

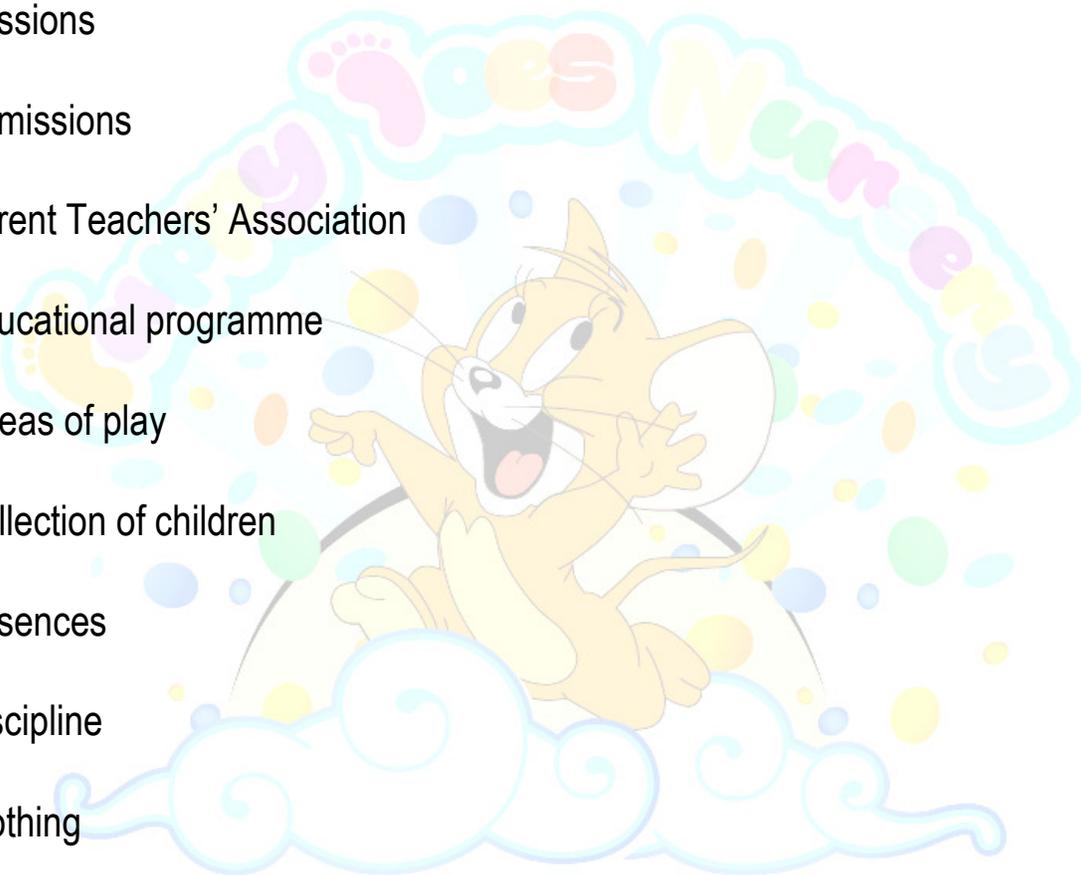
PARENTS HAND BOOK



Tappy Toes Nursery
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CONTENTS

- Welcome letter
- Introduction
- Sessions
- Admissions
- Parent Teachers' Association
- Educational programme
- Areas of play
- Collection of children
- Absences
- Discipline
- Clothing
- Jewels
- Birthdays
- Toys/sweets
- Educational Visits



Dear Parents,

We are delighted to welcome you to Tappy Toes Nursery and feel sure that your child will be happy here. In our Nursery we aim to provide a caring, happy and stimulating environment for children. We recognize the importance of staff, parents, caretakers and children working together in partnership to ensure the best possible start for the children.

Our Nursery values all its children equally and we strive to help them to build on their strengths and overcome their limitations. They pass through our Nursery just once and we aim to give them the best possible start in preparation for their school lives.

It is a great privilege and an enormous responsibility working with young children and our staff recognize this and work together to give the children the very best possible experience. We do hope that our booklet answers the many questions about our Nursery and its routine etc that may have occurred to you.

However, if there is anything else you wish to know please do not hesitate to contact us and we will be pleased to help you.

