



GEMS

أكاديمية جيمس دبي الأمريكية

Dubai American
Academy



2018-2019 WELCOME PACKAGE



Dear New Families of 2018-2019,

We are delighted to welcome you to Dubai American Academy! We are proud to have families join us from all over the world. Naturally, you will have many questions as you transition to DAA. Rest assured that we are committed to providing you with a welcoming and seamless onboarding experience. This welcome packet is designed to provide you with preliminary information to help you prepare for your child(ren)'s first days of school.

Our Identity:

Dubai American Academy offers an enriched American curriculum to students of all nationalities culminating in the International Baccalaureate Diploma Program and/or an American high school diploma. Beyond our rigorous academic program, DAA prepares students to lead successful lives through the exceptional diversity of its community and the extra-curricular experiences that contribute to the development of the whole person.

Our Mission:

Dubai American Academy is a vibrant international community, deeply rooted in a culture of kindness that creates and empowers leaders and independent thinkers with integrity, character, and drive.

We aim to be good citizens who are:

- Respectful and inclusive, celebrating diversity
- Aspirational and inspirational in pursuit of excellence
- Committed to the well-being of people and of the environment
- Open-minded, creative, resilient and reflective
- Passionate and determined in embracing and driving positive change
- Ethical in our actions and accountable for them

These values define who we are - the beliefs that guide our actions and behaviors. They influence the way the whole GEMS community works with each other and they are the foundation of the quality of a GEMS education.

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GENERAL INFORMATION

REGULAR SCHOOL HOURS

- KG1 - Grade 5: 7:40am - 2:45pm
- Grades 6 – 12: 7:40 am - 2:55 pm
- TUESDAY Early Dismissal where all students K-12 are dismissed at 1:45pm.

HEALTH OFFICE

Included in this document are Medical Forms that parents must complete and submit to our Health Office. In addition, you must submit a photocopy of this year's general physical health report and the most recent immunization record(s) in English. **A meeting with our nurses is required before the first day of school only for students with medical conditions/concerns.** Here you can discuss any medical conditions we should be made aware of. The nurses will also explain our office routines if your child is sick during the school day.

SCHOOL CALENDAR 2018-2019

The academic calendar for 2018-2019 can be downloaded from our website, www.gemsaa-dubai.com under the heading of Admissions. It is also included in this Welcome Package.

PROGRAM OF STUDY AND DIVISIONAL HANDBOOKS

The Divisional Family Handbooks can be downloaded from our website, www.gemsaa-dubai.com under the heading of "About Us", then "Handbooks and Program of Studies". These are updated on an ongoing basis prior to each academic year.

INVOICES

Invoices for the school year are emailed to the parents' email (as indicated on the application form). If you do not receive an invoice, please visit or contact our Accounts Office by telephone: 971 4 704 9777 ext.744 or 740 or by e-mail finance_daa@gemsedu.com. If your company is paying the school fees, please note that it remains the **parents' responsibility** to coordinate payment from the company.

TRANSFER CERTIFICATES

If transferring from a school within Dubai:

The Knowledge and Human Development Authority (KHDA) requires a system generated Transfer Certificate to register students at a new school in Dubai. If you have not done so already, please inform your current school of your intentions to withdraw. DAA will then contact your current school to obtain the Transfer Certificate. In addition, we are required by UAE law to submit copies of student passport, current Residency Visa, Birth Certificate and Emirates ID (both sides) as well as both Parents Emirates IDs (both sides) to register all students with the KHDA. Please also supply a copy of each and please send in a copy of future renewals. If the Sponsor's Passport or Residency visa has changed since your initial application, please also supply us with up to date copies.

OR

If transferring from a school outside Dubai:

In order to register students coming from outside of Dubai, an original hard copy Transfer Certificate is required by the Knowledge and Human Development Authority (KHDA). The original Transfer Certificate must be obtained by yourself from your child's current school and given to DAA on arrival in Dubai. A sample Transfer Certificate and Transfer Certificate Guidelines can be viewed in this Welcome Package. Please be aware of the attestation rules for schools located in the identified countries.

