



مايندز جريت حضانة

Great Minds Nursery

## FAMILY HANDBOOK 2020-2021

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Dear Families,

We would like to take this opportunity to welcome you to Great Minds Nursery. We are pleased to offer a Montessori Approach for children 1 to 4 years of age. Our staff includes teachers with BSc and MSc in education as well as MSc in Speech Therapy. In addition, they have Montessori Diplomas and some of them are graduates from the Gulf Montessori supported by Montessori Trained International. At Great Minds Nursery, we strive to meet the goals of a Montessori education in order to ensure a positive educational experience for our students as well as easy adjustment to any curriculum after completing our program. This Family Handbook contains information about our program and our policies and procedures regarding enrolment, tuition, and other practical matters relating to the operation of our school. Please take the time to review this Handbook and make yourself familiar with our policies and procedures. For those families seeking to enroll your child in Great Minds Nursery for the first time, we look forward to welcoming your child to our nursery. And for those families who have been and continue to be part of our Montessori community, we thank you for your continued interest and support in our program. If you have any questions, please do not hesitate to contact us at 009714-3445222 or at [info@greatminds.ae](mailto:info@greatminds.ae)

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## **1. GREAT MINDS NURSERY PROGRAM**

- The Great Minds Nursery program follows all the areas of learning of the Montessori Approach. The program has been established by our teaching staff, in accordance with International Montessori Principles, and is fully supported by the Ministry of Education.

### **a. Our Students**

- Our students begin our program at one year of age and can remain with us until the age of four years.

### **b. Our Enrolment Options**

- At Great Minds Nursery, our program is offered on a full-time basis two, three, and five days per weeks
- Full-time students from ages 1 to 2 years will attend from 8:00am to 12:45pm two, three, or five days per week
- Full time students from ages 2 to 4 years will attend from 8:15am to 1:00pm, two, three or five days per week
- After school program is offered up to 5pm. **(Not applicable until further notice)**

### **c. Bubbles model**

- Great Minds Nursery operates with a maximum up to 50% capacity during post Covid-19 operating. There are only 2 active bubbles and each bubble has a separate entrance/exit. At Great Minds Nursery each bubble has one designated classroom. Bubble “butterflies” will consist of children from 1 to 2 years. The classroom is located on the ground floor and an exclusive separate entrance/exit is provided. Bubble “bats” will consist of children from the ages of 2 to 4 years. The classroom is located on the first floor and only children from this bubble use main reception entrance/exit for transition to/from classroom. The two bubbles will never integrate during the pandemic.

### **d. Induction period and timings**

- To support the transition back into nursery, the returning children should have an induction period of one week, during which they will attend for 2 hours. Once the one-week induction period has been



completed (for new students) the class teacher will then discuss with parents if they feel the child requires additional time to settle in after which a plan will be made accordingly. During the induction period, the bubbles will be split in half, where the first half would attend bubble ‘butterflies’ from 8:00 – 10:00 and the second half would attend from 10:30am-12:30 and bubble ‘bats’ from 8:15-10:15 and the second half from 10:45-12:45. Once the induction period has been complete the children will begin their school day in a staggered start, which is necessary to prevent mixing children from different bubbles at the entrance of the nursery.

## **e. The Daily Schedule**

### **Bubble “butterflies” Classroom**

**08.00 - 08.10:** Drop off – registration/washing hands

**08.00 – 08.30: Montessori activities-** Classroom learning-child led activities

**08.30 – 08.50:** Circle time-adult led activities

**08.50 – 09.30:** Breakfast/Toilet time (washing hands)

**09.30 – 10.00: Montessori activities-**child led activities/ Diaper changing

**10.00 – 10.30:** Arts & crafts-group activities

**10.30 – 11.30:** Outdoor Learning Area - child led gross motor activities

**11.30 – 11.45:** Circle time - adult led activities

**11.45 – 12.35:** Washing hands/Lunch/Diaper changing

**12.35 – 12.45:** Story time/home time



For this age group Eating, Changing and Nap times are flexible and planned according to the needs of children and parent’s home routine letter (home routine letter is parent’s written instructions regarding type, quantity and feeding intervals. All the food containers should be labeled with child’s name, class and name or number of meal.

## **Bubble “bats” Classroom**

**08.15 - 08.25:** Drop off - registration

**08.15 – 09.00:** Outdoor learning area

**09.00 – 09.20:** Circle time-adult led activities

**09.20 – 09.50:** Breakfast/Toilet time (washing hands)

**09.50 – 10.35:** **Montessori activities**-child led activities/ Diaper changing

**10.35 – 11.00:** Arts & crafts-group activities

**11.00 – 11.30:** Activity learning and book area - child led activities or (Soft room area every Thursday)

**11.30 – 12.00:** Outdoor Learning Area - child led gross motor activities

**12.00 – 12.50:** Washing hands/Lunch/Diaper changing

**12.50 – 13.00:** Story time-adult led activities/Home time

## **Integrated enrichment activities**

Arabic class

Music class

Soccer tots (External organization and payment according to their fees)

Dance-cise (External organization and payment according to their fees)

**Kindly note that integrated enrichment activities and the extended care curriculum are currently not available due to post Covid-19 regulations from the government**

## f. Our Montessori Environment

### Montessori Classroom

The Montessori classroom is divided into five areas: The Sensorial, the Practical Life, the Language, the Math and the Cultural Area.



**Sensorial:** The sensorial cabinet includes materials which help children develop, broaden and refine their five senses (Sight, Hearing, Taste, Touch and Smell). These materials are specifically designed to help the child develop discrimination and order in their environment.

help children gain control experience and adjust to purposeful activity and responsibility.



**Practical Life:** The purpose of Practical Life is to in the coordination of their movement, gain their society. The exercises in Practical Life provide develop independence, concentration and



**Language:** The Montessori classroom is designed in such way that all the activities promote the development of skills required for oral and written language and reading. In the language area precise names are used for all the objects and vocabulary classifications and matching exercises enrich vocabulary.



**Math:** Learning mathematical concepts in a Montessori classroom begins concretely and progresses towards the abstract. They are developed from simple to complex. Order, coordination, concentration and independence are experienced by the child using these materials.



**Cultural:** In the Montessori classroom, the Cultural Area covers a variety of subjects such as Geography, Science, Botany, Zoology and History. Maria Montessori believed that knowledge of such subjects is what makes a person cultured.

We build on this basic Montessori academic curriculum by enriching our students' school

experiences with the addition of Art, Music, and Outdoor Experiences. In addition, our students have the opportunity to begin learning Arabic and French.

## **2. APPLICATION AND ENROLMENT**

### **a. Applying for Enrolment**

- Families may submit an application form at any time during the year. Application forms are available upon request by email, or on our website at [www.greatminds.ae](http://www.greatminds.ae). Application forms must be submitted to the nursery by mail. Completed application forms will be marked by the Nursery Manager with the date that they are received at the nursery.

### **b. Enrolment in the Afternoon Program (Not available until further notice)**

- At Great Minds Nursery, our school day ends at 1:00pm. We recognize, however, that not all families are in a position to end their workday at 1:00pm. We therefore provide an Afternoon Program, which is offered five days per week from 1:00pm to 5:00pm. Families should request registration in the Afternoon Program when submitting their child's application for enrolment with Great Minds Nursery.

### **c. Confirming Enrolment**

- Once all forms and the required tuition payments have been received by the nursery, your child's attendance at Great Minds Nursery can begin.

### **d. Withdrawals**

- From time to time, and mostly due to relocation, families may withdraw their child from our program. We request that, families provide a two month notice of their intention to withdraw their child, so that the teachers are aware and can prepare for any impact on the child and the class as a result of the child's pending departure. After two months from received notice parents receive 100% of the remaining fees. In case the payment was done by post dated cheques, refund will be received

after all cheques have been credited to the nursery account. For every PDC the nursery reserves right to keep AED20.00 for the bank fees.

