



Raffles Girls' Primary School, 21 Hillcrest Road, Singapore 289072

Email: rafflesgirlsscc@knowledgepark.com.sg

Mobile: 9816-1671

17 October 2024

Dear Parents / Guardian

STUDENT CARE SERVICES @ RAFFLES GIRLS' PRIMARY SCHOOL

You are invited to register your child / ward with our student care services @ RGPS. You can enrol 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 (NE) Pte Ltd is the appointed operator of the 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 simulated 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
- Guiding, Empowering and Mentoring Students (GEMS) - Holistic Development Programme (Indoor Programmes)
- Outdoor Programmes

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 8-day closure.
Other closure dates will be communicated to the parents / guardian through the communication book, monthly notifications and WhatsApp messages.

OUR DAILY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
After School Hours	Lunch / Student Interaction				
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 - 3.30 pm	Homework Supervision				
3.30 pm - 4.00 pm	Indoor Free Play Activities				
4.00 pm - 4.15 pm	Tea-Break / Wipe Down / Hand Sanitization				
4.15 pm - 5.00 pm	GEMS Character (Values-In-Action) / Interaction / Free Play				
5.00 pm - 6.00 pm	Guiding, Empowering and Mentoring Students (GEMS activities) (Indoor and Outdoor Programmes)				
	GEMS Empower (IP)	GEMS Talent (IP)	GEMS Play x 2 (OP)	GEMS Connect / News (IP)	GEMS Create (IP)
6.00 pm - 7.00 pm	Home Sweet Home				

SCHOOL HOLIDAY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
7.30 am - 8.30 am	Assembly / Face Clock-in / Independent Reading / Interaction / Free Play				
8.30 am - 9.00 am	Homework Supervision / Interaction				
9.00 am - 9.30 am	Breakfast / Hand Sanitization / Wipe Down				
9.30 am - 12.00 pm	GEMS Programme / Excursions				
12.00 pm - 1.00 pm	Lunch / Wipe-Down / Interaction				
1.00 pm - 2.00 pm	Interaction / Rest / Nap				
2.00 pm - 3.30 pm	Homework Supervision / Reading Time / Interaction / Free Play				
3.30 pm - 4.00 pm	Tea-Break / Wipe Down / Interaction Time				
4.00 pm - 5.00 pm	Guiding, Empowering and Mentoring Students (GEMS) Programmes				
5.00 pm - 6.00 pm	GEMS Time (Organized Activities / Outdoor Activities / Games/Reading Time)				
6.00 pm - 7.00 pm	Home Sweet Home				

(Timetable is subject to changes)

#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 (Three-month)	\$780.00	Payable at initial enrolment (Deposit will be refunded within 7 working days from the last day of the withdrawal month)

Total Payment: \$1090.00

#2) PAYMENT

Parents are encouraged to make payment by 15 November 2024 (Friday).

[* Application closes on 15 November 2024 (Friday) at 5.00pm].

Total Payment: \$1090.00:

- \$20 Registration fee
- \$780 Three-month refundable deposit
- \$260 January 2025 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

Scan & Pay



Please indicate **RG-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 at the Student Care Centre Open House on 5 December 2024, Thursday.

#4) SCC ORIENTATION AND OPEN HOUSE

The SCC Briefing will be held on 5 December 2024 (Thursday) at 4pm, PARTS Level 3, followed by Centre visit, from 4:30pm to 5:30pm. The SCC Orientation / Open House is only for students enrolled into SCC.

If you are interested to enrol your child/ward in our SCC, please apply via the following link:

www.knowledgepark.com.sg/rafflesgirlsscc

Registration will close on 15 November 2024, Friday at 5.00pm. Late applications will not be accepted.

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)

Senior Manager

Knowledge Park Educare (NE) Pte Ltd

@ Raffles Girls' Primary School