

15<sup>th</sup> September 2017

Dear Parents,

**2018 Student Care Service Information for Primary 1 Parents**

**1. About Pro-Teach**

Pro-Teach Education Group has been appointed to operate the Student Care Centre (SCC) in Ai Tong School since 2014. We aim to provide your child with a diverse education in an environment that promotes self-discipline, character development and excellence in learning.

Pro-Teach began our operations in 1998, providing quality student care and education for children between the ages of 7 to 12 years old. We have 40 branches nationwide with centres in Hong Wen, Horizon, Compassvale, Wellington, Fernvale, Palm View, Dazhong, Westwood, Townsville and Ai Tong School.

**2. Admission Criteria**

School-based SCC primarily caters to children from needy families. It provides care support to children without adequate home support outside school hours. The following is the admission criteria for the SCC in Ai Tong School:

- a) Singapore Citizen
- b) Priority given to students under the Financial Assistance Scheme (FAS)
- c) Both parents or single parent must be employed
- d) Siblings

**3. Pro-Teach Services and Programmes**

In addition to close supervision of school homework and spelling training, we are offering an exciting array of programmes specially designed for your child's holistic development. Breakfast/lunch/tea-break will be provided.

## **Pro-Teach Dynamic Kid Programme**

### **Goodness Me!**

Movies are used as a medium to deliver lessons on character values. Students learn from analysing selected scenes where the character displays exceptional values followed by activities that further emphasise the lesson objectives.

### **Pro-Teach Media World™**

Students become voiceover artists, learn to speak like a news anchor, write scripts like a scriptwriter and communicate like an advertiser. The lessons are filled with media-rich activities which offer plenty of opportunities to develop public speaking confidence, hone their writing skills and above all enjoy the English language!

### **Math Booster**

Math concepts are broken down into simpler parts and ordered in progressive steps for students to develop their understanding at a manageable pace. In a small class environment, the teachers are able to interact more actively with the students to help them understand mathematical concepts and master a variety of solving strategies.

### **Integrated Media Learning (i-Learning)**

Science concepts are explained via animations while English development is achieved through games in the i-Learning programme. It covers topics within the MOE syllabus and uses animation and audio to create fun and engaging learning experiences that teach fundamental concepts.

### **You Can Do It!™**

Specially designed for our Primary One children, this programme by Professor Michael E. Bernard, an Educational Psychologist and Professor in the University of Melbourne, Australia, serves to cultivate in young children a positive mindset for academic achievement and social-emotional development. The activities develop the following character traits: Confidence, Persistence, Getting Along, Organization and Emotional Resilience.

### **Kinetic Kids**

Our Kinetic Kids! programme educates children in the dynamics of good teamwork and effective leadership. It also provides a fun channel for our students to engage their physical energy through games and activities. The group games not only develop their social-emotional skills, but also provide a greater work-play balance for the children.

#### 4. Daily Schedule and Operating Hours

*Operating hours during school term*

Mon – Fri 12:00pm to 7:00pm

*Operating hours during school holidays*

Mon – Fri 7:30am to 7:00pm

Primary 1 to Primary 6	
Time	Daily School Term Schedule
1:30pm – 2:15pm	Pick up / Change / Lunch
2:15pm – 3:30pm	School Homework + Spelling Mastery
3:30pm – 4:30pm	Tea Break
4:30pm – 6:00pm	Pro-Teach Dynamic Kid Programme
6:00pm – 6:30pm	Reader Leader
6:00pm – 7:00pm	Closure

*\*subject to slight changes according to school dismissal time*

School Holiday Schedule	
Time	School Holiday Schedule
7:30am – 9:00am	Breakfast
8:00am – 9:00am	Silent Reading
9:00am – 9:30am	Morning Assembly & Let's Get Fit
9:30am – 11:30am	Pro-Teach Dynamic Kid Programme
11:30am – 12:00pm	Lunch
12:30pm – 1:00pm	Board Games
1:00pm – 3:00pm	Inner Peace
3:00pm - 3:30pm	Tea Break
3:30pm - 5:30pm	Pro-Teach Dynamic Kid Programme
5:30pm – 6:00pm	Reader Leader
6:00pm – 7:00pm	Closure

#### 5. Student Care Financial Scheme (SCFA)

Student care subsidies under the MSF Student Care Financial Assistance Scheme are given to families whose gross monthly household income is \$4,000 and below. For families with 5 or more members residing in the same household, the gross per capita income\* should not exceed \$1000.

\*gross per capita income = 
$$\frac{\text{Monthly gross household income (father + mother)}}{\text{Total no. of family members within the same household}}$$

Other criteria:

- 1) Both parents must be employed.
- 2) Child is Singapore citizen. If the child is a PR, at least 1 member of immediate family is Singapore citizen.

## 6. Fee Structure

One-Time Payment	\$	Remarks
Registration Fee	40/-	
Pro-Teach T-shirts	39/-	3 polo (dri-fit) t-shirts.
Deposit	290/-	One month fee

	Recurring Payment	Monthly	Semester (6 mth)	Annual	Others
<b>A</b>	<b>Monthly Service Fee</b>	290/-			
<b>B</b>	<b>Non-Giro Admin Fee</b> (This monthly admin fee is <i>waived</i> for parents who opt for GIRO mode of payment.)	5/-			
<b>C</b>	<b>Resource Fee</b> Spelling practice books, assessment books, and enrichment resources		60/-		
<b>D</b>	<b>School Holiday Surcharge</b> Centre provides breakfast, lunch and tea-break as well as additional half-a-day student care service and programmes				25/- per weekly block
<b>E</b>	<b>Late Penalty</b>			5/-	5/- Per 5 additional minutes





*NB: Monthly service fee is payable even if your child does not attend Pro-Teach during the school holidays. The weekly holiday surcharge is not applicable to students attending Pro-Teach from 7:30am to 1:30pm or 1:30pm to 7:00pm. Excursions (optional) will be organised during the school holidays.*

## 7. Evening Dismissal Procedure

Pro-Teach operations must be aligned closely with the school's procedures. School gates operation time must be adhered to. Parents can walk in or drive in to pick up their child at the Foyer from 6:00pm to 7:00pm.

## 8. Submission of Request Form

Appended to this letter is the Request Form for interested parents to complete. Kindly submit by 29<sup>th</sup> September 2017.

	Phone	6456 0919
	Email	<a href="mailto:aitong@pro-teach.com">aitong@pro-teach.com</a>
	Post	100 Bright Hill Drive Block E, Level 1 S(579646)
	By hand	Pro-Teach Schoolcare (Ai Tong)

Parents and teachers have an important role in encouraging our children to become active learners. We shall work together to make the year 2018 an enjoyable and fruitful one!

Sincerely Yours,  
Candy Heng  
Pro-Teach Schoolcare (Ai Tong)  
[www.pro-teach.com](http://www.pro-teach.com)