### 3. TUITION FEES AND RELATED FINANCIAL POLICIES

- The Great Minds Nursery tuition and financial policies have been approved by the Ministry of Education:

#### a. Tuition Fees

#### ACADEMIC FEES

Academic Year 2020-2021

Payable per term	Term 1 (06/09/20- 17/12/19) (15 weeks)	Term 2 (03/01/21- 25/03/21) (12 weeks)	Term 3 (28/03/21- 24/06/21) (13 weeks)
No of days per week	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm
5 days per week	AED12,600.00	AED10,080.00	AED10,920.00 or AED10,020.00 *
3 days per week	AED9,000.00	AED7,200.00	AED7,800.00 or AED7,100.00 *
2 days per week	AED6,300.00	AED5,040.00	AED5,460.00 or AED4,860.00

\*depending on the weeks of attendance

<b>Payable per month</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
<b>No of days per week</b>	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm
5 days per week	AED3,360.00	AED3,360.00	AED3,360.00 or AED2,460.00*
3 days per week	AED2,400.00	AED2,400.00	AED2,400.00 or AED1,700.00 *
2 days per week	AED1,680.00	AED1,680.00	AED1,680.00 or AED1,080.00

TERM 4 FEES structure for Academic Year 2020-2021

July and August:

<b>5 days</b>	8am-1pm	8am-3pm
Daily	AED260.00	AED320.00
Weekly	AED900.00	AED1,100.00
Monthly	AED3,360.00	AED3,600.00
<b>4 days</b>	8am-1pm	8am-3pm
Daily	AED260.00	AED320.00
Weekly	AED800.00	AED900.00
Monthly	AED2,920.00	AED3,300.00
<b>3 days</b>	8am-1pm	8am-3pm

Daily	AED260.00	AED320.00
Weekly	AED700.00	AED800.00
Monthly	AED2,400.00	AED2,950.00
<b>2 days</b>	8am-1pm	8am-3pm
Daily	AED260.00	AED320.00
Weekly	AED480.00	AED580.00
Monthly	AED1,680.00	AED2,200.00

\*depending on the weeks of attendance

- a) Late class (1:00pm-4:00pm) (**not available until further notice**)
  - 5 days per term: AED600.00 per hour per term (12 weeks)
  - 3 days per term: AED480.00 per hour per term (12 weeks)
  - 2 days per term: AED390.00 per hour per term (12 weeks)
- b) 1 extra day 8:00am-1:00pm for children who attend 3 or 2 day program: AED260.00
- c) Enrolment fee: AED3,000.00 payable upon enrolment and deducted from the first term academic fees which is required in order to secure your child's place and enrolment in the nursery – (non-refundable deposit)
- d) Inclusion program fees charged according to the hours of intervention
- e) Extra hour pre-booked in advance: AED60.00 per hour on daily basis (**Not available until further notice**)
- f) Late fee after 1:05pm: AED250.00 per half hour on daily basis
- g) 10% sibling discount on Academic Fees, for second child or more children
- h) Payments are accepted by cash, cheque, credit card or bank transfer. Cheques should be payable to: Great Minds Nursery
- i) Monthly payment option is available only with provided post-dated cheques for the whole term amount.
- j) All dishonored cheques will hold a bank charge of AED200.00 per cheque
- k) Uniform (optional): Polo shirt AED55.00
- l) All fees inclusive of medical, communication book, tracing notebooks, crafts, special activities & events organized at the nursery.
- m) Term 4 (July and August) fees depending on the weeks of attendance. Attendance should be confirmed by 1<sup>st</sup> April.

- n) Please notify the nursery if an unauthorized person will be picking up your child. Permission must be received before we will release a child to anyone who is not authorized on the registration form. They must bring Emirates ID and a copy kept on child's file.
- o) **Withdrawals:**  
From time to time, and mostly due to relocation, families may withdraw their child from our program. We request families provide a two month notice of their intention to withdraw their child, so that the teachers are aware and can prepare for any impact on the child and the class as a result of the child's pending departure. After two months from received notice, parents receive 100% of the remaining fees. In case the payment was done by post dated cheques, refund will be received after all cheques have been credited to the nursery account. For every PDC the nursery reserves right to keep AED20.00 the bank fees.
- p) **Emergency financial policy:** During the pandemic, parents will be asked to submit post-dated checks that will be cashed monthly. If the nursery is to close for 14 days (or indefinitely) parents will have the option to continue with our home school learning program for which existing fees would apply. Refunds will not be applicable for time elapsed and cannot be prorated for mid-month closures. If parents do not wish to continue with home school learning, from new month their remaining post- dated checks will be returned to them. During home school learning, fees will be adjusted for those who have paid for afternoon program.
- q) **Payment details:** Payments are accepted by cheque, cash, credit/debit card and bank transfer. Payments by cheque, cash, credit/debit card can be done in the nursery office.  
Cheque payments: – Cheque to be made payable to: GREAT MINDS NURSERY (in full).
- r) **Term Fees** are payable on/before the first day of each term:
- Term 1 fee payment - on/before 5<sup>th</sup> September, 2020
  - Term 2 fee payment - on/before 5<sup>th</sup> January, 2021
  - Term 3 fee payment - on/before 5<sup>th</sup> April, 2021

#### **b. Tuition Instalment Plan**

- We are pleased to offer an instalment plan for the payment of tuition fees on a monthly basis. Each term's fees may be paid in monthly instalments by cheques payable to "Great Minds Nursery" post – dated for the first of each month for the current academic term.



**c. Withdrawal Policy**

- We require two month's written notice of withdrawal of a student from Great Minds Nursery.

#### **4. PROGRAM-RELATED POLICIES**

- The Great Minds Nursery program and program-related policies have been established by our Nursery Manager, in consultation with the nursery staff as required and appropriate.

##### **a. Re-opening nursery setting - Staff returning to the nursery**

- All facility staff returning from overseas travel are prohibited from rejoining duty until the end of their quarantine period. In addition, they must perform a Covid-19 test after the end of the quarantine. All staff members and children must declare their recent travel history. Personnel testing positive for Covid-19 will self-quarantine for 14 days and will only be allowed onto the nursery premises when they present a negative PCR result. Travel history must be taken from all the staff members and children who are outside the country. Staff will resume work at the facility 7 days prior to reopening to parents and children. Employees must undergo their induction training by the nurse and will be educated about all their roles and responsibilities, including all safety measures that need to be taken into account.

Employees must complete Reopening Guideline Training that is conducted by the Early Childhood Authority. A first aid pediatric training course should be solicited from an external party. Risk assessment must begin the day staff return. Daily meetings with staff should occur to ensure everything is being prepared appropriately for the children's arrival. Thorough cleaning and organization of materials in all areas will be completed. Teachers and TA's should prepare classrooms and materials.

All staff members must have a PCR test every 2 weeks for the duration of the pandemic or until responsible authorities advise differently.

##### **b. Procedure for children returning to the nursery**

- Parents are provided with all the necessary information, via email, to help children transition into the nursery setting with regards to hygiene, safety procedures, what their child is required to bring in their lunch box and bags etc. They will also receive an emailed copy of the family handbook that covers

everything that the nursery has to offer. Parents are required to sign declaration forms and confidentiality forms before their child returns to the nursery. A video conferencing session will be scheduled for parents and students to meet the Great Minds Nursery team. Parents must have a limited time of 10 minutes on the nursery premises if they need to speak to the Nursery Manager. If parents require more time for discussion a phone/video call will be arranged/scheduled with the Nursery Manager. Great Minds Nursery's priority is to keep all safety measures in place. Therefore, while children are at school, the nursery must ensure social distancing is implemented and hygiene standards are met on all levels.

### **c. Starting Nursery**

- During the first week of nursery, arrival and departure timings are shorter in order to allow students a comfortable transition from holidays to nursery life. New students will start attending the program two to three hours per day and according to their needs and their adjustment this will progressively increase to six hours within the first two weeks. Children below 2 years should provide written instructions of child's care, routine, type, quantity and feeding intervals.

### **d. Child Arrival and Departure**

- After the first week of adjustment, we ask that families adhere to the following arrival and departure times, in order for the students to benefit fully from our classroom experience, and to minimize disruptions for all students:

#### Bubble "Butterflies"

- Arrive between 8:00am to 8:10am
- Depart between 12:35 to 12:45pm
- Afternoon Program Depart by 5:00pm (**current not available**)

#### Bubble "Bats"

- Arrive between 8:15am to 8:25am

- Depart between 12:50pm to 1:00pm
- Afternoon Program Depart by 5:00pm (**current not available**)
- If a child is picked up later than 1:05 then the applied fee is AED250 per half hour. We also ask that during arrival and departure times at the nursery, families remain in the waiting area at the health and wellness station. This helps a child understand that the school is his or her space for learning independently from his or her family. It also prevents the disruption caused by too many adults in the children's space. Only parents or guardians listed in your child's Enrolment Package will be allowed to pick up your child. No child will be allowed to leave with a person other than a parent, not even a relative, babysitter, or older sibling, unless we have written permission from a parent, or if that person is listed as the child's emergency contact in our files. Parking is available in front of the building.

#### **e. Drop off and pick up procedures**

- Parents should wash their own hands and assist in washing the hands of their children before drop-off, prior to coming for pick up, and when they get home. Parents are required to wear a face mask during drop-off and pick-up. Parents and staff meet at health and wellness station on the entrance to the nursery during the drop off/pick up time. The nurse will use a touchless thermometer to take the temperature of the child(ren) and parents upon arrival. Forehead temperature of any person/child must be **below 37.5°C** to be allowed to enter the nursery. The nurse goes over brief questionnaire regarding the health of the child as well as the child's immediate family. The nurse makes a visual inspection of the child for signs of illness which could include coughing, runny nose, flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parent's visits should be as brief as possible. Parents should follow the time schedule given for drop off/pick up. Parents are required to maintain 1.5m distance from other parents/families and follow the markers on the floor. Staff will check in the child at the health and wellness station. Only one child at a time will be checked to allow physical distancing. Only one member or a guardian will be allowed to enter the nursery facility during drop off and pick up. People with compromised

medical conditions, including the elderly (60 years and above), should not come for drop off and pick up.

## **f. What to Bring to School**

### ***Lunches and Snacks***

- Parents are required to send lunch boxes that are plastic so the process of disinfecting them is easier and efficient, which will be kept in designated cubbies which will be cleaned and disinfected daily. Food from home must be provided in order to eliminate cross contamination at the nursery setting. Great Minds Nursery promotes healthy eating. Fast food or any items containing nuts, seeds, sea food, chocolate, sugary snacks, and desserts are not allowed. Parents should not pack any snack that could be a choking hazard. For example, grapes are allowed only if cut in half, fruits should be washed, pitted, and cut. All the food packed in lunch boxes must be labelled including the name of child and time of the meal (for example, is it morning snack or lunch). Parents should send cutlery for the day in the lunch box. Used cutlery and meal boxes and bibs (if provided) will be returned in lunch boxes without being washed at the nursery. All food should be packed in ready prepared form for eating and in a temperature safe box that will keep food hot or cold until eating time. Children who are 2 to 4 years old will be encouraged to handle their own food containers. If your child is using formula or expressed breastmilk, parents should provide packed sterilised bottles, a bottle warmer and measured formula. If a parent wishes to provide frozen breast milk it must be stored in an insulated bag with ice packs (breast milk can be safe to use for a maximum of 24 hours if stored accordingly). Please make sure you have enough bottles and expressed breastmilk or formula milk for the whole day.

### ***Clothing***

- Please send your child to school in comfortable, easy to manage, washable clothing. Clothing that is easily managed encourages independence. Many toilet accidents are prevented if children can unbutton or unbuckle pants without a struggle. We ask parents to please pack 2 extra (seasonally appropriate) labeled change of clothes, including 2 pairs of socks. Even if your child is potty-trained,

accidents are bound to happen so please provide extra 2 pairs of extra underwaer too, each set of clothing will need to be packed in seperate plastic bags, all items will be sent home daily. The items that require washing and santizing will be marked on the plastic packaging as “used.” Due to Covid-19 guildlines stated by the UAE Authorities children will be required to take off their shoes before entering the nursery building, therefore please send your child in easy to put/take on/off shoes that will support your childs independence during drop off and pick up. All items of clothing should be clearly marked with your child’s name.

### ***Optional Uniform***

- During the day your child’s clothing can get dirty from snack time or during play time, for this reason Great Minds Nursery offers an optional school uniform which consists of a white polo shirt with the Nursery’s logo on it, costing AED 55. If you wish to purchase the polo shirt please contact the Nursery Manager.

### ***Diapers and wet wipes***

- For children that are not potty trained we ask parents to provide a minimum of 4 diapers in their child’s bag along with a packet of wet wipes. Diaper changing occurs every 2-3 hours and whenever necessary.

The person responsible for changing diapers will always use gloves, a mask and an apron while changing. The child’s rear end should never touch changing table, disposable tissue sheets will be placed on the changing table before the child is placed on the table. Privacy is always provided to the child during changing. The changing table will be disinfected after every use. Parents that wish to keep their child’s diapers and wipes at the nursery must provide unopened packets and will be stored in their cubbies after sanitation. Before the stock has run out parents will be informed ahead of time to restock.

Diaper creams will be marked with open date and will be used only for 28 days. A disposable spatula is always used when taking diaper cream from the tube or bottles and should be provided in plastic cover.

### ***bedding***

- Great Minds Nursery provides adequate spacing between sleeping beds/cots. Children will not share cots, beds, or any bedding. Clean and sanitized bedding should be provided and labelled by parents only and 2 sets should be provided daily. Bedding will be sent home to parents at pick up time. Bedding that requires cleaning and sanitizing will be labelled “Used” on the plastic packaging. Sleeping beds will be disinfected after every use and children will be positioned top and tail while sleeping.
- Bubble 1 butterflies for children 1 to 2 years should use a sleeping room next to the classroom that is used exclusively for this bubble if needed. Bubble 2 bats for children 2-4 years old normally doesn't have nap during the nursery time but if a child is feeling tired and would like to rest is able to do so inside of the space designated for this bubble

### ***Toys from Home***

- During the Covid-19 pandemic toys from home are not allowed to be brought into the nursery for entertainment reasons as this may lead to cross contamination. Packing your child's pacifier or other comfort items can help during the adjustment period and separation time from parents. The comfort item must either be made from plastic or other materials that can be easily sanitized. Items must be placed in a zip lock bag and will be kept in your child's bag. The teacher will only provide this comfort item to your child when necessary.

### **g. Birthdays**

Birthdays are a special time for your child. We will celebrate the life of your child with a special birthday ceremony. To assist with our celebration, we ask that you and your child bring in pictures of your child developing over the years: one as a newborn and then one picture per year. Unfortunately, due to Covid-19 guidelines, parents will not be permitted to attend the Montessori birthday celebrations however photographs of the ceremony will be sent to parents via WhatsApp. Should you wish to provide a candle for the celebration please ensure it is placed in a zip lock bag.

### **h. Your Child's Progress**

#### *Progress Interviews*

- Parents will be invited to attend an interview with the Classroom Teacher (via zoom during the Post covid-19 operating) twice per year to discuss the child's progress in school. We will schedule these

interviews in November and March. Dates and times for interview will be posted at the school ahead of time; each interview will be 15 minutes long.

### *Progress Reports*

- Written progress reports will go home twice during the school year (February, June) for all of our students.

### *Classroom Observation* **(Not available until further notice)**

- We encourage families of our older students (3+ years) to come and observe the classroom after November of each school year. Please do not hesitate to call or email at any time to let us know that you would like to observe. Our Head Teacher will provide you written guidelines to make the observation as successful as possible.

### **i. Attendance and sick leave policy**

- Great minds nursery is encouraging parents to keep their child at home if they showing the symptoms such as fever (37.5 or above), shaking chills ,cough, headache, sore throat, muscle pain, vomiting diarrhoea, rashes or vesicles, itching, red eye or eye discharges, abdominal pain and ear pain or discharge. And can be return to the nursery once they get the fit certificate from the treating doctor.
- Great minds nursery will follow the exclusion from the nursery for infectious diseases cases as list below.

<b>Condition</b>	<b>Incubation period</b>	<b>Exclusion of Cases</b>	<b>Exclusion of Contacts</b>
<b>Acute Amoebic dysentery (Amoebiasis)</b>	Range from 2 – 4 weeks	Exclude until diarrhea has resolved for at least 24 hours (without anti-diarrheal medications)	Not excluded



<b>Chickenpox</b>	Range from 10 to 21 days; (usually 14-16 days )	Exclude from school until all vesicles become crusted & dry, or until no new lesions appear within a 24- hour, (an average range of 4-7 days from appearance of rash).	Not excluded. Any child with an immune deficiency (e.g. with leukemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
<b>Conjunctivitis</b>		Exclude until discharge from eyes has ceased, unless doctor has diagnosed a non-infectious conjunctivitis.	Not excluded
<b>Coronaviruses (SARS, MERS, COVID-19)</b>	Range from 2-14 days	Exclude until medical certificate of recovery is produced (Subject to the current guidelines)	Subject to the current National authority guidelines
<b>Cytomegalovirus (CMV) Infection</b>	Range from 3 – 12 weeks.	Exclusion is not necessary	Not excluded
<b>Diarrheal illness – unspecified</b>		Exclude until symptoms (diarrhea/ vomiting) has resolved for at least 24 hours (without anti-diarrheal medications)	Not excluded

<b>Diarrheal illness - viral (Adenoviruses, Norovirus, Rotavirus)</b>	Varies with pathogen (usually from 12 hours to 4 days)	Exclude until symptoms (diarrhea/ vomiting) has resolved for at least 24 hours (without anti-diarrheal medications)	Not excluded
<b>Diarrheal illness- Bacterial (shigella, Non-typhoidal salmonella, campylobacter)</b>	Varies with pathogen (usually from 10 hours to 7 days)	Exclude until symptoms (diarrhea/ vomiting) has resolved for at least 24 hours (without anti-diarrheal medications)	Not excluded
<b>Diarrheal illness- E.coli infection, Shiga toxin or Vero toxin producing (STEC or VTEC)</b>	Range from 1-10 days; usually 3-4 days	Exclude cases until they have two negative stool specimens collected at least 24 hours apart and at least 48 hours after discontinuation of antibiotics	Not excluded
<b>Diarrhea I disease- Giardiasis</b>	Range from 1 to 4 weeks (usually 7 to 10 days)	Exclude until symptoms (diarrhea/ vomiting) has resolved for at least 24 hours (without anti-diarrheal medications)	Not excluded

<b>Diphtheria</b>	Range from one to ten days; (usually 2-5 days)	Exclude until medical certificate of recovery from illness is received; which is following two consecutive negative nose and throat cultures (and skin lesions in cutaneous diphtheria) taken 24 hours apart and not less than 24 hours after completion of antibiotic therapy.	Exclude Family / household contacts until investigated by medical professional and shown to be clear of infection.
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<b>Glandular fever (Epstein-Barr Virus infection)</b>	Approximately 4 – 8 weeks	Exclusion from school is not necessary <b>Note:</b> ONLY exclude from (contact/collision) sports for 4 weeks after onset of illness	Not excluded
<b>Hand, Foot and Mouth disease</b>	Usually 3 – 6 days	Exclude until all blisters have dried.	Not excluded.
<b>Haemophilus influenzae type b (Hib)</b>	Range from 2 – 4 days	Exclude until the person has received appropriate antibiotic treatment for at least four days.	Not excluded.
<b>Hepatitis A</b>	Range from 15 – 50 days; usually 28-30 days	Exclude until a medical certificate of recovery is received, and until 7 days after the onset of jaundice or illness.	Not excluded.
<b>Hepatitis B</b>	Range from 60 to 150 days; Usually ninety days	Acute illness: Exclusion until recovered from acute attack. Chronic illness: Not Exclusion	Not excluded.

