



# **KINGS' NURSERY NAD AL SHEBA**

Parent Handbook

2022 - 2023



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## INTRODUCTION

A very warm welcome to Kings' Nursery Nad Al Sheba; a unique and nurturing learning environment where children are encouraged to strive to aim high and achieve well, through our personalised approach to learning. Children enjoy the unique and rich curriculum, which provides a wealth of opportunities to be creative, innovative and ambitious. We equip our children with the skills they need to be knowledgeable and inquisitive, ensuring that they are inspired to use their imaginations to write stories, to plan and experiment, to ask their own questions and challenge their own ideas.

Teachers go above and beyond for the children in their care; creating inspiring learning opportunities grounded in real life contexts that lead to consistently high outcomes. From the earliest age, children are encouraged to be independent and creative thinkers, who can work individually and with others. We place a high emphasis on well-being and happiness throughout nursery, and our pro-active approach means that, staff are happy, and children feel safe to take risks.

I feel very privileged to lead such a wonderful nursery, and we continue to develop and inspire our children everyday. I look forward to seeing all they achieve from the moment they arrive, and seeing their individuality shine through as they become the leaders of tomorrow.

We look forward to welcoming you to our nursery.

Mrs Kerry Dalton  
**Principal**

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## 1.1 MISSION STATEMENT, AIMS AND VALUE

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As part of the Kings' Education group, we teach our children to become effective, enthusiastic and independent lifelong learners, able to adapt to the challenges of a fast-moving, modern world. What sets us apart is not only the achievements of our children, highly qualified staff and worldclass facilities; but our guiding principles through which we strive every day to do 'The Best by Every Child'. This overarching principle reflects the individual pathway and progression routes each child has at Kings'.

Kings' Nursery Nad Al Sheba currently places great importance on collaboration between staff, children and parents as we work together to support our children in reaching their full potential. Our growing success is attributed to our focus on quality. We pride ourselves on an innovative approach to teaching and learning. Our children benefit from being educated by a team of professionals that is talented, reflective, dedicated and caring. Our nursery provides a warm, friendly and supportive environment where children can lead their own learning in an atmosphere that is conducive to high-quality interactions and outcomes. The nursery, mirroring the Foundation Stage of KSNAS, encourages our children to take pride in themselves and their learning, and aspire to challenge their own age-appropriate learning. The Foundation Stage at KSNAS is a thriving, vibrant community where all children feel happy. We have translated and adapted this positive atmosphere to our own nursery for children aged 2-3 years.

Our nursery meets the Kings' Core Principles which are:

- The Best By Every Child
- Kings' Does Things Differently
- Results the Right Way
- British Heritage, International Perspective
- Kings' Learner Behaviours

Kings' Nursery upholds the exceptionally high standards of Kings' Education in our Early Years provision and where relevant, partners with Kings' School Nad Al Sheba's Foundation Stage. Children are safe under our high levels of care, feel part of our family environment and make sustained age and stage appropriate attainment and progress. We work in partnership with parents to ensure that their voice plays a role in the tailoring of their child's curriculum and that they feel their child is nurtured in ways which are conducive to facilitating happy, excited and valued children. We uphold Kings' high standards in the recruitment of teachers, teaching assistants and nannies and each of these staff members is committed to professional development.

## 1.2 CONTACT DETAILS

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Nursery address:

Third - 3 , 26th Street , Nad Al Sheba 3, Dubai, UAE

[nursery@kingsnas.com](mailto:nursery@kingsnas.com)

+971 4 237 5555







## PREPARING YOUR CHILD FOR NURSERY

### 2.1 BEFORE STARTING NURSERY

Before your child starts nursery, we will reach out to you so that you can familiarise yourself with our policies and procedures.

In order to help your child settle in their new environment, we always give our new families the opportunity to come for a short meeting with the class teacher before your child's start date. It is a good way for the teacher to get to know you and your child better. It is also a good opportunity to ask any questions you may have about your child's first days at nursery. After the meeting, please talk to your child about how excited you are for them to start. It is very important that you are happy and positive about this new journey.

