جائزة الشارقة للتفوق والتميز التربوي
Sharjah Award for Educational Excellence

هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

Sharjah Award for Educational Excellence

30th Cycle

Year 2024

Explanatory Guide

Distinguished Institutions

Distinguished Nursery

Description of the Distinguished Nursery

The rational government in the United Arab Emirates accentuates the quality of the services provided to the children as they are the first building block of the society and emphasizes on preparing them for life, equipping them with values and positive behavior, and mastering the key basic skills. Therefore, the Sharjah Award has devoted space to this category to highlight its excellence in developing the tools and work environment and providing distinguished services to its staff, students, parents, and the community. All nurseries at the UAE level are eligible to apply for the award according to specific criteria and conditions.

General Nomination Conditions

1. All educational institutions, educational staff, and students in the United Arab Emirates in public and private education are eligible to apply for the Sharjah Award for Educational Excellence.

2. Applicants shall comply with the conditions related to the category for which they are applying.

3. Applicants shall not participate in any other award in the same category in the year of nomination for the Sharjah Award.

4. Applicants shall not participate in more than one individual/group category in the same cycle.

5. Applicants should not have won any educational award in the UAE in the same category before the expiry of a full cycle of the award from the year of winning.

6. Applicants should not have won the Sharjah Award for Educational Excellence in the same category before the completion of two cycles from the year of winning.

7. Evidence must be diverse, comprehensive, and inclusive of three previous years and not the current year only.

8. Application or/ and winning will be withdrawn in the case that evidence or the presented documents have been proven to be incorrect.

9. All submitted works are considered the property of the award after they have been submitted by the participant, and they shall not be claimed.

Nomination Conditions of the Distinguished Nursery

- All private and government nurseries in the United Arab Emirates are eligible to apply for the Sharjah Award for Educational Excellence.

- Nurseries applying to participate in the award must be certified by the relevant authority..

- The organizational structure of the nursery, including all positions must be attached, specifying the names of the occupants of the various positions in the nominated nursery's structure.

- In case the nursery wins any other educational excellence award in the country, it should wait for a full cycle to be completed before it applies for the Sharjah Award for Educational Excellence.

Main Standards of the Distinguished Nursery

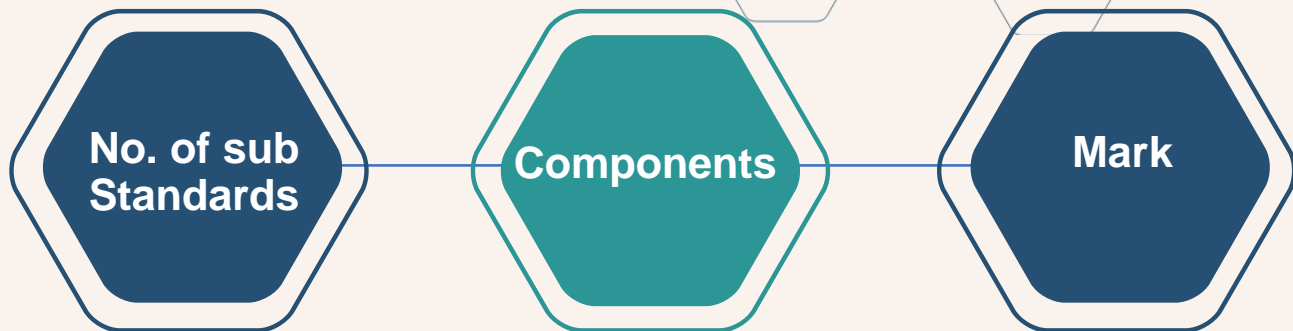First Standard: Leading the Educational Organization

Second Standard: Leading Recourses and Equipment

Third Standard: Leading Early Learning and Children's Wellbeing

Forth Standard: Leading Communication with Partners

Standards	No. of sub Standards	Components	Mark
First Standard: Leading the Educational Organization	5	11	200
Second Standard: Leading Recourses and Equipment	5	8	300
Third Standard: Leading Early Learning and Children's Wellbeing	6	14	400
Forth Standard: Leading Communication with Partners	2	6	100
Total	18	39	1000

Standard No. 1: Leading the Educational Organization

Standard No. 1 focuses on the efficiency and leadership of the nursery in multiple aspects, including the strategic plan, future foresight to achieve the desired goals and visions of education in the United Arab Emirates , and managing its daily operations through the development of systems and policies that work on improving business as well as its innovative solutions to the challenges it faces.

1.1: Strategic and Operational Planning

1.2: Safety and Security

1.3: Leading Organizational Innovation

1.4: Motivation and Inspiration

1.5: Compliance with Systems and Policies

Main Standard (1): Leading the Educational Organization

Sub-Standard (1.1): Strategic and Operational Planning
Total Mark: 80

Sub-Standard Explanation: The nursery provides an integrated and comprehensive plan that is consistent with the institution's general plan, and compatible with the principles of the 50 and UAE Centennial. It also supports follow-up and monitoring practices with a scientific methodology that allows for regular review and evaluation methodology (for a period of two years).
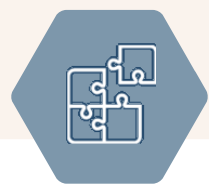
No.	Components	Mark	Results and Impact
1.1.1	Availability of an integrated plan for the two years	20	- Attach a comprehensive strategic plan for two years, clarifying the strategic objectives of the institution to which the nursery belongs. - Attach the operational plan explaining the initiatives, programs and activities implemented to achieve the strategic objectives.
1.1.2	The plan complies with the principles of the 50 and UAE Centennial regarding early childhood care	20	- Evidence of programs implemented based on the objectives of the institution to which the nursery belongs, and which achieve and are consistent with the country's vision for early childhood (4 evidence).
1.1.3	Follow-up and implementation of initiatives included in the plan	20	- Attach a system, methodology, and tools for monitoring, observing, and reviewing the implemented projects and programs. (what is the methodology used to follow up on implementation?) - Evidence of impact measurement tools, implementation rates and indicators' achievement. (follow-up plans and impact measurement for 2 programs)
1.1.4	Evaluation and review of the plan; improvement, and continuous development	20	- Attach a development and improvement plan that clarifies the impact measurement and adjustment. - Attach evidence indicating: • The percentage of achieving the goals set in the plan. • The percentage of achieving indicators within programs and projects. • The percentage of adherence to the plan's schedule. • The percentage of commitment to the results of the internal and external evaluation in previous years' plans.

Sub-Standard Explanation: The distinguished nursery has an approved methodology for facing challenges, containing a precise analysis of current and future challenges using scientific analysis tools based on data and proposed solutions to those challenges and potential options.
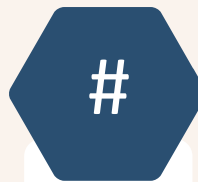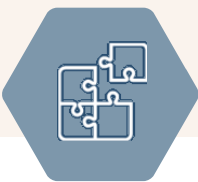
No.	Components	Mark	Results and Impact
1.2.1	Develop innovative solutions to meet the challenges the nursery faces	30	- Attach policies and systems that govern ensuring security and safety and dealing with various challenges for everyone in the nursery. - Attach evidence of innovative solutions to address challenges, whether specific to children, the building or parents. (Three examples).

Sub-Standard Explanation: The distinguished nursery always seeks to develop its tools and work environment by adopting a culture of innovation and development and providing distinguished services to nursery workers, children and parents.

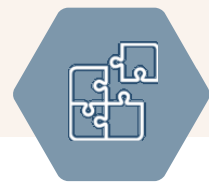| No.	Components	Mark	Results and Impact
1.3.1	Innovative efforts and procedures for providing services within the nursery	10	- Attach innovative services developed in the nursery through innovation lab sessions and brainstorming. (2 evidence) - Attach evidence of the nursery's efforts to manage the culture of development and innovation and its reflection on the services provided to its members, including workers, children and their parents, with stating its positive impact. (2 evidence)
1.3.2	Quality of nurseries' management operations	10	- Attach the methodology of daily and quarterly operational processes and their quality in managing the nursery.
1.3.3	Innovation in programs and services related to children's wellbeing	10	- Presenting a distinguished, integrated program in providing student services and care, and clarifying its objectives, results, and impact.

Sub-Standard Explanation:

The nursery applies diverse and innovative methods and approaches to motivation and inspiration that have a positive impact on raising the quality of performance in the nursery.
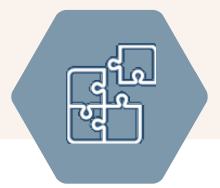
No.	Components	Mark	Results and Impact
1.4.1	Identifying types of techniques and methods for motivating the targeted group	20	- Attach evidence of the use of various innovative motivational mechanisms and methods and their impact on raising the level of quality performance of the nursery community (2 evidence).

Sub-Standard Explanation: The distinguished nursery is keen to have comprehensive policies, systems and regulations in addition to clear roles and responsibilities for all workers. The distinguished nursery focuses on the principles of development and continuity of work. It provides methodologies for monitoring that are constantly improved through smart means to enhance added value and are significantly shown through key performance indicators.

No.	Components	Mark	Results and Impact
1.5.1	Availability of systems and legislations that regulate work	20	- Attach the systems and regulations that govern transactions and professional ethics in the nursery and all policies followed to organize work. - Attach mechanisms for disseminating systems and policies to those concerned in order to achieve informed understanding of them.
1.5.2	Clear description of the roles and responsibilities for all employees in the nursery	20	- Attach the performance and tasks framework for all nursery workers.

Standard No. 2: Leading Recourses and Equipment

Standard No. 2 focuses on developing the professional competencies of all employees within the nursery and following up on the development of their performance. It also focuses on the financial resources and data management

2.1: Professional Competencies of Employees

2.2: Evaluation of Employees' Performance and Use of Results

2.3: Financial Regulation and Managing Financial Resources

2.4: Managing the Building and Regular Maintenance

2.5: Data Management

Sub-Standard Explanation:

Developing the professional competencies of all nursery workers and following up on the development of their performance in order to achieve excellence in performance.
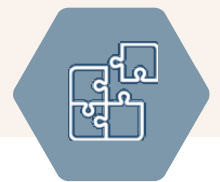
No.	Components	Mark	Results and Impact
2.1.1	Developing the professional competencies of nursery's employees through a variety of professional development programs during the last three years	100	- Attach a plan to identify the training needs of nursery workers. - Attach 4 programs and methods to develop the professional competencies of nursery workers. - The extent of the diversity of methods and programs used to develop employees. - The impact of programs and methods on developing the performance of nursery workers. - The percentage of employees' satisfaction with the methods used to develop their professional competencies.

Sub-Standard Explanation: Choosing innovative tools and methods to evaluate the performance of nursery workers to ensure their continuous development.
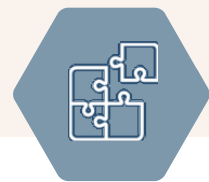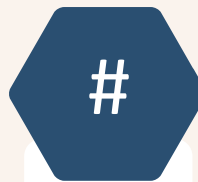
No.	Components	Mark	Results and Impact
2.2.1	Identifying innovative techniques used to evaluate the performance of different categories of employees and setting professional development plans for them based on the results of the evaluation	40	- Attach 3 innovative mechanisms applied in evaluating the performance of nursery workers in their different categories. - The extent of the diversity and quality of methods used in evaluating employees. - Measuring the impact of implementing the programs on the performance of nursery workers. - Attach a development plan or goals for employees' performance based on the evaluation results.

Standard No. 2: Leading Recourses and Equipment

Sub-Standard (2.3): Financial Regulation and Managing Financial Resources
Total Mark: 40

Sub-Standard Explanation: Working to create an innovative electronic financial system and employing it in a distinguished manner to serve the nursery and customers.

No.	Components	Mark	Results and Impact
2.3.1	Availability of an electronic financial system for managing revenues and expenses	20	- Attach evidence of the quality of the electronic system used, and the extent to which it is updated in accordance with requirements.
2.3.2	Identifying the methods and techniques used to manage the financial resources	20	- The extent of the diversity and quality of the methods used in organizing financial affairs. Attach 2 methods. - The impact of the implemented financial programs in developing performance and improving work in the nursery.

Sub-Standard Explanation:

Proper use of the nursery building and facilities to achieve an attractive environment and ensure security and safety for all, including people of determination.
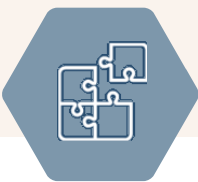
No.	Components	Mark	Results and Impact
2.4.1	Efforts to manage the building and providing security and safety standards and specifications	30	- Evidence to fulfill security and safety requirements in the building. - Attach evidence that the building and its facilities are used to serve nursery children. - The extent of the diversity and modernity of efforts and the degree of innovation in managing the building and employing its facilities in a distinguished manner.
2.4.2	Readiness of the building for the children of determination	20	- The building's suitability rate to receive students of people of determination (3 measures to achieve suitability).
2.4.3	Providing facilities and an attractive environment for the children to learn and develop	30	- Attach evidence of providing an appropriate and attractive environment for children's growth and learning (3 evidence).

Standard No. 2: Leading Recourses and Equipment

Sub-Standard (2.5): Data Management
Total Mark: 40

Sub-Standard Explanation: Working on data management in a way that achieves the development of the nursery and the services provided to children and customers.

No.	Components	Mark	Results and Impact
2.5.1	Presence of data management systems in the nursery	40	- Attach evidence of the accuracy, management, and updating of data to serve the nursery. - The rate of use of data in making decisions to improve the performance of nurseries.

Standard No. 3: Leading Early Learning and Children's Wellbeing

Standard No. 3 focuses on the comprehensive behavioral and academic development of children, as well as the development of children's personality through participation in various activities that shape their personality. It also focuses on enhancing the concepts of wellbeing and its applications in the nursery.

3.1: Teaching and Learning Strategies Applied in the Nursery

3.2: Supporting Positive Values and Preventing Negative Behaviors

3.3: Improving Children's Performance

3.4: Boosting the National Identity and the Arabic Language
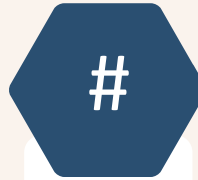
3.5: Participation in Different Events

3.6: Child Wellbeing Programs

Sub-Standard Explanation:

It aims to identify the curriculum applied in the nursery, ensuring it complies with the age and developmental stages of the children and is approved by an official authority inside or outside the country. The curriculum should use various strategies and methods appropriate for early childhood education. Additionally, it assesses whether modern tools, techniques, and methods used are compatible with the curriculum, evaluating their diversity, innovation, and impact.

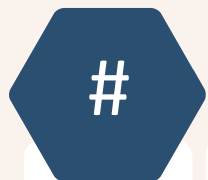| No.	Components	Mark	Results and Impact
3.1.1	Teaching and learning strategies, and the curriculum applied to develop the various aspects of the child's personality	40	- Attach 4 different teaching and learning strategies applied in the nursery. - Attach evidence of the teaching plan for the curriculum applied in the nursery, including objectives for the content children are learning, and planned activities linked to these objectives. - Attach tools to measure the impact of methods on developing children's performance.
3.1.2	Design activities to help children develop their thinking, problem solving, language development, social communication and other skills	40	- Attach evidence of the variety of activities to help children think and solve problems and their suitability for nursery children. (4 evidence) - The extent of innovation in the strategies applied for the child's personal, social, linguistic development and various skills.

Sub-Standard Explanation:

It focuses on nurseries in supporting and promoting positive behavioral and societal values in children, through the activities and programs they implement and their results. Nurseries also monitor negative behaviors, adopt many activities, programs, and events that protect children from falling into them, and identify the negative behaviors they monitored during their follow-up of the children, and the activities and programs they implemented to prevent or treat these negative behaviors in their children and their results.

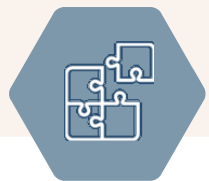| No.	Components	Mark	Results and Impact
3.2.1	Activities and programs implemented to support positive values in the nursery	20	- Attach a framework of positive behavioral values that the nursery is keen to promote in children stating 3 of the activities and programs that it applies to support those positive values and promote positive behavior in children.
3.2.2	Identifying and monitoring negative behaviors and methods of addressing them in the nursery	20	- Attach a methodology for monitoring negative behaviors during follow-up of children, specifying the activities and programs that it implemented to prevent or treat these negative behaviors. (3) - The impact of activities and programs in supporting positive behaviors and addressing negative behaviors.
3.2.3	Focusing on positive values and enhancing social and psychological aspects	20	- Percentage of children attending nursery monthly. - The rate of increase in positive behaviors and decrease in negative behaviors in the nursery each month.

Sub-Standard Explanation:

It focuses on nurseries developing and improving the performance of their children by implementing programs and activities tailored to each category of children, including children of determination. It constantly monitors the results of these programs, focusing on enhancing the development of the child's social, health, psychological, and mental skills. Additionally, it aims to foster creativity, develop basic life concepts, and provide a system for tracking and evaluating children's progress.

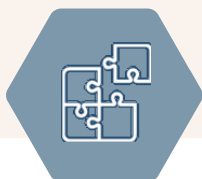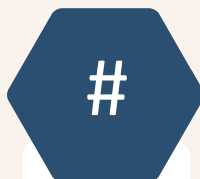| No.	Components	Mark	Results and Impact
3.3.1	Designing a comprehensive assessment plan with specifies tools, programs, and activities that demonstrate the progress of the child's cognitive, social, linguistic, and other aspects	30	- Attach a comprehensive evaluation plan that includes evidence for 3 programs and activities for each category of children demonstrating the children's progress in cognitive, social, linguistic, and other aspects. - The extent of the diversity and innovation of the programs used to develop and improve performance. - The impact of programs on improving children's performance.
3.3.2	Providing an accurate, comprehensive and reliable system to track the progress and evaluation of children according to practices specific to the category, age and their characteristics	30	- Attach evidence of implementing a system to track student progress and evaluate children. - Attach examples for analysis tools and periodic reviews for improvement, development and continuity of work. - Attach examples of assessment methods and information to design individual goals for children and monitor their progress. - Attach examples of reports sent to the child's parent about his child's development and learning on a regular basis.

Sub-Standard Explanation:

It aims to clarify the role of the nursery in enhancing children's sense of belonging and national identity. The nursery is dedicated to implementing programs and activities that serve this purpose and constantly monitors the results in collaboration with the teachers. It also outlines its role in promoting the Arabic language through creative and innovative projects, activities, programs, and initiatives tailored to the specific needs of this age group.
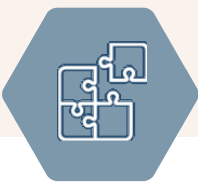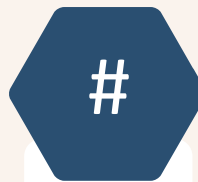
No.	Components	Mark	Results and Impact
3.4.1	Activities and programs applied to strengthen the national identity of the children	20	- Attach 2 programs to enhance the language and 2 programs to support national identity, taking into account diversity and innovation. - Evidence of the quality and diversity of programs implemented to enhance national identity and the Arabic language among children. - Evidence showing the impact of activities and programs to enhance pride in national identity.
3.4.2	Activities and programs that focus on children's language development	20	- Attach evidence and examples of plans, programs, and materials to support children's language development. - Evidence showing the impact of activities and programs on children's mastery of Arabic language skills.
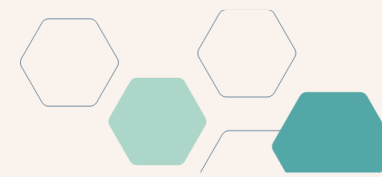
Sub-Standard Explanation: It focuses on the nursery's participation in various events, including: national, cultural, artistic, religious, social, environmental, scientific, sports, and others, through implementing various programs and activities, while clarifying the impact of these programs on children's performance.

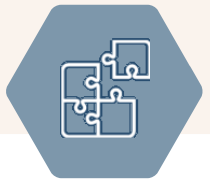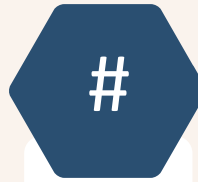| No.	Components	Mark	Results and Impact
3.5.1	Identifying the programs and type of participation in different events	40	- Attach 4 entries for various occasions, including: national - cultural - artistic - religious - social - scientific environment - sports and others. - Evidence of the diversity and quality of participating programs within the nursery. - Evidence explaining tools for measuring the impact of programs on children's performance and their results.

Sub-Standard Explanation: It focuses on nurseries implementing creative and innovative programs, activities, and services that enhance the quality of life for children. It clarifies their role in providing health and social care, implementing enrichment programs for exceptional and gifted children, and offering support programs for children with disabilities, while indicating the impact on the target groups.

No.	Components	Mark	Results and Impact
3.6.1	Implementing programs and events that enhance children's wellbeing in the nursery	30	- Attach evidence of 3 programs on the quality of life and well-being of children in nursery. - Evidence showing the diversity and modernity of the programs implemented to enhance the quality of life of children in nursery.
3.6.2	Providing health and social care for children	30	- Attach 3 health and social care procedures applied in the nursery. - Evidence showing the accuracy and quality of health and social programs applied to children. - Examples of program plans and materials that support children's understanding and good practices in the areas of health, nutrition and safety.
3.6.3	Providing protection, care and support programs for all children, including children of determination and the gifted	20	- Attach evidence for 2 programs that illustrate the impact of care and support programs on children of all kinds, including those with determination and the gifted.
3.6.4	Evaluation of the developmental growth (personal – health – emotional – social) of the child	40	- Attach evidence showing the impact of activities and programs on children's behavior and the extent of progress in developmental development (personal - health - emotional - social). (2 evidence) - Attach examples of the complete and comprehensive final evaluation report on the child when he leaves the nursery (a report for the school or other nursery to which the child moves, and another for the parent). (2 evidence)

Standard No. 4: Leading Communication with Partners

Standard 4 focuses on the relationship and partnership with the main partners and their impact on improving the performance of the nursery.
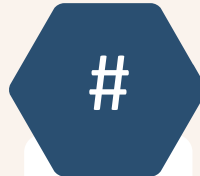
4.1: Relationship with Parents

4.2: Relationship with the Local Community

Standard No. 4: Leading Communication with Partners

Sub-Standard (4.1): Relationship with Parents
Total Mark: 60

Sub-Standard Explanation: Strengthening communication with parents achieves a positive partnership between the nursery and the parents, leading to the improvement of services provided by the nursery and promoting the child's healthy growth. It provides the child with essential skills and enhances the role of parents in this partnership.
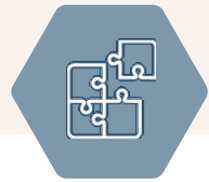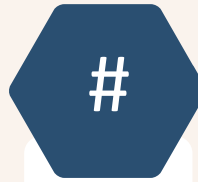
No.	Components	Mark	Results and Impact
4.1.1	Developing and using communication channels with parents	20	- Attach 2 mechanisms to communicate with parents. - The impact of the communication channels used on the success of the relationship between the nursery and the parent and the impact of this on the children of the nursery.
4.1.2	Identifying the programs and activities directed to parents	20	- Attach 3 programs offered by the nursery to the parent. - The impact of programs directed to the parent on him and on the nursery community. - Measuring parents' satisfaction with the programs provided to them.
4.1.3	Involving parents in the nursery plan and activities	20	- Attach evidence of the parent's involvement in the nursery plan and activities. (Attach 3 programs presented by the parent, the extent of their application and their impact on the development of the nursery)

Sub-Standard Explanation: Establishing partnerships with all community institutions fosters positive relationships that lead to the development of the nursery in all areas and its staff, promote the healthy growth of the child, and help the child acquire essential skills.

No.	Components	Mark	Results and Impact
4.2.1	Defining communication channels with partners	10	- Attach 2 mechanisms for communicating with partners. - The impact of the communication channels used on the success of the relationship between the nursery and the partners.
4.2.2	Defining community partnership programs that improve services	20	- Attach 3 programs implemented by the nursery in partnership with the community. - The impact of programs directed to partners on nursery and partners. - Measuring partners' satisfaction with the programs provided to them.
4.2.3	Providing follow-up records and reports to show the enactment of partnerships. Provision of memorandum of understanding to regulate a high level of services	10	- Attach a partnership contract and memorandums of understanding between the nursery and the partners (various institutions in the community). - Measuring the level of achievement and progress in partnerships (reports on what has been accomplished, the extent of achievement, continuity of the partnership...). - Measuring partners' satisfaction with partnerships and what has been achieved.

Evidence Documentation Guidelines

- Commitment to writing a description of the evidence in the subscriber portal, with a word count not exceeding 100 words, including the name of the evidence, a brief description, his role as a candidate in the activity or event, and the resulting impact.
- Commitment to attaching (1) attachment for each component with the appropriate evidence and describing the impact in a separate attachment, adhering to the correct encoding, with each attachment not exceeding (150 MB) in size.
- Commitment to uploading attachments in PDF format.
- In the case of uploading videos, the video duration must not exceed one minute.
- Commitment to numbering each piece of evidence according to the main standard, substandard, and component number.
- No branching links can be attached to evidence attachments.
- The font type used (Arial / Times New Roman / Sakkal Majalla)
- Font size: 12

Notes:

- Ensure that all attachments meet the award requirements and comply with the standards of each category and the required evidence.
- Consider making attachments clear, understandable, and dated (month and year of attachment release), accurately reflecting achievements, and focusing on the type and quality of the attachment rather than quantity, in line with the concept of distinction.
- Ensure compliance with the required number of evidence for each main standard, substandard, and component by referring to the explanatory guide.
- Ensure that the number of attachments or video duration is not exceeded.
- Commitment to the specified formatting, font, and size as specified in the guidelines.

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Sharjah Award for Educational Excellence

هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

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