



## **PAR ENT'S HANDBOOK**

Dear Parents,

Welcome to London and Paris International Nursery.

It is important to us that you take a few moments to read this Handbook as we are considering it to be the *Terms and Conditions* of our London and Paris International Nursery. You are therefore required to acknowledge its content and sign the last page of the Handbook. Kindly hand in the last page signed as part of the required registration documents. Thank you!

## **INTRODUCTION**

Welcome to the London and Paris International Nursery, a bright sunny start to your child's life.

London and Paris International Nursery is a well-designed nursery that offers early adventures filled with fun, sun and activities for the very young.

All our classrooms are beautifully decorated and bright, each equipped to meet the needs of each individual age group. We provide a safe, homely and stimulating environment.

At London and Paris International Nursery, we follow the British National Early Years Foundation Stage Curriculum (EYFS). It is our belief that this offers your children the best possible start and helps them develop knowledge and understanding to support their transition to infant school.

Our staff consists of well-trained educators, who provide a stimulating and safe environment, in addition to their caring and nurturing approach towards learning. We pride ourselves in our ability to offer an education that focuses on the individual needs of each child to ensure their learning of basic skills.

## **OUR APPROACH**

London and Paris International Nursery is open throughout the year. We are constantly evaluating the educational methods and experiences that take place in Europe and the world. This assessment permits us to adapt our own pedagogical system. We create a secure and stable environment, in which each child is cared for as an individual, and from which he/she derives pleasure and confidence in learning.

### **Our aims**

- Further each child's progress in confidence, independence and self-sufficiency and help him/her develop social awareness,
- Provide opportunities for exploration, investigation, and creativity,
- Develop children's ability to make independent choices,
- Develop gross and fine motor skills,
- Help develop a shared understanding of spiritual, social and cultural diversity,
- Encourage respect and care for others and the environment,
- Expose young children to situations that develop their observation skills, curiosity, attention span, and their imagination, while maintaining a balance between language, sports and artistic activities.

## **Our philosophy**

London and Paris International Nursery is dedicated to provide children with the highest standards of education.

Our programs aim to develop the intellectual, emotional and social independence of a child in a multi-cultural setting. Each child is encouraged to develop at his/her own rate, benefiting from a high level of individualized and motivational attention and motivation from the respective teacher.

Our cozy classrooms and stimulating materials make an excellent environment for a child's potential to grow and learn.

We believe that every child deserves the best possible start in life. Children need all possible support to reach their full potential. A child's experience in the early years has a major impact on his/her future.

Every child is entitled to a secure, safe and happy childhood. This provides the foundation for children to make the most of their abilities and talents as they grow up.

When parents choose a nursery, they want and need to know that their child is safe, taken care of and being helped to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides this assurance.

## **ABOUT EYFS**

The Early Years Foundation Stage (EYFS) is a comprehensive framework which sets the standards for early year's development, learning and welfare from birth to five years of age. It provides a structure to guide practitioners with providing effective provision in their settings and builds on previous guidance.

The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcome to:

- Be healthy,
- Stay safe,
- Enjoy and achieve,
- Make a positive contribution,
- Achieve economic well-being.

The EYFS will achieve this aim by a principled approach to:

1. Setting standards for the learning, development and care young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and no child is being left behind;
2. Promoting equality of opportunity and anti-discriminatory practice, ensuring that every child is included and not disadvantaged due to ethnicity, culture or religion, home language, family background, learning difficulties, gender or ability;
3. Creating a framework for partnership working between parents and professionals, and between all settings that the child attends;
4. Improving quality and consistency in the early years sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks, and providing the basis for the inspection and regulation regime;
5. Laying a secure foundation for future learning and development through learning and development that is being planned around the individual needs and interests of the child, and through ongoing observational assessment.

The Early Years Foundation Stage themes are comprised of four complementary themes. They provide a context for the requirements and describe how nurseries should support the development, learning and care of young children. The four themes are as follows:

- **A Unique Child**  
Principle: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships**  
Principle: Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- **Enabling Environments**  
Principle: The environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development**  
Principle: Children learn and develop in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The areas of Learning and Development are broken down into six:

- Personal, social and emotional development,
- Communication, language and literacy,
- Mathematical development,
- Knowledge and understanding of the world,
- Physical development,
- Creative development.

Whilst it is very important to prepare a child for the school curriculum, it is also important to remember that there are many facets to each child that need to be observed and encouraged. The EYFS is a very important part of how London and Paris International Nursery is conducting its care and learning framework.

