



25 January 2018

Dear Parents,

RE: Centre Operating Hours on the 19 February 2018, (Monday)

We would like to inform you that the student care centre **will be** operating full day on 19 February 2018, (Monday), which is a school holiday for Chinese New Year.

(a) Operating Hours

On 19 February 2018, (Monday), the centre will be operating from **7.30am – 6.45pm**.

Students can attend a half day session or a full day session. Half day sessions include morning session (7.30am – 1.30pm) **OR** afternoon session (1.30pm – 6.45pm). Each half day session would include **two meals**, while a full day session would include **three meals**.

Meal times are as follows:

	Breakfast	Lunch	Tea Break
	9.30am	1.30pm	4.30pm
Morning Session	✓	✓	
Afternoon Session		✓	✓

****Please note that a surcharge of \$5/day applies for a full day session. Payment should***

be made together with this form. Any payment made will be NON-REFUNDABLE.

(b) Attire

It is compulsory for students to wear their **student care T-shirt** or **school P.E. shirt** and **school shorts** together with **proper footwear (covered shoes)**. This is to ensure safety for the students during outdoor activities.

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BIG HEART
STUDENT CARE

@ Damai

(c) Liability of Belongings

Students are discouraged to bring any valuable items, toys or electronic gadgets (i.e. handphone, ipad, gaming devices, etc.) to the centre. The centre will not be held responsible for the loss of any student's items.

(d) Attendance

Kindly indicate your child's attendance for this day in the form attached and return it to the centre staff by **31 January 2018 (Wednesday)**. This is so we can make arrangements for meals accordingly.

If you have any enquiries, please approach the centre staff or contact me at 90221121 or damai@shgstudentcare.com.sg.

Thank you.

Yours Sincerely,

VINz Tay

Centre Supervisor

Big Heart Student Care @ Damai

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Dear Parents,

Please indicate clearly with a tick (✓) which sessions your child will be attending. If they are attending a full day session, please tick both Morning Session and Afternoon Session for that day. Blank boxes will be considered not attending.

Chinese New Year Day School Closure 2018 Attendance	
	Monday 19 February 2018
Morning Session	
Afternoon Session	

The above attendance is for

Name of Child: _____

Class: _____

I have attached a cash / cheque* payment of \$_____.

(Cheque no.: _____)

Name & Signature of Parent / Guardian

Date

**please delete accordingly*

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