

## ADMISSIONS PROCEDURE 2024 – 2025 Rembrandt Learners (Inclusive Support Program)

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At To all Parents and students new or returning to Gifted Minds International School (GMIS), an International Baccalaureate Primary Years Program (IBPYP) World School, we would like to extend a warm welcome to you, and we are pleased you have chosen to be part of our school community.

At Gifted Minds International School (GMIS), we are committed to providing an inclusive, stimulating, and rigorous educational environment that caters to the diverse needs of our learners. As an IBPYP World School, we follow a structured admissions procedure to ensure that every child receives the support they need to thrive academically and socially. Under the DSM-5, we assess and accept learners on a case-by-case basis, tailoring our support to accommodate each learner's unique needs.

GMIS offers three distinct learning pathways. Below is a general description of each academic pathway for every learner which suits her/his needs.

### **1. VERMEER LEARNERS (3-12 years old)** **Mainstream Program (Nursery – Grade 6)**

At Gifted Minds International School (GMIS), mainstream learners follow the International Baccalaureate Primary Years Program (IBPYP) from ages 3 to 12. Our mainstream learners at GMIS benefit from the IBPYP curriculum, which not only focuses on academic excellence but also on the development of the whole learner. By fostering a sense of inquiry, promoting conceptual understanding, and encouraging positive attitudes and actions, the program prepares learners to become active, compassionate, and lifelong learners in an ever-changing world.

For more information regarding **Mainstream Learners (Vermeer Learners)** refer to the Admission Procedure 2024-2025 for Preschool/Primary School (Nursery – Grade 6)

### **2. REMBRANDT LEARNERS (Dreumeltjes – 3-6 years old)** **2.1 Early Intervention Program (Inclusive Pre-School Learning Support Program)**

At GMIS, we embrace a holistic preschool education, recognizing the early years as vital for instilling a lifelong love of learning. Our program for **preschool learners aged 3-6 years old**, provides inclusive support to address developmental delays and behavioral or learning challenges. We balance flexibility with a systematic, evidence-based teaching approach tailored to each child. **Early Intervention Program** focuses on verbal and non-verbal communication, social-emotional skills, and interpersonal engagement. With a high teacher-to-student ratio, we ensure personalized guidance. Our flexible IBPYP curriculum fosters natural curiosity and creativity, laying a strong foundation for future learning.

## **2. REMBRANDT LEARNERS (Ontdekkers – 7-12 years old)**

### **2.2. School Readiness Program (Inclusive Primary School Learning Support Program)**

At GMIS, we embrace a holistic primary school education approach, recognizing the early years as vital for fostering a lifelong love of learning. Our program, is designed for **elementary learners aged 7-12 years old**, provides inclusive support for developmental delays and behavioral/ learning challenges through a flexible yet evidence-based teaching method. Our **School Readiness Program**, emphasizing verbal and non-verbal communication, social-emotional play skills, and interpersonal engagements, our high teacher-to-student ratio ensures personalized guidance. By nurturing curiosity and creativity, we lay the foundation for future learning. Our flexible, stimulating IBPYP curriculum allows children to drive their learning, explore, solve problems, and express themselves creatively.

## **3. PIET MONDRIAN LEARNERS (3-12 years old)**

### **Special Education Needs Intensive Learning Support Program**

GMIS Intensive support is designed for learners who require significant and individualized assistance paired with a staff to meet their educational, emotional and social needs. GMIS has an inclusive learning culture that nurtures all students, differentiating instruction to empower them with the range of competencies and characteristics they require to become skillful, active, and fulfilled global citizens. As an inclusive school, GMIS seeks a balance of students with a range of abilities and needs that we can accommodate based on our resources and staff. GMIS advocates for a child- first policy where we guide and render extra support to provide the intensive learning support through their academic, behavioral, and other aspects of SMILE (Social, Motor, Intelligence, Language, Emotional) developments.

For more information regarding **Piet Mondrian Learners (Intensive Support)** refer to the Admission Procedure 2024-2025 for Intensive Support for Piet Mondrian Learner

**For students currently in mainstream classes who are later identified as needing additional support, the school Principal, based on an assessment by the in-house Psychologist, reserves the right to refer the child to the Inclusive Program or Intensive Program. All associated costs will be borne by the Parent.**

## **Step-by-Step Admissions Procedure for Rembrandt Learners Inclusive Support Program**

### **1. Initial Inquiry and Information Session:**

- Prospective parents/guardians are invited to an initial information session to learn about GMIS, our educational approaches, and the inclusive support we offer.
- Parents/guardians will receive an admissions packet containing detailed information about our programs, including the Mainstream, Mainstream with Inclusive Support, and Intensive Support options.

### **2. Application Submission:**

- Parents/guardians complete and submit the application form, including relevant documentation such as previous school reports, psychological evaluations, and any existing Individualized Education Plans (IEPs).

### **3. Review of Application:**

- The admissions team reviews the application and supporting documents to gain a comprehensive understanding of the learner's needs.

- If additional information is required, the admissions team may request further documentation or clarification from the parents/guardians.

#### 4. **Assessment and Evaluation:**

- Learners are invited for an assessment session, which may include cognitive and educational evaluations conducted by our specialist team.
- This session helps us understand the learner's current academic level, strengths, and areas requiring support.

#### 5. **Consultation and Discussion:**

- Following the assessment, a meeting is scheduled with the parents/guardians to discuss the findings and determine the most appropriate educational approach for the learner.
- The discussion includes how GMIS can accommodate the learner's needs, the level of support required, and any additional resources or assistance that may be necessary.

#### 6. **Decision and Placement:**

- Based on the assessment and consultation, the admissions team makes a decision regarding the learner's acceptance and placement within the school.
- Parents/guardians are informed of the decision and provided with details about the proposed support plan, including any additional fees for integration assistants or specialized resources.

#### 7. **Integration and Support Planning:**

- Upon acceptance, a personalized support plan is developed in collaboration with parents/guardians, teachers, and specialists.
- This plan outlines specific strategies, accommodations, and goals to ensure the learner's successful integration into the classroom.

#### 8. **Ongoing Monitoring and Review:**

- The learner's progress is closely monitored through regular assessments, observations, and meetings with parents/guardians.
- The support plan is reviewed and adjusted as needed to ensure continuous alignment with the learner's evolving needs.

### **KEY FEATURES OF OUR PROGRAM:**

- **Small Class Sizes:** With an exceptional learner-to-teacher ratio, individual attention is readily accessible, ensuring that each child reaches their full potential.
- **Holistic Curriculum:** Our curriculum is built on the foundations of the International Baccalaureate (IBPYP) curriculum, enriched with tailored in-house modules covering fundamental subjects.
- **Fostering Growth:** We focus on fostering natural curiosity and creativity, helping learners form the essential foundations for future learning.
- **Personalized Learning:** Our approach ensures that each learner has the opportunity to explore, discover, and grow at their own pace.

- **Specialist Classes:** We offer a range of specialized subjects that enhance our students' learning experiences and contribute to their holistic development. Our dedicated IBPYP specialists are experts in their fields and are passionate about providing high-quality education to our students.

Through our intensive preschool program, we provide an enriching and supportive environment where young learners can thrive and develop a love for "learning how to learn" skills.

At GMIS, we are dedicated to providing an inclusive and supportive environment that empowers every learner to reach their full potential. If you have any questions or require further information, please do not hesitate to contact our admissions team.

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This procedure outlines the steps GMIS takes to ensure each learner's needs are carefully considered and supported, reflecting the school's commitment to inclusivity and personalized education.

## **STANDARD ENROLLMENT TERMS AND CONDITIONS**

For the school and staff to carry out the services more efficiently and effectively, we hope to have your compliance and support with the following terms and conditions. The policy/policies will be reviewed and revised annually. The school will make an annual adjustment to the fees, on an index-linked basis.

These tuition fees and conditions of the Admissions Procedure are subject to change if applicable. Prior to the start of the next academic year, tuition fees may be modified by Gifted Minds International School (GMIS). GMIS reserves the right to make changes affecting policy conditions, fees, curriculum, or any other matter announced in this publication without further notice. Any changes will be disseminated to the Parents via our school online portal, website and school notice board.

## **PROCEDURE FOR NEW STUDENT REGISTRATION REMBRANDT LEARNERS (Inclusive support)**

Please complete the registration form and submit it with the following documents.

### ***I. Required Documents:***

- Original copy of student and parents Passport
- Original certified copy of the birth certificate Current Immunization record
- Parent / Guardian proof of identification (i.e., resident permit)
- Proof of residency (i.e., utility bill, mortgage, rental agreement, etc.)
- Copy of Child Health Insurance details
- Recent passport sized photograph
- Official Withdrawal form with a Report card/ A recommendation from the student's former school enrolled/ Transcript or withdrawal grades (if applicable)
- Consultation with Parents (Medical/Behavioral Concerns)
- Custody documents, IEP (Individualized Educational Programme), 504 report, or Gifted information, Psychological report (*its mandatory for special needs children*).

### *Placement in a particular grade is dependent on:*

- The age of the student (International cut off age as of 1st of October)
- Consultation with Parents and previous school teacher (Medical/ Behavioral Concerns)
- Invitation for the Provisional/ Trial day: An Initial Assessment (IA) will be carried out once the student arrives at GMIS and/or an interview will be conducted by the Evaluation Team (Admissions Officer / Homeroom Tutor (HRT) / EAL Teacher / Preschool and Primary School Team Leader / Academic Team Leader / Special needs Specialist / IBPYP Coordinator).
- After IA, the student may be accepted or rejected depending on the evaluation report.
- During the trial day, if no concern(s) are observed then the student shall be enrolled at GMIS. For student who have been identified during the trial day/ or at the later stage of enrollment, our Principal has the right to refer the student to the in-house/external Psychologist for an assessment and SEN learning support will be applicable after the evaluation. This is in accordance of the GMIS Safeguarding Policy. **All charges will be borne by the Parent.** Non-compliance could lead to the cessation of enrollment either prior to or during your enrollment at GMIS.

## REGISTRATION

Upon registration, all the stated fees below should be paid in full. With the exception of the Security Deposit, all fees paid are **non-refundable** under any circumstances. The registration fee and security deposit are applicable to new students only. Failure to pay tuition fees by payment due date will not guarantee the availability of a seat in the school for your child/children.

**Due to the overwhelming response and limited seats available, GMIS has a strict policy of first come, first serve. Therefore, your child will be put on the waiting list if the class is full.**

## REGISTRATION PROCEDURE

- Registration fee of €450 per student is applicable and should be paid when a parent has received the Acceptance letter and the first Trimester invoice for their child/children.
- Parents should complete the Admissions Form along with, provide all the listed “New Student Registration” documents.
- Upon the receipt of the Admissions Form and the “New Student Registration” documents, the Admissions Office will generate a digital Acceptance Letter (AL). Parents should complete and send the signed digital Acceptance Letter (AL) to [admissions@gmishool.nl](mailto:admissions@gmishool.nl) within 7 days of date of issue (AL).
- A payment link will be generated by the finance personnel which shall also include the copy of the Registration Fees, Trimester Tuition Fees and Security Deposit. All Tuition fees should be settled always using the link provided.
- It is mandatory to pay the Registration Fees, Tuition Fees and Security Deposit to reserve and secure the seat for your child/ren.
- Please ensure that the payment is made before the due date. In addition, kindly check the Student Full Name, Student ID Number and Grade your child will be attending on the invoice.

*EAL is a part of the curriculum:*

**EAL (English as an Additional Language) support:**

At GMIS, English is the primary language of instruction. Students who are still developing their English language skills, either academically or socially, are encouraged to participate in our EAL (English as an Additional Language) support program. Our dedicated EAL Specialists lead this program, which aims to help students thrive in both academic and social English settings.

For new students entering Kindergarten 1 and above whose first language is not English, an initial language assessment by our EAL Specialist Teacher is required. If the student does not meet the language competence criteria, she/he will be enrolled in the EAL program to ensure their successful integration into the English language mainstream which is the medium of instruction at GMIS.

Throughout your child's time at GMIS, their Homeroom Tutor (HRT) may recommend her/him for the EAL program following termly language assessments. Regular quarterly and/or bi-annual assessments will also be conducted to track your child's language development progress. If additional EAL support is deemed necessary, parents will be promptly informed.

**Rembrandt Learners: Inclusive Support**  
**Annual tuition fees for the academic year (August 2024 - June 2025)**

GRADE(US/UK)	AGE	TUITION FEES	SECURITY DEPOSIT (REFUNDABLE)	REGISTRATION FEES (NON-REFUNDABLE)	TOTAL
Dreumeltjes Nursery	(3-4 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Dreumeltjes Kindergarten 1	(4-5 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Dreumeltjes Kindergarten 2	(5-6 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 1	(6-7 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 2	(7-8 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 3	(8-9 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 4	(9-10 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 5	(10-11 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450
Ontdekkers Grade 6	(11-12 Yrs)	(2182*11) € 24,000	€ 1000	€ 450	€ 25,450

**\*Inclusive Learning support programme tuition fee does not include** Speech Therapy, Occupational Therapy, Psychological evaluation and treatment plan.

\*Swimming and Transportation (if applicable) are **not included** in the above tuition fee.



## PAYMENT POLICY

Yearly tuition fees begin from August through to June (the following year) and are divided into three trimesters (see table below). If your child is absent for any period of time for any reason whatsoever or in the event of school closures mandated by the government (e.g. HFMD, Covid), **NO refund of tuition fees or rebates of any kind will be given.**

<b>Trimester 1</b>	<b>August - November</b>
<b>Trimester 2</b>	<b>December - March</b>
<b>Trimester 3</b>	<b>April - June</b>

### DEFINITION:

**Self-funded parents:** A parent whose child's tuition fee is not supported by an employer (less than 10% reimbursement support).