Through EYFS and our constant evaluation of educational methods throughout Europe and the world, London and Paris International Nursery seeks to achieve the following with your children:

- Encourage language and communication with other children and adults,
- Teach children how to share and how to be part of a group,
- Offer each child the most suitable stimuli for his/her stage of development,
- Help children understand the basic concepts of mathematics including length, weight and volume,
- Teach children about their five senses and how to use them,
- Help children recognize and identify shapes, colours and sounds,
- Help children understand their body,
- Provide a greater understanding of other countries and different cultures,
- Teach children to respect themselves and others,
- Enable children's skills and coordination to control writing tools and basic literacy,
- Promote children's mutual kind interactions and compassion for others,
- Encourage children's self-control
- Teach children how to express themselves appropriately,
- Allow each child to learn through play and fun activities.

## **ON THE FIRST DAY**

Please make sure your child has all the things he/she needs for a successful school year.

What your child needs to bring to the nursery:

- 1 set of extra clothes,
- Swimming suit and towel
- 1 pair of class room footwear, (flip flops, sandals, crocs etc.)
- Extra set underwear
- Diapers / wet wipes / cream (if your child is not yet potty trained)

We will be keeping the above items at the nursery for the children's bathroom emergencies and everyday classroom use. Kindly make sure that all items are clearly labeled with your child's name. If your child uses the items, please replace them promptly.

In addition to the above, please provide

- **A small cooler box, lunch box and water bottle, also labeled with your child's name. No more big bags, please. (SORRY!)**

**For every child's personal hygiene, we require paper hand towels (can be purchased from the admin lady in the office), and one pack of wet wipes per month. Thank you!**

## **ON A DAILY BASIS**

London and Paris International Nursery is open throughout the year, from Saturday to Thursday, from 7:30 am to 8 pm. Our regular timings are from Sunday – Thursday, from 7:30 am till 5.30 pm. In addition, we offer late pick-up options. Later pick-up options are available upon request; since the nursery is open from 8 am till 8 pm. Daycare is offered on Saturdays as well. The fee structure is available from the administration.

Summer camps are available.

Public holidays will be observed as per the announcement of the UAE government and the Ministry of Social Affairs.

Children thrive on routine and patterns. Our day is structured in a way that the children get used to a daily routine, which includes outdoor play, snack time, organized class activities, lunch and sleeping time.

## **DISCIPLINE**

At the beginning of the school year, our teachers take the time to train their students about school routines, about appropriate behaviour and participation in class. They also introduce the “two Rs”: Respect and Responsibility. We want our students to be aware of how to treat each other and the materials they use in the nursery. London & Paris International Nursery Reserves the right to expel any child who we deem to display violent or inappropriate behaviour towards other children, teachers and assistants periods.

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## **RULES**

We need your support.

As educators, we are facing the responsibility and challenge of establishing and implementing rules in the nursery in order to

- provide a safe learning environment for your children,
- promote respect for the environment, for others and for oneself.

Children need to feel secure and happy, and they need structure and limits to know what is expected from them. They need as much consistency as possible. Although each family may have different rules and limits at home, it is important that those be the same for everyone while they are on school grounds. This consistency makes it easier for all children to understand what is expected from them when they enter the nursery now and in the future.

## **DROP OFF**

Drop off time is from 7:30 am to 9.00 am. Please try to be timely to avoid class disruptions.

Research shows that the best way to handle separation anxiety is to establish a brief drop off routine. This routine may include an affirmation or kind word to your child, reminding him/her of your return, a brief good-bye hug, and a confident quick exit. Separation anxiety may occur (or re-occur) now and then. Our experience has shown that giving your child confidence is the best thing you can do for him/her.

We ask that parents do not stay in the classroom at the beginning of class. This can shorten instruction time, take the teacher’s focus off the children, and cause anxiety in other classmates. Please contact our administration to make an appointment if you wish to see your child’s teacher after class. You may write a note or send us an Email if you would like to discuss matters that would take more than a quick response.

## **PICK-UP**

During pick-up, you are advised to wait in the reception area until your child is brought to you. It is disruptive to both children and teachers when a parent enters a classroom.

Please talk to your child's teacher ahead of time, should you wish to observe your child in his/her classroom.

## **PARKING CONSIDERATION**

Picking up and dropping off a child can be stressful for any parents if there is a lack of consideration for others. In the past, we have observed parents parking in a way that their car blocks others. Please make your pick-up and drop off as quickly as possible, and kindly treat others the way you would like to be treated.

## **SCHOOL DOORS**

Please keep our children and staff members safe! All doors – indoors and outdoors – are to be kept closed at all times. Please make sure to close all doors and gates behind you whenever you enter or leave our premises.

## **LUNCH BUNCH**

The London and Paris International Nursery does not provide food. Therefore, we ask you to prepare snacks and a lunch pack, should your child stay for lunch. Ideally, a lunch pack consists of a carbohydrate, proteins, and fruits or vegetables. You may include a treat for your child, such as cookies or pudding. Please refrain from including candies and chocolates. Be aware that most sports drinks, such as Gatorade, are extremely high in sodium and sugar, and are not appropriate beverages for young children.

Each classroom has mineral water, and the teachers encourage their students to drink as often as possible.

No eating in the lobby area of the nursery, please

## **PERSONAL TOYS**

We kindly request that you please refrain from letting your child bring his/her personal toys to the nursery. It has happened in the past, that toys got lost or damaged, or that children did not let go of them during the entire day at the nursery, and subsequently were unable to participate in our activities.

On a different note: we welcome personal blankets, pillows, dolls, pacifiers, anything your child needs to fall asleep during nap time.

### **NON-REIMBURSEMENT POLICY**

Tuition is based on the annual school calendar. It is not subject to adjustment due to illness, vacation or absence from school.

No refunds and make-up days can be given if your child is ill or if you take your child on vacation. Should your child leave the nursery during the term, there will be no refund of the term fees. The Deposit is not refundable in cash – it must be deducted from the fees for the last term your child is registered in the nursery, provided that 1 month notice is given prior to the beginning of the term.

### **BABY-SITTING POLICY**

It is a policy of London and Paris International Nursery that our teachers and nannies are not allowed to take care of your children before or after school, at night, on weekends, or during school vacation or holidays.

### **BIRTHDAY CELEBRATIONS**

We celebrate your child's birthday in the nursery. Please contact our administration, if you wish to contribute to your child's birthday in the nursery (e.g. cake, decoration, etc.).

### **OPEN DOOR POLICY**

You are welcome to approach us anytime with your questions, concerns and/or suggestions. Communication with you is very important to us, and we understand that you want to be informed about how your little one is spending his/her time at the nursery.

Should you wish to speak to your child's teacher, our administration is more than happy to arrange an appointment. You will understand that it is disruptive to both children and teachers when a parent enters a classroom.

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## **HEALTH AND SAFETY**

We need all our parents to be aware of the nursery's health policy and kindly ask you to strictly follow it as outlined:

If your child shows any of the symptoms below, please do not bring him/her to the nursery:

- Vomiting,
- Diarrhea,
- Constant ear or tooth ache, and
- Fever.

Following a fever, your child's temperature should be normal for 24 hours before he/she returns to the nursery. Do not bring your child in with a slight fever and/or after having given fever-depressants.

Should a child fall ill at the nursery, the following steps will be taken:

- The child will be taken out of the group and be seen by the nurse,
- Parents will be notified immediately and must pick up their child as soon as possible.

**We do not administer any kind of medication unless instructed and authorized otherwise by one of the recognized guardians.**

**It is important that all parents follow our health policy and fill out the Health information Sheet that we give along with the Registration Forms.**

If your child is or will be absent, please notify our administration as soon as possible. When you call, kindly leave the following information:

- Your child's name,
- Symptoms he/she is experiencing,
- Any possible diagnosis (if you have already seen a doctor).

## **Allergies**

You need to inform the administration about any known allergies your child might have. If you need us to administer any kind of medication to your child, this information must be clearly mentioned on the Health Information Sheet.

Should any kind of previously unidentified allergy manifest itself during the course of the school year, parents have to inform our administration immediately.

### **In case of emergencies**

The nursery is covered by a public liability insurance policy.

Parents, who register their child in the nursery, are asked to accept and agree that, in case of any accident or injury, the nursery staff have full authority to take necessary action, if the parents cannot be reached at the emergency number(s) provided.

### **Dubai Cares**

**Last but not least, we will have a Dubai Care fund raising the first Sunday of each month. We kindly request parents to send with your child 1Aed which he/she can drop into the fund raising box. This is also to teach our kids to contribute to others less fortunate. Teachers will explain to the children why we should give to others.**



## **ACKNOWLEDGEMENT**

I (WE) HEREWITH ACKLOWLEDGE THAT, I (WE) HAVE READ AND UNDERSTAND THE PARENTS' HANDBOOK, AND THAT I (WE) ACCEPT ITS CONTENT BEING THE "*TERMS AND CONDITIONS*" OF THE LONDON AND PARIS INTERNATIONAL NURSERY.

MOTHER'S NAME		SIGNATURE		DATE	
FATHER'S NAME		SIGNATURE		DATE	
CHILD'S NAME					