

**THE KINDERGARTEN STARTERS, DUBAI**

**KGS/C/ 800-17**

**CIRCULAR**

**10/05/2017**

Dear Parents,

We would like to inform you that from the past two academic years 2015-2016 and 2016-2017, KHDA has introduced the mandatory signing of Parent –School Contract . This year, we are proud to share the new initiative by KHDA, the acceptance of parent approval on the Parent School Contract has been digitalized and hence parents need not come to the school in person to sign the parent school contract unlike the previous years.

***Please find the step –by-step guideline for the procedure to be followed as given below:***

**To access the KHDA Parent Portal:**

**<https://www.khda.gov.ae/khdaparentportal/#/login>**

**OR**

**Download the KHDA app on your smart device.**

**Login credentials:**

- Parents of new admissions this academic year 2017-2018, can retrieve this information from the SMS they received from KHDA at the time of registration of their ward through registration with original emirates of the Student and Sponsor in person in the school. In case, if you have not completed this registration process, please come in person to the school with the original emirates ID of the Student and Sponsor (Father / Mother to complete the KHDA online student registration.
- All other parents can retrieve this information from the SMS they received, on their registered mobile last year from KHDA when they came to sign the parent school contract.

**If you have deleted your login credentials or forget your login credentials:**

- Choose the Forgot Password.
- Enter the Mobile Number starting with 971 5 - - - - - registered with the KHDA last year (2016-2017) and click **PROCEED**.
- You will receive an SMS on the login credentials to your registered mobile.

**On Successful Login:**

1. If you have siblings in the same school, choose a ward whose contract you wish to review first.
2. Click Parent School Contract button located at the bottom of your screen page. (**Note:** *If the parent school contract is not published please contact the school to enquire on the same.*)

3. Enquire to check the box Mark this section as Read at the end of each page.
  - a. *A green tick will appear on the left hand pane as you mark each section as **read**.*
  - b. *All the pages have to be ticked eventually in order to accept the contract.*
4. Click on **Sign Contract** button once you have read through the entire contract.
5. Check the box: **I agree to the terms and conditions of the contract document**.
6. Click on **Provide Consent** button.
7. You will receive an OTP to authenticate the user which you need to enter the space provided.
8. A Thank You message will prompt on the completion of the entire process.

**Time line for the KHDA Parent School Contract Online Acceptance :**

**Please note that the contract acceptance should be completed by 22<sup>nd</sup> May 2017. If you are not able to complete this task online then you will need to visit the school during the school working hours to complete this task manually on a first come first serve basis.**

**As per the KHDA, it is mandatory for all parents to sign the Parent School Contract at the start of every academic year to confirm their ward's enrolment in the school.**

Looking forward to your support and co-operation as always in making this learning partnership stronger and better for the overall benefit of all our children.

With regards,



**Asha Alexander  
Principal**