



WELCOME BACK TO NURSERY 2021/2022

www.ccn.ae



IMPORTANT INFORMATION FOR PARENTS

Screening Procedure

Chubby Cheeks Nursery - Safety Protocol Series #1

Our School Nurse will examine all staff and children upon arrival at the nursery, during the day and on departure, and ensures that they do not have any symptoms of COVID- 19 infection or any other illness.

At Chubby Cheeks Nursery we have always had a robust health screening policy.

- Children or staff member who have a fever of 37.5C or above or other signs of illness are not permitted to attend nursery.
- Parents are required to fill a daily health checkup on the Parent App and also check their children's temperature before leaving home.
- Parents and Staff are requested to be on the alert for signs of illness and stay home when they sick.
- Parents and staff are required to fill travel declaration form when any member residing in the same home has travelled.
- Parents and staff are requested to avoid crowded areas and report immediately if a primary contact has contracted the illness. These measures are for the safety of our community.
- Daily temperature checks for children and staff are taken and recorded through Thermal Screening Cameras at arrival and departure by the School Nurse.
- Additional temperature checks are taken during the day after meal and play-area times, with contactless thermometers provided in all homerooms.



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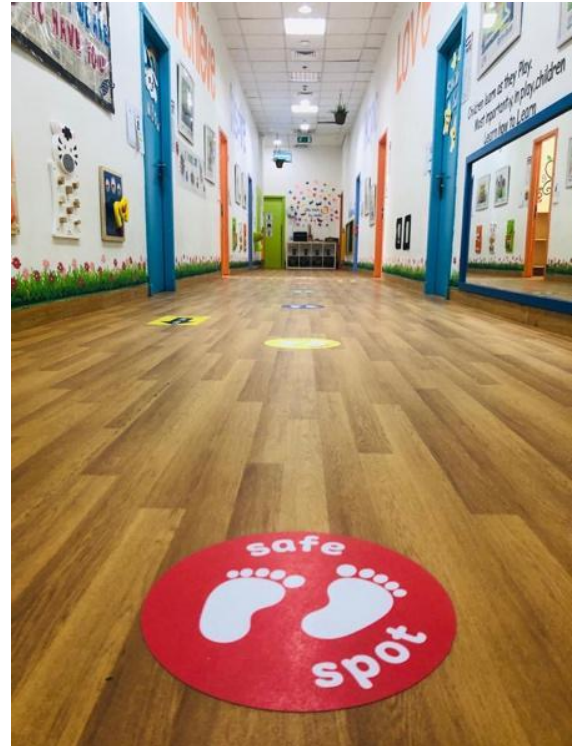


Social Distancing Procedures

Chubby Cheeks Nursery: Safety Protocol Series #2

Social Distancing Procedure: At Chubby Cheeks Nursery we ensure that:

- Children are cared for in separate and fixed groups of no more than ten (15) children in any one group of children aged 2-4 years, and no more than eight (8) children aged 45 days to 2 years, and are not mixed with other groups
- Each bubble (family) is in a separate classroom (homeroom) with its own entry and exit with its own designated toilet and/or changing table.
- Each bubble has its own lead teacher that is not shared with another bubble. Staff and children from one Bubble do not interact with staff and children from another bubble.
- Each allocated Homeroom has all arrangements for children's learning, play, eating and sleeping. Family bubbles of children and adults, stay in the safety of their clean and spacious homerooms.
- The common learning and play areas are used by only one bubble in 24 hours with deep cleaning and sanitisation between each usage
- A distance of 1.5 meters is maintained by staff in all class rooms, play areas, common areas, offices, and all other places within the nursery.



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Sanitization Procedures

Chubby Cheeks Nursery - Safety Protocol Series #3

At Chubby Cheeks Nursery

- We follow an hourly cleaning schedule and all frequently touched surfaces such as door handles, table tops, cubbys, phones are sanitised with disinfectant wipes.
- We perform effective sanitization and cleaning at the start and at the end of each day as well as every Saturday.
- We have contracted 'Healthy Homes' an approved sanitisation company for regular deep cleaning.
- We do not use any cleaning or sanitization products that may harm the health of children and those suffering from respiratory diseases.
- We use a ULV gun with disinfectant solution for cleaning, sanitising and wiping the bags of staff and children upon arrival.
- We have placed shoe sanitisation mats to ensure the shoes of staff and children do not bring any germs into the nursery.
- Nappy changing areas and toilets are thoroughly sanitised between every usage by dedicated toilet cleaning staff.
- All toys and equipment in the classroom are sanitized after each usage with a steam cleaning technology.
- Common play and learning areas are used by only one bubble in 24 hours and are thoroughly sanitised between usage.



