



COMMIT LEARNING  
SCHOOLHOUSE

## **Student Care Centre @ Woodlands Primary School** **Frequently Asked Questions**

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

Commit Learning SchoolHouse (CLS) has been appointed as the SCC operator in Woodlands Primary School. CLS SCC strives to be a safe and conducive environment for your child's holistic development as well as a place to rest after school hours.

### **2. What are the opening hours of the SCC?**

During school term (Monday to Friday):	1.30 pm – 7.00 pm
During school holidays (Monday to Friday):	7.30 am – 7.00 pm
Saturday, Sunday and Public Holidays:	Closed

### **3. Will the SCC be opened when students do not have to attend school during term time?**

Yes, the SCC will operate from 7.30 am to 7.00 pm on such days.

The following are some examples: School holiday after Youth Day, School holiday after National Day, Children's Day, School Admin Day and Parents Teachers Meeting. More details will be shared with parents/guardians.

### **4. How do I apply and register for a place in the SCC?**

Interested parents/guardians are invited to download an application form from the school's website at <https://www.woodlandspri.moe.edu.sg/> or obtain a physical form from the School General Office. The school will review the SCC application based on students' need for after-school care arrangement. All success applicants will be contacted by the SCC. SCC will contact the successful applicants to complete the online SCC registration and payment. For unsuccessful applicants, the school will contact the parents to explore alternatives.

### **5. What are the SCC fees?**

The SCC fees are as stipulated:

- One-off registration fee: \$30
- Monthly fee: \$210 (**SCC fees are also payable during the June and December holidays**)
- Polo tee#: \$12
- Shorts/Skorts: \$15
- School Holiday/School Closure daily surcharge\*: \$8
- One month deposit fee: \$210

*\* School Holiday/School Closure surcharge will apply to all students who require SCC services during school holidays and on school closure days during school term, regardless of the duration of time in attendance.*

*# With the purchase of the first (1<sup>st</sup>) Polo Tee, a complimentary short/skort will be provided.*

**All CLS SCC monthly fees are continuously payable regardless of the student's attendance at any point of time including absence during term time and school holidays.**

## 6. What is the withdrawal policy of the SCC?

Please note that a minimum of one (1) calendar month written notice of withdrawal must be provided to Commit Learning SchoolHouse, with the withdrawal form submitted to our SCC Centre Head by the 19<sup>th</sup> of the preceding month. All withdrawals will take effect on the last day of the month. The deposit paid will be used to offset the last month's service fees.

*\* For example, if the written notice of withdrawal is given on 19 April 2024, the withdrawal date for the child will be 31 May 2024. If the written notice of withdrawal is given on 20 April 2024, the withdrawal date for the child will then be 30 June 2024.*

## 7. What subsidy is available for SCC?

Ministry of Social and Family Development (MSF) SCC Subsidy.

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

**\*\* Please note that in order to enjoy the relevant monthly subsidy, a minimum attendance rate of 30% (June and December) and 50% (other calendar months) of the number of days in which the SCC operates per month is required. Otherwise, the full monthly SCC fee will be payable.**

## 8. Is there a transport service that I can engage to send my child home after Student Care?

There is no transport service to send students home at the end of the SCC opening hours. Parent/Guardian must come personally to fetch the child from the SCC.

## 9. Who are the staff at the SCC?

There will be an appointed SCC Supervisor to oversee a team of programme staff who will supervise students with their homework, and conduct character development lessons, outdoor games and other scheduled enrichment activities. The ratio for supervision is 1 adult to 25 students.

## 10. Who is the caterer for the SCC meals?

SATS, SAMSUI (subsidiary of Soup Kitchen), GOURMETZ (subsidiary of Neo Group) and Foodfare (an NTUC Social Enterprise) cater the SCC meals. These four major catering companies are registered with the relevant government agencies. They adhere to guidelines and regulations set by the Health Promotion Board and National Environment Agency. They are Halal certified and have vegetarian options.

**11. Where will the meals be served at the SCC?**

Lunch and afternoon snack will be served in various dual use classrooms and the SCC main centre.

**12. Are students required to wear the SCC attire at the SCC?**

It is compulsory for students to change into the SCC attire if they do not have any school activities after lunch. Students who need to attend after-school activities will only change into the SCC uniform upon returning from their after-school activities.

**13. Will there be rest time in the SCC?**

Yes, there will be up to 1 hour of rest time for the P1- P2 students

**14. How can I communicate with the SCC staff?**

You may contact the SCC staff via the centre number during SCC operating hours from 10am to 7pm. You may also speak with the SCC staff in person when you pick up your child from the SCC.

**15.**

**a. Is there a contact number/email to find out more about SCC and its services provided?**

Parents who wish to enquire about services provided by SCC or to find out more about SCC related information, you may email: [admission\\_cls\\_wdp@commitlearning.com.sg](mailto:admission_cls_wdp@commitlearning.com.sg)

Parents with their child(ren) currently in SCC, please contact the Centre Head via the centre contact number provided at the point of successful admission for all your queries.

