



Dear parents, the House of Colours would like to extend a warm welcome to YOU. Exciting times are ahead as we plan for the start of term 1.

Parents and staff Nursery website - [www.nurserycolours.com](http://www.nurserycolours.com)

This newsletter is to provide as much information as we can for all parents and children attending the House of Colours Nursery. The Nursery provides you with a **fantastic website**. **Parent participation with the Nursery is very important and we encourage each family to check the website** for all information on holidays, curriculum, special events and much more. I would like to first introduce to you the Senior Management Team (SMT who will be responsible for the administration, care and teaching of your child/children.



Miss Christine O'Connor  
Nursery Director

Nursery Nurse Examination Board (NNEB)

Council for Awards for Care, Health and Education  
(CACHE trainer - for the Early Years)

Special Educational Needs (SEN)

Higher National Diploma  
(In Hotel and Catering Management)

29 years Middle East  
caring and teaching experience

**PLEASE NOTE - The staff have planned three open days Tuesday 28<sup>th</sup>, Wednesday 29<sup>th</sup> and Thursday 30<sup>th</sup> August 2018 from 08.30am to 16.00pm** for you to bring your children and to stay with them, to see their new room and play and meet the staff to help them feel familiar with their new environment. Also for you to purchase the Nursery uniform/hat and pay the required term time fees.

**The START DATE for TERM 1 for all children is Sunday 2nd September 2018.**

We are offering the babies, toddlers, young and older children in the age appropriate wings, to have opportunities to gain a firm foundation for socialising, developing and learning together.

## New Nursery Nurse candidate for induction

Nurse Clinic  
(And Support Services)  
Telephone number  
Direct - 037612207  
Email [nurse@nurserycolours.com](mailto:nurse@nurserycolours.com)

### Health and Safety

**Fire prevention** - A fire alarm system is installed as per the Ministry of Civil Defence regulations with a current certificate. Fire evacuation practice is held EACH term and is included in the children's curriculum planning. Parents are required to "sign in and sign out" daily for their child.

**Sign in and sign out** - All parents will be required to sign in and sign out for their child on a daily basis - for use in fire evacuation purposes.

**A fully equipped clinic**-with medical equipment provided as mandated by the Health Authority of Abu Dhabi (HAAD)

**A GP Doctor** visits our clinic monthly on a Tuesday - available for advice on a range of medical issues. Our Clinic Nurse is also responsible for both kitchen and housekeeping staff

**Infection Control** - THE NURSERY IMPLEMENTS INFECTION PREVENTION AMONG CHILDREN IN THE NURSERY. PARENTS SIGN THE MEDICAL REDIRECTIVE FOR. AS STATED IN THE MEDICAL FORM:

IT IS VERY IMPORTANT FOR US TO MINIMIZE THE SPREAD OF PREVENTABLE ILLNESS IN CHILDREN AT OUR NURSERY. WE THEREFORE ADVISE ALL PARENTS TO REFRAIN FROM BRINGING YOUR CHILD TO NURSERY IF THEY ARE SUFFERING FROM THE FOLLOWING SYMPTOMS:

DIARRHEA    VOMITING    FEVER    SYMPTOMS OF FLU OR EXCESS COUGHING

YOUR CHILD MUST BE SYMPTOM FREE FOR 24-48 HOURS BEFORE YOU MAY BRING YOUR CHILD BACK TO NURSERY.

FOR COMMUNICABLE CASES, A DOCTOR'S CLEARANCE IS REQUIRED TO BE SUBMITTED IN THE CLINIC UPON RETURN TO THE NURSERY. IT IS A NOTE/REPORT FROM THE DOCTOR THAT STATES THAT THE CHILD'S CONDITION IS NO LONGER CONTAGIOUS AND IS SAFE TO RETURN TO THE NURSERY. IF YOUR CHILD DEVELOPS FEVER OR ANY SERIOUS INJURY/ILLNESS WHILE IN THE NURSERY, YOU WILL BE CONTACTED IMMEDIATELY TO COLLECT THEM.

