



Dear Parents,

My name is Siog Moore, I'm from Ireland and I'm a RGN Neonatal Specialist and the founding partner of Little Land Nursery. I'd like to take you on a tour of our premises and FAQs/policies so you can make an informed choice with regards to your child's pre-school education and development.

I hope to answer all your questions but should you have any more, please feel free to ask and I will be delighted to provide further information.

Why choose Little Land?

Our mission at Little Land is to provide a safe, caring and stimulating environment where the highest quality education can be given to pre-school children.

All of our teachers have either Early Years minimum Cache Level 3 or Montessori teaching qualifications and we also encourage our assistant teachers to study nursery teaching methods. We are pro-active in providing continuing education for all our staff; either by hosting courses at the nursery or by facilitating staff to attend recognised study days.

Our vision is to provide an environment that fosters a child's self-confidence, independence and full potential; creating and developing the leaders of tomorrow.

What does Nursery and Montessori Centre mean?

Our nursery section is for children under 2½ years and is staffed by N.N.E.B./EYFS qualified teachers. The children are taught in a traditional nursery environment, with a schedule that includes play with traditional toys such as construction Duplo, stickle bricks, puzzles, cars and trains as well as introducing crafts such as play dough, painting and colouring (freestyle). More physical activities include sand and water play, music and movement, brain gym and exploration of the environment.

The Montessori section is for children who are over 2½ years old in September of the academic year. Montessori is a system of Nursery, Primary and Secondary education devised by Dr Maria Montessori in the 1950s. She developed a series of equipment and a method of teaching to maximise each child's physical and psychological potential at any stage of their development. In the class the children are encouraged to complete activities once started and to take responsibility for their classroom. This is done in a child-friendly way. The Montessori classroom is divided into six areas: art, practical life, sensorial, language, mathematics and culture, which includes geography, nature and science.

When can we visit the Nursery?

You are welcome to visit the nursery at any time. However, we recommend that you make an appointment so that we have time to show you the nursery properly (the visit takes about half an hour). We also prefer to show you around the nursery early in the morning when the children are not expecting their own parents to arrive and the classes are in full swing!

How are the Classrooms Divided?

Traditional Classes

1. Winnie the Pooh 1 year plus
2. Little Raindrops for 2 year olds plus
3. Twinkle toes for 2 year olds plus

Montessori Classes

4. Daisies for 2½ - 3½ year olds
5. Sunflowers for 2½ - 4 year olds
6. Bluebells for 2½ - 4 year olds

What are the Class Sizes and Staff: Pupil Ratios?

	Children	Staff
Winnie the Pooh	14	1 Teacher / 2 Assistants
Little Raindrops	15	1 Teacher / 2 Assistants
Twinkle Toes	12	1 Teacher / 1 Assistant
Daisies	20	2 Teachers / 1 Assistant/Student
Sunflowers (1& 2)	14 & 14	3 Teachers / 1 Assistant /Student
Bluebells (1 & 2)	14 & 14	3 Teachers / 2 Assistants /Student

Sunflowers and Bluebells Montessori classes have two rooms each, are very large and spacious and all the equipment is at child level to accommodate the freedom of choice. We also have Montessori students assisting in the classroom throughout the year.

What are the Nursery's opening days and hours?

We are open from Sunday to Thursday. Children are always welcome to attend 2, 3, or 5 days per week, and we can occasionally facilitate children with a 4-day place. Our normal hours of opening are from 8.00 am to 12.30 pm.

If you wish to drop your child off before 8.00 am, we have an early class from 7.30 am. This can be booked by term or used on an ad hoc basis, in which case you will pay only on the days your child attends.

We also have a creative/late class between 12.30 pm and 2.00 pm; this can be attended in the same way as the early class. Children who will attend the late class should bring a second, labelled healthy snack.

The school holidays coincide with the British schools academic calendar. You may find variations as all schools are not the same.

What are the security and safety arrangements in the Nursery?

The main gate is opened by a remote locking system and is also monitored by a camera. We ask you to hand over your children directly to the class teacher or assistant on arrival and to inform the nursery in writing if anybody else is picking up your child. In these cases the person doing so must be properly identified.

Our playground is spacious and divided into five large shaded areas all of which are carefully supervised during playtimes.

All adults who enter or exit the nursery are asked to close the gates behind them immediately. We ask parents not to allow their children to open or close the gates for security and safety reasons.

During the summer we have fans to cool the outdoor play areas and we ensure that the children have plenty of water to drink.

As part of their induction, all staff must read and demonstrate understanding of our fire policy. We hold regular fire drills and review the fire policy after every drill to see if it can be improved. We will inform you if a fire drill has been conducted. Our Fire Marshalls are trained at the Civil Defence Training Centre.

Staff meetings are held weekly to ensure that all staff are aware of any changes in the classes or policies. In these meetings I will inform our staff of any new children joining us or leaving the nursery. Our meetings are also a forum for open discussion to share ideas and further improve the nursery.

Will my child go on school outings?

No, we feel that the security risk is too high. However, we do invite visitors to the nursery such as dentists, police, fire department, vets and pets. Please let us know if your child has any specific allergies to pets.

What happens if there is an accident?

In the event of an accident in the classroom or playground we will assess the situation and take the appropriate action. If your child needs further medical attention, we will endeavour to contact you and, if unable, we will take your child to the Dubai London Clinic Emergency Department on the Jumeira Road. As part of our commitment to the Continuing Education of our staff, we provide First Aid training. Little Land Nursery currently employs two registered nurses.

What is the nursery's sickness policy?

