



RAFFLES
INTERNATIONAL
SCHOOL (NURSERY)

RAFFLES NURSERY

WELCOME PACK

EARLY YEARS NURSERY

ARABIAN RANCHES
DUBAI MARINA
HATTAN GARDENS
LAKES
TOWN CENTRE

PO Box 122900 Dubai UAE Tel +971 4 4271200 Fax +971 4 4271201 www.rafflesis.com



GENERAL

Thank you for your interest in enrolling your child at one of our Raffles International School (RIS) Nurseries, Dubai, UAE. This Welcome Pack contains general information about the nurseries as well as details of the procedure to follow in applying for admission at RIS. If you have any questions that are not answered, please feel free to contact our Admissions Office at:

RAFFLES INTERNATIONAL SCHOOL
UMM SUQEIM 3, STREET 20
Tel: +971 4 4271241
Email: nurseryadmissions@rafflesis.com
Website: www.rafflesis.com

ADMISSION CRITERIA

We welcome new registrations throughout the academic year. However, most students commence their studies at the beginning of the academic year in September. Assessment of the student may be carried out prior to admission depending on the age. Students of any nationality, belief or race who have been so assessed would be admitted based on available spaces.

In the absolute discretion of the School, priority could be given to children of the staff of the School or where there are siblings already studying in the School. The School will endeavour to admit the students in the nursery of their choice.

All admission decisions of the School are final.

ADMISSION PROCESS – OVERVIEW

Initially a fully completed online application must be submitted. This can be completed, for the nursery of your choice at www.rafflesis.com. Following your submission, our Admissions team will contact you regarding the availability of a place for your child and will advise you of the full admission process.

ORIGINAL DOCUMENTS

The following original documents and supporting copies must be provided to secure the student's place.

- One copy of the student's and parents' current and valid passport
- One copy of student's and parents' current and valid UAE residence visa
- One copy of the student's birth certificate (in English or Arabic)
- One copy of the student's Emirates identification card
- Four (4) passport sized photographs (colour) of the student
- Latest copy of the student's Medical Immunisation Record
- Completed and signed copy of the Clinic and Permissions Pack
- Signed copy of the Terms and Conditions

Note: Applications will not be confirmed until all information and payment of the appropriate fees have been received.

AGE GUIDELINES

As students join RIS from countries and educational systems around the world, the exact age requirements for each year group varies. The final decision on the class a student is to join will be dependent upon the admission interview, and if necessary an assessment, at the time of application. Children must be fifteen (15) months and less than four years old at the time of registration at the start of the year. If children are assessed as developmentally ready for being promoted to the next age grouping during the academic year, the recommendation for promotion will be discussed with the parent at the time and promotion will take place after receiving parental approval.

ADMISSION PROCESSING

The time required to process admission applications varies from a few days to a few weeks depending on the documentation required/provided, necessary assessments and approvals.

Nursery students and parents are required to meet with the Vice Principal to assess the child's suitability and degree of readiness to start at nursery. Where appropriate, the child's report from his/her previous setting might be required.

Please note that we are unable to provide for children with special needs/disabilities. Where requests are made, they will be decided on a case by case basis.

RIS accepts applications throughout the academic year for the current and future academic years. Acceptance for the current academic year will be dependent on the places available at each nursery at the time of application. New applications for each new academic year will be re-confirmed after the re-enrolment process for returning students is completed and the final conditions for admission have been determined. This will usually be completed by the end of March before the commencement of the new academic year in September of that year.

ADVANCE REGISTRATION

Raffles International School accepts advance registration for the following two academic years ahead of the current academic year, subject to available places for the age and in the relevant academic year. Such registration, if accepted, will require a one-time payment of prescribed non-refundable registration fee.

FEES PAYMENT

All fees must be paid **prior** to a student starting at RIS. If the fees are to be paid by an employer, our finance team will provide the parent with an invoice for which the employer will have to provide payment as per our Terms and Conditions. Students will **not** be allowed access to the nursery until full payment of the fees has been received. Full details of our fees can be found on our website.

PERMISSION FORMS

Before the student arrives at RIS, all permission forms contained in the **Clinic and Permissions Pack** must be submitted to the nursery's Vice Principal. In addition, a signed copy of our **Terms and Conditions** must also be received. This will help us serve the student in the days and months to come.

