

Welcome to Tandem IMS Zurich Seahorses

Academic School Year 2021/22



Delany Walsh - English
Lead Seahorse Teacher



Yathusa Vijayakumar - Swiss
German
Support Teacher



Edina Kryeziu -
Swiss German
Trainee



Justina Dambrauskaite -
English
Support on Tues./Thurs.

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:

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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. Units:

- Me, Myself and I
- Communication Tools
- Familiar Settings Around Me
- Nature

The curriculum themes are designed to build the children's understanding of their surroundings, growth and progress. These themes allow for focused child centered planning and child initiated learning.

Your children learn a variety of important skills through play



These include:

- 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 friendly.

Daily Timetable Seahorses

Morning Routine/Tagesablauf		Afternoon Routine/Tagesablauf	
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 and individual routines.

Information Sharing

Family App:

- How your child ate and slept
- Activities during the day with pictures

Accident Report

Web site:

The «Parent Section» has additional information such as the yearly calendar, menu plan, policies, and download centre.

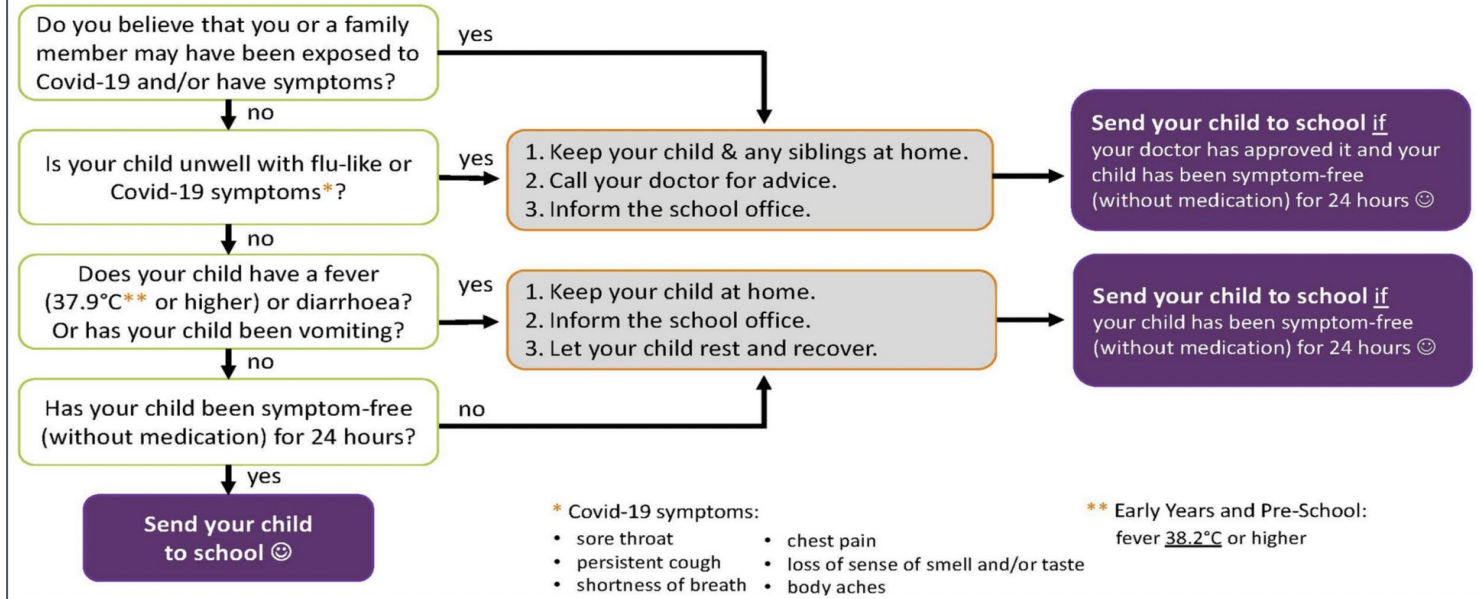
www.tandem-ims.ch/en/parents-area
password: learning2122

family.



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 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.

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.

How do I help as a parent?

For many children this will be their first experience in 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.

Please remember to label all your child's items. Many thanks!

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.



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!



We are always happy to meet and discuss your child and his or her development with you.

Please feel free to approach us or e-mail Delany or Yathusa at any time to arrange a meeting.

We hope that you enjoy your time with the Seahorses!

Contact info. for Delany and Yathusa:

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