

T.C.I.S. Early Learning Center

Philosophy and Goals

A quality, loving, learning center within a Christian environment, serving the families of the community.

Our Goals

For the program

The TCIS ELC strives to provide stimulating and enriching experiences for each child. The classrooms are equipped to meet the needs of young children with this in mind. Our desire is also to come alongside parents in helping children to understand the love of Christ.

For the children

TCIS ELC will provide opportunities for your child to:

- ♥ Develop fine and gross motor skills
- ♥ Improve verbal, listening and perceptual skills
- ♥ Learn to appropriately express his / her feelings
- ♥ Learn to accept and respond to others
- ♥ Use all of their senses to enjoy and explore God's world

Our Philosophy

We believe children learn best:

- ♥ Through play, at a rate unique to themselves
- ♥ Through repetition, building on past experiences
- ♥ Through use of all their senses
- ♥ When they feel a sense of achievement and self-worth
- ♥ When they feel physically and emotionally safe and secure



Activities for the Children

- ♥ activity centers
- ♥ scheduled play & outdoor playtimes
- ♥ Circle time
- ♥ child-centered play
- ♥ art experiences
- ♥ music & movement
- ♥ special outings throughout the school year

...And peace of mind for you!

- ♥ You can relax, knowing your child is in a nurturing atmosphere filled with love.



What is my child doing at the TCIS Early Learning Center?

Some parents may be asking, "What is my child actually learning at the ELC? It looks as if my child is just playing."

Exactly. The philosophy behind much of what we do is that children learn best by doing and through active play. Learning requires active thinking to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all their senses: touching, tasting, listening, smelling, and looking. In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes and colors, and they notice relationships between things.

In time, children learn to use one object for another. This is the beginning of symbolic things. For example, they may pretend a banana is a telephone or a big block is a chair. These early symbols are similar in shape to the objects they represent. Gradually children become more and more abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures, which are symbols of real people, places and things. This exciting development takes place during the early years as children play.

Play provides the foundation for academic or "school" learning. It is the preparations children needs before they learn more abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play is the work of young children.

The most important goal of the Early Learning Center is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. We are teaching children how to learn, not just in the early years, but throughout their lives.

We also want to help children develop good habits and attitudes as well as teaching them a love for Jesus our Savior.

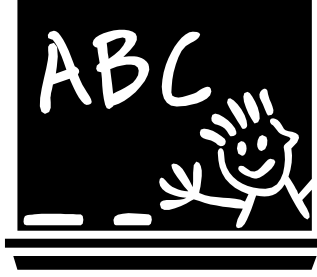
Our goals include the following areas of a child's development

- Social: to help them feel comfortable in the center, trust their new environment, make friends, feel they are part of a group or community, and build relationships with caring, nurturing adults.
- Emotional: to help children experience pride and confidence, develop independence and self control and have a positive attitude toward life.
- Cognitive: to help children become confident learners by letting them try out their own ideas, experience success, and by helping them acquire new learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
- Physical: to help children increase their large and small muscle skills and feel confident about what their bodies can do.
- Spiritual: to help children learn more about the Bible, God the Father and his son Jesus. To help the children learn about appropriate actions and ways of thinking from a Biblical worldview.

Adapted from New Horizon Child Care Family Resource Connection.

www.newhorizonchildcare.com

June 24, 2005



Early Learning Center Essential Parent Information



ELC Hours

Monday	7:45 – 5:00
Tuesday – Thursday	7:45 – 4:30
Friday	7:45 – 4:00

Please be considerate of our closing times and pick your child up 5 minutes before our closing time.

- Please try to pick up your children as soon as possible after Monday afternoon PD meetings. We understand that these meetings can go past 5:00. Our administrators understand that parents need to leave by 4:55 in order to pick up their children by 5:00.
- The ELC is provided as a benefit to teaching staff parents while they are **performing teaching related responsibilities**, attending school meetings, and assisting with student focused extra curricular activities. Please pick your children up from the ELC before beginning **personal** activities.

Teacher Workdays/Student Holidays

- On teacher workdays/student holidays the ELC will be closed during teaching staff meal times so that the ELC staff can eat too. **We will close promptly at meal time and reopen 10 minutes prior to the end of the designated meal time.**



Where does the ELC fit?

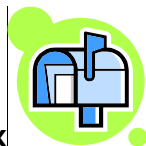
The ELC is a division under the supervision of the elementary principal Mr. George Zickefoose. We follow the same schedule as the rest of the school with regards to holidays and events. The ELC director is Jennifer Pinho. Please see Jennifer first with any questions or concerns and she will discuss them with Mr. Zickefoose.



Sign in and out

Make sure you sign your child in and out of the Early Learning Center so we know who is in our care. This will be to the left of the door when you enter the ELC. Please pass on any valuable information about your child to a staff member and write it in the daily log. This includes things such as special medications, whether your child needs a nap or not, a new stage your child is going through or if your child didn't sleep well last night. These things will help us to provide better care for your child.