EARLY YEARS PROGRAMME

At Raffles International School (Nursery), we believe that by unlocking a child's creative potential, learning is maximized through a sensory, visual, auditory, and kinesthetic experience. This creative approach, along with a focus on the important six areas of learning for early years, combines to offer an integrated holistic learning programme where independent learning, curiosity and enthusiasm are developed. Research tells us that young children learn best through practical and hands-on play experiences and exploration. The seven areas of learning combine with this approach to lay the foundation for future learning. The following outlines some of the key concepts in each area:

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

This area of learning is about emotional well-being, knowing who you are and where you fit in and feeling good about yourself. It is also about developing respect for others, social competence and a positive disposition to learn. Children will have the opportunity to:

- Develop care of self and the environment
- Take turns, share and play appropriately
- Build confidence and self-esteem
- Understand right from wrong
- Understand and value differences between people, cultures and religions
- Develop independence
- Adjust to change
- Express feelings appropriately

COMMUNICATION AND LANGUAGE LITERACY

These areas of learning include communication, speaking and listening, developing a love of books and stories, and developing important skills for future reading and writing. Children will have the opportunity to:

- Enjoy listening to and using spoken and written language and readily turn it into play and use it to communicate their needs with others
- Extend their vocabulary and develop language skills
- Listen to and join in with stories, poems and songs, one to one and also in small groups
- Show interest in illustrations and print in books and in the environment
- Learn how to handle books carefully and appropriately
- Engage in activities requiring hand-eye coordination and use one-handed tools and equipment
- Use puppets and props to make up or retell stories
- Listen to stories through the means of ICT and story tapes
- Contribute photo, drawings, favourite pictures, and artefacts towards child's own personal diary and encourage turning pages, looking and talking about books
- Begin to use anticlockwise movement and trace vertical lines
- Use a variety of crayons, pencils and thick chalk and learn to hold in correct pencil grip

MATHEMATICAL DEVELOPMENT

This area of learning includes counting, sorting, matching, pairing, seeking patterns, making connections, working with shapes, space, volume, and developing appropriate mathematical vocabulary. Children will have the opportunity to:

- Enjoy joining in with number rhymes and songs
- Use numbers and mathematical concepts in play
- Compare groups of objects and organize objects into groups or classification
- Use shape in play and with puzzles, and be aware of shape in the environment
- Observe and use positional language
- Have the opportunity to construct large and small equipment
- Have the opportunity to engage in sand and water play to measure and pour
- Develop an awareness of time, order and sequencing of events

PHYSICAL DEVELOPMENT

Physical development is intrinsic in everything young children do. Racing around on toy tractors, organizing the play farm or rolling out some play dough are all everyday examples of children's growing physical skills. It helps children gain confidence in what they do and enables them to feel the positive benefits of being healthy and active. Effective physical development helps children develop a positive sense of well-being. Children will have the opportunity to:

- Explore a range of outdoor and indoor large play equipment in a range of ways such as climbing, jumping, balancing, crawling, sliding and rolling
- Construct with large materials such as planks, blocks, cartons and lengths of fabric
- Operate large and small equipment by means of pushing, pulling and turning
- Engage in activities requiring hand-eye coordination such as puzzles, threading, posting, play dough, pouring, stacking and small world equipment
- Explore the dress up clothes, hats, costumes, masks and develop independent dressing skills and observe self and others in mirrors
- Show an awareness of space, themselves and others through movement to music, dance, actions to songs, outdoor games, water play and ride on equipment
- Use a range of mark making tools both vertically (murals) and on flat surfaces of various levels (table top, floor, pavement, sand)
- Explore sensory materials such as shaving foam, slime, sand, mud, rice, textured paper/fabric

UNDERSTANDING THE WORLD

In this area of learning, children are developing crucial knowledge, skills and understanding which help them to make sense of the world. This forms the foundation for later work in science, design and technology, geography, history, and ICT. Children will have the opportunity to:

- Show curiosity and observe and manipulate objects
- Investigate construction materials and small world equipment
- Use a range of objects and tools safely and appropriately
- Observe changes in the environment, weather and living creatures
- Have opportunity to be involved in long term growing projects i.e., seeds/plants/vegetables
- Explore their environment and notice features in the place where they live and natural world
- Gain an awareness of the cultures and beliefs of others

EXPRESSIVE ARTS & DESIGN

Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another and to extend their understanding. This area of learning includes art, music, dance and movement to music, role play and drama, and imaginative play. Children will have the opportunity to:

- Explore colour, shape, pattern, form and space in 2 and 3 dimensions
- Recognize how sounds can be changed; sing simple songs from memory and make sounds and with body rhythm and musical instruments
- Listen to a range of music/rhythm/instruments
- Make constructions, collages, paintings and drawings using a range of media and materials
- Learn through all of their senses
- Use imagination and ideas, and communicate some of those ideas to others
- Use their bodies to explore texture and space
- Work creatively on a large and small scale
- Use a range of tools and materials with assistance

DAILY ORGANISATION AND ROUTINES

PARENT COMMUNICATIONS

Our notice boards are regularly updated with any issues which need to be brought to the immediate attention of parents. Equally regular e-mails are sent out. Our monthly newsletter which is available on our website www.rafflesis.com provides a review of previous activities, a guide for the upcoming topics and events and articles of general news and interest. Please take time to read this as it is both advisory and informative.

PARENT TEACHER CONFERENCES

A parent/teacher conference is held twice a year in the first and second term to give parents a formal opportunity to discuss your child's progress with the class teacher. In addition, further detail of each child's progress is conveyed to parent thorough written reports at the end of the first and third terms.

Equally, the nursery staff and Vice Principal have an open door policy and are available to parents and visitors at all times dependent of course on the needs of the nursery's daily operation.

PARENT INVOLVEMENT AND EVENTS

In order to promote good relationships with all parents, we provide opportunities for parents to become actively involved in the life of the nursery by attending and helping at the many events held during each academic year and volunteering to provide help where required.

We encourage all parents and their children to be involved in the events we organise each academic year. In particular, those organised to celebrate UAE national and cultural events.

ACADEMIC CALENDAR

The Academic Calendar is produced before the start of each academic year. This provides parents with details of the year's events.

COMMENTS AND COMPLAINTS

In the first instance, any comments or complaints should be raised directly with the Vice Principal at the nursery. This can be done in person, via e-mail or telephone. Alternatively, you may provide these in written form and place in our Parent Comments Box – this information can be named or be left anonymous if so wished. However, named comments are preferred as we would then be able to provide any parent with personal feedback. An initial response to named feedback will be provided within 48 hours. More detailed information, if required, will be provided within one week.

If a parent is unsatisfied by the response they receive to any comment or complaint they are free to contact the nurseries' Principal direct. She can be contacted on 04 427 1466 or via e-mail at nidao@rafflesis.com.

NURSERY TIMINGS

Normal timings for the nursery are 8:00 a.m. until 2:00 p.m. and extended day timings are 8:00 a.m. until 4:00 p.m. Children should be in their class by 8:30 a.m. – dropping off after this time can be disruptive to the flow of the classes. Please pick up your child promptly at dismissal time. Very young children gain security by being picked up at the same time every day.

An early pick up at 12:30 p.m. is recommended for our toddlers and younger students who require a nap around this time. All children are welcomed personally by their classroom teacher and we encourage parents to allow children to walk to their classroom independently.

POLICIES & PROCEDURES

Raffles Nurseries have several Policies and Procedures in place which include all aspects of Child Health, Safety and Protection. These Policies and Procedures are kept in a file in the Vice Principal's office should you wish to take a look.

STUDENT DROP OFF/PICK UP/EMERGENCIES

Children may only leave the nursery at the end of the day with their parent, or authorized persons (e.g. nanny or driver or emergency contact adult). The appropriate authorization form should be completed and signed. Should you wish to make an alternative arrangement, you should inform the Vice Principal before 12 noon.

If a child is not collected by the due time, the nursery Vice Principal will contact the parent by telephone to follow up on the situation. If a parent is not contactable, the emergency contact will be informed of the situation and a decision reached on the best care of the child until such time as the parent is contactable. The child will be cared for by a member of the nursery staff until the situation is resolved.

In an emergency situation, such as an unexpected serious family illness or car accident, children can be welcomed into the nursery from 7:30 a.m. once the nursery staff have arrived for duty.

