Playful Learning Club
Ready-made solutions for nurseries in the UAE

Free sample

Your ready-made nursery file, try it before you decide

A look inside: a 24-point readiness check, real policy pages, a monthly plan, the child growth report for parents, the quality and documentation plan and the parents handbook.



- 24-point readiness check
- Real policy pages
- Monthly plan, ready to print
- Child growth parent report
- Quality and documentation plan
- Editable parents handbook

playfullearningclub.com/en

What you will find inside

1. **A 24-point readiness check**
   Five minutes to see where you stand and which documents to prepare first.

2. **Two real policy pages**
   Exactly how every one of the 106 policies is written: purpose, laws, definitions, procedures.

3. **A monthly plan: October**
   Three of its eight pages: cover, week one and the family corner. Twelve months come in the pack.

4. **A worksheet and an activity**
   Two examples from 500+ worksheets and 24 activities.

5. **Child growth tracker and parent report**
   How to fill it in with clicks, and the ready report you hand to a family.

6. **Quality plan, parents handbook and policy index**
   Previews of the annual quality and documentation plan, the editable 32-page handbook, and the six policy areas.

How to get the most from it

Print the readiness check and fill it in with your team. Try the growth tracker. Pin the October plan on the classroom wall. If you find that this saves you time, the full file saves it for the whole year.

The content is guidance templates and is not legal advice or an official approval from any authority. Review every document and adapt it to your nursery and to the instructions of your licensing authority in your emirate.

Your nursery readiness check: 24 points in 5 minutes

Know where you stand before any review visit, and what to prepare first.

1. Read each item

2. Tick only if it is ready now: you could hand it over immediately if asked

3. Count your ticks and read your result on the next page

1 Organisation and administration

- [ ] Child admission policy written and approved
- [ ] Fee and refund policy shared with parents
- [ ] A separate file for every child (details, consents, emergency contacts)
- [ ] Staff records, contracts and certificates up to date

2 Health and safety

- [ ] A complete first aid box with a monthly check log
- [ ] Incident and injury log filled in as soon as something happens
- [ ] Emergency and evacuation plan with a documented drill
- [ ] Medication policy with written parent permission

3 Child protection and privacy

- [ ] Child protection policy written and signed by all staff
- [ ] A clear CCTV and privacy policy
- [ ] Parent consent before any child photo is published
- [ ] Daily record of children arriving and being collected

1 Teaching and quality

- [ ] Weekly and monthly activity plans in writing
- [ ] Regular observations and assessments for every child
- [ ] Growth reports reaching parents regularly
- [ ] A support plan for children who need extra help

2 The team

- [ ] Valid first aid certificates for staff
- [ ] A written performance review for every teacher
- [ ] A training and development plan for the year
- [ ] Recruitment and vetting policy documented

3 Parent communication and review

- [ ] Complaints and suggestions policy announced and applied
- [ ] A parent satisfaction survey at least once a year
- [ ] A record of meetings and communication with families
- [ ] A nursery self-evaluation you review every quarter

My ✔ count: _____ out of 24

20 – 24

High readiness. You are in a strong position; just keep the dates up to date.

12 – 19

A good base with some specific documents missing. Start with the unticked items.

0 – 11

You need to prepare. This is common: begin with the most important documents.

What next? For most unticked items the full file has a ready, editable policy or tool, which saves you weeks of writing from scratch. This check is a helper only and does not represent the standards of any official authority.

Three things you can do this week, with or without the file

1 **Today: run the 24-point check**

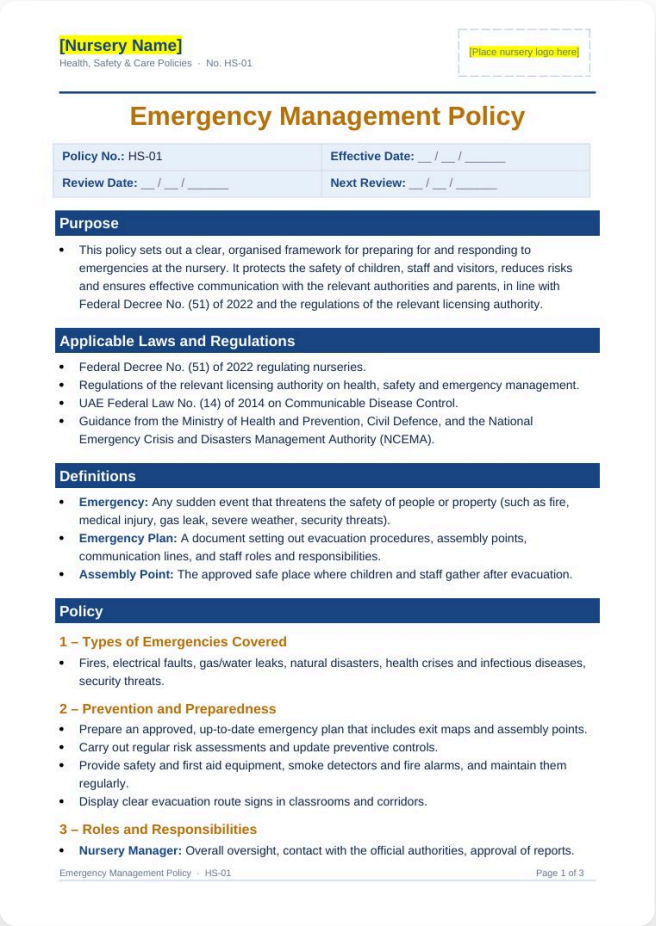
Print it, tick honestly and count. Five minutes gives you a clear picture.

