



Stamford American
INTERNATIONAL SCHOOL

ADMISSIONS HANDBOOK

2023 | 2024 ACADEMIC YEAR

VISION & GUIDING STATEMENTS

VISION

Inspiring students to create their unique future.

MISSION

Together, we cultivate a culture of optimism, excellence, and empowerment for everyone by developing the mind-set and skills to thrive in a complex world.

VALUES

- Integrity
- Compassion
- Ingenuity
- Courage

VALUE GUIDING STATEMENTS

We value **INTEGRITY**

Acting with a genuine desire for transparency, honesty and respect.

We value **COMPASSION**

Fostering a caring community that embraces and celebrates all cultures, beliefs and perspectives.

We value **INGENUITY**

Striving to build a creative culture of resilience, resourcefulness and thoughtful expression.

We value **COURAGE**

Empowering our community to embrace risks and to see challenges as opportunities to grow.

INTERNATIONAL MINDEDNESS

Stamford American International School inspires international mindedness through multilingualism, intercultural understanding and global engagement. The core values of Integrity, Courage, Ingenuity and Compassion encourages us to gain an awareness and understanding of the interdependence among belief systems, cultures and humanity. Our collective cultural intelligence enables us to critically engage with multiple perspectives, and act as agents of change for a more peaceful and sustainable world.

PROGRAMS

Stamford American International School is an IB World School and offers the full International Baccalaureate (IB) Programme: Primary Years Programme (PYP), the IB Middle Years Programme (MYP), the IB Diploma Programme (IBDP), a broad range of Advanced Placement (AP) courses as well as the Business and Technical Education Council (BTEC) Diploma, together with our High School Diploma.

We base our teaching and learning on challenging American standards: American Education Reaches Out (AERO) and the standards and practices of our accrediting bodies – International Baccalaureate Organization (IBO), Council of International Schools (CIS), the Western Association of Schools and Colleges (WASC) and Edutrust.



ADMISSIONS FEES & INFORMATION

Stamford welcomes students throughout the academic year, as long as space is available. To inquire about availability or more information about anything covered in this brochure, our friendly Admissions Team is happy to speak with you.

admissions@sais.edu.sg

+65 6653 2949

TUITION FEES 2023–2024

Each application needs to be accompanied with a non-refundable application fee of \$851. This is a one-off fee which is applicable only to new students.

Application Fee: \$851 One time Non-Refundable fee (Payable on application)

Enrollment Fee: \$3,685 One Time Non-Refundable fee (Payable on acceptance)

Facility Fee: ELV Campus
\$2,934 One Time Non-Refundable Fee (Payable on acceptance)

Woodleigh Campus
\$7,392 One Time Non-Refundable Fee (Payable on acceptance)

EARLY LEARNING VILLAGE

Infant Care

The program runs 47 weeks of the year, Monday to Friday from 8 am – 6 pm. Options are available for the 5-day (Mon - Fri) program. There is a one-time registration fee of \$533. After which, all families who enrol their child in the Infant Care Program for at least 6 months, will have the option to continue through to Stamford Early Years mainstream curriculum any time after 18 months of age, without paying a further enrolment fee of \$3,685. This fee will be waived.

	Daily Options	Month Fee
Infant Care		
5 Days	Mon - Fri	\$2,988 per month

^Monthly fees are payable 2 months in advance.

Early Learning Lunch Inclusion

All students enrolled in the Early Learning Village attending full days will enjoy a family style lunch provided as part of their school tuition. Lunch is provided by Sodexo in accordance with the school policy for fresh and healthy food. Parents are required to send two nutritious snacks for full day students.

Tuition fees include course fees, all textbooks, workbooks, stationery, selected after-school and Co-Curricular Activities and a division Year Book.