New Students

All students must be registered, and this requires a parent to submit soft copies of student passport, current Residency Visa, Birth Certificate and Emirates ID as well as both Parents Emirates ID's to register all students with the KHDA. Please supply a soft copy of each if you have not already done so and please send in a copy of any future renewals. If the Sponsors Passport or Residency visa has changed since your initial application, please also supply us with up to date soft copies. For families moving from outside Dubai we understand that these will not be available until they have been issued.

Please send all admission documents including final school reports and transcripts in soft copies to Registrar_daa@gemsedu.com

MAIN DIRECTORY

Dubai American Academy – Main Telephone Line 04 704 9777.

Email: Communication_daa@gemsedu.com

For the below extensions, replace the last three digits of the main telephone number with the extension digits to call directly.

Main Directory of Telephone Extensions and Emails

Admissions Office	707 or 708	registrar_daa@gemsedu.com
Health Office	761	healthoffice_daa@gemsedu.com
Accounts Office	740 or 744	finance_daa@gemsedu.com
Government Relations Executive	738	s.mohamed_daa@gemsedu.com
Parent Relations Executive	730	pre_daa@gemsedu.com
STS Bus Service	755	cce-daa@stss.ae
Slices Catering	054 792 7503	feedback@slices.ae
Threads Uniform Shop	4 396 4837	support@threadsme.com
Athletics & Activities	842	a.deakin1_daa@gemsedu.com

TRANSPORTATION/BUSES

STS bus service will be available to most areas in Dubai. Updated information on pricing and areas of service will be available over the summer and can be found on our website <http://www.gemsa-dubai.com/for-parents/school-transportation/>. Forms may be turned into the (STS) School Transport Services office located in the main Atrium of the school.

SCHOOL SUPPLIES

Teachers will provide a list of supplies they require their students to have. Stationery supplies can be easily bought at most supermarkets in the large shopping malls. Please note this list is subject to changes in accordance with teachers' requests.

LUNCH/SNACK - SLICES CATERING

Students will have the option of bringing lunch from home or purchasing a school meal from the dining hall. Slices, our catering service provider offers various lunch options for students. More information on Slices can be found here. The hot meal menu is posted in SPOTS, our school newsletter and is also available on our DAA website. A cashless system is implemented on campus. You can register for a Slices account by visiting <https://pay.slices.ae/>. Any support issues can be directed to feedback@lices.ae.

EVERY STUDENT IS REQUIRED TO BRING A REUSABLE WATER BOTTLE TO SCHOOL, AS PAPER CUPS ARE NOT PROVIDED

COMMUNICATION

DAA uses various forms of communication to ensure that our families stay engaged. Here is a [LINK](#) to information about the various forms of communication we use to fit everyone's lifestyle. Also helpful is to view a [summary](#) and an [information guide](#) on all the portals that GEMS DAA Parents will have access to.

PowerSchool Unified Classroom has been launched this year and currently accessible to Middle and High School Parents for access to student information. See below section on PowerSchool for further detail. Parent teacher communication in the early years and elementary (KG-grade 5) is through SEESAW. Your child's teacher will be able to connect you once your child has started school.

Our DAA newsletter, SPOTS is also shared with our DAA Community every two weeks. SPOTS is now a website <https://spots.gemsdaa.net/>, so please bookmark the page and check it regularly during the academic year for updates and information.

Be sure to also check out our social media pages ([Facebook](#), [Instagram](#), [Twitter](#), [Vimeo](#)) for school highlights as well along with our main DAA website <http://www.gemsaa-dubai.com/>.

DAA 2018-19 SCHOOL CALENDAR

August 29 - 30, 2018	New Student Orientation Days
September 2, 2018	First Day of School (Grades 1-12) KG1 & KG2 Orientation
September 3, 2018	First Day of School (KG1 & KG2)
September 11, 2018	Al Hijri New Year *(<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
October 3 - 4, 2018	Professional Learning Day (<i>No school for students</i>)
October 24 - 25, 2018	Parent-Teacher Conferences: Elementary (K-5)
November 7, 2018	Diwali (half-day holiday)
November 14 -15, 2018	Parent-Teacher Conferences: Middle and High School (G.6-12)
November 20, 2018	Prophet Mohammed's Birthday <i>PBUH</i> *(<i>Anticipated Islamic/Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
November 22, 2018	Professional Learning Day (<i>No school for students</i>)
November 30, 2018	Martyrs Day *(<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
December 2, 2018	UAE National Day *(<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
December 13, 2018	Beginning of Winter Break - Early Dismissal at 12:00pm
December 16 to January 5, 2019	Winter Break
January 1, 2019	New Year's Day
January 6, 2019	Classes Resume from Winter Break
February 12, 2019	Professional Learning Day (No school for students)
March 3 - 7, 2019	Middle School Week Without Walls
March 13 - 14, 2019	Parent-Teacher Conferences: Elementary (K-5)
March 20 - 21, 2019	Parent Teacher Conferences: (20-MS only) (21-MS/HS)
March 28, 2019	Beginning of Spring Break - Early Dismissal at 12:00pm
March 31 - April 13, 2019	Spring Break

April 3, 2019	Isra'a Miraj * (<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
April 14, 2019	Classes Resume
April 21, 2019	Professional Learning Day (No school for students)
April 28 - May 2, 2019	High School May Week
May 3 - May 24, 2019	High School IB and AP Exams
May 6, 2019	Start of Ramadan * (<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
May 30, 2019	Grade 12 Graduation
June 4 - 8, 2019	Eid al Fitr * (<i>Anticipated Islamic/National Holiday - Subject to Lunar Calendar and/or Government Announcement</i>)
June 16 - 25, 2019	High School Exams
June 27, 2019	Last Day of School Early Dismissal at 12:00 noon

TRANSFER CERTIFICATE GUIDELINES

In order to comply with the UAE Educational Authorities regulations, and for Dubai American Academy students to be registered with the KHDA (Knowledge Human Development Authority), it is imperative that we receive a Transfer Certificate (TC) from your child's previous school when joining DAA. TCs must be in English or Arabic.

If a student's previous school is located within Dubai, the Transfer Certificate IS required for all grade levels and will be completed internally through the KHDA online system.

If a student's previous school is located OUTSIDE of Dubai, a Transfer Certificate:

- **IS MANDATORY** if joining Grades 2 to 12.
- **IS MANDATORY if enrolling in** KG1, KG2 and Grade 1 after November 15th.

A Transfer Certificate must include the following details:

1. Full name of the student
2. Date of birth of the student
3. Date of admission at the student's previous school
4. The curriculum of the student's previous school
5. Grade to which the student was admitted in the previous school
6. The grade that the student completed in the previous school
7. The grade that the student is promoted to
8. The date that the student left the previous school
9. School stamp and signature

NB: Students coming from countries other than USA, Australia, Canada, Western Europe, New Zealand and Japan should have the original Transfer Certificate (TC) attested by:

- Education Authority of the origin (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from GCC (Saudi Arabia, Kuwait, Bahrain, Qatar & Oman) must have their original TCs attested only by the Education Authority of the origin (from country of TC origin).

Children transferring within UAE Emirates must have their original certificates attested only by the Education Authority of the origin.

TRANSFER CERTIFICATE SAMPLE

IMPORTANT!

INSTRUCTIONS TO SCHOOLS

1. **ONLY copy** the information **below** this box onto school letterhead.
2. Complete the form as of the student's last day in attendance.
3. This form **must** be signed and stamped by a school official (blue ink preferred).
4. The original transfer certificate **must** be presented at the time of enrollment.

This form should only be used for schools located outside the UAE.

Letterhead of school

1. Name of Student.....
2. Nationality.....
3. Date of Birth (d/m/y)
4. Grade to which he/she was admitted year:
5. The present grade..... year:
6. Last date of attendance in the school
7. Result at the end of the academic year
- a) Passed and promoted to grade..... For the academic year:
- b) Retained in grade..... For the academic year
8. Observations if any

HEADMASTER/PRINCIPAL/DIRECTOR

Name

Signature

SCHOOL STAMP



KHDA REGISTRATION & UNDERTAKING

The Knowledge and Human Development Authority (**KHDA**) is the educational quality assurance and regulatory authority of the Government of Dubai. According to the KHDA guidelines, all new students must formally register their child by scanning the Emirates IDs in person at the school and submitting the supporting documents. Once the KHDA registration is approved, parents are required to sign the KHDA Parent School contract. An SMS will be sent with a link to download the KHDA app and a username and password will be provided allowing you to sign the KHDA Parent School Contract electronically. For more information on the KHDA Parent-School Contract, please visit <https://www.khda.gov.ae/en/parentcontracten?i=3>.

