

4 January 2016

Dear Parents / Guardians,

Happy New Year! On behalf of all the staff at Nan Hua Student Care Centre, I would like to extend a warm welcome to existing and new students, as well as their families back to school. We are sure that 2016 will continue to be filled with endless learning opportunities and achievements.

As we embark on a new beginning, here are some reminders and housekeeping matters for you to note:

1. Labelling of belongings

Primary 1 students need to label their belongings with their names. This will help them to recognise their belongings easily, and in time, develop a good habit of looking after their own things.

Please do help to label these belongings such as **stationery, water bottles, NASCANS t-shirts and sleeping bags**. Do note that shoes must be removed before entering the nap room, thus, **shoes should also be labelled**. You may write the name of your child on the inside of their shoes where you can find any blank space.

2. Fetching your child

The school canteen is the only pick-up point for **ALL** students. Please indicate in the attached slip your preferred pick up time slot and return by **6 January 2016**.

If you want your child to return home by himself/herself, please complete the authorization slip and return by **6 January 2016**. To ensure the safety of all students, ***no parent or guardian is allowed to enter the classroom areas.***

If you would like to fetch your child before 5.00pm, do send an **SMS** to our centre number **9616 0870**, stating clearly the ***name and class of your child together with the time you will be picking him / her up.*** Our mentors will ensure that your child pack up his / her belongings, and be ready to meet you at the school canteen.

3. Absence from NASCANS

If your child will be absent from NASCANS for the day, do inform us by sending an email nhscc@nascans.com or an SMS before 1pm. For the safety of your child, we will only rely on information given by you or the child's guardian.

4. Nap time

Primary 1 students will have an hour nap time everyday. Primary 1 students who do not want to nap will start doing their work. From experience, Primary 2, 3, 4, 5 and 6 students generally do not require a nap in the afternoon. They will be engaged in alternative activities during this time.

However, if your child feels the need for a short nap, do inform our mentors and we will be happy to accommodate the request for him / her to take a short nap.

5. Oral medication

Please be informed that in the event that your child needs to be fed medication, **a written note from you is compulsory. Verbal instructions are strictly not allowed.**

The written note should include: name of medication (eg. Benadryl cough medicine), dosage (eg. 10ml) and the time for medication to be administered (eg. 3pm / after lunch). Centre mentors will only help to administer medication that has been **prescribed by a registered medical practitioner**. We strictly do not administer any off the shelf medication.

6. CCA, Remedial Classes and Home tuition

Attached with this letter is a form for you to indicate the time and day(s) of any extra-curricular activities your child might be involved in (in / out of school) during NASCANS hours.

This will help us in monitoring late comers and early dismissals with valid reasons. This form will be updated half-yearly, and/or when you provide us with the latest information. Do return the form to us by **27 January 2016**.

7. Student insurance

We have made arrangements with **AB Lim Pte Ltd**, which provides a student accident protection scheme, covering all after-school activities that are carried out both in and outside of school. It is **compulsory** for all NASCANS students to be covered under this insurance policy. Fee is payable at **\$5.35** (inclusive of GST) **per annum per child**.

Claims can be made by submitting a copy of the doctor's examination report and the original receipt of any medical expenses incurred, to the NASCANS office. We will then submit the claim to the insurance company on your behalf.

You may want to login to <http://www.ablim.com.sg> to find out how to make a claim online.

8. Payment of fees for Primary 2 to Primary 6 student:

- a) a sum of \$5.35 for the annual insurance premium for 2016
- b) a sum of \$128.40 for Half Yearly Learning Resources & Material fee
- c) a sum of \$283.55 for January fee
- d) outstanding fees for 2015

Please make this payment by cash or cheque, payable to **NASCANS@Nan Hua** by **11 January 2016**.

Please refer to Parents' Handbook 2016 under Section (10) Payment Mode.

9. Use of personal data and photo

By submitting this information, you consent to the collection, use and disclosure of your personal data by NASCANS Pte Ltd for purposes related to our student care centre. Please sign on the reply slip and return it to us.