**CCTV** - are in all rooms, hallways, garden and entrance area - viewed by the Director and Human Resource for Health and Safety

**Complete medical information** must be provided by the parents, in order for the staff to be aware of any child's medical condition, food allergies and other important information related to health or development. A picture of the child with their specific allergies are laminated and placed in the Kitchen and playroom/classroom to ensure that safety of the child is not put in jeopardy at any given time.

## Kitchen staff and Housekeeping

Experienced Kitchen staff

**Healthy menu - Food delivered daily with a recognised food licence** - (Baby Blooms and Poppy playrooms are not included) Fridges are available for bottles of milk and foodstuffs. Please ensure you label all the containers with your child's name.

Qualified and experienced **Housekeepers**

**Daily** schedule of **hygienic cleaning workload**

## Administration TEAM



**Macky Registrar**  
037612204 - EXT 159



**Hannah Accountant**  
037612204 - EXT 655



**Melle**  
Human Resource



**Andrea**  
Classroom support

**Full staff team** - Teachers and Learning Support Assistants (LSA's) pictures and child care qualifications are posted on our website. **The House of Colours Nursery has 100% QUALIFIED CHILD CARE STAFF**

**Annual academic calendar** - Term time dates and holiday dates is uploaded for **2018/2019**

Subject to change dependent on Abu Dhabi Education and Knowledge (ADEK) the called public holidays

**Terms and conditions** - Dates for advance fee payments. Term time fee prices are available from the accountant

**Uniforms with Nursery logo (Not required for the baby and toddler wing - 2 months to 2 years!)**

Available to purchase from the office staff during the first week of term

Choice of **6 colour t- shirts** - Orange, Red, Green, Yellow, Apple Green and Purple **Skort or short** - Navy Blue

**Hat** - for sun safety - Choice of colours - Pink or Blue. Mandatory for all children using our garden. The staff will use 1 passport photo of your child, which they will laminate and attach to the back of the hat so the child can easily find their own hat.

**Shoes** - A strict shoe policy will be enforced - for health and safety reasons Closed shoes only please - No crocs, flip flops or football trainers allowed

**Two teaching books** - Available to purchase from the office staff

1. **Nursery rhyme song book** - 200 songs used to teach in **all rooms**

2. **Jolly phonics letter sounds book** - used for teaching from **3 years old upwards**

**Parent letters** - any important letters/notes will be sent to the classroom - where parents will have to sign as having received them

## Floor Supervisors and Key Person responsibilities

**Floor Supervisors** - are experienced Teachers holding a Child Care qualification who also work in the classrooms with the **KEY PERSON** and are available to talk to parents on a range of Nursery related issues

**Key persons** are just that - the **KEY PERSON** who is specifically assigned to get to know your child to gain a bond with them - **PLEASE GET TO KNOW YOUR KEY PERSON AND FLOOR SUPERVISOR**

**Settling in observations** - Sent to parents after 6 weeks in the Nursery. Detailed observations of your baby/toddler/young child from Teachers/Learning Support Assistants, Floor Supervisors and Director

**Parent/team evenings** - These evenings are by appointment only and parents will be given dates in advance to book a 20 minute informal chat about their child's development. One meeting organised per term.



Floor Supervisor Elize Oosthuizen	Baby/toddler wing playroom names	4 playrooms 2 months to 2 years	Qualifications and Contact details
	Baby Blooms	2 months to 10 months	Telephone 037612204 Ext 258
Council Awards for Care, Health & Education Level 3 Early Childhood and Elementary Education Curriculum	Poppy	10 months to 1 year 3 months	Email supervisor1@nurserycolours.com
Special Educational Needs	Cherry Blossom	1 year 3 months to 1 year 8 months	
	Sunflower	1 year 8 months to 2 years	

All babies and toddlers in Baby Blooms and Poppy playrooms have the following recorded for parents to see daily. Drinking, eating, sleeping and pampers changes.

