



# After-School Activities Parents Handbook

**2022–23**



SWISS  
INTERNATIONAL  
SCIENTIFIC SCHOOL  
— DUBAI —

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## Introduction

### Vision

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world.

### Mission

SISD provides an inspiring, inclusive, and challenging learning environment while celebrating academic excellence. We encourage and support all our students to become successful, global minded, enthusiastic lifelong learners who will confidently take advantage of future opportunities and help make a difference. Together with our teaching staff and parents, we support our students to develop their potential fully in a motivating, multilingual and international learning environment. SISD welcomes students of determination and gives them access to appropriate provision, resources, and curricular options.

### Values

Our students are encouraged to attend the school's after-school activities (ASAs) as these provide our students with the opportunity to be active, learn new skills and have fun enriching their learning experience beyond the classroom.

Students are able to choose from a wide range of daily activities. We aim to provide engaging activities and clubs tailored to meet the needs of each age group.

## Our Team

### Rob Duncan

Head of Sport

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+971 (0)4 375 6000

### Nikki Geron

PE & Outdoor Educational Enrichment Coordinator

[asa@sisd.ae](mailto:asa@sisd.ae)

+971 (0)4 375 6000

### Jhag Dizon

STRYX Representative & Coordinator

[jhag@stryxsports.com](mailto:jhag@stryxsports.com)

+971 558771658

## Internal ASAs

Internal after school activities are delivered by SISD teachers and are free of charge (in some cases there may be a fee for equipment, uniform, or certificates from an accredited program). These activities are scheduled on the days of the week when teachers do not have PD.

\*Depending on availability students may be capped at 2 internal ASAs, this does not apply to teams.

### Internal ASA Registration:

- Registration is done online via SchoolsBuddy software (pg. 12)
- Registration needs to be completed within the designated sign-up period.
- The system will allow parents to select their child's first choice of activity as well as rank a backup 2<sup>nd</sup> and 3<sup>rd</sup> choice in case the system does not allocate the student to their first choice. Leaving backup choices blank does not give any extra priority to allocating them to their first choice.
- When the registration period closes the system will generate a randomized allocation based on students first choices. First choices are not guaranteed. The system allocates randomly as this is the most fair way of allocation.

### Important Registration Dates:

- Season 1: Aug 22 – Sep 3
- Season 2: Nov 21 – 25
- Season 3: March 6 & 10

### Timings:

- Early Year ASAs will take place from 2:15 to 3:30pm
- Primary and Secondary ASAs will take place from 3:45pm to 4:45pm

## External ASAs

External ASAs are offered on SISD Campus by verified external providers, whose fees vary for each ASA. Our lead provider is Stryx and we have a staff member based in our ASA office during the day.

- On a general note, when registering for external ASAs, parents are entering into a direct agreement with Stryx and not SISD. If there are any issues that arise parents should resolve these directly with the Stryx. However, SISD does appreciate and welcomes feedback on what is happening so that we can ensure all matters are dealt with promptly and that our providers are providing quality service to our students/families.
- Students can participate in as well external activities as they wish

### External ASA Registration:

- Registration is done online via SchoolsBuddy software (pg.12)
- Registration needs to be completed within the designated sign-up period.
- The system will allow parents to select their child's first choice of activity as well as rank a backup 2 and 3<sup>rd</sup> choice in case the system does not allocate the student to their first choice. Leaving backup choices blank does not give any extra priority to allocating them to their first choice.
- When the registration period closes the system will generate a randomized allocation based on students' first choices. First choices are not guaranteed. The system allocates randomly as this is the most fair way of allocation.

### Important Registration Dates:

- Season 1: Sept 4 to 6
- Season 2: Nov 28 – Dec 2
- Ramadan & Season 3: March 13 & 14

### Timings:

- Early Year ASAs will take place from 2:15 to 3:30pm
- Primary and Secondary ASAs will take place from 3:45pm to 4:45pm

## Child Care

After school care is a free service that is managed by the Early Year Leadership team.