If your child becomes sick during the morning we will contact you to request that you take your child home. Pre-school children have a low resistance to infection. If your child has a cold, runny nose, diarrhoea, vomiting or conjunctivitis (red eye) we ask you not to bring them to nursery until they are better. This will avoid a complete circle of infection within the classroom and lead to a quicker recovery. We recommend a minimum of **24 hours** between sickness and return to nursery.

Please inform us if your child has asthma, diabetes, epilepsy or allergies, special arrangements will be made for storing their medications. We request that a letter of consent for emergency treatment is signed (consent forms are available in the office).

What if my child doesn't settle?

We understand that the settling period can be a difficult time for both parents and children. Our settling-in policy is based on the fact that familiarity encourages trust and confidence in children. The better they know us the more comfortable they feel with us.

On the first day we ask you to come and stay with your child for one hour, to introduce your child to the teacher and the classroom. The following day we ask you to leave your child with us for one hour.

Sometimes your child may cry for a short time after you leave. After three or four days we normally find that children can be left for three or four hours quite happily. If your child cries incessantly for twenty minutes we will call you and ask you to spend some time with them in the nursery and to take them home when they are happy. If your child is registered for 2 or 3 days per week we may ask you to bring them every day for two hours for the first week or two, to allow them to become more familiar with us without getting overtired.

Most children settle very well into nursery life and thrive on the care and love bestowed on them by their teachers.

Our child is still in nappies - will the Nursery accept them?

Yes, when your child is ready to toilet train we will work with you and help you with the training - our floors are all vinyl, so there is no problem about hygiene.

What is the nursery's discipline policy - do you have a naughty chair?

No, we do not have a naughty chair. We don't use the word 'naughty' in the nursery. For very young children we use positive reinforcement of good behaviour and positive redirection. As the children get older we use "Time Out" for repeated disruptive or unacceptable behaviour such as pushing, biting, or hair pulling. This is a brief time spent away from fun activities and other children, usually one minute per year of their life. They are then allowed to re-join the group. The children respond well to this; it is gentle but firm.

When can we talk with our child's teacher?

If you have any concerns or would just like to discuss your child's progress you can contact the office and we will arrange an appointment as soon as possible with the class teacher, usually within the next 2 working days. Arrangements can be made for your child to go to the creative/late class free of charge. For the Montessori classes parent/teacher meetings are held twice a year during November and June.

What is your photograph policy?

During the year we take photographs of the children in their classes, these photos are sometimes used on display boards, scrapbooks, topic folders and a few will go on our web-site. Occasionally visiting students take photographs for their project books. Please be aware that this is our **general policy**.

We formally request that when parents take photos or record video in the nursery, that you do not post any picture of a child other than your own on the internet. This is for security and privacy reasons.

If you would rather that your child was not photographed please inform us in writing. We now have an information Facebook page which will be used to share ideas, knowledge and create awareness of good practice for teachers and parents of Early Years children.

What is the Nursery's fee policy?

Our fee structure is included in the information pack, on our website and is on display in the office.

There is a registration fee of AED 500 which is non-refundable if a place is offered to your child.

Fees can be paid by cheque, cash or online transfer at the beginning of each term and are non-refundable.

The retainer system is a fee of AED 1000, payable on admission to the nursery. It is non-refundable and maintains your child's place in the nursery from term to term and year to year. It is deducted from the summer term fees of your child's last year in the nursery.

What is the Medical Fee?

The medical fee is an annual fee that covers the doctor's visits to the nursery. A doctor visits the nursery regularly in accordance with the requirements of the Ministry of Social Affairs, which is the licensing authority of nurseries in Dubai.

What is the main spoken language at the Nursery?

We teach through English and follow the British curriculum and we also incorporate other languages such as Arabic, French and Spanish through song and rhyme.

Does Little Land celebrate Religious Festivals?

Little Land's policy is secular and non-denominational. We celebrate Ramadan, Eids, Diwali, Christmas and Thanksgiving in a non-religious way, informing the children of the occasion, making cards and singing non-religious songs.

What are the nursery's environmental responsibilities?

Little Land is proud to recycle as much as possible. We work with other environmentally responsible organisations to facilitate our progress towards this goal and create new supporting initiatives. We ensure that the aims, methodology and results of each initiative are shared with the children who document our progress using artwork, stories and role-play as part of our quality improvement programme.

We are committed to the use of environmentally friendly cleaning products and use Tea Tree Oil as a natural disinfectant and micro fibre cloths.

We also conserve energy by turning off lights and air conditioning units when we leave the room.

What are your community responsibilities?

The nature of what we do means that we have many and varied commitments within the Community. These include themes that we educate our children about and that send a message to the broader community. A good example is that we advocate that car seats are used and support the "Buckle Up" campaign and the RTA's Child Safety Program. The collateral that goes with these campaigns helps to support this message to parents of children outside Little Land.

We provide advice and information regarding nutrition and healthy lunchboxes both online and in our classrooms and, in partnership with our dentist, provide an annual dental check-up for the children (with parental consent).

At Little Land, we see ourselves as a family and having over 20 nationalities at any given time provides us with ample opportunities to get involved with the greater community. In the past we have raised funds to support the victims of the Tsunami and others in need.

Currently, we are proud supporters of "Children of the Mountain", the charity which builds schools, trains teachers and provides classroom resources for the children of Tandrang, Nepal.

Please visit their website www.cotm.org.

We aim to show our children that there is another world where children are not so privileged and that education is where we can make a difference.

We are also sponsors of work experience students from all nationalities and cultures. We will inform you if a student is on a placement in your child's class.

Thank you for reading our information, you are welcome to call us or visit the office for further information.

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