

## Child Attendance

### Purpose

This policy sets out a clear framework for the children's attendance at Little Haven Nursery. It standardises rules and regulations and sets clear expectation for all stakeholders.

### Definitions

<b>Attendance Days</b>	The days of the week and the number of days per week a child is scheduled to attend the EEI
<b>Carer</b>	An individual employed by the child's parents to look after their needs regarding hygiene, health and safety. These individuals may also oversee the child's drop-off and pick-up at the EEI
<b>Child</b>	A person under the age of 4 years, as per Federal Decree Law No (51) of 2022 Regulating Nurseries.
<b>Child Pick-Up Authority</b>	The person authorised by the parents to pick up the child other than the parent.
<b>Digital Attendance System</b>	A digital "check-in and check-out" app that serves to record a child's attendance and departures as per the date and time along with the child's full name, key group and days enrolled.
<b>Early Education Institute (EEI's)</b>	All ADEK licensed institutions that offer early years service (e.g. nurseries)
<b>Key Person</b>	A key staff member who is the primary contact for a key group of children and helps them feel safe and cared for.
<b>Key Team</b>	The team of staff in a child's key group, whom they interact with daily and take care of their physical, emotional and educational need. Typically including the EE Educator, EE Assistant and EE Aide
<b>Maltreatment</b>	Any act, or omission of act (e.g. negligence) that would cause harm to the child and prevent their upbringing and development in a safe and healthy manner. This includes abuse (physical, emotional and sexual), neglect and exploitation.
<b>Manual Attendance System</b>	A register where a child's attendance and departure are both entered manually along with the child's full name, key group, days enrolled, date and time.
<b>Parent</b>	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)



## **Policy Statement**

Little Haven Nursery has developed this policy to ensure transparency with regards to all processes, procedures and rules in regards to:

1. Selection of attendance days
2. Recording daily arrival and departure of children
3. Maintaining records
4. Addressing absences (including unexplained absences)
5. Early drop-off of children
6. Late pick-up of children

### **1. Selection of Attendance Days**

Little Haven Nursery shares the with parents at the time of inquiry the various, flexible programs available. Upon registering parents will select on the registration form the session timing they require and the number of days per week.

The fee structure and registration form includes:

- a) Attendance options (full and part-time) for all age ranges.
- b) The minimum time slot available for part time places
- c) The maximum time slot available for all places
- d) Early drop-off options and charges
- e) Late pick-up options and charges

### **2. Recording Arrival and Departure of Children**

When children arrive at the nursery their arrival time is registered on the Parent App, a manual attendance will also be completed within each child's classroom. The same applies once the children have been picked up. They will be checked out on the Parent app and marked out on the manual attendance.

### **3. Maintaining Records**

Children's attendance records will be exported and saved digitally every week. This allows for accurate monitoring.

### **4. Addressing Absences**

Little Haven Nursery promotes and encourages good attendance by:

1. Asking parents to report their child's absence, either via a telephone call, message to their child's teacher on the Parent app or WhatsApp message to the Manager.
2. Recording and following up on all absences. The Nurse will contact parents after a child has been absent for more than one day. She will keep a log of the date and time of the call as well as reason for absence.
3. After two consecutive days of an absence and the Nurse being unable to get hold of the Parents, the child's Key Person will send a message via the Parent application. If the parent

does not reply after 5 consecutive days of absence, an email will be sent. The nurse will continue to call, logging all call attempts with the date and time.

Little Haven Nursery is vigilant and alert in cases where a child's unexplained absence raises suspicion towards a child protection issue and is ready to follow the steps outlined by ADEK.

## **5. Early Pick-Up and Drop-Off**

Little Haven Nursery shall obtain approval for any fee increase from ADEK as per Federal Decree Law No. (18) of 2020 Concerning Private Education. This shall be shared with parents prior to the start of a new academic year.

### **5.1 Early Pick-Up**

If parents wish to pick their child up early from the Nursery they must send a written message, either by email or through the Parent app. Pick up times will be recorded on the app and manually.

### **5.2 Early Drop-Off**

Early drop-off charges are included in the fee structure. Early-drop off can only be accommodated if parents have given prior notice, in writing. They will then be reminded that there are extra charges applicable to this.

Little Haven Nursery will have at least two designated staff members to receive early arrivals, one of which must be first aid trained.

## **6. Late-Pick Up**

Little Haven Nursery ensures parents are aware of their session times as well as the closing time of the Nursery.

Any additional charges for late pick-up are detailed on the fee structure.

If a child is not picked up at the designated time, 15 minutes will be allowed before calling the parents. If contact cannot be made with either parent after a period of 30 minutes the child's emergency contact will be called. If no authorised adult can be contacted 60 minutes after the child's collection time, the management will be informed and they will take the decision to contact the police for support and advice.

A record will be kept of all contact attempts and the child will stay with a suitable adult during this time in a safe and supportive environment.

At least two staff members will supervise late pick-ups, one of which must be first aid trained.

Attendance will be reviewed in case of repeated late pick-up.



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LITTLE HAVEN NURSERY  
ننشئة العقول الصاعدة NURTURING YOUNG MINDS

## **References**

- Federal Decree Law No. (3) of 2016 Concerning Child's Rights (Wadeema)
- Federal Decree Law No. (31) of 2021 Promulgating the crimes and Penalties and its Amendments

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