<b>Hepatitis C</b>	Range from 14–182 days (usually range: 14–84 days)	Exclusion is not necessary.	Not excluded.
<b>Human immunodeficiency virus infection (HIV/AIDS)</b>	Usually one to four weeks	Exclusion is not necessary.	Not excluded.
<b>Impetigo</b>	The incubation period Varies according to the causative organism It is usually one to three days for Streptococcal	Exclude until lesions are crusted and healed. The child may be allowed to return earlier provided that appropriate treatment has commenced and that sores on exposed surfaces	Not excluded.
	infections and four to 10 days for staphylococcal infections	must be properly covered with water-proof dressings	
<b>Influenza / influenza like illnesses</b>	Usually 1 to 4 days	Exclude until at least 24 hours after fever has resolved without the use of fever-reducing medicines.	Not excluded
<b>Leprosy</b>		Exclude until receipt of a medical certificate of recovery from infection.	Not excluded

<b>Measles</b>	Range from 7 – 23 days from exposure to symptom onset; Usually 10-14 days.	Exclude for at least 4 days after the onset of rash. Or until medical certificate of recovery from illness is received	Immunized contacts not excluded. Unimmunized contacts should be excluded until 14 days after the first day of appearance of rash in the last case. (If unimmunized contacts are vaccinated within 72 hours of their first contact with the first case, or received immunoglobulins within 6 days of exposure, they may return to school).
<b>Meningitis (viral, bacterial - other than meningococcal meningitis)</b>	Varies according to the causative organism	Exclude until well.	Not excluded.
<b>Meningococcal Meningitis infection</b>	Range from two to ten days; usually 3-4 days.	Exclude until receipt of a medical certificate of recovery from infection.	Household contacts must be excluded from school until they have received appropriate chemoprophylaxis for at least 48 hours.

<b>Mumps</b>	Range from 12 - 25 to days; commonly parotitis develop 16 - 18 days	Exclude for 9 days after the onset of swelling OR until this swelling resolved.	Not excluded.
<b>Pediculosis (Head lice)</b>		Exclude until appropriate treatment has commenced. <b>Note:</b> Rescreening is needed 7-10 days after initial treatments, to inspect hair for live crawling lice.	Not excluded
<b>Pertussis (whooping cough)</b>	Usually 7 to 10 days after infection, but may also appear up to 21 days later	Excluded 21 days after the onset of cough & illness if no antibiotic treatment is given OR until they have completed 5 days of a course of recommended antibiotic treatment. AND receipt of a medical certificate of recovery from infection;	If the household contacts have not previously had whooping cough or vaccination against whooping cough; they must be excluded from attending a school for twenty one days after last exposure to infection OR until they have completed 5 days of a course of an appropriate Antibiotic
<b>Poliomyelitis</b>	Range from 4 – 35 days; Usually 7 – 10 days	Exclude from schools until 14 days after the onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded.

<b>Rubella (German measles)</b>	Range from 12 – 23 days; usually 17 days.	Exclude until fully recovered or for at least seven days after the onset of rash.	Not excluded Note: Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
<b>Scabies</b>	It may take 2–8 weeks before onset of itching in a person not previously exposed to scabies. Symptoms develop much more quickly if a person is re-exposed, often within 1–4 days.	Exclude until appropriate treatment has commenced.	Not excluded
<b>Streptococcal infection (including scarlet fever)</b>	Range from two to five days	Exclude the child has received appropriate antibiotic therapy for at least 24 hours <b>and</b> after the fever has resolved for 24 hours (without the use of fever-reducing medicines); <b>OR</b> until receipt of a medical certificate of recovery from infection; which issued when	Not excluded

<b>Tuberculosis (excluding latent tuberculosis)</b>	It takes about 4-12 weeks from infection to a demonstrable primary lesion or positive skin test reaction	Exclude until receipt of a medical certificate from the health officer of the Department, that the child is not considered to be infectious.	Not excluded.
<b>Typhoid fever/paratyphoid fever</b>	For typhoid fever ranges from 6–30 days; usually 8–14 days (but this depends on the infective dose) For paratyphoid fever is usually 1–10 days.	Exclude until receipt of a medical certificate of recovery from infection.	Not excluded unless the health authorities consider exclusion to be necessary.

### **j. Hospitalization**

- If the child has been admitted to the hospital for any of the conditions, when they return the nursery, should bring medical certificate of fitness as well as the information about the precaution they should follow in the coming days also about the medicines.
- If child is absent because of sickness the Manager or nurse will follow up every second day.



### **k. Reporting Procedure**

- The Nursery Manager will communicate with parents in case any suspected symptoms of Covid-19 are noticed and advise them to contact doctor. In the case that illness is detected (staff or child tested positive) the Nursery manager will contact the MOHAP hotline 800-11111, informs the parents and staff and takes all the necessary steps required in such a case according to the crisis management plan.

### **l. Attendance trend monitoring**

- Attendance trend is communicated daily. All the staff members and the parents of children should inform the Nursery Manager about their absence and reasons in advance. However, daily registers of attendance are kept/monitored and if a staff member/child is not at the nursery at expected time without notification, the Nursery Manager calls parents/staff by phone to ask about the reason of absence. In case of sick leave, nursery manager will regularly communicate with parents/staff and follow up during the recovery period.

### **m. Evidence of implementation of attendance and sick leave policy**

- Staff members and Parents receive all the necessary policies and information in a written form - Employee handbook revised beginning of every academic year or throughout the year if changes are applicable. Great Minds nursery provides induction staff training where all the points are explained verbally, beginning of every academic year, whenever policies are updated, or nursery manager observe any confusion in their implementation. After making sure that all the policies are understood, nursery manager ask staff members to submit signed confirmation about it. Parents receive all the necessary policies and information in a written form – Family handbook and contract once the placement is offered, beginning of every academic year or/and throughout the year if changes are applicable. Great Minds Nursery provides induction meeting where all the points are

explained verbally and after that contract is signed from both sides, Nursery Manager, and parents. Evidence of student's attendance is kept in a register, while sick leave evidence is kept in a designated file for each child in a nursery clinic. Files are locked and kept in a confidential manner.

#### **n. Daily Health screenings**

- Great Minds Nursery has implemented screening procedures for our staff and children. This includes asking all individuals about any symptoms (primarily fever, cough, difficulty breathing, sore throat, diarrhea, headache, loss of the sense of smell/taste or other signs of illness within the last 72 hours) – that they, or someone in their homes, might have. All individuals will be asked if they have had any exposure to another individual with suspected or confirmed Covid-19 cases. We will document and inform everyone of all known incidents of possible exposure to Covid-19. The nurse will take children and staff's temperature each morning and afternoon by using a non-touch thermometer. If a child or staff has a temperature of 37.5°C or higher or exhibits signs of illness, we will follow the facility procedures for isolation and notify the parents immediately to pick up the child and the staff member will be sent home immediately. The nurse makes a visual inspection of the child/staff for signs of illness which could include coughing, runny nose, flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

#### **o. Isolation room**

- Great Minds Nursery provides an isolation room following the protocols and precautions of Covid-19 pandemic. The isolation room is located on the ground floor of the nursery which is away from other classrooms and educational areas. It has independent access and cannot be accessed through any other room. The access door has an observation window where patients can always be monitored. A sink is provided within the room and

a child size cot. All materials and furniture within the isolation room are washable and easy to clean. The isolation room has a connecting washroom that has a sink and a disabled toilet. Natural ventilation is guaranteed within the isolation as the room consists of windows that can be safely and securely opened to ensure proper airflow and air-circulation. If there is more than one patient in the room sharing the same disease symptoms, a minimum of 1.5 meters will be provided between patients to prevent the spread of infection.

