



Ref No.: BHSCC/CN/2016/L005v4

27 April 2018

Dear Parents,

RE: May - June School Holiday, 28 May 2018 – 22 June 2018

We would like to inform you of the change in operating hours of Student Care @ Damai during the May - June School Holiday. Please take note of the following details:

(a) Operating Hours

During the May - June school holiday week from 28 May to 22 June 2018, the centre will be operating from **7.30am – 7.00pm** daily.

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 (1.00pm – 7.00pm)**. Students who leave after **1.30pm** or report before **1.00pm** will be considered as attending a **full day session**.

(b) Meals

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	1.00pm	4.30pm
Morning Session	✓	✓	
Afternoon Session		✓	✓

(c) Fee

A surcharge of \$5 / day applies for any full day session. Payment should be made together with the submission of this form. Any payment made will be **NON-REFUNDABLE**.

(d) Attendance

Kindly indicate your child's attendance for this school holiday period (28 May – 22 June 2018) in the form attached and return it to the centre staff by **09 May 2018 (Tuesday)**. This is so we can make arrangements for meals accordingly. **Please take note that no lunch will be provided for any last minute indication of attendance.**

In the event that a student has indicated to attend a full day session but attends a half day session or does not attend for that day, a surcharge of \$5 / day still applies.



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(e) 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.

(f) 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.

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

Yours Sincerely,

Mr VINz Tay

Centre Supervisor



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Dear Parents / Guardians,

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.

Total no. of full days: _____ x \$5

May – June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	29	30 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	31 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	1 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	2 CLOSED
3 CLOSED	4 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	5 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	6 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	7 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	8 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	9 CLOSED
10 CLOSED	11 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	12 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	13 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	14 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	15	16 CLOSED
17 CLOSED	18 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	19 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	20 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	21 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	22 Morning <input type="checkbox"/> Afternoon <input type="checkbox"/>	23 CLOSED

The above attendance is for Name of Child: _____ Class: _____ I have attached a cash / cheque* payment of \$ _____. (Cheque no.: _____) <i>*please delete accordingly</i>	Name & Signature of Parent / Guardian	Date
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