



Issue no.:  
رقم الإصدار:

1

Date:  
التاريخ:

01/01/2021

Rev no.:  
رقم المراجعة:

2

Date:  
التاريخ:

December  
2023

## Kindergarten procedure

### Objective:

- Organizing the process of receiving and including employee's children in the company's kindergarten to support working women and recognize their role also, the need to create an enabling environment for them.

### Scope Of Application:

- All prospective and current employees of the company are subjected to this policy.
- Children from 3 months to 5 years old can join the company's kindergarten.

### Procedure:

#### First: Registration Procedures:

- Receiving the parents and making an application for the child to join the kindergarten, attached to the birth certificate and a personal photo of the child.
- Submit a copy of the application, and birth certificate to the payroll section to add them to the system.
- Determine the age of the child and place his name to the appropriate grade for his age.
  - In case of age exceptions, a written request must be submitted to the KG manager, and the HR department, to provide the needed approvals from the top management. example: (Age does not meet to attend to the school).

#### Second: Procedures for dealing with children:

- Receiving the child from the parent at quarter past seven in the morning.
- Check-up on the child by the kindergarten nurse and sterilize him well before joining the class.
- When the child joins the KG for the first time, his parents hand the uniform according to his age and the daily follow-up booklet.
- Reception of the child and sitting in his class
- Open the child's bag by the class teacher and take out the food for breakfast. Breakfast time is from half past seven to eight o'clock am.
- After breakfast, the children go to the bathroom to wash their hands.
- Children start the school day with morning exercises.
- After returning to classes, the daily study schedule for each class begins, which includes educational and recreational activities, knowing that each activity, whether educational or entertaining, lasts for a full hour.
- Children go to wash and sanitize their hands to go to the restaurant for lunch at half past one.
- After finishing lunch, the children go to wash their hands to make sure they are clean and prepare them for naptime.
- The nannies wake them up at four o'clock pm, and then help them put on their shoes and get ready for classes.
- Children are prepared and discharged in organized rows to go down to the place of delivery of children to parents under the supervision of all teachers and nannies.