



NO. 3 Francis Thomas Drive  
SINGAPORE 359341  
Tel: 62881782/62872991

Dear Parents/Guardians,

Thank you for your interest in St Andrew's House Student Care Centre.

St Andrew's House caters to the after-school care needs of the students from St Andrew's Junior School. We believe that every child is unique and has the capacity to learn and develop their potential and grow intellectually, socially, morally and emotionally, given the right environment.

We provide homework supervision, character building and enrichment activities through the learning of core values of St Andrew's Junior School.

### REGISTRATION & ENROLMENT

Please submit the following duplicate documents and form at the time of registration:

1. Enrolment form duly completed;
2. 1 passport-sized photograph of child;
3. Copy of child's Birth Certificate;
4. Copy of child's Medical/Immunization records;
5. Copy of both parents'/guardian NRIC (front and back)
6. Copy of the authorized fetcher's(s) NRIC.

### FEE STRUCTURE

CHARGES	AMOUNT	REMARKS
Registration Fee	\$50.00	One-time payment (non-refundable)
Deposit	\$370.00	Refundable/Offset last month
Monthly Fee	\$370.00	(Full payment of fees during school holiday months regardless of whether the child attends the Centre partially or throughout the holiday period and insurance)
T-shirt	\$12.00	Per piece
Toiletries	\$30	Annually (Non-refunable)
Holiday Surcharge	\$20	Per Week
	\$5	Per Day for Selected days

Holiday Outings &  
Enrichment Programme

To be advised by Centre

Payable for additional costs incurred  
in learning journey and any  
enrichment lessons conducted by  
external vendors.

\*\*The Student Care Fee Assistance (SCFA) scheme from the Ministry of Social and Family Development (MSF) is available to assist families with financial needs (subject to MSF approval). Our staff will assist eligible students to apply for the subsidy.

#### MODE OF PAYMENT

- 1) Cash
- 2) Cheque, crossed & made payable to 'St Andrew's House'
- 3) Giro Account (Please complete the GIRO Application Form & submit to the Centre for processing).

#### KEY COMPONENTS OF OUR PROGRAMME

- Homework
- Character Building
- Enrichment Activities
- Health and Fitness

#### CENTRE OPERATING HOURS

<b>SCHOOL TERM</b>	1.00pm – 7.00pm	Monday - Friday
<b>SCHOOL HOLIDAY</b>	7.30am – 7.00pm	Monday to Friday
<b>Saturdays, Sundays, Public Holidays and additional 8.5 days a year</b>	CLOSED	*The dates differ from year to year. Parents will be apprised in due course.

#### Student Care Fee Assistance (SCFA) Scheme Eligibility Criteria

The SCFA scheme provides financial assistance for children from lower-income families who enroll their children in SCFA Administrator Student Care Centre. The amount of subsidies is dependent on the household income, household size, and the fees charged by the Student Care Centre (SCC).

##### Criteria for eligibility

- Child is a Singaporean Citizen or Permanent Resident (at least one immediate family member in the same household must be a Singaporean Citizen)
- Child is between 7 – 14 years of age

- Both parents must each be working at least 56 hours per month.
- Total gross monthly income should not exceed \$4,500 or monthly per capita income should be equal to or less than \$1,125.

The Start-Up Grant of up to \$400 is a one-time grant to help offset the initial costs of enrolling a student into a Student Care Centre.

1	Birth Certificate of child
2	NRICs of parents/guardian (front and back)
3	NRICs of authorized fetcher
4	Child's duplicate of Immunization Report (inside the health booklet)
5	Latest Income documents in the form of the following: i. 3 months' payslips <b>OR</b> ii. CPF contribution history statement <b>OR</b> iii. Latest IRAS Tax statement (for self-employed) <b>OR</b> Annex 6: Statutory Declaration on Income, Employment Details & working Hours (For Self Employed)

#### OTHER INFORMATION

Fees have to be paid not later than 5th of each month. A levy of \$10 will be imposed for late payment.

A penalty charge of \$10 in cash or cheque for unsuccessful GIRO deduction.

In the event the parent/guardian is late in fetching the child after the stipulated closing time, a penalty of S\$5 for every 10 minutes or part thereof will be levied.

Parent(s)/guardian are required to give a one-month notice (within the same calendar month and not later than the 5th day of the month) in writing. Parent(s)/guardian must complete the Centre's Withdrawal Form if they wish to withdraw their child. If withdrawal notice is not given, the deposit will be forfeited.

