



Sunflower Garden Nursery

Parent Handbook
2024 - 2025



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About Us

Established in 2015, Sunflower Garden Nursery in Al Ain provides a safe, fun environment where little ones' innate curiosity and imagination are encouraged for children aged 4 months to 4 years. We utilize the renowned Early Years Foundation Stage (EYFS) Framework set by the British government, which supports each child's learning and development through active play, exploration, creativity, and critical thinking both indoors and outdoors.

Here at Sunflower Garden Nursery, our qualified, international staff are committed to delivering exceptional care to each and every child. It is our joy to take an active part in each child's development, and we ensure that all staff members are properly trained in the positions they hold. We realize that caring for your children, the world's future generation, is a privilege and a priority. With this in mind, we nurture, respect, and delight in each little one who is entrusted to us and take great pride in making Sunflower Nursery their home away from home.

Our Vision

We seek to establish and sustain a culture and reputation of excellence in childcare and be a preferred choice for all parents seeking a nursery in Al Ain.

We envision all children who pass through our doors to become the positive, caring, well-rounded, and active members of society they are meant to be. We realize that each child comes to us with an innate readiness, ability, and eagerness to learn, and we provide the positive relationships, EYFS Framework, and a creative environment for each one to grow. We envision an active parent/caregiver partnership with us here at Sunflower Nursery, as we realize we need the teamwork and support of each family to truly nurture each little one at nursery and at home.

Our Mission

We are dedicated to providing a secure, caring and stimulating atmosphere to help young children take essential early steps towards positive, emotional, intellectual and social development.



Our Philosophy

Our philosophy consists of 4 key areas that are the basis of the Early Year Foundation Stage (EYFS) Framework:

A Unique Child

Every child is a unique child who is constantly learning. Each child can be resilient, capable, confident, and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments. In these environments, their experiences respond to their individual needs, and there is a strong partnership between practitioners, parents, and carers.

Learning and Development

Children develop and learn in different ways, and this happens when the concepts of “A Unique Child”, “Positive Relationships”, and “Enabling Environments” are combined. Practitioners teach children by ensuring challenging, playful opportunities across EYFS’ prime and specific areas of learning and development.

Admissions Policy

The process of admission in Sunflower Garden Nursery is as follows:

- Parents visit the nursery and fill out an Interested Form for the child.
- Parents submit a completed application with a registration fee amount of 1,000 AED. Admission is based on space availability.
- Once a child is accepted (i.e. adequate space is available), a file is made for the child with the completed application being included as follows:
 - 1) Photocopy of Child's Passport including Visa
 - 2) Photocopy of Father's Passport including Visa
 - 3) Photocopy of Mother's Passport including Visa
 - 4) 4 Recent Passport Photographs of the Child
 - 5) Copy of Child's Immunization Record
 - 6) Photocopy of Child's Birth Certificate
 - 7) Photocopy of Child's Medical Insurance Card



- 8) Registration form
- 9) Terms and Conditions form
- 10) Medical Record form
- 11) Medical Consent form
- 12) Allergy Alert form
- Any pertinent additional information (i.e. assessments for Determined Children).
- All documents must be completed and submitted and the registration fee paid in order for the child to be accepted.
- After registering, the payment of the fees is due as per the days marked on the Academic Calendar.
- Child will be placed into a classroom based on age and availability.
- Nurse checks whether the child's medical forms. The nurse adds the child to the Allergy Alert list posted in the child's class, noting whether or not the child has an allergy and needed actions, if applicable.

Statement of Non-Discrimination

Sunflower Garden Nursery does not discriminate based on race, religion, or national origin. We try to accommodate children with special needs whenever possible.

Children's Age Policy

Sunflower Nursery accepts children from 4 months to 4 years of age. Children are placed into classes according to their age group. Each age group is located in a separate building block.

Curriculum Policy

This Curriculum Policy is intended to promote consistency and high standards of achievement across the whole Nursery.

We aim to support all children to become independent and collaborative learners. Across the Foundation Stage, we will provide a broad and balanced curriculum that will enable each child to develop personally, socially, emotionally, spiritually, physically, creatively and intellectually to their full potential.