**p. Isolation Procedure**

- If a student or a staff member develops Covid-19 symptoms at the nursery (such as shortness of breath, coughing, fever, fatigue, muscle cramps, loss of taste or smell, nausea, headache or diarrhoea) the student/staff member should be separated from all other students/staff and placed in an isolation room which meets the standards and requirements set by the Ministry of Health and Prevention. The staff member assigned to supervise the student during this time will be from the same ‘bubble’ as the child and should wear PPE and should always maintain a 1.5-meter distance from the student unless there is an emergency. A parent/emergency contact should be contacted immediately to collect the child within the timeframe of 1 hour. If the student appears to be in medical distress, 998 will be called. Once the child has been collected, the isolation room will be thoroughly sterilized.

## **5. CRISIS MANAGEMENT**

- Great Minds Nursery has established a Crisis Management plan which outlines steps to reduce all health and safety risks to protect children, parents, and staff members during the Covid-19 pandemic. All staff members should be oriented with the plan, before the nursery re-opens, through an induction training program and should have a clear understanding of the processes and procedures outlined in the crisis management plan.

### **a. Crisis Management plan**

- These procedures and measures might be subject to change in response to updated advice and guidance from the government and relevant medical/educational authorities. The purpose of this plan is to ensure all staff members are prepared and are aware of their roles and responsibilities during the Covid-19 pandemic and other emergency crisis. This plan supports the sustainability of the nursery through times of crisis.

### **b. Crisis Management Team: Roles and Responsibilities**

- All leaders must be involved in emergency preparation, emergency response and post emergency activity. All staff members will work as a team within the nursery structure to assume responsibility for various aspects of the crisis management plan and to update/amend policies, plans and procedures in the nursery as required and must inform the Nursery Manager if, during the course of their work, any areas outlined in the Crisis Management plan or compliance checklist are missing or need addressing.

*Crisis Team Leader and Logistics Leader– Nursery Manager Ana Stevanov:*

- Planning and operations
- Communication with parents
- Communication with all responsible authorities

- Management of finances
- Implementation of immediate operations suspension in the event of a positive Covid 19 case.
- Dissemination of Crisis Management plan with all staff members and ensuring a thorough understanding of procedures that need to be implemented.
- Communication of all circulars and guidelines from regulatory bodies such as MOE, MOHAP, and DHA that may impact the Crisis Management Plan in order to update accordingly.
- Communication with families in the event of a crisis
- Ensuring emergency contact lists are updated and accessible from remote locations.
- Directing staff on their roles and responsibilities when working remotely.
- Ensuring transparency and clarity with staff in relation to their roles and responsibilities in the event of a crisis.
- Ensuring facility related data and information is stored on cloud servers which can be accessed remotely.
- Ensuring that all financial policies are updated.
- Revision and adjustment of budgets to ensure that the nursery maintains essential supplies required to operate during a crisis.
- Revision of terms and conditions of medical insurance policies provided to staff and determining the level of coverage offered to frontline personnel given the increased general risk.
- Scheduling and running emergency drills – periodical timings.
- Analysis of drills – log timings, evaluate success of drills, and implement needed changes.
- Working with staff members to determine a list of materials needed to reopen so that budgets can be revised to accommodate essential supplies, protective equipment, and hygiene products.
- Nursery manager will continuously review this plan to ensure it is current and up to date.

- Nursery Manager, Ana Stevanov, is available to communicate by phone (055/371 18 16) at any point of time in case of emergencies (or positive Covid cases amongst children/staff).

*Communication Leader – Head Teacher Sara Burhani*

- Communicate with staff on all relevant facets.
- Ensure staff are clear about their roles and responsibilities.
- Lead weekly staff meeting – role playing will occur for hypothetical crisis scenarios through Zoom.
- Support the mental health of staff members.
- Temperature checks within the classroom every 2 hours
- Daily update of each child’s notebook/journal, which will be subsequently sent to parents electronically (diaper changing, incident report, eating habits and any other necessary information)
- Storing each child’s artwork in a secure cupboard, away from students, to be given to parents at the end each month. These boxes will be stored securely in the storage room.
- Ensure the safety and hygiene of children within the classroom setting.
- During an emergency, the head teacher will delegate and direct staff members to ensure that all continue to be aware of their defined responsibilities.
- Head teacher is also appointed to provide support and consult with parents through Zoom meetings whenever is required.

*First Aid Leader – Nurse Jeena Mathew:*

- Manage health and safety
- Carry out regular risk assessments
- Provide staff members with induction training to crisis management
- Carry out temperature checks of all personnel and children upon arrival, and every 2 hours, using a contactless thermometer.

- Supervise and oversee the Hygiene program
- Taking attendance of staff and children
- Constant visual inspections of children/staff for signs of illness which could include coughing, runny nose, flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

### **c. Emergency Plan for the spread of Covid-19 pandemic**

- Individuals demonstrating Covid-19 symptoms, or who have received a positive Covid-19 test result, will be immediately reported to the Nursery Manager.
- If a student develops Covid-19 symptoms at school (such as shortness of breath, coughing, fever, fatigue, muscle cramps, loss of taste or smell, nausea, headache or diarrhea) the student will be separated from all other students/staff and placed in an isolation room which meets the standards and requirements set by the Ministry of Health and Prevention. The staff member assigned to supervise the student during this time will be from the same 'bubble' as the child and will wear PPE and will always maintain a 1.5-meter distance from the student unless there is an emergency. A parent/emergency contact will be contacted immediately to collect the child within the timeframe of 1 hour. If the student appears to be in medical distress, 998 will be called. Once the child has been collected, the isolation room will be thoroughly sterilized.
- The child's parent/emergency contact will be required to take the child to the doctor, doctor will then recommend if a PCR test is necessary. For a child to return to the nursery a doctor's note will be required to ensure the child is well enough to return to school or a negative PRC result must be presented.
- Students and employees who have developed Covid-19 symptoms, but have tested negative, will have to stay home until: The person has been in recovery for at least 3 days (72 hours). Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

- Any areas that a Covid-19 positive employee or student occupied for a prolonged period will be closed off. All areas must be disinfected and sanitised thoroughly following the Dubai Health Authority guidelines.
- Any confirmed or suspected Covid-19 infected individuals are prohibited from entering the nursery unless incubation period has completed, and a negative test result has been obtained.
- If a student or employee has tested positive for Covid-19, all staff and students will be sent home and must quarantine for 14 days consecutively as per the Dubai Health Authority. The Ministry of Education and the Dubai Health Authority will be notified if there any known cases of Covid-19 and the nursery shall be closed immediately. The nursery will remain closed until everyone has tested negative for Covid-19 and confirmed with the responsible authorities that is safe to reopen.
- Great Minds Nursery continues to conduct risk assessments and on-going self-evaluation processes and procedures. The services of a government approved sanitization company must be obtained to ensure all areas are cleaned and sanitized.
- The Nursery Manager must follow up on the testing of staff and children and will conduct/register contact tracing in case of infection.
- Parents must inform the Nursery Manager of any recent visits to hospitals or medical facilities for themselves, their children, or family members residing in their homes. Parents will also be advised to check their child's temperature every morning at home before coming to the Nursery.
- All staff member and parents must submit a Declaration letter on a weekly basis regarding age, health, living arrangements and that the ALHOSN application has been downloaded and is active.

#### **d. Closure of facility**

- Upon closure of the facility The Nursery Manager must conduct an inspection to ensure the building is prepared and secured for closure. All areas and resources must be cleaned and sanitized. The Nursery Manager must notify all parents, delivery companies, and visitors of the nursery's closure either via email or telephone. The Nursery Manager



should also provide her personal mobile number to all parents and relevant companies and will have access to the nursery email account remotely. During the closure, the Nursery Manager should monitor latest updates using reliable sources and maintain regular communication with staff and parents from reliable sources. This information will be communicated via email.

The head teacher and Manager should advise staff and parents to remain safe, eat healthy, and to avoid areas with significant numbers of people.

#### **e. Structure of Home school Learning:**

- In the event that Great Minds Nursery closes for 14 days, or for an undetermined length of time, teachers should be prepared with kits which will include – stationary, paper, paints, story books and all the necessary resources required to facilitate a smooth transition to home school learning.
- All forms of communication, with parents and staff members, related to circulars, news and general information will be communicated through email and phone calls.
- The structure of the home school learning will entail:
  - Daily/weekly educational activities for parents to do with their children at home, in a word document form.
  - Pre-recorded material on YouTube will be prepared by the class teacher (i.e. circle time, story time, art activities etc).
  - Weekly video conferencing sessions.

#### **f. Emergency Contacts:**

- At the beginning of the term (or whenever is any information changed) all parents and staff are required to submit/update 2 emergency contact numbers, their home and office addresses, email address and photocopies of emirates ID and passport copy to the Nursery Manager. Emergency contact numbers are monitored regularly by the Nursery Manager to ensure parents respond and numbers are valid. All pieces of information are confidential and will comply with data protection guidelines.

