

A BRIEF GUIDE TO ENROLMENT WITH



1. Enquiry and Initial Meeting

- Meet with Company Representative to understand different services (Home Based or School Based Inclusion Centres)
- Discuss Prices and visit our facilities
- Provide reports from previous medical, para-medical and therapy reports
- Complete our Parent Questionnaire

2. Initial Assessment

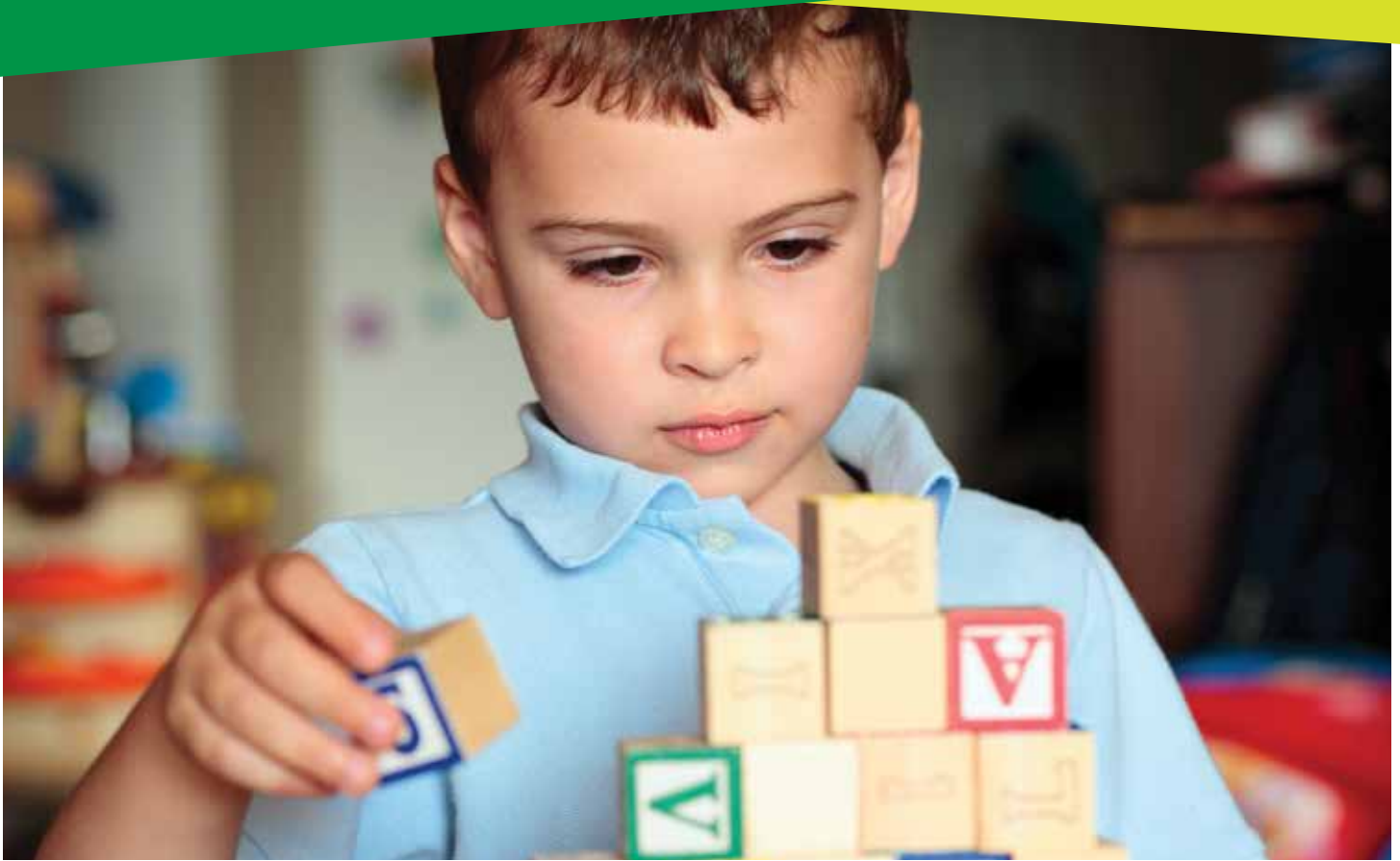
- Scheduled within 72 hours of the first meeting
- A one hour play based assessment with the Company's Clinical Director
- This is key to ensuring the right service is selected for your child

3. Feedback

- The findings of the Initial Assessment will be presented in a brief written report
- The meeting will be attended by the Parents and Small Steps' Clinical Director

4. Enrolment and Contract

- Parents that have elected the Home-Based service will only need to enrol their child with Small Steps
- Parents that have elected the School Based Inclusion Centre service at either GEMS Metropole School or GEMS Founders School will need to enrol their child with Small Steps and the host School
- Enrolment offers are made on a first-come-first-serve basis
- If there is no space available then your child will join the waiting list
- We engage in a minimum contract term of 6 months



5. Payment, Payment Terms and Deposit

- Our fees are charged a month in advance
- We accept payments via Credit Card, Debit Card, Cheque and Bank Transfer
- We kindly request Post Dated Cheques for the length of your contract with us
- Parents who do not provide Post Dated Cheques and choose to utilise another form of payment then we will ask you to leave a deposit cheque for equivalent to one month's fee payment
- The deposit cheque will only be banked in the instance of a default

6. Commencement Date

- Once the enrolment process is complete a service commencement date will be offered
- At the point of commencement one of our Board Certified Behaviour Analyst's (BCBA's)/ Centre Managers will commence an appropriate and a more detailed Assessment
- The detailed Assessment can sometimes take up-to 2 Weeks
- The results of the Assessment will help guide the IEP process and programme-setting

7. Delivery and Supervision

- Our delivery is always one-to-one
- Our therapists' performance is supervised by an on-site Board Certified Behaviour Analysis (BCBA) in line with the guidance provided by the Behaviour Analysis Certification Board.

8. Withdrawal/ Termination of Contract

- Either party can terminate the Contract by supplying a 6-week written notice
- A week before the end of the Programme, the Centre Manager will provide you with a discharge report summarising your child's programme and progress against targets

Further detail about our service offering and Terms & Conditions can be found in the Parent Handbook.

In collaboration with:



مدرسة جيمس متروبول
GEMS Metropole School
MOTOR CITY

جيمس
مدرسة فاوندرز
دبي

GEMS
Founders School
DUBAI