### 2.2 SETTLING IN PROCEDURE

During your child's first week, we will be settling them in slowly to ensure they have a smooth yet successful transition. During this time we will be needing your support. At such a young age, it's very important that children have a successful transition and at Kings' Nursery each child's emotional well-being is at the centre of all we do. To ensure they are reaching their full potential, it's important they are happy learners. Nursery will be the first step in your child's educational journey and we strive to instil and promote a life-long love for learning.

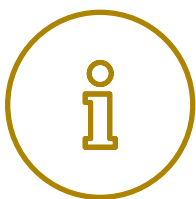
To facilitate this, we encourage our parents and teachers to have open communication in which they share information about your child and, in turn, our teachers talk to you about your child's experiences in the nursery. On the first day we encourage our parents to come along with their child for a few hours, just to introduce each other and get a feel of the nursery environment. We ask our parents to fill out a 'Settling In' form which captures basic, yet important, information about your child such as their interests, eating and sleeping habits, and significant people in their life. On the second day, we ask parents to come in with their child again for a few hours. However, we will ask our parents to leave for a few minutes telling their child they are quickly going to do something. We will then ask parents to come back to ensure that the child leaves with happy memories of the nursery.

As the days go by, we will work alongside our parents to make a settling in plan to suit each child's needs. To build a healthy trusting relationship with the teachers, we ask each parent to say goodbye to their child before leaving. As each child is different, we work individually to support them through this transition.

As parents ourselves, we understand this can be an emotional time, please rest assured that, if your child is really upset, we will call you to come back, as we want our parents and children to feel secure and happy.

What you can do to help:

- Talk about going to nursery
- Read books to show them what a nursery setting looks like
- Talk about their teachers at home
- Show them their uniform, bags and lunch box to excite them



## GENERAL INFORMATION

### 3.1 ORGANISATION OF THE NURSERY DAY

As a parent, you can rest assured that your child is going to have a variety of learning opportunities available throughout their day. A typical day is presented in the table below. Your child's classroom timetable will be available on the parent notice board.

Timing	Monday	Tuesday	Wednesday	Thursday	Friday
7.45 - 8.15am	Welcome and Circle Time (Singing, Maths Games, Storytime)				
8.15 - 9.00am	Child-led activities - freeflow including outdoors				
9.00 - 9.45am	Snack and nappy change				
9.45 - 10.00am	Technology Time / Arabic once per week				
10.00 - 10.30am	Letters and Sounds (Phonics)				
10.30 - 11.30am	Creative Activities, Music or Movement (PE)				
11.30 - 12.00pm	Storytime and preparation for lunch				Closed
12.00 - 1.00pm	Lunch and nappy change				Closed
1.00 - 2.00pm	Sleeptime or child-led activities (for nonsleeping children)				Closed
2.00 - 4.00pm	Extra Curricular After School Activities				Closed

### 3.2 LUNCH AND SNACK BREAK

At Kings' Nursery we ask our parents to send food to nursery with their child. We ask that parents provide enough food for a mid-morning snack and lunch. Food should be labelled and stored in an insulated lunch box that a child can easily open by themselves. Food supplied should be easy to consume and healthy e.g. small sandwiches, fruit cut into small pieces etc. If you would like to send hot food for your child, please use a thermos flask and we can help them to open it.

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## Allergies

Nut products and peanut butter are not permitted, and we don't allow food sharing.

## Healthy eating

We encourage all children to make healthy choices and ask for your support with providing a healthy lunch. If you wish to celebrate your child's birthday with a cake, we ask that you ensure that the cake is nut-free and that a list of the ingredients are sent to the class teacher. We will sing together with the children and arrange for slices of cake to be sent home to eat.

### 3.3 WATER BOTTLES

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Every child should have a clearly labelled spill-proof water bottle which they can open without additional support. Water bottles are kept in a basket within the classroom and children are encouraged to drink regularly throughout the day.

### 3.4 WHAT YOUR CHILD NEEDS TO BRING TO NURSERY

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Please ensure all belongings are clearly labelled:

- Bag
- 2 sets of spare clothing and under garments (even if your child is confidently toilet-trained)
- Snack / lunch box
- Hat
- Water bottle

### 3.5 COMMUNICATION

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Our primary method of sharing information about your child's day is through the Seesaw app. Your child's teacher will provide you with a code which should be kept confidential as this is used for your child exclusively.

