

Welcome to

asya's
nursery

Parent
Handbook

2025 / 2026

Palm Jumeirah, Dubai

04 435 6627

056 533 7480

www.asyasnursery.com

Dear Parents,
Welcome to Asya's Nursery!



We look forward to meeting your little one and helping them to adjust and settle into the nursery setting. At the same time, we look forward to building a wonderful relationship and partnership with you as parents and guardians.

Nursery School is a wonderful experience not only for the child but for the entire family and we are excited to be a part of this experience.

1. Settling In

The staff will support you with the transition from home to the nursery environment. The first few days are often the hardest, as this is when your child is learning to separate from their familiar caregivers. Starting nursery can be an overwhelming experience for your child and the flood of emotions may be hard for them to express. When your child does see you at the end of the day they may well burst into tears, even if they have had a fun day in the nursery (think about when you see loved ones after a long time, what do you do? Hug and cry, and hug and cry some more!). During this settling period we ask you to keep your phone on hand, in case we feel that your child is distressed and would benefit from going home. Transitions take time.

It is really important to focus on what they are learning; this is firstly to form relationships with other adults and children, which is an essential part of social and emotional development (something that happens naturally in home countries because extended family members are often nearby), and secondly they learn to trust you and believe you when you say that you will be back later. If a child takes longer than two weeks to settle in we will work with you on a transition plan. Generally, the children enjoy the opportunity to interact with their peers, and they derive a benefit from this that cannot be replicated by even the most dedicated of adult interactions. Think back to your childhood and the independence and social skills that you developed from playing with your brothers, sisters and cousins.

The staff at Asya's Nursery have many years of experience managing such transitions and bring lots of love and knowledge to the experience. We have staff who are young and energetic, we have staff who are mothers, and we have staff who are grandmothers; they will do everything they can to help both you and your child settle comfortably.

Throughout the year, any new joiners can be dropped off at 9:00 am and can be collected by 12:00 pm. This ensures that they arrive at a quieter period of the morning and allows for a short enough time at the nursery so they don't feel overwhelmed, but still have the benefit of experiencing the routine in their class.

**New children will have 2 days of settling in:
28th and 29th August 2025 from 9am- 12pm.**

Parents are welcome to stay in the classroom to assist with the initial settling in.

2. Starting Nursery

Term 1 Academic year 2025/2026 starts on **Monday, 1st September, 2025.**

The **28th and 29th of August** are for the new children only; everyone else will join the new term on Monday 1st September.

Each child will have an allocated classroom to go to and will have a basket labelled with their name for their personal belongings. Please talk to staff about any personal matters related to your child and ensure that you have filled in the *All About Me* form. Not all children are the same and some may take longer to settle in than others. We understand that this may be as upsetting for you as it is for your child. Please rest assured that we are experienced with this, and with your support we will settle your child as time goes on. We will keep you informed of their progress in order to help ease your concerns.

In the first few weeks your child will be getting to know their peers and the other adults in the nursery. They will be learning new routines and classroom expectations that ensure they are developing independence, and practicing new skills that have been introduced. This is a busy and exciting time. Your child needs to feel safe and secure to be happy, so we ensure that they have access to familiar activities such as play dough, board games, puzzles, paints, role play, cars, Lego, etc. Using fun and engaging resources ensures that children enjoy their experience in the nursery and encourages them to see learning as something that is fun.

3. Registration

Our registration pack is available from the nursery reception and contains the following:

- Parent Handbook
- Nursery Calendar
- Fee structure
- Registration Form
- Medical Form
- All about me form

If you have not received any of these, please ask our receptionist.

Please ensure our admissions teams have copies of the following documents:

- Registration Form
- Medical Form
- All About Me Form
- Immunisation records
- Passport copies
- Emirates ID Copies
- Signed Terms & Conditions



4. Communication

Effective communication is very important to us here at Asya's Nursery. Talking to your child's teacher during drop-off and pickup or using the communication app are the easiest methods of communication.

Upon confirmation of registration, you will receive the login details for our online communication application.

