

WINSOME TOTS NURSERY POLICIES AT A GLANCE — ESSENTIAL SUMMARY



Policies at a Glance — Essential Summary

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This quick-reference summary highlights the nursery's key policies for parents and staff in a clear, easy-to-scan format.

For full details, please refer to the complete policy documents, which are available from the Centre Manager.

1. Admissions

- **Inclusive admissions** — Non-discriminatory admissions for all children, regardless of gender, race, disability, religion, or nationality.
- **Required documents** — Birth certificate, passports, Emirates ID, medical consent, immunisation record, and photos, in line with KHDA requirements.

Fees structure — Refundable deposit, non-refundable registration fee, term fees, medical fees, and uniform fees.

- **Children of determination** — Admitted where capacity allows, with secure

record keeping throughout enrolment and departure.

2. Daily Arrival & Departure

- **Secure handover** — Arrival and departure are monitored, with ID verification in place for added safety.
- **Authorised collection** — Children are released only to authorised persons on file, verified with a photo bearer card.
- **Late arrival and early collection** — Late arrivals are directed via Reception, and early drop-off is arranged with prior notice.
- **Late pick-ups** — Three or more late pick-ups without notice are escalated to parents by the key teacher or manager.

3. Curriculum & Teaching

- **EYFS framework** — Montessori-blended, child-led, and play-based learning in an enabling environment.
 - **7 areas of learning** — Communication & Language, Physical Development, PSED, Literacy, Maths, Understanding the World, and Expressive Arts.
 - **School Readiness** — Building confidence, independent thinking, early sounds and words, and strong motor skills.
 - **Environmentally-friendly practice** — Recycling, growing, and caring for classroom and outdoor resources.
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4. Health, Safety & Wellbeing

- Meets **UAE National Childcare Standards** + **UK EYFS** welfare standards
- ≥1 paediatric first-aid certified staff on site at all times; first aid kits checked weekly
- **Fire drills** quarterly; risk assessments reviewed daily/weekly/termly
- **Strict hygiene** protocols: handwashing, glove use, sanitising, allergy-aware food handling
- **Transport:** GPS/CCTV-fitted buses, trained attendants, mock evacuation drills

- **Illness exclusion** policy for contagious symptoms; written medication consent required
- **Safeguarding:** police-cleared staff, abuse-sign awareness, 24hr reporting, no unmonitored contact

5. Inclusive Care & Education (SEND)

- Aligned with **Dubai Inclusive Education Policy** Framework 2017
- **Inclusion Team:** Principal, Support Teacher/Staff, Parents, Therapist
- Entry assessment informs **Individual Education Plans (IEPs)**
- Instruction adapted via UDL principles: multiple means of representation, action/expression, engagement
- **LSA support** arranged per KHDA directive; progress reviewed regularly with parents

6. Intimate Care

- **Every child's** right to safety, privacy, dignity and consistency
- **One-to-one care** by familiar staff; door signage preserves privacy
- Nappy changing: hand hygiene, gloves, individual supplies, logged and reported to parents
- **Toilet training** from ~2.5 years, in partnership with parents, at child's own pace

7. Partnership with Parents

- **Open-door policy** (with prior permission); orientation before start and

smooth transition visits

- **Regular communication:** learning journeys, photos, notes, parent meetings, monthly/quarterly newsletters
- **Parents** encouraged to **volunteer**, share skills, and give feedback; confidentiality maintained
- **Complaints heard** privately, non-defensively, with notes taken and resolutions tailored to policy

8. Positive Behaviour

- Warm, **positive-reinforcement** approach; no corporal punishment or physical/verbal humiliation
- **Staff investigate** root causes (tiredness, frustration, home changes) before responding
- **Techniques:** distraction, positive redirection, natural consequences, choices, calm eye contact
- **Age-appropriate strategies** (2–5 yrs); incidents of physical intervention recorded and parents informed same day

9. Teaching, Learning & Assessment

- **Formative assessment** ongoing via observation; recorded in each child's Personal Achievement Record (PAR)
- Portfolios/learning journeys track progress; **finished work sent home weekly**
- Summative assessment gives **holistic overview** of strengths, needs and next steps, shared with parents
- SEND concerns follow **Assess–Plan–Do–Review** cycle with key person, parents and SENCO

10. Governance & Staffing

- **Rigorous recruitment:** police clearance, ID/qualification checks, health questionnaire, safeguarding policy review pre-interview
- **Continuous professional development:** induction, internal/external

training, teacher-on-teacher training, annual performance review

- Safe, healthy staff environment; **clear staffing hierarchy** and communication channels
- Staff files retained 3 years post-employment; supportive, feedback-driven **staff morale practices**

This one-page summary highlights core essentials only. Full policy documents remain the governing reference and are available from the Centre Manager.