#### Weekly newsletter

At the end of the week you will receive a weekly update through Seesaw relating to the activities that occurred throughout the week as well as any additional information.

#### Email

Occasionally we send communication through email from the nursery, so please ensure your email address is kept up to date on your child's records.

#### Telephone

A member of the Leadership Team or class teacher will telephone you if any issue arises during the day. We are reachable on (+971) 4 237 5555 from 7.30am - 4.00pm or you could email us using [nursery@kingsnas.com](mailto:nursery@kingsnas.com).

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### 3.6 READINESS FOR FOUNDATION STAGE 1

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Kings' Nursery has aligned its practice and provision in order to ensure your child will make a smooth transition into FS1. In the lead up to starting FS1 it will be beneficial for your child if you support their independence, this can be achieved by;

- Toilet training
- Beginning to dress themselves, such as pulling clothes up and down and putting socks and shoes on and off
- Feeding themselves
- Sharing toys and equipment - so they are aware of boundaries and routines
- Listening and taking turns
- Making requests for things in English, such as asking to use the toilet

Children at Kings' Nursery Nad Al Sheba, and their siblings, are guaranteed a place at Kings' School Nad Al Sheba.





## CURRICULUM

### 4.1 LEARNING

At Kings' Nursery we set high standards for all children in every aspect of their education as we develop the whole child. Teachers have high expectations and constantly strive to facilitate each child's potential in all areas. Children learn to develop self motivation, sustain concentration and work cooperatively with others.

The nursery follows the Early Years Foundation Stage (EYFS) curriculum for England, but with adaptations where appropriate to reflect the distinctive nature of Dubai. Within the EYFS, we provide support to each child as an individual by providing positive relationships and enabling the environment to achieve the best possible outcome.

The EYFS aims to provide holistic support through the Prime Areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

And the Specific Areas:

- Literacy Reading
- Mathematics, Numbers
- Understanding the World
- Expressive Arts and Design

At Kings' Nursery, children are encouraged to explore and have hands-on experiences focusing on sensory activities and messy play. This is tailored to your child's age group, which is outlined below;

Classroom	Age group	Adult/Child Ratio
Giraffe	Usually children who are aged 2 years	1 : 5
Penguin	Usually children who are aged 3 years	1 : 5

In addition, we strive to make sure that all our children feel a sense of belonging. Community and inclusion are central to achieving a happy learning environment. Our inclusive admissions policy ensures that we are well resourced and qualified to meet the needs of children who require additional support in their learning as well as those who need additional learning challenges. We recognise that your child is an individual and adapt our curriculum to meet their unique needs and to challenge them in appropriate and differentiated ways.

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## 4.2 SPECIALIST TEACHING

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Our curriculum is complemented by Arabic, Islamic, French and Music lessons. These are included in your child's timetable, allowing us to offer you a broad and well-balanced curriculum.

## 4.3 SENCO

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We believe it is essential to monitor and develop each child's growth and development on an individual basis. As a result, we work closely with the SENCO based in Kings' School Nad Al Sheba. If we believe you or your child may need extra support we work in partnership with a variety of professionals who can help to assess your child to provide you with guidance.

## 4.4 BEHAVIOUR MANAGEMENT

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Children appreciate boundaries and routine. We encourage children to respect one another at our nursery whilst always appreciating that each child is different. We approach this by setting an example and using positive reinforcement.



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## **NURSERY UNIFORM**

### **5.1 THE UNIFORM**

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Kings' Nursery uniform is a red polo shirt with our logo on, which can be purchased from accounts for 50aed +VAT.

### **5.2 JEWELLERY**

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For reasons of safety and hygiene, girls are permitted to only wear one pair of small stud earrings. Children should not wear any other forms of jewellery to nursery. The nursery cannot be responsible for loss or damage to personal possessions.





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## REPORTING PROGRESS TO PARENTS

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### 6.1 WRITTEN REPORTS

Kings' Nursery provides parents with written reports, twice a year. These reports will inform you of your child's progress and personal achievements.