Step 1: Visit the school and provide the original Emirates ID cards of the student and one parent along with the original transfer certificate (for Grades 2 – 12).

Step 2: Sign the parent School Contract. Once KHDA approves the registration the parent will receive an SMS with a link to download the KHDA app. Sign the KHDA parent-school contract via the KHDA app or sign the contract online via www.khda.gov.ae/KHDAparentportal/#/login

All newly admitted KG1 & KG2 students who attended nurseries in Dubai will need to be registered with KHDA.

If the Emirates IDs are still under process, you are kindly requested to send a copy of the Emirates ID application form to the Registrar.

Please note the below requirements and sign the undertaking:

- Please meet our Government Relations Executive (GRE) with your original Emirates ID and your child/children' Emirates ID card.
- If your Emirates ID is still under process, please sign the below and submit it to our registration office. Please note that you will only be permitted 45 days' time to present the EID to our GREs (as per KHDA regulation)
- **We shall calculate the 45 days from the first date of attendance. Please note as per KHDA rule will not be allowed to attend school if the above requirements are not met.**

I _____, parent of _____ agree and undertake to comply with the KHDA registration requirements above and understand that failure to complete the KHDA registration process will result in my child not being allowed to attend school.

- Child's name:
- Class:
- Parent's name:
- Parent's Signature:

Questions regarding Emirates ID Scans or KHDA registration can be directed to our Government Relations Executive: Soheir Mohamed S.MOHAMED_DAA@gemsedu.com.

PAYMENT AND ACCOUNTS

The invoices for the school year 2018/2019 are emailed to the parents' emails (as indicated on the application form). If you do not receive an invoice, please visit or contact our Accounts Office. The Accounts Office can be contacted on telephone number: 971 4 704 9777 ext.744 or 740 or by e-mail finance_daa@gemsedu.com.

Payment is due on or before the first day of school. If your company is paying the school fees, please note that it remains the **parents' responsibility** to coordinate payment from the company. School fees can be paid online through GEMS Oasis portal <https://oasis.gemseducation.com> using your **GEMS parent username and password**.

Instructions for Payment by Wire Transfer

Bank Name:	Mashreq Bank
Branch:	Al Riqqa Road, Dubai, United Arab Emirates
Account Number:	0493 14 2119
Titled:	Dubai American Academy
Swi Code:	BOMLAEAD
IBAN #:	AE470330000010493142119

IMPORTANT:

If you make a payment by wire transfer, please obtain proof of payment and send this to finance_daa@gemsedu.com. Please quote your child's name and grade level, which will enable our Accounts team to trace your payment. Also, please remember to add the service fee for the wire transfer so that we receive the total amount due.

GEMS Rewards: As part of the GEMS family, we would also like to introduce you to GEMS Rewards, which is an exclusive program for our community of students, parents and staff. GEMS families can now explore cashback opportunities and enjoy incredible savings and discounts. Please explore <http://www.gemsrewards.com/> for more information.

You are also able to save on your school tuition fees by applying for and using the GEMS NBAD Co-Branded Credit Card. For further details on the offering, please contact Mr. Ganesh at 055-8098380 or speak to our staff in our Accounts Department.

GEMS OASIS USERNAME AND PASSWORD

All newly enrolled parents will receive an automated email from the GEMS ICT Helpdesk with their GEMS Username and Password in order to login to the OASIS portal. Parents will receive one login per family. OASIS is a GEMS-wide student information database, which allows parents to view their child's profile, update contact details, and pay fees online.

OASIS main login page: <https://oasis.gemseducation.com/General/Home.aspx>

You can change your password via this link <https://selfreset.gemseducation.com>. Upon reset of your password, a temporary code will be sent to the primary email on file.

You will receive one login (username and password) and should be able to see all of your children. Should a member of your family who is attending DAA not be visible at login, please contact our registrars at registrar_daa@gemsedu.com. If you have not received an email with your username and password, please email pre_daa@gemsedu.com.

POWERSCHOOL

We are pleased to announce that DAA has launched PowerSchool and PowerSchool Learning this academic year for middle and high school in order to ensure parents have real-time updated information about their students. PowerSchool is DAA's new electronic student management system where student information will be collected and stored.