## General information

**Settling in your child** - Separation anxiety information is available

**Key persons** - A **KEY PERSON** is allocated for EVERY Babies, toddler and young child in the Nursery

**Bookings** - Parents can choose the times to book their child into the Nursery - either 07.00am to 14.00pm or 07.00am to 17.00pm (and can change their times too)

**Extra care** - This is available from 14.00pm to 17,00pm with clear terms and conditions - charged at 10aed per half hour for any time after 14.00pm. Please see our accountant for full details

**Birthdays** - Please see your Floor Supervisor for party arrangements

**Storage** - Cupboards will be labeled with a **picture and your child's name** to safely store any pampers or changes of clothes required for the week ahead. Chairs will be also be labeled with the matching picture.

**Toilet training** - This is done in partnership with the staff and parents - Information will be sent out to you by the Floor Supervisors

**Employee of the month** - Praise for the staff!

**Behavioural issues** - Biting and other behavioural issues do happen in any Nursery - We have information and help for you to manage this in partnership with the Nursery

## Parents - How can you help?

Below are details of a few **essentials your baby, toddler and child** will need

DAILY pampers and changes of clothes

Milk bottles (ready made up and named - the staff will explain to you our policy)


Individual containers with food stuffs (named)

Baby towels - your baby may need a bath whilst with us

Clear policies are in place for safe sleep, changing diapers, use of pacifiers, cleaning equipment and toys

Information is available for parents on **WEANING** as your baby grows



Floor Supervisor Jasmin Baliwas	Young child wing playroom names	4 playrooms 2 to 3 years old	Contact details
	Dainty Daisy	2 to 2 .5 years	Telephone 037612204 Ext 369
<b>QUALIFICATIONS</b> Council Awards for Care, Health and Education Level 3	Sunbeam	2 to 2 .5 years	Email supervisor2@nurserycolours.com
	Lavender	2.5 to 3 years	
	Rosebud	2.5 to 3 years	

## Education - Learning through play

**Playrooms and classrooms** - Ages and stages appropriate curriculum and equipment

**Curriculum** - Early Years Foundation Stage (EYFS)

**Daily Routines** - Each class follows a clear routine for all play (Includes garden, music and central area), sleeping and eating times. The Floor Supervisors can print a copy for you on your request

**Circle times** - children share their personal experiences (Hello songs, days of the week, counting the children, Introduce the themed topic of the week and or the special event, Review and new Jolly phonic letter sounds and song of the week)

**Free play** - children play with different toys of their choice

**Arts** - children encourage to channel their creativity with planned art and craft activities

**Music** - The children go daily to music room (musical sessions, story book with CD, Educational DVD and puppet shows)

**Garden** - Gross Motor skills (Large body muscles) children enjoy outdoor play with sand, water, climbing equipment, balls hoops, cars parachute and obstacle courses

Pre-writing skills - Fine Motor skills (Small hand muscles) Lots of activities are planned and resources are provided to help the children to develop their future writing skills

**Story times** - children enjoy story time with puppets, audio visual and dramatisation

**Mathematics** - children learn pre- number concepts through activities and audio I visual aids (differentiation activities)

**Simple science** - Life cycles and how plants grow

**Central free play area** - (Upstairs) Provided for social role play - Home corner, community workers, (Police, Firemen etc.) play shop, hospital and hairdresser.

**Parent information boards** - Located and displayed for all age groups in all the main wing hallways - with clear information on the following

### 17 Early Learning Goals - in both English and Arabic

Term time curriculum

Weekly planning

Jolly Phonics - Letter sounds

**SIMPLY TAKE A WEEKLY PHOTO WITH YOUR PHONE OR CAMERA TO KEEP TRACK ON WHAT THE PLANNING IS OFFERING YOUR CHILD. We Are Learning To (WALT).....**

**Special events** - Friends day, Mothers and Father's day, Spring hat competition, EID, Diwali, UAE National day, Flag day, International day, Dress up colours days - including "spots and stripes!"