#### **g. Emergency Financial policy**

- Complaint procedures and refund policies: Great Minds Nursery strongly supports parents' rights to be informed of all policies and procedures of the nursery. Upon enrolment, parents are given the Parent Contract which includes all details about the nursery rules and expectations, including withdrawals and fee refund policies. Parents are always welcomed to discuss any concerns regarding their child's attendance and may arrange an appointment with the management at any time. In addition, they can complete the feedback form which is provided to everyone at the end of the Academic Year. During the pandemic, parents will be asked to submit post-dated checks that will be cashed monthly. If the nursery is to close for 14 days (or indefinitely) parents will have the option to continue with our home school learning program for which existing fees would apply. Refunds will not be applicable for time elapsed and cannot be prorated for mid-month closures. If parents do not wish to continue with home school learning, from new month their remaining post- dated checks will be returned to them. During home school learning, fees will be adjusted for those who have paid for afternoon program. If all parents do not wish to continue with the home school learning program, then all staff members will be sent on unpaid leave. At this point, the nursery will try to support the staff as much as possible by finding alternative job opportunities.

#### **6. SAFETY POLICY**

- All Staff should follow the emergency, hygiene, health, and safety policies.

##### **a. Health, Safety and Emergency team:**

- **Leader/first aider: Nurse- Jeena Mathew**
- **Co-ordinator: Nursery Manager - Ana**

- **Communication and control: Head Teacher – Sara Burhani**
- In case of serious accidents, including, fires, explosions, gas leak, earthquake, partial or complete collapses of buildings or any other similar accidents which represent critical danger or threat to the health and safety of people in the institution, the nursery will follow the emergency evacuation plan .The first priority is to save the life of people in the institution.

#### **b. Emergency Evacuation Plan**

- Emergency evacuation plan is revised at the beginning of each academic year.

#### **c. Risk Assessment**

- The facility’s nurse is responsible for inspection of the nursery’s premises daily before children and staff enter the nursery. This inspection is based on a checklist of each area in the nursery setting, risk assessment list and scale. The checklist will be maintained in a folder in each area, while risk assessment folder will be kept at the Nursery Manager’s office. If the Nurse comes across anything hazardous at the facility during the inspection, she should immediately inform the Nursery Manager. The Nursery Manager should then take the measures required and, if needed, will contact an outsource (external party) for assistance after the departure of the pupils. The Nursery Manager should accompany the outsourced party during their repairs. Once the hazardous material has been fixed or removed, the Nursery Manager will sign off that the action has been implemented. Once the Nurse has completed the daily inspection, the Nursery Manager will conduct a final inspection before allowing children to enter the nursery.

#### **d. Environment Safety Policy**

- Use reusable materials (during the current situation use more disposable materials)
- Dispose recyclable materials separately.
- Follow medical waste disposal system to dispose waste from the clinic through an external company.

- Promote the growth of plants and trees around the nursery.

**e. Material Safety Guidelines**

- Products that are used for cleaning purposes should be kept safely in the storeroom which is outside the nursery building and it is always kept locked and out of reach from children.

Material Safety Data Sheets are available for each product in the area where chemicals are located, which is in the nurse's clinic and at the Manager's office.

**f. Emergency Policy**

- Nursery emergency team must ensure access to a landline or mobile which is always fully charged. Emergency contacts, parents contact number, as well as number for hospital should be clearly marked. All the staff should receive paediatric first aid training once every 2 years. Fully updated first aid kits should be available in the clinic as well as in all indoor and outdoor areas.

**g. Emergency Action Plan (accident)**

- Death: Will be informed to the Dubai police and ambulance and will follow all the legal formalities.
- Serious injuries that require immediate medical care for the injured person. This shall include the following: Amputation or Loss of consciousness (fainting), Head injuries, Eye injuries Exposure to hazardous and harmful materials, Body piercing injuries, Separating skin from internal tissues , Electric shock or burn, Trapping inside machines or equipment, Spine injuries, Serious tears. First aid will be provided by the nurse, if child is in danger emergency EMS will be activated.

- Emergency situations including, fires, explosions, gas leak, partial or complete collapses of buildings or any other similar accidents which represent critical danger or threat to the health and safety of people in the institution. During these circumstances' evacuation is necessary.

#### **h. Emergency plan for Fire drill and Covid-19**

- Great Minds Nursery ensures the premises present are a low risk of fire by ensuring the highest possible standard of fire precautions. The Nursery Manager and staff are familiar with the current legal requirements. We follow recommendations and advice given by Dubai Civil Defence.
- Emergency exit doors are never obstructed and easily opened from inside.
- Smoke detectors/our emergency procedures are clearly displayed in the premises, explained to new staff and practiced regularly, at least once a term.
- Records are kept on fire drills and of the servicing of fire safety equipment.
- An external company will check and maintain the fire alarm system every 3 months, in line with the guidelines provided by the Civil Defence. Checking that all firefighting equipment is in place and has not been tampered with. Checking that all fire doors are easily accessible and that escape routes are clear. The external company will then provide Great Minds Nursery with a report of the inspection.
- In the event of a fire during Covid-19 each bubble will have different exit points from the building and will have separate shaded assembly points. Social distancing between children of 1.5 meters apart will comply as staff and children exit the building and when they are at the assembly point.
- Head teacher should proceed with a head count at assembly point.
- The nurse is responsible for first aid kit and taking the attendance of all staff members and children at the assembly point according to the attendance register.
- The Nursery Manager is responsible for contacting the fire department, paramedics, police and the parents. She is also be responsible for checking the indoor premises to ensure everyone has left the building and for closed all doors. She should proceed to outside the nursery to ensure the area is clear for emergency responders to park their

vehicles. Upon arrival the manager should provide the fire fighters the buildings floor plan and shows the commander the fire location

- Children should wait at assembly point until rescue team or parents have arrived to collect them.
- Nursery Manager should then make the decision if staff members will resume their responsibilities or to leave the premises depending on the severity of the fire/damage.

#### **i. Serious environmental pollution and natural calamities**

##### *Emergency plan for severe weather*

- If the weather has been severe prior to opening for the day the manager will contact parents through email advising them whether or not to drop their children to school, depending on the severity of weather conditions. The Nursery Manager will also contact staff members via staff WhatsApp group to inform staff of what measures need to be taken.

##### *Sandstorm*

- In the event of a sandstorm the nurse and head teacher will assess whether the children should play outside. Children with respiratory, asthma and allergic diseases will not be allowed outside except in urgent cases.
- If the weather is extremely dusty and windy children will be sent inside to their classrooms
- All windows and doors should be securely shut.
- The Nursery Manager should ensure equipment/materials existing in the playground are secured and cannot volatize due to the storm.
- The Nursery Manager should watch weather changes, listen and watch weather forecast, official media and social media websites.
- The Nursery Manager should inform parents and staff if she has been instructed by security authorities in case they receive an evacuation order.
- Once all children have left only then will staff members leave the premises

### *Rainstorm*

- The Nursery Manager should decide pre-storm closing (night before) or early closing depending on weather conditions, this should be relayed to parents via email and to staff through WhatsApp group.
- Outdoor activities should be modified to ensure that quick access to safe areas and shelter is available.
- Severe Thunderstorm Warning - All outdoor activities should be terminated, and all staff members and children should remain inside.
- All windows and doors should be securely shut
- All staff members and children should stay away from glass windows
- The Nursery Manager should monitor sky conditions as best and safely as possible. Nursery Manager should also listen out for warnings on social media, news and from authorities.
- If weather conditions continue to prevail or the premises have become unsafe parents should be contacted to collect their children.
- If the storm has passed and there is no more danger to the children and staff, the following steps should be taken: If any medical attention is required, first aid should be administered. If the situation warrants, contact local emergency services (e.g. 999 or 998) for medical assistance. The staff should once again do a roll call to ensure that all child care attendees and staff members are safe. The Nursery Manager and staff need to assess the nursery for any damage created by the extreme weather, such as fire, water, or structural damage. This includes testing utilities to ensure they are functioning appropriately. Report any damage and contact any vendors that provide services if problems occur as a result of the extreme weather.

### *Earthquake:*

- If staff and children are inside staff should instruct children to kneel under a desk, table, or bench. If there are not enough sturdy pieces of furniture to get under, children should

be asked to kneel next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.

- Everyone must stay under cover until the shaking stops (at least one minute). Face away from windows and bend your head close to your knees. Hold on to the table leg or desk (a few inches above the ground to avoid pinching fingers). Cover your eyes with your other hand.
- If a person's "shelter" moves, they must move with it. If staff or children don't have a "shelter" to hang on to, they must clasp their hands on the back of their neck to protect your face.
- If staff and children are outside, they must move into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and streetlights. They must kneel or sit on the ground and cover their head and face with their hands.
- Once in the open, stay there until the shaking stops.
- Staff members should not run outside during the shaking or use the stairways.
- Once shaking has stopped the Nursery Manager should contact authorities and parents
- If necessary, call the emergency contacts  
Fire Brigade; 997      Ambulance; 998      Police; 999

**j. Emergency team/Health and safety team**

- Co-ordinator – Nursery Manager - Ana Stevanov
- First Aider and leader – Nurse - Jeena Mathew
- Communications leader– Head teacher – Sara Burhani

**k. Accident on site**

- If an accident happened in the playground, the Nursery Manager will call the parents, ambulance, police, or civil defence based on the requirement, in her absence the head teacher will call. If provided the nurse will give first aid or life saving measures and accompany child to hospital if required. The nurse will also support the Nursery manager



in leading and controlling the situation. Head teacher is responsible of controlling the rest of the group.