	Daily Options	Annual Technology Fee	Semester 1 Tuition Installment	Semester 2 Tuition Installment	Annual Fee
Pre-Nursery (Pre-N) & Nursery (N)					
3 Days	Full	Nil	\$9,207	\$9,207	\$18,414
4 Days	Full	Nil	\$13,450	\$13,450	\$26,900
5 Days	Half	Nil	\$9,483	\$9,483	\$18,966
5 Days	Full	Nil	\$14,162	\$14,162	\$28,324
Pre-Kindergarten (Pre-K)					
3 Days	Full	Nil	\$11,735	\$11,735	\$23,470
4 Days	Full	Nil	\$14,936	\$14,936	\$29,872
5 Days	Half	Nil	\$11,284	\$11,284	\$22,568
5 Days	Full	Nil	\$18,150	\$18,150	\$36,300
Kindergarten 1 (KG1)					
5 Days	Half	Nil	\$14,445	\$14,445	\$28,890
5 Days	Full	Nil	\$21,306	\$21,306	\$42,612
Kindergarten 2 (KG2)					
5 Days	Full	\$905	\$21,323	\$21,323	\$43,551



WOODLEIGH CAMPUS

Tuition fees include course fees, all textbooks, workbooks, stationary, select after school and Co-Curricular Activities and a division Year Book. All charges are expressed in Singapore Dollars (SGD), including GST of 8%.

	Grade	Annual Technology Fee	Semester 1 Tuition Installment	Semester 2 Tuition Installment	Annual Fee
Elementary School	1 to 5	\$905	\$21,323	\$21,323	\$43,551*
Middle School	6 to 8	\$1,139	\$23,056	\$23,056	\$47,251*
High School	9 to 12	\$1,139	\$24,094	\$24,094	\$49,327*
English as an Additional Language (EAL)					
English as an Additional Language (EAL) Fee – Level B			\$4,021	\$4,021	\$8,042
English as an Additional Language (EAL) Fee – Level A			\$6,575	\$6,575	\$13,150

	Annual Technology Fee	Semester 1 Tuition Installment	Semester 2 Tuition Installment	Annual Fee
Preparatory Course for Secondary School (PCS)**	\$1,139	\$30,663	\$30,663	\$62,465

**Please note that there are one-time fees: \$851 per enrollment application fee, \$3,685 enrollment fee, \$7,392 facility fee.

	Tuition Fee
Foundational Academic English (FAE)***	\$3,647 per 10-week session

**Please note that there is a one-time, non-refundable application fee of \$128.

*Mandatory Academic Field Studies are an additional fee for Grade 3 through Grade 12 Students. These will be included in the invoice of the semester in which they will take place.

Annual Technology Fee

This fee provides Information and Communications Technology (ICT) access, insurance and repair as needed for 1-to-1 iPads (KG2-Grade 5), and 1-to-1 MacBook laptops (Grades 6-12). Each iPad and laptop comes with a protective case as the fee covers reasonable usage of the equipment, but will not cover repair costs related to misuse, water damage, screen damage, keyboard damage or physical damage. The technology fee must be paid annually prior to the student’s start date, and all ICT resources remain the property of Stamford. Additional technology funded through this fee include classroom desktop computers, computer labs, Promethean boards, video-conference facilities and the hardware, software and human resources required.



Academic Field Studies (AFS) Fees*

Our Field Studies Program aims to provide a model of holistic, field-based experiential learning. For more information on fees, locations, etc, please refer to our website.

Application Fee*

Applications are considered once the Application Fee is paid. Returning students will not be required to pay the Application Fee if they re-apply within one year of leaving.

Enrollment Fee*

An Enrollment Fee of \$3,685 is payable upon acceptance of an offered place. This is a one-off non-refundable fee payable per successful application.

Facility Fee*

The Facility Fee is payable in full at the time of acceptance in order to secure a place. If payment is not received within 7 calendar days of receipt of the school’s invoice, priority will be given to other applicants. The Facility Fee is a one-time administrative fee that is non-refundable. The full amount applies regardless of enrollment date.

* These fees are non-refundable.

Pro-ration

For new families, tuition fees are pro-rated by month if the students begin their course after the academic semester

has commenced. Note that the students will be billed for the month they start the school irrespective of start date within the month. Please note that proration is only applicable for tuition fees.

School Meal Plans: Grade 1 to Grade 12 (Optional)

Payment for school meals and a snacks is available for Grade 1 to Grade 12 through topping up of family account via myStamford online and kiosk stations on campus. Pre-paid meal plans which covers daily lunch and a beverage are available for students in Grade 1-5 and invoiced on a semester basis.

If a student with meal plans withdraws from school before the end of the semester a pro-rated refund of the unused portion of the meals will be made. Meal plans are not transferable to another student or another semester if not utilized.