Illumine

Illumine is our online communication app. Through this App we share an overview of your child's daily experiences, for example, their mood and how much of their snacks they have eaten. Our regular communication in the app also includes photos. On Tuesdays and Fridays, we share photos with you and these photos will give you snapshots of your child enjoying their activities. In addition to this, we will share information and reminders with you in the App, these will often include special events or personal reminders that apply to your child individually.

Classroom planning and letters will also be shared by your classroom teacher through this App. Please download the Illumine App from app store or google play store.

You may also use the following link for web-based access: <https://school.illumine.app>

If you have any concerns about your child, we are available to discuss them with you. We recommend that you make an appointment with your child's teacher in the first instance as she knows your child the best. Please do not try to have an extended conversation with teachers during class time or drop-off. Any concern you may have matters to us, and we want to ensure that the teacher is able to fully focus on what you have to say.

Asya's Nursery School has parent-teacher conferences at the end of each term. This is a time to meet with your child's teachers and receive verbal and written assessments/reports concerning your child's development. A parent-teacher meeting can be scheduled at any time during the year as needed upon the request of parents and/ or teachers.

Additional information can also be found on the nursery website, Instagram and Facebook pages. Regular updates are sent from our receptionist, and should you wish to contact the Manager, you can also contact her by phone or email.

5. Confidentiality

The records kept on families enrolled at the nursery school are confidential.

Staff will not share information on file with others without written permission from a parent or guardian. Information received while in the performance of duties, either written or verbal, shall also be considered confidential. We kindly request you to complete the photo permission form to advise whether we may use your child's photos on our social media, website etc.

6. Drop-Off and Pickup

Safety is our first priority. Staff will be ready for the arrival of children at their scheduled drop-off times. Children should be brought to the nursery entrances and handed over to one of our staff members. Kindly adhere to the timing of your child's class to avoid congestion at the entrances.

No child can be handed over to anyone other than persons designated in writing by the parents. Should someone else be fetching our child, written permission should be sent to receptionist prior to collection.

Bears - 7:45am - 12:45pm

Bunnies - 8:00am - 1:00pm

Badgers - 7:45am - 12:45pm

Hedgehogs - 8:00am - 1:00pm

Squirrels - 8:00am - 1:00pm

Fawns - 8:00am - 1:00pm



7. Snacks and Lunches

Parents are requested to pack healthy and balanced meals, which promote experiences of a variety of food including fruit and vegetables.

Meal-times:

Breakfast/ Morning Snack	Around 9.30 am
Lunch	Around 11.30 am
Afternoon Snack	Around 2.00 pm

Please label your child's utensils, water bottle and lunchbox. Kindly refrain from sending any nuts. This includes Nutella and peanut butter. Please do not send any sweets, chips, chocolates, cakes, soda or flavoured milk.



Clothing

All clothing and shoes must be clearly labelled with your child's name. It is recommended that children be dressed in play clothes that are comfortable, washable and suitable for activities both indoors and outdoors.

Interesting play can often be messy. Children need to have at least one extra set of clothing appropriate to the season that can be kept at school in their baskets.

Please do not send children in expensive items of clothing as we cannot be held liable for damage during play. Parents should be aware of weather conditions and dress children accordingly as outdoor play is an integral part of the daily schedule. Please always ensure that your child has enough nappies, wipes and any creams you prefer. Should your child be toilet training, it is also important to send enough underwear and extra clothes. Please ensure you apply sunscreen on your child daily before sending them to school. Please send indoor socks/shoes and separate shoes for the outdoors.

Uniform: FS1 (Badgers Class), and FS2 (Bears Class) learners wear the Asya's Nursery t-shirt each day. Other classes are welcome to do the same and shirts can be ordered from the nursery reception.

8. Curriculum and Areas of Learning

We follow the UK based Early Years Foundation Stage Curriculum. The areas of learning include:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



Employing a holistic approach to integrated learning, our daily activities include an eclectic mix of Montessori and Reggio Emilia inspired play-based activities. We include Additional English for Arabic and French in our curriculum plan. Added to our robust routine we offer a variety of extra curricula activities which vary from term to term and include martial arts, gymnastics, ballet and soccer. Each Friday you will receive a copy of your child's class planning from the teacher.

