

A young child wearing a blue and orange hooded raincoat is walking on a path made of gravel. The child is stepping on a line of old tires laid out on the ground. The background is a dense green hedge.

# Early Learning Centre Settling in Guide for Parents





## CONTENTS

The background of the page is a light purple color with a large, abstract paint splatter in a darker shade of purple. The splatter is centered and has various smaller splatters and dots radiating from it, creating a dynamic, artistic feel.

## **WELCOME**

**1**

Location	2
Key person	2
The learning journey	4
Communication & Language	4

## **THE ELC DAY**

**5**

Part time	5
Full time	5
Lunch and sleep routine	6
Snack and Lunch	6

## **SETTLING IN**

**7**

For children new at ISSH	8
For children transitioning from ISCC	8
For children transitioning to Primary	8
When you arrive	8

## **ADDITIONAL**

**9**

Outdoor Learning	9
Illness	9
Finally...	10





# WELCOME

As your child begins their school based learning journey at the ISSH Early Learning Centre, we will ensure that their first experiences are positive ones. The ELC is a place where your child can explore, discover, experiment and engage deeply with their peers in an imaginative, creative, social and collaborative environment. In the ELC we create a safe and stimulating environment where children can develop at their own pace. We nurture your child's individuality and instill a passion and love of learning, whilst supporting his or her growing independence and self-confidence.

Between the ages of 3 and 6, children make huge leaps in their development. Therefore, all learning experiences are tailored to each child's individual needs and learning experiences are planned based on our deep understanding of where each child is working developmentally. Children are natural inquirers from birth; they use their senses to explore the world around them and, as they get older, they begin to make sense of the world through their play. The IB (International Baccalaureate) describe play as being the primary driver of inquiry and in the ELC we value the key role that play has in young children's learning. We work to extend their joy, fascination and wonder by planning playful learning experiences, as well as joining them and playing alongside them to support their learning and development. At the same time we structure challenging activities that guide them towards building new understandings and skills.

In this booklet, we have included some key information that you will need when your child joins the Early Learning Centre. We have a strong commitment to developing meaningful and positive relationships with children and their families and are excited to welcome you.

The ELC Team

## Location

The ELC is located in the south wing of the 'Logierhaus', beneath the Childcare Centre. The ELC comprises of a welcome area and three spacious rooms with direct access to its own secure garden, that is shared with the Childcare Centre. The garden is especially equipped for young children and offers a safe and secure area for outside learning. The indoor and outdoor learning environment is set up as one space for 3 - 6 year olds with shared areas for play and exploration filled with a wide variety of resources and provocations. The different spaces allow for active play as well as providing cosy places for children who want to be quiet. Our open plan approach encourages the children to move around independently, making their own choices and decisions about their play and learning experiences. We also maintain direct teaching spaces, into which we can invite the students for small group work with the teacher.

## Key Person

The ELC teachers work as a team, with every member responsible for the learning and development of all of the children. However, in order to maximise each child's individual well being and development, we adopt a 'Key Person' approach. This means that your child will have a special person with whom they will have regularly contact, ensuring that his or her daily social and emotional needs are met. Young children need to feel attachment to important people, places and comfort objects, the Key Person will provide this attachment. This does not reduce contact with other teachers working within the ELC, but adds depth to our relationship with you and your child and ensures that all your needs are met, as a family. The Key Person will have special responsibility for working with a small number of children. This also enables us to monitor and maintain individual children's skill development and progress. You will be informed of who your child's Key Person is, shortly after they join us.







## The Learning Journey

In the ELC we have a specially designed continuum of learning and we maintain, track and report on your child's progress along this, during their time with us. This includes the following key learning areas:

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language
- Mathematics
- Creative Arts
- Thinking skills
- Research skills

We use Seesaw, an electronic learning journal, to share your child's learning and development with you, throughout their time in the ELC. You will be given more information regarding this shortly after your child starts.

## Communication & Language

In the ELC, we put language at the heart of all learning. The children are immersed in a 'Dual Language' (English & German) approach, which provides powerful opportunities to strengthen our children's cognitive abilities, through rich language exposure, throughout the day. The benefits of learning languages is well documented and extends far beyond learning to speak different languages. Thinking skills, logical reasoning, ability to focus, remember and make decisions, as well as cultural empathy and understand are increased with additional language acquisition. During your child's settling in meeting, a member of our teaching team will have a conversation with you about your child's language development and aspirations, which will then inform their day to day experience.



## THE ELC DAY

### Part time

Morning Session	Arrival between 7.45* - 9.00
	Departure between 11.30 - 12.30
Afternoon Session	Arrival between 12.00 - 12.30
	Departure between 15.30 - 18:00

### Full time

Morning Session	7.45* - 12:30
Afternoon Session	12:30 - 15:30 (core teaching hours)
	15:30 - 18:00 (non core hours)
Early Start	6.00 - 7.45

\*We can offer special provision for early starts (from 6am) if needed, at extra cost..

Details relating to the afternoon session such as sleeping can be found later in the booklet.