### Early Years Child Care from Aug 30<sup>th</sup> to Dec 9<sup>th</sup>

- During these dates only, students in PreKG, KG1, & KG2 are offered childcare from 14:15 to 15:30 (Monday – Thursday) and 11:30 to 12noon only every Friday.
- Free
- Registration is sent via Ivorie Padua, Early Years Secretary & Childcare Coordinator.
- Available Monday to Friday

### After School Care during ASAs

- Free service.
- Currently only available to PreKG, KG1, and KG2 students who have siblings participating in an after-school activity on the same day.
- Takes place from 14:15 to 15:30
- Currently it is not possible to extend this childcare past 15:30.
- Registration is sent via Ivorie Padua, Early Years Secretary & Childcare Coordinator.

\*Only children who are registered for childcare can attend the scheduled childcare sessions. Students who are registered but have repeated absences may be replaced.

For inquiries/concerns regarding our after-school care please contact:

Ivorie Padua, Early Years Secretary (Ivorie.padua@sisd.ae)

### After School Care Registration Dates:

- Season 1 – Sept 19 to 21<sup>st</sup>
- Season 2 – Nov 21 to 23<sup>rd</sup>
- Season 3 – Mar 6 to 8<sup>th</sup>

## School Teams

- SISD is registered in the Dubai Affiliated School Sport Association (DASSA).
- Competitive teams are offered from Gr. 2
- Our teams are coached by volunteer teachers who have a passion for sport and competition.
- Our teams often require more flexibility than regular ASAs. Although we attempt to have a set schedule there can be times where fixtures need to be adjusted. Additionally, pick up is usually required as competition endings do not always fall in line with the ASA late bus schedule.
- Transport to and from the competitions is provided for free by SISD.
- A team uniform is required at an additional cost.
- Our coaches host trials prior to ASA sign up and student athletes are selected based on skill, behaviour, effort, and commitment.
- Student athletes will represent SISD in competitions against other UAE schools and are expected to adhere to the SISD Team Policy

## General Information:

- Rules, regulations, and codes of conduct for all DASSA competitions can be found at [www.dassasport.org](http://www.dassasport.org)

## Season 1

- Primary/Secondary Swimming
- Primary/Secondary Football
- U16/U19 Basketball
- Primary IBEX Football (B & C Teams)
- Primary IBEX Track & Field

## Season 2

- Primary Girls Football
- Primary/Secondary Swimming
- Primary/Secondary Track & Field
- Primary/Secondary Tennis
- Primary/Secondary Golf

## Season 3

- Primary/Secondary Swimming
- Primary/Secondary Basketball



## Important Rules and Regulations

- Registration is done for the entire season.
- In some exceptional cases we may have to remove a student from an ASA (internal or external) however there is no guarantee that we will be able to add the student to another ASA.
- New students who join the school during the season will be able to join internal or external ASA if there is an available spot, this cannot be guaranteed however. Further, in an instance like this a pro-rated amount will be applied to the external activity's fee.
- Students who have been in the school since the beginning of a season and wish to join in an external activity late (if there is a space) will be charged the full amount for the season, there will not be a pro-rated fee. To avoid this scenario please follow the registration timelines.

### Important Notes:

- When registering for external swimming please consider when your child's PE lessons take place. At some point during their PE lessons, they will have a swimming unit and this may lead to doubling of swimming on a day. Students will not be able to opt out of their PE lesson because of this.
- PreKG parents please understand that your children might not be ready to participate in ASAs, especially several times per week. Although this is the parent's judgement to decide whether they want to register their children in ASAs, ASA teachers and/or providers have the right to refuse a child if they feel he/she is not ready, too tired, or just not enjoying an ASA.

### Deadlines:

- Please respect the registration deadlines. If you miss deadlines, ASA registration will not be guaranteed and your child may not be able to participate.

### Changing Activities:

In general, no changes are permitted in the middle of the season. In some exceptional cases, a child may be allowed to change their schedule, subject to availability and under the following provisions:

- When transferring to another activity that is the same amount as the current one, no additional payment is required.
- If transferring from one Stryx activity to another and the amount of the current activity is less than that of the new activity, parents must pay the difference.
- If transferring from one Stryx activity to another and the amount of the current activity is more than the than of the new activity, no refund will be given.
- If transferring from a Stryx activity to a non Stryx activity (or vice versa), parents must pay the full amount for the new activity regardless of how many sessions are remaining for the season, and only the remaining sessions of the previous activity will be refunded.