2 **This week: name an owner and a date**

For the three areas with the fewest ticks, choose one person and one date. A document with an owner gets finished.

3 **This month: try the 3-minute test**

Can you find the first aid certificates, the last fire drill record and a signed child protection acknowledgement in under 3 minutes? If not, your filing system is the first thing to fix.



[Nursery Name]

Health, Safety & Care Policies · No. HS-01

[Place nursery logo here]

Emergency Management Policy

Policy No.: HS-01	**Effective Date:** __ / __ / _____
Review Date: __ / __ / _____	**Next Review:** __ / __ / _____

Purpose

- This policy sets out a clear, organised framework for preparing for and responding to emergencies at the nursery. It protects the safety of children, staff and visitors, reduces risks and ensures effective communication with the relevant authorities and parents, in line with Federal Decree No. (51) of 2022 and the regulations of the relevant licensing authority.

Applicable Laws and Regulations

- Federal Decree No. (51) of 2022 regulating nurseries.
- Regulations of the relevant licensing authority on health, safety and emergency management.
- UAE Federal Law No. (14) of 2014 on Communicable Disease Control.
- Guidance from the Ministry of Health and Prevention, Civil Defence, and the National Emergency Crisis and Disasters Management Authority (NCEMA).

Definitions

- **Emergency:** Any sudden event that threatens the safety of people or property (such as fire, medical injury, gas leak, severe weather, security threats).
- **Emergency Plan:** A document setting out evacuation procedures, assembly points, communication lines, and staff roles and responsibilities.
- **Assembly Point:** The approved safe place where children and staff gather after evacuation.

Policy

1 – Types of Emergencies Covered

- Fires, electrical faults, gas/water leaks, natural disasters, health crises and infectious diseases, security threats.

2 – Prevention and Preparedness

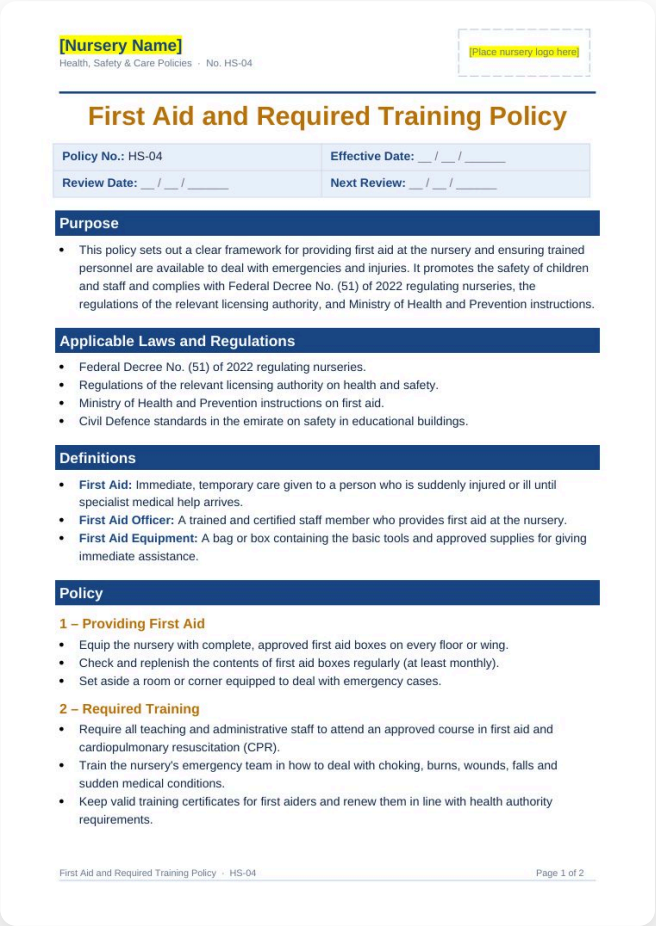
- Prepare an approved, up-to-date emergency plan that includes exit maps and assembly points.
- Carry out regular risk assessments and update preventive controls.
- Provide safety and first aid equipment, smoke detectors and fire alarms, and maintain them regularly.
- Display clear evacuation route signs in classrooms and corridors.

3 – Roles and Responsibilities

- **Nursery Manager:** Overall oversight, contact with the official authorities, approval of reports.

Emergency Management Policy · HS-01 Page 1 of 3

Emergency Management Policy



[Nursery Name]

Health, Safety & Care Policies · No. HS-04

[Place nursery logo here]

First Aid and Required Training Policy

Policy No.: HS-04	**Effective Date:** __ / __ / _____
Review Date: __ / __ / _____	**Next Review:** __ / __ / _____

Purpose

- This policy sets out a clear framework for providing first aid at the nursery and ensuring trained personnel are available to deal with emergencies and injuries. It promotes the safety of children and staff and complies with Federal Decree No. (51) of 2022 regulating nurseries, the regulations of the relevant licensing authority, and Ministry of Health and Prevention instructions.

Applicable Laws and Regulations

- Federal Decree No. (51) of 2022 regulating nurseries.
- Regulations of the relevant licensing authority on health and safety.
- Ministry of Health and Prevention instructions on first aid.
- Civil Defence standards in the emirate on safety in educational buildings.