At Sunflower Nursery, we will:



- Provide a happy, safe, stimulating and challenging programme of learning and development for the children to experience as they begin their journey in the nursery.
- Use and value what each child can do, assessing their individual needs and next steps and helping each child to progress. We will use a variety of assessment methods including ongoing and more formalised observations
- Develop positive relationships with parents and carers to build a strong partnership in supporting their children.
- Provide a caring and inclusive learning environment which is sensitive to the requirements of the individual child including those who have additional needs.

The early-years education we offer our children is based on the following principles:

- It builds on what our children already know and can do;
- It ensures that no child is excluded or disadvantaged;
- It offers a structure for learning that has a range of starting points, content that matches the needs of young children, and activities that provide opportunities for learning both indoors and outdoors;
- It provides a rich and stimulating environment;
- It acknowledges the importance of a full working partnership with parents and carers and the benefits of sharing both successes and concerns with them.

EYFS Curriculum

Our curriculum for the Foundation Stage reflects the learning aims and objectives set out in the Early Years Foundation Stage (EYFS) curriculum. There are seven areas of learning and development that must shape educational provision in all early years' settings. All areas of learning and development are important and inter-connected, and none can be delivered in isolation from the others. Our children's learning experiences enable them to develop competency and skill across these areas of learning. Children require a balance of adult-led and child-initiated activities in order for them to develop effectively and to give them the best chance of obtaining a good level of development at the end of their time at Sunflower. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.



Three Prime Areas

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

Staff will also support children in four specific areas, through which the three prime areas are strengthened and applied.

Specific Areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Children's development levels are assessed and as the year progresses, the balance will shift towards a more equal focus on all areas of learning, as children grow in confidence and ability within the three prime areas. However, if a child's progress in any of the prime areas gives cause for concern, staff will discuss this with the child's parents/carers and agree how to support the child.

Characteristics of Effective Learning

We ensure that our environment and delivery of the curriculum incorporates the three characteristics of effective teaching and learning:

- Playing and exploring - children will have opportunities to investigate and experience things
- Active learning - children will have time and space to concentrate and keep on trying if they encounter difficulties, and enjoy their achievements.
- Creating and thinking critically - we encourage and support children to have and develop their own ideas, make links between ideas, and develop strategies for doing things.

Planning

The Early Years Foundation Stage (EYFS) curriculum provides the basis for planning throughout the Foundation Stage. The planning objectives within the Foundation Stage are from the Development Matters Statements from the Early Years Foundation Stage document. The planning is based upon themes with discrete phonics, math and other directed teaching. However, planning, which is based upon different topics that have been identified as vehicles of interest to enable us to deliver the children's next steps in learning, also responds to their social and emotional needs as well as their achievement.



Fee Policy

Fee Details

- Fees may be paid in full for the year or per term.
- If a family has more than one child enrolled in the nursery, fees may be paid monthly. If paid monthly, the annual nursery fees are broken down into 10 months (September – June). All monthly payments are equal, regardless of their number of days or school holidays.
- If there are any outstanding nursery fees, the nursery cannot receive the child until the fees are paid.
- If a child starts in the middle of a term, the fees will be adjusted accordingly.

Payment Details

- Payment can be made in cash, by cheque or by direct deposit (see reception for details).
- Cheques should be made payable to "Sunflower Nursery".
- Post-dated cheques will not be accepted.
- Three written reminders will be given if fees have not been paid. After the third written reminder, the child will not be allowed inside his/her classroom until the outstanding balance is settled.
- If your company pays for your child's fees, you will need to make the payment in advance and we will provide you with a stamped receipt that you will use to claim your refund.

Late Fees

- For children registered until 2:00 p.m., in the event of collecting a child late, parents are advised that there is a 15-minute grace period from 2:00 p.m. to 2:15 p.m. After these 15 minutes, they will incur a 25AED late charge per hour or part thereof. Late charges will be calculated on a monthly basis and added to the following month's fees.

