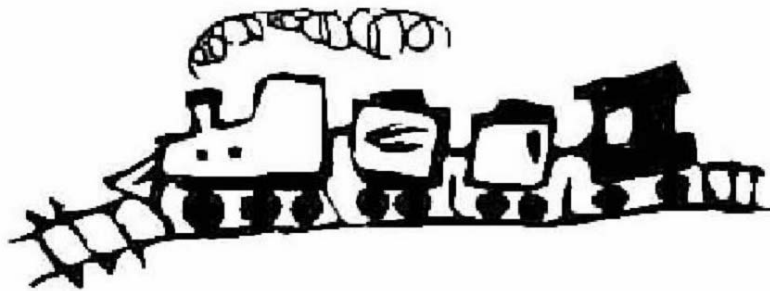


ADROIT EDUCATIONAL PTE LTD

PLAYGROUP PARENTS' GUIDE

THE LEARNING TRAIN



Where The Journey Of Learning Begins Here ...

2010



ADROIT EDUCATIONAL PTE LTD

Tel : 6794 1297 Fax : 67651349

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Dear Parents

Welcome on board “The Learning Train” !

“The Learning Train” is a PlayGroup programme by Adroit Educational Pte Ltd. The PlayGroup is designed to introduce the child to learning through play. A wide range of subjects will be introduced to the child in a fun and enjoyable manner. The classes will be conducted in thematic basis through the use of hands-on-activities, nursery songs, rhymes, phonics as well as music and movements, arts and crafts. We will help them acquire interactive, gross motor skills and social skills, which will ultimately prepare them for pre-school.

All our PlayGroup teachers are trained and have obtained the relevant Certification in PreSchool Teaching (eg. CPT, DPT & Others). They are experienced in handling children of ages from 18 months to 6 years Old.

To assist us in our administration, parents are encouraged to pay their school fee in the form cheques and cash to the teacher. School fees are to be paid in the first week of the month. All cheques should be crossed and made payable to “***Adroit Educational Pte Ltd*** ”. An official Receipt will be handed to you or your child’s guardian.

Please feel free to consult our teachers or our staff to find out the progress of your child. We hope your child will have an enjoyable learning experience here.

Thank You and Best Regards

Yours sincerely,
Adroit Educational Pte Ltd

Philip Leong

Philip Leong
90010229
Manager

TIPS FOR HELPING YOUR CHILD ADJUSTING TO THE CENTRE

We understand that some parents may feel apprehensive about leaving their child in the care of the others.

Adjusting to a new environment takes time and effort. To help you make this transition a smooth one :-

- Parents are encouraged to accompany your children for the 1ST week of the lesson. Due to the space constraints, only 1 parent per child is allowed to enter the classroom.
- Be sure to talk to your child about the center before the lesson start.
- Reassure your child of your love for him/her.
- Bid goodbye to your child gently before you leave the centre.

Your child may experience one or more of the following :-

- ✪ Cries when you leave
- ✪ Loses his/her appetite
- ✪ Has nightmares
- ✪ Falls sick
- ✪ Has slight changes in his/her behavior

Please be assured that these are symptoms of an adjustment period, which varies from an average of 2 weeks to 2 months.

RULES AND REGULATIONS

1. After the 1st week, parents are not allowed to enter the classroom. Parents will wait at the Reception Area for the dismissal of the class.
2. Ensure that your child is neatly attired in uniform.
3. Be punctual for lesson everyday.
4. Remove any jewellery and valuables from your child for safety and security reason.

We appreciate your co-operation in observing all rules and regulations.

Thank You.



ADROIT EDUCATIONAL PTE LTD

PUBLIC HOLIDAYS AND SCHOOL HOLIDAYS FOR YEAR 2010

There will be no lesson on Public Holidays and PlayGroup Term Break.

1 st Jan 2010	Fri	New Year's Day
14 th – 16 th Feb 2010	Sun – Tue	Chinese New Year
2 nd Apr 2010	Fri	Good Friday
1 st May 2010	Sat *	Labour Day
3 rd May 2010	Mon	Labour Day (Replacement)
28 th May 2010	Fri	Vesak Day
21 st – 26 th Jun 2010	Mon - Fri	Playgroup Mid Term Break
4 th Jul 2010	Sun *	Youth Day
5 th Jul 2010	Mon	Youth Day (Replacement)
9 th Aug 2010	Mon	National Day
10 th Aug 2010	Tue	Day After National Day
1 st Sep 2010	Wed	Teacher's Day
10 th Sep 2010	Fri	Hari Raya Puasa
1 st Oct 2010	Fri	Children's Day
5 th Nov 2010	Fri	Deepavali
17 th Nov 2010	Wed	Hari Raya Haji
24 th Dec 2010	Fri	Playgroup Year End Break
25 th Dec 2010	Sat	Christmas Day
27 th – 31 st Dec 2010	Mon - Fri	Playgroup Year End Break

* The following Monday will be a scheduled Public Holiday.

Adroit Educational Pte Ltd

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ADROIT

AUTHORIZED PERSONNEL & EMERGENCY CONTACT

Child's Particular

Child Name : _____ (中文名字) : _____

Birth Certificate No : _____ Date of Birth : _____

Address : _____

Allergy or Medical Information :

AUTHORIZED PERSONNEL

I hereby authorized the following personnel to send & fetch my child to & from the school.

No	Name	NRIC	Relationship	Tel	Mobile
1					
2					
3					

EMERGENCY CONTACT INFORMATION

Should there be any emergency, please contact the following personnel in order of Priority.

No.	Name	NRIC	Relationship	Tel	Mobile
1					
2					
3					

Signature

Date

Name : _____

Relationship to Child : _____