checks at the designated assembly points. Please observe our hours of operation and be on time to pick your child up.

The MK Pick-Up Authorisation in the Parents Gateway (PG) App is a new secure feature that replaces the physical authorisation passes and will allow parents to nominate authorised persons to pick up your child by leveraging the app and GovEntry portal.

- Parents can use the PG app to nominate and make changes for up to four authorised persons. Please nominate the authorised person(s) before the first day of school.
- During pickup, the authorised person does not need to download the PG app on his/her phone. He/she just needs to scan a QR code at the designated entry point, authenticate via Singpass, and present the screen to staff on duty. This will allow staff to visually verify their identity against the list of authorised persons, which is instantly synced to any changes made by you in the PG app. The system will also record the authorised person that has picked up the child.

Our kindergartens operate four terms per year and adhere to the MOE school calendar. In addition, there may be three scheduled kindergarten closure days for staff training and development. A calendar of events will be given to you at the start of each term.

Please note that fees will not be pro-rated or refunded for the following:

- Scheduled kindergarten closure days;
- Closure days when the kindergartens are required to close due to outbreak of communicable diseases; and
- Children travelling overseas, absent with or without medical leave.

[1] For MKs involved in MTL pilot programme, morning session ends at 12.30 p.m. The afternoon session begins at 12.30 p.m.

Daily Checklist

The following is a list of personal items that your child should bring to the kindergarten every day. Please label your child's name on each of his/her belongings, including the uniforms for easy identification.

- Face masks are optional for children in MK and KCare
- One set of spare uniform and undergarments
- Water bottle with sling, filled with water
- Communication Book (if applicable)

Absences

In the event that your child has to stay at home, e.g., due to illness, please inform the kindergarten of your child's absence and reason for absence as soon as you can via the channel(s) established with the kindergarten. This is important so that if it is a case of a communicable disease, e.g., HFMD and Covid-19, early action can be taken and the kindergarten can inform the other parents to take precautions.

Kindergarten Fees

The monthly kindergarten fee is $160 (for Singapore Citizens) and $320 (for Singapore Permanent Residents), and is payable monthly except in the following:

- Fees for January and February are collected in the month of February for K1 children.
- Fees for November and December are collected in the month of November for K1 and K2 children.

A reminder will be served if fees are not paid on time. GST for kindergarten fees is absorbed by the Government. Therefore, parents do not need to pay GST on the fees for their child's enrolment in an MK.

Fee Assistance

Families of children who are Singapore Citizens who need kindergarten fee assistance can apply for the Kindergarten Fee Assistance Scheme (KiFAS) provided by the Early Childhood Development Agency (ECDA), hosted under Ministry of Social and Family Development (MSF), through MOE Kindergarten. The family needs to satisfy either the Gross Monthly Household Income (HHI) or the Gross Monthly Per Capita Income (PCI) criterion. After ECDA's approval of the assistance, please note that the child must attend at least one day of the kindergarten for the month to qualify for the assistance. Failure to do so will result in the full kindergarten fee being payable for the month.

Gross Monthly Household Income	Gross Per Capita Income	Monthly Kindergarten Fee Payable after Subsidy*
$3,000 and below	$750 and below	$1
$3,001 - $4,500	$751 - $1,125	$12
$4,501 - $6,000	$1,126 - $1,500	$55
$6,001 - $7,500	$1,501 - $1,875	$75
$7,501 - $9,000	$1,876 - $2,250	$95
$9,001 - $10,500	$2,251 - $2,625	$115
$10,501 - $12,000	$2,626 - $3,000	$145

The subsidy table above is accurate as of September 2026. For the latest information on subsidy rates, please refer to ECDA website at: www.ecda.gov.sg/parents/preschool-subsidies/kindergarten-fee-assistance-scheme-(kifas)/overview."

*Please note that the actual support for each child will depend on the gross monthly household income or gross monthly per capita income of the family and will be determined by ECDA after the child is enrolled in MOE Kindergarten and relevant documents are processed. ECDA will notify parents of the outcome

For those who require additional financial assistance, please enquire at the kindergarten for more details.

Modes of Payment

i) GIRO
Parents are strongly encouraged to use GIRO as their preferred mode of payment. For payments made via GIRO, please note that the deduction date is on the 26th of the month. If the deduction date falls on a Saturday, Sunday or Public Holiday, GIRO payments will be processed on the next working day. Additionally, parents have the option to use the Child Development Account (CDA) for fee payments through GIRO. Please maintain sufficient funds and set a suitable payment limit in your GIRO/CDA account for the monthly deduction.