TRANSPORTATION

Currently, a transportation service to and from select communities is available through an outside provider. Parents need to remain vigilant about safety when dropping and collecting their children from nursery. Parents are advised to drive slowly and carefully in the nursery proximity and within the car park area.

SECURITY AND SAFETY

Great care should be taken when escorting children from the car park to the nursery itself and please ensure that a tight hold is kept on the children to prevent any accidents.

Student swipe cards will be issued to all our new students so please remember to ensure that your child swipes their card as they arrive and leave each day. It is important for security purposes that your child swipes in and out daily.

There is a security guard permanently located on site during school hours. The guard is responsible for signing in/out procedures, locking and unlocking the premises and maintaining general order. No trespassers are permitted. The premises are equipped with closed circuit cameras to ensure students' safety and security at all times.

All visitors who enter the nursery must wait at the waiting area to be greeted by the Vice Principal and sign in a visitor's book. Any visitors must provide valid identification before being allowed to enter the premises beyond the reception area.

CHILD PROTECTION/SAFEGUARDING

It is our belief that children's overall welfare and protection are paramount and parents should be aware that we have a policy on Child Protection in place. The nursery Vice Principal is the Designated Person or the named staff member responsible for Child Protection. Any concern about a child's welfare will be first raised with the Vice Principal. We endeavour to be sensitive to all involved in any child protection issues.

ATTENDANCE

Consistent attendance is very important for proper progress throughout the nursery school year. It contributes to a sense of well-being in the children and they settle into a routine quickly when they attend the nursery on a regular basis. Habitual attendance also helps the children develop friendships within their environment. Parents are urged to ensure that their children attend the nursery regularly.

ABSENCES

If your child is going to be absent please contact the Vice Principal. If you anticipate a period of extended absence, please notify the Vice Principal in writing.

PARENTAL ABSENCES

Should you anticipate being away from home for an extended period, the Vice Principal should be informed of this absence in writing. This must include the name of the adult who will be assuming responsibility for the child's welfare during the absence.

SNACK AND LUNCH

As normal nursery hours for the children are from 8 am – 2 pm, they will have access to both a morning snack and lunch. All snacks are provided by the parent. An option of a cooked lunch provided by the nursery is offered at an extra charge. As an alternative to the cooked meal, parents may provide a packed lunch for their child. Whichever option is requested, all children must be supplied with a water bottle for use throughout the day.

The nursery follows a 'healthy eating' policy and all classes are nut, chocolate, crisp and 'fast food' free. We recommend fruit, yoghurt, sandwich or crackers and a healthy beverage (milk, or juice). These should be packed in a lunch box that is clearly labelled with the child's name. Please do not send items that require refrigeration or heating. To keep packed lunches cold, a re-freezable ice pack should be inserted into the box to prevent any unacceptable levels of deterioration of food.

SETTLING IN POLICY

For the first few days of the settling in process, it is preferable for you to be available on the premises or nearby as your child will need to gradually build up to full nursery hours. However, we encourage parents to proceed with the separation process as soon as it is deemed suitable for your child.

It is our aim to make the whole experience of starting nursery as positive as possible for both your child and yourselves. In order to achieve this, we adopt a flexible approach to settling children in; children are all so different. Some will be happy to wave you off from day one whilst for others it may well take a number of weeks. What is important is that we give you and your child time to become familiar with the new environment, friends and teachers. The process below is a guideline only and will be adjusted to suit each child's individual needs. Agree with the class teacher on a daily basis what you both think would be the best approach for your child.

First day | We suggest that you do not leave your child at all on the first day, but rather spend approximately half an hour to an hour with your child playing with them in their new classroom. Help them to familiarize themselves with the bathrooms, their favourite areas and activities as well as get to know their teachers and friends.

Second day | Please make time to spend around 20 minutes to half an hour playing with your child in the classroom and attempt to leave the room for the same amount of time. Please do not sneak away unobserved by your child but say a quick goodbye and reassure your child that you will not be far away. It may be helpful to give them a reason for your absence, for example, that you need to pop to the bathroom or supermarket. Leaving an item of your own belongings with them as a token that you will return can often be a good idea – on one occasion one brave dad even left his mobile phone! You do not need to leave the building if you do not want but please ensure that you return to the class when promised.

