حضانة البلوط الصغير
Al Baloot Al Sagheer Nursery

Parent Handbook

Al Baloot Al Sagheer Nursery



www.albalootalsagheer.net

@albalootalsagheer_nursery

Welcome to Al Baloot Al Sagheer Nursery

Dear Parents,

We are pleased to welcome you and your child to Al Baloot Al Sagheer Nursery. Our prenursery is committed to offering a warm, caring, and engaging environment where young learners can explore their world, develop new skills, and grow with confidence. We believe early childhood education builds the essential foundation for lifelong learning, creativity, and success.

At Al Baloot Al Sagheer Nursery, our focus is on a play-based, child-centered approach that nurtures both cognitive and emotional growth. Our experienced and dedicated staff work in partnership with families to create a positive and inclusive learning environment tailored to each child's individual strengths.

This Parent Handbook has been designed to give you clear guidance on our policies, daily operations, and expectations. We encourage you to read it carefully to understand how we can collaborate to make your child's experience at our nursery enriching and rewarding.

Should you have any questions or need more information, please feel free to contact us. We look forward to a joyful and successful educational journey with you and your child!

Warm regards,

Rola Mandour
Principal of Al Baloot Al Sagheer Nursery



Vision, Mission, and Educational Philosophy



Our Vision

To nurture a generation of confident, respectful, and innovative children, grounded in Emirati identity, enriched by moral values, and empowered through high-quality early education. At Al Baloot Al Sagheer Nursery, we envision a safe, inclusive, and inspiring environment where every child can thrive socially, emotionally, spiritually, and intellectually.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating early childhood education that serves the intellectual, emotional, and physical development of each child. We strive to:

- Strengthening children's Emirati identity, character, and moral values through the integration of Islamic teachings and cultural awareness.
- Delivering high-quality early education through the globally recognized Montessori method, supported by a qualified and dedicated teaching team.
- Promoting balanced development by enhancing cognitive, emotional, and social skills through best practices and inclusive, play-based learning.
- Providing a safe, healthy, and stimulating environment that welcomes children and encourages creativity, confidence, and well-being.

Our Educational Philosophy

At Al Baloot Al Sagheer Nursery, we believe that children thrive through hands-on play, active exploration, and meaningful discovery. Our curriculum is thoughtfully designed to promote development by incorporating the following educational approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Enhances physical coordination and strength through engaging activities.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in nursery activities.
- Encourages open communication and collaboration between families and teachers.

Student Profile

At Al Baloot Al Sagheer Nursery, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their first steps in their educational journey.



Curriculum & Teaching Methods

At Al Baloot Al Sagheer Nursery, we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Our Curriculum

Our prenursery program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

Montessori Principles

Encouraging independence and self-directed learning.

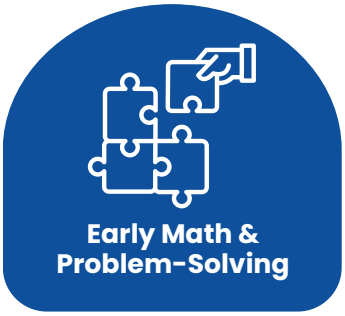
Child-Led Inquiry Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:













Teaching Methods

At Al Baloot Al Sagheer Nursery, our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



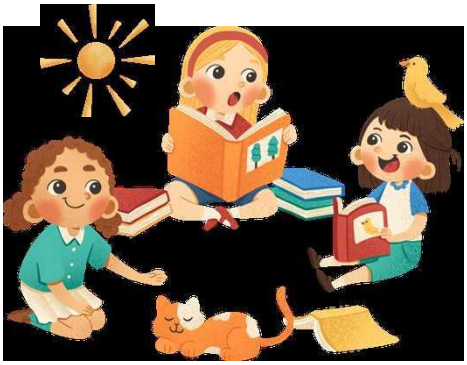
01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Class Structure & Classroom Setup

At Al Baloot Al Sagheer Nursery, we provide a nurturing and structured environment that supports the unique needs of every child. Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey.

Class Categories & Age Groups

01 Infant Class
45 days - 12 months

- Encourages early bonding, emotional security, and communication through gentle and responsive caregiving.
- Stimulates early cognitive and language development through songs, stories, and visual play.

Daily Structure

- Tummy time, soft play, calming music, and storytelling to support movement and sensory growth.
- Communication are encouraged through responsive care.
- Group time to observe and interact with peers, building early friendships.

02 Toddler Class
1 - 2 years old

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised free play.

03 Junior Class
2 - 3 years old

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Daily Structure

- Morning greetings and structured group activities.
- Learning centers that focus on letters, numbers, and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Thematic storytelling and hands-on science exploration.

