



Knowledge Park Educare Pte Ltd  
Punggol Cove Primary School  
52 Sumang Walk Singapore 828674  
Email: [punggolcovesc@knowledgepark.com.sg](mailto:punggolcovesc@knowledgepark.com.sg) Tel: 9667 0637

15<sup>th</sup> July 2016

Dear Parents/Guardians

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

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

Knowledge Park is 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 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) – 1pm 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.

# KNOWLEDGE PARK™

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## Daily Schedule

TIME	MON	TUE	WED	THU	FRI
After School Hours	Wash Up / Lunch				
2.30 pm – 3.30 pm	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	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	Insurance	\$5.00	Per Year
5	Holidays / Saturday Full Day Surcharge	\$5.00	\$5.00 per day
6	Uniforms (3 Sets)	\$40.00	
7	Monthly Fee	<b>\$280.00</b>	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 <http://app.msf.gov.sg/Assistance/ComCare-Student-Care-Subsidies> for more information.

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## **Registration Process**

For immediate registration, we offer the following options:

### **Option 1**

1. Online registration: please visit [www.knowledgepark.com.sg/punggolcovesc](http://www.knowledgepark.com.sg/punggolcovesc)

### **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 **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