



Canossaville

Student Care

FACT SHEET

A1] (CANOSSAVILLE STUDENT CARE)

CANOSSAVILLE STUDENT CARE is the “After-School Care” arm of the Canossaville Eduplex. We provide after school care services for boys and girls of primary school age.

A2] Location

Canossaville Student Care is located within the Canossian Eduplex at 1 Sallim Road:

Address	1 Sallim Road, Gate 3, Singapore 387621
Telephone	6748 5777
Email & Website	studentcare@canossaville.org.sg www.canossaville.org.sg
MRT station	Mattar/ Aljunied / MacPherson
Buses in the area	40, 61, 62, 63, 64, 65, 66, 100, 135, 154, 155, 158

A3] Student Care hours

During School Term	
Mondays to Fridays	After-school dismissal to 7pm
Saturdays	Closed
During School Holiday	
Mondays to Fridays	7.30am to 7pm
Saturdays, Sundays & Public Holidays	Closed
Other Closures	The Student Care will close for 6 days in a year, as permitted by MSF. Notice of closures will be announced at the start of each year.
Eves of Christmas, Chinese New Year & New Year	Closed from 2.00pm

(B) Fees & Expenses:

B1] Type	Amount	Remarks
Registration Fee	S\$30	One-time, non-refundable fee for all new students.
Student Care Fees	S\$350*	Payable in advance every month, including school holidays. *Fees may be higher for children with additional needs.
Resource & Material Fee	S\$120	Payable annually together with January fees. Will be prorated for enrolment after January.
Holiday Surcharge	\$25 per week for one or more days of attendance during school holidays. Students may be exempted from holiday surcharge based on income criteria.	
Deposit	\$350 (refundable if 1 month prior notice is given on withdrawal)	

B2] Financial Assistance

Canossaville may assist parents to apply for COMCARE Student Care Financial Assistance (SCFA) provided:

- a) child is a Singapore citizen or permanent resident (PR). If child is a PR, at least one of his/her parent or sibling must be a Singapore citizen
- b) child is between 7 and 14 years of age and is attending an MOE-registered school
- c) child's parents are both working; and
 - the total monthly household income is S\$4000 or below,
 - or the per capita household income is S\$1000 or below (with 5 or more family members)

For continued SCFA subsidy, child's attendance at must be **at least 50%** each month or parents will have to **pay the full monthly fee.**

(C) Documents Required For Registration

For Student Care Enrolment		
<input type="checkbox"/> Student Birth Certificate	<input type="checkbox"/> IC of parents/guardians	<input type="checkbox"/> IC & current photo of person (s) fetching child home
<input type="checkbox"/> Health booklet	<input type="checkbox"/> Health & medical reports	
For SCFA Application/ Holiday Surcharge Exemption		
<input type="checkbox"/> IC of all siblings	<input type="checkbox"/> IC of grandparents staying in same household	
<input type="checkbox"/> Latest 3 months income documents of parents	<input type="checkbox"/> Divorce/legal separation documents (if applicable)	
<input type="checkbox"/> Proof of job search (if under unemployment)		

(D) Daily Routines at CANOSSAVILLE STUDENT CARE

D1] Your child will:

- a] be under the care of a teacher. The average teacher to child ratio is 1:15.
- b] be provided home cooked lunch and tea-break daily. Canossaville Student Care kitchen is **NOT Halal certified**, however we are able to provide no-pork, no-lard meals. Muslim students can eat meals from our kitchen or bring their own lunch from home or buy from the school canteen.
- c] be given time for homework. While we will try to ensure that your child completes his/her homework, there will be days when this is not possible. We seek your cooperation to work with us to encourage independent learning.
- d] take part in enrichment programmes that Canossaville Student Care provides through staff or volunteers. Examples of enrichment programmes may include baking and cooking, gardening, sewing, music and art, and fitness.
- e] Pastoral Care programme to promote a respect for the dignity and uniqueness of the individual person
- f] Learning Journeys during school holidays to broaden experiences
- g] Monthly birthday celebrations to promote bonding and sense of belonging

Participation in programmes is at the discretion of Canossaville, based on the child's schedule, interests and needs. We do not charge for programmes but if we do, your approval will be sought.

D3] Attendance at Canossaville Student Care

- a] You have to provide us with your child's transport to and from student care each day.
- b] Your child must **sign in and out** on the class attendance register when he/she is present at Canossaville Student Care.
- c] Please ensure that you inform us **before school dismissal** if your child is not attending Student Care for the day.
- d] Children will only be released to authorised persons as stated in the Enrolment Form.
- e] Daily dismissal is at 6pm however parents have up to 7pm sharp to collect their child. After 7pm there will be a penalty of S\$10 every 15 minutes.
- f] Earliest collection of child can only be from 5.30 pm onwards.
- g] Student Care school-bus is an optional service that will be chargeable, and it will leave at 5.30pm daily.

D4] Health Policy

- a) If your child falls sick while at Canossaville Student Care, we will contact you so that you can bring your child to the doctor.
- b) Your child will not be allowed to attend classes if he/she contracts any contagious or infectious diseases including mumps, chicken pox, sore eyes or hand, foot & mouth disease.
- c) In case of emergencies, we will attend to your child with our first aid kit and contact you immediately. If we cannot reach you or your authorised care-giver, we will send your child to the nearest clinic or hospital as we deem necessary and all charges incurred will be borne by you.
- d) Student Care teachers are not allowed to administer any medication, so if your child has to take medication while at Canossaville Student Care, please inform us in writing to remind your child to do so.
- e) Please provide us with information on any food, drug or other allergies that your child may have.
- f) Please provide us with **any additional needs and/or medical records** from your child's doctors or therapists.

D5] Showering at Canossaville Student Care

No shower provided as a routine. Students should bring a small towel to freshen up. Students will change into Canossaville Student Care t-shirts during Student Care hours.

(E) Withdrawal from Canossaville Student Care

- a) A **one month notice in writing (hard copy)** is mandatory if you intend to withdraw your child from Canossaville Student Care. Fees are payable during the notice period. Notice period for withdrawal should be given during the beginning or end of the month.
- b) A child who does not achieve **80% of class attendance** may be asked to give up his/her place to another child on our waiting list.
- c) Student Care will work with parents to counsel children who exhibits the following behaviours;
 - i) are physically violent to others
 - ii) impose self-harm
 - iii) pose an emotional threat to others e.g. via bullying, threats, abuse or social media
 - iv) are extensively disruptive such that fellow students cannot have a healthy learning environment

However should parental cooperation, counselling or correction fail to prevent such behaviours, one month's notice will be given to parents to find alternative care arrangements.