04 Pre-Kindergarten (Pre-K) Class
3 - 4 years old

- Encourages language development, cooperative play, and problem-solving.
- Prepares children for kindergarten by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments.

Daily Structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor nature exploration and physical fitness activities.

Classroom Setup & Learning Environment

Each classroom at Al Baloot Al Sagheer Nursery is designed to be a safe, engaging, and stimulating environment where children can thrive.

Learning Centers



Learning Centers



Art & Creativity Station



STEM Exploration Zone



Play Area

Outdoor Learning Spaces



Outdoor Garden



Sensory Play Area



Physical Play Structures



Safety Measures in Classrooms



Classrooms are equipped with child-proof furniture and soft play materials.



Sanitization of toys and learning materials.



Emergency exits and safety protocols clearly outlined for staff.



Daily Schedule & Routine



At Al Baloot Al Sagheer Nursery, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

Nursery Hours & Drop-Off/Pick-Up Policy

01 Operating Hours
Monday - Thursday, 7:00 AM - 2:00 PM
Friday - 7:00 AM - 12:00 PM

02 Morning Drop-Off
7:00 - 8:30 AM (Late arrivals require prior notice)

03 Afternoon Pick-Up
1:30 - 2:00 PM (Late fees apply after 2:30 PM)

04 Extended Care
Available 2:00 - 4:00 PM (Additional fees apply)

05 Pick-Up Authorization
Only listed guardians may pick up a child.

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into the reception by an adult.
- If arriving after 8:30 AM, parents must notify the nursery in advance.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Late pick-up fees apply after 2:30 PM (unless enrolled in extended care).
- Parents must sign out their child before leaving the premises.

Infant Class
Daily Schedule Overview

Time	Activity
7:00 - 8:00 AM	Welcoming Children / Changing Nappy / Outdoor Area Activity
8:00 - 8:30 AM	Feeding milk / Massage Time / Tummy Time
8:30 - 9:00 AM	Breakfast / Nappy Changing / Story Time
9:00 - 9:20 AM	Arabic / Quran
9:30 - 10:00 AM	Circle Time
10:00 AM - 12:00 PM	Drinking Milk / Sleeping Time / Nappy Checking
12:00 - 12:15 PM	Music Time / Montessori Activities
12:15 - 1:00 PM	Changing Nappy and Clothes / Quran / Story Time / Play Time
1:00 - 2:00 PM	Milk Time / Sleeping Time / Tummy Time / Picking Up Time
2:00 - 3:00 PM	Circle Time
3:00 - 4:00 PM	Snack Time / Milk Time / Afternoon Activity / Pick up Time

Toddler Class
Daily Schedule Overview

Time	Activity
7:00 - 7:30 AM	Children's Arrival / Socialization
7:30 - 8:00 AM	Montessori Activity
8:00 - 8:30 AM	Inside or Outside Playground Free Play
8:30 - 9:20 AM	Food Preparation / Breakfast Time / Changing Nappy
9:20 - 9:50 AM	Arabic / Quran
9:50 - 10:00 AM	French
10:00 - 10:30 AM	Circle Time
10:30 - 11:15 AM	**(Monday)** Play-dough Making **(Tuesday)** Arts and Crafts **(Wednesday)** Science Experiment **(Thursday)** Games/ Fun Day
11:15 - 11:45 AM	Montessori Work Cycle
11:45 AM- 12:30 PM	Preparing Lunch / Lunch Time
12:30 - 1:30 PM	Changing Time / Storytime
1:45 - 2:45 PM	Sleeping Time / Montessori Work Cycle
2:30 - 4:00 PM	**Baloot Club** Afternoon Activities (Games / Story Time) Pick up Time

Junior Class
Daily Schedule Overview

Time	Activity
7:30 - 8:00 AM	Children's Arrival / Indoor or Outdoor Play
8:00 - 8:30 AM	Montessori Work Cycle
8:30 - 9:00 AM	Exercise / Yoga
9:00 - 10:00 AM	Food Preparation / Breakfast Time / Cleaning
10:00 - 10:45 AM	Circle Time
10:45 - 11:00 AM	Arts and Crafts
11:00 - 11:30 AM	**(Monday)** Play-dough Making **(Tuesday and Wednesday)** Sensory Activity **(Thursday)** Games and Science Activity
11:30 AM - 12:00 PM	Arabic / Quran
12:00 - 2:00 PM	Food Preparation / Lunch / Changing Time / Montessori Activity / Story Time
2:00 - 2:15 PM	French
2:15 - 2:30 PM	Outside Playroom Free Play
2:30 - 4:00 PM	**Baloot Club** Afternoon Activities (Games / Story Time) Pick up Time