## Equipment/Attire

- Every child is expected to come to every lesson with the appropriate attire and equipment. Failure to do so will result in the child not being accepted in the ASA. No refunds will be offered in such cases. This is especially true for sport ASAs for which children need to have their sports clothes, shoes, and in the case of tennis, their own racquets.
- Children are allowed to wear their SISD sport kit on days they have Sport ASAs.

## Outdoor Activities

Please keep in mind that outdoor activities like football and tennis will be held outdoors for the whole season and some sessions might happen during hot days. Sessions will not be moved indoors (due to limited indoor spaces) and no refunds will be awarded for sessions cancelled due to the heat.

Additionally, outdoor ASAs will still happen during light rain or wind.

In the event of severe weather (sandstorms, heavy rains), PLAN B will take effect wherein outdoor ASAs will be relocated to indoor locations. Please bear in mind that:

1. ASAs will NOT be cancelled, and;
2. Conditions will not necessarily be ideal when PLAN B is in effect, as this is a contingency for severe weather only.

## Attendance/Punctuality

- Every child is expected to attend every lesson of the Season and to be there on time.
- In case of an emergency, students/ parents are expected to let the ASA department (asa@sisd.ae) know before 11AM on the day of the session.
- No refunds and no make-up sessions are offered for missed activities due to student's illness or unavailability, unless it is long-term (medical certificate required).
- Attendance is monitored. If a child will be missing multiple ASA sessions, the ASA team needs to be informed in advance with the reason so that we can duly inform the ASA teachers/providers.
- Multiple unexcused absences can result in the removal from the activity.

In the case of Secondary Years students, ASA teachers and providers take note of punctuality and employ a 3-strike policy:

- **1st strike:** A notification is sent via email to the parents informing them that the student was late to the class.
- **2nd strike:** A final warning is sent to the parents, advising them that the 3rd instance will result in removal from the ASA.
- **3rd strike:** Parents will be informed that the student has been removed from the activity. If the students take the bus, parents are responsible for updating Maverick regarding their schedule. No refunds will be given.

## Child Safety

As part of our efforts to ensure that children participating in an ASA or childcare are all accounted for, we require parents to send an email before 11:00 AM if their children are in school but are being picked-up before their ASA or Child Care.

Please send the email to:

[asa@sisd.ae](mailto:asa@sisd.ae) and if the student takes the bus [transportsisd@maverickrental.com](mailto:transportsisd@maverickrental.com) (+971 52 9118831)

Please note it is the parent's responsibility to let Maverick Transport know of any changes. If there is an emergency and an email cannot be sent prior to 11am please contact Jhag Dizon, our ASA attendant, as soon as possible (055 877 1658)

## Cancellations

### Cancelled ASAs due to low sign-ups

Please note that some Internal or External ASAs might be cancelled in case minimum required registered students are not reached. In such cases, we will do our best to find another ASA for your children, but it cannot be guaranteed.

### Cancelled ASA Sessions due to «force majeure»

If an external ASA session is cancelled due to «force majeure» (sandstorm, flooding, pandemic, mourning holiday or any other kind of holiday added at the last moment to the school calendar etc...), the external provider will not offer a refund or a make-up session. Credit notes will be offered in exceptional cases.

### Cancelled ASA Sessions due to other reasons

If an external ASA session is cancelled due to the external provider's fault (a teacher/coach not being able to attend for example) or the school's fault (the facilities not being available for example), a make-up session will be offered by the external provider. If it is not possible, the external provider will offer credit for the next season for the missed classes. If this is not feasible, a refund will be offered.

## Trial Sessions

**No trial sessions are offered.** Full registration and payment (for external ASAs) must be done before the deadline. If a problem occurs after the first couple of sessions and there is a valid reason to cancel an ASA, the external provider will issue a refund.

