

24 August 2026

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<br>(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 \$6,500 and below. For families with 5 or more members residing in the same household, the gross per capita income\* should not exceed \$1,625.

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

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 **19<sup>th</sup> October 2026**.

Sincerely Yours,

Pro-Teach Management

[www.pro-teach.com](http://www.pro-teach.com)

☎ 6456 0910    ✉ [aitong@pro-teach.com](mailto:aitong@pro-teach.com)