If you are a middle school or high school parent, first you must create an account. Here is the [PowerSchool Unified Classroom Guide](#) to assist you. Any member of our front of house team, such as our receptionists, registrars or parent relations executive will be able to support you to create and add your children to your account.

Here is a preview of what PowerSchool can do.



[Link to Preview \(6:11\)](#)

The various capabilities of the platform are steadily being phased in. The aim is to use this platform school-wide to include parents of those in KG through 5. This will happen systematically and parents will be informed of any updates in this regard.

DAA FAMILY PASS

Dubai American Academy issues photo identification cards (Family Passes) to our community. The Family Pass includes photos of the parent/adult and the children enrolled at DAA. The Family Pass does not have an expiration and is valid as long as the child is in attendance at DAA. You will be asked to return all Family Passes should you withdraw from DAA. IDs requested on behalf of household workers should be returned to the school in the event that they are no longer in your employ.

In order for us to prepare your Family Passes, please complete the family pass form via the link below and return it along with scanned passport sized photos of the students(s) enrolling at DAA and each adult requiring access to campus. Please remember to label the photos with full names. Family Pass Applications will be processed only if all photos are provided. Passes will be available for collection at the beginning of the school year, allowing you easier access to campus.

[Click here for the family pass form](#)

Kindly return the completed form to communication_daa@gemsedu.com

PARENT CONTACT DETAILS/CONSENT

Please ensure that you provide us with your most up to date information. Students are also on occasion photographed/filmed in the course of their learning and the content may be used in school displays, on the school website, in social media channels and promotional materials. Therefore, please take the time to complete the parent contact details form along with the consent portion found via the link below.

[Click here for the Parent Contact Details/ Consent Form](#)

Kindly return the completed form to Registrar_@gemsedu.com.

UNIFORMS

GEMS DUBAI AMERICAN ACADEMY



www.threadsme.com || 800-THREADS(8473237)



UNIFORM PURCHASE LOCATIONS:

ALL Uniforms can now be purchased through Threads. Threads is located in Time Square Centre – Al Quoz (on the ground floor G-9) Shop timings are 11am to 9pm Saturday to Thursday. Here is the link to their [location](#).

Contact Information for Threads:

Store Phone Number: 04 – 396 4837

Parents could also call 800-THREADS or support@threadsme.com for more information.

<http://www.threadsme.com/>

*** Please note that uniforms with the previous logo will continue to be sold until stock is depleted. DAA will approve for wear the older logo until it is fully phased out.**

UNIFORM INFORMATION – KG and Elementary (KG1 – Grade 5)

DAILY UNIFORM KG1 – Grade 2

- Regulation red polo shirt, this is used for the daily uniform and the PE uniform.
- Regulation dark blue slacks or shorts for boys.
- Regulations dark blue slacks, shorts or skorts for girls.
- White socks.
- All black or all white sport shoes with non-marking soles. No sandals for safety reason.
- Regulation school cap for outside activities. (optional)

Grade 3 – Grade 5

- Regulation light blue shirt fully buttoned.
- Regulation dark blue slacks or shorts for boys.
- Regulation dark blue shorts, slacks or skorts for girls.
- Regulation dark blue tie with logo for boys and collar ties for girls.
- White, black or navy socks.
- Black dress shoes with non-marking soles and heels. **No sandals for safety reasons.**
- OR Athletic shoes with non-marking soles and heels (solid black or solid white)
 - Dress shoes may be needed for school presentations.
- Regulation school cap for outside activities.

PHYSICAL EDUCATION (PE)

KG-5 – Swimming

- Swimming suits and swim caps should be purchased from Threads.

KG1 – Grade 2

- Regulation Daily Uniform noted above is also worn for PE.

Grade 3 – Grade 5

- Regulation Dubai American Academy athletic shirt.
- Regulation dark blue shorts.
- Athletic shoes with non-marking soles and heels (solid black or solid white)

SEASONAL WEAR

- Regulation cotton pullover with school logo.
- Regulation cotton hooded sweater with school logo.
- Other outerwear may be worn to school and kept in the student's locker/cubby.
- Students will not be allowed to wear non-uniform items in the classroom.

GRADES 3 TO GRADES 5

These students are required to wear DAILY UNIFORM (listed above) on non-PE/Swimming days. On PE/Swimming they are required to wear the PHYSICAL EDUCATION (PE) UNIFORM (listed above).

Please ensure all clothing is clearly labelled with name and grade

UNIFORM INFORMATION – MIDDLE AND HIGH SCHOOL (Grades 6-12)

A uniform including a tie is required in all GEMS Schools.

DAILY UNIFORM

- Regulation light blue shirt (fully buttoned).
- Regulation dark blue slacks for boys.
- Regulation dark blue skirts or slacks for girls.
- Regulation dark blue tie with logo for boys.
- White socks.
- Black shoes with non-marking soles and heels.
- Black leather belts for slacks for boys and girls.

PHYSICAL EDUCATION (PE)

- Regulation Dubai American Academy athletics shirt.
- Regulation blue shorts.
- Swimming suit (personal suits are fine-one piece tank type suit for girls/ jammers or boarding shorts for boys).
- Athletic shoes with non-marking soles and heels.

SEASONAL WEAR

- Regulation blue pullover with school logo.
- Regulation blue hooded sweater with school logo.
- Other outerwear may be worn to school and kept in the student's locker.
- Students will not be allowed to wear non-uniform items in the classroom.

Please ensure that all clothing is clearly labeled with name and grade.

The Leopard's Den

The Leopard's Den is our school spirit store run by the Dubai American Academy Parents' Association (DAAPA). The Leopard's Den is located next to the main sports hall on the ground floor off to the left of the main atrium. The Leopard's Den sells DAA hoodies, caps and bags. **Please note that The Leopard's Den only accepts cash.**

HEALTH INFORMATION

Dear Parents,

As part of the process for enrollment/re-enrollment to DAA, it is a mandatory requirement from Dubai Health Authority that you provide us with your child's up to date, original immunization record or a notarized copy in English.

Without this we are unable to complete the admissions process.

Thank you in advance for your cooperation.

My best,



Tammy Murphy
Superintendent

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. Health forms to be complete and return to the school nurse as soon as possible. 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 and any action plan in place.

MEDICAL CHECK-UP: The Dubai Health Authority (DHA) require that students in grade: 5, 9, 12 and all new students to have a general medical examination by the school doctor. Parents will receive a copy of this.

POLICY ON FIRST AID, ACCIDENTS AND EMERGENCIES: School clinic gives first aid for illnesses and injuries which occur in school during school hours. 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 consent. 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 doctor's prescription with exact directions on administration.

POLICY ON IMMUNIZATION: The DHA provide immunizations in school annually. School vaccination starts from the age of 6-18 years old (children over 18 years are not included). The vaccines available are oral polio, DT, Td and MMR.

INFECTION CONTROL GUIDELINES: In order to reduce the spread of illness in School, Parents are advised to follow the below given regulations.

1. Please **DO NOT** send your child to school if they have:

- Fever
- Skin rash
- Vomiting (return to school after 24 hours of last episode of vomiting)
- Diarrhea (return to school after 48 hours of last episode of diarrhea)
- Nasal discharge
- Sore throat
- Persistent cough
- Red, watery, painful or sticky (yellow discharge) eyes.
- Head lice or nits

2. **Keep your children at home when they are sick until they have been without symptoms for 24 hours. If you notice that your child is not feeling well, please do not bring your child to school. Let them rest at home and observe their condition before bringing them to school.**

3. If they have an infected or sore wound, it must be covered by a well-sealed dressing or plaster.

4. If your child is assessed by School Medical team and thought to be a possible source of infection to other students and staff, you will be contacted to take them out of school within 1 hour.

5. All cases of **infectious diseases** should be away from the school for all periods of communicability. Your child will be allowed to attend the school only with a **medical certificate from the attending doctor** stating that the child is not infectious anymore. (It is a **clearance certificate, not the sick certificate**).

Best Regards,
Health Office
Contact number: 04-7049-761

SCHOOL HEALTH FORMS CONSENT FOR IMMUNIZATION AT ADMISSION

Child Name:		Class/Grade:	
Date of Birth:		Nationality:	
School Name:			
Mother's Name:		Mother's mobile no:	
Father's Name:		Father's mobile no:	

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 (✓) as appropriate. If yes, please specify the details of the illness in the space below.

