

AL AIN JUNIORS NURSERY

# PARENT GUIDE TO REOPENING NURSERY 2020-2021

Dear Parents,

Congratulations! We have received our **NOC** from **ADEK to reopen AJ Nursery!**

ADEK has worked extensively to develop guidelines in order to ensure a safe return of our children to Nursery. These guidelines reflect scientific evidence and international best practices. With these guidelines in place, we are confident that Nurseries will be able to welcome students for the **Academic Year 2020/21**. This guide provides you with essential information to prepare you and your child for their return to Nursery.

If you have specific questions or comments; please direct them to the Nursery Principal.

Once again, Welcome Back!

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## **BASIC PRINCIPLES**

The basic principles are the underpinning ideas that must be prevalent in implementing the roles and responsibilities of each stakeholder. When preparing for and transitioning into reopening post COVID-19, nurseries must follow all recommendations from MOHAP to try to stop the spread of COVID-19 in the community.

The following Basic Principles must be incorporated into each stakeholder's daily interactions within the nursery community:

### **Social/ Physical Distancing & Hand Washing:**

Practicing social/ physical distancing and frequent hand washing is the best tools we have to stop the spread of COVID-19. These strategies must be used together to become a part of the day to day operations within the nursery. Nursery staff and children will avoid shaking hands or coming into close contact with other staff or parents by making sure at least 2 meters is kept between individuals. Children will be taught to avoid touching their eyes, nose and mouth and to wash their hands often throughout the day.

### **Staying Home if children are sick:**

It is required for parents to keep their children at home if they are not keeping well and this should be informed to the Nursery. It is also very important to keep the Nursery informed in case the child is breathless and has developed respiratory symptoms.

### **Identifying Symptoms:**

Conducting health checks are necessary to identify children with COVID-19 symptoms. If children develop any symptoms such as a mild cough, fever of more than 37.5 degrees, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, shortness of breath or difficulty breathing, they must stay at home.

### **Hygiene and Safety:**

Establishing routines and procedures that ensure hygienic and safe practices to ensure a feeling of confidence and security when attending the nursery.

### **Transparency:**

We believe in establishing open and clear communication so that all nursery staff and parents feel comfortable and confident disclosing personal information related to health and circumstances.

## **GUIDELINE 1**

### **KNOW THE LATEST FACTS**

During the COVID-19 pandemic and post pandemic it is critical that one remains informed of current information to ensure the safety and wellbeing of oneself and ones. As facts and knowledge about the virus continue to change and improve, procedures and practices in the nursery will be updated and parents will be subsequently informed.

#### **Roles and Responsibilities of Parents:**

- Parents must follow any updated nursery policies and procedures regarding COVID-19 and how to minimize the risk of the spread of the virus.
- Parents must keep up to date with information from organizations that provide reliable information such as MOH and WHO.
- Parents must refer to the principal if there are any questions or concerns regarding updated information or changes to existing policies/ procedures.
- Parents are encouraged to attend remote training and/or information sessions conducted by the nursery to explain updated policies and procedures.
- Call MOHAP at 800- 1717 for any updates.
- Following websites should be consulted for latest COVID-19 updates:  
<https://covid19.who.int/>  
<https://www.mohap.gov.ae/en/Pages/default.aspx>  
<https://doh.gov.ae/>

### PARENT SELF-ASSESSMENT CHECKLIST

The following Self-Assessment Checklist should help a parent gauge the symptoms of COVID-19 for themselves and their child:

- Do you or your child have a Fever (temperature of 37.5 C or higher) without having taken any fever reducing medications?
- Do you or your child have Chills?
- Do you or your child have a Cough?
- Do you or your child have Shortness of Breath or Difficulty Breathing?
- Do you or your child have Congestion or a Runny Nose?
- Do you or your child feel Fatigued?
- Do you or your child have Muscle Aches?
- Do you or your child have a Sore Throat?
- Do you or your child have a Headache?
- Do you or your child have a New Loss of Smell or Taste?
- Does your child have abdominal pain or neck pain and is tired?
- Have you or your child experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?
- Have you, or your child or anyone you or your child have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you or your child been asked to self-isolate or quarantine by a medical professional or a local public health official?