Pre-K Class
Daily Schedule Overview

Time	Activity
7:30 - 8:30 AM	Children's Arrival/ Indoor or Outdoor Play/ Work Cycle
8:30 - 9:00 AM	Montessori Presentation / Music / Exercise
9:00 - 10:00 AM	Hand Washing/ Food Preparation/ Breakfast Time
10:00 - 10:30 AM	Circle Time
10:30 - 11:00 AM	**(Monday)** Play-dough Making **(Tuesday)** Science Experiment **(Wednesday)** Sensory Play **(Thursday)** Fun Day
11 :00 - 11:30 AM	Arabic
11:30 AM- 12:00 PM	Quran
12:00 - 12:45 PM	Hand Washing / Food Preparation / Lunch Time
12:45 - 1:30 PM	Montessori Presentation (Observation Time)
1:30 - 2:00 PM	French
2:00 - 2:30 PM	Snack Time / Coloring / Story Time
2:30 - 4:00 PM	**Baloot Club** Afternoon Activities (Games / Story Time) Pick up Time



Enrollment Policies & Required Documents

At Al Baloot Al Sagheer Nursery, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

1. **Completed Registration Form**
   available at the nursery's office
2. **Birth Certificate**
   Child's copy to be submitted at the nursery's office
3. **Passport**
   Child's and Parents' copies to be submitted at the nursery's office
4. **Emirates ID (EID)**
   Child's and Parents' copies to be submitted at the nursery's office
5. **Vaccination Certificate**
   Child's copy to be submitted at the nursery's office

All required documents must be submitted before the child's start date.



Enrollment Process & Timeline

STEP 1

Family Meeting & nursery Tour

Parents and children are encouraged to visit the nursery, meet the teachers, and observe the classroom environment.

STEP 2

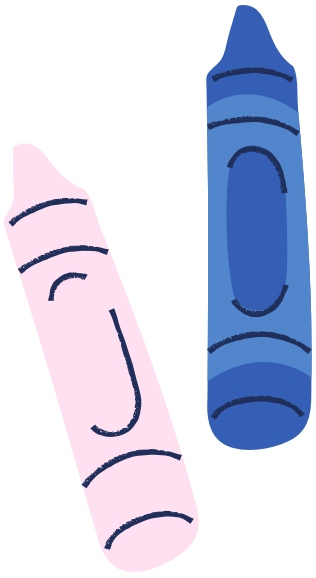
Application Submission

Parents must fill out the registration form and submit all required documents.

STEP 3

Admission Confirmation & Payment

Once accepted, families will receive a welcome package, along with an invoice for the registration fee and first tuition payment.



Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs.
Below are the tuition fees for the 2025-2026 nursery year:

Tuition Rates (Per Child)

Annual Tuition	Per Semester Plan (3 Payments)
37,500 AED Per Academic Year	12,500 Per Academic Semester

Tuition fees are due on the first two weeks of the start of the academic nursery year or the academic nursery semester.

Kindly note that all nursery fees paid for the academic year or semester are non-refundable under any circumstances.

Additional Fees

1. **Non-Refundable Registration Fee**
   1,500 AED (due upon acceptance).

2. **Extended Care Program Fee**
   1,800 AED per academic semester (for after-nursery care from 2:00 PM - 4:00 PM).

3. **Late Payment Fee**
   1,000 AED if tuition is not received by the due date (First 2 weeks of the Academic Semester).

Sibling Discount Families enrolling more than one child receive a 10% discount on the second child's tuition.



Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their nursery experience. Below are our policies regarding attendance and absences.

Attendance Expectations

- All students are expected to attend nursery Monday through Friday during regular nursery hours.
- 7:00 AM - 2:00 PM (unless enrolled in the Extended Care Program).
- Parents are responsible for ensuring their child arrives at nursery on time each day.
- If a child will be absent, parents must notify the nursery office by 9:00 AM.

Reporting Absences

- Parents must call or text the nursery office before 9:00 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.
- If a child is absent for more than two weeks without communication, their spot may be forfeited and given to a child on the waiting list.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The nursery is not notified in advance.
- The child misses nursery due to a non-emergency, non-medical reason without prior notice.
- The child is absent frequently without justification.

If a student accumulates **10 unexcused absences per semester,** the nursery will schedule a **parent-teacher** meeting to discuss the impact of attendance on the child's learning and development.



Health & Wellness Policies

At Al Baloot Al Sagheer Nursery, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Vaccinations & Health Records

All children must have up-to-date vaccinations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

Illness Policy
When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 37.5°C or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 2+ days due to illness, a doctor's medical note is required.

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment.