If there are changes in normal pick up time that require someone other than a parent to pick them up, please let the director know of those changes.



Check your mailbox

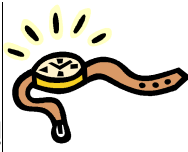
Please check your child's mailbox every day when you come to pick them up.



Information Board

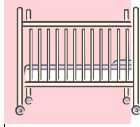
The white board on the door is for information we need to pass on to you. We also use it to let you know if groups of children have gone to another part of the campus.

I'm Running Late!



If you are going to be late picking up your child, please call and let us know.

Sleeping Rooms



Please do not enter a baby or toddler sleeping room without checking first with a staff member. We need to ensure that these rooms are kept as peaceful as possible.

General Rules



1. Children are expected to sit down at the table whenever they have food or drink.
2. No children are allowed in the kitchen.
3. General house etiquette is expected – no jumping on the sofa, no crazy play, no standing on chairs, no sitting on the tables.
4. Babies are separate from the older children.
5. Baby sleeping room is off limits to all children unless they are sleeping.
6. No sharing of snacks.
7. Wash children's hands regularly (after going to the bathroom, after playing outside, and before snacks).



Discipline Policy

The ELC will be using a timeout system to maintain appropriate behavior. The length of the time out will be dictated by the age of the child (e.g. one minute for a 1 year old child). Children will be given a warning when their behavior is unacceptable before the time out is given unless physical danger is involved (hitting another child, etc).

We will use consistent words based on scripture when we communicate about appropriate and inappropriate behavior in the ELC. The most commonly used words regarding behavior in the ELC are:

Obey

Be kind

Share/Treat others the way you want to be treated/May not be selfish

Do everything without complaining

Do everything without arguing

Be gentle

Our rules come from the Fruit of the Spirit:

Love- We treat each other as we want to be treated.

Joy- We have fun together!

Peace-We sit and work quietly without loud voices or screaming.

Patience- We wait our turn, raise our hand to speak, and don't whine.

Kindness- We share with each other and use kind words.

Goodness- We listen to and obey our teachers.

Faithfulness- We respect our friends and teachers.

Gentleness- We keep our hands to ourselves and do not play rough.

Self- Control- We control our tongues, actions and attitudes.

When a timeout is finished we will help the child to pray to ask God for forgiveness and help to...obey, be gentle, share, etc.

If you have concerns with this policy please let us know.



Healthy Children

Please do not send your child to the ELC if they are sick. Children should be healthy when they are brought to the center. The health rules are:

1. No fever over 100.4 degrees for 24 hours without medication
2. No vomiting for 24 hours
3. No diarrhea for 24 hours
4. No contagious diseases (this may include strep throat, chicken pox, pink eye, head lice, and impetigo)

Please do not give your child fever medicine and then send them to us. We want to keep everyone's children healthy.

If a child is found to have any of these symptoms while in the Early Learning Center, parents will be notified immediately and the child will be required to leave the center and may not return until they meet the above standards.



Medications

Please tell our staff about any medication your child may need to receive. Please also record the times your child should take their medicine in the sign in and out book



Emergencies

If your child is ever in need of medical attention, an ELC employee will take your child to the school nurse immediately. Mr. Zickefoose will be contacted and he will make arrangements for a substitute to take over your teaching duties so you can meet your child at the nurses' office.



Infant Feeding Times

If your child is under 2, their eating and sleep schedule will be noted on the white board in the main room of the center. Please feel free to ask any of the staff about your child's schedule or concerns you might have.



Breakfast

Please feed your child breakfast at home before bringing them to the ELC. If this is occasionally not possible, please bring food with you and we will feed them for you.



Snacks

Please provide your child with 2 snacks a day, one for the morning and one for the afternoon. We have a cupboard in the kitchen and a shelf in the refrigerator for each child. **Please bring a supply for the whole week with a variety of items.** This will hopefully be easier for us and for you. If there is a certain type of food that you do not want your child to eat or drink, please let us know. Snack times are at approximately 9:30 and 2:45 each day. We do not allow children to share snacks (outside of families).

Please provide the ELC with a minimum of two permanently labeled sippy cups or two bottles if your child is not yet drinking from a regular cup.



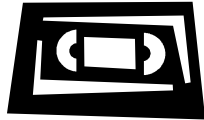
Lunch

Parents are responsible for feeding their children during lunch. If you are not able to feed your child due to lunch duty or a meeting, please let us know in advance so that we can plan our schedules accordingly. If you would like to bring food to eat with your child in the ELC, please make sure you return your dishes to the cafeteria when you are done. We will be using the small orange room this year for families who are eating together. Parents may stay and play with their children during the lunch time. When you have to leave, the room must be cleaned up and students returned to wherever the class is and to whatever they are doing. The older children will be going directly outside after they eat their lunch unless it is raining or very cold. Please bring your child to the back playground after you take them to lunch. If it is raining or too cold, please bring them to the main ELC room.