If you reply **YES** to any of the questions in the checklist, **STAY HOME** and follow the steps below:

1. Call the Nursery and inform them the same.
2. Call you healthcare provider for guidance on testing/medical care.

## GUIDELINE 2

### HYGIENE AWARENESS

It is critical that parents are aware of Nursery's hygiene policies and practices. The following roles and responsibilities are elucidated for parents;

#### **Roles and Responsibilities of Parents:**

- Parents must be aware of policies related to hygiene.
- Parents must be aware that child is not required to wear a mask in Nursery.
- Parents must ensure that their child/children do/does not bring any unnecessary items from home, such as toys, to the nursery.
- Parents need to send extra pair of socks for their children since the children are not allowed to wear shoes inside the classroom according to ADEK regulations.
- Parents must ensure that their child/children bring their lunch in a hard plastic easy to clean bag that is only used for home and to the nursery. The external surface will be wiped down on lunch box.
- Parents must ensure that one set of bedding is provided to the nursery. This bedding will not be returned home daily as it will be the responsibility of the nursery to wash the items on site each day.
- Parents are encouraged to give their child/children opportunities to become increasingly independent with hygiene procedures such as hand washing, using the bathroom and feeding themselves as per developmentally appropriate under the supervision of an adult.
- Parents are encouraged to send food items for snack and meals that children can manage independently (removing from bags, opening containers, independent feeding) as per their developmental stage; this will minimize contact for support at snack and mealtime.
- Parents are encouraged to remain connected with the nursery via their communication channels to ensure that they are aware of information pertaining to hygiene and how it can be further reinforced and supported at home.
- Parents are encouraged to use following link to practice respiratory and hand hygiene:  
<https://www.youtube.com/watch?v=L89nN03pBzI>

## GUIDELINES FOLLOWED IN NURSERY ON A TYPICAL DAY

### Classroom

The Setting will be proactive in following the guidelines and safety measure that ADEK and MOE have in place, the staff will be following the protocol of in-house trainings, inductions and in understanding each role and responsibilities as per the Setting's policies and procedure, staff are trained to qualify in upholding the utmost care of Early Years' wellbeing with regards to their age and stage of development.

The Setting will setup '**bubbles**' (**classrooms**) in which children has their safety ensured by the staff of each '**bubble**', a way in which physical contact with other children are limited to their own separate '**bubble**'. Resources of each bubble are limited to those included in the bubble and will not be shared outside. Cleaning procedures are in place for all the staff and cleaners.

### Gate Entrance to Classroom

1. Child enters nursery from designated gate entrance, according to staggered arrival timings.
2. Child is picked up by the designated Classroom Pick-up in charge.
3. Classroom Pick-up in charge Signs-in the Arrival of child.
4. Child temperature is noted.
5. Child first steps into a De-sanitizing shoe tub.
6. Child takes off shoes in front of classroom.
7. Shoes, school bag, lunch box and water bottle sanitized by Classroom Pick-up in charge or designated classroom support staff.
8. Child is with socks during class.
9. Child allowed to wear shoes while Toileting.
10. Child should not wear mask in Nursery.
11. Teacher will wear a mask throughout class.
12. One teacher will handle only 5 students due to ADEK COVID regulations of reduced 50% capacity.
13. Teacher teaches Hand and Respiratory hygiene, reinforcing it throughout the day.
14. Lesson Plans with exciting activities, games, puzzles and songs catering to EYFS- 7 areas of Learning will be facilitated by teacher.
15. During class, group of 4 children are allowed to play together. Other groups of 4 children shall play at a distance from each other.

### **Meal times**

1. Children shall wash hand before and after meal times.
2. Children will sit at a distance from each other during meal times.
3. Sharing meals is strictly forbidden.
4. Teacher or Assistant teacher will encourage child to be an independent healthy eater and shall provide assistance after practicing hand hygiene and wearing gloves only when assistance is required.

### **Sleep times**

1. Cots are labeled individually and shall be placed at a distance from each other.
2. Parents shall provide bedding and blanket that shall be washed in Nursery daily.

### **Cleaning**

1. Toys, teaching aids are washed on an hourly basis. Two baskets- **RED** and **BLUE** are provided outside classroom. Teacher places used teaching aids in **RED** basket to be sanitized and placed in **BLUE** basket for further use by children.
2. Toilets to be cleaned on hourly basis.
3. Cleaning staff will follow Daily, Weekly and deep cleaning procedures.
4. There shall be weekly sanitization in the Nursery premises when children are not present.

### **Toileting and Diapering**

1. Staff in charge of toileting and diapering shall wear complete PPE and shall discard for each diapering and toileting.

## Intimate Guidelines and Instructions among children given to staff in the Nursery:

1. Prepare: Begin by wearing PPE which includes apron, mask and gloves according to instructions provided. These supplies will be kept readily available in the bathroom when key person arrives at Nursery. Clean and sanitize the changing table and the potty chair, the child's personal supplies will be in their own labeled nappy boxes provided by parents- do not leave your child unattended.

