



**COLLEGIATE
AMERICAN SCHOOL**

New Parents Welcome Pack 2016-2017

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A VERY WARM WELCOME FUTURE SANDCATS!

MARHABA!

Dear Parents,

Welcome to Collegiate American School. Only six years in existence, Collegiate American School has many points to be proud of. This past year, the school successfully complete NEASC and CIS accreditations. Additionally, we have secured our “good” rating with KHDA increasing ratings in over 20 categories. Finally, we are proud to offer the IBDP program for our 11th grade students. All of these points contributed to a robust strategic plan to continue increasing student achievement and achieving our vision of “providing a world class education”.

As we continue to review and refine our curriculum, we are pleased to announce our alignment with the State of New York. This will begin during the 2016-17 academic year focusing on English Language Arts. We felt this was a good choice for the school due to the rigor in instruction, strong academic vocabulary infused throughout the lessons and the resources focusing on global citizenry--an important concept to our school. Engage New York allows for parents to be instrumental participants in their child’s learning with direct access to the standards, activities and resources allowing learning to be extended at home with ease.

Our campus is well maintained with student safety as an utmost priority. Closed circuit television monitoring systems are located throughout the school along with a strong school security team. All visitors must sign in and display identification when visiting campus. All parents also must wear their Collegiate American School identification cards. Monitoring of all equipment and facilities to ensure safety are common practice.

Parents are always welcome at school. Whether be it a member of the Collegiate American School Parent Association, a classroom parent or a volunteer, we welcome you into our classes. With events ongoing, we always needs bright ideas and volunteers to make them a success!

This welcome pack aims to provide you with the essential information you need to make your child's transition to our school or a new class smooth and stress-free as possible. Please take time to go through all the information carefully and contact us if there are any problems, challenges, or you need clarification. The Admissions Office and the Administrative Team are available to you.

Thank you for making Collegiate American School the school of choice for your family and we look forward to partnering with you to provide the best educational experience for all students.

Respectfully,

Ms. Tammy Tusek
School Principal

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COMPLETING THE REGISTRATION PROCESS

The Admissions Office at CAS sends out placement letters via email to parents of students who have successfully undertaken the assessment test.

Upon receiving your acceptance letter, please read through it carefully to ensure you are aware of its contents and provisions.

Documentation

For complete registration of the student with the Knowledge and Human Development Authority (KHDA) that regulate Private Schools within Dubai, the following is required:

- 1 x **copy** of student's and parents' passports (including the Valid UAE residence visa page)
- 1 X **copy** student's & parents' Emirates I.D.(Latest Original Emirates ID of student and one parent requires to be swiped at the electronic machines placed at the admissions office/front desk)
- 1 x **copy** of student's birth certificate (English or Arabic)
- 4 x passport photographs
- 1 x copy of Transfer Certificate* (for students joining Grade 2 and above, not applicable for students transferring from schools within Dubai)
- 1 x **copy** of previous two years of student's school reports in English
- 1 x **copy** of immunization records

All documentation must be provided BEFORE the student begins at CAS. If you have any questions or concerns about anything to do with this please contact the Admissions Office without delay.

admissions@casdubai.com or 0427 1402/03

Student's Registration within Dubai Knowledge and Human Development Authority (KHDA)

A constructive partnership between the school and parents is key to ensuring that students' well-being is at the core of their educational experience. It is beneficial for all concerned if this partnership is based on agreed terms and conditions set out clearly in a contract form that KHDA has introduced as a Parent School Contract for all schools in Dubai.

PARENT SCHOOL CONTRACT (PSC)

Parents and students of age 15 years and above, are required to sign the Parent School Contract for each academic year (this is a mandatory KHDA requirement). On receipt of KHDA's confirmation of the registration of the student for the academic year, parents will receive notification from the Admissions Office to visit the school in order to electronically sign the PSC. Alternatively, you may complete this formality online as well at link <https://www.khda.gov.ae/khdaparentportal/#/login>(Refer Annex 1 below).

Please note the PSC requires to be signed by parents and students of age 15 years and above every academic year.

Failure to comply with this mandatory requirement by the KHDA will cause suspension of the student from attending classes and the student's registration or re-registration with the school stands at risk.

REGISTRATION OF THE STUDENT ON THE KHDA SYSTEMS AND APPROVAL OF ADMISSION:

(Swiping of the Original Emirates ID of the Student and one parent at the electronic machine at the Admissions office)

Parents are required to register theirs and their child's latest Emirates ID (EID) details with the school before the Parent School Contract is signed. Any changes to the EID's require to be updated on the systems each academic year for the PS contract for that year to be generated by KHDA for the parent to sign. Please visit the Admissions Office to electronically swipe the original ID cards at the electronic machines placed at the office for this purpose. Kindly carry the original Emirates ID cards and a mobile when you visit the admissions office to complete this formality. On Registration, the Parent School Contract will be generated in the KHDA system for you to sign and the school will keep you informed of the same.

