

## 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:

#### a) Applying for enrolment:

Families may submit an application form at any time during the year. Application forms are available at the Center, or on our website ([www.greatminds.ae](http://www.greatminds.ae)). Completed application forms will be marked by the Center Manager with the date that they are received.

#### b) Enrolment in the afternoon program/early drop off:

At Great Minds ECC, our school day starts at 8am and ends at 1:00pm, however, we recognize, that not all families are able to start and end their workday accordingly. That's why we provide an early drop off from 7.30am and 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 early drop off/Afternoon Program 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.

#### c) 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.
- 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.

d) **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.

2. **Curriculum and Educational programs:**

a) 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.

b) **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.

3. **Fees and payment**

- a) Registration- AED1,500.00 ONE TIME FEE (non-refundable)
- b) Academic year commitment From August 28<sup>th</sup> - July 5<sup>th</sup> (over 41 weeks - subject to change)
- c) All the fees are calculated on a week base

ACADEMIC FEES structure for Academic Year 2023-2024:

Payable per term	Term 1 (28/08/23- 15/12/23)  (16 weeks)	Term 2 (02/01/24- 22/03/24)  (12 weeks)	Term 3 (25/03/24- 05/07/24)  (15 weeks)
No of days per week	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm
5 days per week	AED14,384.00	AED10,788.00	AED13,485.00 or AED12,645.00 *
4 days per week	AED12,496.00	AED9,372.00	AED11,715.00

			or AED10,985.00
3 days per week	AED10,272.00	AED7,704.00	AED9,630.00 or AED9,030.00 *
2 days per week	AED7,184.00	AED5,388.00	AED6,735.00 or AED6,315.00*

\*applicable if the optional break is taken

Payable per 4 weeks	Term 1	Term 2	Term 3
No of days per week	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm
5 days per week	AED3,596.00	AED3,596.00	AED3,596.00
4 days per week	AED3,124.00	AED3,124.00	AED3,124.00
3 days per week	AED2,568.00	AED2,568.00	AED2,568.00
2 days per week	AED1,796.00	AED1,796.00	AED1,796.00

#### TERM 4 FEES structure for Academic Year 2023-2024

July and August:

<b>5 days</b>	8am-1pm	8am-2pm	8am-3pm	8am-4pm
Daily	AED278.00	AED310.00	AED342.00	AED374.00
Weekly	AED963.00	AED1,070.00	AED1,177.00	AED1,284.00
Monthly (per 4 weeks)	AED3,596.00	AED3,724.00	AED3,852.00	AED3,980.00
<b>4 days</b>	8am-1pm	8am-2pm	8am-3pm	8am-4pm
Daily	AED278.00	AED310.00	AED342.00	AED374.00
Weekly	AED856.00	AED910.00	AED964.00	AED1,018.00
Monthly (per 4 weeks)	AED3,124.00	AED3,328.00	AED3,532.00	AED3,736.00
<b>3 days</b>	8am-1pm	8am-2pm	8am-3pm	8am-4pm
Daily	AED278.00	AED310.00	AED342.00	AED374.00
Weekly	AED749.00	AED803.00	AED857.00	AED911.00
Monthly (per 4 weeks)	AED2,568.00	AED2,863.00	AED3,158.00	AED3,453.00
<b>2 days</b>	8am-1pm	8am-2pm	8am-3pm	8am-4pm

Daily	AED278.00	AED310.00	AED342.00	AED374.00
Weekly	AED514.00	AED568.00	AED622.00	AED676.00
Monthly (per 4 weeks)	AED1,796.00	AED2,075.00	AED2,354.00	AED2,633.00

