

Welcome to Tandem IMS Uetikon Geckos



Academic School Year 2021/2022



The Gecko Team



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English



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Curriculum

Tandem's curriculum for the Early Years is based on learning through play, imagination and self discovery.

There are four main themes that take place within the year. They are designed to incorporate children's learning needs and styles during this formative stage.

The curriculum themes are designed to build upon each other as the children grow and progress through Tandem while allowing for focused child centered planning and child initiated learning.

Many simple and everyday activities provide a secure foundation that can be built upon for future learning in all academic areas.

In order to fully participate in the learning children will get very messy. For this reason we suggest that your child wears comfortable clothing that is paint friendly.

Themes / Units

September - October: **Me, My Family and My School**

- We will focus on the children's two main environments: home/family and school/class.
- We will explore the world with our five senses.

October – Winter Break : **Music, Language and Rhythm**

- We will discover the world of music through sounds, words and languages.

Winter Break – April: **Community Helpers**

- We will engage in role play and imitate real life jobs that people do within the community.

April- July: **Plants and Animals**

- As we share our world with animals and plants, we will discover the natural world around us.



Daily Timetable Geckos

Morning Routine/Tagesablauf am Morgen		Afternoon Routine/Tagesablauf am Nachmittag	
7.30-8.45 am	Morning care/Morgenbetreuung	12.30-2.00 pm	Sleep and quiet time/schlafen und Ruhephase
8.45-9.00 am	Drop off time/ Kinder ohne Morgenbetreuung werden gebracht	2.00-2.30 pm	Wake up, dressing and free play/ aufwachen, anziehen und Freispiel
9.00-9.30 am	circle time/Morgenkreis	2.30-3.30 pm	Activities, outside or free play/ nach draussen gehen oder Freispiel
9.30-10.00 am	Morning snack/Znüni	3.30-4.00 pm	Afternoon Snack/zvieri
10.00-11.30 am	Activities, outside or free play/ Aktivität, nach draussen gehen oder Freispiel	3.45-4.00 pm	Pick up time/Kinder ohne Day care werden abgeholt
11.30-12.00 am	Lunch/Mittagessen	4.00-6.30 pm	Evening care/Abendbetreuung

Timetable times are not always fixed and may change according to the children's needs and requirements

Information Sharing

Monatskalender / Monthly Calendar

You can find monthly Information on the pinboard and on the app

Tagesbericht / Daily report with the Famly App

With a short text and pictures you will learn about your child's day.

Your child's profile will be updated daily with lunch and sleep information.



famly®

Unfallbericht /Accident Report: Information on accident or illness

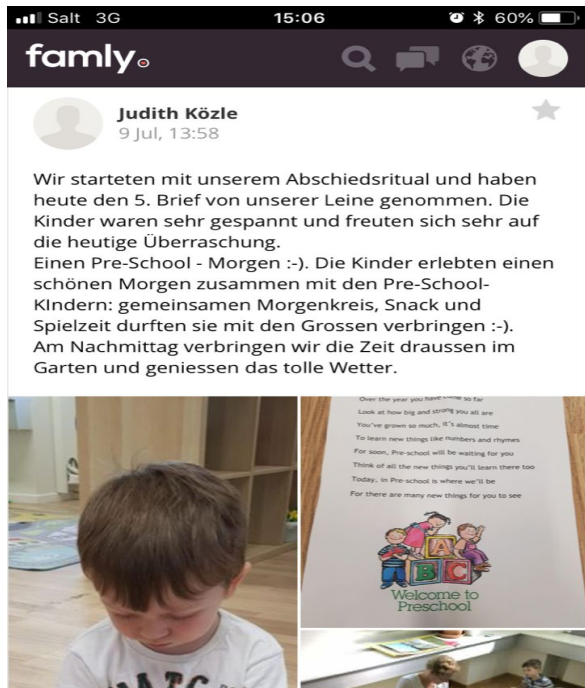
Parent Newsletter: Information from the school about current learning, future events and school closures, and updates from our three age groups.



Website: The Parent section has additional information such as the school yearly calendar, menu plan, policies, and download centre: www.tandem-ims.ch/en/parents-area (Password: learning2122)

Excursions: Through the app or by email you will receive a link to give permission for your child's excursions with detailed Information.

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.

Music

Monday

Every Monday morning Rahel is going to give music lessons. The songs are season related and the children will get to experience and experiment with different Instruments. Using their voice and try to do movements or use a musical instrument at the same time.



Mixed Group

This type of exchange helps to promote the development of social skills. Empathy is encouraged as younger and older children start to recognize their differing needs. Older children start to expand their sense of responsibility, nurturing and care. While younger children begin to see what is possible through the modeling of skills by the older children.

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Outdoor Day / Forest Day

On our outdoor day we spend most of the time outside.
Please dress your child according to the weather!

For forest day: 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. The children are caring their
water bottle, therefore a Backpack would be optional.

We are going outside every day, therefore it is important that
the children always bring appropriate clothes for outside. We
have enough space for extra clothes :)



Potty Training

The road to diaper-free Geckos :-)

To get the kids interested in using the toilet or potty, we will start with talking and reading books about going to the potty. We will use the potty so the kids will have an awareness of what a potty or toilet is used for and they can get in the routine. If the kids are successful it's important to praise them. With the routine the kids will try to hold it for longer and longer. The last step will be that the kids will clearly communicate their need for potty or toilet.

The communication between parents and teachers is very important.



Birthdays



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 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 Famly 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.



How can you help as a parent?

- During their time with us your children will pass through many developmental milestones. Your child will have a greater sense of achievement and success when we are able to work in collaboration, such as toilet training, using forks, cups without lids, dressing themselves or scissor skills. To name only a few!
- Please remember to label all your child's items, such as shoes, coats, water bottles. Often items are very similar to others, and labeling helps us to provide for your child's comfort and avoid confusion.
- As the seasons change please help us to maximize your child's outdoor learning by ensuring that they have suitable outdoor clothing for the season.



We are always happy to sit and discuss your child and their developmental needs with you. Please feel free to approach us at any time with questions or observations.

We hope that you enjoy your time with the **Geckos!**