## PICK-UP

It is absolutely essential that you inform the ASA team before 11AM if you will pick up your child instead of them taking the bus or their usual planned routine.

If parents arrange for their children to be collected after ASAs by another parent or by them instead of the bus, the respective ASA providers/coaches (and if bus changes, Bus Coordinator,

as well) need to be notified who is responsible for handing over the children to the parents/bus attendants.

Parents/Drivers/Nannies are expected to pick up their children on time in the designated areas:

- Children who are not in childcare nor in an ASA must be picked up from their classroom.
- Current pick-up procedures to be communicated prior to start of ASAs.

### **If you will be late to pick up:**

As soon as you know that you are going to be late to pick-up your child, please call the school reception: 04 375 0600. Parents picking-up their children after pick-up time will be considered late and will be asked to sign their children out, thus keeping a record of tardiness. **Repeated late pick ups may lead to removal from ASA or team.**

Children below grade 4 will be guided to the bus by their instructor once their ASA is completed. Students in Gr. 5 and up are required to get to their bus on time as buses are not able to delay their exit.

## SchoolsBuddy ASA Software

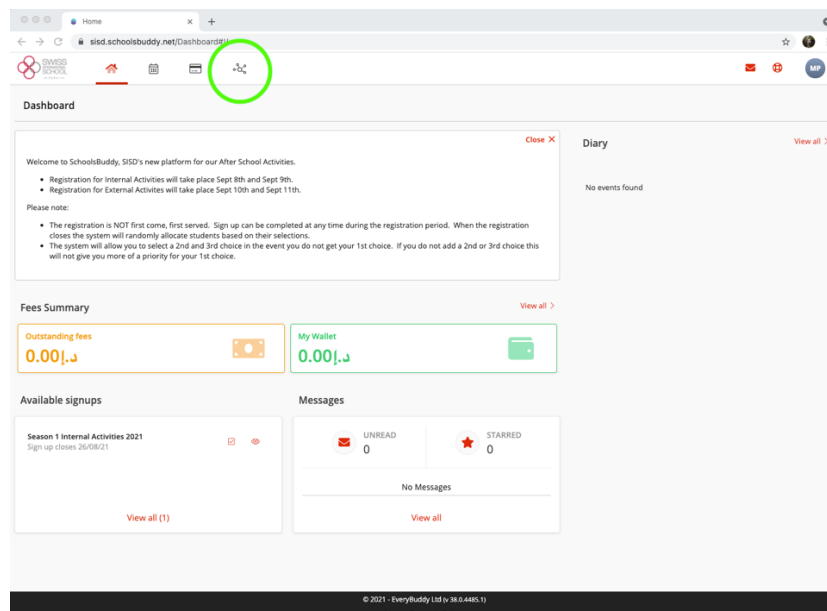
Registration and attendance were previously done using CHQ software however the company has since been acquired by SchoolsBuddy. SchoolsBuddy is more user friendly. Please use the online version of this until further notice as the app does not currently support our “sign in with iSams” feature (coming soon).

### SchoolsBuddy Login Procedure:

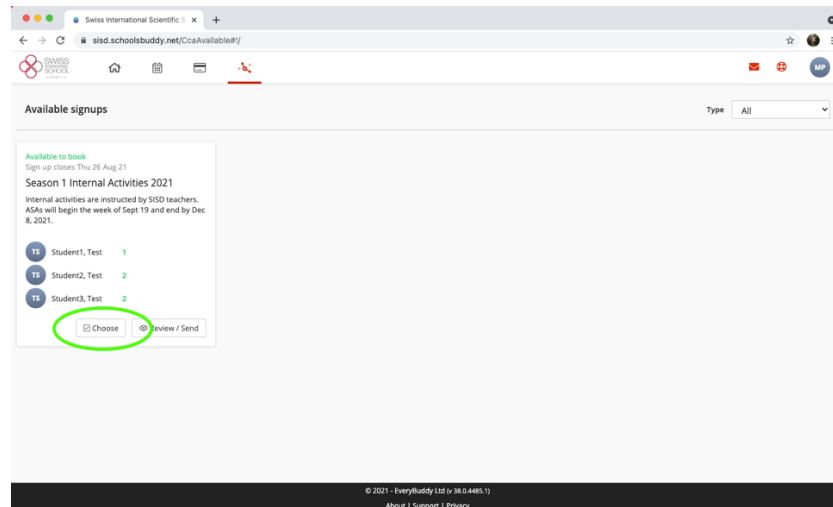
1. Navigate to the following online site: [SchoolsBuddy Login](#)
2. Click on “login with iSams”
3. Select “iSams Parent”
4. You will then use your Parent’s Portal username and password to login into SchoolsBuddy
5. Once logged in you will be guided to your Dashboard. This gives you an overview of upcoming registration timings, your child’s or children’s activity details, schedules, upcoming events, important messages etc.