Completion of the above is a KHDA mandate for official recognition of the student's registration with the school. The above documentation is prescribed by the Dubai Government for legitimate residence in the country and proper registration in a Dubai School.

Failure to comply may result in the school taking punitive action as mandated by the KHDA, and this may range from temporary suspension to cancellation of admission.

In case you face any exceptional circumstances causing a delay in attaining an Emirates ID for yourself or your child, please provide the admissions office with **official documentary evidence** for submission to KHDA.

Steps to be taken for the registration formality within Dubai Knowledge and Human Development Authority

| | Action | Responsibility |
|---------------|--|--|
| Step 1 | Submission of Transfer Certificate to our Admissions Office (applicable for overseas transfers and those coming from other Emirates in the UAE) | Parent |
| Step 2 | Emirates ID registration for the child and one parent by swiping through the electronic machines placed at our Admissions Office <i>Note: you must bring your mobile phone on record as you will received a one-time password (OTP) which is needed to complete the contract</i> | Parent and School |
| Step 3 | On completion of Step 1 and 2 , KHDA will approve the registration and enables the school to generate the Parent School Contract for you | KHDA and school |
| Step 4 | Signing of the Parent School Contract electronically <ul style="list-style-type: none">o Electronically at our Admissions Office <i>Note: you must bring your mobile phone on record as you will received a one-time password (OTP) which is needed to complete the contract</i>o Remotely Online (as per instruction in Annex. 1) | Parent and School (Students of age 15 years and above are also required to sign the PS contract). |

Annex. 1

Steps for signing Parent School Contract through KHDA e-services or mobile application;

1. After the school publishes your child's contract in KHDA System, you will receive a SMS with the KHDA Parent/Contract link to access Happy Home Portal (Smart Parent - School Contact). KHDA link to follow is: <https://www.khda.gov.ae/khdaparentportal/#/login>
2. Parents follow the above link to create an account- Sign up (either by email address/mobile/valid EID) –
Note : Mobile number should be entered in this format 971-00-0000000
3. Parents should receive an OTP code to confirm creating the account
4. Once account created, the portal will show all students for this family
5. Parents will click on a student profile to start reading the contract
6. They will need to choose Parent/ School Contract
7. It will open page by page in the contract and parents should mark in the bottom that they read every single page
8. Once all pages are read, parents should click on Red Bottom Square to sign the contract
9. After marking all pages as read they will need to click on sign contract
10. The Declaration page will open and parents should tick on the bottom (I agree to terms and conditions)
11. Click on Provide Consent, they will receive another OTP code once entered correctly they will confirm the signature and parents will receive an email.

For More info about the Parent School Contract, please refer to the KHDA Website at :

<http://www.khda.gov.ae/en/parentcontracten?i=3>

Transfer Certificate

All Overseas School transfers and transfers from schools of other Emirates(Not Dubai) joining Grade 2 and above at the beginning of the academic year MUST supply the CAS Admissions Office with a copy of the Transfer /Leaving Certificate stamped/ attested as per the requirements of the KHDA, before joining the school. After the start of the academic year and after 15th. November all overseas students and students from other Emirates require to submit the same with a 30 day validity (this includes KG & Grade 1 students as well).

This document is compulsory for registering students with the Knowledge and Human Development Authority (KHDA) who regulates Private Schools within Dubai. Failure to supply the correct documentation, inhibiting this registration process, will lead to steps being taken which may result in non-promotion of the student at the end of the academic year, school reports being withheld and non-issue of any documentation from the school should the student leave.

What is a Transfer Certificate?

A Transfer Certificate (TC) is not the same as school records, reports or school transcripts. A TC should clearly state to which grade/year a student is promoted at the end of the year (if enrolling in September), or in which grade/year the student is currently enrolled (if enrolling midyear). Please use the sample provided (see next page) to assist your school in composing a TC if they are unfamiliar with the requirements.

Which stamps do I need for my Transfer Certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:

| | |
|---|---|
| North America, West Europe, Australia or New Zealand, North Europe | School stamp and signature only |
| Middle East (except the UAE), South and Central America, Asia, former Soviet States, Eastern Europe and Africa | School stamp and signature |
| | Ministry of Education (in the country of the school's location) |
| | Ministry of Foreign Affairs (in the country of the school's location) |
| GCC Countries (Oman, Kuwait, Qatar, Saudi Arabia, Bahrain) | UAE Embassy (in the country of the school's location) |
| Another Emirate of the UAE | Ministry of Education (in the country of the school's location) |
| Dubai | School stamp and signature (TC must be in Arabic) |
| | Not applicable |

Transfer Certificate - Sample

The Original Transfer Certificate MUST be on **original school letterhead, signed by a school official and stamped.**

It should be issued by the school which the student is leaving from, prior to joining CAS.

Any problems in obtaining a Transfer Certificate, or the correct stamps, must be referred to the Admissions Office at the earliest convenience.