Please **label all your child's belongings** (including his uniform, school bag, shower bag, shoes and socks) in case your child misplaces his belongings.

The application will only be processed if it is duly completed with the attachment of relevant documents.

For further enquiries, please feel free to contact the Admin office from 10am to 4pm (weekdays).





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## REGISTRATION FORM

CHILD'S PARTICULARS				
NAME: _____ (in Block letters as in Birth Certificate)				Photo    
_____ (in Chinese Characters if applicable)				
Date of Birth	Age	Place of Birth	Race	Nationality
Dialect	Religion	Class	BC No.	
PARTICULARS OF PARENTS/GUARDIAN				
	FATHER	MOTHER	GUARDIAN	
NAME(as in NRIC/Passport)				
NRIC/Passport No.				
Handphone				
Home Telephone				
Office Telephone				
Email Address				
Home Address				
Religion				
Marital Status				
Occupation				

**CHILD'S MEDICAL INFORMATION**

Medical conditions/childhood developmental disorders: Yes/No  
(Please specify if "Yes" and produce medical report)

Medication: Yes/No  
(Please specify if Yes)

Dietary & other restrictions  
(Medical and/or Religious reasons)

Name & Address of Family Doctor

Tel No: \_\_\_\_\_

**Has your child been diagnosed with the following?  
Please check applicable box.**

Asperger Syndrome/Rett Syndrome	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Autistic Spectrum Disorder	<input type="checkbox"/> No	<input type="checkbox"/> Yes
ADD/ ADHD	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Dyslexia	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Communication/ Speech Disorders	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Tic Disorders	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Hepatitis A / B / C		
Allergies (NSAIDs, drugs, G6PD, peanuts, nuts, seafood, etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please specify :

We, the Parents/Guardian hereby authorized the following personnel to fetch my child/children from St Andrew's House.

PARTICULARS OF AUTHORISED PERSONNELS		
	(I)	(II)
NAME (as in NRIC/Passport)		
NRIC No.		
Relationship to child		
Contact No.		

**PARENT'S DECLARATION**

I, \_\_\_\_\_ NRIC No: \_\_\_\_\_ parent of \_\_\_\_\_

- hereby declare that all the information furnished by me is true and correct and have not withheld any material information that can be pertinent to the care of my child.
- I agree and undertake, at all times hereafter, to keep St Andrew's House, the Committee Members and staff indemnified against any payment in respect of any injury, (including injury resulting in death), loss or damage arising out of my child's use of the facilities of St Andrew's House and against all action, suits, proceeding, demands, costs and expenses whatsoever which may be made against St Andrew's House or become payable by St Andrew's House in respect thereof.
- I understand that it is my responsibility and sole prerogative to inform St Andrew's House of any updates to the health issues and condition of my child as might evolve over time. Additionally, it is also my responsibility to keep St Andrew's House updated on the personal particulars of my child and family (such as changes in contact details, etc).
- I have read, understood and am agreeable to the conditions, rules and regulations insofar as they apply to St Andrew's House, as described in the Parent's Handbook.
- I understand and acknowledge that St Andrew's House, at its sole unconditional discretion, reserves the absolute right to withdraw my child/children, in the event that anti-social (theft, physical fights, etc) and disrespectful behaviour (rudeness, offensive language, vulgarity, etc) is observed/reported.

Signature of Parent/Guardian

Date





## DAILY SCHEDULE FOR SCHOOL TERM FOR LOWER LEVEL

TIME/DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.30pm – 1.45pm	Back to Centre				
1.45pm – 2.45pm	Lunch & Shower				
2.45pm – 3.50pm (Only Term 1)	Power Nap				
2.45pm – 3.15pm (Term 2 onwards)	(only an hour for Term 1, subsequent is 30mins from Term 2 onwards)				
4.10pm – 4.45pm (Only Term 1)	Supervised Study Time				
3.15pm – 3.50pm (Term 2 onwards)					
3.45pm – 4.10pm	Tea Break				
4.10pm – 4.45pm	Supervised Study Time				
4.45pm – 5.45pm	Citizenship and Character Education (CCE)	Indoor Playtime	Enrichment Programme	Outdoor Playtime	Citizenship and Character Education (CCE)
5.45pm – 7.00pm	Silent Reading/Interactive Time/Home Sweet Home				