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### 6.2 TEACHER CONSULTATIONS

We hold parent-teacher meetings every term to discuss your child's progress and any other concerns that either party may have. These meetings will run on an appointment system, where the class teacher gives a date and a time slot for parents. Parents are also encouraged to communicate with the teachers through Seesaw and regular face-to-face interactions.

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### 6.3 PARENTAL ENGAGEMENT

At Kings' Nursery, we believe that we are all one big family. Therefore, opportunities are provided for parents to engage in their child's learning through participating in nursery activities. These may include sporting events, cultural and national celebrations. Information and details about the events are sent out to parents in advance.

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### 6.4 CHILDREN'S RECORDS

Records for each child are kept confidential by our administration team and they are updated regularly. It's important to keep us updated with your emergency contact details, any medical conditions and family circumstances that may affect your child while in the nursery.

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### 6.5 ASSESSMENT

As we follow the EYFS curriculum, it is necessary to complete regular assessments to help track the progress of our children and thereby maintain and improve standards within the nursery. These assessments are observational and always play-based. We also include parent feedback and evidence from children's targets.



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## HOME AND NURSERY LIAISON

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### 7.1 PARENTS

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You are welcome to visit the nursery on any given day, from Monday to Thursday between 7.45am and 2.00pm, and on Fridays between 7.45am and 11.30am. A pre-arranged appointment can be made by calling or writing an email to the nursery. On entry into the building, visitors must report to the main Foundation Stage reception desk. From there, a member of staff will be able to assist you.

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### 7.2 PARTNERSHIP AGREEMENT BETWEEN HOME AND NURSERY

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At Kings' Nursery we believe that partnerships in education build bridges between families and the nursery. In order to provide the best possible education for our children, we need your support. Therefore, we respect and value parents' knowledge and insights about their children, while we expect them to respect and value our knowledge and insights about the learning process and understanding their children's educational needs. This will enable us to raise children in an environment that provides the conditions for health, safety and learning.



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## **NURSERY ATTENDANCE**

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### **8.1 ABSENCE**

If your child is not able to attend nursery one day it is essential you call or email us on the morning of the absence.

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### **8.2 AUTHORISED PERSON TO PICK UP**

When you register your child you will be provided with a yellow lanyard. You can apply for an additional lanyard for another family member such as a nanny. We will also ask you to create a password. The password will be used if for any reason you, or your family lanyard holder, is unable to collect your child. In this situation, please notify us and send a copy of their ID so that we know who to expect. Please ensure you provide the person collecting your child with your personal password and they carry their ID with them, as the teacher will ask for this upon their arrival.

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### **8.3 LATE ARRIVALS**

If for any reason you will be late collecting your child, please call the nursery to inform us of your late arrival. After 2.10pm late children will join our afternoon class. If late collection occurs frequently, we will suggest that you enrol your child in our afternoon provision.

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### **8.4 AFTERNOON PROGRAMME**

Kings' Nursery offers an afternoon programme filled with lots of different exciting activities between 2pm-4pm. Please enquire with the admissions team for further information.





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## HEALTH AND MEDICAL

### 9.1 COMMUNICATION

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Our nurse is available every day in the nursery and can be contacted directly by telephone or email: [nurse1@kingsnas.com](mailto:nurse1@kingsnas.com). Please do not hesitate to contact the nurse with any medical enquiries you may have regarding your child. The nurse should be contacted if your child is absent from nursery. They will also be involved in delivering health education to the children in nursery.

### 9.2 ALLERGIES AND PRE-EXISTING MEDICAL CONDITIONS

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If your child has any allergies or pre-existing medical conditions, it is essential that you let the nursery know about these before your child's first day. Please fill out our medical questionnaire thoroughly which will enable us to manage your child's medical condition appropriately. If your child requires an epipen or any other emergency medications, these should be given to the nursery nurse before your child's first day. If the nurse does not have these prior to your child starting, your child will not be permitted to attend nursery. This is for your child's safety. Epipens and emergency medications are kept locked in the clinic. There is an additional key that is kept in the clinic in an accessible place to allow all staff members to have access to emergency medications.

