

CREATIVITY INDEPENDENCE
 INDIVIDUALITY
 TEAMWORK **SELF LEARNING**
 EMPATHY LOYALTY HONESTY
 ENVIRONMENTAL AWARENESS
 HONESTY **CREATIVITY**
 RESPECT
 INDEPENDENCE TEAMWORK
 INDIVIDUALITY LOYALTY
 SELF-MANAGEMENT HONESTY
 RESPECT
 LOYALTY INDEPENDENCE
 ENVIRONMENTAL AWARENESS
 ENTERPRISING NATURE
 TEAMWORK **HONESTY**
 INDEPENDENCE / SELF-MANAGEMENT



**AOG-BTG ENGLISH
MEDIUM PRE-SCHOOL**

www.aog-btgeccdcentre.com



Welcome To



**AOG-BTG ENGLISH
MEDIUM PRE-SCHOOL**

 info@aog-btgeccdcentre.com

 **7821 1752 / 7979 1703**



Find Us At:
Matata, Eswatini

BUILDING OUR FUTURE...

Language and Literacy

- ◆ Expresses self using words
- ◆ Speaks clearly
- ◆ Follows 2 step directions
- ◆ Answers questions following read alouds
- ◆ Names upper case letters
- ◆ Makes some letter/beginning sound connections
- ◆ Recognizes rhyming words
- ◆ Uses meaningful vocabulary
- ◆ Uses scribbles, shapes, pictures, and print to represent thoughts or ideas
- ◆ Recognizes and writes first name
- ◆ Uses 4-6 words phrases
- ◆ Recognizes familiar environmental print in the classroom

Math

Children are curious and are beginning to acquire, organize, and use information to make sense of the world. Exposure to mathematical and scientific concepts helps to satisfy that curiosity.

- ◆ Counts to 20 by 1's/Counts objects to 10
- ◆ Names numerals 0-10/Can make quantities 1-5
- ◆ Names 8 shapes/Names 11 colors

Social/Emotional

- ◆ Adjusts to new situations
- ◆ Manages own feelings and conflict in an appropriate manner
- ◆ Exhibits self control
- ◆ Persists at difficult tasks
- ◆ Plays/interacts cooperatively with others
- ◆ Participates in structured group activities
- ◆ Respects others personal space and materials
- ◆ Shows empathy toward others

Health and Physical Development

- ◆ Manipulates toys, materials, and small objects with control
- ◆ Practices accepted finger grasp when writing and drawing
- ◆ Willingness to explore a variety of textures(play dough, finger paint, etc.)
- ◆ Demonstrates basic movement skills (run, walk, hop, jump, climb, balance, throwing)
- ◆ Participates in music and movement activities
- ◆ Uses the bathroom independently
- ◆ Manages clothing and materials

Daily Living

Children's health and well being are directly related to the development of their large and small muscles, sensory experiences, and healthy behavior. When children take an active role in caring for their bodies, maintaining a clean and healthy environment, they feel a sense of pride and accomplishment in their independence, We are learning to.....

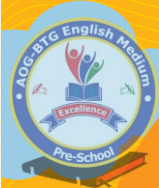
- ◆ Practices classroom table manners
- ◆ Demonstrates creativity through play
- ◆ Respects and care sfor classroom environment and materials
- ◆ Makes smooth and safe transitions between activities
- ◆ Follows classroom rules and routines
- ◆ Listens and attends to information

Preschool Program Options

Model I: Department of Public Instruction (DPI) licensed teachers, employed by the School District of La Crosse, offer a 2.5 hour preschool program for eligible children at elementary school sites.

Model III: DPI licensed teachers, employed by private child care centers, and contracted by the School District of La Crosse, offer a 2.5 hour preschool program. Child care can be obtained at some sites, by contacting the child care center.

...ONE CHILD AT A TIME



Admission procedures:

- Children are admitted at the age of three (3) years.
- Application forms are available from October for the next academic year.
- When bringing back the application, please attach the child's **birth certificate and immunization card**.
- Children are admitted only at the beginning of the year.
- The school fees are **E450.00** per term and must be paid at the beginning of each term.