### Staff require:

- Gloves
  - Mask
  - Plastic apron
  - Diaper plastic bag
  - Personal wet wipes/baby liquid soap
  - Diaper rash ointment/cream
  - Sets of diaper
  - Paper towel
2. Prepare a fresh paper towel on top of changing mat.
  3. Lay the child on the changing mat.
  4. Remove the child's clothes (if wearing pants ensure that only the pants are removed to keep the child warm)
  5. Un-tape the soiled diaper, but do not remove right away before wiping the soiled skin. Fold the diaper and seal the tape ensuring that the solid waste will not fall out and place it inside the prepared diaper plastic bag.
  6. Gently lift the child's legs up and, and slide out the soiled folded diaper.
  7. While cleaning the genital area with wet wipe – *wiping from the front back when changing girls to prevent the poop from causing urinary tract infection* and discard the used wet wipes.
  8. Make sure that the area is thoroughly clean between the skin folds. Double check the bottom area of the child. Wipe thoroughly until there is no more poop. Discard the used wet wipes in the nappy bag. Close the soiled/wetted diaper on top of a prepared paper towel, and dispose the used diaper in a prepared nappy bag provided by the parents before sealing it.
  9. When washing the child in toilet bowl- make sure that the poop is clean with prepared wet paper towel (paper will not be soaked with water) before moving the child to the toilet bowl (toilet bowl will be sanitized before and after use). Spray the child water first before lathering with liquid soap (provided by parents) then rinse with water thoroughly ensuring that no more soap is left in the genital and bottom part of the child then dry with paper towel.

10. When washing the child in the toilet bowl make sure that the child is securely stable and does not fall off on your hold to avoid accident. Change a new pair of gloves after cleaning the child.
11. Apply ointment/cream if the child has rash or as instructed by the parents.
12. Open a new clean diaper.
13. Pull the front of the diaper through the child's legs. With the other hand un-tape one side and secure it to the front of the diaper. Repeat with the other side. When changing a pull-up diaper, ask the child to hold to support their weight as they left their leg up and slide up the diaper. Repeat the same on the other leg and secure the diaper is properly in place.
14. To prevent the diaper from being too tight or too loose, make sure you are able to slide two fingers in the top front of the diaper.
15. Redress the child.
16. Discard the PPE according to instructions provided.
17. If another child needs to be either toileted or diapered change into a new set of PPE.
18. At the end of the day discard PPE in double-bagged trash bag and discard after 72 hours.

## GUIDELINE 3

### HANDWASHING

During the presence of COVID-19, hand washing is crucial to stopping the spread of the virus. It is critical to implement hand washing protocols for all nursery staff, parents and children.

Parents play a major role in encouraging their children to learn washing hands.

#### **Roles and Responsibilities**

- Parents must ensure that they effectively wash their hands or use hand sanitizer before dropping off or collecting their child/children from the nursery.
- Parents must model and teach their child/children how to effectively wash their hands at home. Effective hand washing can be described as washing hands for a minimum of **20 seconds with soap and warm** water and then thoroughly drying hands afterwards with paper towel.
- Cloth hand towels are not be used to dry hands as they can spread germs.
- Hand washing is preferable to hand sanitizer. However, in instances where soap and water are not immediately available, hand sanitizer must be used but only for children between the ages of 2 to 4 years old. *Hand sanitizer units are wall mounted, closely supervised and kept out of the reach of children.*
- Parents must give their child/children opportunities to become increasingly independent with hand washing as per developmentally appropriate under the supervision of an adult.
- Parents are ensured that Teachers shall teach and model hygiene practices with children in an exciting manner and any reference made to the virus is neutral rather than negative to reduce children's anxiety surrounding the situation.
- Parents are encouraged to use following link to practice respiratory and hand hygiene:  
<https://www.youtube.com/watch?v=L89nN03pBzI>

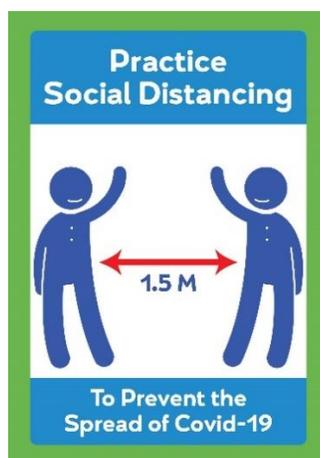
## GUIDELINE 4

### SOCIAL/ PHYSICAL DISTANCING

Social / Physical distancing is defined as keeping space between yourself and other people outside of your home. Keeping space between others is one of the best tools available to avoid exposure to COVID-19 as well as slowing the spread of the virus. The following roles and responsibilities are outlined for Parents:

