

Marjan Arabic Summer Club Policy Document

1. Overview

- The Marjan Arabic Language Initiative seeks to promote the Arabic language and cultural belonging among children and youth through engaging activities and educational programs. Marjan Arabic Summer Club provides a unique and engaging opportunity for students to immerse themselves in the Arabic language and have fun while learning.

2. Program Eligibility and Registration

- Participants must be between 6 and 16 years old.
- Registration for the Marjan Summer Club and other activities must be completed through the Google form.

3. Resources

- All necessary materials for activities will be provided.

4. Safety and Conduct

- All activities will be supervised by experienced staff who are fluent in Arabic.
- Participants are expected to follow all safety guidelines and instructions the staff provides.
- Respectful behaviour towards peers and instructors is mandatory; bullying or disruptive behaviour will result in exclusion from the Club.
- Students are encouraged to participate actively while taking care of the equipment and tools used.

6. Health and Emergency Procedures

- Emergency contact information must be provided for all participants during registration.
- Any medical conditions and allergies must be disclosed during registration.
- Bringing foods that may cause allergies to other children must be avoided (nuts are strictly prohibited).
- A staff member is trained in basic first aid and emergency response protocols and will seek further medical assistance if necessary.
- In the event of an emergency, parents/guardians will be contacted immediately.
- All staff are trained in emergency fire procedures.

7. Drop-off and Pick up

- Participants must be dropped off and picked up at designated times.
- The administration must be informed in advance in case of absence, delay or sending someone else to pick up the student.
- Late pick-ups may incur additional fees.

8. Communications

- Parents are encouraged to communicate with the administration via phone or email for any inquiries or information.
- Students are prohibited from using their phones during activities except in emergencies and with supervisor permission.

8. Privacy and Data Protection

- Personal information collected during registration will be used solely for the purpose of running the initiative and will not be shared with third parties without consent.

9. Cancellation, discounts and Refunds

- Registration will only be done using the online form. Registration will be confirmed once the payment is received.
- A notice of cancellation must be provided at least one week before the start of the session to receive a full refund. 20 pounds will be deducted as an administrative fee.
- For cancellations made less than a week before the start of the session, only the value of the snack and the graduation present will be refunded.
- A 15% discount is available for early registration (by 19 July).
- A sibling discount is also available as follows:

For one session (two weeks): The second child will get a 15 pound discount. The third child will get a 25 pound discount.

For two sessions (four weeks) in advance: The second child will get a 25 pound discount. The third child will get a 50 pound discount.

10. Feedback and Improvement

- Feedback from participants and parents will be solicited at the end of each session (two weeks) and used to improve future programming.
- Complaints or suggestions can be directed to the initiative's coordinators via email or phone.

11. Amendment of Policies

- These policies may be revised periodically to better meet the needs of Marjan Initiative and its participants. Notice of any significant changes will be provided to all registered participants and their families.