9. Afternoon Club

In addition to our regular 8am-1pm program, we offer an additional Afternoon Club for parents who may require a full daycare option.

Timings: 1:00pm-3:00pm or 1:00pm- 6:00pm. We also offer flexible hourly rates after 1:00pm. The Afternoon club is fully staffed and incorporates the same standard practice of fun and interesting curriculum implementation as the morning program.

10. Birthday Celebrations

We love celebrating! If you would like to send a little cupcake, we will add a candle and the whole class will join in to sing and celebrate. If you would like to send any treats for sharing, please kindly ensure they are individually packaged so we can send them home after school and allow parents to decide whether their children can have that treat. If you are hosting a birthday party, you are welcome to drop off your invitations at reception and we can distribute them to the class.

11. Holidays

Asya's Nursery is a diverse, multicultural community. We celebrate with all families from a variety of religious and ethnic backgrounds. The nursery will celebrate family traditions and not any religious aspects of holidays. The nursery will be closed during all Islamic holidays, subject to confirmation from the Dubai Government and school regulating authorities.

We will have a shorter working day during the holy month of ***Ramadan from 8am-3:00pm***. We will also be closed for a few days during the Christmas and New Years period. On ***Christmas Eve and New Years Eve***, the nursery will operate from ***8am-1pm***.

During each term, the nursery will have a one-day mid-term break. This can often be expected to fall on a Friday. During school breaks, we facilitate Winter, Spring and Summer Camps at an additional cost. Asya's Nursery will not be responsible for compensating the days of closure announced by government authorities such as KHDA. Please be assured that we will always complete a minimum mandate of 183 school days as required by KHDA in any Academic Year.

12. School Clinic

Asya's Nursery has a DHA Approved Clinic Facility and employs an onsite, full time, qualified nurse to manage it. Should your child become unwell or have a little accident during school hours; he/she will be taken to the nurse. The nurse will contact you to make you are aware and invite you to pick up your child from the clinic if needed. The nurse will always call and ask permission before administering any medication or treatment. Please make sure that your contact details and those of your emergency contact are always kept up to date and that you have completed the Medical Form in the registration pack.

A Paediatrician from Al Das Medical Clinic pays regular visits to the nursery to check on the health and wellbeing of our little learners, and will from time to time send home recommendations or health concerns.

13. Health & Exclusion Policy

Parents are requested to keep sick children home.

If your child's temperature is recorded above 37.5 degrees we will ask that your child is collected from the nursery and kept at home to rest and be monitored. Green or yellow running noses and wet coughs are a definite cause to stay at home and recover.

If a child has a fever, diarrhea or vomiting they are not allowed to attend school and may only return after 24 to 48 hours from the last episode of diarrhea or vomiting, fever and fever-reducing medication. If the child develops the above symptoms while in the nursery, parents will be contacted and required to collect the child immediately.

In cases of communicable and infectious diseases or conditions, the school clinic should be notified as per Dubai Health Authority Regulations, and the parent must present a medical certificate that the child is fit to be in school. In turn, we will send a letter home to inform other parents that their child may have been exposed to a communicable disease.

If your child is unwell and not coming to the nursery, please phone reception to advise of the absence and the reason.

Please call the nursery as soon as possible to inform us if your child has a communicable disease. Communicable diseases or conditions include: Covid 19, Hand Foot and Mouth Disease, measles, chicken pox, impetigo, diarrheal diseases, pinworm, conjunctivitis, lice, ringworm, strep throat, mumps, hepatitis A, scabies and certain other viral or bacterial infections. Also, please note that the following symptoms could indicate a contagious disease: fever, diarrhea, vomiting, skin eruptions/rash, runny nose, lethargy, sore throat, reddened, weeping eyes, constant sneezing/productive cough.