Pillow and Blanket

Please send a pillow and small blanket from home for our rest time as soon as possible.



Videos

We will be showing videos in the ELC, especially when the weather makes it difficult to play outside. Below is a list of the videos in our small collection.

- * Barney
- * Dora the Explorer
- * Sesame Street
- * Little bear
- * Winnie the Pooh
- * Veggie Tales
- * Busy World of Richard Scary
- * Max Lucado's Wemmicks
- * Curious George
- * Leap Frog videos
- * Noddy
- * The Wiggles
- * Blues Clues
- * Clifford
- * Scholastic Videos
- * Old Classic Cartoons
- * Dr. Suess
- * Character Builders Series
- * Go, Diego, Go
- * Sid the Science Kid

If you would rather not have your child watch one of these videos please let us know.



Clothing

Guideline regarding clothing:

- 1) Please bring an extra pair of clothing for us to keep in the ELC for emergencies (shirt/shorts/pants/sweatshirt/underwear and socks).
- 2) We plan to take the children outside every day. Please be aware of the weather and dress your child appropriately. If you would like us to put sun block on your child when we play outside, please let us know.
- 3) Please make sure your child wears comfortable shoes for taking walks, playing on the playground, using riding toys, and running. Shoes that slip on and off or have Velcro are preferable. Lace up and buckle shoes can be tricky when working with a large group of children.

- 4) While the weather is warm we may spend some of our outside time getting wet. For the children who are completely potty trained, they may swim in our wading pool. For those who are still wearing diapers or potty training, we will not swim but may get wet with other water play activities. Please send a permanently labeled swimsuit and towel for your child to use during these activities.



A Special Note to Dorm Parents

The ELC will be open for your children from 8:30-10:30 on Monday mornings for your staff meeting. If you have additional times that both you and your spouse have TCIS work related responsibilities to fulfill, your child may come to the ELC for an additional four hours. If you need to put your child in the ELC outside of your 8:30-10:30 Monday morning meeting time, please contact me by phone or e-mail in advance of the time your child will be in the ELC.

A Special Note to Parents of Pre-K Students

- Please send two snacks in your child's back pack each day as they will be eating a snack in the morning with their Pre-K class and a snack in the afternoon while they are in the care of the ELC.
- Please remember to take your Pre-K child to lunch with you on early release days or full day teacher work days. They will not be eating with their Pre-K class on these days.
- On teacher workdays, students will come to the ELC for the full day and it is your responsibility to pick them up for lunch.

A Special Note to Parents of Babies

- Please provide wipes and diapers for your baby. Your baby has a cabinet in the bathroom that has their name on it.
- Please write what time your child woke up for the day and what time your child had their most recent feeding on the white board in the main room each day.



Things we can use

If you have any of these items at home and you're not using them, we'd love to add them to our craft and dress up collection:

- Old clothes, hats, shoes, etc
- Milk bottle tops
- Plastic lids off Pringles, coffee cans, etc.
- Coke bottles
- Scraps of fabric
- Old thin crayons
- Egg cartons
- Old greeting cards
- Old magazines
- Styrofoam produce trays
- Good Styrofoam from packages



Toys

Please do not send toys and books from home to the ELC.



Infant schedules and routines

If your child is under 2 years of age, please write down and give us an outline of your child's schedule and routines. This helps all of our staff to be aware of how to best care for your child.



Phone Numbers

ELC – 622-0270

Jennifer Pinho
H: 623-0481
pinhoj@tcis.or.kr



One more thing...

We feel blessed to have the opportunity to care for your children. If you ever have questions or concerns please let us know. Thank you!

GET TO KNOW MY CHILD

Hello my name is _____

I am _____ years old.

My birthday is _____

My mommy's name is _____ and my daddy's name is _____

Their phone numbers are:

Dad's mobile phone _____ T.C.I.S extension _____

Mom's mobile phone _____ T.C.I.S extension _____

Home phone number _____

Dorm Number if dorm parent: _____

Watch out! I am allergic to _____

I take this medicine: _____

I am not allowed to eat:

My mom and dad prefer that I DO / DO NOT take a nap.

I nap around _____

I usually nap for _____ minutes

Infant and age 1 routine:

I AM / AM NOT / I AM LEARNING to be potty trained.

When I cry it is usually because _____

Oh, one more thing you should know about me is:

Medication Authorization Form

Date _____

Child's Name _____

Medication _____

Dosage _____

Possible Side Effects (if known) _____

Specific time(s) to be given _____

Parent Signature _____

Additional Notes _____

Early Learning Center Staff Notes _____