### SchoolsBuddy Internal ASA Registration Procedure:

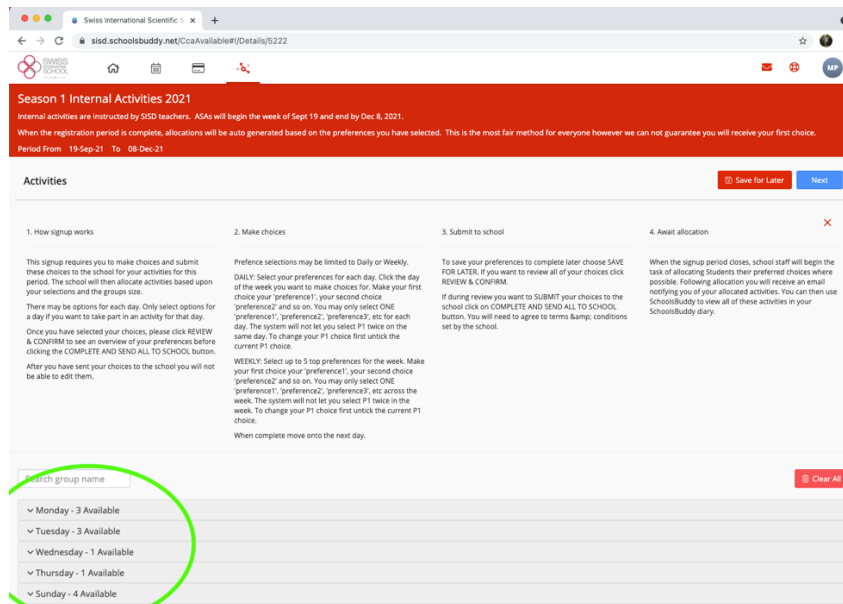
1. Login to SchoolsBuddy
2. Once logged in you will see your Dashboard.
  - a. To register for ASAs, click the Activity Signup icon in the upper menu bar (circled in green on the screen shot)



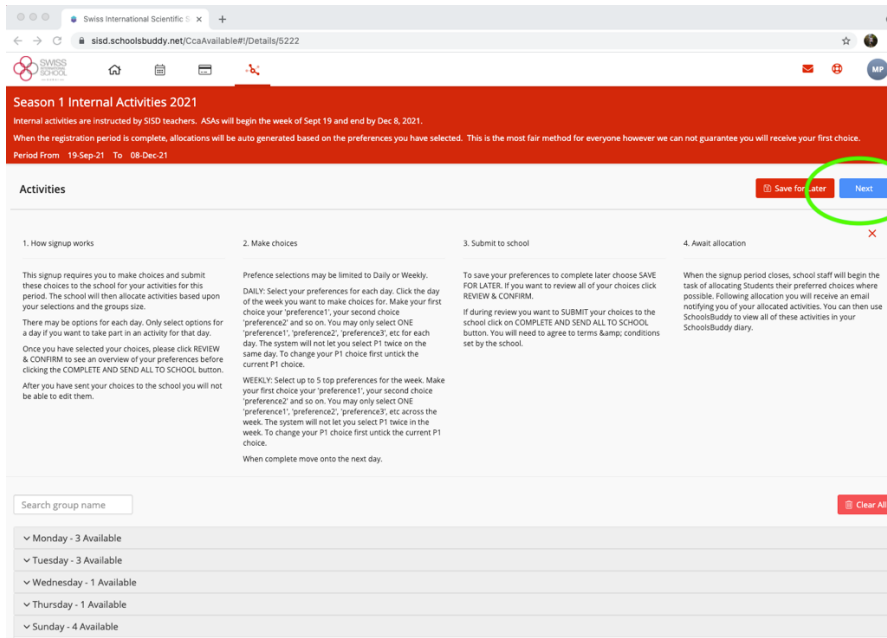
- b. You will be guided to a page that shows the name of your child(ren). Click on “Choose”.



