

# Little Gems



**BROCHURE**

**PLAY GROUP | DAY CARE | HOBBY CLASSES**

**8.30 AM TO 6 PM ALL YEAR ROUND**

## ABOUT

Welcome to LITTLE GEMS. Situated in the beautiful surroundings in the heart of Shimla, we are a DAY-CARE, PRE SCHOOL and HOBBY CLASSES facility. With qualified, well trained and empathetic teaching staff, a bright setting, modern and safe interiors and access to a spacious outdoor area, Little Gems is the ideal choice for your child.

**Our PreSchool and Day-Care caters to children starting from 1.5 years upto 12 yrs and Hobby classes for all age groups.**

**In keeping with our belief of holistic development, we also have a small playground with a nature corner, garden and a separate area for games.**

## WHY US

With all the modern stresses of balancing a working life with your family commitments, we recognise the value in making sure that your child is in safe and caring hands. At LITTLE GEMS, we aim to create a secure, friendly and cosy environment that is stimulating for the child and his/ her overall development and will also give parents confidence. Our surroundings assist the transition between home and pre-school whilst also supporting the transition between pre-school and school as well as afterschool. Our priorities are the physical, emotional, intellectual and social wellbeing and development of the children in our care.

## OUR AIM

We strive to provide a safe, caring and stimulating environment where children can learn and develop positively as individuals and benefit from the space we have to offer while providing children with confidence and the ability to communicate effectively with each other and their care providers, thus easing their passage into the education system and life.

## ADMISSIONS

Anyone wishing their child to join Little Gems must complete a registration form. There may be a waiting list for your desired spot so it is as well to apply as early as possible to secure your child's seat. All children who are between 1.5-12 years are entitled for admission to Little Gems.

# Little Gems



## WORKING HOURS

Day Care 9am to 6pm

Open Mon-Sat, all year around.

\*Public holidays and the days that the school will remain shut will be announced in advance.

## ACTIVITIES AND PROCEDURES

Our main emphasis of learning will be through play but children will be taught to enjoy arts and crafts, early math, science, language and physical development. All children are offered equal opportunities in an atmosphere that reflects a balanced and coherent, progressive model of learning.

## HEALTH CLEANLINESS AND SAFETY

The child is expected to be sent to school with personal hygiene in check and in clean and comfortable clothes. While in the premises, every effort will be taken to make your child immediately environment clean and hygienic. We practice high standards of cleanliness across all our programmes and premises. We reserve the right to maintain records on your child and you may ask to view these at any reasonable time. Records will be kept secure and confidential but may be disclosed at our discretion.

## MEALS, SNACKS AND SPECIAL DIETARY NEEDS

There is a scheduled snack time in the mornings, afternoon and evening. Careful consideration is given to what snacks should be given to the children. Parents are requested to provide sumptuous, healthy food for snacks and lunch and junk food is to be avoided. Parents are required to inform the authorities if their child has allergies to specific foods or ingredients along with medication, if required, in case of an emergency. Little Gems will not be liable for any medical emergency

## **NOTIFIABLE DISEASES**

The pre-school holds a policy on Notifiable Diseases and if your child contracts any infectious illness you must tell us without delay and we will advise you as to whether or not your child can attend the pre-school.

## **TOILETING / NAPPIES**

Nappies and wipes must be provided for your child who is not yet potty trained. Any supplies by the pre-school will be charged for. Toilet training will so far as possible be handled in accordance with your specific requests and according to the developmental needs of the individual child.

## **ADMINISTERING OF FIRST AID**

We are trained to perform Basic First Aid on toddlers and children. In case if anything more serious, professional medical help will be sought and the parents/ guardians will be informed at the earliest.

## **ADMINISTERING OF MEDICATION**

Full details must be given in advance with a signed and dated request if the Little Gems is to administer any medication. Details required will include name of medicine, dosage and times with any special instructions along with a doctor's prescription.

## **ARRANGEMENTS WHEN A CHILD IS ILL**

If your child becomes ill or unduly distressed during pre-school hours, we will endeavour to contact a parent of the child so that arrangements can be made for early collection. In the interests of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases.

## **CHILD PROTECTION**

The pre-school will make every effort to be vigilant for cases of child abuse. The school premises are strictly monitored by CCTV cameras and are supervised by alert and vigilant staff.

## CARE AND DISCIPLINE

Each and every child will be treated as an individual. We will closely monitor your child's progress and welfare. In cases of 'anti social' behaviour, staff will endeavour to explain why such behaviour is unacceptable. The staff will use only positive guidance, redirection and the setting of clear-cut boundaries that will enable the child to become self-disciplined. Our aim is to encourage the children to be fair, respect property, respect others and to be responsible for their own actions. Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of your child. Aggressive physical behaviour towards staff or a child is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all children and encourage more acceptable behaviour. Little Gems reserves the right to exclude or require the removal of any child at any time if in the absolute discretion of the Principal and is considered that this is in the best interests of the Pre-School.

## HOW TO MAKE A COMPLAINT

We hope that you will not feel it is necessary, but if you wish to make a complaint you must first discuss matters with the Principal. If this does not resolve matters to your satisfaction then you are asked to put your complaint in writing.

## NO SCHOOL

In case of bad weather or emergency, families will be contacted by telephone if school is cancelled.

## COMMENTS / SUGGESTIONS

We value all comments and suggestions you may have.  
Please contact us on:  
9015150785/9816139595 during office hours.

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