



CircleTime
Where buds bloom into flowers

T: 04 2677997
M: 056 5497635
www.circletimeuae.com
info@jazzrockers.com

PARENT'S HANDBOOK

About Circle Time

Circle Time is a perfect abode for preschoolers. This small and friendly place imparts a happy atmosphere. We aim at maintaining a positive relationship with our students as well as their parents. Our setting and staff is multicultural with children from different ethnic backgrounds. We have dedicated class rooms, with toilet and bathroom facilities. We have a good sized, soft surface class rooms with a variety of resources. We have enough qualified staff in each class room and a team of professionals working closely and supporting each other constantly.

Age Groups

- BUDS (Playschool) – Age Group 2 to 3 yrs.
- BLOSSOMS (Preschool) – Age Group 3 to 4 yrs.

Timings

- 9.00 to 12.00 noon (Morning Shift)
- 12.00 to 3.00 pm (Afternoon Shift)

Academic Term

- Term 1 : APRIL-MAY-JUNE
- Term 2 : SEP-OCT-NOV-DEC
- Term 3 : JAN- FEB- MAR

Vacation

- Winter Vacation- Dec Mid to Jan First Week
- Spring Vacation- Mar Mid to April First Week
- Summer Vacation- July and Aug



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RULES, REGULATIONS AND OTHER INFORMATION

- All **Circle Time** students must wear the ID card on all days.
- Proper uniform is a must for all students. It can be purchased from our office.
- All students must regularly carry his/her hand book.
- All information/ circulars will be conveyed through handbook, which must be signed by parent/guardian. If lost or misplaced a new hand book shall be provided at AED 15/-.
- Parents are not permitted in the classroom while the class is ongoing.
- Parents may speak to the respective admins/ branch supervisors/ operations in charge to convey a suggestion, feedback or complaint. You are requested to avoid direct communication regarding curriculum or classes with the instructors. Any communication with the Instructors can be done with prior appointment.
- Course fee and transportation fee for a particular month must be paid by 10th of that month.
- Kindly keep fee receipts for any clarifications you may have.
- If a student does not pay fees for 2 months consecutively, the management can choose to bar the student from attending further classes till all fees cleared.
- All leave applications must be emailed to info@circletimeuae.com which would be acknowledged by the admin by mail. No verbal leave applications will be considered.
- Food restrictions: The following foods not permitted to bring:-
 - × Nuts
 - × Junk food
 - × Any item that can cause allergy
 - × Any item that proves to be unhealthy to child
- Children must be fed 45 minutes before the bus time or till the food is digested. This is to avoid nausea and sickness among small children in moving bus. It is recommended to avoid milk before travel time.



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REGISTERING YOUR CHILD

If you would like to register your child with **Circle Time**, you must complete a registration form and hand in at reception. Once a registration form has been completed you may arrange a convenient time to have a look around. Once a place becomes available you must pay a non-refundable administration fee to secure the place. Once the place has been accepted and deposit has been paid you must then bring in;

1. Child's birth certificate
2. Parent's address proof
3. Medical consent duly filled and signed
4. Child's and parent's passport copy with Visa Page
5. Child's and parent's copy of emirates ID
6. Copy of child's vaccination report/immunization card
7. 4 Passport size photographs of the child

Learning and Activities

All children shall work towards the Curriculum, according to their age and stage of development. Our overall approach to the children's learning & development is child initiated learning. The majority of activities we do with the children are initiated by the child. We do this by using our observations of each child to find next steps for the child, which will develop their learning. These 'next steps' (plods) are used in our weekly plans as fun activities for the children to do. By taking this approach we are ensuring that the children 'enjoy & achieve'. We focus on different children each week, this ensures all children have equal access to the curriculum. We know that, what we do helps children because we can see the progress the children make and have evidence of their progress in their learning journeys. Our evaluations help us to identify how well the children are progressing. Outside the institution children will enjoy trips out, such as farm trips or interactive museum outings.

The Curriculum

Curriculum is now the basis for our planning, teaching and assessment. It enables staff to plan with the children, experiences which promote effective learning through planned purposeful play which meets the needs of the individual child.

We offer children active learning experiences by:

- Providing a safe and stimulating environment in which children feel happy and secure.
- Providing opportunities to engage the children's interest and imagination.
- Encouraging positive attitudes.
- Extending the children's abilities to communicate their thoughts, feelings and ideas in a variety of ways.
- Encouraging the children to reach their full potential.



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To meet these aims **Circle Time** has its own improvement plan and our competent staff's current priorities for improvement are:

1. The Curriculum with particular focus on Literacy as well as Numeracy.
2. Transition from one stage to another within **Circle Time** and the move from preschool to primary school.
3. Assessment with particular focus on setting targets through personal learning plans and assessing with children and parents.

We will also be looking to make improvements in other areas of the organization as the year progresses and welcome any suggestions as to what you feel needs improvement and ways in which we can best approach a successful journey.

Please refer to our brochures for BUDS & BLOSSOMS Daily Schedule

Learning Journeys/Report card/Anecdotal Records:

Learning journeys are kept for every child, regardless of age. These books allow staff and parents to see the child's achievements, milestones and goals. The learning journey is updated as your child progresses throughout the Buds & Blossoms. We positively encourage parents to look through the learning journey during an open house session, and are welcome to discuss them with staff.

Collecting Children

Parents/caretakers are requested to inform the admin in writing if someone other than the regular pick-up person is collecting their child. It is mandatory that this person is introduced to the staff at least once and those allowed to collect the child will be noted in the child's profile. The Management team may refuse to allow the child to go with someone they do not know. The person assigned to pick the child is required to sign your child in and out at reception. Failure to collect the child or late pick-up will not be entertained by the management.