**Bus outings** - Carrefour shopping mall and bakery, Zoo and park (Teddy bear's picnic) These trips are planned for the attending children upstairs who are 3 years and above and must be out of pampers. Subject to ADEK approval.

**Children with Special Educational Needs** (Now called "Children of Determination") are accepted on a case by case basis and we provide an Individualised Educational Plan (IEP) and Individualised Care Plan (ICP) to ensure that their extra needs are being addressed. Specific goals are set each term and will serve as guides for the whole teaching team, Nurse, Floor supervisor, Director as well as the parents of the child.

**Parent Participation Please (PPP!)** - Letters will be sent to all parents about the next week ahead, curriculum topic involvement and special events

**Children's certificates** - Presented monthly for:-

Sharing and caring

Helpfulness and cheerfulness

Improved English language conversation

Fine motor skills - (Small hand muscles)

### Eating snacks and lunches well

**Learning Journals** - Each child will receive a Learning Journal (LJ) This is a file to track their development and learning while attending the Nursery. Each week the staff will place an art work that the child has done AND a weekly photo is taken with a descriptor linked to the 17 Early Learning Goals (ELG's) (see separate attachment). Parents can view their child's LJ at the planned parent Teacher evenings. The LJ follows the child to the next class for the next Teacher to continue and can be taken home when the child finally leaves the Nursery.

### Learning through play - educational advice on the following subjects

Very young learners

Important activities

Nifty little fingers

Music and more

Creative Development

Physical Development

Role play

### Themed topics - term time planning examples

Myself and my family

Under the sea

Pets, farm and jungle animals


Transport - Land, sea, land and going on holiday

Mini - beasts - Small animals that wriggle, crawl, jump and fly


The 5 senses - Eyes (to see) ears (to hear) mouth (to taste) nose (to smell) hands (to touch)

Letter sounds - Jolly phonics programme - fun with 26 letters of the alphabet



Senior Floor Supervisor Joan Ebron	Older child wing classroom names	4 classrooms 3 to 3.5 years	Contact details
	Snowdrop	3 to 3.5 years	Telephone 037612204 Ext 147
<b>QUALIFICATIONS</b> Bachelor of science Psychology	Bluebell	3 to 3.5 years	Email supervisor3@nurserycolours.com
Post graduate Master of Arts in Education	Daffodil	3 to 3.5 years	
Masters in Special Educational Needs (SEN)	Rainbow	3 to 3.5 years	



Floor Supervisor Imelda Dy	Central child wing Classroom names	4 classrooms 3.5 to 4 years plus	Contact details
	Carnation	3.5 years plus	Telephone 037612204 Ext 123
<b>QUALIFICATIONS</b> Master of Arts Major in Mathematics	Cornflower	3.5 years plus	Email supervisor4@nurserycolours.com
	Tulip	3.8 years plus	
	Buttercup	4 years plus	

<b>Personal Professional Development (PPD)</b> <b>Ministry approved and in - house training</b>
<p><b>Director - Miss Christine O'Connor</b>          Leadership for Child Care professionals          Advisor Trainer for Child Care courses          Designated Child Protection Officer (DCPO)</p> <p><b>Staff training</b>          Recognising and reporting abuse (DCPO)          Fire safety awareness          Basic First Aid          Hand Hygiene          Theories of early childhood development          Roles and Responsibilities          Classroom management          Learning through play          Early Years Foundation Stage (EYFS)          3 prime areas and 4 specific areas          Social and Emotional intelligence          Language Development          Circle time</p>



Music and movement  
Sand and water play  
Mark making  
Jolly Phonics - Letter sounds  
Observing and assessing  
Special Educational Needs (SEN)

**Playroom and classroom lists**

**Your first day - Parents will be able to find their child's playroom or classroom displayed on the notice board in the garden entrance area. Staff will assist you to find your way :)**

**The START DATE for TERM 1 for all children is Sunday 2nd September 2018.**

**Once again we look forward to welcoming you and your baby, toddler or young child for a safe, happy and "learning through play" term times ahead.**

**Miss Christine O'Connor - Nursery Director and the magical team**