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					

Details of previous illness

Disease/Condition	DD/MM/YY	Comments, if any
-------------------	----------	------------------

History of Blood Transfusion No Yes Frequency _____ Last date of transfusion _____

Please Tick (✓)

() I give the consent for the immunization of my child

() I don't agree for immunization of my child

Signature of Parents/ Guardian: _____

Name of Parents/ Guardian: _____

[Please submit medical forms directly to the Health Clinic]

MEDICAL CONSENT

IMPORTANT!

Name of Student: _____

Grade _____

CONSENT FOR MEDICATION

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

Yes No The school has permission to give my child over-the-counter medicines should it be considered necessary by the school nurse. These medicines are not readily given, but after careful deliberation.

EMERGENCY TREATMENT

The school nurse will attempt to contact you should an emergency arise.

Yes No In the event parents cannot be contacted, I authorize and empower the Dubai American Academy Nurse or a school administrator to make any and all decisions concerning the medical and/or surgical care of the child, which may include taking the child to a doctor or hospital for emergency treatment.

SCHOOL MEDICAL

The UAE Department of Health and Medical Services requires that all students in both private and public school entering grades 5, 9 and 12, as well as any students new to Dubai schools have a clear Medical of Health examination filed in the School Nurse's Office. That examination can be done by the doctor of your choice.

Our licensed school doctor will conduct school medicals throughout the year. **Should you wish to arrange a physical with your own private physician, a written report must be provided to the school Health Office.**

Yes No I consent to my child having a school medical, conducted by the school doctor, during the above-specified grades or upon school entry.

Parent signature: _____

Printed parent name: _____

Date (day/month/year): _____

[Please submit medical forms directly to Health Clinic]

Dear Parents,

The Dubai Health Authority (DHA) offers the following vaccines to all schools in Dubai from Grade 1 – Grade 12, which will be given on site at DAA, by a DHA nurse:-

- TD (Tetanus, Diphtheria)
- Oral Polio
- MMR (Measles, Mumps, Rubella)

If you wish for your son/daughter to receive vaccinations from the **DHA** please indicate with a **tick in the box below**, sign and date.

By consenting to this you are required to provide the health office with **your child's original immunization record or a notarized copy in English.**

If you do not wish for your child to be immunized by the **DHA** it is mandatory order from the Ministry of Health that you complete the attached **DHA** letter and return this to the health office, along with an up-to-date copy of your child's immunization record.

Please note the letter needs to be returned to the health office upon your child's first week at school

Yes, I want my child to be vaccinated at DAA.

Signature.....

Date.....

[Please submit medical forms directly to Health Clinic]

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:

[Please submit medical forms directly to Health Clinic]

BYOD GRADES (GRADES 6-12)

All students in Grades 6 – 12 will be required to bring a laptop to school daily. The required equipment can be either a Mac or PC; the option is entirely up to each family. Any brand of laptop is acceptable, as long as the machine meets the specifications outlined below.

Dubai American Academy “Bring Your Own Device” Laptop Specifications for Students in Grades 6-12

For Students Who Already Have a Laptop

If you already own a laptop please answer the following questions:

1. My laptop is not older than 3 years
2. My laptop has at least 4GB of RAM
3. My laptop has a 3 to 4 hour battery life.
4. My laptop has working Wifi.
5. My laptop has 10 operating system in English, -or-
6. My laptop has Mac OS 10.11 or higher in English

Accessories: 1 set of inexpensive headphones (mobile phone earbud sets are fine)

If you answered ‘YES’ to all these questions you do NOT need a new laptop.

For students who need a new laptop, please ensure you choose a machine with the following minimum specifications:

Processor:	Intel® Core™ i5 or better
Operating System:	Windows 10 or Mac OS 10.12 <u>in English</u>
Memory:	8GB
Hard Drive:	Minimum 250GB hard drive Do not buy a laptop with only a 128GB hard drive.
Connectivity:	10/100/1000 Ethernet Wireless LAN Bluetooth Optional
Ports, Slots & Chassis:	2 USB slots
SD Memory card reader	
Dimensions & Weight:	11 - 15 inch screen.

Larger laptops are DISCOURAGED

MIDDLE SCHOOL COURSE SELECTION

Students entering into Middle School (grades 6-8) will meet with their respective counsellors to discuss course selections

HIGH SCHOOL COURSE SELECTION

Students entering into High School (grades 9-12) will meet with their respective counsellors to discuss course selections.