Discounts

- If fees for the entire academic year are paid in full, a 5% discount is applicable.
- For siblings, the second enrolled child is entitled to a 15% discount from the nursery fees.



Refund Policy

All fees are fixed.

There will be no refund for absence due to illness. Children who are sick should not attend Nursery for 24 hours after symptoms have ceased. Children should remain home until they feel well enough to participate in normal social activities.

There will be no refunds due to holidays, vacations and teacher in-service or training days.

If a child must leave the nursery during the academic year, a one-month written notice must be given to the nursery. The number of days the child attended nursery will be charged and any remaining fees previously paid will be refunded.

In cases where a child attends the half of the month, the nursery will return back the half of the monthly fees.

Safety and Security Policy

Maintaining the safety of the children during their stay in the nursery is our main objective.

For this reason, the nursery is locked during nursery hours, and there is only one gate for entry. Parents may ring the doorbell and our Nursery Security will open the gate.

Parents/guardians need to drop off their child off into his/her class and inform either the teacher or assistant of the child's presence before leaving them.

Parents must inform the Nursery of any changes to the authorised person who will be responsible for collecting their child. Without any prior notification, their child will not be allowed to leave the Nursery premises until the Nursery has contacted the parent/guardian to confirm the identity of the person collecting the child. Therefore, please notify the Nursery to avoid any delay.

Visitors are allowed to enter the nursery by making an appointment. A visitor's pass will be given to visitors upon arrival.



Child Protection Policy

Statement of Intent

Sunflower Nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

Staff will create an environment in our nursery where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to by following UAE MOI child protection procedures. We aim to:

- Create an environment in our nursery which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Encourage children to develop a sense of autonomy and independence;
- Work with parents to build their understanding of and commitment to the welfare of all our children.

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- All staff involved in the Nursery are required to attend training on safeguarding children every three years. This ensures that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the Nursery. All staff receive a copy of this policy and sign to say it has been read.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the manager. The information is stored confidentially.
- Staff in the Nursery take care not to influence the outcome either through the way they speak to children or by asking questions of children.



Informing Parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed by the Nursery's Manager at the same time that the report is made.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know.

Support to Families

- The Nursery believes in building trusting and supportive relationships with families and staff.
- The Nursery makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the management.
- The Nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept about a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure.

Confidentiality Policy

Sunflower Garden Nursery will respect the privacy of children and their parents and carers, while ensuring that they have access high-quality early years care and education in our setting.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We keep two kinds of records on children attending our setting:

Developmental Records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement that are kept in a portfolio for each child.
- Portfolios are kept in the Nursery and can be accessed and contributed to by children's class teacher, the Nursery Assistant Manager, and Nursery Manager only and by the parents.



- CCTV cameras are also in use and can be accessed by Nursery administration only. In the case that camera footage is involved, the Nursery Manager reviews the footage and updates the child's parents.
- Any assessments done by therapists that are pertinent to a child's behaviour and well-being must also be kept in the child's nursery file. They will only be reviewed by the administration and child's teacher in order to best understand and work with the child in his/her development.

Personal Records

- Children's personal pictures are sent to their parents through the Class Dojo Application, a secure app with security codes for those who are to receive pictures. Parents may receive group pictures including other children from their children's class through Class Dojo; pictures from other nursery classes will not be sent or accessible.
- Parents have access to the files and records of their own children but do not have access to information about any other child.
- Any parent who does not wish for pictures of their child to be used on our social media platforms (website, Facebook) will be respected, and pictures of their child will not be uploaded.

All the undertakings above are subject to the paramount commitment of the setting, which is for the safety and well-being of the child.

Health Care Policy

Sunflower Garden Nursery views health and wellness as a top priority. We look to maintain the health of all children at the nursery and to promote a safe place for children.

With this in mind, we have a contract with a reputable hospital in place ensuring that a HAAD certified nurse is at the nursery on a daily basis, as well as ensuring that a HAAD certified doctor comes to the nursery once a week.

