

Welcome to

EMIRATES KINDER CARE NURSERY

Parent's Handbook
Academic Year 2025–2026



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INTRODUCTION

Emirates KinderCare Nursery is one of the reputable nurseries located in Abu Dhabi, known for its strong academic foundation and its adherence to the EYFS curriculum. Our team at EEI consists of knowledgeable, well-practiced staff and a dedicated admissions department.

On a daily basis, we give our utmost attention to each child, ensuring consistent one-on-one communication with parents regarding all updates and urgencies.

Our mission is to promote the well-being and ongoing development of every child within a safe, secure, caring, and positive learning environment that nurtures strong values, morals, and a deep connection to the national identity of the United Arab Emirates and the Arabic language.

As a team, we strongly believe that happy, confident children grow into responsible, successful, and empowered adults. This belief shapes our vision and our unwavering commitment to providing a rich and varied learning space that fosters curiosity, resilience, and appreciation for the world, Arabic heritage, and Emirati identity—so that young minds may thrive with pride and purpose.



RULES AND REGULATIONS

Emirates KinderCare Nursery beholds rules and regulations which reflect a proper and decent environment for the children in accordance with the UAE laws.

Dress Code

Children within the age group 2 years - 4 years should come wearing the proper EEI's uniform. Others, are advised to wear comfortable and proper clothes.

It is **highly recommended** to wear shorts under dresses. Our EEI is **not responsible** for the loss of any jewellery.

Safe Hygiene, Medication, and Illness Management

- **Every Monday**, the children's nails are checked for hygiene purposes. A memo will be sent to the parents of whom their children's nails are long.
- In case of emergencies where a relative or a friend will be picking the child up, the parents should **inform** the administration and a copy of the accompanied person's **Emirates ID** will be taken.
- It is **highly advised** to provide extra snacks for children who will be staying after 4:00 pm.
- Our EEI **cannot accept** children who have any flu symptoms to help in preventing the possible transmission to other children (the details are on the following page).
- Medications are **prohibited** to be given to children **without** providing a copy of the **medical prescription** to the administration.
- Since shoes are not allowed in our EEI , our children should be provided with an extra pair of shoes to be worn inside our EEI.
- Cleaning bodily fluids requires the use of disposable towels and disinfectants.
- Laundry protocols include separate hot washing of soiled items and weekly home return.

- Administration allowed only by designated staff with BLS certification.
- Requires written parental consent and original labeled medication.
- Two staff members must verify child identity, dosage, expiry, and allergies.
- Maintain illness logs and ensure swift communication with parents.
- Handwashing with warm water (43°C) using soap; drying must be supervised.
- Respiratory hygiene includes tissue use, covered bins, and instructional posters.
- PPE is mandatory for toileting, food handling, and first aid staff
- Exclude children and staff with fever (38°C), rashes, discharge, or gastrointestinal symptoms.
- Emergency medication use is restricted to policy-approved items and requires parent notification.
- Re-admittance only after symptoms resolve or upon physician clearance.
- All doses must be logged in the Medication Administration Record Form.

Preparedness and Compliance: Foundations of Safe EEIs

- A daily cleaning schedule must cover all areas, including surfaces, furnishings, and materials.
- Professional cleaning must not occur during hours when children are present,
- Implement pest control and proper waste segregation and disposal.
- Display visual reminders of hygiene practices appropriate for children.
- Outbreak Response and Parental Communication Implement and test an Infection Control Action Plan specific to the EEI.
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- Notify DoH and emergency services in the event of communicable disease outbreaks.
- Communicate clearly with parents regarding symptoms, return-to-school protocols, and exclusions.
- Review and revise hygiene and medication policies regularly to ensure effectiveness.

SETTLING-IN

Emirates KinderCare Nursery applies a “Settling-In Policy” to ease the transition and settling of the child at our EEI through the below-mentioned stages:

Stage 01: Pre-admission Preparation

We establish an initial telephone communication with the parents to schedule a meeting to provide an overview on our EEI and providing the parents with all the requirements for registration in case of vacancies.

