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|  | **PARENT-GREAT MINDS ECC CONTRACT** |

Introduction:

A constructive relationship between the Early Childhood Center and families is key to ensuring that the students’ well-being is at the core of an effective educational experience. It is beneficial for both parties, the Center and the families, if this constructive relationship is based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, Early Childhood Center should have effective procedures to address and mitigate parental concerns and complaints, while at the same time parents should also be recognized and used as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it only after all queries have been addressed by the Early Childhood Center.

1. Enrolment:
2. Applying for enrolment:

Families may submit an application form at any time during the year. Application forms are available on our website (www.greatminds.ae). Application forms must be submitted online. Completed application forms will be marked by the Center Manager with the date that they are received.

1. Enrolment in the afternoon program/early drop off:

At Great Minds ECC, our school day ends at 1:00pm. However, we recognize, that not all families are in a position to end their workday at 1:00pm and that’s why we provide an Afternoon Program, which is offered five days per week from 1:00pm to 5:00pm (On Fridays our day ends earlier). Families should request registration for the Afternoon Program/early drop off when submitting their child’s application for enrolment with Great Minds ECC or at any point when they may have this desire and the Center Manager will update accordingly.

1. Parents are expected to:
* Provide all the requested documents.
* Provide the Great Minds ECC with copies of all medical, psychological or educational assessments or reports before entry to the Center. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress at the Early Childhood Center.
1. Notify the manger in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the nursery with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the manager and the child’s teachers, and after consultation with the parents, the nursery suspects that such vital information about the child has been deliberately withheld.Confirming Enrolment:

Once all forms, documents and the required tuition payment have been received, your child’s attendance at Great Minds ECC can begin. Upon enrollment parents commit to pay the whole academic year fees unless the 2 months’ notice period about the withdrawal is provided. In the event of traveling or absence of the child for any reason during the academic year Great Minds ECC has the right to obtain the full academic fees without any deduction or refund. Attendance of children enrolled for program less than 5 days will be followed with the same confirmed designated days during the week.

1. Curriculum and Educational programs:
2. At Great Minds ECC we follow the **Montessori** **curriculum** as we strongly believe that the children are inherently good and if they are exposed to correct and full of stimuli environment they flourish. Our aim is to have happy, independent and confident children who will easily adjust and succeed in any environment, later in life. The Montessori Method promotes these principles.
3. Integrated Enrichment Activities:

We build on this basic Montessori academic curriculum by enriching our students’ school experiences with the addition of Cooking and Sensory class, Arabic class, Music class and Physical education class. Our students also have the opportunity to enjoy Art Project classes.

1. Communication for effective partnership

Effective communication is essential to building Early Childhood Center-parent partnership which will strengthen the student’s learning experience. Communication can and should happen through different means, such as the nursery e-mail, Parent communication App, parent-teacher meetings, reports or newsletters, to target all parents. The language of communication at Great Minds ECC is English and correspondence with our parents is done via emails, whatsapp, phone or communication App.

a) The responsibilities of the Early Childhood Center include:

* Communicating to parents all the policies, possible changes and immediate announcements.
* Using all contact details provided by parents to communicate key messages.
* Updating the information about Great Minds policies, expectations, programs, staff and any other information deemed necessary by the Center.
* Informing parents of their child’s progress twice a year through (mid and the end of year) reports and parent-teacher meetings three times a year via zoom (once per a term).

b) The responsibilities of the parents include:

* Supplying the Center with valid and updated contact details, including home and mobile numbers, e-mail addresses, emergency contacts and home locations.
* Updating the Center about any changes in the contact information.
* Referring regularly to established means of communications for any updates about the Center.
* Attending meetings and events related to their child’s progress and performance.
* Provide the Center with copy of valid Emirates ID cards, visa and passports for child, both parents and authorized person to collect child.
* Provide written instructions regarding home routine and meals (type, quantity and feeding intervals) for infants below the age of 18 months. Meals should be provided in labeled containers by parents.
* Adhere all the Center’s policies and procedures.
* Adhere all the payment obligations according to the deadlines.
1. Attendance and punctuality

Students’ absenteeism and tardiness affect the Early Childhood Center’s ability to provide effective educational services, it limits the achievements of consistently absent or late students and disrupts the learning experiences of other students in the Center.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the Early childhood center. The ECC will secure and improve teachers’ attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

a) The responsibilities of the Early Childhood Center include:

* Sharing and implementing the policies.
* Clarifying to parents the definition of a Center’s day and routine, the Center’s expectations in relations to punctuality all through the academic year.

b) The responsibilities of the parents include:

* Reading, ratifying and implementing the Center’s policies.
1. Attitudes and behavior

The policies regarding attitudes and behavior can be found in the Family Handbook.

1. Health and safety

*a. We kindly ask all parents to make sure doors are closed when entering/leaving the Early Childhood Center.*

*b. Illness Policy*

To maintain a healthy environment for our students and teaching staff, any child showing symptoms of illness must be kept at home until symptoms are gone. A child with any of the following symptoms cannot attend Early Childhood Center: fever (37,5 or more), coughing, sore throat, runny nose, sneezing, vomiting, diarrhoea, or pink eye/conjunctivitis. If a child develops any of these symptoms at the Center or is not well enough to take part in the program, parents will be immediately notiﬁed and asked to pick him/her up. The policy of admitting healthy children only is in the best interests of all families and will be strictly enforced. Please inform the Center if your child has contracted a communicable illness, such as inﬂuenza, whooping cough, measles, and so on. Please keep us informed of any health-related concerns you may have regarding your child.

Students who have contagious diseases including Covid-19, Conjunctivitis and Hand Foot and Mouth Disease after recovering should bring a letter from the doctor allowing them to attend the Early Childhood Center. If a student has hair lice should be away from ECC until he/she is free from lice as well as the eggs and should submit the medical report regarding that he is free from lice and egg upon arrival. If students have been absent for more than 2 consecutive days or are under antibiotics, they should submit a medical report confirming that they are fit to attend the Early Childhood Center.

*c. Prescription Medication*

If your child needs to take prescription/medication during the day, a medical consent form must be completed by a parent, and the medication should be handed directly to the nurse. All medication must be provided in its original box or bottle, and be clearly identified with your child’s name and dosage required. Please note that the first dose must have been administered at home, to ensure that there is no allergic reaction.

*d. Emergencies*

In the event of an accident or sudden onset of illness, the Center will not hesitate to seek proper care for a child. IT IS IMPERATIVE THAT YOU KEEP YOUR CHILD’S EMERGENCY CONTACT UP TO DATE. The child’s individual emergency instructions on file at Early Childhood Center will be consulted immediately and the parents notified by telephone. If the parents are not available, the next person on the emergency contact will be called.

*Emergency Protocol*

a. Emergency equipment and supplies always available

b. Guardian’s contact details up to date

c. In case of illness or emergency, the child shall be isolated from other children until seen by the physician or transferred from the Center

d. In case of giving any medicine, the nurse must inform parents

e. The Center will make every attempt to contact parents or emergency contact person.

f. We have no objection for the Center’s Nurse to seek further information directly from us when necessary.

1. Transportation

Great Minds Early Childhood Center does not provide any kind of transportation.

1. Appeal process

For any queries or concerns please arrange to meet with the Center’s Manager.

1. I declare that the Center is provided with relevant health information/record about our child to the best of our knowledge. We understand that any incorrect or misleading information, could affect our child’s admission at Great Minds Early Childhood Center.