Sickness

Our nurse checks each child on a daily basis for signs of fever, conjunctivitis, lice, and bodily injury. In the case that a child is identified as being unwell, the nurse will call the child's parents. If the child has a fever of 38 degrees Celsius or above, the child must be collected immediately.

Lice

If a child has lice or nits (lice eggs), the child must be collected immediately and will only be allowed back to the nursery once the nurse has checked and confirmed the child no longer has nits or lice.



Children who have been ill with the following symptoms are not allowed in the nursery until the symptoms have stopped for 24 hours:

- Fever
- Diarrhoea
- Vomiting
- Discharge from the eyes (conjunctivitis)
- A rash (not including diaper rash)
- Head lice and nits (until treated)

Hygiene

We promise to provide and maintain clean, hygienic facilities through daily cleaning and disinfecting.

From our side, we will always ensure that the following are done on a daily basis:

- Floors swept and mopped
- Washrooms cleaned and disinfected
- Toys sanitized
- Dustbins emptied

*Sleeping room bedding is allotted to each child who regularly takes naps. The bedding is only used for that child and is washed on a weekly basis.

Kindly take into consideration the following:

- Daily bathing should be given for the children after they leave the nursery due to sweating while playing or making sensory activities such as playing with sand and water.
- Frequent nail cutting, so as to prevent injury to self or others by scratching.
- Neat appearance - combed hair, clean clothes, clean diaper, and cleaned ears.

Medication Conditions/Medication Policy

Parents must notify the nursery if their child has a medical condition and/or is on any specific medication. Parents must complete the Medical and Immunisation Record, Allergy Alert and Medical Consent forms and return them to reception along with the completed Registration Form.

Please refer to our Accident Procedure document for further information in case of an accident or serious illness.



Failure to disclose any medical information regarding your child may jeopardize the child's place in our Nursery. This includes information regarding your child's medical history – whether your child was premature, had an operation at birth, is taking long-term medication, etc.

Note:

If your child is taking prescribed medication, please inform the time and dosage to your child's teacher, as well as fill out the Medication Consent Form for the nurse with this information. If the nurse is present, hand the medication over to her; if she is not, hand the medication to the child's teacher, who will then pass it along to the nurse.

For safety reasons, medication must not be kept in your child's bag.

Our nursery is committed to promoting a healthy environment and a high standard of personal hygiene for children.

Communication Policy

Good communication is much more than the exchange of information. It is through effective and interactive communication that information is transmitted, understanding is developed and shared, trust is built, confidentiality respected and action coordinated. Communication includes not only the message, but also how that message is communicated. Good communication promotes partnership.

At Sunflower, we utilize various forms of communication for different purposes. The methods of communication and their purposes/details are listed below:

- Class Dojo App:
 - Provide nursery-wide information
 - Specific class information
 - Individual, confidential teacher-to-parent information including messages and photos
- Daily Trackers:
 - Provide information on feeding, sleeping, and diaper changes
 - Utilized for children ages 4 months – 2 years
- Monthly Classroom Newsletters:
 - Provide specific information regarding class's monthly theme, events, and learning outcomes
- Monthly Nursery-Wide Newsletters:
 - Provide information for entire nursery regarding events and important information



- Parent-Teacher Meetings
 - 1 meeting is scheduled at the end of each term; however, parents are welcome to request a meeting with the teacher and/or management at any time

Note:

- If your child is sick, kindly inform your child's classroom teacher.
- Early mornings are busy in reception, so kindly refrain from long conversation. If you there is an issue you would like to discuss that requires more time, please inform reception and a meeting can be arranged as necessary.

Complaint Policy

Complaints are to be handled in a respectful, clear way.

The Complaint Form should be utilized in situations requiring an immediate response. The Nursery Manager will be the point of contact regarding complaints (if she is unavailable, the Assistant Manager will replace her).

If a Complaint Form has been submitted, the Nursery will respond to the complaint within 24 hours of receiving it. Any decision to be made will be completed after checking the following:

- Observing the cameras during the time-frame of the noted incident.
- Checking with the room teacher in which the child is attending to understand the situation.
- Calling the parents and making the right decision regarding the problem that occurred.