Yours Sincerely

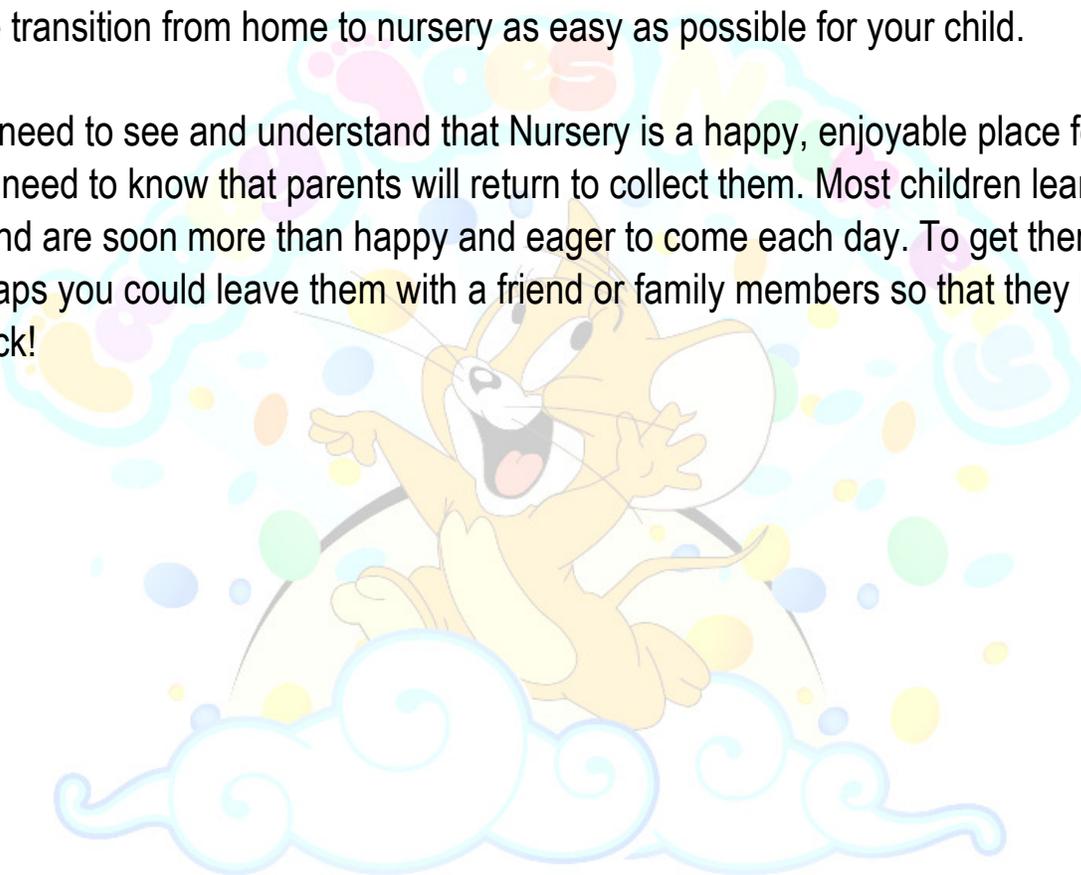
Ms .Sophia Dennis
Ms. .Sonia Subash

INTRODUCTION

When your child first starts Nursery, we ask you to be prepared to give them lots of support whilst they adjust to this new experience. At this time your child needs your individual attention, so if at all possible leave any younger children at home with a neighbor or friend. It doesn't help a child's feeling of apprehension to see mum and baby go off together when they are expected to stay.

Children settle into Nursery differently, some will be fine from day one; others will need a lot longer and a great deal of support from parents and staff. Together we will do our best to make the transition from home to nursery as easy as possible for your child.

Children need to see and understand that Nursery is a happy, enjoyable place for them to be and they need to know that parents will return to collect them. Most children learn this very quickly and are soon more than happy and eager to come each day. To get them used to this perhaps you could leave them with a friend or family members so that they know you do come back!



SESSIONS

Morning Session

8.30 am - 13.00 pm

Afternoon Session

13:00 pm- 18:00 pm

Please make sure you are on time collecting your child.

The aims of Tappy Toes Nursery:

The Nursery aims to create a caring, learning environment in which children feel happy and secure. A place where children form good relationships with children and adults alike. Children are encouraged to achieve their full potential through a structured approach to learning.

Children learn from active involvement in relevant experiences and therefore a wide selection of stimulating activities are offered to the child within their time in Nursery. Tappy Toes Nursery offers a sound foundation in all areas of the Montessori Curriculum (see section on Curriculum).

The Nursery aims to foster a very close link with parents. When parents and teachers work together children gain enormously, not only in increased interest and learning but also in increased happiness and involvement in school activities.

