

15 September 2025

Dear Parents/Guardians,

Student Care Information Sheet (Primary 1)

1. About Pro-Teach

Pro-Teach has been providing quality student care and education services for children between the ages of 7 and 12 years old since 1998. We aim to provide children of Ai Tong School with a diverse education in an environment that promotes self-discipline, character development and excellence in learning.

At Pro-Teach, we awaken possibilities through nurturing cognitive growth, emotional wisdom and physical wellness. We ensure that our students are stimulated, interested and growing. Our students are provided with enrichment programmes that support social, physical, emotional, and moral development as we believe that these elements are integral to a holistic education.

2. Pro-Teach Services and Programmes

In addition to supervision of school homework and spelling revision, we are offering an exciting array of programmes specially designed for your child's holistic development. Lunch and tea-break will be provided during school term. Breakfast will also be provided during school holidays.

3. Daily Schedule and Operating Hours

Operating hours during school term

Mon – Fri 12:00pm to 7:00pm

Operating hours during school holidays

Mon – Fri 7:30am to 7:00pm

Time	Daily School Term Schedule
1:30pm – 2:30pm	Report / Change / Lunch
2:30pm – 3:00pm	Study Time (School Homework Supervision) [Part 1]
3:00pm – 3:30pm	Tea Break (Staggered)
3:30pm – 4:00pm	Spelling Mastery [Part 2]
4:00pm – 4:30pm	Afternoon Power Nap (P1 Only)
4:30pm – 5:45pm	Pro-Teach Dynamic Kids Programme (Enrichment Activities and Character Development)
5:45pm – 6:00pm	Dismissal Transition
6:00pm – 7:00pm	Home Sweet Home

4. Student Care Financial Scheme (SCFA)

Student care subsidies under the MSF Student Care Financial Assistance Scheme are given to families whose gross monthly household income is \$4,500 and below. For families with 5 or more members residing in the same household, the gross per capita income* should not exceed \$1,125.

$$\text{*gross per capita income} = \frac{\text{Monthly gross household income (all working adults)}}{\text{Total no. of family members within the same household}}$$

Other criteria:

- 1) Both parents must be employed.
- 2) Child is a Singapore citizen. If the child is a PR, at least 1 member of immediate family is Singapore citizen.

Pro-Teach is an independent Student Care operator who does not receive any funding from the Government. Parents who receive student care fee subsidies from MSF are required to duly pay the co-payment fees.

Parents and teachers have an important role in encouraging our children to become active learners. We shall work together to make the year an enjoyable and fruitful one!

We kindly request you to complete the Request Form to express your interest in enrolling your child in Pro-Teach. Please note that the final date for submission is **17th October 2025**.

Sincerely Yours,

Pro-Teach Management

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