If your child is exposed to or contracts a communicable disease, it is vital that you inform us.
Exclusion Policy:

Children and staff with an infectious disease must not attend the nursery; please see the guidelines in **Appendix 1**.

14. Medication



Medication prescribed by your family doctor that needs to be given during the school day should be administered by the school nurse. The parent is required to hand in the medication with the written prescription from the doctor and sign a specific consent form available at the clinic. If your child has asthma, allergies or other conditions requiring the use of inhalers, nebulizers, EpiPens or other medication we require such medication to be kept in the clinic that can be given in an emergency situation.

We do not apply sunscreen or insect repellent and will not be able to take any urine or stool samples.

15. Allergies

If your child has a known allergy, this must be documented on the child's history and health record which is kept in his/her file in the nurses office. It is imperative that you complete the Medical Form attached to the registration pack, also, please report these allergies to the classroom teachers. For your child's safety, these allergies will be posted in your child's classroom.

16. Accidents

Asya's Nursery makes every effort to ensure the safety of all children. However, should a serious or minor accident occur, a parent is immediately contacted by our qualified nurse on duty. The Al Das Clinic will support the nursery in the event of any major incidents. All injuries will be reported in a written accident form and given to you for your review you at pickup time. We will ask you to sign this and an identical form to be placed in your child's file at the nursery.

We thank you for choosing Asya's nursery and for entrusting the care and education of your child to us. We look forward to many years of magnificent memories and to building a wonderful relationship with you.

Physical Address

Palm Jumeirah, Shoreline 10
Ground Floor, Dubai, UAE

Phone

04 435 6627
056 533 7480



Social Media

facebook.com/AsyasNursery
instagram.com/asyasnursery

Email

reception@asyasnursery.com

Website www.asyasnursery.com

Head of Nursery

manager@asyasnursery.com



Appendix 1: Guidelines for keeping children home from nursery



Guidelines for Keeping Sick Children Home From School

Please keep me home if...

 I have a fever	 I am vomiting	 I have diarrhea	 I have a rash of any sort	 I have head lice/nits	 I have an eye infection	 I am congested and/or have a thick constant runny nose	 I have a sore throat	 I have been diagnosed with strep throat or scarlet fever	 I have been in the hospital	 I am just not feeling very good
Temperature of 37.6 C and sore throat, rash, vomiting, diarrhea, earache or not feeling well	Two or more times in 24 hours	Three or more watery stools in 24 hours	Body rash with itching or fever	Itchy scalp	White part of eye pink and/or pus draining from the eye	Uncomfortable stuffed up feeling and/or runny nose	With fever or swollen glands	Red sore throat with patches on tonsils, swollen glands, fever and/or rash	Hospital stay and/or emergency room visit	Unusually tired and/or pale, Lack of appetite, confused and/or cranky

To Return to School I need...

To be fever free without the assistance of medication for 24 hours (i.e. Paradol, Nurofen, Brufen)	To be free from vomiting for 24 hours	To be free from diarrhea for 24 hours	A doctor's note permitting me to return to school	To be brought to the school nurse by my parent/guardian prior to returning to class	To have clear eyes that are not draining. To have completed 48 hours of treatment	To be fever free without the assistance of medication for 24 hours	To be fever free without the assistance of medication for 24 hours. (i.e. Paradol, Nurofen, Brufen)	To have completed 48 hours of treatment	A copy of the discharge instructions and/or doctor's note permitting me to return to class that includes any special instructions (i.e. modifications to daily program and if so for what period of time)	To be feeling better and acting like I normally do
A note from my parent/guardian	A note from my parent/guardian	A note from my parent/guardian	A doctor's note permitting me to return to school	A note from my parent/guardian	A doctor's note permitting me to return to class	A note from my parent/guardian	A note from my parent/guardian	A doctor's note permitting me to return to class	A note from my parent/guardian	A note from my parent/guardian

If I show any of the above signs of illness at school, it will be necessary to pick me up from school. Please keep all emergency contact information up to date.


04 435 6627