We are doing our level best to keep all our children and staff absolutely safe.

Air Quality Management

Chubby Cheeks Nursery - Safety Protocol Series #4

At Chubby Cheeks Nursery we have installed Air Purifiers in all branches and Natural Air Purifying Plants and Oxygen Producing Plants such as Sansevieria (Snake Plant), Pothos (Ivy Plant), Spathiphyllum (Peace Lily) and Boston Fern. We also have HEPA Air Filters and AC Cleaning Annual Maintenance Contracts.

Chubby Cheeks Nursery is without a doubt The Safest Place To Be.



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Travel Policy

The health and safety of our children, staff, parents and families is the top priority at Chubby Cheeks Nursery. You are requested to fill this mandatory Travel Disclaimer form before your child starts the new term at CCN.

Dubai, Ajman and RAK Families

If any family member has travelled outside the UAE you are required to produce a Negative PCR test taken within 48 hours to go back to the Nursery. Alternatively, they could quarantine for 10 days. Furthermore, if the child stays home, but his or her parent or family member travel internationally, then the child is required to quarantine for 10 days. If they household member can produce a PCR negative test taken within 48 hours they child can attend nursery.

Sharjah Families

Pupils returning from abroad must self-isolate for 10 days before resuming in-person lessons. SPEA said the date of arrival in the Emirates would be considered the first day of quarantine period.

Abu Dhabi Families

Only Vaccinated people are allowed to enter nurseries.

If any family member has travelled outside the UAE or you have had visitors from abroad during the last month, you are requested to maintain a fourteen days quarantine from the date of the travellers' arrival in the UAE, and present negative PCR test for all traveling members before your child's date of joining.

Handwashing

Chubby Cheeks Nursery - Safety Protocol Series #5

Hand washing is the most effective way of preventing the spread of infection. We will include hygiene awareness in our curriculum, award hand washing stickers and certificates and sing fun hand washing songs to encourage children to wash their hands in the correct way.

Staff and children at Chubby Cheeks Nursery will wash hands several times particularly at

- Arrival to the facility
- Before and after meal
- Before and after toilet time
- Before and after play area time



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Hand Sanitizer Policy

Chubby Cheeks Nursery - Safety Protocol Series #6

Hand Sanitising is an effective way to kill germs but is not a substitute to effective hand washing.

Wall mounted hand sanitisers are provided at the entrance and different areas of the nursery. Hand Sanitisers are only to be used by children aged 2 plus years old with adult supervision. All parents are requested to be positive role models and sanitise hands at arrival and departure.

We understand that:

- Sanitizers can quickly reduce the number of germs on hands in many situations. However, Sanitizers do not get rid of all types of germs therefore aim to wash hands with soap and water frequently.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy. In this case, it is better to wash hands with soap and water.
- We supervise young children when they use hand sanitizer to prevent licking alcohol.



How to use hand sanitizer

1. Put enough hand sanitizer on hands to cover all surfaces.
2. Rub hands together until hands feel dry. Take care not to miss between fingers. This should take around 20 seconds.
3. Do not rinse or wipe off the hand sanitizer before it is dry ; it may not work as well against germs.

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Pick up and Drop Off Procedure

Chubby Cheeks Nursery - Safety Protocol Series #7

At Chubby Cheeks Nursery:

- ✓ We will follow staggered pick up and drop off for staff and children. The arrival and departure timings will be spaced at 10 minutes and parents are humbly requested to follow the agreed timings. Siblings can be dropped together.
- ✓ Only one parent or family member can come to drop and pick children. Accompanying adult must wear mask and gloves while dropping and picking child.
- ✓ It is preferred the same adult arrives to pick and drop children daily. Grandparents or high risk adults are requested to refrain from coming to pick and drop children
- ✓ Hand hygiene stations are set up at the entrance, so that children over 2 years old can sanitise their hands before they enter. Parents are requested to be positive role models and sanitise hands as well.
- ✓ Shoes will be sanitized upon arrival through Shoes Sanitation Mat. Bags will be sanitised using ULV disinfecting gun. Lunch boxes will be wiped clean with disinfectant wipes by the child's assistant in the class.
- ✓ Temperature will be checked through Thermal Screening Cameras and recorded by the school nurse.
- ✓ Parents are not allowed in the facility. Dedicated Staff welcome and greet children as they arrive at the arrival point. If parents have to enter the nursery they can do so for only 10 minutes.

