



**COLLEGIATE
AMERICAN SCHOOL**

New Parents Welcome Pack 2017-2018

PO Box 121306, Dubai, UAE
Email: admissions@casdubai.com
Web: www.casdubai.com
Tel: +9714 427 1402/03



A VERY WARM WELCOME FUTURE SANDCATS!

MARHABA!

Dear Parents,

Welcome to Collegiate American School. We are pleased that Collegiate American School is your school of choice in Dubai. Thank you for entrusting your students to us. Nestled in the quaint neighborhood of Umm Sequim, Collegiate American School prioritizes the academics and wellbeing of your child. We live through our vision of "Providing a world class education". As a school that has been recognized by KHDA and international accrediting agencies such as Council of International Schools (CIS) and New England Association of Schools and Colleges (NEASC), we are pleased to report that accolades have been given to the school for the rapid progression made in recent years. Specifically noted was our vision and strategic planning, celebration of internationalism, care for the students and a robust curriculum. The pride of the Sandcats is strong!

Set in a residential neighborhood, Collegiate American School offers the experience many of us encountered as we were growing up walking with our parents to our neighborhood school. It is delightful to see parents parking and walking their students to class. It is an invigorating school community.

A faculty and staff specifically selected to meet the needs of our diverse student population, we know you will be at ease entrusting your students to us. The use of internal and external assessments allow us to understand the needs of your child(ren) and instruct them accordingly. Our professional development program supports teachers to have the tools necessary to differentiate for all learners with challenge and creativity. As a school, we employ an open door policy and welcome you to speak to any members of the school community.

As a new family to Collegiate American School, we hope you consider your expert services in the capacity as a member of the Collegiate American School Parent Association (CASPA), a classroom parent volunteer, or an expert from the professional field working with our students to connect to the skills needed in the 21st Century. With events ongoing, innovative ideas and volunteers are always a need.

This welcome pack aims to provide you with the essential information you need for a successful transition. Please take time to go through all the information carefully and contact us as needed. The Admissions Office and the Administrative Team are available to you. Again, welcome to the Sandcat family, I look forward to meeting you in the near future.

Warm Regards,

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 and 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 EIDs 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 enable 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

Before the start of the academic year:

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 of November:

All overseas students and students from other Emirates require to submit the same with a 30 day validity. This includes KG and 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 below to assist your school in composing a TC if they are unfamiliar with the requirements.

Attestation - 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 years school system:	<i>12 years / 13 years system</i>
Last day school was attended:	<i>20 June, 2017</i>
Current Grade (if leaving during the academic year) OR	<i>Grade 9 / Year 10</i>
Passed and promoted to (if completed the academic year)	<i>Grade 10 / Year 11</i>
Signature of Principal / Head Teacher / School Director or other school official	School Stamp

FEE PAYMENTS AND REFUNDS

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

- Semester 1 Fee payment should be submitted **before 5th of September 2017**.
- Semester 2 Fee payment should be submitted **before 1st of February 2018**.

Mode of Payment - Payments are accepted by check, cash, debit/credit card or bank transfer:

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

Please write the Student's Name and Grade on the back of the cheque. You may drop your cheque at the CAS Accounts office.

b. By Cash – Payable at the CAS Accounts Office.

c. By Debit / Credit Card – Payable at the CAS Accounts Office.

Our partner bank, Emirates NBD has worked out an attractive proposition for fee payment. Under this arrangement, payment made via Emirates NBD credit cards will entitle parents to convert the fee payment into easy 3-12 month instalments at 0% interest*. To enable our parents to take advantage of this offer, Emirates NBD has assigned the following representatives:

- Ayesha Alamgir– khatraia@emiratesnbd.com 050 2008332
- Shaloo Bhatia – shaloob@emiratesnbd.com 050 8740990

d. By Bank Transfer – Our account details are as follows:

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

Account Name: Collegiate American School

IBAN: AE670330000010496848711

Swift Code: BOMLAEAD

Bank Name: Mashreq Bank

Branch: DIC Branch

City: Dubai

Country: UAE

Email ID: accounts@casdubai.com

1. Child Name
2. Grade/Year

Clearance of the bank transfer will take a minimum period of 2 days.

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.