#### **Roles and Responsibilities:**

- Parents must be aware that children are placed into bubbles (classrooms) that will stay together for the entire day and with the same nursery staff.
- Parents must be aware that nursery operations in the time of COVID-19 will be different.
- ***Parents must support new procedures for dropping off and picking up children in which they will not enter the nursery building and that only 1 parent come at a time.***
- Parents must ensure that only children from the same family or same bubble are transported together to nursery in their own vehicle.
- Parents must be aware that Transportation will not be provided by the Nursery.
- Parents must maintain social distancing during drop off and pick up times.
- Parents must contact the principal via telephone or the selected online platform for questions or in cases of concern. The online platform will be communicated to the parent in the coming week.
- Please be aware most communication shall not happen face to face, rather will happen through online platforms and telephone.
- The following signage is used to implement social distancing in Nursery premises:



## GUIDELINE 5

### STAFF AND CHILD SICK LEAVE AND ATTENDANCE

The Nursery has adopted flexible attendance and clear sick leave policy to facilitate the parents.

#### **Roles and Responsibilities**

- Parents must be aware that temperature of child should not be equal to or more than 37.5 C. Anything above would be recorded as fever.
- Parents must know that the temperature of child is taken by nurse thrice during class.
- Parents must keep their child/children at home if they are generally unwell. Children must not return to the nursery until they are healthy and/ or no longer exhibiting any symptoms for a minimum of 24 hours.
- In case of absence the parent needs to inform the Nursery immediately and update if child is experiencing breathlessness or any respiratory symptoms.
- Parents must keep their child/children at home if they or any family members are experiencing symptoms of COVID-19. Children experiencing symptoms of COVID-19 must only return to the nursery after receiving approval from a doctor and a negative COVID-19 test result.
- When a child is having a temperature above 37.5°C, child should remain at home and should be referred to a physician/hospital to ensure the child's wellbeing. However, if the child develops temperature in the Nursery, the child will be removed from the classroom and be transferred to the clinic until parents come to pick their child.
- When the child shows symptoms of COVID-19; Symptoms include fever, cough or shortness of breath, repeated shaking with chills, muscle pain, headache, sore throat and/or loss of taste of smell. (Additional symptoms commonly seen on children: abdominal and neck pain, vomiting and diarrhea, a rash or feeling tired).
- Parents must arrange to pick up their child/children within 1 hour, if they receive a call from the nursery stating that their child is unwell. The person picking up the child shall have to wear PPE while taking child (COVID positive) home.
- Child will be will be referred to a hospital for a proper assessment, then the child can return to the Nursery if proven negative.

- If the child is tested negative and a clinical assessment is provided. However, proven COVID-19 symptoms are noticed in the child, according to the health professionals, the child will undergo 14-day quarantine period.
- If there is no clinical assessment for the child, and no proven COVID-19 symptoms are noticed in the child, according to the health professionals, the child can return to the Nursery if symptom free.
- Parents must follow local health authority guidelines prior to sending their child/children who have been in direct exposure to a confirmed COVID-19 case back to the nursery.
- Parents must allow their child to have a daily health screening (temperature check) conducted by the nurse prior to their entry to the nursery.
- Parents must inform the nursery of any upcoming travel plans and adhere to quarantine requirements upon returning to the U.A.E and the instruction from the ALHOSN application.
- Call MOHAP at 800- 1717 for any updates.
- ***It is a must for parent to sign the Parent Declaration Form stating the same.***
- **Parents must download the Al Hosn App to ensure traceability in the event of infection.**
- **Parents must sign the Weekly declaration form since this needs to be submitted to ADEK during inspection.**

## GUIDELINE 6

### FEE POLICY

**AJN** strives to follow an amicable Fee policy during the Pandemic times.

**AJN** is accepting students for 2 different sessions:

**Morning Session:** 8am to 12 pm

**Extended Session:** 8am to 3 pm

The previously introduced Afternoon Session has been discontinued.

- Parents can start registering their child/children before the Nursery officially reopens through emails and official website setup by Nursery along with the payments methods. When the Nursery starts to operate, parents can still register their child online.
- Parents can continue to pay fees online through Skippy from November onwards.
- COVID Fee and Refund policy is applicable for Term 1 and Term 2 which will be put up on the website and explained to parents during the registration. The Fee policy will go back to pre-COVID terms in Term 3.
- Fees will be paid on the 1st of the month.
- In case of nonpayment of monthly fee, child will not be able to continue in the nursery in the subsequent month and will be retained on ESIS.
- Fees will not be refunded if the child has attended at least one day of the month.
- Fees for one month will only be refunded in case of unforeseen suspension of Nursery, if suspension is announced on the first working day of the month.
- In case suspension is announced any other day apart from first working day (of the month), fees for that month will not be refunded.
- Late fee of 30aed per hour is applicable based on staggered dismissal time.
- During Term 3 AJN fee and refund policy will resume to pre-COVID conditions.
- Parents are required to acknowledge and sign COVID Fee and Refund Policy.