NASCANS Pte Ltd may use this information, including pictures, for the purposes of engagement, operational planning of activities, as well as for communication of events, programmes and student care-related information. NASCANS Pte Ltd respects your personal data and privacy, and will only share such information with third parties engaged in the organisation and hosting of the event when necessary. NASCANS Pte Ltd will remind the third parties not to process, use, disclose and retain your personal data beyond the purpose for which it is required.

10. Update of personal details and residential address

If you have changed your mobile number(s), email address(es) and/or residential address, please provide the updated information on the reply slip. This is to ensure that we would be able to contact you in case of emergency.

Yours faithfully,

Ms Shirlene Tang
Centre Head
Nan Hua Student Care Centre
NASCANS Pte Ltd
Tel: 96160870
Email: nhsc@nascans.com

REPLY SLIP

IMPORTANT INFORMATION ON DISMISSAL OF CHILD

This is to be submitted to the Centre by 6 January 2016

Name of Child : _____ Class : _____

Selection of Pick up Timeslot			
Pick-up Time	5:00pm- 5.15pm	5:30pm-5.45pm	6:00pm-6.15pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

NOTE:

The school canteen is the only pick- point for ALL students.

Official dismissal is at **6.45pm**.

Parents may contact centre for adhoc pick-up timings.

Particulars of parent(s)/ guardian(s)/ authorised personnel to fetch this child			
Name	NRIC	Relationship	Contact number

Parent's name: _____

Parent's signature: _____ Date: _____

Authorization for Child To Return Home**This is to be submitted to the Centre by 6 January 2016**

To: Mrs Shirlene Tang, Nan Hua Student Care Centre

I, _____ (Name of Parent) hereby authorize my child
_____ (Name of Child), _____ (Class) to go
home on his/her own according to the time and schedule listed below for the year **2016**:

<u>Day</u>	<u>Time</u>
<input type="checkbox"/> Monday	_____
<input type="checkbox"/> Tuesday	_____
<input type="checkbox"/> Wednesday	_____
<input type="checkbox"/> Thursday	_____
<input type="checkbox"/> Friday	_____

I will inform the Centre with a written note of any changes when necessary.

Parent's Signature_____
Date_____
Parent's Contact Number

**Nan Hua Student Care Centre
Important Update of Parents'/Guardians' Contact
Information**

Please sign before returning this reply slip to us.

This is to be submitted to the Centre Mentor by 6 January 2016.

Name of child: _____ Class: _____

*Father's/ Guardian's previous mobile number: _____

New mobile number: _____

Personal Email address: _____

Mother's previous mobile number: _____

New mobile number: _____

Personal Email address: _____

Previous residential address:

New residential address:

**delete wherever inapplicable*

I verify that the information provided is correct and I have understood and will adhere to the terms and conditions as stated in the introduction letter dated 4 January 2016.

By submitting this information, you consent to the collection, use and disclosure of your personal data by NASCANS Pte Ltd for purposes related to our student care centre.

NASCANS Pte Ltd may use this information, including pictures, for the purposes of engagement, operational planning of activities, as well as for communication of events, programmes and student care-related information. NASCANS Pte Ltd respects your personal data and privacy, and will only share such information with third parties engaged in the organisation and hosting of the event when necessary. NASCANS Pte Ltd will remind the third parties not to process, use, disclose and retain your personal data beyond the purpose for which it is required.

Parent's name: _____

Parent's signature: _____ Date: _____

CCA and Remedial Information

This is to be submitted to the Centre by 27 January 2016

Name of student: _____ Class: _____

Term : 1 / 2 / 3 / 4 (please circle where applicable)

Year: 2016

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Remedial Lesson	Start Time: End Time: Subject:	Start Time: End Time: Subject:	Start Time: End Time: Subject:	Start Time: End Time: Subject:	Start Time: End Time: Subject:
CCA	Start Time: End Time: Activity:	Start Time: End Time: Activity:	Start Time: End Time: Activity:	Start Time: End Time: Activity:	Start Time: End Time: Activity:
Home Tuition	Time leaving school:	Time leaving school:	Time leaving school:	Time leaving school:	Time leaving school:

Note: Please note that your child is required to return to the Centre after the Remedial Lessons and CCA. You are to inform the Centre if your child is to go home right after the remedial lessons and CCA on any particular day on your request. Your child is considered to have played truant if he/she does not return to the centre and follow up action will be taken by the Centre.