Dress code:

- The school has uniform. Parents can get the uniform from the school or Tru-pep or any other shop.
- * **Boys uniform:** Grey shorts, **blue t-shirts, navy blue pull-over**, blue and grey track-suits and black shoes. (**obtainable at school**)
- * **Girls uniform:** Blue and grey check dress, navy blue pull-over, blue and grey track-suits and black shoes. (**obtainable at school**)
- Children should wear clothing that protects them from the sun in summer, from the cold in the winter and from moisture during wet weather.
- Children learn through play, therefore dress children with clothes that are not expensive, so as to avoid the complaint that the child has spoiled the clothes.
- The center provides cover-ups (aprons) for each child so as to protect their clothing during messy or wet activities. However, parents who are able can provide aprons for their children or old t-shirts for art.
- Each parent is requested to provide clothes for his/her child to be kept in the center. The clothes will assist when the child gets spoiled or wet. It will prevent distress and embarrassment.
- Please mark your child's name in all of this clothing.

Holidays and Birthdays:

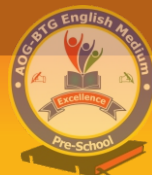
Holidays shall be in accordance with those of the official school calendar. Children like birthdays, therefore the center will honor each child's birthday by doing something for that child. On each child's birthday, parents who afford some food treat for the children are permitted to provide it.

Carpools:

The school does not provide transport; it is therefore not responsible for any transporting costs except on authorized field trips. Parents are responsible for transporting their children to and from the center.

Daily Program:

Since the center is concerned about the well-being and holistic development of each child, we plan daily experiences to enhance the wellbeing and holistic development. Our curriculum provides for each child's individual and group needs. Each theme is developed in the following learning areas; art, discovery, educational, book and language, block and fantasy areas. The center opted for this approach because it encourages each child to participate, to stimulate his/her curiosity, to follow his interest and to increase his/her abilities, to be creative and to express himself/herself.





Each day is divided into the five following periods; **Opening time, Gathering time, Snack time, Activity time, and closing time.**

- **Opening Time** (0730 hours-0800 hours):
this is a transition time from home to the center. Children are checked and welcomed to the group. They are allowed to choose their own activities.
- **Gathering time** (0800hours -0830hours):
All children assemble as a group. At this time the teacher prays with the children. They then do the daily activities such as;
 - o Introductions, daily skills (days of the week, months of the year, colors learnt, alphabets, weather) etc.
 - o This is the time for Bible story, interaction, demonstration, rhymes and music.
 - o Art is done.
 - o The day's work is then introduced.
- **Snack time:** (0930 hours - 1000 hours)
- **Activity time** (1000 hours - 1200 hours)
- o **Outdoor activities** (1000 hours- 1030 hours)
Children go and play outside.
- o **Indoor activities** (1030 - 1200): children do their activities in their learning areas.

Religious Values:

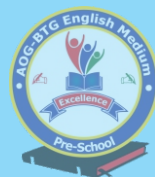
Prayer time is a group experience.
Assemblies Of God – Back to God
ECCDE centre is a Christian center that believes in Jesus Christ who died rose to heaven and will come back.

Every morning the children gather together to sing Christian songs, be read a Bible story and pray. Children are expected to abide by the Christian values of the career.

- **Closing Time:** (1230 hours-1300 hours):
Children are assisted to finish their activities. Get together and pray. They are then assisted to get their things together and make transition and back home. One teacher helps the children gather their belongings and leave for home while the others remain with the children-reading stories, talking informally and maybe singing songs.

Snacks:

- o Snack is a group experience. Children at this time practice good manners, sit and eat together, serve themselves and converse easily.
- o The center does not provide snacks for the children.
 - o Parents are encouraged to pack nutritious and fresh food for their children and **avoid junk food.**
- o **Such as chocolates, sweets and food colorings.**
 - o Snacks will be taken two times a day.
 - o On each child's birthday, parents who afford some food treat for the children are permitted to provide it.





PRE-SCHOOLING

Toys from home:

The center does not encourage children to bring toys from home to the center, it has enough toys. Toys cause problems such as becoming lost, stolen by other children or broken.



Absence from the center:

- Please notify the center when the child will be absent.
- Do not bring child to the center with communicable diseases.
- There will be no reduction in fee because of absence.

Gift giving:

As much as we talk about love and sharing, the center discourages gift giving because it tends to put financial and emotional pressure on other families and on teachers.

If parents wish to give the gifts, they are advised to do it privately. (*Caring can be meaningfully shown through a hug, a smile, a comment or something personally created.*)

Governance Structure:

There is a committee/board of directors that oversee the total operation of the center such as that; oversee the total operation of the center; defining the scope and services of the center; determine policies and procedures; hire personnel; provide necessary training. The committee consists of stipulated members. Election and appointment of the school committee members is described in the bylaws of the preschool constitution. The committee is elected every two years. The committee is elected with the help of the Ministry of Education and Training.



