



CONTENTS OF ACADEMIC PLAN | IN COMPLIANCE WITH KHDA REQUIREMENTS | 2022 (subject to change)



Sections 1,2,3

1. Executive Summary
2. Vision | Mission
3. Aims & Objectives | Promise to Parents
4. Philosophy & Developmental Theory
5. Age Range for Admission
6. Number of Staff
7. Range of Fees
8. Investment Capital
9. Hours of Operation & Services Provided

Section 4

1. Type & Rationale of Educational Programme
2. List of Educational Goals
3. Description of Pedagogy & Methodology
4. Description of the Daily Programme, Schedule Time -Table
5. Language of Instruction & Other Languages
6. Description of Arabic Language Programme /National Identity
7. Description of Children's Progress & Evaluation
8. Summary Policy on Meeting Needs of Individuals & Groups
9. Description of Arrangements to Support Children of Determination
10. Provision for Children With Additional Language Learning Needs
11. Information Regarding Partnerships/Relationships With Parents

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Sections 5 & 6

1. Number of Staff Appropriate & Linked to Number of children in the centre/classrooms
2. Indoor & Outdoor Requirements
3. Type of Premises
4. Description of Layout & Design of the ECC incl access for children of determination
5. Description of layout of Classrooms Per Age Group
6. Description of the Physical Organisation of the Setting
7. Description of Furniture & Outline of Key Resources
8. Information on Specialist Resources
9. Description of Health & Safety Management Procedures
10. Description of Written Policies
11. Description of Procedures of Arrival and Departure
12. Description of Child Protection Procedures
13. Information Regarding Supervisory Practices

Sections 7 & 8

1. Proposed staffing structure
2. Description of key leadership roles
3. Procedures for self evaluation and improvement planning
4. Description of complaints procedures
5. Description of partnerships with parents and the community
6. Listing of records and policy documents including confidentiality
7. Staff/Child Ratio
8. Description of Staff qualifications & experience
9. Description of roles and responsibilities of staff
10. Description of staff recruitment policy
11. Description of ongoing monitoring and Performance review
12. Frequency and quality of professional development and training programs



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Sections 9 & 10

1. Standard Marketing Plan
2. Financial Plan
3. Appendix

Terms

1. Academic plans are prepared by Patricia Mezu LL.M., M.A.Ed.
2. Academic plans are prepared within 21 working days or less, subject to the submission of all relevant documents by the client. A rush fee applies to urgent plans
3. Financial plans are charged separately
4. Academic plan excludes floor plans
5. Since 2012, submission of 100% of all the academic plans written by Professional Minds, have been successful
6. Fees are available upon request based on the individual requirements of each client
7. Fees include any suggested recommendations by the licensing authority
8. A percentage of all fees will be donated to a preschool for orphans in Malawi