

FUN & PLAY **NURSERY**

LIFE START EDUCATIONAL PROGRAMME

(LSEP)

Babies to confident walkers

PROSPECTUS

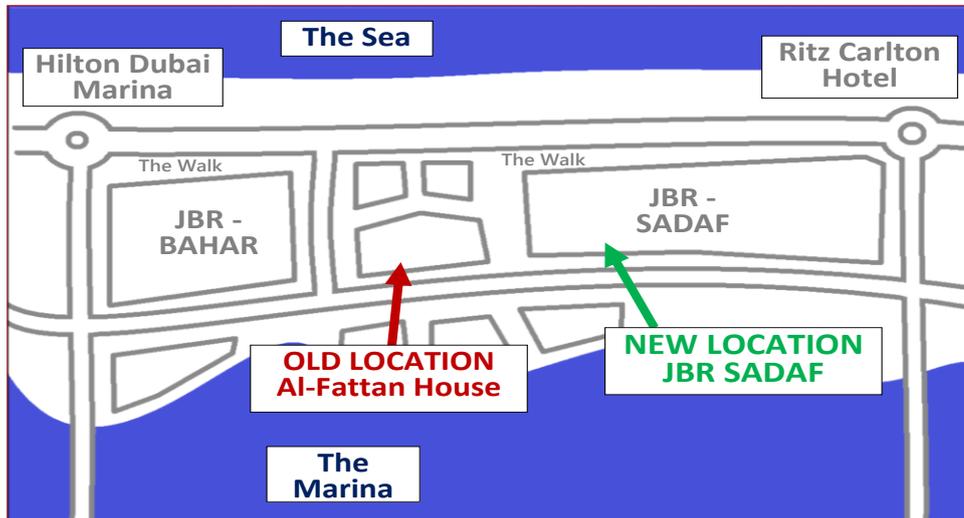
2019-2020

CONTENTS

OUR NEW LOCATION.....	3
LIFE-START EDUCATIONAL PROGRAMME© (LSEP©).....	3
FREQUENTLY ASKED QUESTIONS (F.A.Q.)	6
FEE SCHEDULE	10
DEPOSITS AND SUPPLEMENTARY FEES	11
REGISTRATION FORM	12
REGISTRATION FORM (CONT'D)	12
CHILD COLLECTION PERMISSION FORM.....	14
CHILD OUTING PERMISSION FORM.....	15
CHILD'S MEDICAL RECORD FORM	16
ADMISSION POLICY AND AGREEMENT.....	17
REGISTRATION PROCESS – SIGNATURES AND CHECK LIST.....	18

OUR NEW LOCATION

We have moved our setting to 'Fun & Play' nursery in JBR Sadaf 2 – Plaza Level – Unit P31. Our new location is 100m (30 second walk) from our old location.



LIFE-START EDUCATIONAL PROGRAMME© (LSEP©)

The early years of a child's life are extremely important, perhaps the most important years of their lives. Babies and young children need support as they begin their journey of self discovery. At family and Friends this journey is supported in a loving and secure environment by experienced and qualified childcare professionals. The very beginnings of autonomy can be seen in the relationships that exist as babies and young children play and explore alongside a close, attentive-warm and sensitive adult.

The 'guiding' principles that underpin our Life Start Educational Programme (LSEP) come from the 'Birth to Three matters' framework produced by the UK Department of Education and a number of additional sources including representative educational organisations, leading childcare writers, experts and leading western practitioners. The principles of our LSEP are as follows:

- Parents and families are central to the well being of the child;
- Relationships with other people (both adults and children) are of crucial importance in a child's life;
- A Relationship with a 'key person' at home and at Family and Friends is essential to children's well being;
- Babies and young children are social beings, they are competent learners from birth;
- Learning is a shared process and children learn most effectively when, with the support of a knowledgeable and trusted Family and Friends staff member, they are actively involved and interested;
- Caring adults count more than resources and equipment;
- Schedules and routines must flow with a child's needs;
- Children learn when they are given appropriate responsibility, allowed to make errors, decisions and choices, and respected as autonomous and competent learners;
- Children learn by doing rather than being told;
- Babies and young children are vulnerable. They only learn to be independent by having someone they can depend on.

Our staff along with the early years team work closely with parents to make sure we give your children the best opportunities to develop to their full potential using the LSEP planning structure. It shows how best to enable children to feel safe and supported and to extend their learning and development.