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Sleeping Routine

Chubby Cheeks Nursery - Safety Protocol Series #8

At Chubby Cheeks Nursery, we aim to ensure that all half and full day children have enough sleep to support their development in a safe environment. The safety of babies sleeping is paramount.

- Each Homeroom will have their own Sleeping Arrangements with cots or stackable beds
- Each child will have their own labelled cot or stackable bed and they will be laid out at 1.5m distance between each cot
- Each cot or stackable bed will be steam sanitised between usage
- 2 sets of beddings (bedsheets, pillow, pillow case and blanket) will be provided by parents (clearly labelled with Child's Name) and send home to be washed daily
- Spare sets of bedding will be maintained in case of emergency, and these will be washed and dried before next usage
- Children are recommended to sleep between 12:00pm and 1:30pm in their homerooms. A quiet calm corner will be created in the classroom for children who wish to stay awake
- Staff will ensure that children do not share cots/ beds or any bedding such as sheets, blankets, pillows etc
- Children will never be put down to sleep with a bottle to self-feed. This is to prevent choking, ear infections and tooth decay
- Children will be monitored by the Homeroom adults when sleeping at all times.



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Individual Resource Kits

Chubby Cheeks Nursery - Safety Protocol Series #9

Every child at Chubby Cheeks Nursery has their own personalised sensory tray, stationary and resources. We have given the highest importance to the health and safety of all our children. At the same time we are ensuring that children reach their highest potential in all 7 areas of learning as per the British Curriculum - literacy, language, arts, maths, science, physical development and social development.

Every child over the age of 2 years will have their own personalised writing and markmaking trays. These trays are single use and labelled with your child's name to minimise any risks of cross contamination.

We have embraced the new days and the new ways. Hope you are ready too.



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Nursery Bag Policy

Chubby Cheeks Nursery - Safety Protocol Series #10

In line with our new Health and Safety Measures, Chubby Cheeks Nursery recommend parents to send their Child's Bag that meets the following requirements

- Bag should be lightweight, durable, and water-resistant.
- Bag should be easy to wipe, clean and sanitise
- Bag should have multiple compartments throughout the bag to help evenly distribute weight.
- All items in the bag must be clearly labelled.
- Trolley bags are not recommended.
- Take the time to adjust and tighten the shoulder straps so that the backpack is snug to your child's back.
- IKEA Dimpa Bag is suggested for Sleeping Beddings for Full Day Boarders. Parents must send 2 beddings daily.



What should I pack in my child's snack box?

Parents are recommended to send food in Hot/Cold Cosmoplast Lunch box (for Full day boarders) or Insulated Lunch Box for Morning/Afternoon Children. Food send should be served at room temperature as refrigeration and heating food are not allowed to avoid cross contamination.

Parents should only send healthy food items with the child, in appropriate packing that is clearly labelled.

Junk food such as chocolate, fizzy drinks and chips should not be sent to school. Pork and nuts are not allowed in the nursery. Fruits and salads are highly encouraged for snack time. Some great tiffin foods are carrot sticks, cucumber, raisins, prunes, fruit yoghurt, wholemeal bread sandwiches, pasta and rice cakes.

Cosmoplast Hot/Cold Lunch Box	Insulated Lunch Box	IKEA Dimpa Bag for Sleep Bedding
		

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Visitors Entry

Chubby Cheeks Nursery - Safety Protocol Series #11

Safe Visit Procedure:

Chubby Cheeks Nursery is proud to safely welcome you to come and visit us, book your personalised tour with our Admin Manager today!

Whilst we are very excited to welcome you, we must keep your safety and welfare our top priority, here's how we will keep you safe.

