



Little Professors

Information Sheet on Student Care Centre (SCC) @ Waterway Primary School

1. Who is the operator of the Student Care Centre (SCC) in Waterway Primary School?

Little Professors Learning Centre (LPLC) has been appointed to be the SCC operator in Waterway Primary School. You may contact the SCC at waterway@littleprofessors.com.sg or 8201 2475 (Please call during Operating Hours).

2. What is Little Professors Learning Centre (LPLC) Student Care Centre (SCC) about?

Little Professors Learning Centre believes in balancing both nature and nurture in providing our children with a holistic student care experience. With a team of dedicated and diligent staff, we want our children to be well taken care of and to enjoy and appreciate our programmes. We support working parents with an alternative care arrangement for your child.

3. What are the opening hours of the Student Care Centre (SCC)?

During school term:	Monday to Fridays: After School Dismissal to 7.00pm
During school holiday:	Monday to Fridays: 7.30am to 7.00pm
Saturdays, Sundays and Public Holidays:	Closed

4. Will the Student Care Centre (SCC) still be opened when the students do not have to attend school during term time?

Yes, the Student Care Centre (SCC) will operate from 7.30am to 7.00pm on such days. The following are some examples: School holiday after Youth Day, School holiday after National Day, and School Admin Day.

More details will be shared with parents/guardians next year.

5. Will the Student Care Centre (SCC) close or be closed early?

Yes, the Student Care Centre (SCC) will close early and observe half-days on the eve of Lunar New Year's Eve, Christmas' Eve and New Year's Eve. In addition, the Student Care Centre (SCC) will close up to a maximum of 6 days in a calendar year. More details will be shared with parents/guardians next year.

6. How do I apply and register for a place in the Student Care Centre (SCC)?

The school will provide Student Care Centre (SCC) Interest Form to all interested parents to fill up. The school will collect the SCC Interest Form for selection of each student based on needs' basis. All applicants will be informed of the outcome of the SCC application. Successful applicants will be informed to complete the SCC registration and collection of payment will be done together. All the other terms and conditions governing our services to you can be found in the SCC Registration Form that you will be completing when you are offered an placement.

7. What are the Student Care Centre (SCC) fees?

Fees	Amount	Remarks
Monthly Student Care Fee (January 2022)	\$230	Before SCFA Subsidies, if any
Registration Fee	\$30	One-time, Non- refundable
T-shirts (\$15/ piece)	\$45	MSF recommendation for uniform capped at 3 days' requirement.
Deposit	\$230	Refundable with one calendar month written notice
Total Fee Payable	\$535	

Subsequent Payment of SCC Fee

Payment of fees must be made via **GIRO** and parents are to ensure that there are sufficient funds for GIRO deduction between the 8th and 10th of every month. A written notice must be given on or before the 1st of the month for withdrawal at the end of the month, failing which, the deposit will be forfeited. Withdrawals can only take place on the last day of the month. The centre reserves the right to forfeit the deposit if this condition is not fulfilled.

8. Would SCC inform us when our GIRO is eventually up?

Yes, SCC will inform when the GIRO is ready. There may be a time lag from bank approval and our implementation

9. Are the Registration Fee, Deposit and cost of LPLC T-Shirts payable by existing SCC students?

Yes, the Registration Fee, Deposit and cost of LPLC T-Shirts will have to be paid by existing SCC students as we are from different business entities. However, for those students who may require additional financial assistance, they may apply for Student Care Subsidies are provided by the Ministry of Social and Family Development (MSF). A one-off Start-Up Grant of up to \$400 per child is given. The grant can be used to pay for the initial costs such as deposit, registration fee, uniforms and insurance.

10. What is the subsidy available for the Student Care Centre (SCC)?

Student Care Subsidies are provided by the Ministry of Social and Family Development (MSF).

Criteria:

- Both you and your spouse are working at least 56 hours per month*;
- Your total gross monthly household income is \$4,500 or less, or your total gross monthly household per capita income is \$1,125 or less;
- Your child is 7-14 years of age'
- Your child attends a registered Student Care Centre; and
- Your child is a Singapore Citizen or Permanent Resident (at least one immediate family member in the same household must be a Singapore Citizen).

***If either parent/legal guardian is not working at least 56 hours per month, he or she needs to have valid reasons with documentary proof. Valid reasons can include looking for work, medical leave, incarceration, being a certified full-time caregiver for a dependent, etc.**

Subsidy Amount: A one-off Start-Up Grant of up to \$400 per child is given. The grant can be used to pay for the initial costs such as deposit, registration fee,

uniforms and insurance. A maximum subsidy (98% of the SCC fee) or \$290 will be provided for the successful applicants.

