



Raffles Girls' Primary School, 21 Hillcrest Road,
Singapore 289072
Email: rafflesgirlsscc@knowledgepark.com.sg
Mobile: 9816-1617

21 October 2022

Dear Parents / Guardian

STUDENT CARE SERVICES @ RAFFLES GIRLS' PRIMARY SCHOOL

You are invited to register your child / ward if you are keen. You can enroll your child/ ward in the SCC to leverage on the learning and development support as well as supervision provided by the SCC. However, do note that the SCC does not provide tutoring services to the children.

Knowledge Park Educare (SC) Pte Ltd is the appointed operator for Student Care Centre at Raffles Girls' Primary School. Knowledge Park was founded in 1991 and we have more than 20 years of experience providing quality educational services and student care services to thousands of students throughout Singapore.

Through our Knowledge Park Systemic Learning Framework, we strongly advocate the partnership between the School, the Parents and the Centre to provide a safe, caring, positive and stimulated learning environment. We are also supported by professional educational psychologists and family therapists.

With our unique programme, you will be assured to leave your child/ ward in our care. We provide the following as part of holistic development for each student:

- Homework Supervision
- Character Development
- GEMS Time (Holistic Development Programme)
- Outdoor Activities

Operating Hours

Our operating hours are:

- Monday to Friday (during school days) – 1.30 pm to 7.00 pm
- Monday to Friday (during non-school days) – 7.30 am to 7.00 pm
- We are closed on:
Saturdays, Sundays and gazetted Public Holidays
Ministry of Social & Family Development (MSF) entitled closure days
Other closure dates will be communicated to the parents / guardian via the Communication Book.

OUR DAILY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
After School Hours	Lunch / Independent Reading				
After Lunch	Change of SCC T-shirt / Face Clock-in / Hand Sanitization Nap Time (45 minutes of nap time will be allocated for Lower Primary)				
2.30 pm – 4.00 pm	Homework Supervision				
4.00 pm – 4.15 pm	Tea-Break / Wipe Down / Hand Sanitization				
4.15pm – 5.00 pm	GEMS Character Development/Values				
5.00 pm – 6.00 pm	GEMS Time (Character Development / Enrichment Programme / Outdoor Activities / Reading Time)				
6.00 pm – 7.00 pm	Home Sweet Home				

SCHOOL HOLIDAY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
7.30 am – 9.30 am	Assembly / Face Clock-in / Independent Reading / Light Exercise / Free Play				
9.30 am – 10.00 am	Breakfast / Hand Sanitization / Wipe Down				
10.00am – 12.00pm	Homework Supervision / GEMS Activities / *Excursions				
12.00 am – 2.00pm	Lunch Time / Rest Time / Wipe-Down				
2.00pm – 3.30pm	Homework Supervision / Reading Time				
3.30 pm – 3.45 pm	Tea-Break / Wipe Down				
3.45 pm – 5.00 pm	GEMS Connect (Character Development / Organised Activities / *Excursions)				
5.00 pm – 6.30 pm	GEMS Time (Organized Activities / Outdoor Activities / Games/Reading Time)				
6.00 pm – 7.00 pm	Home Sweet Home				

#1) Fee Structure

S/N	Types of Fees	Fee	Remarks
1	Monthly Fee	\$260.00	Payable per month
2	Registration Fee	\$20.00	One Time Enrolment Fee (non-refundable)
3	Holiday Full Day Surcharge	\$5.00	\$5.00 per day.
4	Uniforms (3 Sets)	\$30.00	\$10 per piece
5	Refundable Deposit	\$260.00	Payable at initial enrolment <i>(Deposit will be refunded within 7 working days from the last day of the withdrawal month)</i>

Total Payment: \$570.00

#2) PAYMENT

Parents are encouraged to make payment by 17 November 2022 (Thursday).

Total Payment: \$570.00:

- * \$20 Registration fee
- * \$260 One-month refundable deposit
- * \$260 January 2023 Student Care Fee
- * \$30 Uniforms (3 sets)

For Internet Banking, detail is as follows:

Bank: UOB (Bank code: 7375)

Account Number: **370-309-9422**

Enter the following for Reference No: **RG-(Name of Child)**

Payment can be made by cash, cheque, GIRO, Internet Banking or PayNow.

- **Cheque** must be crossed and made payable to “Knowledge Park Educare (NE) Pte Ltd”
- **PayNow ID: 201721676D**

Please indicate **RGPS_Child's** name as payment reference.

We will issue e-Receipt to your registered email account.

#3) COLLECTION OF UNIFORM

Uniforms will be given to the parents on Student Care Centre Open House on 25 November 2022, Friday.

#4) SCC ORIENTATION AND OPEN HOUSE

SCC Briefing will be held on 25th November 2022 at 4pm, PARTS Level 3. Followed by Centre visit, from 4:30pm to 5:30pm.

Please RSVP by the following link:

<http://www.knowledgepark.com.sg/rafflesgirlsscc>

For more information, please contact us at **9816-1671**

We look forward to partnering with you to enrich your child's learning journey with us.

Yours Sincerely,

Sylvia Lim

Sylvia Lim (Ms)

Centre Manager

Knowledge Park Educare (NE) Pte Ltd

@ Raffles Girls' Primary School