CURRICULUM MODEL

Parents meetings and open days:

- There will be one meeting in each term. The meeting will be combined with the open day.
- It will be on a Thursday of the last week of the term.
- In the meetings, the teachers and the parents will share ideas impressions and information about the children's total environment-both home and school.

Center personnel:

The center has fifteen (3) staff members who are qualified, Caring and dedicated to their work.

They carefully plan each day's activity on the developmental level of the children in the group. However, this handbook will only give names and contacts of the key staff members (then write them)





1. Head teacher:
Cell:

2. Teacher:
Cell:

You are advised to make calls between 7.00am-2.00pm except in case of emergency.

Policy on Health and Safety:

- In this center children are disciplined when necessary. Discipline measures used are those that show love and kindness but are also firm and consistent. The center attempts to help children gain the confidence and knowledge that will develop their self-control.
- Children are not allowed to hurt themselves or others or to destroy property.
- The center strives to keep the center as safe as possible.
- For a child to be admitted in this center, he has to produce his/her immunization card, and birth certificate.
- If your child has a communicable disease such as fever, diarrhea, runny nose etc, we ask that you keep him/her home. This will help others from contaminating the disease and the sick child to regain his health.
- When a child becomes ill or injured at the center, the child will be isolated from the others and then the parents notified.
- If the illness or accident is serious and the child needs immediate medical attention, our first action will be to obtain the needed help,

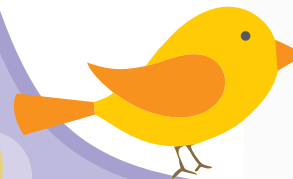


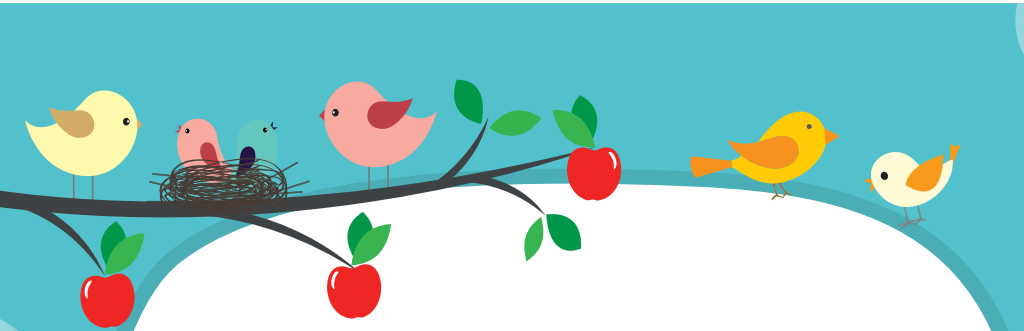
and then we will notify the parents and then refer to the child's emergency and health procedures form.

- The center serves food and it always attempts to serve wholesome and nourishing foods to the children.
- Parents are requested to report to the head teacher their children's allergies, cultural restrictions and strong dislikes.
- The children will be outside every day, therefore they should be properly dressed to avoid their becoming sunburned, wet, too hot, and too cold depending on the weather.
- The children are supervised in their indoor and outdoor activities.
- Parents should notify the center of the times when the child will be absent; the parents will not be at their regular address or phone number.
- The fees do not cover accidents and injuries that occur while the child is at the center.

Delivery and Pick up Times:

- Children will be delivered and picked up at the gate or park.
- The adult accompanying the child will then take the child to his/her classroom and wait while he is checked in and accepted to the group.
- If the child is not in the state of being in the center (sick), the parent will be advised to go back with him/her.
- The adult is to give a brief report about the child.





· Children are to be delivered and picked up at the indicated times below because the school does not have a late fee policy, moreover, after these hours our staff has other duties to do, such as to plan for the next day.

· Pickup and delivery times:

* Arrival/delivery: 07:30-08:00

* Departure/Pick Up: 12:30-13:00

· If you will be held up, please make arrangements with other people to pick up your child. Do not make your child stranded.



NOTICE

Visitors to the center:

· Visitors are allowed to the center, but a visitor is requested to report to the office first, before going to the classroom, except when they are bringing or picking up children.

Thank You
By Management

