



AFTER-SCHOOL ACTIVITIES GUIDE 2017/18

ALL YOU NEED TO KNOW ABOUT THE AFTERNOON AT DISD

Welcome

A very warm welcome to our After-School Activities 2017/18 Term 2!

Our students are able to choose from a wide range of exciting, challenging and fun-filled activities.

Participation will help to develop the student physically, mentally, socially and emotionally. With the Student's involvement in activities, they will develop skills like respect for self and others, appreciation of one's talents but also weaknesses. Taking part in activities is a great way to encourage teamwork and sharing of common goals.

Just Play Sports Academy LLC

Just Play Sports Academy LLC is an official partner of Deutsche Internationale Schule Dubai (DISD) in management of the school's After-School Activities. **All registrations and billing of any After-School Activities will be organized and managed by Just Play Sports Academy LLC.**

Registration process

Registrations open on Monday, 15th January 2018 – 3pm.

Registrations end on Tuesday, 23rd January 2018 - 8 pm.

Parents are able to view the After-School Activities schedule online to prepare for registration. The online registration will open from Monday, 15th January at 3pm on through the **parents portal** on the Just Play website (<http://justplay.ae/german-school-after-school-activities/>).

The PW to enter the system is DISDASA.

To register for an activity please follow the guidelines starting on page six (6). Activities must be booked online.

Payments are advised to do online as you booked the activity, if not please pay the necessary fee for the relevant activity in cash or by cheque to the Just Play office in DISD with Ms. Maica Bugarin (maica@justplay.ae).

Please note that After-School Activities are subject to 5% VAT.

Registration is on a first-come, first-served base and places are booked firmly once the full payment is received.

All registered children who are already registered for full bus transportation will automatically be rebooked to the late bus leaving school daily at 4.20pm. For questions regarding the bus transportation please contact Mrs. Sabine Berti (sabine.berth@germanschool.ae).

The age limits given for the activities must strictly be observed.

Please respect the end of registration. Late registrations do not reduce the fees involved.

In case there are free seats available after the end of the registration, students are welcome to register but payment has to be done first.

Activity Calendar (subject to changes)

The calendar indicates the expected number of classes for each weekday in term 2.

2nd Term 2017/18

	Sunday	Monday	Tuesday	Wednesday	Thursday
February	4, 11, 18, 25	5, 12, 19, 26	6, 13, 20, 27	7, 14, 21, 28	8, 15, 22
March	4, 11, 18	5, 12, 19	6, 13, 20	7, 14, 21	1, 8, 15, 22
April	8, 15, 22, 29	9, 16, 23, 30	10, 17, 24	11, 18, 25	12, 19, 26
May	6	7	1, 8	2, 9	3, 10
June	Ramadan	Ramadan	Ramadan	Ramadan	Ramadan
No. of Classes	12	12	12	12	12

(*) All After-School activities ends on May 10th, 2018.

Begin of After-School Activities

The **2nd term activities** begin **on Sunday, 4th February 2018** and end on **Thursday, 10th May 2018**.

Location of Activities

All activities are located in the school/kindergarten. For the exact location please see our daily schedule which will be published before the start of the activities.

Timings

All **Kindergarten After-School activities run from 2:15pm to 3:45pm** and all **school After-School activities run from 2:40pm to 4:10pm**. Kindergarten children can be picked up by parents between 3:45pm-4:15pm latest. School children must be picked up by parents at 4:10pm. The buses (if booked) will leave at 4:20pm.

No student is allowed to leave the kindergarten/school before the end of an activity. In case of any urgent necessity or emergency the student or parent is expected to inform the school secretary info@germanschool.ae or call at 04-4562718.

Mandatory After-School classes

Before you plan the After-School of your child please check from the class timetable any other After-School school lessons which are mandatory for your child.

Remedial teaching

Our remedial teaching clubs will be run by qualified DISD teaching staff. These clubs give extra support and focus on removing existing knowledge gaps. You can book these clubs like all other activities but please keep in mind that in case there are more bookings than places available the allocation will be done needs oriented.

Curriculum complementing classes

New for this school year are the curriculums complementing classes. These courses offer individual support and creative learning. We have a Debating, Photography and Drama Class. The courses are supported by the school and will have a low fee.