- If an accident/emergency happened in the classroom the class teacher should assist the nurse to give first aid and the classroom assistant should control the group.

## **1. Possible injuries and accidents that can happen in the nursery and their emergency policy**

### *Trauma and bleeding*

- Bleeding can be stopped by the application of a pressure bandage or commercial tourniquet. Heavy bleeding can lead to shock and loss of consciousness in that case, nursery should contact the emergency rescue services.
- To limit effect of shock, help the body maintain adequate oxygen by ensuring an open and clear airway, confirm adequate breathing, and controlling external bleeding. Give nothing to eat or drink, even if child asks for it.

### *Seizures*

- Protect the child head from injury during the seizure.
- Move away the objects were the child can bump.
- Do not restrain the child.
- Call the emergency service if the child:
  - is injured or vomited during seizure
  - has no history of seizure
  - continues to seize for more than 5 minutes.

### *Choking*

- If an infant is choking use 5 back blows or 5 chest thrusts.
- In the event of a toddler and pre scholars use abdominal thrust and black slaps.
- If the child is unresponsive carefully lower child to the ground, if alone give 2 minutes CPR before activate EMS. Start the CPR with the compressions, look in the mouth for objects before give the rescue breaths.

### *Allergy*

- Severe allergic reaction is called anaphylaxis.
- Nursery is nut free.
- List of allergic students is available in all classrooms.
- Those who have allergies can keep the preloaded Epinephrine injections in the nursery with doctor's prescription.
- In case of emergency the nurse or other staff who passed the paediatric emergency training will assist the child.
- If child has not responded to the first dose of epinephrine, activate EMS.

### *Fainting*

- Fainting is a momentary loss of consciousness caused by an unexpected drop in blood pressure and blood flow to the brain.
- It can be due to anxiety or fear, pain, standing too long, or rapid change in position.
- Elevate the feet about 6 to 12 inches.
- If no pulse and breath and CPR and activate EMS

### **m. Transportation Policy (Not available until further notice)**

- During OUTINGS staff child ratio should be increased for 30%. Designated supervisor must ensure that procedures during outings keep children safe. During outings only children above 2 years may be taken if parents have signed the permission. Parents

should be provided with a contact detail of the designated supervisor. Designated supervisor should have all the parent's contact details available during outings. Transportation provided for outings should be RTA approved and have the following:

- Working AC
- Two buckle seat belts fitted to each passenger seat
- Age appropriate child seat
- Fully equipped first aid box
- Portable fire extinguisher.

## **7. EDUCATIONAL AND BEHAVIORAL POLICIES**

### **a. Educational Policies**

In our nursery we follow the Montessori method to meet the seven main areas of learning:

- We promote personal, social, and emotional development through practical life skills, cultural activities, and role modelling.
- We focus on the physical development through indoor and outdoor activities.
- We enrich communication and language through a multi-mode way of communication and storytelling in a language rich environment.
- We improve literacy through storytelling and language and cultural activities.
- We target on problem solving, reasoning and numeracy through sensorial and counting.
- We support understanding of the world through cultural and sensorial activities and environmental exploration.
- We enhance creative development through art, craft, music, movement, drama, and spontaneous play.
- Our Objective is to provide children a happy and safe and nurturing environment, which will promote their natural growth, in line with their intrinsic sensitive periods of development. Our approach is a child centered approach with strong respect towards the individual's personality. Our vision is to see our children becoming happy, confident, and intelligent human beings.

We are committed to providing an environment where our students:

- Develop a positive attitude towards learning
- Develop the basic skills necessary for a lifetime of learning
- Develop a strong and positive sense of self
- Develop respect for themselves, for others, and for their environment
- Develop effective communication skills (for stating their own needs and for resolving conflict)
- Foster inner discipline and build an inner sense of order.

“And so we discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but in virtue of experiences in which the child acts on his environment. The teacher’s task is not to talk, but to prepare and arrange a series of motives for cultural activity in a special environment made for the child. “

Maria Montessori *The Absorbent Mind* (translated by Claude A. Claremont)

#### **b. Behavioral Policies**

- At Great Minds Nursery, we employ two main strategies when it comes to guidance and discipline for our students, Prevention, and Intervention:

##### *Prevention*

- Clear, consistent, and simple limits are set within the classroom environment.
- Straightforward explanations are offered for these limits.
- Limits are stated in a positive and constructive way.
- When there is only one choice, statements are made.
- Children are allowed time to respond to expectations.
- Appropriate behaviour is reinforced with words, gestures, and role modelling.
- Children are encouraged to come to teachers for help.
- Teachers constantly observe the classroom to gain total awareness of what is happening, and to foresee troubles.

### *Intervention*

- The child's attention is gained in a respectful way.
- Reminders are used to clarify and reinforce limits.
- The child's feelings are acknowledged before limits are set.
- Distraction and diversion are used when needed.
- Teachers model problem-solving skills for a discouraged or frustrated child.
- Appropriate choices are offered when reinforcing limits.
- Natural and logical consequences are expressed and used.
- Redirection is used when a child is unable to resolve a problem using other strategies.
- Positive behaviour is praised.
- In the event of misuse of materials, a child's use of those materials may be limited.
- A child may be asked to stay by a teacher's side in order to become calm and ready to join the others. There is no "time-out chair" in the classroom.

## **8. THE SCHOOL COMMUNITY**

### **a. Open House and Classroom Visits (Not available until further notice)**

- Open house will be held at the school from time to time during the school year. Families who are interested in applying for enrolment for their child are invited to visit the classroom during any one or all of our open houses. Families may also make an appointment with the Manager for a tour of the school and informal interview.

### **b. Parent/School Communication**

- We endeavour to keep our school website with parents' login area and Facebook and Instagram page up to date so that information about the school, including key dates, is easily accessed by families. School educational program, timetable and newsletters are issued on a monthly basis throughout the school year and distributed by email and are posted on the nursery notice board. Newsletters typically contain information about the theme of the month, upcoming events, and the Montessori philosophy. Parents are

always welcome to contact the school with any questions, concerns or updates regarding your child or your child's experience. Please feel free to contact us by phone during operational hours or by email at any time.

### **c. Complaint Procedures**

- Great Minds Nursery strongly supports the parents' right to be aware of all the policies and procedures of the nursery. Once they decide to enroll their child to the nursery they are given the Parent Contract, which includes all the details about the nursery rules and regulations including withdrawals and fee refund policies. Parents are always welcomed to discuss any worrying issues regarding their child's attendance and arrange an appointment with the management at any time. In addition they can place their complaints in the complaint box in the reception area as well as complete the feedback form which is handed to everyone at the end of the Academic Year.

#### *Complaint Procedure*

- Complaint is made to the teacher or the manager directly
- If the complaint is made to the teacher, teacher should direct the parent to the manager
- Manager to evaluate the complaint and decide on further action
- Manager to arrange a proper meeting with parent to discuss the issue
- Manager to inform the head teacher about the complaint
- Manager and head teacher to observe the incident of complaint
- After observation manager to address the issue of complaint to the person in question and agree on an action plan. Head teacher to be informed about the action plan
- Manager to follow up with the parent and discuss the action plan
- Manager and head teacher to observe the implementation of the action plan
- Manager to follow up with the person in question
- Manager to follow up with the parents

## **9. CLINIC POLICIES (By Jeena Mathew Registered Nurse DHA-P- 0041407)**

### **a. The Nurse's Clinic**

- Great minds nursery has a well-equipped clinic that meets all the criteria for nursery clinic by Dubai Health Authority. It is located on the ground floor of the nursery and has a part time paediatric doctor vising twice a month and has a full-time registered nurse available all day when the children are in the nursery. Great Minds nursery has a contract with Kings College Hospital London to offer emergency medical services and provides a doctor in the nursery clinic on a regular basis also in the time of emergency. All medical equipment and supplies are available in the nursery clinic as requested by DHA. Expiry dates on all medication and creams will be checked and updated. Proper functioning of equipment's will be checked according to the manufacture's instruction.

### **b. Roles and Responsibilities of Paediatric Doctor**

- Ensure every child has health records with updated health information and vaccination records.
- Ensure that there is regular health check-up completed on each visit.
- Ensure any child with a medical need has a medical plan in place.
- Communicating with the nursery nurse, teacher, or with parent about the child health or requirements.
- Work with the nurse to ensure that medical equipment /medication are in place, properly stored, appropriate authorization forms are in place for the nurse to administer medication.
- Health awareness talks /sessions with the children and with the parents support group.
- Attend to the first aid and BLS needs of the nursery.

