

# TYPA Tiger Tots



Parent Handbook



Dear Parents,

It is with great honor and pleasure that I welcome you to the Tiger Tots family! I want to thank you for entrusting your precious child(ren) with my caring and loving staff.

As Tiger Tots is the first introduction to school life for many of our young learners we aim to make it a positive experience. Our teachers are excited to work with your child by recognizing and supporting their need for independence, security, and exploration of the world around them.

Many exciting changes will occur including the growth of budding social skills, a significant increase in vocabulary and communication abilities and the development of independence in many areas. You will also notice changes in their cognitive thought processes and see differences in your child's physical abilities as their fine motor development and muscles grow stronger.

As you join the Tiger Tots family, I encourage you to stay involved with your child's educational experiences. Your child's growth and development are sure to be enriched through your parent participation. You will have opportunities to volunteer inside your child's classroom or alternatively, we also have school committees and other activities such as field trips that you can get involved with.

Welcome to a year filled with learning, surprises, and exciting changes. We look forward to sharing it with you!

Sincerely,

*Mary Campbell*

TYP A - Tiger Tots Director

# How to Reach Us

## For General Inquiries

2873-1815 ex.12

## Mailing Address

Taipei Youth Program Association  
800 Chung Shan North Road  
Section 6, Taipei, Taiwan 111

## Tiger Tots Director

Mary Campbell  
2873-1815 ex.31  
[campbellm@typa.org.tw](mailto:campbellm@typa.org.tw)

## Administrative Assistant

Donna Lin  
2873-1815 ex.32  
[lind@typa.org.tw](mailto:lind@typa.org.tw)

## Secretary

Aileen Chen  
2874-2374  
[chena@typa.org.tw](mailto:chena@typa.org.tw)

## TYPA Managing Director

Gerry Moran  
2873-1815 ex.11  
[morang@typa.org.tw](mailto:morang@typa.org.tw)

## TYPA Office Manager

Joanna Lee  
2873-1815 ex.12  
[leej@typa.org.tw](mailto:leej@typa.org.tw)

## TYPA Tiger Tots Campus (Tiggers, 2s, 3s, & Enrichment)

111 台北市士林區天玉街26-1號1-3F  
26-1 Tian Yu Street, Taipei, Taiwan Tel: 2874-2374

## TYPA/TAS Campus (Pre-K & Kindergarten)

111 台北市士林區中山北路六段800號  
800 Chung Shan North Road, Taipei, Taiwan Tel: 2873-1815



# Contents

# 5

Mission Statement, Admissions & Refund Policies.....	6
Program Offerings .....	7
Program Goals, Curriculum, and Classroom Environment .....	8
English as Second Language Learners .....	10
Behavior/Classroom Management Aggressive Behavior Policy .....	11
Parent Volunteers at Tiger Tots .....	13
Keeping in Touch, Conferences and Progress Reports .....	14
Attendance & Punctuality, Drop-off, & Pick-up Policies.....	15
Daily Practices .....	17
Getting Ready for School	
Helpful Hints & Tips	
Separation Anxiety	
School Supplies	
Dressing for School	
Toilet Training	
Snack & Lunch	
Health, Wellness, & Safety .....	20
Illness, Medication, & Immunizations	
Emergency Procedures	
Sanitary Practices	
Additional Policies .....	21
Video, Pictures, & Cell Phones	
Toys, Games, and Treats from Home	
Change of Address & Phone Number	
Class Phone Lists & Birthdays	
A Poem ~ The Value of Play .....	22

# Mission Statement

Tiger Tots' mission is to maintain a child-centered environment at all times, as we strive to give our precious little people the best possible care, within a learning environment that is safe, stimulating, meaningful, and developmentally appropriate.

We support our teachers in their daily practice and with ongoing professional development.

Tiger Tots encourages cooperative parent involvement and partnerships with our program as an essential component in a child's educational journey.

We celebrate and foster the individuality of each of our students, as well as the multicultural environment our program operates within.



## Admissions

All children must hold a foreign passport in order to attend. Parents interested in enrolling their child are asked to arrange for a visitation appointment with the director. Children will attend this visitation with their parents where there will be an informal "getting to know you" observation period. During this visit, parents are also given the opportunity to familiarize themselves with the program philosophy and daily routine, in order to help them make an informed choice about their child's new environment.

For all of our programs, children must have turned the required age before Sept. 1 in order to be considered eligible. Please keep in mind that we also consider maturity, physical, social, emotional, and cognitive development. The success and happiness of the child is foremost in all class placement decisions.

## Refund Policy

After giving a minimum of two weeks withdrawal notice, families who must leave Tiger Tots before the tenth week of the semester because of relocation may receive a tuition refund for the amount of the semester not used. Refunds are only offered for relocation.

**A withdrawal form is required and can be downloaded from the TYPA website.**



# Program Offerings

# 7

## PLAYGROUP PROGRAMS

### Tiggers' Playgroup (18-24 months)

- 2/3/5 days a week
- Half-day program only

### 2s Program

- 2/3/5 days a week
- Half or full-day program

### 3s Program

- 5 days a week
- Half or full-day program



## KINDERGARTEN PROGRAMS

### Pre-Kindergarten (4 yrs)

- 5 days a week
- Full-Day Program

### Kindergarten (5 yrs)

- 5 days a week
- Full-Day Program



## LANGUAGE & LITERACY

Grades 1-2

1, 3 or 4 days a week

## ENRICHMENT CLASSES

Phonics, Hands on Science, Little Chefs, BoPoMoFo, Mandarin, Little Artists, Mandarin Playgroup, Story Fun, Kiddie Games & Sports, Model Making, Number Magic, Wiggles & Words, Learning Through Play & more.

Please note that all enrichment classes are developmentally appropriate; they are designed with the intention of enhancing your child's regular program experiences by offering them more opportunities to engage in active learning experiences. Through additional and varied exposure to concepts, your child will gain confidence and strength in his/her area of study, as well as with his/her social and emotional skills.

## WEEKLY SPECIAL CLASSES

All students in our half-day or full-day programs will attend gymnastics, music, library, Fun w/ 2s-5s and KidSportz (4s and 5s only) each week.

# Program Goals

Tiger Tots is a proud member of the National Association for the Education of Young Children (NAEYC). We adopt many of NAEYC's teaching philosophies and their preschool goals also guide our program. In accordance with the goals of NAEYC, at Tiger Tots:

## Children will:

**GROW** in their self-esteem, cultural identity, curiosity, independence, and individual strength.

**GAIN** increasing control of their large and small muscles.

**ENGAGE** in interesting, developmentally appropriate experiences that integrate their social, emotional, intellectual, and physical development.

**USE** written and spoken language in concrete, meaningful ways.

**USE** mathematical concepts and mathematical symbols in concrete, meaningful ways.

**CONTINUE** to develop control of their own behavior through positive adult guidance.

**BECOME** increasingly self-motivated, cooperative and able to resolve problems among themselves with a minimum of adult direction.

*(Kindergarten Policies: What is best for children? NAEYC, 1988, p.38)*

## Tiger Tots Curriculum

At Tiger Tots, we think of curriculum planning not as a series of recipes for activities, but rather as emerging opportunities for a variety of experiences to be offered to the children to help them deepen their understanding of their world. Our curriculum is emergent, child-centered, integrated, and taught through play and center activities. Our child-centered approach allows for teachers to look carefully at children and create a flexible program that meets the needs of each child. Additionally, all topics or ideas are taught in an integrated way so that, even though the children are exploring one main topic, they are still having experiences in many core learning areas. In all classrooms a healthy balance is achieved between both child-initiated activities and teacher-directed activities.

**A detailed list of standards and North American benchmarks can be found on the TYPA website for each program.**





## Core Learning Areas

Creative Abilities

Social and Emotional Skills

Language and Literacy

Cognition and Mathematics

Health, Safety, and Physical Development

## Bounce Back – A Social and Emotional Learning Program

Each week teachers will plan engaging activities to explicitly teach a specific social and emotional 'life skill' during a formal teaching session. We aim to teach our little ones coping skills to help respond positively to the complexities of their everyday lives, in other words, children are taught how to 'bounce back' after experiencing sadness, difficulties, frustrations and challenging times. Students will be able to:

- recognize and manage their emotions
- set and achieve positive goals
- demonstrate caring and concern for others
- establish and maintain positive relationships
- manage difficult situations and times resiliently
- make responsible decisions

## Core Learning Areas

In each of the programs, activities and materials are planned in a developmentally appropriate manner within a challenging and exciting learning environment. Play and center activities set the stage for learning and provide the medium through which the children may imitate, explore, test ideas, acquire information, and draw conclusions. Inside our classrooms you will find a variety of centers including Literacy/ ABCs, Library, Science and Discovery, Numeracy/123s, Dramatic Play, Computers, Blocks & Building, Arts & Crafts, Sensory, and Listening.



# English as a Second Language Learners (ESL)

Tiger Tots recognizes that many of our learners are still learning, or even just beginning to develop their English skills. As such, we are committed to recognizing the individual levels of each student and assisting them according to their needs on a daily basis. Typically, it takes a child anywhere from 2 to 5 years to fully develop a second language. (Pelkey, 1999)

We strongly encourage parents of children who are learning English to follow these incredibly helpful ideas in order to help their child gain confidence in their new language:

- Arrange for regular play dates with one or two English-speaking friends
- Talk! Talk! Talk! Ask questions! Tell stories! Explain why things happen!
- Write and read in front of your child!
- Read a book every day!
- Allow your child to have as many meaningful opportunities as possible. Instead of drilling phonics, write a shopping list together and go shopping! Point out road and restaurant signs when you are driving in the car together. Sing silly rhyming songs! Follow a recipe to bake something together. Go to the park and play ball!
- If you are not fluent in English, speak your native language with your child at home. The stronger a child is in their native language, the easier it will be for them to learn a second language.
- If you are planning on signing your child up for additional assistance with English, be sure to arrange for developmentally appropriate classes/opportunities such as our enrichment programs. It is critical that a child have both enough “down time” and that their after-school activities match those of their main program.

## Using English at School

It is our goal at Tiger Tots Preschool for all students to communicate in English proficiently. While we recognize the importance of speaking many languages, students should take every opportunity to use English when they are at school.

Our staff follows the following guidelines:

- English is encouraged while at Tiger Tots (inside or outside the classroom) except at times or conditions approved by the classroom teachers.
- Parents are kindly asked to encourage your children to speak English while at school.
- While on field trips English is encouraged to be spoken. Parent chaperones are expected to speak English when possible.
- Student interactions with teacher assistants, secretaries, and TYPA office staff is encouraged to be conducted in English.



# Behavior or Classroom Management Guidelines

The staff at Tiger Tots shall provide each child with guidance that helps the child acquire a positive self-concept, the ability to exercise self-control, and the knowledge of acceptable behavior. Classroom and behavior strategies used by each caregiver will at all times be constructive and empower the child involved. It will also always be presented in a positive fashion and be suited to the age of the child.

The following standards and rules will apply in our program:

## **1. TO PREVENT INAPPROPRIATE BEHAVIOR FROM OCCURRING, THE STAFF WILL:**

- a. Model appropriate behavior for the children
- b. Use descriptive praise and positive reinforcement when appropriate behavior is occurring (i.e., "I see you have shared the blocks with your friends. Now you can all have fun together.")
- c. Carefully plan the classroom environment and curriculum so that the program is engaging and meaningful for the students
- d. Remove stressors
- e. Set clear limits.

## **2. WHEN INAPPROPRIATE BEHAVIOR IS ABOUT TO OCCUR OR IS OCCURRING, THE STAFF WILL USE:**

- a. Redirection: substituting a positive activity for a negative activity
- b. Non-Verbal & Subtle Cues: moving closer to a student or making eye contact is sometimes enough to extinguish undesired behavior
- c. Active Listening: to determine the underlying cause of the behavior
- d. Distraction: change the focus of the activity or behavior
- e. Logical Consequences: A child who damages a toy for instance, may be prohibited from the use of that toy for the remainder of that play period, or a child who intentionally spills or throws food will be required to assist in the cleanup of the spill.
- f. Separation from the Group: This is only used when the above methods have been tried and/or the behavior of the child is dangerous to him/herself, or the other children. In the event that a "time out" is used, the child will remain within sight and hearing of the staff. The child will be separated from the group until they have self-reflected and feel they are ready to rejoin the group.

## Staff and Parent Cooperative Involvement

In accordance with the Tiger Tots' mission statement with respect to parent involvement, we believe that staff and parents must work together to address persistent and/or severe behavioral concerns. Some examples of these concerns would be: emotional withdrawal, difficulty negotiating with peers, biting, unusual or dangerous aggression, inappropriate language, a persistent disregard for redirection or any other behavior that affects the child and/or overall classroom environment in such a way that positive learning experiences are interrupted on a regular and ongoing basis.

## Aggressive Behavior Policy

Children on occasion will exhibit aggressive behaviors that can be directed towards other children and/or staff. Aggressive behavior includes such actions as hitting, pushing, or any other persistent or forceful physical action directed toward another individual. It is our intention to provide a safe environment for all by having a consistent approach towards aggressive behavior that ensures each child receives appropriate attention. Parents will be kept informed regarding all incidents of aggressive behavior.

## Recurring or Pattern of Aggressive Behavior

A recurring or pattern of aggressive behavior is a regular or frequent action or reaction to a situation, event, or interaction. In the event that a particular behavior is recurring, a meeting will be called by the director with the parents to discuss strategies and outside resources that may need to be called on as an extension of support for the parents and program.

If the behavior continues, the Tiger Tots director in consultation with the parents, teacher, and managing director of TYPA will determine if the program can continue to meet the child's needs. If it is deemed that the child's needs cannot be adequately met the parents will be instructed to withdraw the child.

### \* PARENT NOTE:

In keeping with American and Taiwanese law, physical punishment is not tolerated. Cases of physical abuse towards children are always reported to social services.



# Parent Volunteers at Tiger Tots

# 13

One aspect that makes our program very special and unique, as compared to other preschool programs around the world, is our parent involvement. With our open-door policy and constant parent volunteers, we can truly be viewed as a “community” of learners. We welcome our parents into our special family, cherish their giving attitudes, and appreciate them on a daily basis for the excellent support and help that they offer.

Whether you are comfortable helping inside the classroom or whether you'd prefer to try something on your own or with a group of friends, we've got lots of different ways you can help out! Here's a list of ways you can volunteer your time:

## GROUP COMMITTEES

- Winter Committee
- Halloween Committee
- Library Committee

## CLASSROOM VOLUNTEERS

- Room Parent
- Party Coordinator
- Center Volunteer
- Library Reader
- Guest Speaker
- Cultural Representative
- Special Talent Presenter



## SCHOOL YEAR EVENTS

- Halloween Fall Festival
- Winter Performances & Celebrations
- Chinese New Year Classroom Potluck
- Mother's Day

During Parent Orientation at the beginning of the year, teachers will offer more information about how and when you can sign up to volunteer in your child's classroom.

We can't wait to see you around school!

## Confidentiality

With our open-door policy, it is critical that all parents respect the privacy of other families and children if they volunteer within the classroom. Parents should always go directly to their child's teacher if they have any questions or concerns.

If it is determined that a parent is sharing information with others regarding children or classroom events that could possibly be detrimental to the class as a whole, that parent will be asked to meet with the director and will also no longer be given the opportunity to volunteer with the school.

# Your Child's Progress

## ~ Keeping in Touch

Throughout the year, teachers will communicate with families via a special teacher-parent communication app, monthly calendars, and personal notes in your child's communication book. Be sure to continuously be aware of what your child is doing at school, so you can better support them in their learning process. The teachers at Tiger Tots work hard to include you as a part of your child's education goals and dreams!

## Progress Reports

Progress reports are sent out twice annually at the end of each semester. These reports are linked directly to the skills/benchmarks that the teachers have been working on with your child throughout the year. The reports are intended to display growth and progression throughout the year. (Reports not given to Pre-Two-Year-Old Tiggers' Playgroup.)

## Conferences

Parents are welcome to arrange a mini-conference with a teacher at anytime throughout the year if they have specific questions or concerns. Appointments can be made ahead of time in the child's communication book or by direct contact with the teacher. **Drop-off/pick-up is too busy a time to address important issues.** Teachers will also sometimes call parents for a mini-conference if they have some concerns regarding a child's development or behavior at school.

## Kindergarten/Pre-K Conferences

### PARENT-TEACHER

During the first semester, parents are invited to attend a parent-teacher conference with their child's teacher. Current observations and achievements, as well as upcoming goals will be discussed.

### STUDENT-LED

These conferences are held 2nd semester and are a wonderful time for children to show their parents their skills. Children will walk their parents through a series of activities that they might complete in a regular school-day and discuss their learning with their parents. These conferences are truly a celebration of learning!



# Attendance & Punctuality

***“A healthy breakfast with fruit, fiber, protein, and milk is a great way for a child to start their day!”***

## Morning Punctuality

Give your children a good start to their day with a regular morning routine and ample time to get settled in at school when they arrive.

The Tigger's and Two's Program begin at 8:45 and all other programs begin at 9:00.

Drop-off is available from 8:30-9:00.

We cannot emphasize enough the importance of bringing your child to school on time. Morning meetings and free play are often conducted within the first hour, so if your child misses the first part of school, they are missing crucial time for their self-development and their ability to bond with the class as a community. We understand that sometimes lateness is unavoidable, but strongly encourage parents to not make it a habit that affects their child's school life.

***Lateness and absenteeism are recorded on the Pre-K and Kindergarten Progress Reports.***

## Attendance

Parents are requested to call between 8:00 – 9:00 on days their child will be absent.

- Tiggers, 2s and 3s families please call the Tian Yu campus at 2874-2374
- Pre-K and K families please call the TYPA office at 2873-1815 (Ext. 32)
- Parents will be called to confirm a child's absence if a call is not received

If children are going to be away for two weeks or more, please let their teacher know at least two weeks in advance so they can advise you of any important events that may be happening in your child's absence. Often, teachers wish to keep in contact through email if a child is going to be away for an extended period of time.

***\*If your child has contracted a communicable disease, please notify the school immediately so we can inform the parents of your child's classmates.***



# Drop-off & Pick-up

## TYPA/TAS Campus

Children can be dropped off at the classroom or at the TYPA lobby from 8:30-9:00. Pre-K and K students will be dismissed from the TYPA lobby at 2:30. Please drop off and pick up in a timely manner.

## Restricted Parking

Tiger Tots parents **do not have permission to park in the Taipei American School Parking Lot**. In order to enter the TAS campus, you must have a TYPA issued e-tag. When pulling into the TAS campus, the TAS Administration respectfully asks for your assistance with these guidelines:

Cars may not be left unattended on the red or yellow line.

Drop off students only in designated areas.

- Drop off students only in designated areas.
- Observe signs that indicate traffic flow patterns and speed limit.
- Follow instructions and directions of TAS security personnel.
- Please inform chauffeurs of these guidelines.

The e-tag system monitors vehicles' lengths of stay on the campus. Please assist in a prompt drop off and pick up.

## Tiger Tots Campus

**(Tian Yu Street)**

Children can be dropped off at their classroom or at the front gate between 8:30-9:00. The Tiggers and 2s programs run from 8:45-11:45/2:30 and the 3s program runs from 9:00-12:00/2:30. Please try to arrive within 5 minutes before or after dismissal time to avoid traffic congestion. **U-turns in front of the school are not safe! Approach the school on the same side if you are driving and allow our teachers and assistants to bring the child to your car instead of getting out. If you need to stop in for a visit, please find legal street parking.**

Parking is available on various side streets or at the Tian Mu Circle.

### **Authorized Pick-Up Policy**

Children may not go home with an adult other than their parent unless the school has received a written note from parents ahead of time. Please be sure to notify the school by phone if you have made unavoidable last minute changes for their pick-up.

### **Punctuality**

We respectfully ask that you are prompt in picking your children up as many of the teachers have other responsibilities after school. Be sure to call if you will be more than 10 minutes late.





# Daily Practices

## GETTING READY FOR SCHOOL

Whether your child is coming to school for the first time, or is changing schools, there are some things that you can do at home to prepare your child for this transition.

- Arrange to take a school tour with your child in order to familiarize them with the new environment.
- Be encouraging and positive about school, both before and after school starts. Your child is greatly influenced by your attitude.
- Give your child experience playing with other children in areas outside your home.
- Give your child experiences being away from you. This may lessen the separation anxiety many children feel.
- Talk to you child about school. There are some good books out there that could be helpful with this.
- Give your child some responsibilities at home. When they come to school, they will be in a group setting and will need to be a little more autonomous than at home. If you give them some responsibilities such as putting away some toys, cleaning their own (little) messes or helping to pick out their clothes for the next day, it will make for a happier transition.
- Consistency between home and school is important.

## SEPARATION ANXIETY

\*\*All children suffer some form of anxiety when their routine changes. Some children may be very unhappy when they start school and this is not uncommon. Others may wave good-bye with a big, smile. If parents are encouraging and supportive about the school, no matter what the child's initial reaction, they will have an easier time settling in.

Here are some additional strategies to help make the initial goodbyes go more smoothly:

### DO SOMETHING SPECIAL THE NIGHT BEFORE.

If your child takes his or her lunch to school, decide together the night before. Together, you can also pick out what he or she would like to wear the next day. He or she might like to help you select what you are going to wear too!

### MAKE A SPECIAL MORNING RITUAL.

Take time to do something special with just your family. Even sitting down to a quick breakfast can help get the day off to a good start. If you have time, plan and fix breakfast together.



# Daily Practices

## **BE SURE YOUR CHILD GETS A GOOD NIGHTS SLEEP.**

We all know how much more difficult a day can be when we haven't had enough sleep. Set your child up for success by keeping to a regular bedtime that gives them **8-10 hours of sleep a night**.

## **DECIDE ON A SPECIAL "FRIEND" OR OBJECT TO BRING TO SCHOOL.**

Important objects can be comforting because they are familiar and help the child to feel close to home while at school.

## **ON THE WAY TO SCHOOL, DISCUSS WHAT EACH OF YOU WILL BE DOING THAT DAY.**

Tell your child about the important things you will be doing while he/she is at their program and then discuss things that they'll be doing. You might ask, "What do you think you'll do first today, play in the sand box or build with blocks?"

## **ALWAYS TAKE TIME TO SAY GOODBYE.**

It may seem tempting to leave while your child is involved in an activity and might not notice, but this doesn't promote trust in the long run. Clear goodbyes build trust and over time, they can strengthen your child's belief that you will come back. Organize a special goodbye ritual like rubbing noses and be sure to leave your child with an image of what you will do together at the end of the day.

## Helpful Hints & Tips for a Successful Year

### **1. PARENT ORIENTATION & STUDENT VISITATION**

Be sure to attend both your child's orientation and visitation to get to know the teacher and classmates. If you are unable to attend, arrange a separate meeting to get acquainted with your child's new teachers and environment.

### **2. SCHOOL COMMUNICATION**

Check your child's folder every day and keep up to date with monthly events and other important updates. If you would like to communicate through email, let your child's teacher know! Share all important details with your child's teacher that might help him or her understand your child better. The communication book is a great avenue for this. Tell us what you did over the weekend or a cute story that you just have to share. We love to hear them! The more we know, the better we can help your child develop!

### **3. SHOW YOUR CHILD YOU CARE**

Talk to your child about what they did at school and display the art work they bring home. Showing your child that you are interested in and respect the work they have done will improve your child's confidence and self-esteem. Find time or make a special time each day to spend with your child. Ask your child specific questions about their day.

### **4. READ A BOOK A DAY!**

Did you know that the frequency with which a child is read to, is the number one determining factor regarding whether or child will have success with reading and writing? This practice of reading everyday can even start when they are a baby! Order books from Scholastic or visit the Tian Mu library on a regular basis if you don't have books at home. Reading to your child is one of the most precious gifts you can give them!



# More Daily Practices...

## SCHOOL SUPPLIES

**Backpack** ~ large enough to carry the child's papers, snack/lunch, and library book, but small enough for them to carry

**Change of Clothes** ~ labeled and in a plastic bag please \*\*Please replace these when new seasons begin.

**Healthy Snack, Drink, & Water Bottle**

**Diapers & Wet Wipes** for those children not yet toilet trained.

## DRESSING FOR SCHOOL

Please **dress your child in comfortable, washable clothes**. They will get dirty! We will provide smocks for messy play & art, but this is not a 100% guarantee that things won't get a little messy. In fact, we love messy play!

**Layered clothing** is recommended. It can sometimes be hot outside, but it is air-conditioned inside. Children should have a sweater or long-sleeve shirt to wear if necessary. If your child can tie laces, then feel free to send them in. If not, Velcro shoes are much easier for transitions.

Please encourage and help to **teach your child how to dress themselves**. One of the important goals for young children is autonomy and anything we can do to encourage this will help the child's self-esteem.

Please label all articles of clothing or items that your child brings to school. Items that are unclaimed will be placed in the lost and found.

Tiger Tots does not assume responsibility for lost items.

## TOILET TRAINING

Tiger Tots staff members work with families to help children learn how to use the toilet when they are showing signs of readiness. Most children coming into the 3s program no longer wear diapers. We enjoy celebrating "wearing underwear for the first time" days with our families. Be sure to keep in touch with your child's teacher about what is happening at home.

## SNACK AND LUNCH

We ask that children bring in **small & healthy** snacks each day to nibble on before lunch. Lunches are catered for in the classrooms and consist of a main course, fruit, milk or soy milk. Due to severe allergies, Tiger Tots adopts a **No Nuts** policy throughout the school.



# Health, Wellness, & Safety

## ILLNESS

If your child is going to be away, please contact the school to inform us of their absence and to report symptoms so we can watch out for illnesses spreading between children. If your child or their sibling has been diagnosed with a communicable disease (enterovirus, chicken pox, lice, etc...), please notify the school immediately as it is our policy to send home notification to all other parents in that child's class if a case has been reported. If two or more cases present themselves in one class within one week we notify all families. If your child presents signs of illness at school, parents will be phoned and are responsible for coming to pick up their child.

If your child is sick, please see a doctor and keep him/her at home until all symptoms are gone and his/her temperature has been normal for at least 24 hours. If your child has been diagnosed with a communicable illness, please send a doctor's letter confirming that your child is well enough to return to school.



## MEDICATIONS

*Tiger Tots Staff may not administer medication without the proper medication forms being signed by parents.* If your child has an epi-pen or long term medication, please have a doctor fill out the long-term medication form. These forms can be picked up at the front desk. If your child is taking medication that lowers a fever or makes them drowsy, please keep them at home until they are feeling better and all symptoms of their illness cease without the assistance of medication.

## IMMUNIZATIONS

Please ensure all immunizations are up to date. The health record must be filled in before your child begins their year.

## EMERGENCY PROCEDURES

All staff are trained in CPR and basic first aid on a yearly basis. Fire and earthquake drills are practiced at the beginning of the year and throughout each semester. In case of a real fire emergency, students at the TYPA campus are evacuated to the lower field and students at the Tiger Tots campus will be evacuated to the front of the Caves Book Store on Tian Yu Street.

## SANITARY PRACTICES

Tiger Tots staff work diligently on a daily basis to ensure the children's environment is clean and safe. We follow cleaning and sanitization standards set by the National Association for the Education of Young Children in America. Toys/surfaces are washed and sanitized on a regular basis. When toys come into contact with bodily fluids they are removed from play and sanitized before being returned to the children. If a student in a class has contracted a communicable disease all toys and surfaces inside their class are disinfected and sanitized immediately.

*"Two things toddlers will always share willingly are communicable diseases and their mother's age." ~Unknown*



# Additional Policies

## VIDEOS, PICTURES, & CELL PHONES

Please be sure to ask teachers before videoing or taking photos inside the classroom. Videoing special events is okay but is not encouraged during regular class hours. If you have any questions, please ask your child's teacher.

**Cell phones must be turned off if you are attending a conference with a teacher or if you are volunteering inside the classroom.**

## TOYS, GAMES, & TREATS FROM HOME

On occasion, teachers will arrange for show and tell days for the children, but otherwise we ask that parents leave their child's things at home.

This policy may not apply with your child if they are dealing with separation anxiety. Please clarify with your child's teacher at the beginning of the year.

At Tiger Tots we promote play with toys that do not have pre-set identities like Barbie or Ninja Turtles in order to help your children develop their own innate curiosity. We also adopt a no swords or guns policy at school. If your child would like to bring in treats for the other children such as stickers or candies, please discuss this with the teacher first, and ensure your child brings in enough for the entire class so no child feels left out.

## CHANGE OF ADDRESS & PHONE NUMBER

If you are planning on moving or taking a trip, please let us know ahead of time and be sure to leave emergency contact numbers just in case we need to get in touch with you. New contact numbers, emergency numbers, and addresses should be updated before or as soon as possible after your move.

## CLASS PHONE LISTS

At the beginning of the year all class teachers will develop a list of phone numbers for parents of the other students in the class. We encourage families to use this list to discuss class events and to arrange playdates.

Playdates are invaluable experiences for all children. If you do not wish to have your phone number distributed to other parents, please let your child's teacher know. Also, if you have questions about class events or happenings, be sure to contact your child's teacher directly.

## BIRTHDAYS

Birthdays are always a special time of year inside our classrooms at Tiger Tots, as the birth of any child is surely a special event! If you plan to supply the class with a birthday cake or a special healthy snack, please notify your child's teacher ahead of time. This is important as some children in your child's class may have serious allergies.

If you are planning to invite all of the children in your child's class to an outside birthday party, please feel free to send in invitations to school. Otherwise, please hand out invites to parents directly or coordinate with your child's teacher for assistance. We do not encourage handing out goodie bags to promote fairness between all students, however, if you would like to bring something in, consider a pencil or a few stickers.



# The Value of Play

You say that you love your children,  
And are concerned that they learn today,  
As am I, that's why I'm providing  
A variety of kinds of play.

You are asking what's the value  
Of having your children play?  
Your daughter's creating a tower,  
She may be a builder someday.

You're asking me the value  
Of blocks and sand and clay.  
Your children are solving problems,  
They will use that skill every day.

You're saying that you don't want your son  
To play in that girly way.  
He's learning to cuddle a doll,  
He may be a father someday.

You're questioning the interest centers,  
They just look like useless play.  
Your children are making choices,  
They'll be on their own someday.

You're worried your children aren't learning  
And later they'll have to pay. But they're learn-  
ing a pattern for learning, For they'll be learn-  
ers always.

~NAEYC







# TYPA Tiger Tots



Taipei Youth Program Association