

Child Attendance Policy



'At EKCEN we believe every child has the right to the best possible education, and we know that good attendance is vital to achieving this'.

Good attendance helps children make good progress in their learning and enjoy happy and confident relations with others. If children are not at EEIs this puts them at a disadvantage not only with their learning, which they have to catch up with but also with their friendships, self-esteem and confidence.

During a EEIs a child will begin to learn the rules and routines of EEIs and social interaction. This will include turn taking, sharing, working on their own and in a group and listening to a EE educator.

Selection of Attendance Days and time:

EKCEN offer flexible attendance options (full or part-time) for all age ranges:

- 3 days
- 4 days
- 5 days – full week (Mon – Fri)

Flexible timings:

- 07:00 to 15:00
- 07:00 to 16:30
- 07:00 to 18:00

Any early drop-off or late pick-up, and since we understand there is a reason for occasionally. We will be notifying the parents verbally and in writing for the first time; if this becomes regular, Emirates Kinder Care reserves the right to charge a fee of AED 25 for every half hour that your child is in our care. If the total amount exceeds 250 DHS, it will be counted as an additional fee of one hour extra daily per month, and the invoices will be given at the end of each month.

Recording Arrival and Departure of Children:

EKCEN has a manual attendance log sheet at the reception with the administration recording every child's arrival and departure includes: Child full name, Group age, date and time and Temperature. In addition, each classroom has a manual monthly attendance sheet for the EE Educator records includes: Child full name, date of birth and dates.



Records:

EKCN maintain to save the record in files and at the end of each term we scan it (digitize) to save more space and kept it at the EEI had Disk as soft copy for any further review or use. The EE Director take a look daily to check the absences and attendance record and report submitted weekly and monthly from accounts department includes the late stay or early arrival list.

What would happen if my child is absent?

1. EKCN will give a call to the parents of whose child is absent.
2. If the parents did not respond, we send them a message via WhatsApp to verify the reason behind the child's absence.
3. Upon receiving the reason, either via telecom or WhatsApp, we write it on the absence log.
4. In case the parents or the emergency contact took a long time in responding and justifying the absence, we refer back to ADEK for their instructions and action.
5. In all cases of absence, no fees are refundable to the parents.

Parents should report their child's absence from the nursery for a valid reason by a WhatsApp or phone call or email to the administration, and if they are traveling and need to postpone their registration fee, they have to announce the EEI a week in advance. If the absence was because of a medical condition, they have to provide the EEI with a medical fitness certificate prior to the admission of the child and prior to the readmission of the child following such a child's absence due to an infectious disease.

If any frequent and unauthorized absence, continuous unresponsiveness, or unexplained absence raises suspicion towards a child protection issue, the EEI will report the case to the authorizer (ADEK, Child Protection Center), or if we suspect abuse or neglect, in line with Federal Decree Law No. 3 of 2016 Concerning Child Rights.

Early Pick-Up and Late Drop-Off

During the registration process, all parents have been informed about the EEI rules. As such, Parents are request to inform the EEI management in case of emergency early pick up or drop off by written request or phone call (call log sheet records), so the EEI will make sure the ratio is appropriate for kid's safety. There will be a charge for the early drop off 25 DHS for every half hour that your child is in our care. EKCN will maintain two members to receive early arrivals (all our EEI staff are first aid trained).

Late Pick-Up

Parents are aware of their children session ending times and the EEI final closing time. Charges details for late pick-up mentioned in the fee structure within the registration pack. EKCN has a late stay record sheet for the children who are not picked up at the designated time and the key team will inform the EE Director. EKCN will maintain two members stay late in case of late pick-up (all our EEI staff are first aid trained).



In case any child has a late stay after 6 p.m. (nursery closing time), the key team will contact the parents; if there is no answer, we will contact the emergency contact number (registration form); if there is no response too, the EE Director will call the child protection hotline number (116111) or the 999 requesting help.

What if my child is unwell?

- If the child is unwell it is the parents responsibility to make a 'judgment call' and decide whether they are well enough to attend nursery. If they are concerned about the child's health but feel they are well enough to attend EEs then they have to inform the EKC management aware of this concerns at the beginning of the day, and EKC will keep an eye on them. If the child is unwell during the day, nursery will contact parents to come and collect them.
- If parents decided that the child is not well enough to attend EEs, they should inform EKC management by 9am on the first day of the child's absence

EKC Management telephone number is: 02-6819371 / 050-5961010

- If the child continues to be absent parents are expected to contact the EEs management each day to update them on the child's illness. If the child is in hospital or has a medical condition that requires him to be absent from EEs for a period longer than a few days' medical evidence be requested to authorize the child's absence.

Term Time Holiday

Amendments to The Education (Pupil Registration) Regulations which came into force on 1st September 2013 state that Headteachers '**may not grant any leave of absence during term time unless there are exceptional circumstances**'.

Headteachers are not expected to class term time family holidays as exceptional.

If you take your child on holiday during term time your child's absence will be recorded as unauthorized and may result in your child's nursery place being withdrawn.

At any time that the parents would like to freeze their child's registration during any time of the term for personal reasons (i.e.: medical, vacation, etc...), the parents should inform us prior to 3 weeks – 1 month written notice.