If you have any inquiries regarding the food and payment, kindly contact Sodexo directly at sodexo@sais.edu.sg or +65 6602 7263.

Transportation (Optional)

Stamford offers a door-to-door bus service for the regular school hours. The school also offers an after-school activities bus during the weeks of the CCA semester, subject to demand and charged separately. The bus providers are as follows:

Campus	Bus Provider	Service	Duration
Woodleigh	Woodlands Transport Service	Door-to-Door	Regular School Hours
	Woodlands Transport Service	Point-to-point	CCA Semester Only
	Cognita	Inter-campus Shuttle Bus	Click here for schedule
Early Learning Village	BT & Tan Transport Service	Door-to-Door	Regular School Hours
	BT & Tan Transport Service	Door-to-Door	CCA Semester only

Transportation Fees are invoiced separately and are in addition to school fees. BT & Tan Transport Service and Woodlands Transport Service are fee-based services. Should you require further transport information, please contact the Transport Office at:

Woodleigh Transport: transport@sais.edu.sg or +65 6602 4145

ELV Transport: sais.transport@elv.edu.sg or + 65 6517 0286

Medical Declaration

For the welfare of all students our health office must be informed of any known allergies and other medical concerns. Before attending school, it is mandatory for all students to submit a basic health statement by filling in an online health declaration form on myStamford.

This form must include immunization records, because the Singapore Ministry of Health Department mandates all students attending school are on schedule for Measles and Diphtheria immunizations. It is also important to note that Stamford employs a nut minimization policy, whereby there are no nuts or nut products allowed in School via the cafeteria or brought in from home.

Age Guidelines

The date of reference for grade placement by birthdate is September 1st for Nursery through Grade 12. Pre-Nursery applicants must be 18 months old in order to join the school in August, or they may be admitted upon turning 18 months old. Pre-Nursery and Nursery students need not be toilet trained; however, Pre-Kindergarten program applicants must be toilet trained by the time they join Stamford.

Sibling Priority

Stamford aims to welcome all family members into our community. As such, our first admissions priority is given to families with siblings. Acceptance into grade levels with very limited places will be reserved for children with a sibling or multiple siblings already enrolled at Stamford or with applications submitted. Siblings will also be given first priority should there be a wait list in their grade level.

Sibling Discounts

A 30% discount on the Enrollment and Facility Fee is available for the application of a third child and a 70% discount on the Enrollment and Facility Fee is available for a fourth child and beyond. A 10% discount on the Tuition Fee is available for a third child and a 20% discount on the Tuition Fee is applicable for a fourth child and beyond. (Discounts are applied from the third child onwards. For example, if there are 3 children in the family, the youngest child will receive the discount.)

Wait List

If a place is not available at the time you wish to join, your child’s name will be placed on the wait list and you will be notified as soon as a vacancy is anticipated. Please notify the Admissions Office of any changes of address or other contact details, or if your circumstances change. Wait list priority is given to families with siblings.



Agreement

Parents are advised to read the following financial conditions thoroughly before submitting a formal application for enrollment. Your signature on the Application Form implies an acceptance of the school Terms and Conditions. Detailed Terms and Conditions are available on the school website. Should you require more information, please contact the Finance Office on +65 6602 7243 or +65 6602 7245 or finance@sais.edu.sg.

Payment of Invoices

Tuition fees are billed in advance by semester. Tuition installments, Annual Technology Fee, and Academic Field Studies Fees, where applicable, will be issued by our Finance Office.

Semester	Billing Month	Due Date	Withdrawal Notice
Semester 1 Aug 14 – Dec 15, 2023	April	May 1, 2023	June 1, 2023
Semester 2 Jan 9 – June 6, 2024	September	Oct 1, 2023	November 1, 2023

Fees are non-transferable. Tuition may be paid annually or in two equal installments by May 1/October 1. Your payment of the fees set out in this letter constitutes your agreement to the fee revisions set out herein. All charges are expressed in Singapore Dollars (SGD) including GST. These fees are payable per student and are adjusted annually. Enrolled students are entitled to a yearbook at the end of the academic year, which is included in the Semester 2 fees. Replacement of lost textbooks, workbooks, library books, iPads, MacBooks and other school resources will need to be funded by the student/family prior to the distribution of additional resources.

