



# Parents Handbook

Welcome to our family



# Who and what is Busy Bees?

## Vision

Inspirational, leading edge, private nursery dedicated to nurturing young children within a multi-lingual, highly creative and exceptionally stimulating Early Years' environment

Core Concepts include:

- Respect
- Responsibility
- Excellence
- Commitment
- Appreciation
- Co-operation
- Integrity





# Who and what is Busy Bees?

## Mission

To provide a safe, nurturing and stimulating educational environment that will enable each child to explore, investigate, experiment, communicate and question. Our motto is “Play with Purpose”

- ❖ Achieve success
- ❖ Full and rich curriculum
- ❖ Support individual child
- ❖ Moral and ethical standards
- ❖ Behaviour, manners and etiquette
- ❖ Understanding of cultures and the world
- ❖ FUN





# What to expect from us

- Best education we can provide
- Safe, nurturing environment
- Second family
- Constant updates
- Communication
- Help and advice





# What we expect from you

- Communication
- Sharing information/worries
- Following rules
- Working together
- Attendance
- Healthy Choices





# Rules and Regulations

- Parents and visitors should not pass reception unless accompanied
- Drop off and pick up at reception
- Birthday celebrations can be arranged with reception
- No photographs within the nursery
- Inform admin if a change in the collecting adult
- Prompt payment

# Suggested rules for students



## Rules and guidelines

- ✓ We walk around the nursery
- ✓ We walk one step at a time up and down the stairs
- ✓ We use words not hands and feet
- ✓ Mouths are for talking, singing and eating only
- ✓ We walk in lines when we change rooms
- ✓ We use nice, **kind** words when we talk
- ✓ All rubbish goes in the bins
- ✓ Always use please, thank you and excuse me
- ✓ Push in chairs
- ✓ Tidy up after yourself
- ✓ Listen to the teacher
- ✓ Tell the teacher if someone hurts you





# Attendance



## Why should your child be on time?

- Daily attendance – helps us to keep track of who is present and check on late/absent children
- Daily schedule – helps the child settle into the school routine quickly and easily
- Morning circle time/registration - Early morning circle time (9am) is one of the most important times of the day
- Timetable – If your child is regularly late, they may be missing some classes as we work on a timetabling system and do not do every subject everyday
- 3-4 year olds – Early morning is when most children are able to absorb a lot of information, this is the best learning time
- getting ready for school – The daily routine of attending nursery will help your child transition to KG/FS1 in the coming year easily





# Uniform

We have a double-sided apron that your child can wear over their regular clothes

## Why do we need the uniform?

- Gives a feeling of belonging
- Keeps clothes from becoming messy
- Recognition on trips
- Presentation
- Preparation for school uniform



# Bus Regulations



- **Timings** – please be ready for pick up and drop off times so that the drivers can be on time for other students
- **Seat belts** – must be worn at all times
- **Car Seats** - are recommended and must be supplied by the parent
- **Contact details** – make sure the driver has your correct contact details and you have the driver's number in case of emergency
- **Call if not attending** – saves the driver wasting time waiting for you
- **Rules** – sitting still, no eating, no loud noises, respect the driver and the helper
- **No Parents** allowed on the buses



# Smart boards & IT



- **What is a Smart board?**

An electronic interactive board that can be used to draw, write, create pictures, move and play interactive games and watch short education programs, all electronically

- **Why do we use them?**

In-keeping with our promise to be a green nursery, we try to use little paper and the children respond well to electronic learning. Electronic learning is becoming more and more part of the academic learning process in schools. We like to give our children a heads up in the IT world.

- **What other IT products do we use?**

Children are introduced to remote controlled cars, walkie talkies, and digital cameras



# Paperwork and files



- **Will there be paperwork?**

We are a green nursery so we are trying to use as little paper as possible, while still exposing the children to the concept of papers, and use of pencils and coloring. Mostly we use dry erase markers that can be cleaned and used again and again

- **What will come home?**

A few papers with art work or writing exercises. Most of the learning is done electronically or physically which can be seen on our social media and application

- **Pencil control and writing**

In order to develop the fine motor skill of pencil control and writing, we do ensure that your child does some paperwork, along with finger writing, whiteboards, and magnetic boards





# Files and documents

In order to keep as green as possible, we try to keep all notes and information on our application, so please make sure to check it daily.

