

# Welcome to Little Circle Nursery

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Welcome to Little circle nursery. This welcome kit is provided to help you and your child to settle down in the nursery. We understand the difficulty parents face when they decide to drop their children in school. We ensure to support you as much as possible to make this a positive experience for you and your family. We hope you find this kit beneficial.



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## Our Aims and Objectives

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- To provide a safe, caring, stimulating, and positive environment. We nurture each child to flourish in their own individual way. We support them to reach their full potential by recognizing their own unique starting point.
- To promote values of diversity and equality; we oppose any discrimination on the basis of race, ability, ethnicity, sex, or religion.
- To work in a stimulating partnership with parents as well as professional bodies.
- To provide equal opportunities to all the children to be active learners through discovery, enjoyment, awe, and wonder, through free play through the EYFS framework.



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- To share the right information and advice to parents, by welcoming them into the nursery at any time – whether for formal or informal discussions with confidentiality
  - To provide well-planned programs for learning and development maintaining the welfare of the child.
  - To start child's day with combined activities that include imaginative, creative, physical, and intellectual play. These activities are balanced with both indoors and outdoor
  - To offer monthly training to staff to ensure their personal/professional development



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## How our Nursery works

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At Little Circle Nursery, we aim to provide a positive stimulating, imaginative and caring environment for children. Once you enroll children into the nursery, parents will receive an EY (Early Years) group. This allows parents to know what is going on with their children. Parents will receive updates in the form of pictures or videos, so that they can observe day to day activities of children during their day at Little Circle.

These observations are also linked to daily diaries with information regarding children like, how long they have slept, activities they have been part in, this will also inform about feeds/nappies, what foods they have eaten, etc.

The nursery is divided into 3 areas (8 rooms) which are separated by age

- Preschool area – 2 years to 3 years
- FS 1 area – 3 years to 4 years
- FS2 area- 4 years to 5 years



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# Areas

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## Preschool ( 2-3 years)

Little circle preschool programs are designed in a way to encourage teaching and learning process as well as outcomes that are important for nurturing children holistically aesthetically, and morally with knowledge acquisition as well as academic skills. We focus on minimum child-staff ratio, for individual attention and care. We maintain the record of each day of every child and pass the information to parents.



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## 2. Foundation stage1 (3-4 years)

At the little circle, we ensure to keep the toddler active and busy to learn through play. For toddlers, we have spacious classrooms with themed zones. We encourage activities tabletop, circle time, Puzzles and puppets, blocks, and flashcards to engage their young minds.

## 3. Foundation stage 2 (4—5 years)

We emphasize on children to be active learners and develop skills that prepare them for proper school and understand the world. Here we develop social skills, confidence, self-help skills, and independence also the ability to listen attentively and respond to proper communication



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## Teacher – Parents Coordination

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At Little circle, we understand that a child's education starts at home. it's understood that children will find it hard to remember what they have done during the day and this incomplete information will leave parents feeling completely out of touch with their learning experience. Therefore, we believe to share the learning journey of each day with their parents to have an effective education through document learning like Maintaining dairies, Daily timetables, Using technology to update (WhatsApp, Facebook, Instagram, and email, etc).



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## Security – How is my child kept safe?

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The security of your children is important to us. All our staff members are very well trained and responsible for safeguarding and promoting the wellbeing of children. Each Staff member is alert, and reports, anything that constitutes inappropriate behavior

- The entrance door of the nursery will be closed always. Parents/Guardian can gain entrance through the front doorbell
- Parents will off in register a log book while receiving the child or children.
- We also carry out regular fire drills to ensure that in case of an emergency the safety of the children is paramount, therefore, children are prepared in what action to take. Fire alarms, smoke detectors, and emergency lighting are fitted to aid rapid escape.



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- Safe and hygienic floor coverings, which are fully HSE compliant for wet testing and work surfaces are fitted as standard.
  - Temperature is very well controlled to avoid any sickness
  - All windows/glass in the Nursery are fitted with locks
  - All staff have required and relevant qualifications to commencing work with us.
  - All areas throughout the Nursery are subjected to rigorous risk assessments.
  - Throughout the Nursery, no child will be left unattended



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# Hygiene

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We strongly promote the policy of hygiene. Especially during Covid, we understood the value of keeping our environment clean and how cleanliness saves people from infections. We stress the concept of cleanliness of the center as well as our children. For this purpose, additional staff is appointed to maintain a clean and positive environment along with assisting the children in the washroom. We ensure that the center is disinfected daily along with frequent hand washing and hand sanitizing among children as well as staff to stop the spread of germs. For this purpose, we buy some decent products like floor disinfectants, alcoholic wipes, Water and hydrogen peroxide mixture, Hand sanitizers. Additionally, we also take care that any employees involved in preparing meals and snacks are certified in food handling.



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## Arrival and Departure

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As our car park is at the front of the Nursery, kindly use the car parking spaces to ensure you are within the parking bay.

### **Batch Timing -- Monday to Friday**

- Day-care – (7am- 6pm)
- Nursery Batch 1- 8am -11am
- Nursery Batch 2- 11am- 2pm
- Nursery Batch 3- 3pm-6pm



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# Field trip

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At Little circle nursery, a field trip is a delightful experience to explore new and different places. For field trips, our policy includes:-

- A Parent-No-Objection Form
- Dividing children into groups and assigning teacher and nanny
- Educating children to know about the place they are going to visit and what to do in case they get separated from the group
- keeping nurse with them along with a first-aid ready
- Safe transportation rules
- Educate children with safety tips for the trip



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## Daily Menu's

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At Little circle Nursery, we encourage parents to send, healthy meals hassle-free meals

### Transportation

We are tied up with recognized and experienced transport agencies who are very well aware of UAE traffic laws and regulations. We have professional drivers along with Bus Coordinator



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# After school club

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- Tuition
- Zumba
- Dance
- Abacus
- Singing
- Art
- Public Speaking



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# Documentation

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Passport copies of the student and sponsor along with a valid UAE residence visa

- Copies of Emirates ID both student and sponsor
- Declaration and parent consent form
- Medical Reports if any
- Two clear recent Passport size photos with white background
- Working phone number for emergency



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