- ✓ The nursery tour will be scheduled with a sanitisation period prior to the tour and post tour completion.
 - ✓ A Health Questionnaire/ Travel Declaration Form must be filled during the time of registration.
 - ✓ Parents must follow social distancing and hygiene rules whilst visiting the nursery.
 - ✓ Parents must enter with their own masks and gloves which are to be worn at all times during the tour.
 - ✓ Parents will have their temperature checked upon arrival. (temperature should be below 37.5).
 - ✓ The Maximum time allowed per family will be 30 minutes on site.
- Parents will be asked to refrain from touching objects and resources whilst on site.
- ✓ Frequently Asked Questionnaire Handbooks will be shared via email for all parents new and returning.
 - ✓ All support and maintenance services such as repair work and distribution of resources and cleaning materials takes place after the nursery operating hours, while enforcing all precautionary measures including checking the workers' temperature before entering the building and ensuring they wear masks and gloves.

Supporting Children with Allergies and Special Requirements

Chubby Cheeks Nursery - Safety Procedure Protocol #12

Supporting Children with Allergies and Special Requirements

If your child has any Allergies or Special Health Requirements, Please contact our Registered School Nurse and share full information. Rest assured our team is trained and alert to handle special requests to provide high levels of safety for all children.

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Positive Relationship with Parents

At Chubby Cheeks Nursery, we strongly believe that parents are our partner's in their child's education. We're committed to making ourselves available to parents 'whatever the weather' and are always ready to assist with a smile.

👍 We use efficient lines of communicating with parents such as a Parent App, Newsletters, Whatsapp, Email, phone calls and social media. Every branch has a Parent Happiness Manager and the group has a dedicated Quality Assurance and Parent Satisfaction Manager.

👍 We use the Parent App to ensure that every parent or carer can receive detailed information about their child's daily routine.

👍 We send Weekly Email to our existing parents informing about the activities of the week and how they can prepare for the next week.

👍 We conduct Informative Webinars on Zoom on informative topics like Potty Training, Dealing with Picky Eaters, Boosting Immunity in Children, Speech Development etc.



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Lead Teacher in Every Bubble

Did you know that Chubby Cheeks Nursery has a Lead Teacher in every Classroom? Our lead teachers are not shared between two bubbles for maximum protection and safety of your children.

Children benefit immensely from spending quality time with qualified teachers. All our teachers are trained to deliver the British Curriculum and create Individual Education Plans for each child.

Staff receive constant Professional Development Opportunities to enhance their skills. Our qualified team also possess Infection Prevention, First Aid and Fire Fighting Certificates.

We make sure we offer the highest standards in education and safety for each child, every day.



Staff Training

At Chubby Cheeks Nursery we pride in our team of highly qualified, trained and passionate staff. Our team is our strength, our backbone. Our team makes the experience at Chubby Cheeks Nursery special for both children and families.

Children benefit immensely from spending quality time with qualified teachers. All our teachers are trained to deliver the British Curriculum and create Individual Education Plans for each child.

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Languages

Research shows that children who learn two languages or are raised in a bilingual environment are better at social interaction, cognitive skills, problem solving abilities and even have enhanced memory power.

Chubby Cheeks Nursery is proud to offer Arabic Lessons and French lessons by highly specialist team of Arabic and French teachers. The languages will be taught in a fun manner through songs, story time, activities, videos, arts and crafts and more. During the Pandemic restrictions we will protect our family bubbles and the specialist Language teachers will teach through live and pre-recorded lessons.

Enrichment

Did you know that we are the only nursery that is providing FREE ECAs (Extra Curricula Activities) to all children registered onsite at all our branches. Our weekly schedule for ECAs is as follows:

Sunday: Junior Artist
Monday: Kids Zumba
Tuesday: Junior Scientist
Wednesday: Kids Yoga
Thursday: Junior Chef



Chubby Cheeks Nursery believes in holistic education so that each child is an all rounder and reaches their highest potential. We are an Award Winning Group of Preschools with 15 Branches in the UAE. Visit us in complete safety for a guided Early Years Tour of our Outstanding Nursery.

Visit us for VIP tours!

Speech Therapy Program

Chubby Cheeks Nursery offers a blended program that offers the strengths of our EYFS qualified teacher along with a trained Speech Therapist in one class. We offer FS1 with Speech Therapy onsite classes at our Ghusais-Twar and Dubai Investment Park - DIP Branch.

The FS1 program takes children from 2.8 years (in September 2020) and offers an all round education in languages, literacy, numeracy, arts, science, physical and social development.

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Speech therapy sessions are held regularly with our speech therapist for children who have speech delay.

A speech delay is when speech is developing in a normal sequential pattern but occurring later than is typical. A speech disorder is when mistakes are not "typical" sound errors or are unusual sound errors or error patterns.

Healthy Body Healthy Mind

Chubby Cheeks Nursery is aware of the probable affect that COVID-19 has had on the emotional and mental wellbeing of children, staff and their families. We recognise that children's health is an integral part of their emotional, mental, social and physical well-being.

We promote health, safety and well-being through our Healthy Body and Healthy Mind Program.

Every week we host Wellbeing Wednesday featuring yoga, meditation, creative arts, fitness and sensory activities.

The wellbeing of our staff and parents is equally important and we have open lines of communication to support them in many ways.



No More Nappies

Chubby Cheeks Nursery implements No More Nappies -A Complete Potty Training Guide program for children.

At Chubby Cheeks Nursery our staff are trained and experienced to potty train. If you feel that your child is developmentally ready to use the potty, we will endeavour to support you and your child with our No More Nappies Step by Step Guide.

Steps for No More Nappies Program:

- Take your Guide from reception to learn about training your child.
- Assess your child along with the class teacher to check is he/she is ready to be potty trained with our No More Nappies Checklist
- Start the training mutually and stay updated daily with our No More Nappies Weekly Potty Training Chart.
- Receive your child's Potty Training Certificate upon completion.



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Little Muslims Program

Chubby Cheeks Nursery provides various Enrichment Programs for children including Little Muslims Islamic Education Program.

This program is aimed at teaching the basics of Islam to little children in a simple, fun and interactive way. We will teach Islamic concepts through crafts, stories, rhymes, discussion etc.



Behaviour Therapy

Chubby Cheeks Nursery is pleased to introduce a revolutionary Early Intervention and Inclusion Program. With the help of our in-house, qualified, experienced and passionate PODCO (Senco) Ms. Aminah Ojetola, we are fully equipped to enhance the learning and care for children with speech, behaviour and learning differences and difficulties.

Ms. Aminah is a qualified psychologist who specialises in working with preschool children. She works passionately with children aged 1-4 years with mild to moderate Autism, ADHD, Oppositional Defiant Disorder, Sensory Processing Disorder and Generalised Anxiety Disorder.

Her approach includes a combination of Cognitive Behaviour Therapy, Play Therapy, Art Therapy, Music Therapy and Lego Therapy. She works with families to create Early Intervention Plan, Individual Education Plan and Family Support Plans.



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Behaviour Management

Chubby Cheeks Nursery provides an environment that is safe and stimulating for the children in our care. The aim is to ensure a positive approach to behavior guidance, which will encourage all children to develop self-esteem and positive relationships with others.

We believe in working closely with parents to enable a consistent approach to behavior management.

Our team uses positive techniques of guidance, redirection and reinforcement to demonstrate positive behavior in children.

Every child and family is treated with respect and dignity. The nursery has no time out policy. No child is sent to a quiet corner or a particular area in the class.

Instead Positive reinforcement is used to promote appropriate behavior. Parents are updated on their child's behavior regularly.

A positive behavior incentive is place to encourage positive behavior such as 'sticker charts', reward charts and praise. Through encouragement, children take responsibility for their actions and choices. At no time is a child subjected to any form of physical or emotional ill treatment. We always address the action, NOT the child.

THE CCN HAPPY Environment:

Chubby Cheeks Nursery strives to create a sense in each child of being well-behaved, well-mannered and attentive.

- As adults we are positive behaviour role-models at all times. We model consideration, patience, courtesy and helpfulness.
- We create a positive environment by greeting children warmly every day, speaking in a calm tone, providing choice and developing warm relationships with every child.
- We admire efforts of children to build self-esteem sincerely and consistently.
- When talking to children our staff always go down to the child's level.

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Daily and Weekly Health Declaration

All Parents daily update their child's health condition before leaving to the nursery. They must also declare any close contact with a Covid Patient or visit to crowded areas. A weekly travel declaration is to be filled for all members residing in the family. Staff is also required to fill daily and weekly health and travel disclaimers.

Valuable Items

Children/Parents must not bring any valuable items to the nursery. We do not accept responsibility for any accidental loss or damage to property.

Field Trip / Special Days

Field Trips and Special Days will not be conducted during the course of the pandemic.

Absenteeism

If a child is absent, parents should call or email before 9 a.m./3 p.m. to inform the nursery. Absences cannot be made up by substituting or swapping days. There are no refunds or make up days for nursery missed due to travel or any other reason.

Allergy Information

If your child suffers from any allergy, please clearly mention in the medical form and inform the class teacher. Please fill the Medication Form if my child has been prescribed any medication by the doctor. The nursery reserves the right to administer basic first aid and treatment when necessary

CCN Incident Policy

We provide incident forms which are completed by the teacher and nurse at the time and date of the incident. This will provide you with all the information from a slight fall to a bump on the head. Whilst we have a nurse on site and strict regimented risk assessments in place, children are young and have a tendency to explore the space around them, small accidents do happen. But we have highest safeguarding procedures in place.



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Bus Service

Chubby Cheeks Nursery is providing transport at a 50% capacity. One child per seat unless they are siblings. Children will be checked for fever by the Bus Monitor and if fever is above 37.5 child will have to stay home. Children will be given an approximate time for pick up, but once you have received a missed call from the nursery you have 3 min to bring your child to the bus. Bus cannot wait longer as they have a route to follow and more children to collect. Please ensure to be on time.

Nursery Fees

- ❑ Fees once paid are not refundable nor are they transferable.
- ❑ Term Fees must be paid prior to the child starting the Nursery School in order to ensure a place. Registration fee, Medical fee, and Craft fee to be paid in full prior to the agreed starting date.
- ❑ Registration, Supplementary, Tuition, Transport fees and Fees paid under any package deal are not refundable under any circumstances.
- ❑ If the nursery is closed for bad weather or any other uncontrollable reason, there will be no refunds. No refunds or reductions are given in case of Absence, Illness, Vacations, Big School Admissions, Child not Settling, and Child Related Incident, Change of Mind, Job Terminations, Nursery Closure, Bad Weather and other miscellaneous reasons.
- ❑ If the nursery chooses to refund fees under exceptional humanitarian circumstances, a minimum one month written notice must be given for approval. The nursery reserves the right to claim registration, supplementary, transportation, tuition fee for time attended. Any discounts received or any unpaid fees as part of an all inclusive package will be claimed back before the refund is processed. Refunds take upto 4 weeks and refund processing charges of AED 500 will be deducted
- ❑ For families who are enrolling 2 or more children, the second and subsequent siblings will be entitled to a sibling discount (5% for second child, 8% for each subsequent child)
- ❑ Nursery registration is subject to re-evaluation by the nursery if and when required. The decision of the management is final and will be in the best interest of the children within our care
- ❑ The School reserves the right to add, modify and/or amend the fees structure and/or above mentioned terms from time to time at its absolute discretion.
- ❑ One month's written notice must be given if you no longer require your nursery place.
- ❑ Children/Parents must not bring any valuable items to the nursery. We do not accept responsibility for any accidental loss or damage to property.
- ❑ Chubby Cheeks Nursery gives most importance to the health and safety of every child enrolled. We are not responsible for any illness, accidents or injury during field trips or on nursery premises unless a case of negligence is accepted.

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Documents Required

Parents undertake to provide the school with completed forms and the following documents:

- o 1 copy of the child's passport and UAE residence visa
- o 1 copy of father's/mother's passport and UAE residence visa
- o 1 copy of child's birth certificate
- o 1 copy of child's immunization and medical record
- o 4 passport size photographs (attached to each form).

Change of Address/Contact Information

In case of change of address, contact number or any other important information, parents must inform the school management.

Parents Tours

Tours are by booking only for safety reasons. For booking a tour or for a call back, please share your child's name, age, parent's name, mobile number, whatsapp number and email address. Our manager will call you back soon

Travel Declaration

Travel declaration forms are required for all those who travel; these must be submitted to the nursery prior to travel occurring and re-confirmed before returning to the nursery.

CCN Branches Contact Numbers

Discovery Gardens 04-4356598 / 0565492511

Business Bay 045484775

Al Barsha 04-5545908

DIP 04-8850564 / 0565492513

Skycourts 04-3922636 / 0565492514

Karama 04-3412677 / 0565492516

Al Nahda 04-2399985 / 056 5492512

Sharjah 06-5255870 / 0565492515

Ras Al Khaimah 07-2432251 / 056 5492532

Abu Dhabi 02-6440042

Indigo Valley Nursery 04-2633544

Mankhool - 050 602 9125

International City - 050 602 9432

Ajman - 054 305 1105

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