

Parents' Guide 2023- 2024

Al Wahda Nursery (AWN)

Fun and learning should never stop for children.

- We acknowledge that this has been a stressful year for all of us, however, we must always look at the brighter side and keep moving forward.
- We understand this year is going to be different, but it will never stop the fun and learning in our Nursery AWN !
- We have worked hard to accommodate the New Normal and sustain the soul of our Centre
- Our COVID-19 New Normal Guideline is in line with SPEA- All AWN family members must complete the Declaration Form.

Please carefully read the following Safety Policies and Procedures

Parent's communication

At AWN , we strongly believe that parents are our partners in their child's education. We're committed to making ourselves available to parents 'whatever the weather' and are always ready to assist with a smile.

- We use efficient lines of communicating with parents such as a Parent App, Newsletters, WhatsApp, Email, phone calls and social media.
- Parents are required to ensure to download the ALHOSN application and have it activated. Also, be ensured that declarations are updated weekly as per the forms sent by the nursery and those forms should be sent electronically.
- Although we have been restricted to holding only virtual meetings, in case of special circumstances where an in- person meeting is the only option, we will limit the meeting time to ten minutes only ensuring we follow all theCovid-19 protocol.
- Frequent Online workshops to keep up with the latest regulations in place and how that must be applied with our children at home.
 - Frequent Online workshops will be conducted to keep up with the latest guidelines for children's health and hygiene by the nursery.
- Parents fill in and submit the travel declaration form, medical history form for nursery record to provide a proper health and safety atmosphere for the children.
- Parents must ensure that emergency contact details, including parent names, place of work, contact phone numbers (mobile number and office line if a working parent), and the name and contact information (address and phone numbers) of an emergency contact if a parent cannot be reached, are communicated to the principal, and registered in the registration form. It is essential that this information is updated as the need arises.

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Nursery Rules and regulation (Page 1)

While trying to protect our children we kindly request all parents to patiently cooperate with the SPEA protocol.

- Parents are required to keep their child/children at home if they are generally unwell. Children must not return to the nursery until they are healthy and/or no longer exhibiting any symptoms for a minimum of 24 hours.
- Parents are required to check the temperature of their children daily, identify any signs before leaving home and send it to the nursery through WhatsApp or to call .
- Only the first-degree parents or designated person should drop off and pick up the child every day. Strictly, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for illness from COVID-19. • Parents should strictly follow social distancing rules at drop off and pick up times following the nursery social distancing practices.
- The Nursery will be open for drop off and pick up every morning five days a week from 7:30 am until 8:15 am.
- The nursery has dedicatedly assigned one entrance for children to drop off and pick off.
- All parents must have their hands sanitized at the drop off time. Hand sanitizers are available at the entrance.
- Parents are not permitted to enter the nursery building.
- Parents must be wearing masks upon entering the nursery (payment – tour or emergency issue)
- The surfaces of the lunch boxes and water bottles will be disinfected at the entrance.
- Thermal screening will be mandatory at the entrance gate every morning for the parent and the child.
- Any child or adult showing a fever higher than 37.5 degrees will be requested to go back home until the fever drops down. Avoid giving your child an anti-inflammatory before entering the nursery.
- For re-joining the nursery, a doctor's clearance certificate will be needed. Please take the Nursery Principal guidance at the nursery .
- Parents will need to wait for their specific timing for pickup and the responsible adult will hand over the child to the parent.
- **Drop timings:** (Management will decide the drop timing according to the children bubbles and safety) .
- **Pickup timings:** (Management will decide the pickup timing according to the children's bubbles and safety).
- If the parents arrive late or early from their actual timing, they must wait till the current bubble timing is over then you will be allowed to pick up or drop your child.
- Children and staff temperature will be checked in the morning, midday, and before leaving.
- Children in each classroom will remain with the same adults throughout the day and not encounter other groups.
- Children and staff shoes will be disinfected before entering the nursery.

to be continued

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Al Wahda Private Nursery (AWN)

Nursery Rules and regulation (Page 2)

- Transitions will be minimized and limited to the children's needs.
- Mealtimes will be conducted inside the classrooms following all the hygiene policies and procedures.
- Classroom resources and toys will be limited to basic learning necessities.
- All classroom resources will be cleaned and disinfected after each use.
- Each classroom will have a box to keep the used toys and resources away to be sanitized before the next use.
- Children will be encouraged to wash their hands every 20 min.
- Children will not be allowed to bring toys from home.
- No classroom equipment will be shared among classes.
- Common areas will be cleaned after every use.
- Water dispensers are not allowed inside the nursery, so we request you to provide your child with sufficient water for the day.
- We will keep extra disposable water bottles to be used in case of emergency.
- We follow the following child/adult ratio per bubble as per SPEA regulation:

Age group	Staff Ratio
3 months -1 year	1:2
2/3 Years	2:8
3/ 4 Years	2:10

- It is mandatory to submit the ministry-approved medical fitness form before re-joining the nursery through email if absent for more than 3 days.
- Parents are required to submit information of any recent visits to hospitals or medical care centres for themselves, their children, or for any family member residing with them.

Field Trip / Special Days

Field Trips and Special Days will not be conducted during COVID .

