

Welcome to Hwa Chong Institution Boarding School!
We sincerely hope that you enjoy your stay with us.

1) General Office

- Should you require any assistance, please approach our staff at the General Office or Security Guardhouse who will contact our Duty Staff after office hours.

2) Accommodation

- Students will share common facilities within the cluster, which includes toilets, pantry and television lounge.

3) Facilities

- Self-laundrette (Hall B, E & G) – 50cents per wash or per dry. Approximately 30 minute each. Operating hours from 0600hr to 2230hr daily.
- Blue Tea Café (Hall A) – Convenience store and cafeteria (Blue Tea Café also provides printing, photocopying and facsimile services). Operating hours from 1200hr to 2230hr daily (Mon – Sat) and 1700hr to 2230hr (Sun & PH)
- Computer Room – Operating hours from 1400hr to 2000hr (Mon – Fri) and from 0900hr to 2200hr (Sat/Sun/PH)

4) Dining Hall Etiquette

- Please observe your dress code (No slippers and scanty attire).
- Breakfast: 0545hr to 0730hr (Mon – Fri) & 0545hr to 0830hr (Sat / Sun & PH)
- Lunch: 1200hr to 1330hr (Sat / Sun & PH)
- Dinner: 1745hr to 1945hr (Mon – Sun)

5) Quiet hours / Lights-out

- The following quiet hours are to be observed:
- Sunday to Thursday – Between 2000hr to 2130hr and after 2230hr
- Friday, Saturday & Public Holiday – After 2230hr
- Lights-out time is to be observed after 2230hr daily.

6) Medical Attention

- Participant who feel unwell and require medical attention, please seek assistance from respective Teacher-In-Charge.
- Teacher-In-Charge / Organizer to accompany the unwell participant to nearby clinic
- Nearby clinics are easily accessible within the vicinity.

7) Access Cards and Security

- All participants should carry / display their identification passes whilst in the boarding school.
- All participants are reminded to take care of their personal belongings / valuables.
- All door access is controlled by access cards. For security reasons, please ensure all doors are closed after opening. In the event of access card loss, please report to General Office immediately.
- An administrative charge of \$20.00 will be imposed if access card is reported lost.
- For lost door keys, the imposed administrative charge is \$30.00 per key.

8) Supervising Adult Leaders

- For any overseas group participants below the legal age of 21 staying in the boarding school, it is a requirement for their own supervising adult leader to accompany and live in with them for the entire duration of stay.
- The group supervising adult leader will be fully liable and responsible for the group's welfare and safety.