Music classes

The Instrumental Master classes will follow the ABRSM syllabus, preparing interested students for the external ABRSM exams. The program will cover lessons for: Flute, Saxophone, Clarinet, Horn, Trumpet, Euphonium, Drums, Violin, Piano, Guitar and Recorder.

The Instrumental Master classes are designed to cater 2-3 students only for 90 min. The students will receive 30, 45 or 60 minutes private lessons and the possibility to learn and listen to the other lessons till the end of the 90 min. period.

Only students with instrumental lessons, either inside DISD or outside, will be selected to join the Orchestras and Band.

Attendance/Punctuality

Every student is expected to attend every booked activity and be there on time. In case of any absences or emergencies the student or parent is expected to inform the school secretary info@germanschool.ae – Ph.:04-4562718. The secretary will pass the information to the relevant coach.

Equipment

All students are expected to come to every booked activity with the appropriate attire and equipment.

For the sports activities the students need to wear their sports clothes and shoes.

For football in the sports hall students have to wear proper indoor soccer shoes. It is not allowed to enter the hall with cleated or studded soccer shoes.

For Mini Smashers: Tennis and Badminton the students need to have their own racket.

Cancelled Activities

Please note that activities on offer might be cancelled in case there are not enough registrations. Of course we then do our best to find another appropriate activity for your child. If this is not possible the paid fees will be refunded from our accounts (Just Play).

Our policy is to never cancel a running activity. However there might be unforeseen reasons to do so.

In this case parents will be informed immediately. The children will be supervised until parents are able to collect them or transportation is available.

Students with bus transportation

The booked bus transport is binding for the whole academic year and cannot be changed.

In the After-School the buses leave at **4:20pm**. The kindergarten and the primary school children will be brought into the main hall where they gather before they enter the buses.

In case of any absences or emergencies the student or parent is expected to inform the school secretary info@germanschool.ae – Ph.: 04-4562718 or our bus coordinator Mrs. Sabine Berti sabine.berti@germanschool.ae.

Refund policy

In case a student decides not to attend the booked activity until the end of term there will be no refund.

In case of any physical injury in the booked sports activity, students are advised to transfer in any available non-sports activity; if no seats available in any other activities, paid fees to the remaining classes will be refunded from our accounts.

For the activities which are cancelled for reasons of not enough registrations the paid fees will be refunded from our accounts.

If an activity has to be cancelled for any unforeseen circumstance (e.g. weather or late announcement of public holidays) there will be no refund.

Contact Persons

For all information's regarding the Activities please directly contact the Just Play office at DISD, Ms. Maica Bugarin on maica@justplay.ae or Ph.: 052-7421244.

For information's regarding all Activities run by DISD staff or Music Activities please contact Mrs. Gudrun Herlan on afternoon@germanschool.ae or Ph.: 04-4562718 Ext. 838.

BOOKING PROCESS

Step 1. Visit the Just Play website at www.justplay.ae. Under Schools and Nurseries, click on German School.

Step 2. Click on Parent Portal to view available activities and book your child onto sessions.

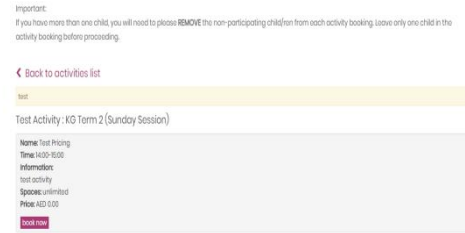
Step 3. You will be asked to enter the page password – DISDASA.

Step 4. Select the class of the student you would like to register. Please make sure you choose the correct grade/class of your child.

Step 5. Select your preferred activity from the list by clicking on the activity title.