The ELC follows a daily programme that is fixed during the core hours of 9:00 and 15:30. As young children respond positively to regular routines, parents are strongly advised to bring their child latest by 9:00.



## Lunch, sleep routines & toileting

During your settling in meeting, you will have an opportunity to share your child's sleep routines with us so that we can accommodate these in the ELC.

Lunch is served at 11:45 followed by "quiet time". For children that still require an afternoon sleep there will be an opportunity for this after lunch. Each child will have their own sleep mat, blanket and pillow. As the children wake up they will be greeted by a member of the teaching team and welcomed back into the environment to enjoy the afternoon activities.

Children who no longer sleep during the day will take part in some quiet activities following their lunch..

Whilst it is preferred if children are toilet trained before joining the ELC, we are able to make provisions for children still in diapers. If your child is not toilet trained you will need to provide diapers and wipes.

## Snack and Lunch

The children may choose to have a packed lunch from home, or a hot school dinner (hot school dinners are charged separately). It is also possible for the children's packed lunch from home to be heated in the microwave. The children eat together in our dining area within the ELC. This is seen as a social occasion with staff sitting with the children to create a family atmosphere. The children are expected to be able to feed themselves and good table manners are encouraged. We are a nut free school, so please do not send any food containing nuts in a packed lunch or as a snack. We encourage healthy eating and ask that you provide a balanced lunch for your child, if they are having a packed lunch from home.

Morning and afternoon snacks are not usually provided by the school. However, we may sometimes provide a bowl of fruit and vegetables. When we do this, the children will help to prepare this by washing and cutting the food items.

If your child is with us for a full day we kindly ask that you provide two separate snacks (one for the morning and one for the afternoon) and a separate lunch box. All children will also need to bring a water bottle to school with them. Please ensure that everything is clearly labelled with your child's name.



SETTLING IN



## For children new to ISSH

When you decide to enroll your child to begin at the ELC you will be invited to come for a family visit. This will introduce you and your child to their new environment, give you the opportunity to meet with a member of the teaching team and act as a starting point for creating links between home and school which will ease the transition. During this visit we will ask you to share some information regarding your child with us in order to help us to get to know and understand them better. With dual language being at the heart of our approach in the ELC we will ask for information regarding your families home language, your child's dominant language and your aspirations for their language development. This will also provide you with an opportunity to talk about your child's sleep and toileting routines.

## For children transitioning from ISCC

When the parents and teachers have agreed on the right moment of transition, a member of the ISCC team will accompany your child on short trips to the ELC to discover this new world of school learning. This give your child the opportunity to get used to this new environment and meet some new friends. You will also be invited in to meet with a teacher, ask questions and share information.

## For children transitioning to ISSH Primary

During their final year in the ELC we prepare your child for the transition to the primary section. We gradually expose the children to life in the Primary School, including visits to learning showcases, assemblies, the Grade 5 Exhibition and our 'Buddy Class'. We also plan in opportunities for your child to experience primary school style learning, eat their lunch in the dining hall and play in the primary playground.

## When you arrive

Please encourage your child to do the mornings jobs below as independently as possible.

- Put your bookbag in the labelled box.
- Put any snack, lunch boxes and water bottles in the labelled boxes.
- Put coats and tops, that will not be worn inside, on their pegs.
- Change to inside shoes.
- Find his/her name to self-register.

Please share any important information regarding your child, or changes to pick up routines, with a member of the teaching team, for example, it can be helpful to know if they had a bad night's sleep and might be tired.



ADDITIONAL

## Outdoor Learning

In the ELC we value outdoor learning, regularly planning for learning experiences in the garden, regardless of the weather. We kindly ask that you provide the appropriate clothing for different times of the year. In the colder, winter months, we ask that the children have rain boots, waterproof clothing, snowsuits for very cold days and a warm hat, gloves and scarf. In the warmer, summer months, we ask that you provide a sun hat. Some families also choose to leave some suncream at school during the warmer months, to be reapplied during the day. However, we do ask that you put this on your child before arriving at school. A space is provided for each child to keep spare clothes in school and we encourage you to check this regularly to ensure that it is topped up.

## Illness

If your child becomes ill during the day, we will contact you immediately. Should your child be absent, we kindly ask that you contact us to let us know. You can email us directly or call the school office. If your child is diagnosed with a contagious disease, please notify us as soon as possible. Children with a temperature of 38°C or above should be kept at home until the fever has been clear for at least 24 hours. If your child has had diarrhoea or vomiting, we also ask that they are kept at home until they have been clear for 24 hours to avoid this spreading. If your child has been ill over the weekend, please inform us on Monday morning.



Finally...

We are excited to welcome you and your child to the Early Learning Centre at ISSH. The well-being of each and every child is at the heart of everything that we do. In order to make sure that every child settles in happily and always looks forward to coming to the ELC, we ask that you let us know of any suggestions or concerns you might have, at any time.

We are looking forward to working with you, to ensure that your child's learning experience, with us, is really very special.







International School of Schaffhausen

[www.issh.ch](http://www.issh.ch)