### **c. Roles and Responsibilities of Registered Nurse**

#### *Daily requirements*

- Be a reliable member of a team, working co-operatively and with flexibility.
- Checking temperature of children parents and staff at the time of arrival.
- Check the children's wellbeing once they arrive at the nursery
- Provide immediate first aid help whenever needed
- Keep a proper record of achievement file on your key children, for parents/carers
- Ensure that the clinic is well maintained, tidy, clean, meets DHA standards and has all the appropriate equipment
- Check medicine expiration date on a regular basis
- Support all staff and engage appropriately with the staff.
- Work alongside the visiting Paediatrician.
- Be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events.
- Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receive it.
- Look upon the Setting as a "whole" where can you help be most utilised, be constantly aware of the needs of children.
- Ensure child is collected by someone known to Setting.
- Respect the confidentiality of information received.
- Ensure that mealtimes are a time of pleasant social sharing.
- Wash and change children as required.
- Provide comfort and warmth to an ill child.
- Ensure the Setting is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.



- Promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times
- Work flexible hours as requested by the Nursery Manager
- Be a key-holder and be responsible for locking or unlocking the nursery securely.
- Report any mechanical defects for repair to the Manager.
- Commit to at least one camp during summer and one during winter or spring. Commitment to the camp does not necessarily mean work engagement though as it highly depends on the camp demand.
- In the unfortunate event of sickness, the nurse will be replaced by Emirates Home Nursing Al Tamini Investments Company/DHA License 24450

*Supervise children in the Pre-school*

- Ensure children are always supervised
- Comfort children
- Follow the Montessori Approach
- Contribute to a programme of age-appropriate activities designed to stimulate the children you are working with
- Enhance the consumption of nutritious snacks and lunches
- Be familiar with emergency procedures

*Perform other related duties as required*

- Participate in all self-development activities, including appraisals etc.
- Develop positive relationships with other staff working within the Nursery.
- Maintain confidentiality at all times.
- Project a friendly approach to parents/visitors at all times.
- Show a willingness to participate in further training to enhance job capability and improve standards.
- Follow policies and procedures to ensure that children are always supervised and safe.
- Time management skills
- Be respectful

- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment

**d. Health & Safety**

- To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health & Safety at Work Act.
- To have overall responsibility for Health & Safety Policies and Procedures at nursery
- Check premises daily and remove or action any potential hazards
- To ensure the health & safety of all staff, children, and visitors by ensuring policies on security and safety are always adhered to e.g. ensuring visitors have signed in and ID checks have been carried out

**e. Policies for Health Records**

- Medical record should be kept for each student
- Medical information form should be filled by the parents at the time of admission
- Medical record should include doctors' record medical information form, daily observation, growth chart, passport copy or emirates id copy
- Files should be handled only by doctor and nurse
- Files should be locked in the clinic
- Files of children who have left should be stored for minimum three years
- Child's files will be handled only by the visiting doctors and nurse.
- Confidentiality will be maintained
- Maintain date on each entry in the child file

**f. Policies for Infection Control**

- Staff should practice proper hand wash technique.
- Clinic materials should be cleaned with disinfectant daily

- Hand sanitizers made available in the clinic.
- All the supplies should be disposable.
- Children with communicable diseases like conjunctivitis, hand foot mouth diseases, chicken pox, or with the symptoms like fever, sore throat, cough, diarrhoea, vomiting should be isolated immediately and parents should be contacted to collect them in less than an hour.
- All the personal protection equipment's are available in the clinic.

#### **g. Medical waste management**

- Biohazard waste bins are available in the nursery clinic, with marking and colour code.
- Once smaller one is full that will be tied and through in the bigger bins placed outside back area of the nursery where kids are not allowed.
- On a regular basis the waste management company, which we have contract will collect, transport, and dispose the biohazards waste.
- Training is given to the cleaning staff regarding the biohazards waste.

#### **h. Policies for Parent Notification**

##### *Illness Policy*

- To maintain a healthy environment for our students and teaching staff, any child showing symptoms of illness must be kept at home until symptoms are gone. A child with any of the following symptoms cannot attend school: fever (37,5 or more), severe coughing, severe sneezing, vomiting, diarrhea, or pink eye/conjunctivitis. If a child comes down with any of these symptoms at school or is not well enough to take part in the school program, parents will be immediately notified and asked to pick him/her up. The policy of admitting healthy children only is in the best interests of all families and will be strictly enforced. Please inform the school if your child has contracted a communicable illness, such as influenza, whooping cough, measles, and so on. Please keep us informed of any health-related concerns you may have regarding your child.

- Students who have contagious diseases including Conjunctivitis and Hand Foot and Mouth Disease should bring a letter from the doctor allowing them to attend the nursery. If students have been absent for more than 3 consecutive days or are under antibiotics, they should submit a medical report confirming that they are fit to attend the nursery.

#### *Prescription Medication*

- If your child needs to take prescription/medication during school hours, a medical consent form must be completed by a parent, and the medication should be handed directly to the nurse. All medication must be provided in its original box or bottle and clearly labelled with the child's name and dosage required. The first dose must be administered at home, to ensure that there is no allergic reaction.

#### *Emergencies*

- In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. IT IS IMPERATIVE THAT YOU KEEP YOUR CHILD'S EMERGENCY CONTACT UP TO DATE. The child's individual emergency instructions on file at school will be consulted immediately and the parents notified by telephone. If the parents are not available, the next person on the emergency contact will be called.

#### **i. Emergency Protocol**

- Emergency equipment and supplies should always be available
- Guardian's contact details should be up to date
- Visiting doctor should be available on call.
- In case of illness or emergency, the child should be isolated from other children until seen by the physician or transferred from the nursery.
- In case of administering any medicine, the nurse should inform parents.
- Nursery will follow the emergency policy in the case of life-threatening incidents happen to the child.

## **10. OUR COMMITMENT TO OUR STUDENTS**

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Maria Montessori ‘The Absorbent Mind’ (translated by Claude A. Claremont)

## Calendar 2020-2021



حضانة جريت مايندز

Great Minds Nursery

### First Term (August 23rd - December 17<sup>th</sup>) 2020

Tuesday	August 23 <sup>rd</sup> h	First day for Staff
Sunday	September 6 <sup>th</sup>	First Day for Students
Thursday	October 29 <sup>th</sup>	Prophet Mohammed's Birthday* (nursery closure only if announced by MOE)
To be announced	November	Parent/Teacher Conferences
Tuesday	December 1 <sup>st</sup>	Commemoration Day* (related nursery closure only if announced by MOE)
Wednesday and Thursday	December 2 <sup>nd</sup> & 3 <sup>rd</sup>	U.A.E. National Day* (related nursery closure only if announced by MOE)
Thursday	December 17 <sup>th</sup>	End of First Term –Winter Break

### Second Term (January 3<sup>rd</sup> - March 25<sup>th</sup>) 2021

Sunday	January 3 <sup>rd</sup>	Term Begins
To be announced	February	Inset Training Day (nursery closed)
To be announced	March	Parent/Teacher Conferences
Thursday	March 25 <sup>th</sup>	End of Second Term

### Third term (March 28<sup>th</sup> - June 24<sup>th</sup>) 2021

Sunday	March 28 <sup>th</sup>	Term Begins
Tuesday	April 13 <sup>th</sup>	Anticipated beginning of Ramadan- nursery hours shortened
To be announced	May	Inset Training Day (nursery closed)
Thursday	May 13 <sup>th</sup>	Eid Al Fitr* (related nursery closure only if announced by MOE)
Thursday	June 24 <sup>th</sup>	End of Third Term for students

**Fourth Term (June 27<sup>th</sup> - August 26<sup>th</sup>) 2021**

Sunday	June 27 <sup>th</sup>	Summer Term Begins
Thursday	August 26 <sup>th</sup>	Summer Term Ends

\*dates subject to lunar calendar-nursery closure only if announced by MOE

Our school day runs from 8:00 am until 1:00pm, with an Afternoon Program from 1:00pm to 5:00pm (not available until further notice) We are pleased to offer our program two, three and five days per week.

### Professional Development Days

The school will be closed for a professional development day during the second and third term so our staff can engage in collaborative learning and/or planning. However, the number of days for professional development (nursery closed for students) may be increased in case of announcement and compulsory trainings organized from Ministry of Education.

Thank you.

Great Minds Nursery Team



Parent Acknowledgment/Statement of Verification

Child's name: \_\_\_\_\_

I, \_\_\_\_\_, have received and reviewed the following documents:

- Declaration letter,
- Great Minds Nursery's Family handbook,
- Starting nursery letter and
- I have downloaded and keep active ALHOSN application.

I agree to uphold, and assume responsibility for the policies and information communicated in these documents. I also acknowledge that these policies, procedures, and manuals may be modified, changed or added/deleted according to the requirements from responsible authorities.

Signature \_\_\_\_\_

Date \_\_\_\_\_