THE FRAMEWORK

In our LSEP, and our whole environment we promote the use of the 'Birth to Three Matters' Framework, which takes as its focus the child. It identifies four Aspects, which celebrate the skill and competence of babies and young children and highlights the interrelationship between growth, learning, development, and the environment in which they are cared for and educated. These four Aspects are:

1). A STRONG CHILD

In order to become strong, a baby needs a nurturing environment where a Family and Friends key person will play an essential role. By encouraging and supporting decision making, emphasising and providing opportunities for children, the key person will help the child grow emotionally so that they are able to respond to successes and challenges.

2). A SKILLFUL COMMUNICATOR

To become skilful communicators our babies and younger children are placed in a secure, warm and loving environment together with others. By being together, this leads to the wider development of social relations which include friendship, empathy, sharing emotions and experiences and becoming a competent language user. The early attempts at finding a voice are rewarded at Family and Friends in a variety of ways, thereby increasing confidence and encouraging children to both extend their range and increase their skills. Babies are able from an early age to distinguish sound patterns. They will use their voices to make contact and to let people know what they need and how they feel.

Early communication with babies can be made by using Baby Sign techniques. Family and Friends do provide a course for Parents and their babies to develop further this area of interaction. Family and Friends encourage all our parents and babies enrolled onto our LSEP to participate, thereby allowing better interpretation of non verbal signals.

3). A COMPETENT LEARNER

Babies that are only a few hours old gaze at patterns which resemble the human face in preference to others. Babies are extremely competent learners from birth, equipped with the most powerful and evolved brain ever to have existed in any species on earth.

As babies explore their world through touch, sight, sound, taste, smell and movement, their sensory and physical explorations affect the patterns that are laid down in the brain. Through repeated experiences of people, objects and materials, young children begin to form mental images which lead them to imitate, explore and re-enact as they play imaginatively with our materials and resources, using all their senses. As they engage, they become increasingly imaginative. Children become creative through exploration and discovery as they experiment with sound, media and movement.

4). A HEALTHY CHILD

A healthy child means much more than having nutritious foods to eat, and being free from illness. For babies and young children, being special to someone and cared for is vital for their physical, social and emotional health and well being. At Family and Friends we understand that Emotional well being includes relationships that are close, warm and supportive; being able to express feelings such as joy, sadness, frustration and fear, leading to the development of strategies to cope with new challenges and stressful situations later in life.

CALENDAR FOR THE ACADEMIC YEAR 2019 – 2020

AUTUMN TERM

Term Starts	Monday 2 nd September
Last day before half term	Thursday 17 th October
Half Term Starts	Sunday 20 th October to Thursday 24 th October
Term Resumes	Sunday 27 th October
Milad Un Nabi (prophet's birthday)	Saturday 9 th November
Commemoration day	Saturday 30 th November
UAE National Day (Government & National Holiday, closed)	Monday 2 nd and Tuesday 3 rd December
Term Ends	Thursday 12 th December 2019

SPRING TERM

Term Starts	Sunday 5 th January 2020
Last day before half term	Thursday 13 th February 2020
Half Term	Sunday 16 th February 2020 to Thursday 20 th February 2020
Term Resumes	Sunday 23 rd February 2020
Israa Wal Miraj (Ascension)	Sunday 22 nd March 2020
Term Ends	Thursday 26 th March 2020

SUMMER TERM

Term Starts	Sunday 12 th April 2020
*Estimated start of Ramadan	Friday 24 th April 2020
Eid al Fitr *expected	Sunday 24 th to Tuesday 26 th May 2020
Term Ends	Thursday 2 nd July 2020

FREQUENTLY ASKED QUESTIONS (F.A.Q.)

Q. When can I visit Fun & Play?

A. You are welcome to come and meet us at any time; we operate an open door policy to parents, however, mornings are always very busy, therefore we do recommend you telephone or email ahead in order to make an appointment beforehand so that we can show you around properly, and ensure there is a teacher available to meet you. If all teachers are teaching, then unfortunately we would have to reschedule your viewing for another time (visits takes approximately 15minutes).

Q. What are the opening days and hours?

A. We are open five days a week from 7.30am until 6pm. (Nursery hours are 8am to 5pm). We aim to be open and accessible to different members of our community for as many hours of the day as possible, therefore if you would like an appointment or need care for your child at any other time, including evenings or weekends, we will do our utmost to arrange this. We run both a breakfast club and an after-hours club subject to availability.

Q. What should my child wear?

A. For our EYEP class we have a simple selection of shorts/skirts and Family and Friends t-shirt, with no buttons, zips or pockets. Although we use paints and glues made especially for children, they do not always wash out, so having an inexpensive uniform is more economical for parents. It is also practical for the children and their teachers, particularly when it comes to potty-training, getting changed for water play and dealing with little accidents. Your child can wear their own skirt or shorts but in our EYEP class t-shirts are a must.