We aim to equip children with skills for their immediate future and for their adult lives: not only in their academic attitudes but also orally, socially and emotionally. We value all our children and all their contributions to school life.

ADMISSIONS

We take children from 3 Months to 4 years birthday or at any time after that should you move as long as we have Nursery places.

HOME / SCHOOL LINKS

We firmly believe that parents and school working together will benefit your child. We send newsletters in addition to a variety of information slips. We keep you informed of things like:

Our topic & planning for the week

Any meetings that are being held which you need to attend.

Things we'd like your support with, help in the nursery, collection of junk, any object

HELPING YOUR CHILD

It is important to spend time talking and listening to your child. Have a good selection of picture and storybooks at home and try to read one at least once a day.

Encourage your child to draw, paint and color. You can use any paper – old wallpaper, the back of birthday cards etc.

Help him/her to use scissors – small ones made specifically for children are the best (and safer). They can cut out pictures from magazines; old catalogues etc. and glue them onto paper. Glue stick – such as Pritt – is probably the least messy!

If you want to teach your child to write his/her name please U do not use all CAPITAL LETTERS. We teach the children to write their names by writing Sophie and not SOPHIE. It is also important that your child learns both the Names and the sounds of the letters of the alphabet.

Please talk to your child about what is good behavior in Nursery – being kind to each other, not breaking toys and resources.

Parent helpers

We are always pleased to have extra help. Parents who have any time to spare are very welcome to help in the Nursery. There are a wide variety of activities you can get involved in including:

Working with small groups of children in their play activities

Helping prepare resources for craft activities

Working with small groups of children when they do cooking activities

Helping out on local trips

Sharing your talents and expertise with the children e.g. if you play a musical instrument

EDUCATIONAL PROGRAMME

The Foundation Phases

Tappy Toes Infants is for the new Foundation Phase.

Cutie Pie from 3 months upto 12 months

Cuddle Cubbies from 12 months to 24 months.

Busy Bees from 2years to 3years

Little Explorers 3years to 4 years

The aims of the Foundation Phase are to raise children's standards of achievement enhance their positive attitudes to learning address their developing needs enable them to benefit from educational opportunities later in their lives help them become active citizens within their communities.

All work in the Nursery covers the seven areas of learning outlined in the Montessori Curriculum.

These are:-

Personal and Social Development, Well-being and Cultural Diversity
Language, Literacy and Communication Skills
Mathematical Development
Knowledge and Understanding of the World
Physical Development
Creative Development

Brief outlines of these areas are listed below.

PERSONAL & SOCIAL DEVELOPMENT, WELL BEING and CULTURAL DIVERSITY

Children learn about themselves, their relationships with other children and adults, both within and beyond the family.

They are encouraged to develop their self-esteem, their personal beliefs and moral values. They develop an understanding that others have differing needs, abilities, beliefs and views. They will have opportunities to celebrate different cultures and recognize and gain a positive awareness of their own and other cultures.

They will become increasingly aware of the traditions and celebrations that are important aspects of the cultures within Wales.

Children are supported in becoming confident, competent and independent thinkers and learners.

Positive attitudes for enjoying and caring for their environment are fostered.

LANGUAGE, LITERACY and COMMUNICATION:

Children are immersed in language experiences and activities - their skills develop through talking, signing, communicating and listening.

They are encouraged to communicate their needs, feelings and thoughts, retell experiences and discuss individual and group play.

They are encouraged to listen and respond to others, to the variety of life experiences that their peers bring to the learning environment and to a range of stimuli.

They will have opportunities to choose and use reading materials, understand the conventions of print and books and be given a wide range of opportunities to enjoy mark making and writing experiences.

They will be helped to develop an awareness of Arabic as a country with two languages, and to show positive attitudes to speakers of languages other than their native language.

MATHEMATICAL DEVELOPMENT

Children develop their knowledge, understanding and skills of mathematics through oral, practical and play activities, including number rhymes, songs, stories and counting activities from Wales and around the world.

They solve simple mathematical problems, communicate and reason mathematically, exploring and discussing mathematics in a wide variety of activities across the curriculum.

They use numbers naturally in their play and daily activities. They sort, match, sequence and compare objects and events, and create simple patterns and relationships.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD

Children will experience the familiar world through enquiry, investigating the indoor and outdoor environment in a safe and systematic way.

They will be given experiences that help them to increase their curiosity about the world around them and to begin to understand past events, people and places, living things, and the work people do.