The information it must contain is:

(SAMPLE)

| ORIGINAL SCHOOL LETTERHEAD PAPER | |
|---|--------------------------------|
| Name of Student: | <i>Ann Brown</i> |
| Nationality: | <i>American</i> |
| Date of Birth: | <i>6 June, 1996</i> |
| Curriculum Followed: | <i>IB Curriculum</i> |
| 12 or 13 year school system: | <i>12 year/ 13 year system</i> |
| Last day school was attended: | <i>17 December, 2008</i> |
| Current Grade (if leaving during the academic year) OR | <i>Grade 9/ Year 9</i> |
| Passed and promoted to (if completed the academic year) | <i>Grade 10/Year 10</i> |
| | |
| Signature of Principal / Head Teacher / School Director or other school official | School Stamp |

FEE PAYMENTS AND REFUNDS

Payments are accepted by check, cash or bank transfer.

Semester Fees are payable on or before the first day of each Semester:

Cheque 1 should be submitted before the start of Semester 1 (End August 2016)

Cheque 2 should be submitted before 1 February 2017,

Alternatively, you can pay by bank transfer or cash, on or before the dates indicated above.

For bank transfers, the following account details should be used:

Account Name: Collegiate American School

IBAN: AE67033000010496848711

Swift Code: BOMLAEAD

Bank Name: Mashreq Bank

Branch: DIC Branch

City: Dubai

Country: UAE

Email ID: accounts@casdubai.com

Please mention the following particulars while making the bank transfer and send a copy of Swift message or transfer advice to accounts@casdubai.com to enable us to timely locate and identify the transfer.

1. Child Name

2. Grade/Year

All cheques should be made payable to: **'Collegiate American School'** (in full).

The Parent/s or Guardian/s whose signature/s appears on the Application for Admission Form (or the Terms and Conditions, once enrolled), shall be jointly and severally liable to CAS for the payment of outstanding school fees.

If a student has attended any part of a Semester then fees or refunds owing shall be collected / refunded as per CAS's Terms and Conditions, in accordance KHDA (Knowledge and Human Development Authority) guidelines. Stationery, uniforms, and other sundry expenses as outlined in Schedule B in this section of the Welcome Pack, and on the website: www.casdubai.com, are not subject to refund.

For Fee Structure and Schedule, full terms and conditions regarding fee payments and refunds, please refer to our website at: www.casdubai.com, and to the Terms and Conditions pages at the end of this Welcome Pack.

**The School Calendar for 2016-2017 with Orientation dates and timings
may be viewed on our website www.casdubai.com**

| CAS NEW STUDENTS ORIENTATION (2016-2017) | | | |
|---|----------------------------|----------------------|--------------|
| GRADES | DATE & DAY | TIMINGS | VENUE |
| PKG – KG2 | Thursday, 25th August 2016 | 9:00 am to 10:30 am | Gym |
| GR1 – GR5 | Thursday, 25th August 2016 | 11:00 am to 12:30 pm | Gym |
| GR6 - G11 | Thursday, 25th August 2016 | 1:00 pm to 2:30 pm | Gym |

- There will be no lessons taking place on this day and children cannot be left in school.
- Children to come dressed in their school uniform with parents.

| FIRST DAY OF SCHOOL FOR KG2 - G11 (2016-2017) | | |
|--|--------------------------|--|
| Semester 1 begins | Sunday, 28th August 2016 | <p style="text-align: center;">Regular School Timings:</p> <p>KG2 - GR5 07:45 am - 2:30 pm</p> <p>GR6 - GR11 07:45 am - 3:30 pm</p> |

| SETTLING-IN SCHEDULE FOR PreKG and KG1 (2016 - 2017) | | |
|---|--|---|
| PKG - KG1 | <p style="text-align: center;">Shortened Hours:</p> <p>07:45 am - 11:00 am</p> <p>28th - 30th August 2015 (Sunday -Tuesday)</p> | <p style="text-align: center;">Regular School Timings:</p> <p>07:45 am - 1:15 pm</p> <p>Wednesday August 31, 2016 regular school timing begins</p> |

The settling-in period is to help your child have a positive start to school. School buses will leave at 11:00 am during the settling-in period.

STUDENT PLACEMENT

Grade

The correct grade for students is identified through consultation with the Admissions team. It is our intention to always place students in the grade most appropriate for them to thrive both academically and socially in their new environment.

During this evaluation the following will be taken into account:

- a) Previous schooling to date and student's previous school reports
- b) Assessment test results (and interview if applicable)
- c) Age of student in keeping with the age criteria permitted by the KHDA
- d) Information provided on the student's Transfer Certificate
- e) Regulatory body of UAE (KHDA) requirements

Schools around the world use different numbering conventions as well as following different curriculums. It is common to find North American schools and those following the US Curriculum using a 12 year numbering format, and British schools and those following the National Curriculum for England and Wales using a 13 year numbering format. In addition, there are other numbering conventions as well as those mentioned.