Payment Options

All charges are expressed in Singapore dollars (SGD). Payments may be made via one of the following options below.

PAYNOW & QR Code

UEN number 200823594DSAI
Bill Reference – Account Code and Invoice number

Funds/Wire transfer Information

To send a transfer the following information is required:

Account name: **Stamford American International School Pte Ltd**
Account number [Current]: **003-908802-7**
Bank name: **DBS Bank Ltd**
Bank address: **12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Centre Tower 3, Singapore 018982**
Bank code: **7171**
Branch code: **003**
DBS SWIFT BIC code: **DBSSSGSG**
School address: **1 Woodleigh Lane, Singapore 357684**

The sender must do the following in order to assist in accurate receipting:

- Include Invoice number and Account code in the description or reference field
- Bank charges are not borne by Stamford American International School
- Payments must be made in Singapore dollars
- E-mail the bank remittance to finance@sais.edu.sg

International Wire Payments

Stamford American International School has contracted with Flywire, to provide international payers with a convenient way to make payments to the institution. Through Flywire, payers are offered various payment methods, based on the location of their overseas account, competitive exchange rates, and the convenience of paying in their foreign currency. There are no transaction fees from Stamford's bank, though your bank may charge a fee. Please visit sais.flywire.com.

Credit Card Payment Information

(Not applicable for companies)

We accept Visa, Mastercard and American Express credit card payments.

Credit card payments can only be made at the Finance Office at Woodleigh campus by appointment. We also offer a credit card installment plan for holders of DBS/POSB/AMEX credit cards. At the time of processing, the full amount of the invoice is blocked against the cardholder's credit limit, but it is not actually charged to the card. The block against the credit limit decreases over the six months as the monthly installments are charged to the card by the bank and paid by the cardholder. Terms and conditions apply.

Cash, checks or payments made in other currencies will NOT be accepted.

Payment by Employers or Third Parties

If school fees are to be paid by a company/employer please complete the Letter of Guarantee and submit it to the Admissions Office. An authorized representative from the company/employer will need to sign and stamp this form. Parents are responsible for keeping their company/employer informed of all information regarding Tuition Fee, payment terms and all other fees. Financial responsibility for all school fees remains with the parents irrespective of payments made by third parties.

Goods and Services Tax (GST)

GST at the prevailing rate will be applied to all school fees and will be reflected on your invoice where it applies. Stamford American International School Pte. Ltd. is registered with the Comptroller of Goods and Services Tax. Our registration number is 200823594D. The GST rate established as of January 1, 2023 is 8%.

For more information, please contact the Finance Office between the hours of 8.30am to 5pm on weekdays at 6602-7243 or 6602-7245, or e-mail us at finance@sais.edu.sg.

Singapore Nationality/Singapore Passport Holders

Approval is required from the Ministry of Education (MOE) before a Singaporean student (6 years old and above) is allowed to attend classes at Stamford. The application for approval from the MOE will be sent as soon as a student is accepted, or as required.

Student Pass

Stamford will register a child requiring a Student Pass with the Immigration and Checkpoints Authority (ICA) after acceptance and parents will process the application from there. Please note that applicants to Stamford requiring a Student Pass will need formal approval by the ICA. Student Pass holders can commence classes only after the student ID has been issued. Student Pass holders must meet the minimum 90% monthly attendance requirements stipulated by the ICA.

If you have any questions or require clarification regarding Pass protocols, please contact the Admissions Team at +65 6653 7907 or send an email to admissions@sais.edu.sg.

Vaccination Requirements (for age 12 years and below)

The Ministry of Health (MOH) of Singapore has introduced diphtheria and measles vaccination requirements as a prerequisite for foreign-born children applying for long-term immigration passes to Singapore, with effect 1 February 2019.

Foreign-born children aged 12 years old and below, who are first-time applicants for Dependent's Pass (DP) or Long Term Visit Pass (LTVP) issued by the Ministry of Manpower (MOM), and the Student's Pass (STP) issued by the Immigration & Checkpoints authority (ICA), are required to submit documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) for verification before they can proceed with their applications to MOM or ICA for their long-term stay in Singapore.