### 9.3 REGULAR MEDICATION

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If your child is required to take regular medication i.e. inhalers, epipen, the medication should be clearly labelled with your child's name and taken directly to the nurse. A doctor's letter with precise instructions detailing the dosage and time to be taken should also be given. A consent form giving parental authorisation should be signed. This consent form can be obtained from the nurse when you visit to discuss the medication.

### 9.4 MEDICAL EXAMINATION

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The Dubai Health Authority requires that all children receive regular medical examinations at varying stages during their nursery years. The examination includes the measurement of height and weight together with an examination of ears, throat, heart, lungs, abdomen and the skeletal system. The nursery doctor visits the nursery once a month. In addition to carrying out the nursery medicals, the doctor is also available to meet with parents who may have any concerns about their child's health.

### 9.5 IF YOUR CHILD IS UNWELL AT NURSERY

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If your child becomes unwell, they will be taken to the nurse, who will assess the situation. The nurse will contact you if your child needs to be collected from the nursery.

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## 9.6 ACCIDENTS AND EMERGENCIES

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In the unlikely event of an accident, your child will be taken to the nearest appropriate hospital. A consent form must be signed when your child begins nursery to give your permission for this to happen.

If your child has an accident in the nursery, a slip will be sent home to explain what happened and the treatment your child has received from the nurse. A telephone call will be made if the nurse feels this is more appropriate and we will also make sure we explain to you what happened and answer any questions you may have when you collect your child.

## 9.7 CONTAGIOUS DISEASES

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If your child has been absent from nursery due to a contagious disease, a letter of discharge from your doctor is required before your child will be allowed to return to nursery. Please submit this to the nurse. Information sheets for common ailments can be shared with you by the nurse if needed. Please inform the nursery if your child contracts an infectious disease, including head lice infection (which can spread rapidly), Chicken Pox or Rubella (German Measles), which can have serious implications for female staff. A full list of our protocols can be accessed through our nurse.

## 9.8 HEAD LICE

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Should your child be found to have any live lice they will be asked to remain absent from nursery until the condition is treated. If eggs are found, parents will be informed and asked to treat their child with medication. It is parental responsibility to treat the child and monitor for signs of head lice.

## 9.9 DOCUMENTATION

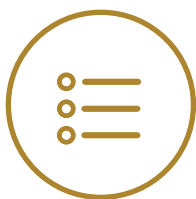
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The Medical Form and Medical Questionnaire along with a copy of your child immunisation book is required before your child starts nursery. This must be signed and given to admissions. The documentation is a legal requirement giving permission for the nursery to act in the best interests of your child. The prompt return of this form is a requirement.

## 9.10 IMMUNISATIONS

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Before your child starts nursery, we will request a copy of your child's immunisation record. Please note that your child should have received all the required vaccinations for their age before starting nursery. Children without adequate immunisations, upon advice from the DHA, could be asked to withdraw from the nursery.



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## MISCELLANEOUS

### 10.1 LOST PROPERTY

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All nurseries accumulate a lot of lost property during the term. If your child has lost something, please come into nursery either at drop-off or pick-up time to look for the missing item. Any lost property will be collected and stored near the reception area. Of course much of the lost property can be avoided if all items of clothing and possessions are clearly labelled with your child's name. Any lost property not claimed, is disposed of at the end of each term.

### 10.2 PERSONAL SAFETY

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Kings' Nursery does not arrange personal accident insurance for children.

### 10.3 ITEMS NOT PERMITTED

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Please do not bring toys from home unless requested by your child's classroom teacher.

### 10.4 COMPLAINTS PROCEDURE

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We are more than happy to discuss with you any concerns you may have regarding your child's progress or personal development in nursery. Please bring any concerns to our attention by addressing your child's teacher in order to resolve the concern. They will arrange a suitable time to discuss the issue with you. If you have a problem that needs urgent attention, please contact the receptionist who will inform a member of the Leadership Team.



## Kings' Education

PO Box 38199, Dubai, United Arab Emirates

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Marketing & PR: | [l.trevethan@kings-edu.com](mailto:l.trevethan@kings-edu.com)