In the UAE there are many schools offering different curriculums and following different numbering conventions. Below is a table indicating CAS's numbering convention and how this equates to the 13 year system. **CAS follows the 12 grade system**

| Typical Age of student | CAS – 12 Grade system | 13 Year System followed by some schools |
|------------------------|-----------------------|---|
| 17 – 18 | 12 | 13 |
| 16 – 17 | 11 | 12 |
| 15 – 16 | 10 | 11 |
| 14 – 15 | 9 | 10 |
| 13 – 14 | 8 | 9 |
| 12 – 13 | 7 | 8 |
| 11 – 12 | 6 | 7 |
| 10 – 11 | 5 | 6 |
| 9 – 10 | 4 | 5 |
| 8 – 9 | 3 | 4 |
| 7 – 8 | 2 | 3 |
| 6 – 7 | 1 | 2 |
| 5 – 6 | KG 2 | 1 |
| 4 – 5 | KG 1 | Foundation 2 (FS2) |
| 3 - 4 | Pre KG | Foundation 1 (FS1) |

NOTE 1: At CAS the cut-off date for determining the Grade is 31st. December. The ages shown here are typical, and there may be occasional exceptions.

NOTE 2: Please refer to the school website: www.casdubai.com for an overview of what CAS has to offer your child, curriculum details, and our fee structure.

Class / Homeroom

At the end of each academic year, it is CAS's policy to mix and reallocate all classes throughout the school. This process is undertaken to ensure an even spread of age, gender, nationality and ability across the classes. It also helps to ensure that new children who are joining CAS have the chance to make friends and that existing students are able to expand their social network.

Classes are composed by class teachers and the academic team who endeavor to ensure that each student is placed with some familiar students (if already enrolled), while also being in the right group for his or her specific requirements.

Requests from parents for particular teachers will not be entertained as it disrupts the process stated above and may result in students being placed in inappropriate groups.

USEFUL CONTACTS

| | | |
|---------------------|-------------------------|----------------|
| Front Desk | admissions@casdubai.com | 04 427 1402/03 |
| Admissions | admissions@casdubai.com | 04 427 1404/05 |
| School Secretaries: | gorkems@casdubai.com | 04 427 1408 |
| | soniak@casdubai.com | 04 427 1439 |
| School Nurse | fatinaa@casdubai.com | 04 427 1450 |
| Accounts | accounts@casdubai.com | 04 427 1418 |
| Website | www.casdubai.com | |

Please do feel free to contact us with any questions you may have prior to your child starting at CAS, and browse our website for information about the school, the calendar, the curriculum, Parent/Student handbooks, events and newsletters.

STUDENT AND PARENT HANDBOOK

The Student and Parent Handbook is available for download from our website: www.casdubai.com or please do not hesitate to contact the Admissions Office who can email you the document as a *pdf* file. We would suggest all new parents and students take the time to read the handbook and familiarize themselves with its contents. There are also forms which require your signature.

The handbook contain further information on subjects such as:

- Academic Program
- Bullying and Harassment
- Code of Conduct
- Useful Contacts
- Medical Services

UNIFORM

At Collegiate American School, the uniform is worn with pride. It is an outward sign of the choice that students have made to join the CAS community and a way to demonstrate daily their commitment to fully embrace the values and spirit of CAS.

The daily uniform is as follows:

| COLLEGIATE AMERICAN SCHOOL | |
|---|--|
| Grades: PKG-Grade 5 | Grades: 6 to 11 |
| | |
| Boys | Boys |
| CAS Red, Yellow, Blue Polo-Shirt | CAS Red, Yellow, Blue Polo-Shirt |
| CAS Khaki Shorts/Trousers | CAS Khaki Shorts/Trousers |
| | |
| Foot Wear: Black school shoes & White socks | Foot Wear: Black school shoes & White socks |
| | |
| Girls | Girls |
| CAS Red, Yellow, Blue Polo-Shirt | CAS Red, Yellow, Blue Polo-Shirt |
| CAS Khaki Short/Skirt / Slacks | CAS Khaki Short/Skirt/Slacks |
| | |
| Foot Wear: Black school shoes & White socks | Foot Wear: Black school shoes & White socks |
| | |
| PE | PE |
| CAS Red and White PE T-Shirt | CAS Red and White PE T- Shirt |
| CAS Blue Micro Fiber Shorts | CAS Blue Micro Fiber Shorts |
| | |
| Foot Wear: White shoes with non-marking soles & White socks | Foot Wear: Sports shoes with non-marking soles & White socks |
| Sweater | Sweater |
| Blue Fleece Jacket | Blue Fleece Jacket |
| Optional Items | |
| CAS Book Bag | Scrunchies (for girls) |
| CAS Backpack | Hair Band (for girls) |
| Art Smock | Socks (white) |
| Swimming (Boys) - Speedo Mid-thigh shorts, swim cap | Standard Khaki wide brimmed hat |
| | Swimming (Girls) - One piece swimsuit, swim cap |

We recommend at least two complete sets of the uniform per child and please ensure that all clothing is clearly labeled with the name and the grade.