11. Do I need to re-apply for SCFA if I a current recipient?

If your child is a current SCFA recipient, he/she should continue to receive the subsidies even with change in SCC operator. As per MSF's guidelines, for SCFA Approval expiring after 31 December 2021, there is no need to submit a fresh set of applications.

If your child's SCFA approval expires before 31 Dec 2021 or you now wish to apply for SCFA, a fresh set of applications is required. Please email us to request for a set of the SCFA application forms.

12. Will there be transport service that I can pay for to send my child/ward home at the end of the Student Care Centre (SCC) opening hours?

There is no transport arrangement to send students home at the end of the Student Care Centre (SCC) opening hours.

13. Who are the staff at the Student Care Centre (SCC)?

There will a LPLC Centre Supervisor to oversee a team of programme staff who will supervise students in their homework and conduct character development lessons, outdoor activities and other scheduled enrichment activities. The overall staff to students ratio is kept at 1 staff to 25 students.

14. What food does the Student Care Centre (SCC) provides?

We work with our SFA licenced caterer and the school canteen to cater to SCC meals. They follow strictly to the guidelines and regulations set by the Health Promotion Board and National Environment Agency. They also provide the options of Halal and Vegetarian meals.

15. Are the students required to wear the LPLC uniform at the Student Care Centre (SCC)?

Students will change out of their school uniforms into the LPLC uniform after lunch. Students are encouraged to wipe themselves down before changing. There is no provision for showering during SCC hours.

16. How can I communicate with the Student Care Centre (SCC) staff and services?

Parents can contact our centre through phone calls, Emails, WhatsApp, SMS and the Student Communications Book. All communication will only be attended to during our Operating Hours, You may call the SCC centre phone 8201 2475 (Please call during Operating Hours) or email us at waterway@littleprofessors.com.sg. You can also speak to them when you pick up your child from the SCC.

17. How do I give feedback on the staff and services of Little Professors Learning Centre (LPLC)?

For parents to feedback to our Headquarters, our Headquarters phone number is as follows:

Headquarters Phone Number	6100 8789	Remarks
		Please call during Operating Hours.

Alternatively, you can email us at enquiry@littleprofessors.com.sg.

18. What does my child do in the Student Care Centre (SCC)?

Time (Hrs)	Monday	Tuesday	Wednesday	Thursday	Friday
Dismissal to 1400	Lunch				
1400 to 1430	7 Habits Assembly Talk				
1430 to 1500	Heads Down/ Wash Up	Heads Down/ Wash Up			
1500 to 1600	Homework/ Spelling/ Self Revision				
1600 to 1630	Tea Break				
1630 to 1800	BOKS Lab	Art Lab	Creative Yoga Lab	Character Counts! Lab	STEM Lab
1800 to 1830	Community Gardening/ Reading and Recreation				
1830 onwards	Home Sweet Home				

19. What if my child feels unwell in the Student Care Centre (SCC)?

We will conduct a visual screening and temperature taking for every child upon arrival at the Student Care Centre (SCC). If the child shows any symptoms of being unwell, we will inform parents immediately. The sick child will be isolated at the sick bay prior to parents' arrival.

20. What time may I pick my child up from the Student Care Centre (SCC)?

You may pick your child up from the Student Care Centre (SCC) at our designated dismissal points. Please do understand that there may be a waiting time of 15-30 mins for your child to be taken out of their programme and also to get ready. However, we would advise parents to allow the child to stay on till the Student Care Centre (SCC) last dismissal timing to enjoy the holistic Student Care Centre (SCC) programme catered for every student in Little Professors Learning Centre.

21. Where are the designated dismissal point that may I pick my child up from the Student Care Centre (SCC)?

Parents who wish to fetch their child **by foot** will have to wait at the designated dismissal point (School Gate 1). Students will be walking out to the school gate to dismissed.

Parents who wish to **drive in** may do so between 4.30pm - 6.30pm and pick your child up from the school foyer. Please note that parents are to stay in their vehicles and will are not be allowed to alight. Students will be waiting at the school foyer to be dismissed. We will be issuing Car Decals to parents who will be driving in to pick up their child.

Please be reminded to send us a message at least 15-30 mins for your child to be taken out of their programme and also to get ready.

22. Where can I register my interest to enrol in the Student Care Centre (SCC)?

Please complete the Student Care Form of Interest at the following link or by scanning the QR Code least 2 weeks before the intended start date.

<https://forms.gle/vcan2P4NdVYbqsd67>



We will go through your interest and get back to you.