



4 May 2018

Dear Parents,

RE: Centre Operating Hours for E Learning Day on 23 May 2018

We would like to inform you that the student care centre will be operating full day ~~on for~~ 23 May 2018 ~~which is the on~~ E Learning Day.

(a) Operating Hours

On 23 May 2018, the centre will be operating from **7.30am – 7pm**.

Students can attend a half day session or a full day session. Half day session includes morning session (7.30am – 1.30pm) **OR** afternoon session (1.30pm – 7pm). Each half day session includes **two meals**, while a full day session includes **three meals**.

Meal times are as follows:

	Breakfast	Lunch	Tea Break
	9.15am	12.30pm	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. T-shirt** and **school shorts** together with **proper footwear (covered shoes)**. This is to ensure safety for the students during outdoor activities.

(c) Liability of Belongings

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BIG HEART
STUDENT CARE

@ Damai

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 23 May in the attached form and return it to the student care staff by **11 May 2018 (Friday)**. This will enable us to make arrangements for meals.

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

Thank you.

Yours sincerely,

VINz Tay

Centre Supervisor

Big Heart Student Care @ Damai

Dear Parents,

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Please indicate clearly with a tick (✓) which session(s) 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 as not attending.

E Learning Day Attendance	
	Wednesday
	23 May 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*