



## **Birthday Policy and Procedure**

**Objective:** At Learning Ladder Nursery, we recognize that birthdays are special occasions and welcome parents to make the nursery a part of their celebration.

**Policy:** Learning Ladder Nursery considers itself to be the child's second home and we welcome children to celebrate their birthdays with us.

### **Procedure:**

For parents who may wish to celebrate their child's birthday at the nursery, we would like share the following guidelines:

- Nursery should be informed at least 2-3 days in advance if child will be celebrating their birthday at the nursery
- Parents may send in small cupcakes or mini doughnuts to be sent home with the children-Nursery will not be able to accept whole cakes
- Parents to check with teacher for the number of children in class so no child is excluded from the celebration
- Parents to be careful that no nuts are allowed at the nursery and any cupcakes or doughnuts with nuts would have to be excluded from the celebration
- The teacher to set aside a designated time during the day for the celebrations to take place
- The birthday celebrant wears the Birthday Crown and blows out the candle on their special cup cake and the class will sing the birthday song in English and Arabic
- Celebration would be an internal event only and parents would be able to see the wonderful photographs on face book the same day
- Cupcakes will be sent home with the child and they may eat them if allowed by the parent
- Siblings to join the celebration if they are attending the same nursery
- Parents may provide the teacher with goody bags for the child but they are not compulsory
- Goody bags should also be handed over to the parent at pick up and not be opened by the children in class
- Outside entertainment is not allowed at the nursery