\*depending on the weeks of attendance

- a) Afternoon program and early drop off are offered as an optional extension of the main program on hourly basis from 1:00pm-5:00pm or 7:30am-8:00am:
- 5 days per hour per week: AED54.00 (per 30 mins 27.00aed)
  - 4 days per hour per week: AED51.00 (per 30 mins 25.50aed)
  - 3 days per hour per week: AED43.00 (per 30 mins 21.50aed)
  - 2 days per hour per week: AED35.00 (per 30 mins 17.50aed)
- b) 1 extra day 8:00am-1:00pm for children who attend 4, 3 or 2 day program: AED278.00
- c) Enrolment fee: AED3,000.00 payable upon enrolment (includes 1,500.00 for the registration and 1,500.00 that will be deducted from the first term academic fees which is required in order to secure your child's place and enrolment in the nursery - (non-refundable)
- d) Re-enrolment fee: AED 2,000.00 payable the latest until July 5th. Re-enrollment fee will be deducted from the first term fees of next academic year. Re-enrollment fee is required in order to secure your child's place for next academic year. Re-enrollment fee is not refundable.
- e) Extra hour pre-booked in advance: AED65.00 per hour on daily basis
- f) Late fee according to the chosen program after 1:05pm/2:05pm/3:05pm/4:05pm/5:05pm - AED250.00 per half hour on a daily basis.
- g) 10% sibling discount on Academic Fees, for second child or more children
- h) Payments are accepted by cash, cheque, credit card or bank transfer. Cheques should be payable to: Great Minds Early Childhood Center
- i) Monthly payment option is available only with provided post-dated cheques for the whole term amount.
- j) All dishonored cheques will hold a bank charge of AED200.00 per cheque
- k) Uniform (optional): Polo shirt AED55.00
- l) All fees inclusive of medical, tracing notebooks, crafts, special activities & events organized at the center.
- m) Term 4 (July and August) fees depending on the weeks of attendance. Attendance should be confirmed by April 1<sup>st</sup>.
- n) Please notify the Center if an unauthorized person will be picking up your child. Permission must be received before we will release a child to anyone who is not authorized on the registration form. They must bring Emirates ID and a copy to be kept on child's file.
- o) Withdrawals:

From time to time, and mostly due to relocation, families may withdraw their child from our program. We request that, families provide a two month notice of their intention to withdraw their child, so that the teachers are aware and can prepare for any impact on the child and the class as a result of the child's pending departure. After two months from received notice parents receive 100% of the remaining fees. In case the payment was done by post dated cheques, refund will be received after all cheques have been credited to the Center's account. For every PDC the Center reserves right to keep AED20.00 for the bank fees.

In the event that the parents do not notify the Center about the child's withdrawal before two months from the withdrawal date, then the Center has the right to obtain the remaining amount.

p) Emergency financial policy: During the pandemic, parents will be asked to submit post-dated checks that will be cashed monthly. If the Center is to close for 10 days (or indefinitely) parents will have the option to continue with our home learning program for which existing fees would apply. Refunds will not be applicable for time elapsed and cannot be prorated for mid-month closures. If parents do not wish to continue with home learning program, from new month their remaining post- dated checks will be returned to them.

q) Payment details:

Payments are accepted by cheque, cash, credit/debit card and bank transfer. Payments by cheque, cash, credit/debit card can be done in the Center's office.

Cheque payments: - Cheque to be made payable to: GREAT MINDS EARLY CHILDHOOD CENTER (in full).

Bank Transfer: Mashreq Bank, Great Minds Early Childhood Center

AC No: 019100064951

IBAN: AE620330000019100064951

Address- Mashreq Bank PSC, Deira, Al Ghurair Center, PO Box 1250, Dubai, UAE

SWIFT CODE: BOMLAEAD

r) Term Fees are payable on/before:

- **Term 1 fee payment - on/before 25<sup>th</sup> August, 2023**
- **Term 2 fee payment - on/before 15<sup>th</sup> December, 2023**
- **Term 3 fee payment - on/before 15<sup>th</sup> March, 2024**

4. 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 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.

## 5. 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.

## 6. Attitudes and behavior

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

## 7. Health and safety

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

8. Transportation

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

9. Appeal process

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