

Welcome to Tandem IMS Zürich Geckos

Academic School Year 2021/2022



The Gecko Team



Sonja Heimo
Group Teacher
English
sheimo@tandem-ims.ch
+41 43 500 10 96



Iris Velu
Teacher
German
ivelu@tandem-ims.ch
+41 43 500 10 96



Melin Bozcicek
2nd Year Apprentice
German



Edina Kryeziu
Trainee
German



Sookmi Lutz
Support
English

Who is Who in School?

School Office



Julia Helling
Head of EY and PS



Neal Brown
School Head



Simone Epstein
Administration



Sandra Beha
Administration

We can be reached via:

zurich@tandem-ims.ch

+41 43 500 10 30

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.



Information Sharing

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.



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.

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

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)



APPENDIX 27

MINOR MEDICAL ISSUE FORM / VERLETZUNGS- UND KRANKHEITSBERICHT

Name of Child _____

Date _____ Time _____ Location (Where) _____

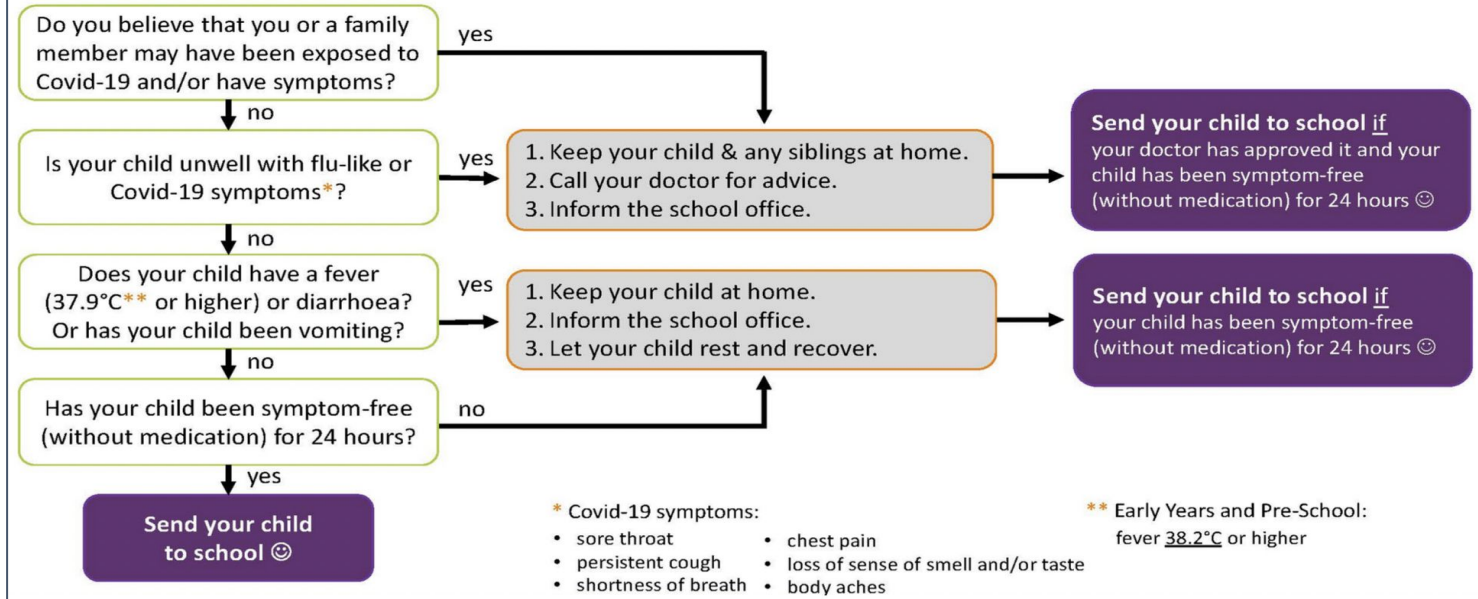
Description of _____
(if allergic reaction, please note possible causes, e.g. food eaten, plant touched, ...)

☐ Accident/Injury ☐ Illness ☐ Other (specify) _____

Actions taken _____

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

- **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.

Stroller Storage Location

As our wardrobe area is very limited in space, we ask all parents to store their personal strollers collapsed in our cellar storage area. This allows parents to have greater access to their children's hangers and allows us to have more space as we prepare the children for going outside.

The Tandem cellar is located on the -1 floor of our building. You can access this storage area by entering through the main building entrance and using the elevator. The door will be on your right upon leaving the elevator. Please make sure to collapse the strollers!

We ask all parents to store the strollers either before or after drop off provided that the children have entered the group no later than 8:50. This ensures a timely start to our morning circle. Thank you for your cooperation!



Daily Timetable Geckos

Morning Routine/Tagesablauf am Morgen		Afternoon Routine/Tagesablauf am Nachmittag	
7.30-8.30am	Morning care/Morgenbetreuung	12.00-2.00 pm	Sleep and quiet time/schlafen und Ruhephase
8.30-9.00 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	2.30-3.00 pm	Afternoon Snack/zvieri
9.30-10.00 am	Morning snack/Znüni	3.00-4.00 pm	Activities, outside or free play/ nach draussen gehen oder Freispiel
10.00-11.00 am	Activities, outside or free play/ Aktivität, nach draussen gehen oder Freispiel	3.45-4.00 pm	Pick up time/Kinder ohne Late Care werden abgeholt
11.00-12.00 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.

Outdoor Days

On our Outdoor Days we will spend as much time as possible outdoors. Please dress your child according to the weather.

For Outdoor Days: **Long trousers and closed shoes are compulsory on cooler days.** We recommend long sleeves to protect the child from ticks, but on hot days T-Shirts and shorts are fine, too. The children will carry their own water bottles, therefore a backpack is helpful but not compulsory.

We go outside every day, and in every weather. Please keep wet weather gear at school: rain boots, rain trousers and jacket. Many thanks!



Potty Training

Learning to use the toilet is an important milestone. Most children start working on this skill between **18 months** and **3 years** of age.

Signs which show us that the child may be ready to start potty training:

- staying dry for long period of time
- showing interest in other people going to the bathroom
- asking to wear underwear
- wanting privacy when they fill their nappy

We encourage the child to sit on the potty and try to pee or poo. Clear communication between parents and teachers is key to helping children succeed in this process.



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.



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.
- Please remember to label all your child's items, such as shoes, coats, and 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.



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 Zurich

- Mums, Dads & couples
- Working & stay-at home parents
- 1-3 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.



PTA Activities

What we do and what we need from you:

- PTA meetings of 1.5 h every 4- 6 weeks, Monday and Wednesday alternating
- Commitment: for 1 school year, coming to the meetings as often as possible, helping with tasks such as organising events, supporting activities etc.

Parent Meet and Greet	Halloween Party
Christmas Performance	Christmas and Spring Markets
World Book / World Maths Day	Graduation

- If you would just like to support an event – a sign-up list will be sent via newsletter.

We are always happy to sit down 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!