Sunflower Garden Nursery is here to maintain the development and the safety of all children in our care.

Parking Policy

Parking is available in front of the Nursery.

Please refrain from parking in front of the nursery gate. This area should always be clear for emergency vehicles.

Parents are advised not to double-park and to park with caution as children are on the premises. Please drive slowly.



Always respect the Security Guard. She is trained to maintain the safety of the area, as well as the parking. She will notify management if her requests are not followed.

Food Policy

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: Maximises growth, development, activity levels and good health.
2. Long term: Minimises the risk of diet-related diseases later in life.
3. Good nutrition contributes to good health and wellbeing, and this is vital for positive engagement in learning activities.

Therefore, we require children to bring a well-packed, healthy breakfast and lunch, as well as any snacks needed if staying for longer hours.

- **Food Allowed:** Sandwiches, milk, juices in carton, home-cooked meals, fruits, vegetables, and healthy biscuits
- **Fruits and vegetables should be cleaned and cut at home**
- **Meat , chicken and fish should be boneless**
- **Prohibited Food:** Fizzy drinks (soda), chips, indomi, candies and chocolates, chewing gum, and any food containing nuts or nut derivatives**
- **Food must be in a separate bag**

**Sunflower Garden Nursery is a peanut and nut-free zone. This includes cereal bars/ biscuits containing nuts and peanut butter sandwiches. Please ensure that the lunches and snacks provided adhere to these guidelines. We apologise for any inconvenience this may cause; however, it helps us in creating a safe environment for all children.

Required Items Policy

What I should bring to the nursery in my child's bag?

- A daily healthy breakfast and lunch for the child, and additional snacks if they are in nursery for a longer period
- A daily water bottle
- A spare change of clothing
- A hand towel (to be kept at school and washed at home)
- Nappies and wet wipes (if applicable)



- Milk, formula and bottles (if applicable)

***Clearly label all items with your child's name and class name.**

Note:

- Sunflower Nursery will not be held responsible for any lost or damaged jewellery, money and personal effects.
- Toys from home are not allowed unless requested for specific classroom activities.
- Sunscreen to be applied from home.

Settling in Policy

This policy aims to help children adjust to the nursery as quickly as possible. The first day of nursery often involves some shed tears from little ones as they adjust to their new classroom, teachers, and friends.

To help children settle, we allow parents/guardians to stay a maximum of 10 minutes in the classroom. We ask for this time limit to be respected as our caring staff is better able to help children settle when parents/guardians are not present (i.e. sometimes knowing mommy or daddy is about to leave is almost harder than when they actually leave).

We also do not allow nannies to remain inside of the classroom, as this often hinders children from completely trusting the staff and fully adjusting to the nursery environment.

At Sunflower, we take the entire first month of September to focus on settling. We focus on class routines, where to store items in the class, circle time activities, open-ended exercises, storytelling, etc.

If it is the first time for a child to attend nursery, parents may want to consider shorter hours during the first few days. For example, perhaps they can leave their child for a maximum of 4 hours, if possible, for the first couple of days, and then gradually increase. We do understand that many of parents are working, so if this isn't a possibility, don't worry. We will help all children settle through fun activities, music, art, and more. Within a few weeks of consistent nursery attendance, each child should be settled nicely.

Staff Behaviour Policy

This policy sets out clear guidance on the standards of behaviour expected from all staff at Sunflower Nursery. The principles underlying the guidance aim



to encourage staff to achieve the highest possible standards of conduct and minimize the risk of inappropriate conduct occurring.

With this in mind, staff members have an individual responsibility to maintain their reputation and the reputation of the nursery, both inside and outside working hours and work setting. They are to conduct themselves in a positive, professional way with each other and with every parent and child they come in contact with. They are to communicate with parents respectfully, remaining sensitive to the various cultures that Sunflower Nursery works with. At all times, they are to be courteous and helpful, putting the needs of the children first and foremost.

This policy applies to all staff in the nursery regardless of their position, role or responsibility.