Stage 02: Gradual Introduction

When the child is registered, communication with the parents shall follow up intensively on a daily basis to convey details of the activities, share pictures of their child with them, and details of the daily care provided to their child in the aim of giving a complete overview of the educational level.

Stage 03: Full integration

We ensure the child is fully integrated into our routine by encouraging the parents on their child’s attendance and provide continuous support based on the child’s needs.

Stage 04: Review and Feedback

On usual basis, we evaluate the success of the settling-in process and the child’s development within their main group (class) on term basis to identify any areas for improvement.

Stage 05: Step into the Future

Prepare the child for their upcoming transition and provide the parents with a comprehensive assessment and development report.

ATTENDANCE

Selection of Attendance Days and Time

We offer flexible attendance options to the Parents, being full-time and part-time, which can either be for 3 days, 4 days, or 5 days (full-time).

Our timings are as follows:

- 7:00 am - 2:00 pm
- 7:00 am - 4:30 pm
- 7:00 am - 6:00 pm

Absences

- 1.EKCN Administration will give a call to the parents of whose child is absent;
 - 2.In case of no telecom response, a message is dropped to the parents;
 - 3.Upon receiving the reason of the absence, it is recorded on the absence log;
 - 4.In case of no response from the parents, the emergency contact is called or ADEK's advisory instructions is requested in case no further response.
- All absences, whether authorized or not authorized, are non-refundable to the parents.

Late Pick-Up

In line with the above-mentioned timings, we offer an afternoon schedule of activities. Our standard operating hours are from 7:00 am till 2:00 pm, where parents can keep their child until 6:00 pm (our EEI's closing time) and there would be an additional charge for each late stay hour.

In case the parents are late in picking up the child and no response was obtained from them, the emergency contact will be reached out to by our EEI.

ILLNESS AND OUTBREAK

Our EEI cannot accept the presence of children who suffer from either of the below symptoms:

- A high fever (of 38 degrees Celsius/104 degrees Fahrenheit or above)
- Any symptoms or combination of symptoms typically associated with influenzas ("the flu")
- White or yellow discharge from the eye, eye pain, redness in the eye/eyelid, or skin surrounding the eye
- Throat pain, discomfort, swelling, redness, and/or coughing
- An undefined rash
- Recurring upset stomach and/or vomiting (2 or more episodes)
- Diarrhea or very frequent and loose stools (2 or more episodes within a short timeframe)
- Head lice (regardless if suspected or evidenced)
- Mouth sores and skin rashes (commonly on the feet and/or hands)

EDUCATIONAL CURRICULUM

Emirates KinderCare Nursery adopts the British EYFS curriculum for the children along with the proper activities and methods with every age group.

Age groups

Baby Steps is the infant programme holding the age group 45 days - 24 months.

Pre-Foundation is the toddler programme holding the age group 24 months - 36 months.

FS1 is the pre-school programme holding the age group 3 years - 4 years.

Our Educational Pillars

1. Health and Physical Development
2. Math and Scientific Thinking
3. Language and Communication
4. Social and Emotional Pillar
5. Understanding the World
6. Art and Creativity

Our Educational Routine

At the beginning of every month, the parents will receive the monthly theme and academic plan including the daily activities which will be carried out for every age group. All activities are photographed and posted on social media.

For children who stay late, an afternoon schedule is prepared for them on daily basis from 2:00 pm - 6:00 pm, where charges are applicable on any late stay.

CHILDREN EVALUATION

Emirates KinderCare Nursery's academic team evaluates the children regularly on monthly basis and throughout the term (3-months).

Evaluation Processes

Entry level: after the first week of registration or trial week where a general report is generated and shared with the parents.

Monthly basis: every EE Educator nominates the star of the month where a picture of the children is posted on social media.

By term: every child is evaluated in a progress report according to the previously mentioned educational pillars where 3 teacher-parent meetings are held per year after sharing the progress reports.



PARENT COMMUNICATION

Emirates KinderCare Nursery prioritizes active communication and engagement with parents through a variety of initiatives.