You may purchase school uniforms from the supplier directly:

| | |
|---|---|
| Sumeru Trading LLC J3 Mall (Opposite Choithram Supermarket) Al Wasl Road, Umm Suquiem 2 | Contact person : Mr. Sarath Mobile Number : 0555709237 Timings : 10 am to 7 pm : Sat to Friday |
|---|---|

STATIONERY

Below is a list of stationery recommended by the teachers for the start of the school year. Please note other items may be requested in the future, and your child may have special requests to add to their pencil case.

Please note that Pre KG, KG1, KG2 and Grade 1 do not require any stationery.

| Grades 2- 5 |
|----------------------------|
| 1 box of HB2 lead pencils |
| Washable color marker pens |
| Colored pencils |
| Scissors |
| Pencil sharpener |
| Eraser |
| 1 x blank CD (for IT) |
| Pencil case |
| 30 cm ruler |
| 2 x glue sticks |

CAFETERIA

The Cafeteria is open from the start of the day till after lunch and hot meals or snacks can be purchased.

TRANSPORT

Collegiate American School has contracted Arab Falcon Bus Rental LLC, a reputable transportation company which is being used by a number of schools in Dubai to ensure that we are providing our students a safe, reliable and professional transport service.

Whilst every effort will be made to accommodate all requests, the decision on whether the student is being allocated a seat rests with Arab Falcon Bus Rental which would depend on whether there is available seat on existing buses and the student resides along the planned bus routes.

If you require transportation services kindly fill the transport form (available on our website or at the reception) and return to transport office in school or email it to csr.cas@arabfalcondubai.ae or fax it to 04 4271401.

For any query kindly call Customer Care Representative of Arab Falcon on 055 4591028 or email to csr.cas@arabfalcondubai.ae.

PARKING

- Make use of the large parking area at the rear of the school.
- Remain courteous and respectful to other drivers and staff.
- Follow directions given by our security guards and members of staff who direct traffic at the busy times of day.
- Be very careful when driving and parking in the car parks, especially when reversing, as small children are not clearly visible if they are standing or walking behind your vehicle.
- Share the school-run with other parents who live near you, or setup cycling/walking groups together if you live near to the school.
- Consider making use of the school bus service.
- Feel free to come and talk to our front desk staff or other school staff about any suggestions you may have regarding improving the parking arrangements.
- Make use of the 'Drop off lane'. There is no parking in this lane.

AFTER SCHOOL ACTIVITIES

CAS is proud to offer a range of activities and we encourage participation in various After School Activities (ASAs) to aid the holistic development of our students by building their self-esteem and improving their performance in academics, sports and other extra-curricular fields.

A variety of activities are scheduled during the year. Classroom teachers conduct many of these activities. Others are offered by community members and organizations. Some activities may have fees charged. Students are required to participate in at least one extra-curricular activity each semester and participation is noted on student reports. Buses will also be available after the activities, however please read all of the ASAs information provided on CAS website with regards to specific conditions.

ON-LINE REGISTRATION

Parents will be informed by email when registration is open, with a direct link to the activities and online enrollment form. Please ensure that you enroll your child within the time frame to avoid disappointment.

The allocation of activities will be done on a first come basis. Subject to the available capacity, we will try to assign the activities as per the preference indicated.

SECURITY – PARENTS ID CARDS

Parents are requested to help us make our school community a safe environment by ensuring they carry with them their Parent ID cards while visiting the school. Additional cards required may be purchased and you may please upload your details to <http://apps.innoventureseducation.com/cas/parentid/>. If you experience any difficulty with this, please contact helpdesk@casdubai.com

CONTACT INFORMATION

Parent/s agrees to inform the CAS Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone. It is important that the school has up to date contact information maintained in the school systems in order for all communication from the school to reach the parent in a timely fashion.

* All students enrolled in school should be under the care of the authorized guardian and should not be residing independently.

HEALTH INFORMATION

OVERVIEW OF POLICY

The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. If your child has a persistent condition, allergies or any medical condition that the school should be aware of, please specify in detail the nature of the condition, the signs and symptoms and any medication that may need to be administered immediately.

MEDICAL CHECK-UP The Department of Health and the school require that students grades: KG1, 1, 5, 9, 12 and all new students have a general medical examination and all students have their Body Mass Index (BMI) checked. Parents will be informed if their child requires any special medical attention.

POLICY ON ACCIDENTS AND EMERGENCIES

School Nurse or School personnel shall notify the parents or guardians in the event of accidents and / or cases of emergencies.

POLICY ON MEDICATION

Medication will not be dispensed without written permission. If your child needs to take any medication during school hours, please ensure that this medication is stored in the School Clinic, with the nurse, and that it includes exact directions on administering the medicine including amount and frequency.

POLICY ON IMMUNIZATION

CAS will be providing immunization for students under the umbrella of Dubai health authority. School vaccination starts from the age of 6 years (grade 1). The vaccines available are oral polio, DT, Td and MMR.