**b. How can I give feedback on the staff and services of CLS?**

You may do so via email at [feedback@commitlearning.com.sg](mailto:feedback@commitlearning.com.sg).

## 16. What my child does in the SCC?

A typical weekly SCC programme is as follows:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
School Dismissal	Attendance-taking, Temperature-taking & Health Check at respective classrooms / designated gathering points				
2.00 pm – 2.30 pm	Lunch				
	Freshen up and change into SCC attire				
2.30 pm – 4.30 pm	Briefing and Sharing session for all students (Check-in time)				
	Homework Supervision Programme				
	Rest Time				
4.30 pm – 6.00 pm	Temperature-taking & Health Check, Afternoon Snack				
	<b>CLS Curriculum:</b> <ul style="list-style-type: none"> <li>• Character Development Programme</li> <li>• Enrichment Programme</li> <li>• Outdoor Activity</li> </ul>				
	Weekly Goal Setting	Daily Reflection	Daily Reflection	Daily Reflection	Weekly Goal Review
	Housekeeping and preparation for dismissal				
6.00 pm – 7.00 pm	Individual Reading Time & Dismissal				

## 17. What are the programmes at the SCC?

SCC programmes are aligned closely to the MOE guidelines. Its curriculum has been thoughtfully designed with the needs of the students in mind — it places top priority in creating engaging and exciting learning experiences. The curriculum offers intellectually stimulating lesson materials that motivate and engage the students. These materials provide rich resources for teaching and learning so as to develop the potential of the students.

Besides daily supervision of homework and twice a week character development/education lessons, there are also enrichment programmes, outdoor sports activities, circle time for staff and students, small group interaction, and play time. The enrichment programmes are designed using a modular approach and the modules will be revised from time to time to cater to the needs of students. CLS will provide information to parents/guardians on these enrichment programmes.

### Our SCC Programmes

- **CLS Character Development Programme**

CLS character development programme (LEADERSHIP) aims to inculcate positive values and qualities in our young leaders. Character development is a learning process that enables them to understand, care about, and act on core ethical values such as Respect, Resilience, Passion, Adaptability, Collaboration and Innovation. With these core values ingrained in them, our young leaders can discern between right and wrong, make responsible choices and be aware of their roles in nation building.

- **CLS Enrichment Programme**

Our inquiry-based curriculum caters to each individual child and nurtures their infinite strength and competencies. The CLS Global Affairs section in CLS Enrichment Programme (THINKER) challenges our students to think deeper, ask questions, explore, and look at the world critically. The CLS Aesthetic and Creative Expression Programme aims to promote our students' imagination, motivation and develop interpersonal skills through our carefully planned modular activities. Alongside the CLS Drama & Communication, we hope to develop the emerging 21<sup>st</sup> century competencies and social competencies in all our students.

- **CLS Outdoor Programme**

As a strong believer of striking a balance between work and play, holistic development for our students can be achieved through CLS Outdoor Activities (ENGAGING & EMPOWERING). This Outside-The-Classroom Outdoor Programme consists of modules such as sports & games, fundamental movement refining, dance and gardening to provide students with a well-rounded education. Friendships are forged, character is defined, limits are conquered, and potential is unleashed.

- **CLS Homework Supervision Programme**

At Commit Learning SchoolHouse (CLS), we believe in first nurturing a love for learning in every child that will pave her journey towards and beyond academic excellence. This begins with cultivating the right attitude and morals through our CLS Homework Supervision Programme where we provide support and guidance to our students by instilling the discipline to focus on their school homework and spelling during the structured time frame.

**18. What if my child feels unwell in the SCC?**

Visual screening and temperature-taking for every student will be carried out upon arrival at the SCC. If a student shows any symptoms of being unwell, parents/guardians will be informed immediately for fetching. No medication will be administered to the child by the SCC staff.

Parents/guardians are to report to the SCC upon arrival at school. SCC staff will accompany parents/guardians to proceed to the School General Office/Dismissal Point to pick up the child.

**19. What are the hygiene practices implemented in the SCC?**

The SCC practice good hygiene procedures, to safeguard the well-being of our students and staffs. SCC instills the positive habit of washing hands for all students, before and after meal/toileting/outdoor and activities. Wipe down, daily cleaning of high-touch surfaces and disinfecting of the premises will be carried out

**20. What time can I pick my child up from the SCC?**

You can pick your child up from the SCC during the batch dismissal timings at 2.30pm, 5.00pm or 6.00pm onwards. However, parents/guardians are strongly encouraged to allow their child to stay until the final batch dismissal for the day, to enable students to enjoy the holistic programme catered for every student in the SCC.