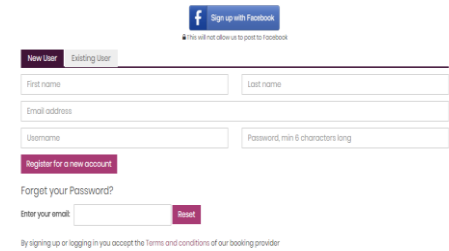
The screenshot shows the Just Play website interface. At the top, there are logos for 'GERMAN SCHOOLS DUBAI', 'DEUTSCHE SCHULE DUBAI', and 'Just Play'. Below the logos, there is a navigation menu with 'Parent Portal' and 'ACCOUNT LOG IN' buttons. A 'Password Protected' section is visible, followed by a 'PARENTS PORTAL' section. The 'PARENTS PORTAL' section contains a grid of buttons for selecting a grade level, ranging from 'Pre-KG' to 'Grade 12'. Below the grid, there is a section for 'INSTRUMENTAL MASTER CLASSES' and a list of activities. The activities listed include 'Test Activity: KG Term 2 (Sunday Session)', 'German School KG: Ballet & Street Dance (Sunday) Term 2', and 'German School KG: Kreativ-AG/Creative Workshop (Sunday) Term 2'.

Step 6. Book your activity by clicking on the -'Book Now" button next to the available slot. This page will show you the time, description of the class, price and how many places remain in the class.



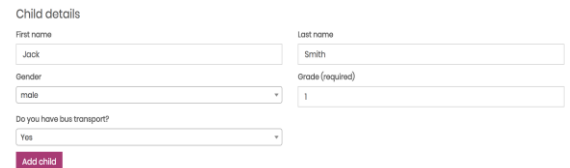
Step 7A. If you are booking for the first time, you will need to create an account under - "New User". Enter in your details on this registration screen to create an account. You will need to create your own username and password for easy access on your next booking.

Below are a list of the activities that your child may book onto. Select and pay to confirm your place. Spaces are limited and sold on first come, first served basis.

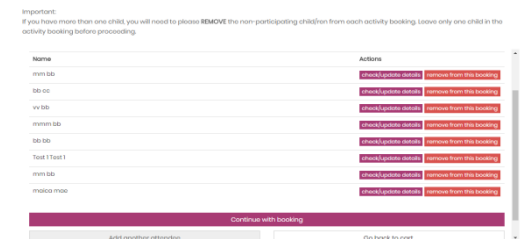


Step 7B. For the second time users, click on - "Existing User". Enter your existing email address and mobile number.

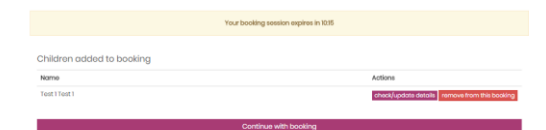
Step 8A. For New Users: Once you have registered and entered all required information, you will be asked for the name of the child who is attending the class. **Please ensure you enter your child's name and do not enter your own name.**



Step 8B. For Existing Users: The page will show you all of the children you have registered in the past. **Please ensure to remove all saved attendees except the child you are booking into this activity.**

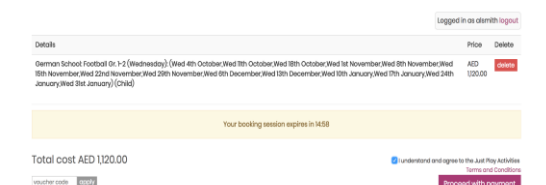


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Step 9. The next screen will allow you to confirm your child's name and make any final changes before completing the booking. If the details of the child are correct, please click Continue with Booking.

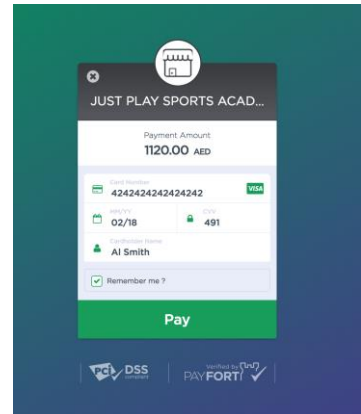
Step 10. This screen shows all final details including the class name and total cost. You will be required to



read and agree to the Terms & Conditions before payment. Please read over these before checking the box.

Step 11. When you are ready, click the Proceed with Payment button and you will be directed to the final payment screen. Enter your payment details and click 'Pay' to finalise your booking.

Once the payment has been approved, your booking has been confirmed and you will be sent a confirmation email outlining the payment and class details. You can also log into your account at any time to view the details.



Step 12. Return to Age Group to select New Activity. Then repeat above process as many times as required.