Effective Engagement

We regularly organize informative training sessions and interactive events designed to enhance the involvement of your child's early learning journey. These trainings and events provide valuable insights into our educational approaches and offer practical tips to support your child's development inside and outside our EEI. As part of our ongoing commitment to strengthening the partnership between home and nursery, we are proud to announce the establishment of our Parent Council, a group of five selected mothers who will actively support and represent the parent community. The council will play a key role in sharing feedback, participating in planning initiatives, and promoting positive engagement throughout the academic year.

Parent Open and Induction Sessions

The parents of the registered children at our EEI are welcome for one day to induction and orientation sessions at the beginning of each Term during the Academic Year along with Open Days during the first week of every new academic year.

Academic Calendar and Theme

Our Academic Calendar which is divided into the monthly theme and activities along with the special events and holidays are all reflected on an annual basis under the calendar which can be previewed on our website (under Registration).

PARENT COMMUNICATION

Comments and Suggestions

We provide the comments and suggestions facilities to our parents, where they can drop their messages through the suggestion box at our EEI, by sharing it directly with the Administration or the EE Director, or on our website (under Contact), and on WhatsApp, telecom, or face-to-face.

Weekly Updates and Monthly Newsletters

Our team at our EEI aims on providing, in English and Arabic, weekly updates to the Parents via WhatsApp on all upcoming activities, essential information, and updates for their reference. Also, at the end of every month, a newsletter is prepared and shared via WhatsApp and posted on our website which tackles all the special events, upcoming activities and learning theme, and stars of the month (children and staff). Furthermore, at the end of every month, each Parent receives a video of its child showing what they learnt throughout the month.



Emirates Kinder Care Nursery

REQUIRED DOCUMENTS

Emirates KinderCare Nursery keeps a confidential record of all the essential documents requested as per the rules and regulations of ADEK.

The Required Documents Upon Entry

Up-to-date copies of:

- Both parent's passports
- The child's passport
- Both parent's Emirates IDs
- The child's Emirates ID
- A passport-size photo of the child
- The child's birth certificate
- Vaccination card of the child
- Lease Contract (Tawtheeq)

A **family photo** or a **single photo of the child** is requested to be hanged under our "EKCN Family Tree".



Emirates Kinder Care Nursery

REQUIRED NECESSITIES

Emirates KinderCare Nursery keeps track of all the children's necessities at our EEI to provide them with all the care and safety they need.

The Required Necessities Upon Entry

- An extra pair of shoes to be kept at our EEI to provide an ultimate hygiene and safe environment for the children.
- A bed cover, pillow, and blanket for the children who will be napping throughout the day, or as per the parent's instructions.
- The necessities required for the age group of Baby Steps (45 days - 24 months):
 - Diapers
 - Soap
 - Bed cover, blankets, and a pillow
 - Towels
 - Creams
 - Formula Milk or Cerelac, if necessary
- All bed covers, blankets, and pillows are returned on weekly basis to be cleaned at home.
- All towels are returned on daily or weekly basis, according to the parent's preference.
- **All necessities should be labelled by the parents to avoid confusion.**

ACKNOWLEDGEMENT

I, hereby, understand the above mentioned rules and regulations along with the stated points by Emirates KinderCare Nursery.

Agreement

Do you grant Emirates KinderCare Nursery the permission to post pictures and/or videos of your child on social media platforms?

Yes

No

Do you grant Emirates KinderCare Nursery the permission to provide your child with a nap time throughout the day?

Yes, for _____

No

Does your child take any regular medications?

Yes, _____

No

Does your child have any allergies?

Yes, _____

No

If your child is to be with Baby Steps, when would you like the towels to be returned back home?

Every day

At the end of the week

On which number would you like to be contacted via WhatsApp by the administration with all the updates (Monthly themes, academic plans, memos, progress reports, etc...)?

Emergency Contact

Child's Full Name: -----

Parent's Full Name: -----

Emergency Contact Number(s): -----

Date: -----

Signature: -----



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