

Enrichment Programs

Information Guide



Preface

This Information Guide is written to help members and caregivers understand more about DSA's Enrichment Programs. The information contained in this guide does not create any contractual rights or obligations for staff or families. This guide is to be used as a guide and is not inclusive of all policies and practices. Changes to specific policies and/or procedures will be distributed to members in writing. Any questions and/or concerns should be directed to the Executive (Membership & Programs).

DSA Vision

To be the Centre of Excellence for individuals with Down syndrome, their families, and the community.

DSA Mission

- Develop individuals with Down syndrome through lifelong learning, and social integration.
- Support families through specialist services, information, and education.
- Advocate for equal opportunities, quality of life, and their contribution to society.

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History of Down Syndrome Association (Singapore)

Early in 1995, a group of parents of children with Down syndrome recognized that a great need existed in Singapore to support and educate families, professionals, and the public about Down syndrome. Out of a meeting held on 1 October 1995, the Down Syndrome Support Group was formed. In May 1996, the group organised and hosted, with great success, the 2nd Asia Pacific Conference on Down syndrome. The enthusiasm generated among parents, professionals, and community members spurred the formal registration of the group as, Down Syndrome Association (Singapore) in 1996. The Association was awarded official recognition by the National Council of Social Services on 4 July 1997.

DSA is primarily a self-funding, non-profit social service agency that works closely with healthcare and educational professionals, as well as voluntary welfare organisations.

Introduction

DSA values every individual talent and provides a platform for members to acquire new skills, nurture their interest and hone their talents. Catered to persons with Down syndrome and other special needs age 5 years and above. DSA conducts Enrichment Programs in the areas of Arts, Education and Sports and Fitness. The programs are designed to develop the capabilities of each individual and provides beneficial outcomes in various aspects.

The programs seek to achieve the following objectives:

- Engage, educate, and inspire the members.
- Encourage members to explore interest, grow their passion and develop talent.
- Build and strengthen members cognitive, emotional, physical, and social developments.
- Showcase the abilities of our members.
- Change perspectives of others of the abilities of persons with Down syndrome.

Enrolment and Attendance

Registered DSA Members will be accepted into the program depending on vacancy and on a first come, first served basis.

Members are given the opportunity to attend 1 trial session to access suitability of the program prior to confirmation of enrolment.

Learning and acquiring proficiency in skills requires time. Members are required to maintain 75% monthly attendance unless due to medical related reasons.

Withdrawal

Caregivers are required to provide four weeks written notice of their intention to withdraw their child from the program.

Dress Code

Members are required to dress appropriately during the program. Short-sleeved/ long-sleeved t-shirts or polo t-shirts, Bermuda shorts, pants, or jeans and covered shoes are recommended.

Sleeveless shirts or singlets are not advisable.

Fees and Payment Methods

Enrichment Programs fees are charged on a monthly/ term bases and varies* depending on which program your child is enrolled in. Fees are due by the 15th of each month. We encourage the following payment methods:

1. GIRO (Highly encouraged)
2. Cheque
3. Paynow
4. Online Bank Transfers

Per session fees will be waived if DSA cancels or suspends the program. Waiver will not be applicable if member did not attend the session due to travel, conflicting appointment, and other reasons.

Long period absence due to medical reasons such as surgery, hospitalisation etc may be eligible for fee waiver upon written request with supporting documents and subjected on a case-by-case basis

Financial Assistance

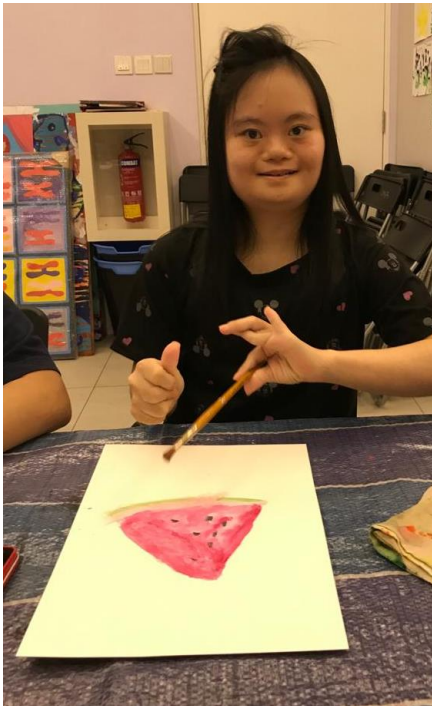
If members require any financial assistance, please contact the Family Support Services executive for more information.