Q. My child is still in nappies: is that okay?

A. Yes, that's fine. When your child is ready to toilet train we will work with you and help you to train him/her.

Q. What do I need to send with my child?

A. Paperwork is: registration forms, passport copy, birth certificate copy, vaccination record copy and four passport-sized photographs

A spare set of old clothes (including underwear) which will be kept in a labelled bag supplied by us.

A packet of nappies and baby wipes (if necessary)

A lunch box (preferably cool-box type) with some snack food and a beaker if required; water is available to the children throughout the day. Please try and send your child to us with healthy and nutritious food. If you'd like some ideas on what to pack please talk to any member of staff they will guide you.

Q. What if my child doesn't settle?

A. We understand that the settling period can be a difficult time for both parents and children. We work on the principle that familiarity encourages trust and confidence in children. The better they know us - the more comfortable they will feel with us. Please see our settling in policy in our policies and procedures.

On the first day we ask parents to come and stay with their child for one hour: to introduce their child to the teacher and to the classroom. The following day you can leave your child with us for one to two hours. Some children cry for a short time when you leave.

After 3 or 4 days we normally find that children can be left for three or four hours quite happily. If your child cries incessantly for twenty minutes we will call you and ask if you can spend some time in the classes, and then go home with your child once he/she is happy.

If your child is registered for 2 or 3 days per week we may ask you to bring him/her in for a few hours each day for the first week. This will help your child to become more familiar with us without getting too tired. Most children settle in well to Fun & Play' caring and nurturing environment.

Q. Will my child go on outings?

A. We arrange outdoor play dates, nature and sound walks, picnics and park visits. supervised by ourselves. An outing permission form must be filled at time of enrolment.

Q. Do you celebrate religious festivals?

A. Yes we do however Fun & Play is a non-denominational setting. We celebrate Eid, Diwali and Christmas in a non-religious way: informing the children of the occasion, making cards and singing non-religious songs.

Q. Do you celebrate children's birthdays?

A. Of course we do. We love fun and special occasions. You are welcome to send a small cake with your child for them to share among their friends. The class will sing "happy birthday" and you can leave your camera with your child's teacher so that they can take photographs. We ask that you try and send food that is easy to share and is nutritious for the children (no nuts please). We will ensure that the celebration does not eat into our lesson plan or daily routine.

Q. What are the security arrangements in Fun & Play?

A. All parents/guardians are requested to walk their child to Fun & Play' door to greet their teacher or assistant. Please inform us if anybody else is picking up your child. We ask you to respect the teacher's class-preparation time; if you need to talk to your child's teacher at length please arrange an appointment. All children must wear a uniform. Doors will be closed and locked from 9am, if you require entry please call us on 0503491601. Family and Friends have multiple procedures in place for safeguarding children and for security purposes.

Q. What is your discipline policy; do you use a 'naughty chair'?

A. No, we absolutely do not use a 'naughty chair'! For very young children we use positive reinforcement of good behaviour and descriptive praise. As the children get older we use 'time out' for repeated disruptive or unacceptable behaviour e.g. pushing, biting, hitting or hair pulling. This is a brief time spent away from fun activities, one minute per year of age, after which they can rejoin the group. We find that the children respond very well to this gentle but firm approach. Positivity towards the children is the key for us here 😊

Q. What if my child is sick?

A. We have no authority to give medicine in the classes; if your child becomes sick during the morning we will contact you and ask you to take him/her home. Pre-school children have a low resistance to infection. If your child has a cold/runny nose/fever/diarrhoea/vomiting or conjunctivitis please do not send him/her to Fun & Play. We recommend you wait 36 hours between sickness and return to the setting. If your child has asthma/diabetes/epilepsy or allergies special arrangements will be made for his/her care and storage of his/her medicine. We kindly request that ALL parents would adhere to our sickness policy to avoid cross infection

Q. When can I talk to my child's teacher?

A. **Family and Friends promotes an open door policy to ensure communication between teachers and parents.** Parents can make an appointment to speak to the teachers any afternoon if they have any concerns or would just like to discuss their child's progress. We can arrange for your child to go to the late class free of charge. Our official 'parent-teacher' talks happen in June, but if the teacher has any concerns about your child before this time, they will invite you in for a meeting.

Q. Is Family and friends a NUT-FREE zone?

A. Family and friends strictly follow a no Nuts policy for within the premises. As we are all aware, unlike many other food allergies, this is one that children do not usually outgrow. If you require any advice or guidance regarding snacks, please feel free to contact any of our teaching staff, and we can send you a list of recommended snacks.

