



ROOTS ABACUS & MATHEMATICS

unit of Roots.SG Pte Ltd



Roots.SG Pte. Ltd.
Head Office: 865 Mountbatten Road,
#05-30, Katong Shopping Centre,
Singapore 437844.
HP: 9836 9997/ 9833 0241
UEN: 201607590G

Roots.Sg Cursive & Handwriting Policy (effective 1st July 2023)

1. You can reach us via **Our email: roots.sg.pte.ltd@gmail.com**,
WhatsApp number **9836 9997 / 9833 0241** or
visit our website at www.rootsabacus.com.
2. Please note: **We are available to respond to Parents' questions and inquiries from Monday to Friday between 12-3pm.** Instructors will be teaching after 3pm, so, we may not be able to respond.
3. Please understand **We are unable to respond phone calls on weekends.** We will get back to you on the next working day.
4. **APP: Kindly download our Roots Abacus App. It is available in both Android and Apple phone and is useful for:**
 - Checking fees status and collection of invoices,
 - To check attended lesson dates of your child.
 - To view Centre schedule & time for makeup lesson.
 - Notification for class cancellation, fees reminder etc are also send on App.
 - Login ID is your email address. Password, you can check with the instructor.

Roots.Sg Fee structure – Cursive & Handwriting Lessons

Registration Fee & Deposit	\$ 0
Each Lesson Fees (1 Hour per Lesson)	\$ 40
4 lessons fees	\$140
10 Lessons fees	\$320

5. Bank Details and Payment method

Payment Mode	Bank Transfer	Cheque @	Pay Now	UEN
Account No.	DBS 0279068973	Roots.Sg Pte Ltd	QR Code Check website	201607590G000



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- 6. **Replacement classes** can be provided under the following conditions:
 - a. **Parents must inform minimum 1 day in advance, if child is not attending the lesson**, & make-up lesson will be provided. Validity of make-up lesson is up to 3 months.
 - b. **Same day cancellation of class would be charged irrespective of any reason** in case of medical emergency please submit MC & make up will be provided.
- 7. **Late Pick up:** If you are late to pick up your child, kindly inform the instructor.

As this is an individualized program, the duration of the lesson and the learning process will depend on the child’s interest, concentration, mood, and responsiveness.

Regular and continuous practice is required after completion of the course. Our course lays the foundation for beautiful writing for the child. Improves Confidence in text.

Roots Cursive & Handwriting program Improve on legibility, quality, spacing & alignment. Develops interest in writing, Learn the write the correct formations of letters

Our teachers are very well trained and Experienced and learned not only in the teaching methodology but also to enhance child’s brain development, they have emotional relation with the students so that it becomes easy for our students to connect with their teachers.

Warm Regards,
Roots.Sg Pte Ltd
Roopali Bansal
Managing Director

Parent’s Signature

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Date: