



For Families,
Visitors,
Volunteers &
Other Friends of
Young
Children

abc

KinderCare Centre

a company of  VM FINANCE GROUP

HANDBOOK

Revised May 20

We care the most....

Childhood is a time like no other. It's a time for exploring ... for creating ... for discovering about oneself ... for meeting the world ... for learning how to learn ... for being accepted "just the way I am"... It's a time for blossoming and being cherished ... a time for being allowed to be a child.

About ABC KinderCare Centre:

Ownership: Limited Company

Person in charge: Mrs. Valya Todorova

Location:

ABC Lozenets, 27 "Hristo Smirnenski" blv.

ABC Lozenets, 31A Buntovnik Str.

ABC Dragalevtzi, 8 Lagadina Str.

Registered as: ABC KinderCare Centre

Status: Private

Age range: 2 to 6

Opening Days: Mon-Fri

Opening Hours: 8.30-18.00

When closed: Official Bulgarian Holidays, Christmas Time and In-service days



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24. Thank you!

Philosophy Speaking

ABC KinderCare Centre is created to serve a unique community. Here Children and Families from different countries discover each other. We believe our Centre is a Community of Teachers, Students and Families working as a Team.

We share the responsibility of modelling and teaching the essential academic and life skills necessary to encourage our children to become responsible and contributing members of society.

We strive to cultivate each student's strengths and to encourage his\ her own positive character traits. We work on the importance of the intellectual, physical and emotional balance.

We believe that children are unique individuals and by building upon each child's strengths and abilities, all children can be successful learners. We share the understanding that most of the life's learning-including how to learn-occurs in the first five years of life.

We believe that children learn in an engaging, safe and consistent environment supported by trained, caring, and responsive teachers. Children need a variety of experiences which include daily opportunities to participate in small and large group activities. We understand that children learn best when they are challenged to explore the world with adults support encouraging and guiding their growth and development. Our goal is to create a home-school partnership where parents and teachers work together to establish our society's precious future to become confident and enjoy successes in an atmosphere of respect, warmth and love.

Main skills we develop:

- Thinking skills
- Communication skills
- Problem-solving skills
- Comprehension
- Eye-hand coordination
- Fine and gross motor skills
- Visual memory
- Decision making
- Numbers and letter skills
- Increasing attention span
- Positive attitudes
- Independence and confidence

- Sense of being a proud citizen
- Positive attitudes
- Independence and confidence
- Sense of being a proud citizen

Parent Orientation Meeting

Parents are going to be invited to visit the Centre after an arranged meeting in the office in advance. They will get all the information about the Inside Policy and Procedures. The Registration Form will be given by request.

- An Entrance Interview is organized by the Teacher of the Group about a week before starting
- First days at ABC KinderCare Centre

Parents from Baby Groups are welcome to stay for some time together with their child in the classroom in the very beginning of the classroom session. We name this option Mom's week. The organization of the visit is a matter of discussion between the Teacher and the Parent. By all means adults stay should NOT be longer than one hour.

Arrival/Leaving Procedure

The Main Register Book is a document where Parents mark the time of child's arrival and leaving. They sign in. Arrival time is 8.30-9.20 AM. The doors of the school stay closed between 9.20-10 AM due to not disturb and interrupt the started already activities inside the building. The end of the working hours is 6PM. Coming before 8.30AM and after 6PM is charged.

Collecting policy

Parents must provide contact details of any other person authorized to collect the child and details of an Emergency Contact. The Centre should be informed of any court preventing a particular adult from having contact with the child. The Centre should be informed if different person than the authorized in the Emergency Contact Information Form person is collecting the child. Parents must call the Teacher or the Managing Director with full information about the person-ID card number and personal details.

Procedures for the non -collection of children:

- Every effort will be made to contact the child's parents.
- Failing that, the emergency contact/other authorized adult will be contacted from the Emergency Contact Information Form.
- The child will, at all times, be in the care of two Team members.
- The Centre reserves the right to charge parents for the extra care according the Financial Table

Daily Routine

Daily routine makes the process of education smooth and consistent. It supports the program alternates between quiet and active learning, free play, and total group experiences.

Entrance routine: Put away backpack, shoes, and clothes. Put on the inside shoes\slippers. Parent signs the Main Register. Deadline of morning arrival- **9.20 AM**

8.30-9.30 Individual language work Individual language work , Puzzle and Book Activity Time, free play
9.30-10.00 Morning meeting- topic of the day, attendance, introduction of the day activities, finger plays, songs, fun
10.00-10.30 Snack
10.30-11.30 Small or Big group activities-language, math, nature, art, learning centres time
11.30-12.30 Outdoor Play, End of the morning session
12.30-13.30 Lunch, free play
13.30-15.30 Nap/Afternoon activities
15.30-15.45 Wake-up (toilet, washing hands etc.)
15.45-16.00 Snack
16.00 -16.30 Out of class Activities
16.30-18.00 Individual language work, free play, picking up time
*Big groups have a different organization of the time 13.30-15.30 according to their Programs

Discipline

Classroom Rules

- We are kind and helpful to others
- We NEVER hurt others
- We do not use unkind words
- We look after our settings
- We look after our plants and pets
- We clearway after ourselves
- We do not interrupt or spoil other people's activities

Our overall aim is to provide a caring, safe and orderly environment where children are encourage respecting themselves, others and their surroundings. These rules cover as well honesty, courtesy, and proper language. In addition to our classroom rules, we have school-wide rules to ensure that all children and Team members, as well as their property, will be safe.

Parents are expected to teach these rules at home within the first week of school.

Children in our Centre do not receive physical punishments. Children who have conflicts or problems with others are encouraged to verbalize their anger and concerns. Even infants, without good verbal skills, hear their caregivers describing problems, solutions and logical consequences. The role of the adult at the Centre is to be a helper to positive problem solving. Our Team guides children though this difficult time for them.

Children whose behaviour endangers others will be supervised away from other children. Team very rarely use "thinking chair" unless a child is emotionally out of control, and needs a private time to regain composure. Verbal processing is our preferred technique.

Discipline, guidance is always positive, productive, and immediate when behaviour is inappropriate. The rules and discipline policy are very basic yet extremely important to ensure safe, fun and effective learning for everyone. The rules are posted in the classroom and reviewed often with the children. The children are expected to follow the discipline guidelines outlined in the ABC KinderCare Centre's Hand Book.

No child will be humiliated, shamed, frightened by the staff or by a visitor in the Centre or during the field trips.

Curriculum\an overview of Our Service

Our curriculum is theme based with an emphasis on multi-sensory teaching methods and language rich activities. The use of themes provides the children with practice and application for the skills in meaningful contexts. Themes relate directly to children's real-life experiences and should build on what they know. The same content should be offered more than once and incorporated into different kinds of activities. Several subject areas can be integrated in the program. The multi-sensory approach provides activities for all learning styles.

Research shows us that the most important component of quality child care is the choice of staff. We pride ourselves on our selection of Team members whose special sensitivity to children is unmatched. Our Teachers are nurturing, positive in nature, understand children's needs and are specially trained. The Centre's administration carefully observes and evaluates a Team performance to assure the quality of child's education, emotional and intellectual growth.

Young children feel secure with routines and schedules. The routines and schedules help them learn sequencing and time related activities. This schedule will vary due to weather, school assemblies and special events.

During the school day, children participate in a rich variety of activities during which they experience many opportunities for learning. Each day children participate in circle time, small group activities, independent work time and movement activities.

The monthly Newsletter will keep parents informed about the curriculum theme, projects, special events and important notices concerning the ABC KinderCare Centre's Program. In this connection any parents ideas are warmly welcome.

General Parent Conference is organized every year in late September or early October. Its task is to trace the main pillars of upcoming school year. Individual Parents Meeting are connected to Evaluating Trimesters-end of January and end of June. Family members are provided information about their child's development and learning, including cognitive skills, language, social-emotional education, approaches of teaching, health and physical life. That's a place for performing the Teachers comments about the past period and Teacher's tasks for upcoming one. Parents or teachers may request a conference any time.

Curriculum\IPC International Primary Curriculum

The International Primary Curriculum (IPC) is used in schools all over the world. Currently this includes nearly 1,800 national and international schools in over 90 countries.

Learning with the International Primary Curriculum means that children focus on a combination of academic, personal and international learning that is exciting and challenging. The aim of the IPC is to help every child enjoy the learning of a wide range of subjects and to develop an enquiring mind, the personal attributes that will help throughout teenage and adult years, and to develop a sense of his or her own nationality and culture, at the same time developing a profound respect for the nationalities and cultures of others. Through the IPC approach to learning children develop the knowledge, skills and understanding necessary to confidently face the world of tomorrow.

ABC implemented the IPC Early Years (3 to 5) in March 2015 and the Programme Milepost 1(5 to 7) in September 2015.

The IPC is a part of Fieldwork Education which, since 1984, has been helping schools all around the world to develop children's learning. For more information about the IPC visit www.greatlearning.com/ipc

About Library

Children who like reading have usually developed a love for stories and books early in their lives. We have established a lending library so your child can enjoy some of his/her favourite stories or to read about new interesting characters at home.

As part of your child's homework, please read the story to his/her. Talk about the characters or point pictures and discuss them. It is important for the children to see your interest in their day tasks and homework.

Books will be sent home Friday through Thursday. Please ensure yourself that child brings his/her folder to school. This will help protect our books.

We hope you and your child find this special reading time pleasurable and will set aside each day to enjoy a good book. We expect the Family to buy new book in case of lost school property. The full Library Policy will be sent to you by the Teacher of your child's Group.

Supplies\what to bring from home:

By starting to ABC KinderCare Centre every child receives an eco-bag with our logo for her/his belongings. This is the place you use to put in:

- Slippers (not flip-flops, please)\ inside shoes
- Change of clothes- T-shirt, underwear, socks, and pair of trousers accordingly to your child's age. These will be kept at school.
- Pyjamas -if the child takes a nap. Comb or pick.
- Hats, bathing suit, mittens depend on the season
- For infants- diapers, wet tissues and baby powder or cream

Please label your child's name on all personal items.

Bathroom Routines

Your child does not need to be potty trained prior to attending the ABC KinderCare Centre. We work on all areas of development including self-help skills. If your child is not potty trained, you need to provide diapers and wipes. We use commercially available diapers or pull-ups unless the child has a medical reason that does not permit their use. Please mark the packages with your child's name. In the case of "incident" Team is not allowed to wash out the underwear. It will be sent back home in a plastic bag.

Children on a full day bases brush their teeth after lunch. It's Family responsibility to supply a toothbrush and favorite toothpaste. Changing brushes every two months is recommended.

Outdoor Play

All children will go outside for play every day. The outside time is viewed as an integral part of the curriculum. Children are met in the yard from April to November. Outdoor play gives children fresh air and sunlight, the chance to shout, run around and explore nature. Please provide appropriate outdoor

clothing. As long as children are properly dressed, they can go outside in just about any weather. It is obligation of the Head Teachers to take decisions for the timing, of the outside play depending on the weather conditions, program activities, and professional experience. The teachers are following the Inside Policy for outdoor play. Children who are not well to go outdoors are probably not well enough to be in the Centre. Team takes care every part of the yard to be under supervision. If it's necessary a child to enter the building, a member of the Team goes along.

Outings

Field trips may be organized for children to visit different interesting places in the city and around it. A permission slip will be offered to Parents for signing some day before the event. Adult's help will be thankfully accepted. The buses used for transportation all have seat belts. Children wear reflecting vests for every going out of building of the Centre.

Snacks

Centre provides the snack twice per day. We use a buffet giving children opportunity to choose what do they like to eat most. Snack is light and healthy (fruit, fresh squeezed juices, vegetables, yogurt, crackers etc.). Parents can found information about the snack product on the Main Information Board.

Lunch

Children visiting the Centre on a full day bases have lunch at the Centre .Two choices for each day will be offered to you at the beginning of every month from the Catering Company. Parents order the chosen version via mail to the Teacher in charge not later than 4PM the day before . Weekly and Monthly orders are highly recommended. If the lunch is ordered and child doesn't attend the Centre without warning, the lunch should be paid. If the child gets sick and the lunch is ordered it could be taken home from a member of the Family. Price, offered per order is payable at the end of every month according to the number of orders.

Personal Items

We ask Parents and children to be thoughtful of others, both inside and outside the building. Items that might disrupt the class or cause injuries should be left at home. These include but are not limited to such things as laser pointers, toys, games, tape recorders, radios, cameras, pegs, yo-yos, etc. Items which are not allowed to bring:

- toys of violence
- candy, chewing gum

They cause unnecessary problems.

Dress Code

We suggest that student dress is acceptable as long as it is not a health or safety hazard or disruptive to others. A student's attire should be clean, neat and appropriate for school. Children's need to be active at recess; therefore, they must dress accordingly. For safety reasons, closed shoes such as walking/running shoes are strongly recommended. **If sandals are worn, they should have a back strap.** Children may not wear dangling earrings or any precious jewels. No hats are permitted to be worn in the building. Wallet chains or chains of any kind should be not wear at school. Sun hats and sun lotion in the Summer are required.

Attendance

Except the dates mentioned in the title page, the Centre offers year-round schedule. If your child will be absent, please call to school early enough the day of the absence. Writing an e-mail to your Teacher is recommended too. This includes absences due to sickness, vacations or family events. You may call at any time prior to 8:00 AM and leave a message on the school's voice mail at 434 10 82 for ABC NDK, 434 11 19 for ABC Lozenets and 0889 229 666 for ABC Dragalevtsi. In case of lack of information for more than three days the Teacher of the Group calls Parents to find out what the reason of absence is.

The Procedure for Reporting Your Child's Absence is:

- State your child's first and last name clearly
- Give the reason for the absence
- State the date the absence will occur

When your child returns to school, he/she must bring a written note from your paediatrician if the reason of his/her not being at school was a sickness. It helps other children to be protected.

Health Services

Our Centre operates for well children and Team only. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Children with symptoms of illness remain with a Team member in a separated place until parent\authorized guidance arrives for the child. In such situations our Team follows the Inside Policy Procedure. Our employees know their responsibility for the health, safety, and protection of children. All the Team members are First Medical Help trained as required from the Government organizations.

All injuries shall be reported in the Accidental Book which parent must sign by picking up the child. In case of serious injury, parents will be contacted and notified such as Emergency Procedure will be followed.

The Team is not allowed to diagnose or treat illnesses. So, please don't send a sick child to school. It is absolutely prohibited to the employees to give any kind of medicine to the children.

We believe good attendance is vital, but not when it might be harmful for the health of the child or others. If your child becomes ill or gets hurt at school, we'll notify you as soon as possible. The best place for a sick child is at home. Be sure the current phone numbers where you may be reached during school hours are written in the Emergency Contact Information Form. **Please inform the Teacher for any changes in phone number, addresses and people authorized to pick up your child.**

Sick Child Policy

We will not accept children and\or will contact you, when:

- a fever higher than normal
- a skin rash that is not been identified by a phone call or in writing from a physician who has seen the rash
- diarrhoea and\or vomiting two or more times in a day
- evidence of head lice or other parasites

- severe coughing, leaking nose
- rapid or difficult breathing
- yellow skin or eyes, conjunctivitis
- usual dark urine and/or gray or white stool
- sore throat or difficulty in swallowing, stiff neck
- infected skin patches
- pain of which the child complains and interferes with normal activity
- evidence of infection
- any obvious sign of illness
- unusual behaviour

Special Events

The **Birthday** is such an important event in the child's life! It deserves to be celebrated at School with everyone included. When your child's Birthday comes the parents may discuss their plans about it with the teacher of the group. She'll\He'll help to organize the Celebration in the best way and according the Centre's rules. If the parents insist to bring cake they should make sure the cake has a certificate with the day and time it was made. Regarding children safety, please do not bring nuts and foods that have pits. If the Family like to organize a home Party as well the information about the data of other Families could be found in the Parent's Information list given to every new comer.

Summer Fest- One of the big events at School. Usual time of organising-mid of June. Big Performance and fun.

Christmas Party- winter Celebration and Santa Clouse's visit. Usual time of organising-mid of December. Presents, songs, dances and big fun.

Graduation day- Preparatory Class bye-bye Party. Usual time of organising-last ten days of June. Smiles, tears and fun. Giving the Diplomas.

Parent Involvement

Parents are encouraged to join to any ABC KinderCare Centre's event-Outings, Summer fest, Open days, Back to school Program etc. They also help providing a link between home and school. The parents learn more about the workings of the school, which helps them deal more effectively with their children. Teachers learn more about the children from another side, which helps them teach more effectively. As a team, we can develop a more positive environment for our child/children to learn. **TO MAKE OUR CENTRE EFFECTIVE, YOU ARE NEEDED. PLEASE, BE INVOLVED!**

Parents Teachers Organization (PTO)

That is a committee made by three Parents who help in organization of different School Projects. The organization has it'sParents elected the PTO members on the General Parents Meeting. Term of members' office is one year.

Parent School

Parent School is a part of our know-how and is offered periodically during the year. It's scheduled on a parent/community interest basis. There are lectures by different specialists-pedagogies, nutrition specialists, dentists, trainers, paediatricians, etc. Parents find the information about the meetings in the monthly Newsletter, early enough to organize their timetables. Parent School helps you to be loveable Moms and Dads and to face problems with confidence and knowledge.

Emergency Procedures

The Team is trained how to proceed in emergency. The Emergency Procedure will be followed step by step from the Inside Policy. The data will be used from Emergency Contact Information Form. In case of any change in your details office must be informed ASAP.

Safety

We ask for Parents to supervise their children in the street, and walking out of the car to the main gate of the Centre. We follow the rules as it is written above in the Handbook. No child is ever left alone or unsupervised at any time. When you sign out the child in Main Register he\she becomes your responsibility as care. We recommend you to be focused on the child as so much could happen in a moment or two, and we request your cooperation. The main gate is under the permanent supervision via the school cameras. The member of the Team opens and closes it personally. In case of the unknown person in front of the door the special Security Procedure is followed. The

Team count on you to be supported in his efforts to protect children in the best way.

Ensure yourself that the main gate is properly closed after your coming or going.

The Complaints Procedures

Parents who are concerned about any aspect of the setting provision should first discuss their worries with the child's Teacher. Next step is a discussion with the Managing Director. If the initial conversation does not solve the situation or the problem persist, parents could make a written statement of a problem and to request a formal meeting with the Managing Director and shareholders of the Company.

Thank you for your continuing interest in
quality child care in our community!



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KinderCare Centre