Student Behaviour Policy

The purpose of this policy is to guide student behaviour, as well as to respect and protect the rights and responsibilities of all the students and staff.

Listed below are policies for students to follow:

- Students are to greet their teacher and teacher assistants, as well as their peers when entering the class (dependent upon the child's age/development)
- Children are to follow the teacher's rules and routine
- Children are to use the following phrases in the correct context: I'm sorry, please, excuse me, thank you, may I
- Children are to line up properly when leaving the class
- When using the stairs, children must hold the railing. They must not jump or run on the stairs.
- Children are to help one other and share
- During the outside play time, children are to take turns and keep space between each other (especially when on playground equipment)

Biting / Teething

It is common for children of nursery age to go through stages of biting. Biting is often a result of teething pain that a child is experiencing; it can also be a way for children to express negative feelings.

There are times when biting becomes a consistent behavior in some children. It is the nursery staff's job to look out for signs of discomfort or frustration in children. If staff know a child is prone to biting, they will make extra efforts to



watch for trigger signs. There are times, however, when staff cannot reach the child quickly enough and are unable to prevent biting from happening.

It is important for parents to know that in putting their child in nursery, there are certain risks involved, one of which is behavior like biting. In the event that a child is consistently biting other children, that child's parents will be contacted, and staff will work towards a solution. Overall, we request patience and understanding from parents who have placed their children in nursery.

Rewards

The nursery rewards positive behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote positive behaviour.

- Staff praise children with encouraging words
- Staff give children stickers and/or merit points
- Staff nominate children from each class to receive a "Student of the Week" award for their good work or behavior in our assembly

Steps Taken to Improve Children's Behavior

Children's safety is paramount in all situations. As children grow, they learn what is appropriate behaviour and what is not. At Sunflower, we wish to partner with parents in order to help develop polite, self-aware children who are mindful of others. In order to do this, the nursery staff are aware of appropriate behaviour for the varying ages of children they work with.

If a child's behaviour endangers the safety of him/herself or others, nursery staff take appropriate responses based on the child's level of understanding and development. However, there are commonalities to the nursery staff's responses: in every age group, the child asserting negative behaviour is removed from the situation. The staff member then speaks with the child regarding his/her behaviour, noting what was negative and what needs to be done instead. The child is allowed to return to the activity once he/she has calmed down and is ready to participate in the correct way.

If a child threatens, hurts or bullies another child, the class teacher records the incident and communicates this to the child's parent. If the child repeatedly acts in a way that disrupts or upsets others, the nursery contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improve the behaviour of the child.



Staff Children in the Setting Policy

When staff have enrolled their own children in Sunflower Nursery, they will be treated in the same way as all other nursery children. Staff whose children attend the nursery are to maintain a professional relationship with their children's Teachers and Teacher Assistants, treating all with respect. Teachers and Teacher Assistants who are caring for the children of other staff are to first treat the staff members as parents first, rather than as colleagues.

Staff whose own children are in the nursery are to drop them off to their classrooms at the time when the nursery opens for all children, not before, and they are to pick them up once their duties are finished. This means that during the work day, staff with children will keep to their work duties and refrain from visiting their children unless needed (i.e. breastfeeding, emergency situation).

Determined Children's Policy

Students who have been identified as having behavioural / academic difficulties are referred to as Special Educational Needs (SEN) students.

Aims of the policy:

- To ensure that the students with special needs are identified as early as possible and are fully integrated into the classroom
- To promote the all-round development and self-esteem of children in keeping with the ethos of the school, which seeks to create a warm and nurturing environment where all children feel valued and are encouraged to reach their full potential
- To implement different teaching and learning strategies to maximize achievement
- To identify the roles and responsibilities of all staff to work with students with SEN and to ensure that all staff, including non-teaching staff, are provided with support (i.e. shadow teacher) and opportunities to develop their professional knowledge to work with students with SEN
- To maintain appropriate records and profiles of students with SEN
- To maintain good working relationships with parents and outside agencies to ensure adequate provision for students with SEN

Note:

Sunflower Nursery has a history of giving free observations to children from a well-known, reputable medical clinic here in the UAE. We encourage parents to utilize this service so as to identify any concerns while the child is young and



to receive the right support. A consent form is given to parents at the beginning of the year in order for a licensed therapist to perform a quick observation.