ATHLETICS, ACTIVITIES & AQUATICS

DAA offers a robust co-curricular program, at all levels. This includes sports teams, classroom instruction activities, activities offered by DAA teachers (free of charge) as well as external providers who provide paid programs.

Internal After-School Activities: Teacher-led (K2 - Grade 8)

KG2 - Grade 8 Internal After School Activities occurs in trimesters (3 terms). Parents of students in KG2 to Grade 5 sign up via whereas in grades 6-8, middle school students sign up themselves. based on their interest.

NOTE: High School Internal activities are **student-led** as students are invited to create and run their own clubs under the supervision of the teacher, and sign up during our Club Fair in October.

External After-School Activities: Fee Paid Providers (K1-Grade 8)

External After School Activities (ASAs) are activities which are offered by outside providers, for which parents pay a fee. These fees are determined and handled by the outside provider, either East Sports Management (ESM) or Delta and not by DAA.

ESM provides many different athletic opportunities for our students, both directly after school but also evening and weekend sessions. Delta provides many academic and classroom-based activities, including language and arts programs directly after school. For further information regarding External ASAs it is best to contact ESM or Delta directly.

ESM: www.esm.ae
Contact: Adrian John
Email: aj@esm.ae

DELTA: www.deltalearning.ae
Contact: Jessica Aranha
Email: Jessica.aranha@deltalearning.ae

Junior Emirates Athletics Conference (Grades 4-6)

DAA participates in an athletic league with 7 other schools from Dubai and Abu Dhabi. This is offered to all girls and boys in grade **4, 5 and 6**, and is open to any student whatever their level of ability. The sports offered are as follows:

Trimester 1: Soccer

Trimester 2: Track and Field

Trimester 3: Basketball

Swim Squads at DAA (Grades 2-12)

At DAA, our students have an opportunity to join one of our swim squads, from grade 2 to 12. In order to be selected to represent DAA, swimmers need to participate at the tryout sessions as designated below.

The following divisions represent DAA in local and sometimes international competitions:

- Grade 10-12: Varsity
- Grade 8 -10: Junior Varsity
- Grades 6-8: U14
- Grade 3-5: Junior Swimming Squad
- Grade 2: Development squad

Middle School (Grade 6-8)

Students can try out for U14 Athletic teams, which participate in the **EAC** (Emirates Athletic Conference, whose member schools include 7 other schools in Dubai and Abu Dhabi).

Students who are not selected for the U14 teams are able to develop their skills in our new Development League for the following sports: Volleyball, Basketball, Soccer and Badminton.

High School (Grades 9-12)

Our Junior Varsity and Varsity Athletics and Activities teams also compete in the EAC. Athletes are further selected to compete in MESAC (Middle East South Asia Conference), of which DAA is a proud member. MESAC Competitions provide amazing experiences for our students, as they travel and compete as a team for DAA. DAA is a very competitive school within EAC and MESAC, and we highly value and recognize our players and coaches for their accomplishments at this level. The Athletics and Activities for each season are as follows:

Middle School and High School Athletics and Activities:

Season 1 – Volleyball, Golf, Swimming and Academic Games

Season 2 – Basketball, Soccer, Cross-Country, Tennis and Senior Fine Arts

Season 3 – Badminton, Track & Field, Baseball, Softball, Forensics and Junior Fine Arts.

Please review the DAA Athletics, Activities and Aquatics Information Booklet for further detail. This information is currently being updated and will be available on our website <http://www.gemsaa-dubai.com/> under “Athletics and Activities”.

Athletics and Activities Contacts:

Scott Hibbard – Athletics Director s.hibbard_daa@gemsedu.com

Allison Deakin – Associate Athletic Director, Jr EAC Coordinator, Activities Director
a.deakin1_daa@gemsedu.com

Marie Leclerc – Aquatics Director m.leclerc1_daa@gemsedu.com

HOLIDAY ACTIVITIES/CAMPS

If you are moving to or staying in Dubai during the holidays and are looking for camp program offerings for your children, please visit <https://www.deltalearning.ae/> or <http://www.esmacademies.ae/holiday-camps> for more information.