



Parent Booklet

2024 / 2025





Kids Fantasy Nurseries Branches and Information:

ADNOC Onshore Branch

The main branch, located in AlKhalidya street in ADNOC Onshore compound



026043944



info.adnoconshore@kidsfantasynursery.com

ADNOC HQ Branch

Second Branch, located in AlCornich, near to Marina Mall



02707007



info.adnohq@kidsfantasynursery.com

ADNOC SKC1 Branch

Kids Fantasy Nursery third branch, located in Khalifa street



026020085



info.adnocskc@kidsfantasynursery.com

ADIB Branch

First nursery for bank employees in Abudhabi city, located Sheikh Rashid Bin Saeed street



024977611



Admin.adib@kidsfantasynursery.com

AlRuweis Branch

Fifth branch of our nursery, located in AlRuweis city



0549983888



Info.Alruweis@kidsfantasynursery.com

Al Samha Branch

Sixth branch of our nursery, located in alsamha/ alrahba area



0504637014



Info.alsamha@kidsfantasynursery.com



FDF Jabal Hafeet Branch

Seventh branch of our nursery, located in FDF Jabal Hafeet AlAin



0564160047



Info.fdfalain@kidsfantasynursery.com

AD Port Branch

Eighth branch of our nursery, located in Mina Road



0506795691



Info@kidsfantasynursery.com

MBZ Branch

Nineth branch of our nursery, located in Mohamed Bin Zayed City



0506795692



Info@kidsfantasynursery.com

Madinat Zayed Branch

Last branch of our nursery, located in Madinat Zayed City



0542336529



Info@kidsfantasynursery.com



Who to Contact?	
General Inquiries	info@kidsfantasynursery.com
Admissions / Comply	admin@kidsfantasynursery.com
Finance	finance@kidsfantasynursery.com
Nursery Group Director	director@kidsfantasynursery.com



Welcome to Kids Fantasy Nursery

We would like to welcome you and your children to Kids Fantasy Nursery!

We are looking forward to the upcoming year **2024/2025**.

Hope you and your families are well. We understand that the Pandemic has posed challenges for many of us.

Our Nursery provides a safe happy and healthy environment for children from 45 days (6 weeks) to 4 years old that will help them grow and develop uniquely. Our approach is based on EYFS British Curriculum, which emphasize creative and child-centered way of working with children. EYFS Characteristics of Effective Learning (Playing & Exploring, Active learning, Creating & Thinking Critically), support children learning across all seven EYFS areas: “Personal, Social & Emotional Development”, “Communication & Language”, “Physical Development”, “Literacy”, “Math’s”, “Understanding the World” and “Expressive Arts & Design”.

Our aim is to give the children opportunities to imagine, explore, create, and role-play in a nurturing and inspiring environment. We emphasize on the secure, health and safe environment in which your child can grow and learn the skills in different areas of development.

The Health and Safety of our Children, Staff, and Families is of the utmost importance and priority at Kids Fantasy Nursery.

Our vision is to become the leading, successful and unique nursery in the region.

Our mission is to provide a healthy, safe & happy environment for children from 45 days to 4 years old.

Our philosophy

Develop unique children by understanding their different needs and abilities and implementing activity differentiation.



Promote a healthy happy and safe environment that enables every child to grow socially, emotionally, and physically.

Build every child's interpersonal skills such as global awareness, communication, decision-making, understanding cultural differences, team building, and critical thinking.

Encourage every child's personal habits and citizenship through positive attitude and behavior.

Implement a three way dialogue between children, parents and staff.

Direct and coach children to think critically and solve problems creatively in order to enhance their leadership skills for the future.

Maintain continuous improvement through quality control.

Child Rights and Responsibilities

children, parents and staff have responsibilities for ensuring welcoming, caring, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

All students have the right to:

- Be provided with a high-quality education.
- Be physically and emotionally safe and respected in a welcoming nursery environment.
- Be treated with respect and fairness by teachers, staff, and fellow children.
- Be supported by parents, guardians or designated members at nursery meetings.
- Be provided with appropriate educational activities that promote and develop their talents, abilities and potential.