Q. What if I have any other concerns?

A. Fun & Play offers strong parenting support; we take your concerns about your child very seriously and will do what we can to help. You are very welcome to come in to the school office at any time to Joanne. We can offer one-to-one support on behavioural. We realise that choosing the right setting for your child is extremely important, which is why we encourage parents to ask questions, look around and spend time with their child to help them settle in.

Q. There is no parking, how can I drop off my child?

- A.** Fun & Play are happy to operate a drop-off and pick-up service from the lifts downstairs on the slip road if there is no parking available. Please call us on 0503491601.

- Q.** How do I enrol my child on to the Early Years Educational Programme:
- A.** Contact Joanne on +971 50 349 1601 or e-mail jo@funplaynursery.com

FEE SCHEDULE

- TERM FEE SCHEDULE (3 TERMS PER YEAR)
- EARLY YEARS EDUCATIONAL PROGRAMME (EYEP)
- ALL FEES ARE PER TERM
- **10% DISCOUNT APPLIES TO SECOND AND ANY SUBSEQUENT SIBLINGS**
- **10% DISCOUNT APPLIES TO FULL YEAR PAYMENTS**
- AFTER HOURS CLUB: 5PM TO 6PM DAILY. HOURLY FEE IS 55 DHS.
WEEKLY IS 160 DHS. TERMLY FEE IS 1,000 DHS.

CLASS DESCRIPTION			RATE PER TERM		
Class	Class Type	Class Timing	2 days	3 days	5days
4 months to confident walkers	Morning class	8:00 am until 12:00 pm	8000Dhs, Per Term	9000 Dhs, Per Term	10,000Dhs, Per Term
4 months to confident walkers	Morning until early afternoon class	8:00 am until 2:00 pm	9200 Dhs, Per Term	10,200Dhs, Per Term	11,200Dhs, Per Term
4 months to confident walkers	Morning until evening class	8:00 am until 5:00 pm	10,400Dhs, Per Term	11,400Dhs, Per Term	12,400 Dhs, Per Term

DEPOSITS AND SUPPLEMENTARY FEES

Fee	Amount	Remarks
Registration Fee	500 Dhs	This is a one off payment registration fee to Fun & Play – (non-refundable)
Deposit Fee	1,000 Dhs	This Fee is REFUNDABLE , provided one Terms notice is given prior to Students last day
Medical Fee	500 Dhs	The medical fee is payable annually on registration
Books and Crafts Fee	500 Dhs	The books and crafts fee is paid annually on registration
Uniforms	50 Dhs per t shirt (minimum 2 recommended)	T-shirts are a must although children can wear their own shorts, skirts or trousers of choice

REGISTRATION FORM

1. Please complete the following Registration Form:

Start Date:	
Days Attending:	
Registration Fee:	

2. Child Details:

Child's Full Name:	
Child's Home Address:	
Sex:	Male / Female
Date of Birth: (DD-MMM-YY)	
Place of Birth	
Nationality:	
Religion:	
Languages Spoken:	
Mother Tongue:	

REGISTRATION FORM (CONT'D)

3. Family Details:

	Details of Father/ Guardian	Details of Mother / Guardian
First Name:		
Family Name:		
First Language:		
Occupation:		
Religion:		
Address:		
E-mail Address:		
Mobile Phone No.:		
Home Phone No.:		
Work Phone No.:		

CHILD COLLECTION PERMISSION FORM

This form is to inform Fun & Play of any person(s) other than the parents / guardians authorised to collect the child from the centre.

Child's Full Name:	
Details of Person Authorised to Collect the Child (ONE)	
Name of Person:	
Relationship to child: (Grandparent/ Nanny/ etc)	
Address:	
Mobile No.:	
Home No.:	
Work No.:	
Details of Person Authorised to Collect the Child (TWO)	
Name of Person:	
Relationship to child: (Grandparent/ Nanny/ etc)	
Address:	
Mobile No.:	
Home No.:	
Work No.:	

CHILD OUTING PERMISSION FORM

This form is to provide permission to Fun & Play to attend off-site outings around the community – supervision will be provided at all times.

Parent/carers are required to answer the following:

I consent to my child participating in mini off site outings around the community and other surrounding communities.	
Yes <input type="checkbox"/> / No <input type="checkbox"/>	
NAME OF CHILD	
SIGNATURE (PARENT / GUARDIAN)	
NAME (PARENT / GUARDIAN)	
SIGNED BY NURSERY MANAGER	

NOTE

- Before any party leaves for the outings the staff ensure that all the children and staff participating on the outing are signed out in the appropriate register.
- Miss Joanne (manager) will personally perform a risk assessment before the nursery proceed on an outing.
- An outings folder is kept in the office on a shelf and within this folder we store all information regarding all types of outings such as;
 - Details of all outings attended
 - Details of what to take on an outing
 - Details of children's consent forms
- Other information such as children's personal details is kept in each child's individual folder which is located in a locked filing cabinet.