POLICY ON INFECTIOUS DISEASES

Children should not be sent to school if they are unwell. In the case of infectious diseases such as Chicken Pox, Conjunctivitis, Mumps etc., they should only return to school when the quarantine period ceases. No child will be allowed to attend school without a medical certificate or the school doctor's approval in the case of having contracted any infectious disease.

HEAD LICE

A check will be done if a case of head lice is reported in any particular class and a letter sent to the parents. Head Lice is a common condition amongst children, and can be easily treated.

MEDICAL DECLARATION

Please complete the four medical forms (***School Health Record; Infection Control Policy; Immunization policy; Medical Treatment-Paracetamol and Authorization for Emergency Treatment***) and return them to the school Nurse as soon as possible once your child has started school.

SCHOOL HEALTH RECORD

In order to complete your child's CAS Medical Record please provide the following details:

Student's Name -----
Heath Card No ----- Male Female
Nationality ----- Date of Birth -----
(dd/mm/yy)
Mother's Name ----- Mother's Tel No -----
Father's Name ----- Father's Tel No -----
Residence Tel No ----- Fax No/ Email -----

1. Does your child have any known medical problem or disability? Yes No
2. Does your child wear glasses or contact lenses? Yes No
3. Does your child have any hearing difficulties? Yes No
4. Does your child take any medication other than vitamins? Yes No
5. Does your child have any allergies? Yes No

If you have answered YES to any of the above, please provide further details and indicate clearly whether this condition will, in your opinion, affect your child's ability to participate in any aspect of school life, EG regular classes, sport classes, field trips, after school activities etc.

Signs and Symptoms: -----

Medication taken to prevent further reaction: -----

Other information: -----

6. Previous school in Dubai (if one attended): -----
7. Consent given for medical examination by School Doctor or Nurse Yes No

Please provide:

8. One Passport –sized photograph of your child.
9. **Copy of vaccination records for our file**

CONSENT FOR IMMUNIZATION

Child Name: -----
Date of Birth: -----
School Name: -----
Class/Grade: -----

Please Tick (√)

- I give the consent for the immunization of my child
 I don't agree for immunization of my child.

Name & Signature: -----

Parents/ Guardian

P.O.Box:-----

Telephone Number: -----

Dear Parents

Please provide the following information to update your child school health record and send his/her ORIGINAL IMMUNIZATION CARD

Child History of illness:

Please tick (√) appropriately, if yes, Specify Month/Year of illness

| Infectious Disease | YES | NO | Non-Infectious Disease | YES | NO |
|---------------------|-----|----|--|-----|----|
| Diphtheria | | | Accidents | | |
| Dysentery | | | Allergies | | |
| Infective Hepatitis | | | Bronchial Asthma | | |
| Measles | | | Congenital Heart Disease | | |
| Mumps | | | Diabetes Mellitus | | |
| Poliomyelitis | | | Epilepsy | | |
| Rubella | | | G6PD (Glucose6-Phosphate Dehydrogenase deficiency) | | |
| Scarlet Fever | | | Rheumatic Fever | | |
| Tuberculosis | | | Surgical Operation | | |
| Whooping Cough | | | Thalassemia | | |
| Chicken Pox | | | | | |

If yes, write the year of illness

History of:

Blood Transfusion No Yes Frequency: -----

Hospitalization No Yes Reason:-----Date:

family History: Diabetes- Hypertension- Mental Disorder- Stroke- Tuberculosis-

Other, Specify-----

Licensed School Nurse Signature: -----

Letter for refused vaccination in the school premises

Student Name:

Date of Birth:

Class/Grade:

School Name:

I am Mr. / Mrs. (Father/Mother) of Student.....

This is to inform you that I have objection for my son/daughter to receive the vaccination in the school premises for the reason of

.....

I agree & assure to provide the school with a copy of updated vaccination record in regular basis.

Signature:

Date:

Telephone Number:

CONSENT FOR EMERGENCY TREATMENT

In the event that my child requires emergency treatment, I will be contacted and asked to collect my child from the school.

If the school is unable to contact me or the Emergency Contact Person, my child will be taken to Rashid Hospital (Dubai Government Hospital) accompanied by the School Nurse, for diagnosis and treatment. Efforts to contact me will continue.

I consent to my child being taken to Rashid Hospital in the event of a medical emergency.

Name of Parent: -----Signature: ----- Date: -----

COLLEGIATE AMERICAN SCHOOL INFECTION CONTROL POLICY

In order to reduce and minimize the spread of illnesses in the school, the following regulations shall apply.

1. Please do not send your child to school if they have:
 - Fever
 - Skin rash
 - Vomiting (not to return to School for 24 hours after the last vomiting episode)
 - Diarrhoea (not to return to School for 24 hours after the last diarrhoea episode)
 - Persistent cough
 - Heavy nasal discharge
 - Red, watery and painful eyes
2. An infected sore or wound must be covered by a well-sealed dressing or plaster.
3. If your child is assessed by the School Doctor and/or School Nurse, and deemed to be a possible source of infection to other students, you will be contacted to take the child home immediately.

