

# Welcome/Willkommen/Bonjour Välkommen/Benvenuto/Bienvenido

Yellow Ducks Parents  
Gelbe Enten Eltern

Academic School Year 2021/2022



# Group Contacts - Yellow Ducks

## Gruppenkontakt



**Tabea Siegwart**

Teacher

90% - German

tsiegwart@tandem-ims.ch



**Yoko Arima**

Co-Teacher

70% - English

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**Rafael Tanase**

Trainee

100% - German



**Sookmi Lutz**

Support

20% - English

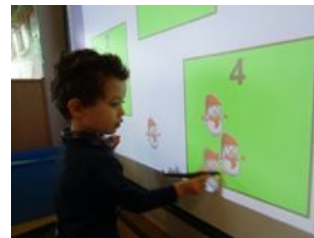
# Units of Enquiry

## Themen während dem Jahr



	Me and My School (August-Autumn Break)	My Language Perspective (Autumn Break-Winter Break)	My Family and My Community (Winter Break-Spring Break)	My World (Spring Break-July)
Introduction to Pre-School <small>Introduction</small>	<p>The Green Groups have a curriculum based on learning through play and imagination. We encourage the children to develop their curiosity and first learning tools. The teachers encourage the children, on a week-to-week basis, to develop their chosen themes and imaginative roleplay around the seasons and the local festivals.</p>			
Pre-School  <b>YELLOW GROUPS</b>	<p><b>All About Me</b>            Central Idea- Young children discover and explore who they are, how they feel and what they can do.            Enquiry Into-            -Our physical characteristics and abilities            -How we express our emotions and feelings            -Being safe and healthy at school            -How names are pronounced in different languages            -How I am growing and changing.</p>	<p><b>Rhymes and Songs</b>            Central Idea- We explore and compare rhymes and songs in different languages and from different cultures.            Enquiry Into-            -The rhythms and rhymes in different nursery rhymes            -Retelling nursery rhymes and songs in different ways            -Comparing songs in different languages            -Playing with words and sounds.</p>	<p><b>You Are What You Eat</b>            Central Idea- The food we eat reflects our family's ideas about nutrition and also about where we come from.            Enquiry Into-            -Which foods come from plants and animals            -The steps taken to get food to our house            -Healthy vs. unhealthy foods            -The foods we eat at home and at school            -Foods from different cultures.</p>	<p><b>Living Things</b>            Central Idea- We share our world with plants and animals.            Enquiry Into-            -What plants and animals need in order to survive            -Stages of growth in plants and animals            -Where plants and animals live            -How animals sound in different languages.</p>

# Example of an activity



# Beispiel einer Lektion

TANDEM

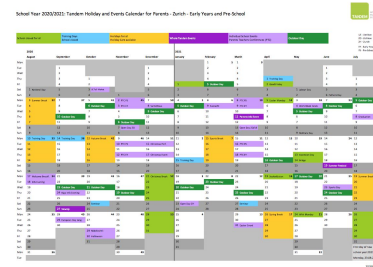
INTERNATIONAL  
MULTILINGUAL  
SCHOOL



# Communication Kommunikation

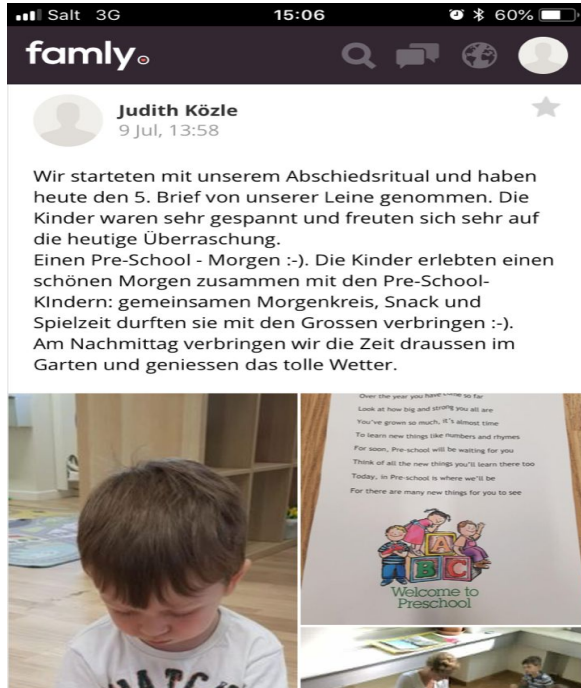
- Famly App
- Tandem IMS Uetikon Newsletter
- Calendar
- E-mail / phone call
- Information screen in entrance area
- Schaukasten

**famly.**



# Communication with parents

## Family app



You will daily receive a post with a short description of the activity and some pictures. Food and sleeping routines will be updated by the end of the day, but are not always showing straight away in the app.

**We use this app as a one-way tool. Please do not write messages or use the sick option in the app, but rather write an email or give a call!**

Please also understand that we cannot always answer questions about how your child is doing at the moment during the day, but will give you feedback when you come and pick up your child.

# Accident Report

## Unfallbericht



INTERNATIONAL  
MULTILINGUAL  
SCHOOL

APPENDIX 27

### MINOR MEDICAL ISSUE FORM / VERLETZUNGS- UND KRANKHEITSBERICHT



Name of Child \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location (Where) \_\_\_\_\_

Description of <input type="checkbox"/> Accident/Injury <input type="checkbox"/> Sickness <input type="checkbox"/> Other (specify) (If allergic reaction, please note possible causes, e.g. food eaten, plant touched, ...)	Action(s) taken

Signature of responsible teacher \_\_\_\_\_

Signature of parent  Mother/Father  Other\* \_\_\_\_\_

\*If the child is collected by someone other than the parent, please remember to send an email to parents.

EMAIL SENT: Yes  No

This form is to be used to inform both staff and parents of any minor accidents or mild reactions/ skin irritations that may have developed on a child whether occurred at home or at school. Please fill out, sign and inform all staff & child's parents, copy and keep one copy for school files.



# Daily Routines

## Tagesablauf

### Morning / Morgen

Early Care / Frühbetreuung 7:15 - 8:45

Drop off / Eintreffen 8:45 - 8:55

Circle time / Kreis 9:00 - 09:30

Snack / Znüni 9:30 - 10:00

Activities / Aktivitäten 10:00 - 10:30

Freeplay / Freispiel 10:30 - 11:15

Lunch / Mittagessen 11:30 - 12:30

# Daily Routines

## Tagesablauf

### Afternoon / Nachmittag

Sleep or Quiet time/ Schlafens- oder Ruhezeit 12:30 - 14:00

Outside play / Draussen 14:00 - 15:30

Snack / Snack 15:30

Pick up / Abholen 15:45 - 16:00

Late Care / Abendbetreuung 16:00 - 18:15

# Surprise Bag

Please leave your children's toys at home. There is however the possibility for your child to bring in a special toy when it is their turn to take the surprise bag home. They can bring any toy that fits in the bag and the parents are asked to write down three clues so that the children can guess what the toy could be.

Bitte lassen Sie die Spielsachen Ihres Kindes zu Hause. Es gibt jedoch eine Möglichkeit ein spezielles Spielzeug mitzubringen, nämlich wenn Ihr Kind die Surprise Bag nach Hause nimmt. Darin darf es ein beliebiges Spielzeug mitbringen und die Eltern können 3 Tipps dazu schreiben, damit die Kinder herausfinden können, um was es sich handelt.



# Excursions Ausflüge

At least 3 excursions per year!

- Field trip days will be rotated.
- Where we've been:  
Kinderzoo, Juckerfarm, Kindercity,  
Uetliberg, Farm etc.
- For all excursions, parents will be asked to complete a Google «permission form».



Mindestens 3 Ausflüge pro Jahr!

- Die Tage für Ausflüge wechseln immer.
- Hier waren wir schon:
- Kinderzoo, Juckerfarm, Kindercity, Uetliberg,  
Bauernhof etc.
- Für alle Ausflüge werden die Eltern gebeten, ein  
Google «Erlaubnis Formular» auszufüllen.

# Gym Turnen

**Friday / Freitag 15:30 - 16:00**

Please bring your child in comfortable clothes or bring a change of clothes as well as a backpack with gym shoes.

Bitte bringen Sie ihr Kind in bequemen Kleidern oder bringen Sie Wechselkleider mit. Ausserdem braucht es einen Rucksack mit Hallenschuhen/Turntappeli.



# Music Musik

**Monday / Montag 10:15 - 10:45**

Every Monday Rahel gives music lessons.

Jeden Montag findet eine Musikstunde mit Rahel statt.



# Forest Day Waldtag

Once a month we will rent a forest hut. We will leave school together and walk to the forest location.

Please bring your child dressed in appropriate outdoor clothes on these days. Long trousers and closed shoes are compulsory. We recommend long sleeves to protect the child from ticks, but on hot days T-Shirts are fine, too.



# Special Activities

## Spezielle Aktivitäten

- Ice Skating  
Schlittschuhlaufen
- Swimming  
Schwimmen
- Cooking  
Kochen
- Chicks  
Bibelis
- Class Events  
Klassen Anlässe
- Excursions  
Ausflüge





# Birthdays Geburtstage

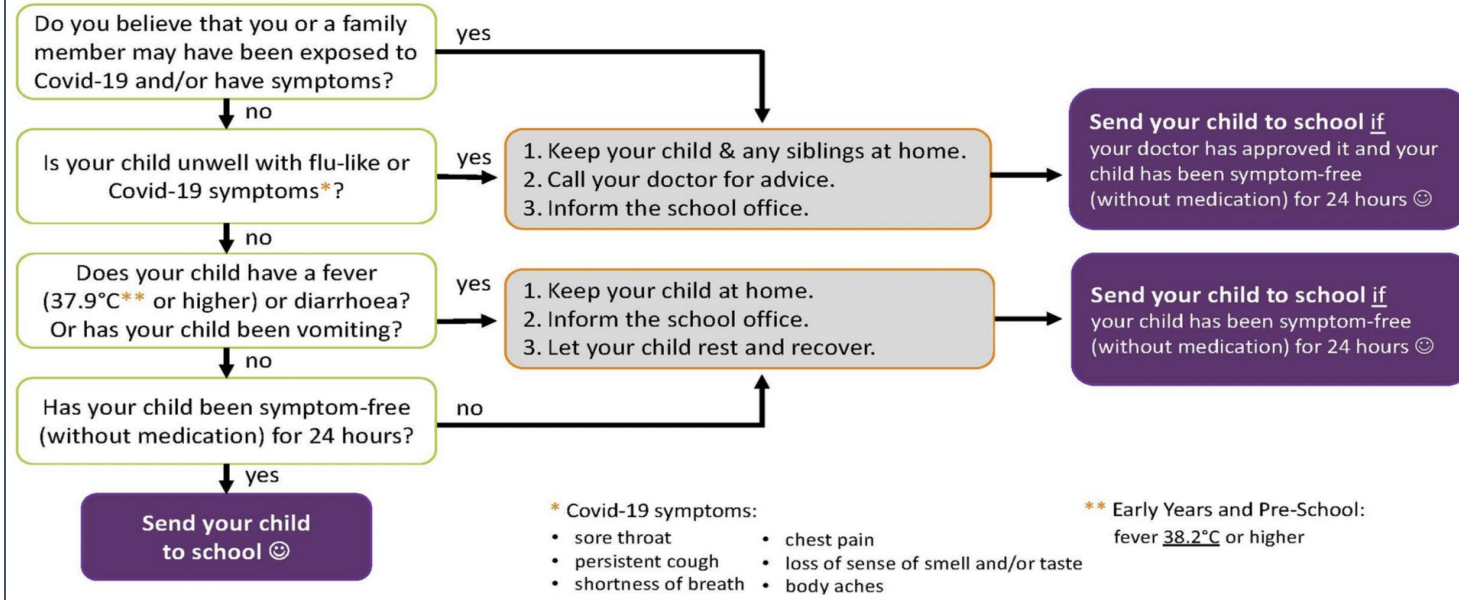
On the birthday of your child you are welcome to bring cake to the school so that we can celebrate his/her birthday together. Please inform the teacher in advance when you would like to bring the cake.

**At this moment we are not able to give out any homemade treats on a child's birthday. We kindly ask you to buy something to share which comes in sealed packaging and with a list of ingredients. Thank you.**



# Covid-19 Sickness Policy

## Can my child go to school?



# Covid-19 Measures

- Please wear a mask and disinfect hands upon entering the school building.
- Please bring in only one sleep/comfort item for your child and no other toys.
- Do not bring in any snacks from home, except for packaged food from the bakery or shop.
- Please make sure to keep a distance of 1.5m between adults.
- Only one parent per child is allowed in the entrance area during pick-up and drop-off times.
- Parents are not yet permitted to enter the classrooms during drop-off and pick up times.

# Child's Absence & Sickness Policy

- **Absences due to illness:** If your child cannot attend school because of illness, please send an email to your child's class teacher. Please do not use the Family App to report absences.
- **Illness during the school:** If your child becomes ill during the day, we will contact you and ask you to pick him/her up (e.g. fever, vomiting, diarrhoea)
- **24 hour policy:** In order to protect the children and our staff, we kindly ask all parents to respect our 24 hour policy "free of fever and symptoms for 24 hours before returning".
- **No Medication:** To protect the children and the staff, we do not administer any medication, including homeopathic remedies. If your child needs medication due to an allergy or medical condition, please complete a Health Plan with your child's class teacher.
- **Holidays:** If you are planning to go on holiday, please inform the school office about your dates as soon as possible.

# Late Pick Up Policy



## **Late Pick-up after 16:00**

Children without Late Care must be collected no later than **16:00**. We must insist on this point, due to the legal numbers of children enrolled in the Day Care programme and the ratio of staff-children.

Any child who is not picked up by 16:00 will be sent to Late Care and the parents will be invoiced for this session. This is a flat rate fee of CHF 35 - irrespective of the late arrival time of the parent.

## **Late Pick-up following Late Care after 18:30 – CHF 50 per 15-minute period**

Between 18:30 and 18:45 – CHF 50

Between 18:45 and 19:00 – CHF 100

A late pick up of even 15 minutes may have caused the teacher in care to miss his/her train, which can result in a 30 minute to 1 hour delay in returning home, or indeed be late for another private, professional or medical appointment. This therefore justifies the charged fee and it is non-negotiable.

# Security Measures

## Pick up - New Person

If someone unknown to the school is collecting your child, the name must be sent to the office and the child's teacher. Photographic ID will be asked for before letting the person leave with your child.

# Pick up outside

When the weather is nice we might do late care outside. Please refer to the sign at the door to find out where we are.



# TEACH for Parents



- We encourage parents to become members of TEACH and in this way to support the children in one of our African partner schools.
- You will be involved in a wonderful charity programme and be given the opportunity to participate regularly in fundraising activities and/or you will receive regular information.
- Your children will learn the joy of giving and have the opportunity to learn more about various tribal teachings such as community, leadership and respect. They will be made aware of the needs of children on the other side of the globe.
- Creating lasting memories of Tandem IMS as an alumni to support TEACH is being set-up.



# PTA Role

- We support activities and events to enhance our children's school life.
- We represent the parents of our child's class with our ideas and decide how to invest PTA funds.
- We nurture the communication with the teachers and the school



# Our PTA Team in Uetikon

- Mums, Dads & couples
- Working & stay-at home parents
- 1-2 parents of each class
- Multiple nationalities
- Committed for 1 school year
- Volunteers – Parents welcome to help at certain events without joining PTA full time

# PTA Benefits

- You'll make a huge difference – for the children, the other parents and the school as a whole.
- You'll be better connected to your child's, or children's, school experience – you show your dedication.
- It's fun and rewarding.
- You'll make new friends and help make the school a great place to learn and grow.



# Please bring Mitzunehmen

- Waterbottle (to bring everyday)
  - Slippers
  - Pillow for circle
  - Spare clothes to leave at school
  - Backpack
  - Weather appropriate clothes
  - Gym clothes for Friday
- Wasserflasche (jeden Tag mitzunehmen)
  - Finken
  - Kissen für den Kreis
  - Ersatzkleider die in Tandem IMS  
bleiben
  - Rucksack
  - Wettergerechte Kleidung
  - Turnkleider am Freitag

# Expectations

## Erwartungen

Children need to be on time. Children who arrive after 9:00 must wait down stairs with a parent until circle ends.

Early pick up: inform us as soon as possible, the group may not be inside, the lesson may not be finished.

Personal items: We kindly ask that all children leave their toys at home. They can bring a blanket or soft toy from home for quiet time.

Die Kinder müssen pünktlich hier sein. Kinder die nach 9:00 Uhr ankommen, müssen unten mit einem Elternteil in der Garderobe warten, bis der Kreis fertig ist.

Früher abholen: Bitte informieren Sie uns so schnell wie möglich, es kann sein, dass die Gruppe draussen ist oder die Lektion noch nicht fertig ist.

Persönliche Sachen: Wir wären Ihnen sehr dankbar, wenn die Kinder ihre Spielsachen zu Hause lassen würden. Natürlich dürfen sie ein Stofftier oder ihr Nuschi für die Mittagspause mitbringen.

# Thank you for your attention!



## Ready to start into the new school year!