Definitions

- **First Aid:** Immediate, temporary care given to a person who is suddenly injured or ill until specialist medical help arrives.
- **First Aid Officer:** A trained and certified staff member who provides first aid at the nursery.
- **First Aid Equipment:** A bag or box containing the basic tools and approved supplies for giving immediate assistance.

Policy

1 – Providing First Aid

- Equip the nursery with complete, approved first aid boxes on every floor or wing.
- Check and replenish the contents of first aid boxes regularly (at least monthly).
- Set aside a room or corner equipped to deal with emergency cases.

2 – Required Training

- Require all teaching and administrative staff to attend an approved course in first aid and cardiopulmonary resuscitation (CPR).
- Train the nursery's emergency team in how to deal with choking, burns, wounds, falls and sudden medical conditions.
- Keep valid training certificates for first aiders and renew them in line with health authority requirements.

First Aid and Required Training Policy · HS-04 Page 1 of 2

First Aid and Required Training Policy

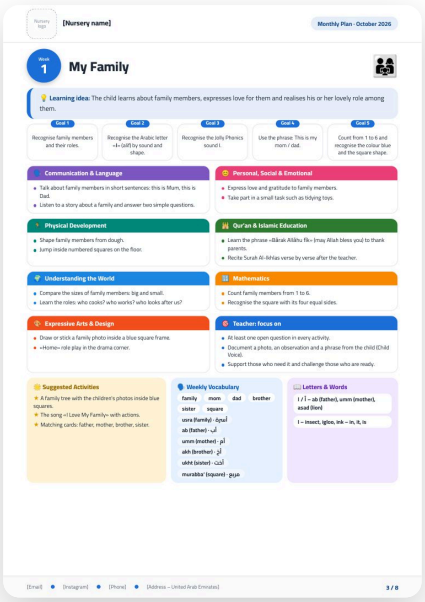
Real pages from the policy files. Each policy has the same structure and arrives in Word, so you type your nursery name, add your logo and edit any sentence.

A monthly plan, ready to print

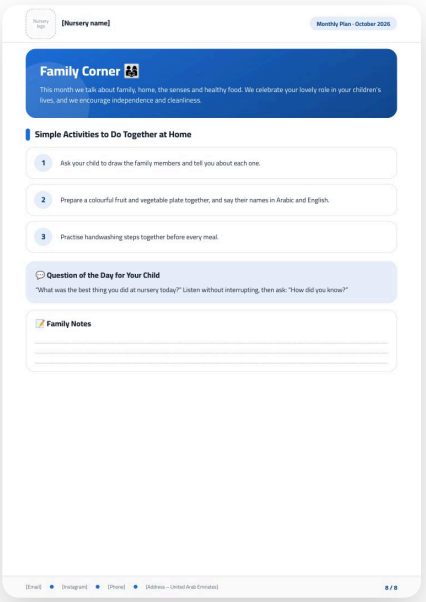
A real page set from the October plan: an overview of the month, a week with objectives and activities across seven learning areas, and a family corner with home activities.