- Virtual Portfolios for each child with notes and dates for each entry
- Unhealthy food notice
- Allergy alerts
- Extra clothing/diapers/wipes
- Water splash notification
- Parent conferences
- Invitations for events



Physical Notes that may come home:

- Trip permission slips
- Nurse note for lice/nails/unsuitable clothing
- Accident/incident form
- Report cards sent home when the child leaves



# Learning through play

## What is learning through play?

The difference between animals and humans is the range of symbols and speech that EXPLODES in the toddler years into language, dance, arts, music, drama, literature, science, and mathematical, critical and logical thinking

### •Free play allows creativity to develop rapidly

Allowing your child the time to explore and create will help imagination and develop creativity. Give guidelines, not direction, so they can explore on their own. This will enable your child to learn how things work and why things happen

### •Suggested play resources at home

- Play dough
- Blocks
- Plastic animals
- Paints/colors
- Lots of old paper/cardboard rolls/glitter/glue/tape – anything that can be created into something by your child



# Languages

- After 10 years, language development slowly shuts down
- Multilingual children may speak many languages by 6 years old
- Mother tongue language should **always** be used by at least one family member at home

## Languages taught in Busy Bees

- English
- Arabic



# Safety and Security

## What do we need to know

- Time of Pick up/drop off
- Emergency contact details
- Late pick-up
- Change in carer/pick up
- Allergies/medical conditions







# Parent/teacher meetings and appointments

- **Special arranged meetings from the teacher/principal.**

Your child's teacher or the principal may call you to arrange a meeting

- **What are the meetings for?**

To discuss how your child is doing and any concerns or issues you or the nursery may have

- **How do I speak to the teacher any other time?**

By calling anytime to make an appointment with reception or in special event days, when the teacher will be available for a short chat

**Parent/Teacher  
Conference**





# Healthy Eating habits



## Health and hygiene

Healthy snacks – please no chocolate, chips or cakes

- Washing hands- children must wash their hands before eating and after the toilet
- We are a nut and egg-free nursery
- The nurse will check regularly for height and weight
- Daily exercise- will be performed in the morning
- Coughs and colds/viruses – please keep your child at home if she/he has a fever, a runny nose or is generally not well
- Incidents/accidents – will be reported by the nurse with a courtesy call
- Lice and nits – if you find these on your child please shampoo and comb ASAP and keep your child home until they are totally gone
- Sleeping needs- your child may nap during the day if required



# Confidentiality

Our promise of confidentiality demands that any contact details, personal matters and concerns will **not** be shared outside the nursery





# **Trips**

## **External trips**

- Emirates Park Zoo
- Bus trip and picnic
- Orange Wheels Play Centre



## **Internal trips**

- Sometimes we invite puppet shows, space programs, educational shows to the nursery.

**There is an extra charge for these trips/shows.**

**Parent volunteers welcome**





# After School Activities

## External providers

- The Football Academy – Football 3+
- Prime Sports – Ball Skills
- Prime Sports - Karate

## Internal providers

- Ballet
- Baking

There is an extra charge of 50dhs per class.  
Please note there is no bus service





# Behaviour/discipline



- **Sleep** – your child will be offered a chance to sleep if needed. Please ensure that your child is receiving enough sleep, as this affects behavior
- **Biting/hitting** – we have a strict policy of no hitting or biting and we will work with you and your child to prevent this if needed
- **Manners** – we insist on use of manners and etiquette at all times
- **Kinds of discipline** – we use positive reinforcement to encourage best behavior at all times
- **Additional help** – We may suggest a shadow/assistant to be with your child if their behavior is a danger to themselves or other children, or they find it hard to concentrate and are disturbing the class constantly





# Potty Training

- We have details on our website to help this process along and advice on how and when to start
- Inform us once the process is established at home so that we can reinforce it in the nursery







# Keeping in Contact



- Main contact is HiMama – please ensure you are using the app
- Website – [busybeesnursery.com](http://busybeesnursery.com)
- Facebook – link on website
- Instagram – link on website
- Youtube – link on website
- Snapchat – bbnursery (use the snapcode to the left)
- Telephone and e-mails – please ensure that we have the correct details





# Having FUN!