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Al Wahda Private Nursery (AWN)

Health and Hygiene (Page 1)

Policy Building Hygiene:

- All common areas in the nursery (i.e., toilets, pantry, waiting areas, corridors, playrooms, etc.) will be cleaned and disinfected every hour or after every use.
This will also apply to frequently used areas/surfaces such as door handles, tables, chairs, toys, etc.
- Total sanitization of the nursery will be done before the official opening, then on a daily basis .
- At the end of each day, all areas and surfaces of the nursery premises will be cleaned and sanitized according to the SPEA guidelines.
- All cleaning products we use are approved by the Municipality and safe to be used around children.
- Some toys will be removed from classrooms for hygiene and safety purposes so parents might see basic resources in the classroom.
- Sand, play dough, and sensory activities that will be used individual (separate for each child) within the groups bubble only .
- Sanitizer dispensers will be distributed around the building for adult use only.

Children's Hygiene:

- Children will be educated on sensible social distancing and personal hygiene.
- Children will have an easy to wear shoes permanently kept in the nursery for internal use.
- Parents will provide clearly labeled children's personal belongings at the registration time.
- Used items will be replaced upon need only.
- The nursery will make sure that all children's personal belongings are kept hygienically clean.
- Children will be trained to follow a hand-washing regime.
- Children will be trained not to share food and personal belongings with other children under COVID-19 safety practices and this will be monitored by the Class Teacher and Assistant.
- Children's lunch boxes and water bottles will be disinfected before leaving the nursery.
- Every child will be allocated in a designated bubble(classroom).

Staff Personal Hygiene:

- All staff will be tested for Covid-19 before re-joining. This test will be repeated once in two weeks.
- All staff will be wearing a face shield while working with children and a face mask when dealing with parents.
- All staff will follow a strict handwashing regime.
- Sanitizers will be used inside the classrooms after every activity but kept out of children's reach.
- All staff will be having special shoes for the nursery use only .
- All our staff (vaccinated)

Food Hygiene:

- The nursery will not provide in-house meals and expects parents to provide enough food for their child to last the whole day.
- Food should be sent in clearly labeled boxes for teachers to understand what needs to be served for breakfast, lunch, or snack.
- Strick washing hands for adults and children will be mandatory before and after mealtimes.
- All adults must wear gloves, a face mask, and a face shield during mealtimes.
- Social distancing and no-sharing of food will be thoroughly observed during mealtimes.

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Health and Hygiene (Page 2)

Toilet Hygiene :

- Staff and children have separate toilets inside the building.
- All toilets are deep cleaned at end of the day using procedures and disinfectants.
- Each toilet will be cleaned after every use.

Personal belongings from home:

- All personal belongings of children must be labeled such as bedding, lunch boxes, water bottles etc.,
- Parents must provide the bedding for each child for a week as after each day the used bedding is going to be sent home wrapped properly in a laundry bag.
- Each child must have the following items in the bag on a daily purpose: Lunch box, water bottle, plastic fork and spoon, extra set of clothes, one pair of crocs for the nursery to keep in the nursery for the centre premises.

Emergency Procedures:

- The nursery nurse is trained to deal with Covid-19 emergencies.
- All our staff members are trained in monitoring Covid-19 symptoms.
- We have a designated "Isolation room" prepared for emergencies.
- In case of an incident where a child or adult shows symptoms of Covid-19 the nurse will immediately be informed.
- The suspected individual will be immediately isolated.
- Child's parents will be called to collect their child immediately within 1 hour.
- Suspected staff will be requested to leave the nursery premises immediately.
- The suspected staff must do the Covid 19 test.
- As per MOH instructions, no suspected personal (children or adults) will be accepted in the nursery without a certified doctor's clearance.
- As per MOH guidelines in case of a confirmed positive Covid-19 case, the nursery will be closed for 14 days and all staff and children will be tested before coming back.
- Parents should inform the nursery in case of any confirmed cases in their social circles.
- Any AWN family member (staff/parents/children) who came in contact with a confirmed active Covid 19 case should not attend the nursery.
- As per the SPEA requirements, this suspected person must complete a quarantine period of 14 days and test negative before returning to the nursery.
- After 14 days of quarantine of children who has symptoms of COVID-19, those parents are required to submit the PCR test result which needs to be submitted two days before resuming the nursery .
- Parents with children of low immunity/chronic disease are required to get a note from the doctor stating it is safe for their child/children to return to the nursery during COVID-19

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Al Wahda Private Nursery (AWN)

Payment and refund policy

- ✓ Please note that AWN is now a paperless organization.
- ✓ A registration form will be sent by email.
- ✓ We prefer all payments to be through (bank transfer or cheques).
- ✓ We accept termly or yearly fees only.
- ✓ All payment should be done as soon as possible (limited seats available)

- Registration fee and Class Activity fee once paid non-refundable.
- In case if the nursery close for 14 days quarantine the amount non-refundable, we will be using E-learning during this period and its arrangement will:
 - In case the nursery is closed, we will refund the following month's payment only.
 - No refund or reductions will be given in case of absence, illness, or vacation.
 - In case of withdrawal, parents need to give notes period 30 days prior.
 - Any return cheque for the nursery will charge 100 AED.
 - All cheque dates must be between the 1st to 5th of each month.
 - Late pick up or early drop from the actual timing AED 50 per hour.

Yes, I agree with all the rules and regulations mentioned in this policy.

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Child Name: _____

Parent Name : _____

Parent signature : _____

Date : _____