Please inform the School if your child has been or is being treated for a medical condition.

I have read and understand the above Infection Control Policy.

Name of parent: -----Signature: ----- Date: -----

CONSENT FOR MEDICINES ADMINISTRATION

Student's Name ----- Grade ----- Section -----

I consent / do not consent to my child being given any of the following medicines, should it be considered necessary by the school doctor or nurse.

If your child is unable to take this medication, please contact the school doctor or school nurse to discuss the use of an alternative medication.

The medical staff will contact you if there are any concerns.

| Name of drug | Age | Dose | Indication | Remarks |
|-----------------------------|------------------------------|---------------------------------------|-----------------------------|-----------------------------|
| PARACETAMOL | All | 15mg/kg/ dose | Pain, Fever | Repeat after 4 - 6 hours |
| Claritine Syrup | 2-5 years: Above 6 years: | 5ml 10ml | Allergy, insect bite | Every 12 hours |
| Fenistil Gel | All | - | Allergy, Insect bite | Every 8 hours |
| Brufen/Advil | All | 5 mg /kg | Pain, Fever | Repeat after 8 hours |
| Maalox Plus Syrup | 2-5 years; 6-18 years; | 5ml 5-10ml | Nausea, Indigestion | Repeated after 2 hours |
| Scopinal syrup | 6-18 years | 10ml | Abdominal pain | Repeat after 6 hours |
| Saline Nasal Spray/ Drop | All | 1 Puff/ Drop in each Nostril | Blocked nose | As required |
| Reparil Gel | All | - | Muscular trauma/swelling | Once daily |
| Optrex Eye Wash | As per instructions | Sand/ Dirt in Eyes | - | As required |

Name of the parent: Signature

Date

Terms & Conditions

1. School Fees

Please refer to information on fees given in **Schedule A (for existing students) and Schedule B (for new students) on the website www.casdubai.com** for the relevant academic year.

2. Additional Costs

Parents are also responsible for any additional cost of students attending Collegiate American School (CAS) which include but not limited to educational materials fee; school uniform; meals; replacement Student ID Cards etc as identified in **Schedule C** on the website www.casdubai.com

3. Payment

3.1. The academic year is divided into 2 Semesters of approximately equal length. Semester 1 runs from September to January; Semester 2 runs from February to June. The school calendar at www.casdubai.com will contain Semester start and finish dates.

3.1.1. The Parent/s agrees to provide payment for the Academic Year, either in full or by way of two cheques. These cheques being dated for the 1st day of each Semester or earlier, and submitted on the 1st day of the Semester or earlier.

3.1.2. Alternatively, the Parent/s can pay by way of bank transfer or cash for the entire Semester, whereby payment is received by CAS no later than 1st day of each Semester.

3.1.3. (*for new students*) If a student joins the school mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full year's fees will need to be paid as per the Annual Tuition Fee Schedule.

3.1.4. (*for new students*) If a student joins the school mid-year as a late enrolment, fees for the Semester in which they are joining will be calculated on the following basis and have to be paid before they start:

3.1.4.1. If attending less than two weeks of the Semester then one month's fees or applicable Registration/Re-registration fee, whichever is higher, is payable .

3.1.4.2. If attending more than two weeks and less than one month of the Semester then two month's fee is payable.

3.1.4.3. If attending more than one month and less than six weeks of the Semester then three month's fee is payable.

3.1.4.4. If attending more than six weeks of a Semester then full Semester fee is payable.

3.1.4.5. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

3.1.5. Should a cheque be dishonoured for any reason whatsoever, the school shall charge an administration fee of AED 200 for each cheque returned. In the event that the cheque(s) are not received by the due date, CAS may, at its discretion, suspend the Student's attendance at the School and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.

3.2. (*for new students*) Assessment Test Fee payment to be made after the Parent/s is notified of the scheduled Assessment Test date but prior to the date on which the Student is scheduled to sit the Assessment Test.

4. Billing

The Parent/s or Guardian, whose signature appears on the *Application for Admission Form* or these *Terms & Conditions*, shall be jointly and severally liable to CAS for the payment of outstanding School Fees.

5. Refund of Registration and Re-registration Fees:

5.1 Registration/Re-registration fee is not refundable, but will be adjusted against Semester fees if admission is confirmed.