Bilingual Language Program

Stamford offers a Mandarin/English Bilingual Program from Pre-Kindergarten to Grade 5 with the aim to develop students to become Bilingual, Bi-literate, and Bi-cultural through classroom and cultural experiences. The program is based on a 50/50 model of equal exposure to both languages.

There is no additional supplementary fee in addition to the Tuition fee, for students partaking in the bilingual program. Enrollment is by application through our Admissions Department. Students in Grade 2 and above are required to sit a language proficiency test prior to acceptance.

English as an Additional Language (EAL)

Some students undergo an English language assessment upon application to the school, at which time their level of support is determined. For those requiring additional English language support, the EAL fees are mandatory and are in addition to the standard tuition fees.

Support for Learning

The Student Support Department aims to provide support to faculty and students so that every student achieves more than they believe they can regardless of any academic, physical, development and/or social-emotional challenge they may experience.

We utilize an RtI Model of support which is a systematic and data-based method for identifying, defining, and resolving students’ academic and/or behavioral difficulties which means we offer a tiered continuum of support. The needs of eligible students will be assessed on an individual basis and parents should discuss their situation with the Admissions Office Prior to making an application for enrollment.

The fees for support can range from no additional costs to the following per quarter:

Tiered Level of Support	Quarterly Fee
T2+ Option (average 25%-35% daily support required)	\$5,469 SG
T3 Program (average 50%-65% daily support required)	\$11,941 SG
T3+ Program (average 85%-100% daily support required)	\$14,374 SG

* Please note this cost includes GST.

Co-Curricular Activities (CCAs)

Stamford provides a robust CCA program of over 350 activities for students from Pre-Kindergarten through Grade 12 that happen outside of the classroom before, during and after school hours. The program covers a wide selection of interests including sports, fine and performing arts, academic support, languages, and technology. 75% of the activities offered are free of charge to Stamford students, whilst the remaining 25% are vendor based paid programs outsourced to expert vendors handpicked through a careful selection process. CCAs are offered in 3 Seasons which are aligned with the ACSIS Athletics Seasons. For all queries, please contact cca@sais.edu.sg

Stamford-Student Contract

The Stamford-Student Contract is an important legal document between the school and each student, that details the Course Information and Fees, Refund Policies, Fee Protection Scheme (FPS) by LONPAC Insurance Pte Ltd, Medical Insurance Scheme by Sime Darby Insurance Brokers (Singapore) Pte Ltd and American International Assurance Company Limited. etc. Execution of this contract before a student starts school is a legislative requirement of the Committee for Private Education and provides extra protection for Stamford students.

Deferment of acceptance

Once a student is accepted and the Facility Fee has been paid, a place is secured. Should it be necessary, a student may defer their school start date for up to one year from the initial start date indicated in the acceptance letter. After a one year deferment, the acceptance will no longer be valid and the student will need to re-apply. If for any reason, acceptance is cancelled by the family before starting school, the Application, Enrollment and Facility Fee will not be refunded. For additional information see “Cancellation of Acceptance.”

Cancellation of Acceptance

If, for any reason, parents cancel their acceptance of a place before the student starts at Stamford, the Application, Enrollment and Facility Fee will not be refunded. Tuition Fees paid in advance will be refunded provided sufficient notice has been given. For cancellation after the student’s commencement, please refer to Withdrawals below.

Notice of Withdrawal

Kindly note that students currently enrolled in the school, but not returning in the following semester should notify the school by June 1 for Semester 1 and November 1 for Semester 2.

School Changes

This school, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Handbook, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition and school fees will be regularly reviewed and adjusted annually.



JULY						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AUGUST						
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27	28	29	30	31		

SEPTEMBER						
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24	25	26	27	28	29	30

OCTOBER						
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY						
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7	8	9	10	11	12	13
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28	29	30	31			

FEBRUARY						
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25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
31					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29







