

马林百列菩提学生托管中心
2024 年常年报告
会议将于 2025 年 6 月 21 日举行

1. 人事概况

委员会成员 (CMC)

释广品	主席
陈友明先生	副主席
释传嘉法师	秘书
陈宝穗女士	财政

员工人数

陈郁雯女士	中心主管 (全职)
周佑桂女士	财政执行员
花兰兰女士	托管助理老师 (兼职) (月薪计算)
林亞妹女士	厨房人员 (全职)(月薪计算)
裴翠萍女士	托管助理老师 (兼职)(月薪计算)
张月君女士	托管助理老师 (兼职)(时薪计算)
李雅慧女士	托管助理老师 (兼职)(时薪计算)
张珊影女士	托管助理老师 (兼职)(时薪计算)
连桂鸾女士	托管助理老师 (兼职至 8 月)(时薪计算)

2. 学生人数

截至 2024 年 12 月 31 日			
级别	男孩人数	女孩人数	总数
P1	6	4	10
P2	8	8	16
P3	4	6	10
P4	8	6	14
P5	0	1	1
P6	0	0	0
总数	26	25	51

截至 2024 年 12 月 31 日，学生总数为 51 人。

3. 人事变动

目前的全职工作人员，两名为管理照顾学生人员，但后期 10 月起一名全职转兼职做清洁工作；一名厨房工作人员；兼职，原四名，9 月起剩三名管照学生人员。

4. 入学现况

2024 年 1 月至 12 月期间有 19 名学生入学，25 名退学。

5. 管理运作方式

目前，我们的工作人员以监督小一到六年级的学生完成他们的学校和家庭作业为主，并注重他们的拼字和听写。

6. 新事项

NIL

7. 建议

1. 向承包商询问更换外面托管旧招牌的事宜。
2. 如果总部有计划开设新的托管中心，建议先向 HDB 商业物业咨询，确保该空间符合设立学生托管中心的规范，之后再进行相关执照申请。由于慈善机构可享有政府提供的租金优惠，应充分利用这项优势，以更有效地拓展新的托管服务。

8. 财务事项

丰隆财务定期存款金额：\$ 70,625.13

马来亚银行定期存款额：\$ 657,304.36

星展银行当前的余额：\$ 73,599.57

Name of Institution: Marine Parade Maha Bodhi Student Care Centre

(Period covering 01/01/2024 - 31/12/2024)

Meeting held on 21 Jun 2025

附件
Annex 5

1. Personnel Matters

Committee Member (CMC)

Venerable Seck Kwang Phing
Mr Tan Yew Beng
Ven Shi Chuan Jia
Mdm Chan Poh Swee

Chairman
Vice Chairman
Secretary
Treasurer

Staff Strength

Ms Chen Yu Wen
Mdm Chou Yu Kuei
Ms Hua Lan Lan
Mdm Lim Ah Moi
Mdm Lian Quee Luan, Jennifer
Mdm Pie Tjui Peng
Mdm Chong Ngeek Keon
Mdm Lee Ah Howe
Mdm Teo Sang Yia

Centre Supervisor
Centre Accounts Executive
Care Teacher (Full-Time) (Monthly rated)
Kitchen Helper (Full-Time)(Monthly rated)
Care Teacher (Part-Time)(Hourly rated)
Care Teacher (Part-Time)(Monthly rated)
Care Teacher (Part-Time)(Hourly rated)
Care Teacher (Part-Time)(Hourly rated)
Care Teacher (Part-Time)(Hourly rated)

2. No of Students

As at 31 December 2024			
Level	No of Boys	No of Girls	Total
P1	6	4	10
P2	8	8	16
P3	4	6	10
P4	8	6	14
P5	0	1	1
P6	0	0	0
Total	26	25	51

Total number of students stands at 51 as at 31 December 2024.

3. Human Resource Matters

Currently, there are two full-time staff members responsible for managing and caring for the students. However, starting from October, one of them has switched to a part-time cleaning role. There is also one kitchen staff member. As for part-time staff, there were

originally four individuals responsible for student care, but starting from September, only three remained.

4. Pupil Enrolment

From January to December 2024, 19 students were enrolled, and 25 students withdrew

5. Operational Matters

Currently, students from Primary 1 to Primary 6 complete their homework under staff supervision. Our focus is on monitoring the students' academic progress, particularly in spelling and dictation.

6. Recommendations

1) Inquire with the contractor about replacing the old signboard outside the student care center.

2) If there are plans to open a new student care center, it is recommended to first consult with HDB Commercial Properties to ensure the space meets the requirements for setting up a student care facility before proceeding with the relevant license applications. As charities are eligible for government rental subsidies, this advantage should be fully utilized to expand new student care services more effectively.

7. Financial matters

Amount of Fixed Deposit in Hong Leong Finance: \$ 70,625.13

Amount of Fixed Deposit in Maybank: \$657,304.36

Current bank balance in DBS: \$ 73,599.57