- c. On this page you will see an explanation of how to select activities for the registration. Please read these details so you are familiar with how to make your selections and submit them.
- d. After you have read all the details, below the information will be the days of the week. Click on these to display the activities that are available to your specific child or children. If you have multiple children, you will see each of their individual options appear. This allows you to select them all at the same time but make sure you verify which of your children you have selected for.



- e. When you have completed your selections scroll up and click the blue “NEXT” button.



Season 1 Internal Activities 2021

Internal activities are instructed by SISD teachers. ASAs will begin the week of Sept 19 and end by Dec 8, 2021.

When the registration period is complete, allocations will be auto generated based on the preferences you have selected. This is the most fair method for everyone however we can not guarantee you will receive your first choice.

Period From: 19-Sep-21 To: 08-Dec-21

Activities Save for later Next

1. How signup works	2. Make choices	3. Submit to school	4. Await allocation
This signup requires you to make choices and submit these choices to the school for your activities for this period. The school will then allocate activities based upon your selections and the groups size. There may be options for each day. Only select options for a day if you want to take part in an activity for that day. Once you have selected your choices, please click REVIEW & CONFIRM to see an overview of your preferences before clicking the COMPLETE AND SEND ALL TO SCHOOL button. After you have sent your choices to the school you will not be able to edit them.	Preference selections may be limited to Daily or Weekly. DAILY: Select your preferences for each day. Click the day of the weeks you want to make choices for. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc for each day. The system will not let you select P1 twice on the same day. To change your P1 choice first untick the current P1 choice. WEEKLY: Select up to 5 top preferences for the week. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc across the week. The system will not let you select P1 twice in the week. To change your P1 choice first untick the current P1 choice. When complete move onto the next day.	To save your preferences to complete later choose SAVE FOR LATER. If you want to review all of your choices click REVIEW & CONFIRM. If during review you want to SUBMIT your choices to the school click on COMPLETE AND SEND ALL TO SCHOOL button. You will need to agree to terms &amp; conditions set by the school.	When the signup period closes, school staff will begin the task of allocating Students their preferred choices where possible. Following allocation you will receive an email notifying you of your allocated activities. You can then use SchoolsBuddy to view all of these activities in your SchoolsBuddy diary.

Search group name Clear All

- Monday - 3 Available
- Tuesday - 3 Available
- Wednesday - 1 Available
- Thursday - 1 Available
- Sunday - 4 Available

- f. Review your choices
- g. Once you have reviewed your choices click on “Submit”
- h. Within a few hours of the registration closing you will be sent an email letting you know what activities you have been registered for.

## SchoolsBuddy External ASA Registration Procedure

- The registration process for external activities will be the same as it was for internal activities.
- The registration period is scheduled to begin the day after the internal registration closes.

## Contacts

### For Child Care inquires:

Ivorie Padua - [ivorie.padua@sisd.ae](mailto:ivorie.padua@sisd.ae)

04 375 0600

### Maverick Bus Transport

[transportsisd@maverickrental.com](mailto:transportsisd@maverickrental.com)

052 911 8831

### General ASA Inquiries or Updates

Nikki Geron – [asa@sisd.ae](mailto:asa@sisd.ae)

04 375 0600

### Stryx Sports

Jhag Dizon - [jhag@stryxsports.com](mailto:jhag@stryxsports.com)

055 877 1658

### Any Issues, major concerns, feedback, team information

Rob Duncan

Head of Sport

[Rob.duncan@sisd.ae](mailto:Rob.duncan@sisd.ae)

