



Knowledge Park Educare Pte Ltd  
Punggol Cove Primary School  
52 Sumang Walk Singapore 828674

Email: [punggolcovescc@knowledgepark.com.sg](mailto:punggolcovescc@knowledgepark.com.sg) Tel: 6816 2659/9667 0637

2<sup>nd</sup> August 2019

Dear Parents/Guardians

### **STUDENT CARE SERVICES @ PUNGGOL COVE PRIMARY SCHOOL**

**Knowledge Park Educare Pte Ltd** has been the appointed Student Care Centre operator at Punggol Cove Primary School since 1<sup>st</sup> January 2016.

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. Currently, we have community and school based centres island-wide.

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 that your child is well supported. We provide the following as part of holistic development for each child:

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

#### **Operating Hours**

- Monday to Friday (during school days) – 1.30pm to 7pm
- Monday to Friday (during non-school days) – 7am to 7pm
- We are closed on Saturdays, Sundays and gazetted Public Holidays
- Other closure dates will be communicated to the parents via the Communication Booklet.

#### **Daily Schedule**

TIME	MON	TUE	WED	THU	FRI
After School Hours	Wash Up / Lunch				
After Lunch	Nap Time / Homework Supervision				
3.30 pm – 4.30 pm	Tea-Break / Rest Time				
4.30 pm – 6.15 pm	<b>KP GEMS Time</b> (Character Development / GEMS Programme /Outdoor Activities)				
6.15 pm – 7.00 pm	Reading/ Home Sweet Home				

## Fee Structure

S/N	Types of Fee	Amount	Remarks
1	Registration Fee*	\$20.00	Enrolment Fee (non-refundable)
2	Refundable Deposit*	\$300.00	Payable at initial enrolment (Off-set for last month)
3	Material Fee*	\$50.00	Per Year
3	Holidays / Full Day Surcharge	\$5.00	\$5 per day
4	T-shirts (3 Pieces) *	\$40.00	Additional T-shirt is at \$15 each
5	Monthly Fee*	<b>\$300.00</b>	Payable per month

**\*A total of \$710 is payable upon registration.**

## Student Care Financial Assistance Scheme (SCFA)

Student care subsidies are provided by the Ministry of Social and Family Development (MSF). The SCFA scheme is available to families whose gross monthly household income does not exceed \$4,000 or gross per capita income not exceeding \$1,000. Please refer to

<https://www.msf.gov.sg/Comcare/Pages/ComCare-Student-Care-Subsidies.aspx> for more information.

## Registration Process

### Option 1

1. Online registration: please visit [www.knowledgepark.com.sg/punggolcovesc](http://www.knowledgepark.com.sg/punggolcovesc). **The registration will start on 2<sup>nd</sup> August to 30<sup>th</sup> September 2019 (both dates inclusive).**

### Option 2

2. Email registration: please submit the completed registration form and email to [punggolcovesc@knowledgepark.com.sg](mailto:punggolcovesc@knowledgepark.com.sg)

### Option 3

3. Alternatively, you may also submit your registration form and full set of documents at the Drop-In Box at the Knowledge Park Student Care Centre in the School.

For more information, please contact us at **6816 2659/ 9667 0637**.

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

Yours sincerely,

*Tania Lim*

Mrs Tania Lim

Director

Knowledge Park Educare Pte Ltd