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 2017-2018 with Orientation dates and timings
may be viewed on our website www.casdubai.com**

CAS STUDENTS ORIENTATION (2017-2018)			
GRADES	DATE & DAY	TIMINGS	VENUE
All Grades	Tuesday, 5 th of September 2017	7:45 am to 9:00 am*	CAS
All Grades	Tuesday, 5 th of September 2017	8:30 am – Meet and Greet CAS Leadership Team	Dance Hall
All Grades	Wednesday, 13 th of September 2017	Back to School Night Specific grade level orientation regarding the curriculum and learning expectations	CAS

* There will be no lessons taking place on 5th of September and children cannot be left in school. The orientation on this day is to meet the teachers and pick up paperwork required for the school year.

** Children to come dressed in their school uniform with parents.

(The uniform vendor will be available at the school premises at the start of the school year)

FIRST DAY OF SCHOOL FOR KG2 - G12 (2017-2018)		
Semester 1 begins	Wednesday, 6th of September 2017	<p style="text-align: center;">Regular School Timings:</p> <p>KG2 - GR5 07:45 am - 2:30 pm</p> <p>GR6 - GR12 07:45 am - 3:30 pm</p>

SETTLING-IN SCHEDULE* FOR PreKG and KG1 (2017 - 2018)		
PKG - KG1	<p style="text-align: center;">Shortened Hours:</p> <p>07:45 am - 11:00 am</p> <p>6th - 7th September, 2017 (Wednesday and Thursday)</p>	<p style="text-align: center;">Regular School Timings:</p> <p>07:45 am - 1:15 pm</p> <p>10th of September (Sunday) - 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 and Academic teams. 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 +	12	13
16 +	11	12
15 +	10	11
14 +	9	10
13 +	8	9
12 +	7	8
11 +	6	7
10 +	5	6
9 +	4	5
8 +	3	4
7 +	2	3
6 +	1	2
5 +	KG 2	1
4 +	KG 1	Foundation 2 (FS2)
3 +	Pre KG	Foundation 1 (FS1)

NOTE 1: At CAS the cut-off date for determining the Grade is 31st of December as per the requirements of KHDA. 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 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
Elementary School Secretary	soniak@casdubai.com	04 427 1439
Secondary School Secretary	gorkems@casdubai.com	04 427 1408
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 HANDBOOKS

The Student and Parent Handbooks are available for download from our website: <http://www.casdubai.com/learning/student-services/handbook/> or please do not hesitate to contact the Admissions team who can email you the documents as a *pdf* file. We would suggest all new parents and students to take the time to read the handbooks and familiarize themselves with their content. There are also forms which require your signature. The handbooks contain further information on subjects such as Academic Program; Bullying and Harassment; Code of Conduct; Useful Contacts; Medical Services, etc.

The following hanbooks are available on our website:

Elementary School Handbook
Secondary School Handbook
Early Childhood Parent Handbook
Learning Support Parent Guide
English Language Learners (ELL) Parent Guide
Counseling Parent Guide
CAS GATEway Parent Guide

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 12
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	
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	
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	
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
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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 6 -12 requirements will be shared with students on the first day of school.

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. The detailed menu can be reviewed on our website: <http://www.casdubai.com/learning/student-services/cafeteria/>

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 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.

CO-CURRICULAR ACTIVITIES

CAS is proud to offer a range of activities and we encourage participation in various Co-Curricular Activities (CCA) 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 co-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 CCAs information provided on CAS website with regards to specific conditions: <http://www.casdubai.com/student-life/co-curricular-activities-cca/>

ON-LINE REGISTRATION

Once the academic year starts, 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.



COLLEGIATE AMERICAN SCHOOL

MEDICAL AND IMMUNIZATION RECORD & Consent Declaration

CONFIDENTIAL

Student's name: _____ Grade _____

Please complete and return prior to your child starting at CAS

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.

Post Box No.121306, Dubai – U.A.E. – Telephone :4271402 /4271403– Website: www.casdubai.com
CAS Health Office- Telephone: 04-4271450 /454

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.**

Post Box No.121306, Dubai – U.A.E. – Telephone : 04-4271402/03– www.casdubai.com

CAS Health Office- Telephone: 04-4271450 /454

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: -----

Post Box No.121306, Dubai – U.A.E. – Telephone : 04-4271402/03– www.casdubai.com
CAS Health Office- Telephone: 04-4271450 /454

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, cash or credit card 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 of child's enrolment with the KHDA: on confirmation of enrolment by the School, it is mandatory to register the child with the KHDA within the timelines defined by the School, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the School.**
- 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) (applicable for both new and returning students):** it is mandatory for Parents and Students of age 15 years and above to sign the Parent School Contract for each academic year

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: