

## Admission Policy

Blue Bird nursery provides a conducive, well-structured learning environment. Our diversified community extends to include a variety of nationalities of both students and staff members. The policy has been drafted to ensure the understanding of standards required in ensuring a high provision of quality services.

Our classes have been divided according to specific age groups in providing age-appropriate instruction and planned activities:

**Cool Caterpillars- 3-4 years**

**Busy Bees- 2-3 years**

**Little Ladybugs- 4 months- 1 year.**

Our teachers and support staff are well-trained and qualified in early childhood educations and are regularly guided and monitored to ensure quality provisions. Our teachers and staff undergo a process of induction that includes professional development sessions in alignment to the current teaching practices.

### Admission Process:

Blue Bird Nursery is open **Sunday- Thursday 7:30 am-6:00pm and Saturdays 8:00 am- 2:00pm.** Our admission staff are happy to answer your queries and will show you around the nursery based on the allocated appointment prior to your visit.

### Documentation required:

1. Copy of parents passport with valid residence visa
2. Copy of the child's passport with a valid residence visa
3. Copy of the Emirates ID of parents and child
4. Copy of the immunization record
5. 4 passport pictures of the child
6. Complete and signed nursery registration forms.

### Special Notes:

- ❖ Our fees have been approved by the ministry and are hence non-negotiable or transferable.
- ❖ Timing in the nursery has been drafted to include three selections of time options:

Option	Timings	Features
A	7:30-12:30	Structured instructional time
B	7:30-2:00	Structured instructional time + Nap time
C	7:30- 6:00	Structured instructional time + Nap time + Day care

***Kindly refer to our fee structure and select one that is most suitable to you.***

- ❖ An extra charge of AED 40/- is payable per hour for late picking up.
- ❖ All forms are to be filled and completed with the requested information prior to admission.
- ❖ Forms will not be accepted without the requested documents.
- ❖ An admission fee of AED 500/- and medical fee of AED 400/- is payable prior to admission and are non-refundable.
- ❖ Refunds will not be issued for absent students.
- ❖ A months' notice is required for refunds of non-attending students.

In case of withdrawal, refunds will be granted as per the outlines below:

- ❖ A 100% refund is granted on term fees only if withdrawal is prior to the beginning of term.
- ❖ A 70% refund is granted on term fees only if withdrawal is within the first week.
- ❖ A 50% refund is granted on term fees only if withdrawal is within the first 2 weeks.
- ❖ Refunds will not be granted after three weeks from the beginning of term.
- ❖ A 10% discount is granted for siblings only if both siblings are attending the nursery.

### Payment of fees:

To ensure quality provisions of services, payments of fees need to be done by or before the beginning of every term. The admission staff will be sending reminder notes by the end of each term to follow up on the payments; Notes will be followed with a call from the Nursery manager, a charge is payable for any late payments of fees. Initial payments that include the registration fees medical fees and the term fees need to be paid in cash, other payments can be made in checks or cash. Please note that repetitive cases of non- payments can result to the withdrawal of services.

### Settling in Process:



Every child requires time in settling in a new environment. Separation anxiety is normal state a child undergoes when settling in. Our staff will ensure that the settling in process is smooth; parents collaboration with the staff is essential in the initial stages, kindly abide by the guidelines provided.

Blue bird Nursery staff are happy to share the transition process and procedures, The Nursery manager will inform you of the transition days and time for you to bring your child. These vary from child to child.

On the transition days parents will be required to:

- ❖ Report on time as given by the Nursery manager
- ❖ Sit with the child and participate in activities
- ❖ Introduce the child to his/her peers and encourage them to be play or interact.
- ❖ On the first day children will attend nursery for only 2 hours with their parents.
- ❖ On the second day parents are requested to stay for an hour and leave between intervals for 10 minutes after informing their child; do not prolong.
- ❖ On the third day parents will be required to gently say goodbye to their children by the class door and remind them of the pick-up time.

#### **How you can help as parents:**

- ❖ Talk about the nursery prior to starting- shop around for accessories like bags, lunch boxes, uniforms etc.
- ❖ Always ensure that the child receives enough sleep in order to attend nursery on time.
- ❖ Always have a set routine for drop off and pick up time. Change in routines can cause insecurity.
- ❖ Avoid prolonged goodbyes.
- ❖ On the way home talk about the activities, friends and teachers in the nursery.

#### **Inclusivity**

Blue Bird Nursery is an inclusive nursery and welcomes all children despite their learning needs. We aim to offer effective learning provisions that are suitable to the child with additional learning needs. When working with children who have an identified additional need Blue Bird Nursery aims to support the family as far as possible to ensure that they have open access to our service, we aim to do this by:

- ❖ Meeting with the parent of the child to identify the level of support required by the child, and to assess if the setting can meet this level of support.

- ❖ By meeting with other professionals involved with the family, for example, teachers, educational psychologists, and speech and language therapists, to identify how the setting can meet the needs of the child.
- ❖ By meeting with the child to introduce the members of staff at the setting and to get to know them.
- ❖ By initiating the recruitment of an additional member of staff (shadow teacher) or the identification of a member of existing staff who will act as a key worker for the child, dependent upon their individual needs and level of support required.
- ❖ Shadow teachers need to have the required training, qualifications and experience suitable to the child's area of need and support.
- ❖ By initiating additional training where required for existing members of staff to enable them to meet the needs of the child.
- ❖ To integrate the child into the setting and allow them to gain ownership for the setting.

**Policy Done by:**

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**Reviewed by:**

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Atticus Education

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