Food & Nutrition Policies

We promote healthy eating habits while ensuring the safety of children.



Home-Packed Breakfast, Lunch & Snack Policy

- Parents must send home-packed meals.
- Nut-Free Policy: Peanuts, tree nuts, and nut-based products are strictly prohibited.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas.

Foods Not Allowed

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.



Allergy Awareness & Food Safety

- Parents must inform the nursery of any food allergies during enrollment.

If your child has a life-threatening allergy, please work with the nursery to create an Allergy Action Plan.



Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our uniform promotes practicality, safety, and nursery identity while allowing children to express themselves.

Uniform Guidelines

Children must attend wearing their nursery's uniform

- Each child must have their own uniform set that includes:

For Boys: 1 pair of pants, 2 T-Shirts, 1 Training Suit.
For Girls: 2 Dresses, 1 Training Suit.

Comfortable, Play-Appropriate Clothing

- Children should wear the nursery's uniform training suit to allow free movement.
- Training suit uniforms are easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Extra coat or jacket for the child's warmth.

Shoes for Safety

- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.

Personal Belongings Policy



Items to Bring Daily

- **Backpack**
  large enough for a lunchbox, extra clothes, and nursery work
- **Reusable Water Bottle**
  labeled with the child's name
- **Breakfast, Lunch & Snacks**
  with healthy food options

Items Not Allowed at The Nursery

- **Toys from home**
  except for special sharing days
- **Electronic devices**
  tablets, smartwatches, phones
- **Expensive or sentimental items**
  the nursery is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that children feel safe, comfortable, and prepared for a fun and active day at nursery.



Parent Involvement Opportunities

We offer various ways for parents to be actively engaged in their child's nursery experience:



Classroom Involvement

- **Guest Reader Program**
  Parents can visit the class to read a story.
- **Special Skills Sharing**
  Parents with unique skills (e.g., music, cooking, art) can lead an activity.
- **Helping with Art & Science Projects**
  Assisting children with hands-on activities.



Nursery-Wide Volunteering

- **Event Planning Committee**
  Assisting with nursery-wide events.
- **Fundraising & Donation Drives**
  Helping organize fundraising efforts.

All parent volunteers must complete a background check before participating in nursery activities.



Communication Between Nursery & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Daily& Weekly Updates

- **Daily Photos**
  Sent via group messages, sharing special moments of the day.
- **Weekly Updates**
  Sent via group messages, summarizing classroom highlights and upcoming events.

Direct Communication

- **Parent-Teacher Meetings**
  Available once per semester or upon request.
- **Daily Updates via Signal**
  Parents receive photos, messages, and reports through Signal Application.
- **Messages & Phone Support**
  Teachers and staff are available for inquiries during nursery hours.



Parent-Teacher Meetings

Formal parent-teacher meetings are scheduled three times per year (once per semester) to discuss:

- Child's reports, summarizing classroom highlights, and child's development.

Additional meetings can be scheduled if needed.

Nursery Visitation Policy

Parents are welcome to visit the nursery, but for security reasons, the following policies apply:

- All visitors must check in at the front office and wear a visitor's badge.
- Classroom observations should be pre-arranged with the teacher.
- Parents may not enter classrooms during instructional time without prior approval.



Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive nursery experience.

Parent Handbook Agreement

I, ..., the parent/guardian of ....., have read and reviewed the Al Baloot Al Sagheer Nursery Parent Handbook for the 2025-2026 nursery academic year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance policies.
- ☐ I acknowledge and will follow the health and illness policies, including vaccinations and medication requirements.
- ☐ I will comply with the nursery's dress code (uniform) and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I agree to communicate with the nursery regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with nursery policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Al Baloot Al Sagheer Nursery:

Primary Contact:
Name: .....
Relationship: .....
Phone Number: .....

Additional Authorized Pickup Person(s): (if applicable)
Name: .....
Relationship: .....
Phone Number: .....

Secondary Contact:
Name: .....
Relationship: .....
Phone Number: .....

Any changes to authorized pickup persons must be communicated to the nursery in writing.

Parent/Guardian Signature
Parent/Guardian Name:

Signature: _____
Date:

حضانة البلوط الصغير
Al Baloot Al Sagheer Nursery

Al Baloot Al Sagheer Nursery

Learning with Love, Growing with Care

Contact Us:
02-5500810 / 02-5500833
0504091142 / 0509121154 / 0507916683

WhatsApp on 0504091142

www.albalootalsagheer.net
@albalootalsagheer_nursery

Al Baloot Al Sagheer Nursery
Villa 585 Naseem Al Barr Street - Shakhbout City - MSH9 - Abu Dhabi - United Arab Emirates