

KNOWLEDGE PARK™

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

Email: rafflesgirlsscc@knowledgepark.com.sg

Mobile: 9816 1671

8 October 2025

Dear Parents / Guardian

STUDENT CARE SERVICES @ RAFFLES GIRLS' PRIMARY SCHOOL

We invite you to register your child with our Student Care Centre (SCC) at Raffles Girls' Primary School (RGPS). The SCC provides valuable learning and development support alongside supervision for your child / ward. Please note that whilst we offer homework supervision, we do not provide tutoring services.

About Knowledge Park Educare (NE) Pte Ltd

Knowledge Park Educare (NE) Pte Ltd is the appointed operator of our Student Care Centre at RGPS. Established in 1991, Knowledge Park brings over 30 years of experience in delivering quality educational and student care services to thousands of students across Singapore.

Our Approach

Through our Knowledge Park Systemic Learning Framework, we foster a strong partnership between the school, parents, and centre to create a safe, caring, and stimulating learning environment. Our team is supported by professional educational psychologists and family therapists. With our unique programme, you can be confident in leaving your child / ward in our care.

Programme Offerings

Our holistic development programme includes:

- Homework supervision
- Character development activities
- Guiding, Empowering and Mentoring Students (GEMS) – (Indoor programmes)
- Outdoor programmes

Operating Hours

Our operating hours are:

- Monday to Friday (during school days) – 1.30pm to 7.00pm
- Monday to Friday (during school holidays) – 7.30am to 7.00pm
 - Morning - 7.30 AM to 1.00 PM
 - Afternoon - 1.00 PM to 7.00 PM (Surcharge of \$5.20 applicable)
- 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 parents and guardians through monthly notifications and WhatsApp messages. We look forward to partnering with you in your child's / ward's development and care.

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OUR DAILY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
After School Hours	Lunch / Attendance Taking / Student Interaction				
After Lunch	Change of SCC T-shirt / Face Clock-in Nap Time (45 minutes of nap time will be allocated for Lower Primary Students, Upper Primary - Homework Time)				
2.30 PM - 3.30 PM	Homework Supervision				
3.30 PM - 4.00 PM	Indoor Free-Play (Bonding Time)				
4.00 PM - 4.15 PM	Tea-Break / Wipe Down				
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)				
	Social Emotional Learning (SEL) / Moral Values (IP)	GEMS Music and Movement (IP)	Structured Play (OP)	Free Play (OP)	GEMS Create (IP) / GEMS News sharing (IP)
6.00 PM - 7.00 PM	Proceed to Lower Canteen / Home Sweet Home				

(*Kindly note that the timetable is subjected to change.)

(OP) - Outdoor Programme

(IP) - Indoor Programme

SCHOOL HOLIDAY PROGRAMME

TIME	MON	TUE	WED	THU	FRI
7.30 AM - 8.45 AM	Arrival of Students at BasketBall Court / Silent Reading / Interaction				
8.45 AM - 9.00 AM	Face Clock-in				
9.00 AM - 9.30 AM	Wash Hands / Breakfast / Wipe Down				
9.30 AM - 10.30 AM	Homework Supervision / Reading Time				
10.30 AM - 12.00 PM	GEMS Program / Excursions / Reflection				
12.00 PM - 1.00 PM	Tidy Up & Get Ready for Lunch / LUNCH / Wipe-Down / Interaction				
1.00 PM - 1.30 PM	Dismissal of AM Students				
1.00 PM - 2.00 PM	Interaction / Rest / Nap (Non-Napping Students will be encouraged to rest for 15 mins)				
2.00 PM - 3.30 PM	Homework Supervision / Reading Time				
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	Proceed to Lower Canteen / Home Sweet Home				

(*Kindly note that the timetable is subjected to change.)

(OP) - Outdoor Programme

(IP) - Indoor Programme

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1) Payment Information

Parents are encouraged to make payment of **\$1,134.80** by Friday, **14 November 2025**.
Please note that applications close on Friday, 14 November 2025 at 5.00pm.

Fee Structure

S/N	Type of Fees	Fee	Remarks
1	Monthly Fee	\$271.20	Payable Per Month
2	Registration Fee	\$20.00	One Time Enrolment Fee (Non-Refundable)
3	Uniform (3 Sets)	\$30.00	\$10 Per Piece
4	Refundable Deposit	\$813.60	Payment at Initial Enrolment <i>(Deposit will be refunded within 7 working days from the end of the withdrawal month)</i>
Total Payment		\$1134.80	

Payment Methods

Payment can be made by cash, GIRO, internet banking or PayNow.

Internet Banking Details:

- Bank: UOB (Bank Code: 7375)
- Account Number: 370-309-9422
- Reference Number: RG-(Name of Child / Ward)

PayNow Details:

- PayNow ID: 201721676D
- Payment Reference: RG-Child's / Ward's Name

Scan and Pay



Please indicate RG-Child's / Ward's Name as payment reference.

We will issue an e-receipt to your registered email account.

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2) Holiday Charges

A full-day surcharge of \$5.20 per day applies on school special event early dismissal days and school holidays.

3) Collection of Uniform

Uniforms will be distributed to parents / guardians at the Student Care Centre Open House on **Thursday, 4 December 2025**.

4) SCC Orientation and Open House

The SCC Briefing will be held on **Thursday, 4 December 2025**, at 3.30pm at PARTS Level 3, followed by a centre visit from 4.00pm to 5.00pm. The SCC Orientation and Open House is exclusively for students enrolled in the SCC.

Registration Information

If you are interested in enrolling your child / ward in our SCC, please apply via the following link:
<http://www.knowledgepark.com.sg/rafflesgirlsscc>

Registration closes on **Friday, 14 November 2025 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 / ward's learning journey with us.

Yours sincerely,



Sylvia Lim (Ms)
Centre Manager
Knowledge Park Educare (NE) Pte Ltd
@ Raffles Girls' Primary School