



Knowledge Park Educare Pte Ltd

70 Punggol Drive Singapore 828802 Tel: 6816 2665

21st July 2018

Dear Parents/Guardians

STUDENT CARE SERVICES @ WATERWAY PRIMARY SCHOOL

Knowledge Park Educare Pte Ltd (KPE) is the appointed operator for Student Care Centre at Waterway Primary School effective February 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 School, Parents and 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 in our care. 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

Our operating hours are:

- Monday to Friday (during school days) – 2.00 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.
- Other closure dates will be communicated to the parents via the Communication Booklet.

Daily Schedule

TIME	MON	TUE	WED	THU	FRI
After School Hours	Lunch / Independent Reading / Free Play (e.g. board games)				
After Lunch	Homework Supervision				
4.30 pm – 5.30 pm	Rest Time/ Tea-break				
5.30 pm – 6.30 pm	KP GEMS Time (Character Development / GEMS Programme /Outdoor Activities / Reading Time)				
6.30 pm – 7.00 pm	Home Sweet Home				

Fee Structure (inclusive of GST of 7%)

S/N	Types of Fee	Fee	Remarks
1	Registration Fee	\$20.00	Enrolment Fee (non-refundable)
2	Refundable Deposit	\$280.00	Payable at initial enrolment (Off-set for last month)
3	Material Fee	\$50.00	Per Year
4	Holidays / Saturday Full Day Surcharge	\$5	\$5 per day
5	Uniforms (3 Sets)	\$40.00	
6	Monthly Fee	\$280.00	Payable per month

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.

Admission Criteria

Due to the limited capacity of the School-based SCC, priority of admission will be given to:

- 1) Students who are Singaporean and qualified for Financial Assistance Scheme (Gross income < \$2,500 or <\$625 per capita Income).
- 2) Students who are Singaporean with both full-time working parents and no access to alternative childcare arrangements.
- 3) Students who are Singaporean with both full-time working parents and has alternative childcare arrangements.

Registration Process (From 21st July to 31st August 2018)

For immediate registration, we offer the following options:

Option 1

1. Online registration: please visit www.knowledgepark.com.sg/waterwayscc

Option 2

2. Email registration: please submit the completed registration form and email to waterwayscc@knowledgepark.com.sg

Option 3

3. Alternatively, you may also submit your registration form at the Drop-In Box at the security post in the school.

Registration form can be obtained from www.knowledgepark.com.sg/waterwayscc or our centre from Monday to Friday 12.30-1.30pm.

We will inform the outcome of your application 28th September 2018 via email or sms after 6pm. Successful applicants to complete registration with full payment from 15th October to 18th October.

For more information, please contact us at **6816 2665 (after 1pm)**.

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

Yours Sincerely,

Jasmine Lin

Ms Jasmine Lin
Senior Manager
Knowledge Park Educare (WW) Pte Ltd