DSA Enrichment Programs

Enrichment Program	Fees per Month/ Term	Venue
Arts		
Visual Art	\$40	DSA Bishan Centre
Dance	\$40	
Drums & Percussion	\$40	
Speech & Drama	\$40	
Education		
kidsREAD	FOC	DSA Bishan Centre
Sports and Fitness		
Aikido	\$40	DSA Bishan Centre
Bowling	\$40	
Zumba	\$40	
Swimming	\$100/ term	

**Note that age categorisation indicated in the programs acts as a guide. Members will be enrolled in the program in consultation with Instructors and Caregivers.*

DSA Enrichment Programs – Art



DSA Enrichment Programs – Education



DSA Enrichment Programs – Sports and Fitness



Confidentiality

The individual dignity of members, families, and DSA staff will always be respected and protected in accordance with PDPA. Information about members and their families will not be disclosed to anyone other than persons who are authorised to view such information.

Our staff are trained regularly about confidentiality matters and will do everything to protect your family's right of privacy.

Photos, Videos and Media

Photos of members may be taken during his/her enrolment in the programme for the following purposes:

- Internal purposes such as monthly reports, documentation, and program evaluation.
- DSA's corporate newsletters and social media - Instagram and Facebook accounts for awareness, advocacy, and fundraising.

Please inform the staff if you prefer not to have your photos taken.

Communication

Caregivers will be added to the enrolled Enrichment Program WhatsApp chat group to receive updates pertaining to the classes. Caregivers may send updates to DSA via telephone, WhatsApp, email, or in-person.

Grievances

All grievances may be lodged via face-to-face contact, telephone conversations, text messages or emails and a record will be kept of the complaint until resolved.

All grievance will be fully discussed between the parents/family member/caregiver and the Executive (Membership & Programs). In the event that the matter remains unresolved, it can be referred for further mediation to Manager (Services).

Mutual Respect Policy

Creating the best outcomes for members requires the relationship between parents, family members, caregivers, and staff to be based on the principles of care, integrity, trust, and mutual respect.

The purpose of this policy is to provide a reminder to all parents, family members and caregivers about our expected conduct towards staff so that we can work together to ensure a safe and positive relationship.

Safety Protocols

There are safety protocols for the following situations:

Member missing during operating hours:

When a member goes missing during the hours of the program, relevant DSA staff will activate the standard protocol. Parents and caregivers will be notified accordingly.

Member missing after operating hours:

When a member leaves DSA and goes missing after the hours of the program, it is the responsibility of the caregiver to conduct the search, if necessary, as well as any coordination or phone calls with relevant authorities.

Behaviours of concern management processes:

DSA is dedicated to providing a safe environment for all the members, instructors, staff, and volunteers. Should a member exhibit inappropriate behaviours (e.g., stealing, damaging DSA property or public property during program hours), Executive (Membership and Programs) will address the issue immediately with the support of the Manager. Caregiver will be informed of any such incident.

Should a learner physically assault another person, an incident report will be filed, the caregiver will be notified, and the learner will be suspended for a period to be determined on a case-by-case basis.

Contact Details

DSA Centre – HQ

9 Bishan Place #09-01 Junction 8 Office Tower, Singapore 579837
Main: 6500 9321 Fax: 6255 0337

Opening hours:

Monday to Saturday, 8.30am to 6.00pm

Closed during Public Holidays

ILT Centre & Thrift Shop

Blk. 17A Telok Blangah Crescent, #01-270

Singapore 091017

ILT Centre: 6274 2300 Thrift Shop: 62713811

ILT Centre Operating Hours:

Monday to Friday, 9:00 am to 4:00 pm

Closed during Public Holidays

Thrift Shop Operating Hours:

Fridays, 10:30 am to 1:30 pm

Closed during Public Holidays

Key Enrichment Programs contact number

Ms Prema, Manager (Services): 6500 9304

prema@downsyndrome-singapore.org

Ms Amelia Sim, Executive (Membership and Programs): 6500 9306

amelia@downsyndrome-singapore.org

Social Media

Website: www.downsyndrome-singapore.org

Facebook/Instagram: @downsyndromesingapore