Using all their senses, they will be encouraged to enjoy learning by exploration, experimentation, enquiry, asking questions and trying to find answers.

They will learn to demonstrate care, responsibility, concern and respect for all living things and the environment.

They will develop and communicate an increasing range of appropriate vocabulary.

PHYSICAL DEVELOPMENT

Children's physical development, enthusiasm and energy for movement, should continually be promoted through helping them to use their bodies effectively, by encouraging spatial awareness, balance, control and coordination and developing motor and manipulative skills.

They will develop their gross and fine motor skills, physical control, mobility and an awareness of space, using large and small equipment, across all areas of learning, indoors and outdoors.

Children will be encouraged to enjoy physical activity. They will be introduced to the concepts of health, hygiene and safety and the importance of diet, rest, sleep and exercise.

CREATIVE DEVELOPMENT

Children should be continually developing their imagination and creativity across the curriculum.

Their natural curiosity and disposition to learn should be stimulated by everyday sensory experiences, both indoors and outdoors.

Children should engage in creative, imaginative and expressive activities in art, craft, design, music, dance and movement.

AREAS OF PLAY

Children come to Nursery to gain new learning experiences. All of these experiences are learnt through enjoyable activities - involving play. There are five areas of play that should and will be available daily to children whilst at Nursery, these are:

IMAGINATIVE

e.g. Role Play - through the home corner, shop hospital etc. Small world play - doll's house, garage, farm.

CREATIVE

e.g. Painting, play dough, cutting and sticking, craft, junk modelling and music.

INTELLECTUAL

e.g. Books, rhymes, matching and sorting games, puzzles, construction toys, e.g. duplo, stickle bricks, popoids etc

PHYSICAL

Gross - e.g. large outdoor apparatus, climbing frame, trucks, bikes, scooters, Gymnastics, Music & movement, hoops, balls, beanbags etc.

Fine - e.g. threading, puzzles, play dough, small world and construction, water and sand play
EXPLORATORY

e.g. Sand –wet/dry, water, seeds and plants, animals, material and textures.

COLLECTION OF CHILDREN

Children must be collected by an adult who is known to us. If for any reason none of the people listed can collect your child on a particular day, we will need to have some sort of notification. We do not under any circumstances allow our children to go with strangers. For safety reasons NO Nursery child is allowed to go home except in the care of a responsible adult - either parent or someone appointed by the parent.

ABSENCES

When children are absent we need to know the reason - please write an explanatory note or telephone. Absences are monitored very carefully.

All absences must be reported to the teacher or Head teacher by letter or telephone as soon as possible.

Contact Details are as below:

Phone: 04 [3450333](tel:3450333)

Email: admissions@tappytoesnursery.com

SNACK

Please ensure that you provide in your child bag a drink of milk and water, pair clothes, diaper if not toilet trained along with the snack box.

DISCIPLINE

We believe that discipline should be firm but gentle. Children need to know where they stand and respond well to routine and rules they understand. We follow the UAE guidelines on assertive discipline.

CLOTHING

Nursery is a very active place; your child will be helped by being sensibly dressed. Often a child of this age will leave it to the last minute to make a dash or tell the staff they want to go to the toilet so please help your child by not dressing them in clothing that presents difficulties, like dungarees and tight jeans.

Children at Nursery must have the opportunity to use paint, glue and do “messy” creative activities. They do wear protective aprons but do remember that they are not expert with the tools that they are using - accidents do happen. All our paints are water based so soaking should remove stains, but sometimes dark colors on white garments leave marks, it is unnecessary and distressing to see a child inhibited because they know Mum will be annoyed if they get soiled. Please, label all your child’s clothing.

Please also remember that in order for your child to take part in all activities safely they should wear sensible (flat) shoes. Footwear not suitable for Nursery, e.g. heeled shoes and strappy sandals, which are potential safety hazards, will be discouraged.

JEWELLERY

We strongly recommend that your child does not wear earrings to Nursery. We cannot accept responsibility for accidents concerning jewellery or its loss.

BIRTHDAYS

On your child’s birthday if you would like to provide a cake (nothing elaborate - the number of candles are more important than the cake!) we will make a fuss and sing ‘Happy Birthday’. These parties hold a great deal of pleasure for the birthday child and all the other children.

TOYS AND SWEETS

Please discourage your child from bringing toys and sweets from home to Nursery.

EDUCATIONAL VISITS

We conduct various education visits to groom your child to gain more and learn new things that's happening around them. Such Visits and its benefit shall be updated to you.



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