SAIS Events

- Aug 9:** National Day
- Aug 10:** New Student Orientation
- Aug 11:** Partial Day for all New Students, all ELV, G1, G6 & G9
- Aug 14:** First Day of School
- Sep 15:** Professional Development
- Sep 29:** Global Be Well Day
- Oct 6:** Professional Development
- Oct 12 & 13:** Learning Conferences**
- Oct 16 - 20:** Fall Break
- Oct 23:** Quarter 2 Begins
- Nov 10:** Professional Development
- Nov 12 & 13:** Deepavali*
- Nov 23 & 24:** Thanksgiving
- Dec 18 - Jan 5:** Winter Break
- Dec 25:** Christmas Day
- Jan 1:** New Year's Day
- Jan 8:** Professional Development
- Jan 9:** Quarter 3 Begins
- Feb 10 - 13:** Lunar New Year*
- Mar 8:** Professional Development
- Mar 27 & 28:** Learning Conferences**
- Mar 29:** Good Friday*
- Apr 1 - 5:** Spring Break
- Apr 8:** Quarter 4 Begins
- Apr 10:** Hari Raya Puasa*
- Apr 19:** Professional Development
- May 1:** Labour Day
- May 23:** Vesak Day*
- Jun 6:** Last Day of School
- Jun 7:** No School Day
- Jun 17:** Hari Raya Haji*

**Formerly called Parent Teacher Conferences (PTC)

as of November 2022 * 2024 Public Holiday dates may be revised as official changes are announced

SCHOOL TIMES

-  **Early Learning Village: Infant Care**
8:00AM-6:00PM*
-  **Early Learning Village: Half Day****
9:00AM-12:10PM
-  **Early Learning Village: Full Day**
9:00AM-3:30PM
-  **Grade 1 to Grade 5**
8:25AM-3:05PM (MON, TUE, THU & FRI)
8:25AM-2:45PM (WED)
-  **Grade 6 to Grade 12**
8:25AM-3:50PM (MON, TUE, THU & FRI)
8:25AM-3:30PM (WED)
-  **PCS Grade 6 to Grade 10**
8:25AM-3:50PM (MON, TUE, THU & FRI)
8:25AM-1:45PM (WED)

CO-CURRICULAR ACTIVITY TIMES

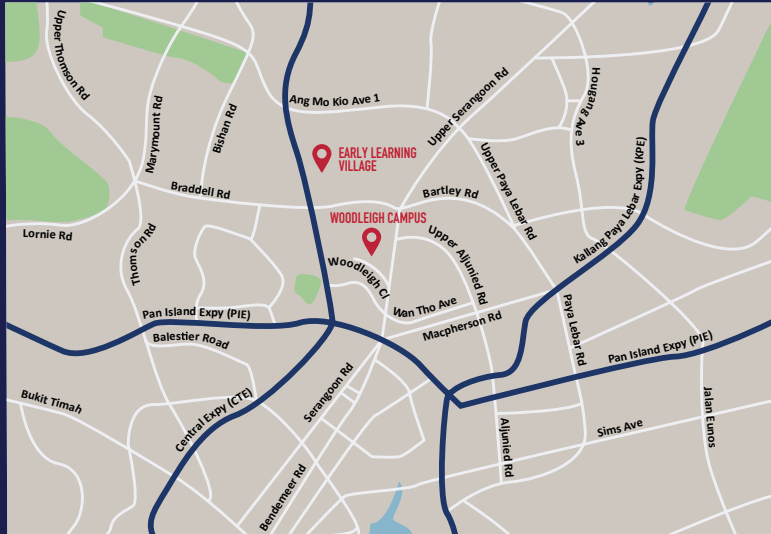
-  **Early Learning Village: Pre-K to KG2**
3:40PM-4:20PM
-  **Woodleigh: Elementary - Single Block**
3.10PM-3.50PM
-  **Woodleigh: Elementary - Double Block**
3.10PM-4.30PM
-  **Woodleigh: Secondary - Single Block**
3.50PM-4.30 PM
-  **Woodleigh: Secondary - Double Block**
3.50PM-5.10PM

* The program runs 47 weeks of the year

**Not applicable for KG2



Stamford American
INTERNATIONAL SCHOOL



**Stamford American International School
Early Learning Village**

3 Chuan Lane
Singapore 554350
T: +65 6653 2949
E: admissions@sais.edu.sg

**Stamford American International School
Woodleigh Campus: Elementary/Secondary**

1 Woodleigh Lane
Singapore 357684
T: +65 6653 2949
E: admissions@sais.edu.sg

Stamford American International School
CPE Registration Number: 200823594D
Period of Registration: August 9, 2022 to August
8, 2026
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Updated April 2023



COGNITA