**** All children must wear the uniform provided for outings. If your child does not attend in uniform, they will not take part in the daily outing ****

CHILD'S MEDICAL RECORD FORM

Please complete the following questions (Please tick as appropriate):

Has your child had the following illnesses?

- | | |
|----------------|---|
| Measles | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Mumps | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Rubella | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Chickenpox | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Whooping Cough | Yes <input type="checkbox"/> /No <input type="checkbox"/> |

Has your child been immunised for any of the following?

- | | |
|----------------------------|---|
| Diphtheria | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Tetanus | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Measles | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Poliomyelitis | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Whooping Cough | Yes <input type="checkbox"/> /No <input type="checkbox"/> |
| Measles, Mumps and Rubella | Yes <input type="checkbox"/> /No <input type="checkbox"/> |

Date Booster immunisation received: _____

Does your child have special needs, require regular medical attention, have any allergies, food dislikes or intolerance? Yes /No

If yes please give details:

Are there any medical, religious, cultural or dietary requirements you would like us to observe? Yes /No

If yes please give details:

Do you have any concerns regarding your child's development? Yes /No

If yes please give a brief description

ADMISSION POLICY AND AGREEMENT

This AGREEMENT (hereinafter called the "Agreement") is made the ____ day of _____ year_____.

BY AND BETWEEN Fun & Play

and,

the Signatories to this Agreement

Whereas,

1. Admission to the British Early Years Educational Programme (hereinafter the 'Class') is for children from four (4) months to five (5) years of age only.
2. The Class duration shall be 3 Terms per typical school year (refer to 'Term Dates')
3. All Registration documents are required to be completed in full and submitted prior to commencement of the Class.
4. When a Class position is confirmed and accepted, the place must be secured by the 'Registration Fee', 'Deposit Fee', 'Medical Fee' and 'Books and Crafts Fee'. Should the student not take up their allocated place in the Class, for whatever reason, this shall result in forfeiture of all Fees.
5. Should any student wish to leave the Class, for whatever reason, a written notice period of one term is required. Failure to submit written notification shall result in forfeiture of the 'Deposit Fee'.
6. The Deposit Fee shall be returned by Fun & Play, in full, at the end of the typical school year, save where the 'Deposit Fee' shall be retained for the reasons expressly indicated herein.
7. Payment for each Term is required to be made in full prior to the Term beginning. This fee shall be non-refundable.
8. All Fees are required to be made by either cash, cheque or direct deposit to the 'Fun & Play' bank account.

Name of Student:

.....

Signatories of the Agreement:

Name of Parent/ Guardian:

.....

Signature of Parent / Guardian:

.....

Date:

.....

REGISTRATION PROCESS – SIGNATURES AND CHECK LIST

Please Indicate:
Attached: <input checked="" type="checkbox"/>
Not Attached: <input checked="" type="checkbox"/>

The following documents should be submitted with your application:

- | | |
|---|--------------------------|
| 1. Two photocopies of child’s Passport including Residency Visa (if applicable) | <input type="checkbox"/> |
| 2. Six recent passport sized photographs | <input type="checkbox"/> |
| 3. One photocopy of child’s Birth Certificate | <input type="checkbox"/> |
| 4. One photocopy of child’s Vaccination Record | <input type="checkbox"/> |
| 5. One photocopy of child’s Health Card | <input type="checkbox"/> |
| 6. One photocopy of parents/ guardians Passport with Residency Visa (if applicable) | <input type="checkbox"/> |
| 7. Complete Medical Record Form | <input type="checkbox"/> |
| 8. Completed and signed Registration Form | <input type="checkbox"/> |
| 9. Completed and signed Child Collection Permission Form | <input type="checkbox"/> |
| 10. Registration Fee | <input type="checkbox"/> |
| 11. Deposit Fee | <input type="checkbox"/> |
| 12. Medical Fee | <input type="checkbox"/> |
| 13. Books and Crafts Fee | <input type="checkbox"/> |
| 14. Uniforms Fee | <input type="checkbox"/> |

Upon completion of the registration, all parents / guardians are requested to meet Joanne.

Parents / Guardian Signatures

NAME: _____

SIGNATURE: _____

DATE: _____

Please indicate any special request / requirements or background information about your child that may be useful to us, or that you feel we should be made available?