**Company-funded Parents:** A parent who receives 10% or more tuition fee reimbursement from their employer.

#### *Self-funded Student Package (SFSP):*

GMIS believes that all children should receive a quality education. For those parent whose employer does not support their children's tuition fees, Self-funded parents can opt for this option. SFP package has a list of selection process since it is offered as an exclusivity rather than by default. There are many conditions to be met plus it's in the disposal and discretion of the Principal and the Academic/Admin Team for the final decision of approval of this application of their child/ren. For more info contact [admissions@gmishool.nl](mailto:admissions@gmishool.nl)

#### *Company-funded Student Package (CFSP):*

**Yearly payment:** A parent whose employer pays the yearly tuition fee, either in one claim request or termly, GMIS invoice department will invoice them directly or to their company (HR) for the payment. Students enrolling in GMIS at the beginning of the new academic year shall receive the first trimester invoice which should be settled in full by the **15th of July**. This invoice will include a non-refundable registration fee of €450 and €1000 refundable security deposit. For more info contact [admissions@gmishool.nl](mailto:admissions@gmishool.nl)

## WITHDRAWAL POLICY

Should you intend to withdrawal then this must be communicated by email to [withdrawals@gmishool.nl](mailto:withdrawals@gmishool.nl). It is not sufficient to inform a class teacher or any other member of staff your intentions.

- If a student opts to discontinue after **Trimester 1 i.e. after 30<sup>th</sup> Nov**, parents must inform the school **by 1<sup>st</sup> Sept** and pay full tuition fee for Trimester 1.
- If a student opts to discontinue after **Trimester 2 i.e. after 31<sup>st</sup> Mar**, parents must inform the school **by 1<sup>st</sup> Dec** and pay full tuition fee for Trimester 2.
- If a student opts to discontinue after **Trimester 3 i.e. after 30<sup>th</sup> June**, parents must inform the school **by 1<sup>st</sup> Apr** and pay full tuition fee for Trimester 3.
- If, for any reason, parents decide to withdraw their child from GMIS **after the above-mentioned “date of notice”, there will be no refund in full or in part for the following terms tuition fees and the security deposit will be forfeited.**

## WITHDRAWAL NOTICE DATES

Trimester	Leaving Date	Date of notice to be served
Trio 1	by 30 <sup>th</sup> Nov	Before 1 <sup>st</sup> September
Trio 2	by 31 <sup>st</sup> Mar	Before 1 <sup>st</sup> December
Trio 3	by 30 <sup>th</sup> June	Before 1 <sup>st</sup> April

- If the deadline for notification is not adhered to, the following Trimester’s Tuition Fees are due in their entirety. If, for any reason, Parents decide to withdraw their child from GMIS before the deadlines indicated in the table above, there will be no reimbursement in full or part for that following terms Tuition Fees.
- If, for any reason, the Principal requires the removal of a student from GMIS, no claim for the reimbursement or refund of any part of the total fees for the academic year (tuition, fixed charges, etc.) will be taken into consideration.
- If a student doesn't uphold the expected standards of good character, behaviour, or academic effort, the principal reserves the power to temporarily suspend or expel them.
- If a student is asked to leave GMIS because of a major violation of the school's policies, Parents are required to pick up their child immediately. GMIS will endeavour to contact Parents by telephone in the first instance and in writing/by email. It is the Parents’ responsibility to ensure that they or a legal guardian can be contacted at all times by the school.
- If a student leaves without prior notice, (including an emergency) **GMIS shall not return the Security Deposit.**
- It is Parent’s responsibility to ensure that all tuition fees are paid for the Trimester/Academic Year. Reports and academic records will not be released until tuition fees and other outstanding payments are fully settled.
- For both Company and Self-funded parents, if the whole academic year tuition fee has been paid in advance and the parent wishes to withdraw the child, **the tuition fee is not refundable.**



## SECURITY DEPOSIT REFUND

The deposit can be refunded if all of the following conditions are met:

- The notification of withdrawal was informed on time.
- All fees are paid.
- All extras have been paid, for example, learning support, trips, etc
- All invoiced amounts for siblings are paid.

Fulfilling all the conditions above, the Security Deposit will only be **refunded within eight weeks after the last day of the student at GMIS**. The Deposit cannot be used to off-set any tuition fees. The Transfer Certificate of your child/children will only be issued after the Withdrawal Procedure is completed by the Admissions Department. Refunds will be made to the bank account from which we received the original payment.

\*Please note that it is mandatory for parents to declare their employer's name, contact details and source of funding (self-funded or company-funded). Any false information is subjected to unlawful act which has serious consequences that would lead to immediate expulsion of student. GMIS has the moral obligation to inform the relevant authorities.

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*NOTE: These tuition fees and conditions of the Admissions Procedure are subject to change. Prior to the start of the academic year, tuition fees may be modified by Gifted Minds International School (GMIS). GMIS reserves the right to make changes affecting policies, conditions, fees, curricula, or any other matter announced in this publication without further notice. Any changes will be disseminated to the Parents via School online portal and posted in school website and school notice board.*