Important note: The MOE e-GIRO portal is currently not applicable to MOE Kindergartens (MKs) for the setting up of GIRO arrangements. Further details will be provided when the e-GIRO service is extended to MKs

ii) Cheque
Cheque payment is to be made payable to 'Ministry of Education' and indicate your contact number, child's full name, and birth certificate number on the back of the cheque.

iii) Cash
For cash payments, parents are required to make payments directly at the MOE Kindergarten / Primary School General Office. An official receipt will be issued upon receipt of the payment.

iv) AXS
Parents can make payments through any of the AXS platforms i.e., kiosk, web, or mobile app. When making the payment, please ensure to indicate your child's birth certificate number as the reference number.

Parking

As MOE Kindergartens are sited in primary schools, parking spaces are designated to season parking holders. We seek your understanding to park at the nearest public car park.

Reporting Travel History

For children who are travelling out of Singapore, e.g., during the school holidays, parents will need to declare travel plans. This practice is to ensure a safe and healthy environment at the kindergarten in the interest of all children.

Updating of Particulars

Please let the kindergarten know of any change of particulars and contact details. It is important that contact information is up-to-date, so that the kindergarten can contact you in case of an emergency.

Birthday Celebrations and Goodie Bags

To minimise disruption to the kindergarten programme, the kindergarten will be celebrating the children's birthdays on a monthly basis. Individual birthday parties will not be allowed in the kindergarten. If you wish to provide goodie bags, please consult the Centre Head on the guidelines. We do seek your understanding that there are constraints in allowing parents to participate in the celebration when the kindergarten is in session.

Teachers' Day Gifts

MOE Kindergarten staff are bound by public service guidelines and thus will only accept handmade gifts from children.

Withdrawal

i. Should you wish to withdraw your child from MOE Kindergarten, please ensure that you notify the kindergarten in writing or via e-mail, giving at least one complete calendar month's advance notice. This notice should be submitted no later than the first calendar day of the month (regardless whether it is a Saturday, Sunday or Public Holiday) for withdrawal to take place at the end of that same month.

ii. For new enrolment, if parents wish to withdraw before the child starts school, withdrawal notice should be submitted before first calendar day of the month of enrolment. For example:

   a) If the child is supposed to start school in January, the withdrawal notice should be submitted before 1 January to avoid incurrence of Kindergarten fees.

   b) If the withdrawal notice is served on 1 January, the current month (i.e. January) Kindergarten fee will be charged.

   c) If the withdrawal notice is served on/after 2 January, January and February Kindergarten Fees will be charged.

iii. For existing MK children, please note that both the current and following month's fees will be charged (i.e., total two months) if the withdrawal notice is submitted after the first calendar day of the month. For example:

a) If parents notify the kindergarten of their child's withdrawal on 1 May, the last day of attendance for the child will be on 31 May. In this instance, the May fee must still be paid whilst serving the notice of withdrawal.

b) If parents notify the kindergarten of their child's withdrawal on 2 May (i.e., after first calendar day of May), the last day of the child's attendance will be on 30 June. The two months' fees for May and June must still be paid whilst serving the notice of withdrawal.

iv. Parents are advised to clear any outstanding payments before the child's last day of attendance at the kindergarten.

v. For those receiving kindergarten fee assistance, the child must attend at least one day of kindergarten during the notice period to qualify for the assistance. Failure to do so will result in the full kindergarten fee being payable for the month.

Note:

- To facilitate withdrawal, please indicate your child's name and birth certificate number in the withdrawal notice. Schools will follow up with an acknowledgment of the withdrawal request.
- No proration of fees will be allowed, regardless of the withdrawal date.
- The full month's fees is still chargeable throughout the withdrawal notice period until the last date of attendance, regardless of whether the child continues to attend the kindergarten.
- No change of session is allowed whilst serving the notice of withdrawal e.g. A.M. to P.M. session

Mutual Respect



At MOE Kindergarten, we are committed to the well-being and learning of your child, and to partner you with sincerity, integrity and professionalism. We appreciate that parents regard our staff with mutual respect, so that we can work well together for the good of your child and the other children in the kindergarten. By showing mutual courtesy and respect, we set a positive example for our children. MOE values our staff and will take firm action to protect them against any unreasonable behaviour, harassment or abuse.

Collection and Sharing of Child's Data and Work

From time to time, we may take photographs and sound or video recordings of your child as he/she goes about his/her activities at MOE Kindergarten. These photographs, sound or video recordings, as well as your child's work such as crafts and drawings, may be selected for use in for use in curricular materials developed by MOE and any MOE Kindergarten; and media and publicity materials relating to MOE and any MOE Kindergarten. Your consent will be sought via the Child Data Form. Should you wish to withdraw consent in future, you may do so any time by informing the Centre Head in writing.

Your child's data provided to MOE may also be shared with other agencies or organisations as MOE deems necessary to facilitate the provision of services for educational advancement or other purposes beneficial to our MOE Kindergarten children, unless such sharing is prohibited by law.

If you have any queries, please approach the Centre Head of your child's kindergarten.







Notes



Information is accurate as of September 2026