5.2 Registration/Re-registration fee paid cannot be deferred or carried forward to next Semester/academic year nor can be adjusted towards fee due for sibling

6. Refunds

- 6.1. Students who have registered for the new Academic Year and have presented cheque/s for School Fees, but decide not to attend the school at all, must give written notice to the CAS Admissions Office, to be received no later than the start of the first day of the Semester.
- 6.2. If such notice is received by this date, the school fees paid in excess of Registration/Re-registration fee amount shall be refunded in accordance with CAS refund policy. Registration/Re-registration fee is non-refundable.
- 6.3. All other refunds shall be calculated on the duration of attendance in the Semester in which the leaving date falls:
 - 6.3.1. For attendance of less than two weeks in the Semester, then one month's fees or applicable Registration/Re-registration fee amount, whichever is higher, is payable, and the remainder of the Semester fees refunded.
 - 6.3.2. For attendance of more than two weeks but less than one month in the Semester, then two month's fee is payable, and the remainder of the Semester fees paid will be refunded.
 - 6.3.3. For attendance of more than one month but less than six weeks in the Semester, then three months fee is payable, and the remainder of the Semester fees will be refunded.
 - 6.3.4. If attending more than six weeks in the Semester, then full Semester fee is payable.
 - 6.3.5. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.
- 6.4. Parent/s agree to inform the CAS Admissions Office in writing if they intend to withdraw the student from the school for any reason, and should provide at least thirty (30) days notice to allow for documentation and applicable refunds to be prepared.
- 6.5. Registration/Re-registration fee; educational materials fee; Uniforms; and other sundry expenses, including those indicated in Schedule C, are not subject to refund.

7. Documentation

- 7.1. *(for new students)* Parent/s shall undertake to provide all documentation required by the School to complete student registration. All documentation of this nature must be provided by the Parent/s to the CAS Admissions Office. This includes, but may not be limited to:
 - 7.1.1 One copy of Student and Parents' current and valid passport
 - 7.1.2 One copy of Student and Parents' current and valid UAE residency visa
 - 7.1.3 One copy of Student's birth certificate (in English or Arabic only)
 - 7.1.4 One copy of Student's previous two (2) year's school/nursery reports (in English only)
 - 7.1.5 Passport photographs of the Student x 4
 - 7.1.6 Copy of Student's immunization records
 - 7.1.7 Transfer/Leaving Certificate, signed, stamped and attested by all necessary bodies. (Further details on this can be found in the Admissions Brochure or on the website at www.casdubai.com.)
 - 7.1.8 **Registration with the KHDA: It is mandated by the regulatory authorities of the UAE that on enrolment confirmation, the latest Emirates IDs of the student and one parent requires to be swiped at the electronic machines placed at the admissions/front office of the School to register with the KHDA/Regulatory authorities for official approval of the student's admission with the school.**
The above documentation is prescribed by the Dubai Government for legitimate residence in the country and proper registration in a Dubai School. (Failure to comply may result in the school taking punitive action as mandated by the KHDA, and this may range from temporary suspension to cancellation of admission).
In case you face any exceptional circumstances causing a delay in obtaining an Emirates ID for yourself or your child, please provide the admissions office with **official documentary evidence** of the same for submission to KHDA.
- 7.2. It is the responsibility of the Parent/s to ensure all documentation is provided before the student starts school. CAS will not take responsibility for incorrect documentation or missing documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).
- 7.3. Failure to submit all required documents may result in the student's start date being delayed, or if they have joined, in results, reports and the Transfer Certificate for the student being withheld by the School. The School may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 7.4. The School shall not be responsible for any kind of charges / penalties levied by the KHDA for non submission of required documents within the stipulated time including fee for application of extension time to submit documents. The same shall be borne by the parent.
- 7.5. Parent/s undertakes that all documentation submitted to CAS is correct, genuine and complete.

8. **Parent School Contract (PSC):** Please note, Parents and Students of age 15 years and above, are required to sign the Parent School Contract for each academic year (this is a mandatory KHDA requirement).

Once KHDA confirms admission approval of the student and the student has been registered in the KHDA system (refer 7.1.8 above), KHDA will generate the Parent School Contract and parents will receive notification from the Admissions Office to visit the school in order to electronically sign the PSC.

Alternatively, you may complete this formality online as well at link <https://www.khda.gov.ae/khdaparentportal/#/login> . Please note that the PSC is required to be signed by the parent and all students of age 15 years and above each academic year.

(Failure to comply with this KHDA mandate will cause suspension of the student from attending classes and the student's registration or re registration with the school stands at risk).

9. Code of Conduct

Parent/s and Students agree to maintain and uphold their responsibilities outlined within the CAS Code of Conduct in the *Parent & Student Handbook*, as members of the larger CAS Community. This includes, but is not limited to, exercising courtesy at all times while on school premises and while interacting with CAS Staff and other Parents and Students.

10. Contact Information

Parent/s agrees to inform the CAS Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.

All students enroled in school should be under the care of the authorized guardian and should not be residing independently.

I have read and understood the Terms & Conditions for Admission and Re-enrolment, and confirm acceptance of my payment duties, obligations, and rights herein by signing below:

Signatory One:

Signatory Two:

I, [.....]

I, [.....]

Parent's or Guardian's name

Parent's or Guardian's name

Am the legal Parent or Guardian of:

Am the legal Parent or Guardian of:

[.....]

[.....]

Student's name

Student's name

DATE: