



Welcome to Tandem IMS Uetikon Seahorses

Academic School Year 2021/22



Seahorse Team



Monika Murlot
Class Teacher
(English)



Sharon Xiao
Support Teacher
(German)



Kai Walker
Teacher
(English/German)



Anina Menko
3rd Year Apprentice
(German)



Milijana Barudzija
1st Year Apprentice
(German)



Rafael Tanase
Trainee
(German)



Sookmi (Soomi) Lutz
Support
(English)

Curriculum

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

There are four main themes that take place within the year.

- Me, Myself and I
- Communication tools
- Familiar setting around me
- Nature

The curriculum themes are designed to build the children's understanding of their surroundings, growth and progress. While enhancing independent, social and emotional development.

Your children learn a wide variety of important skills through play



Including:

- Language
- Personal and Emotional Skills
- Interpersonal Skills
- Gross and small motor skills
- Health and Hygiene
- Mathematics
- Problem solving
- Reasoning skills
- Art and Music
- Personal expression
- Autonomy over learning
- Creativity
- Imitation play

How learning takes place

Weight and volume

Pre-writing mark making

Size recognition

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 and dirt friendly.

No dirt, no fun

Daily Timetable for Seahorses

| Morning Routine | | Afternoon Routine | |
|-----------------|----------------------------------|-------------------|-----------------------------------|
| 7.15-9.00 am | Morning care | 12.00-2.00 pm | Sleep and quiet time |
| 9.00-9.30 am | Tidy up and circle time | 2.00-2.30 pm | Wake up time |
| 9.30-10.00 am | Morning snack | 2.30-3.30 pm | Activities, outside and free play |
| 10.00-11.00 am | Activities, outside or free play | 3.30-4.00 pm | Afternoon Snack |
| 11.00-11.30 am | Tidy up and circle time | 4.00-6.15 pm | Evening care |
| 11.30-12.00am | Lunch | | |

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

Birthdays



On your child's birthday, you are welcome to bring cake or a treat to school so that we can celebrate together. Please inform the teacher in advance when you would like to bring in birthday treats.

At the moment we are not able to accept any homemade cakes or cookies. We kindly ask you to buy something to share which comes in sealed packaging. Thank you.



Learning through music & movement



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The Seahorses group uses music as the primary learning tool, this gives the children amazing, easy and fun learning opportunities. It encourages them to add words to their individual vocabulary backpacks, understanding of colours, emotions, routines and enriches cognitive development.



Information Sharing

Group calendars on info board:

- School events and any special dates e.g. holidays

Family App:

- What they ate, sleep times, activities they did during the day with pictures

Newsletter:

- General information, upcoming events and theme information per group

Website «Parent Section»:

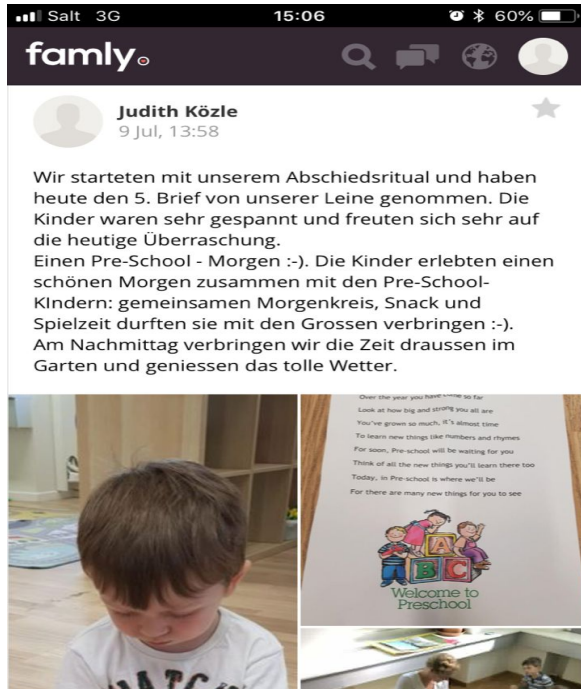
- The «Parent Section» has additional information such as the yearly calendar, menu plan, policies, and download centre: www.tandem-ims.ch/en/parents-area / password: learning2122

Accident Report:

- This report will be given to parents if a child had an injury during their time in care

Communication with parents

Family App



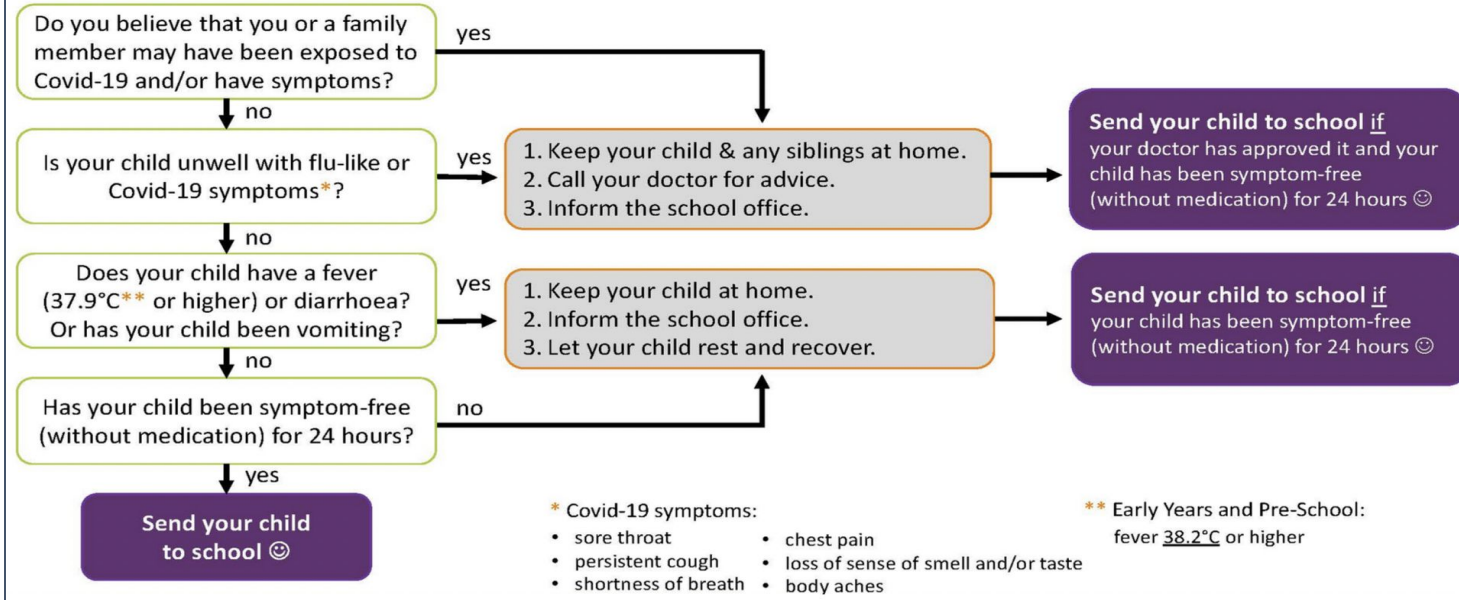
Daily you will receive a post with a short description of the activity and some pictures. Food and sleeping routines will be updated by the end of the day, but are not always showing straight away in the app.

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 or as soon as possible.

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.



Special Offers in Uetikon

Music

When: Monday mornings

Teacher: Rahel



Rahel Heid, Music Teacher

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?

For many children this will be their first experience of a school environment. We understand and respect that you know your child best. We value the time that you take to build a relationship with us in order to ensure your child's entrance to school and the time they spend with us is as smooth and enjoyable as possible.

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. Thank you!

Sun Cream and Outdoor Clothing

Sun Cream

During the summer months we may change our daily timetable to avoid the hottest part of the day and will go outside in the morning.

Please help us maximize our time outside by putting sun cream on your child before school.

Outdoor Clothing

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's and their developmental needs with you. Please feel free to approach us or email Monika at any time to arrange a meeting.

We hope that you enjoy your time with the Seahorses and looking forward to a year of fun filled learning.

Contact info:

mmurlot@tandem-ims.ch



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