Month cover

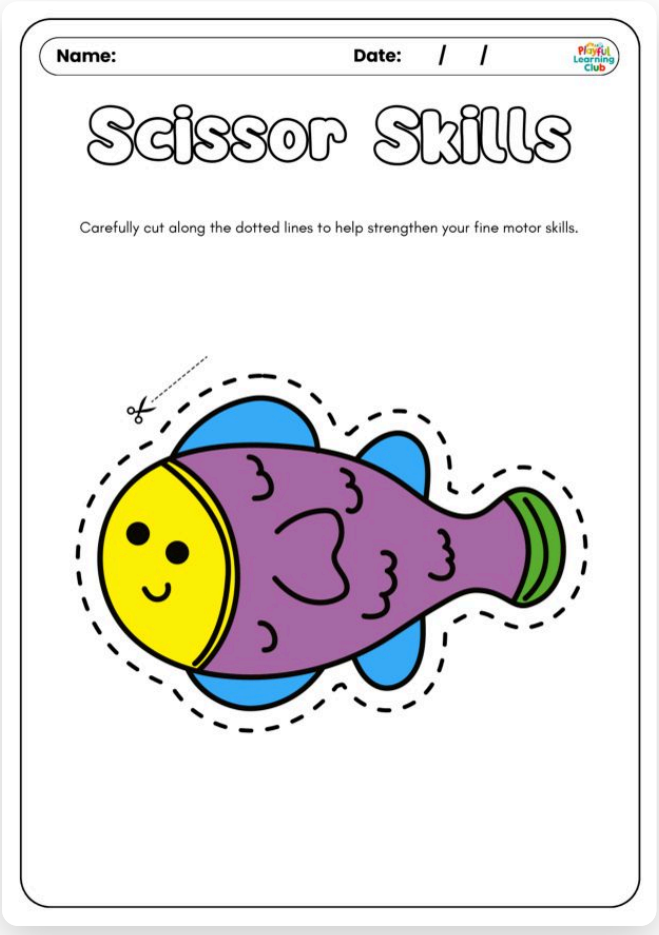


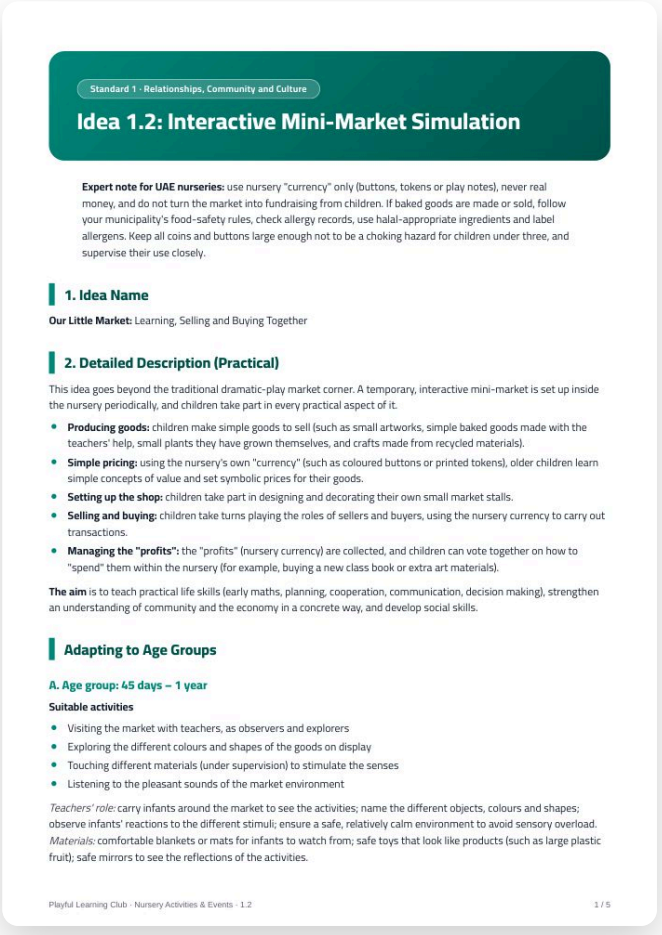
Week 1



Family corner

Each of the 12 plans (September to August) is 8 pages. You type your nursery name and choose your logo once, and they appear on every month.

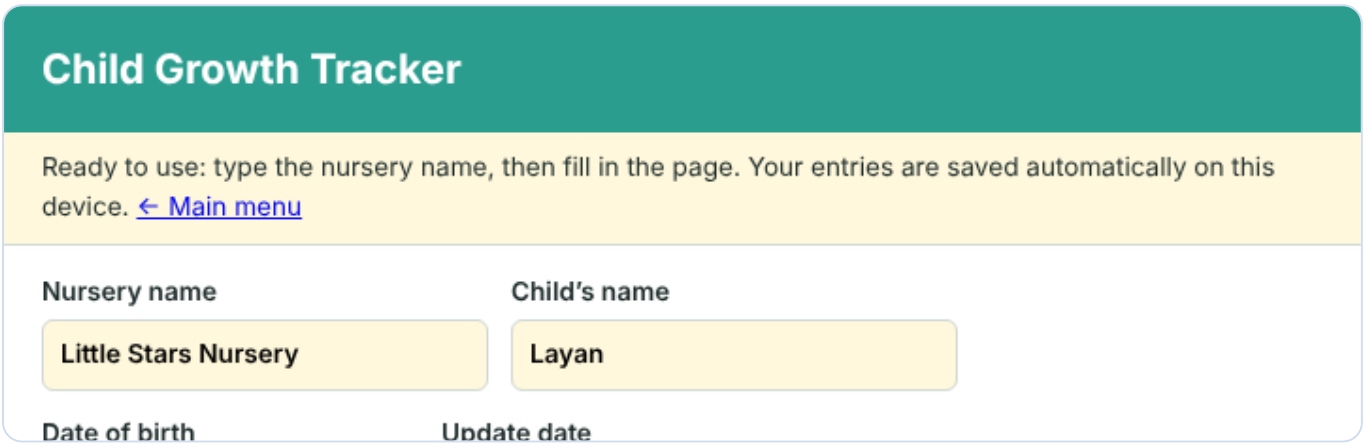




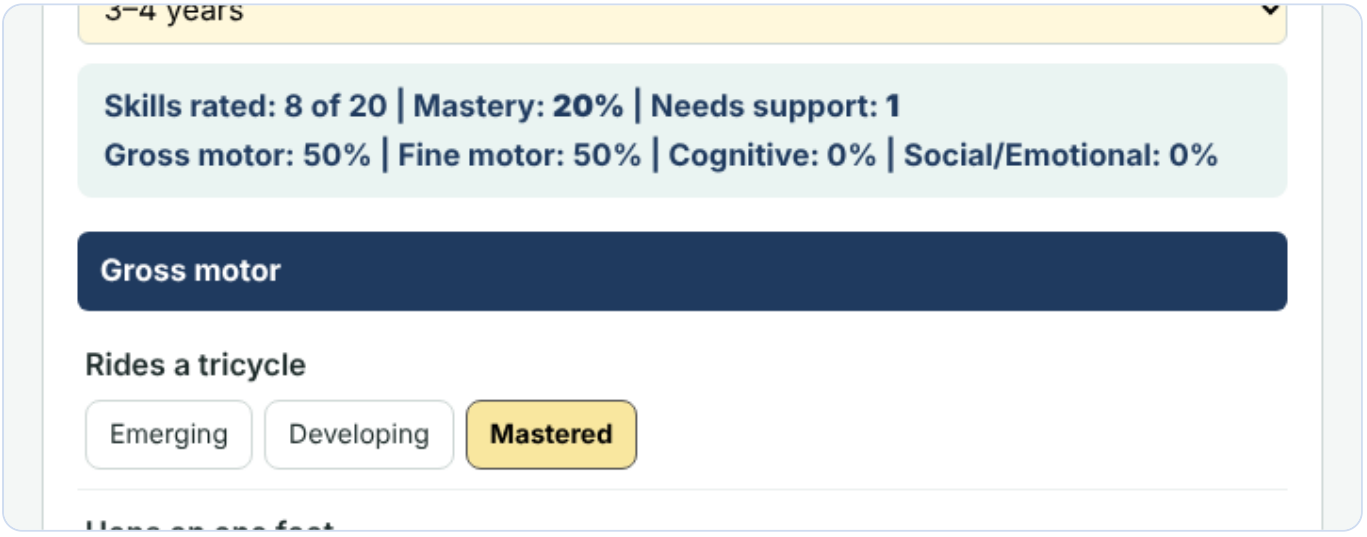
Child growth tracker: how to fill it in within minutes

A tool you open in Chrome or Safari, **offline and with no extra software**. You fill it in once every 3 months for each child, and the percentages are calculated for you.

1 **Type the nursery name and the child's name**, and choose the age band (45 days to 4 years).



2 **Click the level of each skill:** Emerging, Developing or Mastered, across four areas: gross motor, fine motor, cognitive, social and emotional.



3 **Click "Parent report"**, then print it or save it as PDF from the browser. Your entries are saved automatically on your device.

This is what you hand to a parent

A report ready in one click: what the child has mastered, what we are working on together, ideas for home, and the review date in 3 months. (sample data)



Child Growth Report

Little Stars Nursery

Child: Layan

Age band: 3–4 years

Report date: 2026-10-10

Next review (in 3 months): 2027-01-10

50% Percentage of skills mastered out of the skills for this stage. Every child grows at their own pace, and this is a snapshot of where they are today.

Gross motor	50%
Fine motor	50%
Cognitive	40%
Social/Emotional	57%

What Layan can do now

- Rides a tricycle
- Hops on one foot
- Uses scissors
- Draws a simple face
- Counts to 5 or more
- Asks questions

What we are working on together

- Catches a bounced ball (progressing)
- Throws with force (just starting)
- Copies a circle (progressing)
- Colours inside the lines (progressing)

Simple ideas for home

- Give your child a safe space to move every day: crawling, walking, climbing on cushions, and a ball to catch and throw.
- Play together with blocks, dough, finger painting and putting small objects into a box. This strengthens their hands.

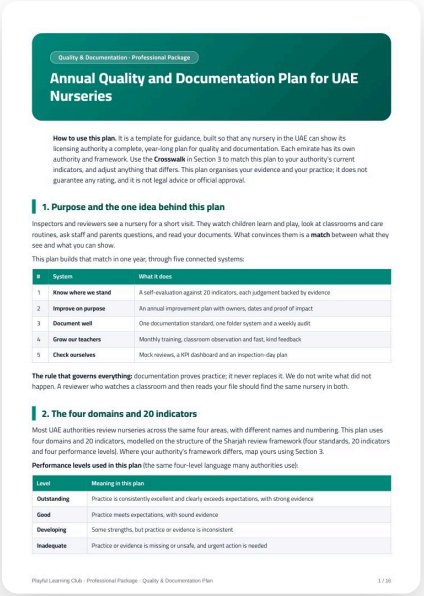
Teacher's note

This report contains educational observations from the nursery and is not a medical diagnosis. If you have any concerns about your child's development, we recommend consulting a paediatrician.

The growth tracker and parent report are in the **Professional pack**. The report is educational observation, not a medical diagnosis.

A plan that keeps your documents organised all year

Not a week of panic before a review visit: a September-to-August action plan with a 13-sheet Excel toolkit (self-evaluation, evidence tracker, records calendar, weekly audit, KPI dashboard and inspection-day checklist).



Quality & Documentation · Professional Package

Annual Quality and Documentation Plan for UAE Nurseries

How to use this plan. It is a template for guidance, built so that any nursery in the UAE can show its licensing authority a complete, year-long plan for quality and documentation. Each emirate has its own authority and framework. Use the **Crosswalk** in Section 3 to match this plan to your authority's current indicators, and adjust anything that differs. This plan organises your evidence and your practice; it does not guarantee any rating, and it is not legal advice or official approval.

1. Purpose and the one idea behind this plan

Inspectors and reviewers see a nursery for a short visit. They watch children learn and play, look at classrooms and care routines, ask staff and parents questions, and read your documents. What convinces them is a **match** between what they see and what you can show.

This plan builds that match in one year, through five connected systems:

#	System	What it does
1	Know where we stand	A self-evaluation against 20 indicators, each judgement backed by evidence
2	Improve on purpose	An annual improvement plan with owners, dates and proof of impact
3	Document well	One documentation standard, one folder system and a weekly audit
4	Grow our teachers	Monthly training, classroom observation and fast, kind feedback
5	Check ourselves	Mock reviews, a KPI dashboard and an inspection-day plan

The rule that governs everything: documentation proves practice; it never replaces it. We do not write what did not happen. A reviewer who watches a classroom and then reads your file should find the same nursery in both.

2. The four domains and 20 indicators

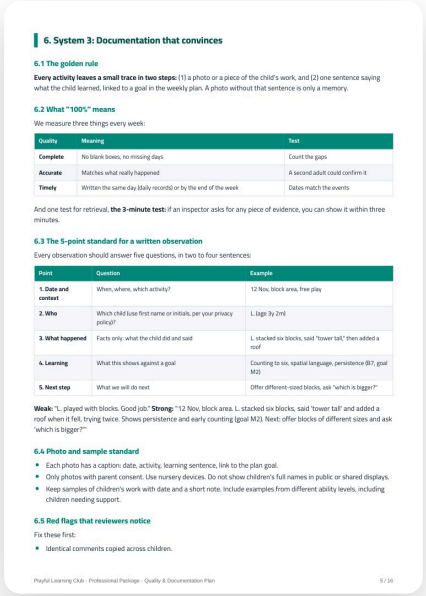
Most UAE authorities review nurseries across the same four areas, with different names and numbering. This plan uses four domains and 20 indicators, modelled on the structure of the Sharjah review framework (four standards, 20 indicators and four performance levels). Where your authority's framework differs, map yours using Section 3.

Performance levels used in this plan (the same four-level language many authorities use):

Level	Meaning in this plan
Outstanding	Practice is consistently excellent and clearly exceeds expectations, with strong evidence
Good	Practice meets expectations, with sound evidence
Developing	Some strengths, but practice or evidence is inconsistent
Inadequate	Practice or evidence is missing or unsafe, and urgent action is needed

Playful Learning Club · Professional Package · Quality & Documentation Plan 1 / 16

Plan overview



6. System 3: Documentation that convinces

6.1 The golden rule

Every activity leaves a small trace in two steps: (1) a photo or a piece of the child's work, and (2) one sentence saying what the child learned, linked to a goal in the weekly plan. A photo without that sentence is only a memory.

6.2 What "100%" means

We measure three things every week:

Quality	Meaning	Test
Complete	No blank boxes, no missing days	Count the gaps
Accurate	Matches what really happened	A second adult could confirm it
Timely	Written the same day (daily records) or by the end of the week	Dates match the events

And one test for retrieval, **the 3-minute test:** if an inspector asks for any piece of evidence, you can show it within three minutes.

6.3 The 5-point standard for a written observation

Every observation should answer five questions, in two to four sentences:

Point	Question	Example
1. Date and context	When, where, which activity?	12 Nov, block area, free play
2. Who	Which child (use first name or initials, per your privacy policy)?	L. (age 3y 2m)
3. What happened	Facts only: what the child did and said	L. stacked six blocks, said "tower tall," then added a roof
4. Learning	What this shows against a goal	Counting to six, spatial language, persistence (B7, goal M2)
5. Next step	What we will do next	Offer different-sized blocks, ask "which is bigger?"

Weak: "L. played with blocks. Good job." **Strong:** "12 Nov, block area. L. stacked six blocks, said 'tower tall' and added a roof when it fell, trying twice. Shows persistence and early counting (goal M2). Next: offer blocks of different sizes and ask 'which is bigger?'"

6.4 Photo and sample standard

- Each photo has a caption: date, activity, learning sentence, link to the plan goal.
- Only photos with parent consent. Use nursery devices. Do not show children's full names in public or shared displays.
- Keep samples of children's work with date and a short note. Include examples from different ability levels, including children needing support.

6.5 Red flags that reviewers notice

Fix these first:

- Identical comments copied across children.

Playful Learning Club · Professional Package · Quality & Documentation Plan 5 / 16

The annual improvement plan



11. The year at a glance (September to August)

Month	Leadership focus	Documentation focus	Teacher development
September	Crosswalk; self-evaluation; choose priorities; set the improvement plan	Set up evidence folders; baseline records for every child; staff induction	Skills self-check; development milestones
October	Approve policies; set KPI targets	Start observation cycle and weekly audit	Interactions and language
November	First monthly review; parent survey 1	Parent conferences; first class progress summaries	Behaviour and relationships
December	Safeguarding audit; term 1 review	Term 1 reports; fire drill; incident analysis	Safeguarding and first aid
January	Mock review 1; update plan	Fix red flags	Responsive care
February	Mid-year review	Support plans for children who need them	Inclusion
March	Mock review 2; parent survey 2	Term 2 reports and conferences	Working with parents
April	Update the self-evaluation	Cultural calendar evidence	Arabic and identity
May	Final readiness check; resource inventory	Class progress summaries; evidence index check	Using data to plan
June	Year-end review; appraisals; annual report	Archive the year's evidence	Review and plan development
July–August	Plan next year; policy review	Update templates and folders	Induction and refresher materials

12. Roles

Role	Main responsibilities
Owner or director	Approves the plan, provides resources, reviews results each term
Manager	Leads self-evaluation and improvement plan; runs the weekly audit; leads observations and mock reviews
Deputy or curriculum lead	Supports planning, observation cycle and teacher training
Safeguarding lead	Safeguarding records and training; incident review
Health and safety lead	Daily and monthly safety checks; first aid; drills
Teachers	Observations, plans, reflections, daily records, parent updates
Assistants	Daily records, supervision, photos with consent, report concerns
Parents	Share information, give consent, give feedback, take part in surveys

13. Start-up checklist (first 30 days)

- [ ] Choose your authority's current framework and complete the Crosswalk.
- [ ] Complete the self-evaluation for all 20 indicators.
- [ ] Choose 5 to 6 improvement priorities.
- [ ] Set up the evidence folders (paper and digital) and file naming.
- [ ] Brief all staff on the 5-point observation standard and the weekly audit.

Playful Learning Club · Professional Package · Quality & Documentation Plan 11 / 16

Inspection day

The 3-minute test: can you find any piece of evidence in under 3 minutes?

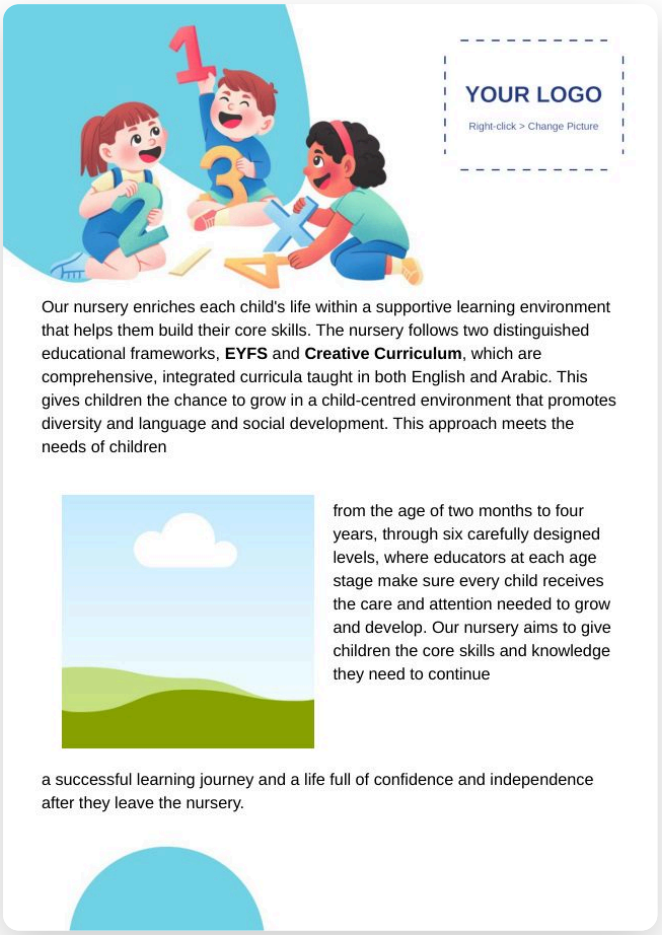
- A 16-page annual plan: the idea, the system, documentation, training, self-evaluation and inspection day
- 20 indicators in 4 domains that you match to your own licensing authority's current framework
- Excel toolkit: evidence tracker, records calendar, weekly audit, observation log and KPI dashboard

Start Here	**Setup**	**Crosswalk**
Self-Evaluation	**Evidence Tracker**	**Records Calendar**
Weekly Doc Audit	**Observation Log**	**Training Log**
Action Plan	**Mock Review**	**KPI Dashboard**
Inspection Day		

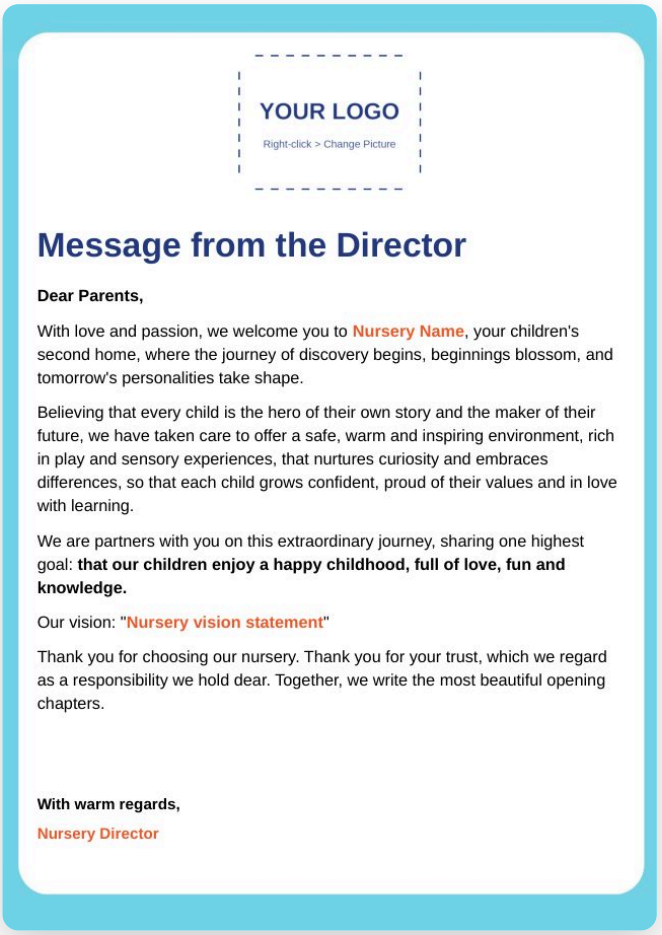
A guidance template: it does not guarantee any rating and does not replace your authority's framework.

A parents handbook with your name and logo

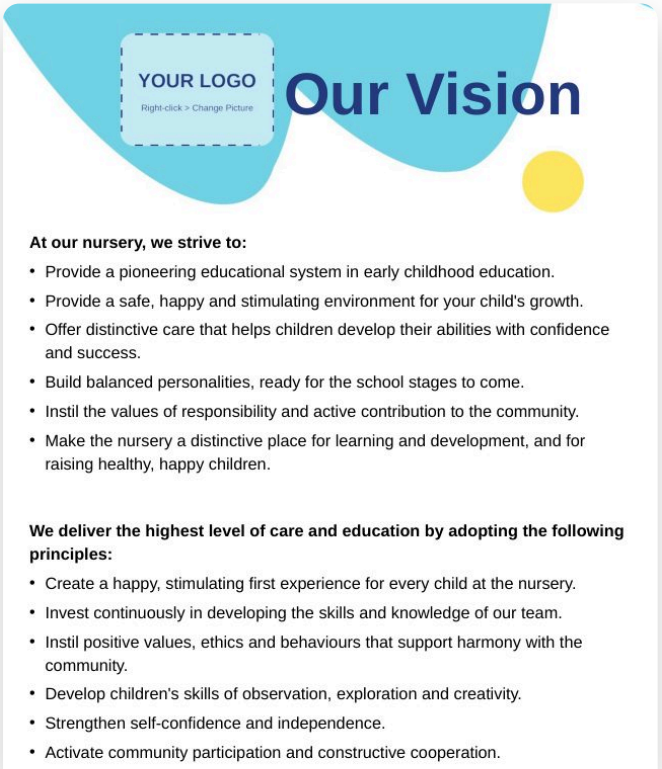
A 32-page colourful handbook to give to families at the start of the year. It is an editable PowerPoint file, with a PDF copy: add your nursery name, logo and details, and edit any text.



Cover



Message from the Director





106 policies in 6 areas that cover your daily management

Every pack includes 100 policies in Word, and the Professional pack adds 6 more, with a policy register in Excel to track approval and review dates.

16 Administration and Regulation

Child admission, staff contracts, privacy and data protection, individual child file

27 Health, Safety and Care

First aid, emergency management, infection prevention, safe sleep, allergies, heat and outdoor play

21 Teaching and Quality

Continuous assessment, positive behaviour, Arabic and Quran teaching, learning difficulties

13 Staff and Recruitment

Recruitment and vetting, performance appraisal, anti-harassment, professional confidentiality

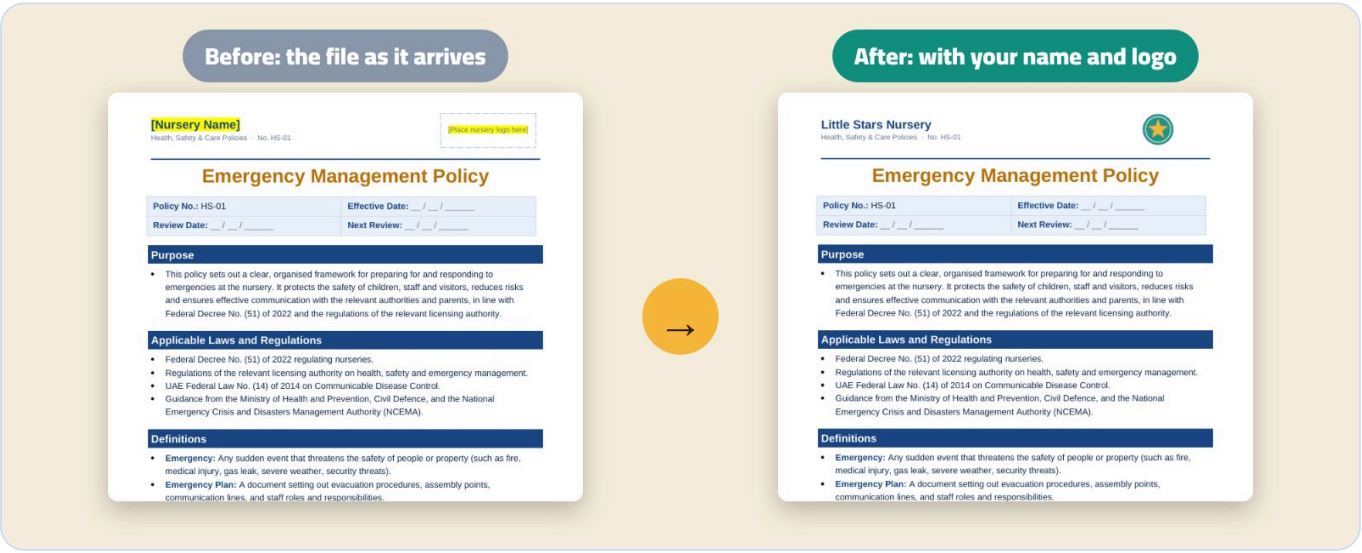
17 Communication and Community

Complaints, parent meetings, open door, photo and video, children's images and data

12 Monitoring and Quality

Self-evaluation report, quarterly review, records audit, continuous improvement

Instead of drafting every document from scratch, you start from a finished one: type your nursery name, add your logo, adjust what is specific to you, and print.



The same policy before and after adding the nursery name and logo

The full file, one payment, no subscription

Basic pack — $49 (≈ AED 180)

100 ready policies in Word and a full policy index.

Premium pack — $99 (≈ AED 364)

100 policies + 12 monthly plans (96 pages) with a tool for your nursery name and logo + 7 offline assessment and tracking tools + an Excel file for the manager.

Professional pack, most popular — $179 (≈ AED 657)

106 policies and a policy register + 12 monthly plans + 8 tools including the **child growth tracker and parent report (exclusive)** + 500+ worksheets + 24 activities + the full Excel toolkit + parents handbook (32 pages, editable) + annual quality and documentation plan with a 13-sheet Excel toolkit.

7-day guarantee: Try the files with your nursery, and if you decide within 7 days that they don't suit it, email us and we will refund you in full. Files reach your email within 24 hours, and they are fully editable.

See the packs and choose what suits your nursery

playfullearningclub.com/en

Questions: hello@playfullearningclub.com