All parents are responsible for:

- Following all policies, rules, and regulations set forth by ADEK and the nursery.
- Acknowledging and being responsible of their children behavior.

Academic Information

EYFS

The early years foundation stage (EYFS) sets standards for the learning, development and care of your child from birth to 4 years old.

Areas of learning

Your child will mostly be taught through games and play.

The areas of learning are:



- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Assessments

Their class teacher will assess them at the end of the school year when they turn 4.

The assessment is based on classroom observation - your child won't be tested. It uses the early learning goals, which can be found in the early year's framework.

Arabic and Islamic Curriculum

Kids Fantasy Nursery enhanced the curriculum with Arabic and Islamic as they will learn the Arabic Alphabet, the name of shapes, colors, different words related to the theme of month in Arabic. Also, they will learn Quran, Islamic morals, Doaa, stories from Quran and Hadeeth in Islamic classes.

Report Cards

At the end of the academic year, each child will receive a report card written in it all areas of developing and observation of your child during the years.

Parent Involvement at Kids Fantasy Nursery

Parents play a vital role in their children's life, and KFN believes that parental involvement in and support of the nursery and its staff helps to maintain a safe and happy environment for all of our children. In doing so, parents also help their children meet their own responsibilities (academic and otherwise) and enable them to become successful learners today and great leaders of tomorrow.

Parent Communication Channels

KFN uses a variety of channels to communicate with parents.

1. Nursery Website: www.kidsfantasynursery.com
2. Parent Application (Live Chat)
3. Nursery e-mail
4. Land line number and mobile phone number of the nursery

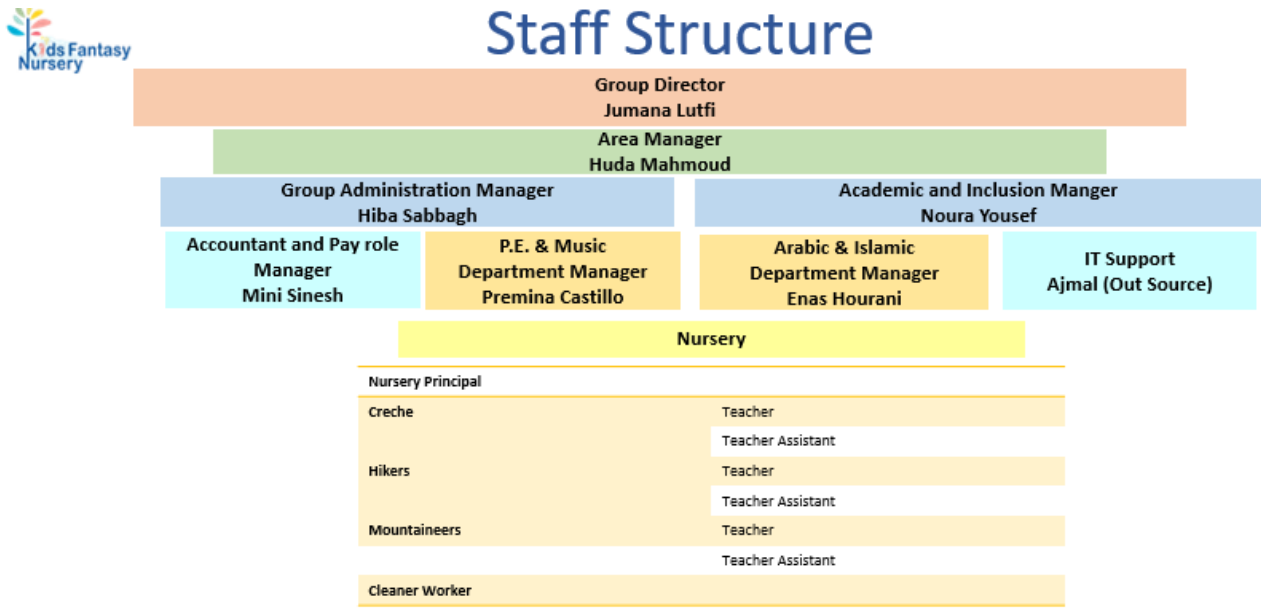


Nursery Hours

We are proud to be one of the few nurseries that is open every day during the year

Timings
Regular time: 7:00AM to 4:30PM

Staff Structure:



Nursery Calendar 2024-2025



January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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August						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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28	29	30				

October						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Jan

New Year
- 31 Mar

Eid AlFitr Holiday
- 1 Apr

Eid AlFitr Holiday
- 2 Apr

Eid AlFitr Holiday
- 6 Jun

Arafa Day
- 7 Jun

Eid Aladha Holiday
- 7 Jun

Eid Aladha Holiday
- 8 Jun

Eid Aladha Holiday
- 27 Jun

Hijra New Year
- 30 Nov

Commemoration Day
- 2 Dec

National Day
- 3 Dec

National Day



Explanations of National and Islamic Holidays

*Please note that all Islamic/National holidays and days of observance may change and are subject to ADEK announcements. Please see the above calendar for dates.

*Eid Al Adha: The Eid Al Adha holiday honours the willingness of Ibrahim (Abraham) to sacrifice his son, as an act of submission to God's command. Before he sacrificed his son God intervened by sending his angel Jibra'il (Gabriel), who then put a sheep in his son's place. The meat from the sacrificed animal is divided into three parts: the family retains one third of the share; another third is given to relatives, friends and neighbors and the remaining third is given to the poor and needy. To greet others during this time, you can say "Eid Mubarak" which roughly translates to "Have a blessed Eid."

*Hijri New Year: This holiday marks the time of the migration of Prophet Muhammad (PBUH) from Mecca to Medina and is the beginning of the Islamic calendar.

*UAE Flag Day: HH Sheikh Mohammed bin Rashid Al Maktoum (Vice President and Prime Minister of UAE and Ruler of Dubai) had this to say about Flag Day:

"It reminds us of our duty towards our country and our commitment to the flag, to do what we can to keep it flying in pride and dignity, motivate us to further our work and diligence in the glory of our country, and always maintain its position among the ranks of the greatest countries."

*UAE Commemoration Day: Previously known as "UAE Martyr's Day," this day recognizes the sacrifices and dedication of Emiratis who have given their lives in civil, military, and humanitarian service. The UAE flag is lowered and a minute of silence is observed.

*UAE National Day: This day celebrates the union of the seven Emirates (Abu Dhabi, Ajman, Dubai, Fujairah, Sharjah, Ras Al Khaimah, & Umm Al Quwain) to form the United Arab Emirates. This is a major Emirati celebration with festivals, parties, and celebrations occurring all over the UAE during this time.

*Prophet Mohammed's Birthday: Also referred to as "Mawlid," this day celebrates the birth of Prophet Muhammad (PBUH) in Mecca

*Isra'wal Miraj: This holiday marks the night that Allah took the Prophet Muhammad (PBUH) on a journey from Mecca to Al-Quds, and then to heaven.

*Ramadan: This is the ninth month of the Islamic calendar. While not a holiday, it is observed by Muslims worldwide as a month of fasting to commemorate the first revelation of the Qur'an (Holy



book) to Prophet Mohammad according to Islamic belief. This annual observance is regarded as one of the Five Pillars of Islam. The month lasts 29-30 days based on the visual sightings of the crescent moon. During Ramadan, Muslims refrain from certain activities, such as eating or drinking, during daylight hours. Muslims are also instructed to refrain from sinful behavior that may negate the reward of fasting, such as false speech and fighting.

Please note that nursery hours will be reduced.

1. WELLBEING

- Parents are encouraged to support their child/children by following a healthy balanced diet and lifestyle that includes good nutrition, and exercise.
- Parents must monitor their child/children for potential signs of stress or anxiety and implement strategies to try to alleviate this stress in the household (e.g. by playing or reading with their child/children, talking with their child/children about their feelings).
- Parents are encouraged to share any concerns with nursery staff members about their child's wellbeing.

Schedule

You will receive the monthly timetable for your child's class. Also, it will be available at the Reception area.

Communication

Effective communication between the nursery and families, help to build a trusting partnership in order to develop honest and respectful relationships. The child is unique, it's very important that all relevant information about the child's needs: physical, emotional, health, educational, etc., is communicated so we will help each other to do the best for the child.

KIDS FANTASY NURSERY is committed to encouraging and facilitating the true involvement of parents in every aspect – from planning and design to ongoing development and organic growth.

The staff team works with parents as partners to provide high quality care and learning experiences for their children and ensures that parents have the opportunity to participate as partners in the care and education of their children.

The Nursery aims to achieve this by:

- Ensuring that all parents are made to feel welcome at all times.
- Ensuring that parents are welcome to visit at any time.
- Ensuring that all parents have access to their child's records.



- Ensuring that staff consult and seek guidance from parents when planning and implementing policies.
- Ensuring that parents have the opportunity to review their child's progress on a regular basis with the key person.
- Ensuring that parents are informed of Nursery policies, procedures and guidelines.
- Offering parents opportunities to contribute to and participate in curriculum, festivals and all events.
- Ensuring that all parents can meet with staff and other parents/carers to discuss relevant issues and concerns.
- Providing information about activities, policies, incidents, complaints procedure and expectations to all parents.

Communication between the nursery and parents operates in the following ways:

- Tracking Reports are issued each academic term, including a formal comprehensive Report of pupils' academic progress, achievements and social development.
- By Day Care Channel (Parent's APP);
- Phone calls;
- Parents Feedback Form;
- Letters and communication from the nursery to parents to inform or request about events as well consultation questionnaires' when is needed;
- Daily oral communication between parents and staff;
- Social Media (Facebook/Instagram Nursery page);
- Parents' Conferences;



Classroom Schedules

The Classroom Schedules are organized by our qualified team according with age needs to promote a wide variety of opportunities to the children. It guarantees care, learning and fun during all day. Parents will receive their child's class timetable monthly.

Absences and security sign in and sign out procedures

Is highly recommended that parents contact the Nursery when their child is absent.

For the safety of the child, only parents and authorized person by the parents can pick up the child. Nannies, families' friends or other families' members should be authorized by only the father or mother. Phone calls, phone messages or e-mails will not be considered as an authorization. To authorize, parents should fill up and sign the form available in the Nursery Reception along with Emirates ID copy of the person that will be authorized by them to pick up their child, preferably 24 hours before. We highly recommend that parents always authorize someone in case of an emergency where it is not possible to pick up their child.

Meals & Food Hygiene

Our aim is to make mealtimes a happy social occasion. Children will have breakfast, lunch and snack daily. Please send a healthy snack along with your child each day. Some suggestions are fruit, vegetables, yogurt, cheese etc. Children need to bring a water bottle labeled with their name every day.

The children's birthday celebrations by bringing in food and non-food items such as balloons, decorations, etc. are allowed.

Food should be always without any kind of nuts. The nursery is a nut-free zone.

The fridge and microwave will not be used during the pandemic times, so please provide to your child kind foods that not require to be kept in the fridge or warmed in the microwave.

Hygiene & handling of food

KFN should follow basic food preparation and handling hygiene standards as per follow:

- Staff wear clean clothes and maintain a high standard of personal cleanliness.



- Wash hands using correct handwashing procedures before preparing and serving food is necessary to keep your hands free of dirt, germs, and body fluids. Note that washing children's containers and other belongs like milk bottles is not permitted during the pandemic times until further notice. Please bring milk bottle for each milk meal and a divided milk container for the milk powder.
- Keep hair covered with a hairnet or cap while preparing food or during feeding times
- Hands should be washed every time someone touch face, nose or mouth, cough, or sneeze. Gloves to be changed in between every time dealing with food containers and bottles of different children.
- All food must be labeled with the name and date to avoid mixing or exchanging by mistake.
- Wash hands before and after feeding each child is a must.
- Supervise hand and mouth washing of children before and after food and periodically during the day
- Food/Milk should be kept in each class in a designed area.
- The children will bring back home all their remaining food.

Sanitary procedures include, but are not limited to

- Staff washing their hands before and after handling each child's belongings;
- Effective storage of child's food items to minimize cross-contamination;
- Encouraging increased independence of children aged 2-4 to ensure they handle their own food containers and items;
- Cleaning all surfaces that are in contact with food containers;
- Sanitary procedures for bottle preparation.
- Children aged 2-4 years are encouraged to remove their own food items from their bags and feed themselves. If children need support, nursery staff must wash their own hands thoroughly and wear gloves before touching any child's food items and/ or containers or cutlery and in between each child.
- Storage of children's lunch boxes in a place in the classroom that is specific to their classes. The lunch box is wiped down on arrival and kept in the classes specific location.
- Ensure that nursery staff follows sterilization protocols for infants and children who are bottle-fed.



- Clean and disinfect tables, chairs, and highchairs before and after children eat. Hard surfaces must first be cleaned with warm soapy water and then disinfected with cleaning products.
- Parents are required to bring to the nursery all food containers and bottles that the child may use during the day. Children's utensils will not be washed in the nursery. Parents must bring the number of milk bottles that will be used in the nursery during the day because also milk bottles will not be washed.

Allergies

Parents must Inform the nursery if the child has any kind of allergy (food, respiratory or environmental). This information is very important to prevent any allergy incident.

Behavior

We aim:

- to help children to develop a sense of caring and respect for one another.
- to encourage children to co-operate with each other and respect each other.
- to encourage the development of social skills and help children learn what is acceptable behavior.
- to develop children's confidence and self-esteem.
- to help children to develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Compliments and Complaints Policy

If you have a complaint, we wish to:

1. listen and learn;
2. put things right;
3. and improve our service.

We always welcome suggestions, feedback, and compliments too. A suggestion box is available, and questionnaires will be sent out.

Parents as partners

An active partnership in children's learning experience: the nursery is an open, welcoming place.

Monthly Themes/Calendar/Activities/Events: Parents will be informed through emails and letters about the monthly themes, calendars and special events occur in the nursery. For details, you can visit our website www.kidsfantasynursery.com



We are looking forward to a wonderful year working with your child! Thank you in advance for your support and help throughout the year!!

Required items to bring daily to the nursery

Parents will receive the required items list as the startup package as well as items to bring every day in the bag according to the child's age.

Lice Policy

Head lice infection is common. The head louse is a very small whitish or grey-brown insect that ranges from the size of a pinhead to the size of a sesame seed; it feeds by biting on the scalp and sucking blood. Nits are head lice eggs. Head lice do not jump and they do not fly, they walk from one hair to another which is why they are so common at nurseries and school where children sleep, play together closely, and often have their heads bowed down together with their hair touching.

Signs of Head Lice

- Itchy head
- Rash on the scalp
- Black specks that look like dust on their pillow (head lice droppings)

Our Nurse checks children for lice two times each week.

If active lice or nits (eggs) are found:

- The parent will be confidentially notified immediately.
- The teacher will be informed immediately. Classroom items will be cleaned.
- The Nurse or Administration staff will provide information to the infected child's parents about proper treatment.
- The Nurse will provide information to that child's classmates regarding signs and symptoms of lice infestation, risk factors and transmission.
- Hair must be washed and treated with a Lice shampoo, available at the pharmacy. There are both chemical and natural based shampoos available. Follow the exact and complete directions for whatever shampoo you decide upon.
- Children with lice will be checked when they return to the Nursery after a week to make sure all the lice are gone. If the parent does not follow through with the proper treatment, then the child with lice will be excluded from school until proper treatment has been completed and the child is lice free.

To prevent a recurrence after treatment the whole family should be checked for lice. Anyone who has any signs of head lice in the house should be treated. Also wash all hair items, bedding and towels.

It is not recommended to treat a child for lice who does not have active, live lice or nits (eggs).



Jewelry

Children are **not allowed** to wear jewelry in the Nursery

As a matter of general safety of the potential hazard, children are not allowed to wear jewelry in the Nursery. Basically, it is much safer if jewelry is kept for wearing out of nursery. If your child continues wearing it you must accept responsibility for any pain or injury that may occur from an accident or the jewelry loss.

Please note that our nursery is requiring you to remove the jewelry before you leave your child with us.

If you are sure that you wish your child to continue to wearing jewelry in our nursery please fill up the jewelry form with the Admin team. Sign and return the form below which assures us that you understand the risk involved.

First Aid & Medicine

The Nursery has a responsibility to provide a safe environment for your child and the management is responsible for health and safety matters concerning the nursery premises. All staff are aware of

potential hazards within The Nursery and the surrounding environment and actively protect children from hazards.

We recognize that a systematic approach to health and safety, based on risk assessments procedures can minimize injury and ill health to staff and children.

All members of staff receive first aid training as part of their induction training. In addition, the Nurse is instructed in the correct procedures for dealing with accidents and incidents including completion of documentation. The nursery has separate accident and incident folder which are used to document each accident and incident that takes place. All accidents and any incidents are recorded in the Accident Report Book. All accidents are accurately notified to the parent as soon as possible.

The School Nurse may give medication with parental permission only and as well with doctor's prescription. Parents must fill up the medication form and sign it. Without this document, the Nursery will not give any medication to the children.

Parents will be contacted as soon any accident, fever or illness is detected. Sick children cannot stay in the Nursery for the safety of other children and for the wellbeing of the sick child, that needs individual attention and care. The welfare and health of the children is our primary consideration, so we believe it is in the children's best interest to be at home if they are unwell.

Field Trips

The purpose of the field trip is usually observation for education, non-experimental research or to provide children with experiences outside their everyday activities. Off-site field trips are offered at LFN that will include but are not limited to the following: petting zoo, librarian visits, emergency



personnel, parks, and other sites related or no with the theme of the month. Parents will be notified at least one week in advance of these on-site visits and will be required to pay a portion of any fees that may be involved. All details will be sent by form and Nursery Channel. The form will inform the location, days, timings and fees.

Procedure and Practices, including responsible person(s):

- Admin will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees.
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children will be counted before leaving the child care, during the field trip, and again at the time of departure for return to the child care to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- If a child has medication needs, the member of Admin in charge will be responsible to take and administer the medication as needed.



SETTLING-IN

1. Pre-Attendance Settling-In Procedures

1.1 Parent Communication

KFNs are required to ensure clear and effective communication with parents regarding the settling-in process before their child starts attending. This includes:

- **Written Explanation:** Provide a written document detailing the settling-in process, ensuring it is clear and easy to understand.
- **Parent Handbook:** Include a step-by-step breakdown of the settling-in process in the Parent Handbook.
- **Expectations:** Share information on what parents can expect during the settling-in period and offer guidance on how to prepare for each stage.

1.2 Parent Induction

- **Induction Overview:** During the Parent Induction Day, familiarize parents with the settling-in process.
- **Parental Role:** Clearly explain the role parents will play in the settling-in process and how they can support their child's transition.

2. The Settling-In Process

KFNs must outline a detailed, flexible settling-in process in their Settling-In Policy. This process should ensure a smooth integration of the child into the new environment and include:

a) Sample Schedule

- **Guidance Statements:** Provide a sample schedule with guidance statements, referring to the KFN Settling-In Policy Guide for more information and examples.

b) Minimum Attendance Time

- **Minimum Duration:** Clearly state the minimum time the child is expected to stay during the settling-in period.

c) Parental Role

- **Parental Involvement:** Define the role of parents during the settling-in process, including any specific actions or support they are expected to provide.

d) Progress Updates

- **Communication:** Explain how parents will be kept informed about their child's progress during the settling-in period, including any methods or frequency of updates.



e) Staggered Arrival Times

- **Schedule:** Outline the schedule for staggered arrival times to manage the integration of new children and minimize disruptions.

f) Key Person Approach

- **Key Person:** Describe the key person approach, detailing how a designated staff member will support the child and facilitate their transition.

g) Transition Methods

- **Transition Support:** Provide information on the methods and processes used to support children as they transition into the KFN environment.

h) Support for Leaving

- **Future Transitions:** Outline the approach to supporting children who are leaving the KFN to continue their education in a mainstream school or another type of institution. This should include any preparatory steps or support mechanisms in place to ease their transition.

Best Regards,
Kids Fantasy Nursery