Third day | Once again, please take time to stay a while with your child, engaging them in an activity they enjoy. After approximately 10-15 minutes, say a quick goodbye. The goodbye needs to be quick as hovering nearby only prolongs your child's initial distress. On this day, please arrange with your child's teacher how long they and you feel your child should be left. Building up the time being spent away from you slowly will give your child the confidence that you will indeed return.

Fourth day | Attempt to spend no more than 10 minutes settling your child, once again a quick goodbye, again arranging with the teacher the amount of unaccompanied time that your child is able to cope with.

Fifth day | Once again, please attempt to take no more than 10 minutes settling in your child, with a quick goodbye when the time comes and arranging for a suitable time for your return. A full session may be attempted in their second week, if you and the teacher feel this is suitable.

It is possible, if your child does not separate willingly, that at some point they may need to be physically taken from you, please rest assured that they will get plenty of cuddles and reassurance and will not be left distressed for too long. If at any point, we feel they cannot be consoled or distracted we will contact you immediately.

Please make sure that during this settling-in period you are contactable at all times. Please understand that we wish this to be a positive experience for your child and appreciate your support in helping us to achieve this.

CLASSROOM MANAGEMENT

Our method of classroom management is based on respect: respect for self, respect for others and respect for our environment. Our classrooms have three common goals for all children:

- Self-direction – We want children to become independent learners. Our mission is to spark the natural curiosity within each individual child, creating enthusiastic and confident learners.
- Community feeling – We wish our students to express themselves politely and confidently with excellent interpersonal skills.
- Independence – Children want and need to experience the world on their own. We give them the necessary tools, guidance and opportunities to develop independence and self-reliance in a supportive, caring environment.

BEHAVIOUR/DISCIPLINE POLICY

Our philosophy of discipline is based on the understanding of discipline as a positive internally motivating force. When allowed and encouraged to develop within a child, discipline is one of the single most important means that a child has towards making appropriate and correct decisions in his or her life. Our discipline procedures are therefore designed to encourage and assist children in developing their own internal discipline. We encourage appropriate behaviour through the use of positive reinforcement techniques.

BIRTHDAYS / CELEBRATION OF LIFE

We will be delighted to acknowledge your child's birthday in school. This will be organised by the teacher to fit in with the daily routine of the class. However, birthday cakes and class parties are discouraged and we prefer party invitations not to be given out in school. Please note that our 'Healthy Eating' policy applies to birthdays as well. A healthy snack can be provided to be shared by the class (for example fruit skewers). Alternatively, small cupcakes with very little icing can be provided and these will be handed out to children at pick-up time to take home. Preferably, these should be individually wrapped or boxed.

TOYS

We kindly ask for all toys to remain at home. Toys in the nursery detract from the well prepared learning environment. At this age, children have not yet developed the social skills of sharing personal belongings. However, children are welcome to bring in objects for 'Show and Tell' that are relevant to the theme being covered.

RAFFLES NURSERY

CLINIC INFORMATION

OVERVIEW

This Information Pack outlines some of the policies governing the clinical and nursing care functions of the nursery clinic.

The primary roles undertaken by the nursery clinic are as follow:

- Provide first aid or emergency care to sick or injured students.
- Assist Nursery Medical Officer (or Nursery Doctor) in conducting medical examination of the students.
- Assess students to detect early signs and symptoms of health problems which will affect learning.
- Monitor and maintain growth and development of students.
- Administer nursing care appropriate to the identified nursing needs of the students.
- Plan, implement and evaluate health education programme for students.
- Plan, implement and evaluate immunization programme of all the students in the Nursery under the supervision of School Health Services staff of Department of Health and Medical Services (DOHMS).
- Maintain and submit required records and reports as per guidelines.

If you have any queries relating to clinical administration, please speak with the nursery nurse or the Vice Principal. Alternatively, the Vice Principal can get our nursery doctor to contact you direct.

HEALTH POLICIES

The nurse will provide full-time medical services on site for minor ailments. If your child is attended to by any of our medical staff, a note will be sent home. Your child's medical records are kept at school - please assist us in keeping them updated should any changes occur. Please inform the nurse of any new vaccinations that your child has. The nurse's clinic is not fully equipped to deal with extensive medical conditions. The nursery is permitted to store only those medications as per guidelines from the Ministry of Health. For children who are on medication not included in the Ministry of Health Medication guidelines, parents must provide a prescription from the doctor with complete medical history and fill in the appropriate authorisation form. Medication will only be stored for a certain period of time.