Any information regarding students' special needs is kept confidential and only those who need to know are involved.

Teachers will follow and integrate as much of a student's Individual Education Plan (IEP) as possible. She will seek support from management and the student's parents as needed.

Accident Policy

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases, accidents can be avoided, and it is our intention to prevent as many as possible.

When an accident does occur, the nurse is notified immediately and provides the necessary first aid.

All accidents and incidents are recorded on the appropriate forms and reported to the child's parent/s on the same day when the child is picked up. If it is a serious injury or one that requires medical assistance, the parent will be informed immediately. If parents are concerned about a serious injury and the situation surrounding its occurrence, parents can view the camera in the manager's presence.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

Field Trip Policy

We believe that learning happens through hands-on experiences, and field trips are a great example of hands-on learning. At Sunflower, we program at least one field trip per term for children who are 2.5 years of age and above and in selected classes.

In order for your child to participate in a field trip, your written permission must be given. Sunflower provides a detailed letter of what each trip will entail, along with a parent consent form. Because field trips often entail extra costs, there may be a small fee associated with each field trip. A completed consent form along with any extra fee will allow your child to participate in the field trip.

Safety is of utmost importance, especially during field trips. In order to ensure that all children are easily spotted, they are to wear their Sunflower uniforms. Each teacher will have the list of children present in her class with her at all



times. Each teacher will also have at least one assistant with her in order to keep track of the children in her class.

If transportation is involved, the vehicle will always be a licensed school bus with a licensed, ADEK-approved driver. Every child will be required to wear a seat belt. Furthermore, there will be at least one administrative staff present during each field trip.

Birthday Policy

For parents who would like to celebrate their child's birthday at the nursery, we request that the celebration be held in the child's classroom during a convenient time for the teacher (i.e. based on the class's schedule). Parties are to last 30 minutes. If food is involved, kindly confirm with the class teacher regarding any allergies the children in the class may have. Also, refrain from any nut products, including Nutella.

If parents would not like their child to participate in birthday parties, they are to inform the class teacher.

Fire Evacuation Procedures

Each room in the nursery has a posted fire evacuation map detailing the possible escape routes from that location. In the event of an emergency evacuation, children will be taken from the building by nursery staff to the assembly point to await clearance for safe return to the nursery. Staff will have a list of the children in their classrooms and will ensure that each child is present, which they will then confirm with the manager.

In order to be prepared for emergencies, fire drill evacuations will occur on different days and different times to ensure that all the staff and children become fully familiar with the procedures involved, which are as follows:

- Staff will carry their class registry (attendance sheet), student/parent info sheet and two flash cards (Red-missing, Green-clear)
- The green card is to be hung on the door handle when evacuating the room, communicating it is all clear.
- When they all assemble in the evacuation area, the teacher will hold up one card to indicate whether all her children present (Red- missing, Green- clear).
- Reception will call the fire dept and carry a mobile.

Nursery staff is fully aware of the evacuation plan and are familiar with the locations of the various types of fire equipment, as well as their purposes.



For further information, please contact the management office.

UAE Cultural Policy

The policy refers to any initiative undertaken by the UAE and the Emirate of Abu Dhabi aimed at achieving goals of certain cultural content and ascribable within a coherent strategic framework. Today, the Emirate of Abu Dhabi's foremost ambition is to develop a cultural infrastructure that will allow it to establish itself as a reference point for culture.

As a nursery in the UAE, we respect the UAE's culture through the following:

- Raising the UAE Flag at the nursery
- Displaying pictures of the UAE's ruler: Sheikh Mohammad Bin Zayed Al Nahyan
- Customizing a curricula theme about the UAE
- Celebrating UAE National day and all the UAE holidays
- Teaching children the UAE National Anthem and singing it during every assembly