04 375 0600



## Academic Calendar 2022-2023

AUGUST						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
A 29	30	31				

Aug. 29 Start day for new students  
Start of Semester 1

SEPTEMBER						
M	T	W	T	F	S	S
			1	2	3	4
B 5	6	7	8	9	10	11
A 12	13	14	15	16	17	18
B 19	20	21	22	23	24	25
A 26	27	28	29	30		

OCTOBER						
M	T	W	T	F	S	S
					1	2
B 3	4	5	6	7	8	9
A 10	11	12	13	14	15	16
B 17	18	19	20	21	22	23
B 24	25	26	27	28	29	30
A 31						

Oct. 7 Professional Development Day  
Oct. 11 - 13 Parent-Teacher Conference  
Oct. 17 - 21 Mid-Term Break

NOVEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
B 7	8	9	10	11	12	13
A 14	15	16	17	18	19	20
B 21	22	23	24	25	26	27
A 28	29	30				

DECEMBER						
M	T	W	T	F	S	S
			1	2	3	4
B 5	6	7	8	9	10	11
B 12	13	14	15	16	17	18
B 19	20	21	22	23	24	25
B 26	27	28	29	30	31	

Dec. 12 - 30 Winter Break

JANUARY						
M	T	W	T	F	S	S
						1
A 2	3	4	5	6	7	8
B 9	10	11	12	13	14	15
A 16	17	18	19	20	21	22
B 23	24	25	26	27	28	29
A 30	31					

FEBRUARY						
M	T	W	T	F	S	S
			1	2	3	4
B 6	7	8	9	10	11	12
B 13	14	15	16	17	18	19
A 20	21	22	23	24	25	26
B 27	28					

Feb. 3 Professional Development Day  
Feb. 7 - 9 Parent-Teacher Conference  
Feb. 13 - 17 Semester Break  
Feb. 20 Start of Semester 2

MARCH						
M	T	W	T	F	S	S
			1	2	3	4
B 6	7	8	9	10	11	12
B 13	14	15	16	17	18	19
A 20	21	22	23	24	25	26
B 27	28	29	30	31		

Mar. 27 - Apr. 7 Spring Break

APRIL						
M	T	W	T	F	S	S
					1	2
B 3	4	5	6	7	8	9
A 10	11	12	13	14	15	16
B 17	18	19	20	21	22	23
B 24	25	26	27	28	29	30

MAY						
M	T	W	T	F	S	S
A 1	2	3	4	5	6	7
B 8	9	10	11	12	13	14
A 15	16	17	18	19	20	21
B 22	23	24	25	26	27	28
A 29	30	31				

May 26 Professional Development Day

JUNE						
M	T	W	T	F	S	S
			1	2	3	4
B 5	6	7	8	9	10	11
A 12	13	14	15	16	17	18
B 19	20	21	22	23	24	25
A 26	27	28	29	30		

JULY						
M	T	W	T	F	S	S
					1	2
B 3	4	5	6	7	8	9
A 10	11	12	13	14	15	16
B 17	18	19	20	21	22	23
B 24	25	26	27	28	29	30
A 31						

July 7 Last Day for students and teachers  
Summer Break | End of Semester 2

- Start/End of school year
- School holidays
- Professional development
- Parent-Teacher Conference

### Public Holidays

- Al Hiji New Year\* Aug. 29/30, 2022
- Prophet Mohammed's Birthday\* Oct. 7/8, 2022
- Commemoration Day\* Nov. 30, 2022
- U.A.E National Day\* Dec. 2, 2022
- New Year's Day Jan. 1, 2023
- Isra'a Al Miraj\* Feb. 17, 2023
- Eid Al Fitr\* April 21 - 23 2023
- Eid Al Adha\* June 28 - July 1 2023

\* Subject to government and KHDA announcement

## Covid Protocols

Internal and external ASAs will follow all KHDA guidelines as per their most recent document:

Link: [KHDA Protocols 2021](#)

## Holiday Camps

Holiday camps will take place during the October term break, Winter break, February break and Summer break. Details regarding each camp will be sent to parents via email a few weeks prior to start.