CARE OF MILDLY ILL CHILDREN

The best place for a sick child is at home. If your child has been vomiting or has diarrhoea, please keep the child at home for 24 hours. Parents are required to collect their children within one hour of notification of an illness. Ill children are provided with a quiet place in the medical facility to rest.

RAFFLES INFECTION CONTROL POLICY

In order to reduce and minimize the spread of illnesses in the Nursery the following regulations shall apply:

1. Please **do not** send your child to the Nursery if they have:
 - A fever
 - A skin rash
 - Vomiting (not to return to nursery for 24 hours after the last vomiting episode)
 - Diarrhoea (not to return to nursery for 24 hours after the last diarrhoea episode)
 - A persistent cough

- A heavy nasal discharge (Note: For students with a small cough and/or a clear nasal discharge, they will be allowed to attend class).
 - Red, watery and painful eyes.
2. If they have an infected sore or wound, it must be covered by a well-sealed dressing or plaster.
 3. If your child is assessed by the Doctor and/or nurse, and deemed to be a possible source of infection to other students, you will be contacted to take them home immediately.

Please inform the nursery if your child has been or is being treated for a medical condition.

POLICY ON ACCIDENT AND EMERGENCIES

1. Nursery nurse or nursery personnel shall notify the parents or guardians in the event of accidents and/or cases of emergencies.
2. Nursery nurse shall ensure that the parents or guardians have authorised the administration of emergency medical treatment for the sick or injured students, prior to transferring them to the emergency care facility.

POLICY ON MEDICATION

1. Medication will not be dispensed unless it has been prescribed by a doctor and written authorised permission from parents has been received. Any exceptions to this must be agreed to by our nursery doctor and subsequently authorised in writing before administration can be allowed.
2. All prescription medications must be delivered by the parent or their authorised representative directly to the nurse. Such medication must be stored in their original pharmacy or manufacturer labelled containers, and in such manner as to render them safe and effective.
3. For such preparations, an individual authorisation form must be completed by the parent and given to the nurse along with the medication. In such cases, the parent accepts that the administration/application is undertaken at their own risk.
4. The student shall take the medication under the supervision of the nurse.

POLICY ON IMMUNIZATION

1. As the nursery will not be providing vaccination services, the nurse shall facilitate the vaccination process by sending regular reminders to parents, pertaining to vaccination requirements and timeline.
2. The parents are required to submit applicable vaccination documents to the nurse for record purposes.
3. The nurse shall maintain the cumulative Nursery Health Records on all enrolled students, and enforce DOHMS regulations and guidelines pertaining to immunizations.
4. If you have taken the decision not to vaccinate your child, you will be requested to sign a letter to this effect to be included in your child's health records.

POLICY ON REFERRAL TO HEALTH CARE PROVIDERS

For students who require referral to Health Care, Clinic of DOHMS or other Health Care providers, the nurse shall forward a Clinic Visit Form to the parents of the students.

CONFIDENTIALITY POLICY

Information in the student's Nursery Health Record will not be released to third parties, except with written permission from the parents or guardians, or a directive from DOHMS or other ministries.

FORMS AND DECLARATIONS

The following forms/declarations are required to be submitted to the nursery clinic **prior** to the child's commencement at the nursery.

- Updated Immunization Record
- Consent for the Administration of Medications
- Consent for Emergency Treatment
- Consent for Nursery Medical Examination
- Raffles Nursery Infection Control Policy
- Dietary Information

These forms/declarations are provided in the Clinic and Permissions Pack that is sent out with the Offer Letter.

As and when it is appropriate, parents or guardians may receive the following notifications from the nurse:

- Immunization Information to Parents (DOH/PHC/SHS-12)
- Other general illness or injury notifications such as: Hand Foot and Mouth Disease, Chickenpox, Head Injuries, Head Lice and Updating Immunisations Records.

ADDITIONAL PERMISSION FORMS

In addition the following Permission Forms must also be provided:

- Student Drop Off/Pick Up Authorisation Form
- Emergency Contacts Form
- Field Trip General Permission Form
- Photography Release Form