Photographs

The images/portraits of child pertaining to **Circle Time** may be used in our promotional campaigns, social media, websites etc. Also on occasions, during an outing or special event, staff may photograph children for displays or training purposes. In case of any objections to this, you may request the management to exempt the child from any photo/video coverage.

Messy Play

As part of your child's development they will be involved in activities where they could get a little messy, including sand play, water play, painting and other 'messy' activities.



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UNIFORMS

‘For any uniform to be effective there should be “uniformity” as to how it is presented.’

It is vital that all Circle Time students attend classes in their appropriate uniform. Your Uniform shows that you are a part of Circle time. The child can wear color dress on Thursdays.

The uniform details for Circle Time is as given below.

UNIFORM DETAILS**			
BUDS		BLOSSOMS	
BOYS	GIRLS	BOYS	GIRLS
<ul style="list-style-type: none"> Yellow Polo T- Shirt with Circle Time Logo Blue Shorts White Socks Black Shoes 	<ul style="list-style-type: none"> Yellow Polo T-Shirt with Circle Time Logo Blue Skirt White Socks Black Shoes 	<ul style="list-style-type: none"> Red Polo T-Shirt with Circle Time Logo Blue Shorts White Socks Black Shoes 	<ul style="list-style-type: none"> Red Polo T-Shirt with Circle Time Logo Blue Skirt White Socks Black Shoes

**** Black shoes and White socks will not be provided by Circle time.**

Optional - Girls can wear inner 'mini' tights, preferably black in color.

The cost per pair is AED 90/- . You can collect the uniform from the reception after making the payment for the quantity ordered.

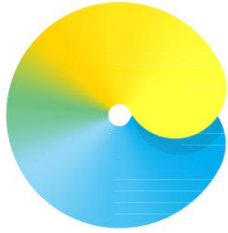
GENERAL INFORMATION

1. The First Day

Attending a playschool or preschool is an exciting adventure for your child. We encourage parents to be positive about this forthcoming experience so that your child arrives looking forward to the first day. At your familiarization session you will have seen how the staff work hard to settle your child in. However a child can still show signs of ‘missing you’ when you first leave. After all you are the most important person in his/her life.

2. Confidentiality

You and your children are protected by the Data Protection Act. We will not give any personal information or contact details of the child or parent to anybody outside **Circle Time**. In cases



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where we are concerned about children we may refer to doctors, health visitors or social services department, once we intimate the parents regarding the same.

3. Admissions

Applications are invited from any child whose parents are willing to accept the terms of agreement as set out in this handbook. Children are accepted as soon as a place, suitable to their needs, becomes available. Each student's needs maybe unique and usually stated by the parents or guardians

4. Toilet Training

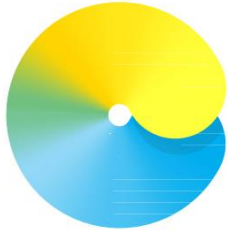
Students not wearing diaper must be toilet trained, which must be confirmed in writing by parent. Students who are not yet toilet trained must be provided with diaper as per the frequency of their regular change.

5. Illness

If your child is unwell, kindly treat her at home and send them back to the nursery once he/she is in perfect health condition.

6. Health & Hygiene

It is **Circle Time** policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhea, vomiting and fevers of 101°F/38°C or over (Refer Table 6.1). With the welfare of the sick child in mind and in the interests of the remaining children in the nursery, if in the opinion of the staff, your child is ill, then you will be contacted and requested to collect him/her as soon as possible. Your child must only be returned to once they are in good health. It is our policy to administer certain medicines but only if we have written instructions and you have completed and signed the required forms.



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Table 6.1: **EXCLUSION PROCEDURES FOR ILLNESS /COMMUNICABLE DISEASES**

<i>Disease/Illness</i>	<i>Minimal Exclusion Period</i>
Antibiotics prescribed	24 hours from first dose
Chicken pox	Until All blisters have fully crusted over
Common cold/cough(without fever)	No exclusion
Conjunctivitis	No exclusion
Cryptosporidiosis	48 hours from last episode of diarrhea
Diarrhoea and/or vomiting	24 hours from last episode
Diphtheria	Exclusion is essential, always consult your doctor
E.coli,Typhoid,Dysentery,Gastroenteritis,Salmonella	At least 48 hours from last episode of diarrhoea. Further exclusion may be required, consult your doctor.
German measles (rubella)	6 days from onset of rash
Hand, foot and mouth	No exclusion
Head lice	No exclusion. Should be treated.
Hepatitis A	7 days from onset of jaundice
Hepatitis B,C,HIV/AIDS	No exclusion
Impetigo	Until lesions are crusted and healed , or 48 hours after commencing antibiotic treatment
Influenza(flu)	Until recovered
Measles	4 days from onset of rash
Meningococcal meningitis	Until recovered
Mumps	5 days after onset of swelling
Pertussis(whooping cough)	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
Ringworm	Exclusion not usually required
Scabies	Child can return after first treatment
Scarlet Fever, infection of the throat	Child can return 24 hours after commencing appropriate antibiotic treatment
Temperature	See GP
Tonsillitis	No Exclusion
Tuberculosis	Always consult your doctor
Warts	No Exclusion



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ACKNOWLEDGEMENT & DECLARATION

I hereby declare that I have read and understood everything mentioned in the handbook. I agree to abide to all rules and regulations whilst being part of **Circle Time**.

Signature of Parent/ Guardian:

Name of Student:

Date: