

ALISON'S LETTERLAND / INTERNATIONAL KINDERGARTEN HONG KONG

Saturday Class

Age 2 – 6

Owner Alison Pope

2010

Saturday Class “The key to your child’s English skills”

Welcome

I would like to welcome you and your child to Alison’s Letterland International Kindergarten. We have been operating since September 1996 and have built up an excellent reputation for being an extremely caring and friendly international Kindergarten. All of our students have been accepted into international primary school, reflecting the excellent standard of teaching, care, love and devotion each individual student receives at Alison’s Letterland International Kindergarten. At Alison’s Letterland International Kindergarten you will find a room full of happy, busy children taking part in activities to develop their English skills. I am lucky to be able to share my beliefs, qualifications and experience in education with you and your child. I teach from my heart and the same standards are passed on to my staff. I would like to welcome you and your child to the very best possible start in their English language skills.

Alison

Mission Philosophy

We offer the best teacher/ child ratio in Hong Kong, providing a stimulating and fun learning environment for your child to grow and develop their English oral and written skills.

The Kindergarten is an open plan school, divided into three classroom areas:

Nursery Class 2-3 years old

Minnie Mouse Group: (ratio 8:1)

K1 Class 3-4 years old

Mouse Group: (ratio 8:1)

K2 and K3 Class 4-6 years old

Elephant Group: (ratio 14:1)

Our Saturday classes are based upon the British Letterland phonic programme, which makes learning English fun and easy to remember.

The programme introduces the children to all of the 26 letters of the alphabet, through a magical world of letters, making letter recognition and sounding out letters a fun and enjoyable experience.

The four complete levels of the Letterland programme will help your child to quickly master all of the English letters shapes and sounds as well as reading, writing and communication skills

Our mission is for each and every one of our students to be a competent learner in English and most of all to enjoy the pleasure of reading, writing and speaking English.

Learning Philosophy

Our learning philosophy is based upon the British National Curriculum 'The Early Years Foundation Stage'. The curriculum is based on the six areas of learning:

- Personal, social and emotional development
- Communication language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

The philosophy of the Early Years Foundation Stage emphasizes that learning for young children should be centered on activities that are fun, interesting and motivating.

Every child deserves the best possible start in life and support to fulfill their potential. Every child is a competent learner from birth and every child is treated with respect and as an individual.

The Four Complete Levels of the Letterland Phonic Programme

Letterland Early Years Beginners:

Nursery Class 2-3 years old / Minnie Mouse Group: (ratio 8:1)

Letterland early years beginners is a simple and fun introduction to the Letterland syllabus. The children are introduced to the Letterland characters through a variety of practical activities such as singing, stories, games, computer programmes, art and crafts. The children are provided with their individual colouring book to complete at their own pace.

The children are introduced to the Letters of the alphabet in an alphabetical order.

Letterland Fix it Phonics level one

K1 Class 3-4 years old/ Mouse Group: (ratio 8:1)

The Letterland fix it phonics programme level one introduces the children to speaking skills, basic English vocabulary, Oral blending and segmenting of words and high frequency words. Activities include group listening and reading times, art work, computer programmes, blending flashcards and individual work books.

Letterland Fix it Phonics level two

K2 and K3 Class 4-6 years old/ Elephant Group: 4 (ratio 14:1)

The Letterland fix it phonics programme level two moves on to pre-reading skills and more comprehensive writing skills. It introduces the children to 26 digraphs/ new spelling patterns, more listening and speaking skills, more English vocabulary, more blending for segmenting and more high frequency words. Activities include lots of group discussions, listening and reading activities, blending flash cards, computer programmes, games, art work and individual work books

Letterland Fix it Phonics Level three

K2 and K3 Class 4-6 years old/ Elephant Group: 4 (ratio 14:1)

By the time your child is introduced to the Letterland fix it phonics programme level three they will be beginning to read, write and spell words independently. They will have a clear understanding of how to blend sounds together to sound out the new words and spellings introduced to them. It introduces more advanced letter combinations, even more listening and speaking skills, even more English vocabulary, even more blending and segmenting and even more high frequency words. The children will continue to participate in advanced practical and academic activities related to the Letterland Fix it phonics level two

Parent Involvement

The children are presented with activities to participate in at home to ensure that parents are included in their child's learning experiences at Alison's Letterland International Kindergarten. These will include:

Nursery Class 2-3 years old / Minnie Mouse Group:

- Letterland story book, exchanged weekly
- Letterland colouring sheet, presented in each child's individual 'weekend book'
- Show and tell, the children will be informed in writing to bring in an item from home related to the primary Letterland character of the week.
- Once a month Letterland cooking class- An alphabet of recipes

K1 Class 3-4 years old/ Mouse Group:

- Letterland story book, exchanged weekly
- Letterland pencil control sheet, presented in each child's individual 'weekend book'
- Show and tell, the children will be informed in writing to bring in an item from home related to the primary Letterland character of the week.
- Once a month Letterland cooking class- An alphabet of recipes

K2 and K3 Class 4-6 years old/ Elephant Group: 4

- Letterland story book, exchanged weekly
- Letterland writing sheet, presented in each child's individual 'weekend book'
- Once a month Letterland cooking class- An alphabet of recipes

An alphabet of recipes

Once a month the children will take part in a cooking activity from our Letterland cook book alphabet of recipes. The Letterland recipes are bursting with vocabulary and some yummy snacks. A parent will be requested to come and join us for the cooking activity, your class teacher will contact you if it is your turn to join the class.

Teacher and Parent communication

Alison's Letterland International Kindergarten prides itself on its teachers and parent communication. With having weekly contact with your class teacher this allows parents to discuss their child's progress on a weekly basis and most importantly for teachers and parents to form a relationship.

Other extra teacher and parent communication activities include:

- Individual profiles are emailed monthly and will include photographs of your child in action at the Kindergarten and a report on your child's progress
- Individual profiles completed by each individual child
- Parent communication book available for all parents to share their thoughts
- Individual weekend books
- An alphabet of recipes cooking classes
- Newsletters
- Weekly teaching plans emailed
- Interesting reading articles related to language and literacy
- End of academic school year written reports
- End of academic school year social gatherings

Teaching Qualifications

All of our teachers at Alison's Letterland International Kindergarten are qualified International Kindergarten teachers and hold recognized teaching qualifications by the EDB of HK.

Time Table of Classes

- 9.00-9.30 A.M/ 1.00-1.30 P.M-Free Play
- 9.30-10.00 A.M/ 1.30-2.00 P.M-Introduction to lesson / singing and story time
- 10. 00 -10.30 A.M/ 2.00-2.30 P.M- Activity time
- 10.30- 10.45 A.M/ 2.30-2.45 P.M-Snack time
- 10.45-11.30- A.M/ 2.45-3.30 P.M-Activity time
- 11.30- 12 Noon/ 3.30-.4.00 P.M-Group Discussions/ singing and story time

Class Times:

A.M Class – 9 A.M – 12 Noon

P.M Class- 1.00 P.M – 4.00 P.M

Regulations at Alison's Letterland International Kindergarten

All of the regulations at Alison's Letterland International Kindergarten are for your child's benefit and safety. There are forms that must be completed before your child registers with the Kindergarten. All of the forms are required by the Government of Hong Kong. Thank you for your co-operation.

Absence and Arrival

If your child will not be attending class at Alison's Letterland Child International Kindergarten, you must inform the Kindergarten by phone or email.

Please ensure that your child arrives at the Centre before

- 09:30 am
- 2.30pm
- 01:30 pm- Saturday Class

The front door will be open for the morning class at 8:45am 1:45pm for the afternoon class./ 1pm for Saturday afternoon class.

On registration, you are required to record your ID card number and your child's guardian's. If at any time another person, not recorded on the registration form, collects your child, you must inform the Kindergarten. If we are not informed, for safety reasons, we cannot allow your child to leave the Kindergarten.

Application Fee & T-shirt

A non-refundable application fee of \$300 applies to all applications. The application fee includes a starter pack with a free t-shirt and school bag.

Indoor Shoes

You are required to provide your child with a pair of indoor shoes, which must be clearly labelled and have backs to them. The indoor shoes are to be kept at the Kindergarten. It is sensible to provide your child with a small bag with a change of clothes inside, in case they have any accidents at the centre.

Book Bags and Weekend Books

The Kindergarten provides your child with a book to share with you once a week and a weekend book. However, if the books are damaged or misplaced, you must replace the book or pay for a new one.

Toys

Your child is not allowed to bring toys to the Kindergarten, unless he/she is required to bring them for topic work.

Toilet Training

Your child does not have to be toilet trained to register at the Kindergarten and we are happy to assist your child with their toilet training. If your child is not toilet trained please provide them with nappies and change of clothing.

Typhoon and Rainstorm Warnings

Alison's Letterland International Kindergarten does not operate during the following weather conditions:

- Typhoon No. 3 and No. 8
- Rainstorm warnings – Red and Black.

Please observe weather conditions before leaving home. If the above signals are hoisted during the class, you will be contacted to come and collect your child from the Kindergarten.

Forms to be completed

You are required by the Government of Hong Kong to complete the following forms before you register with Alison's Letterland International Kindergarten

- Registration Form
- Medical Details
- Birth Certificate
- Immunization Certificate

Payment

You are required to pay your child's school fee at the beginning of each month or as from when your child starts at Alison's Letterland International Kindergarten. You are still required to pay your child's fee when your child is absent and when Alison's Letterland International Kindergarten is closed for holidays and public holidays. The school fee includes all teaching materials and daily snacks at the Kindergarten.

Holidays

- One week October half term
- Two weeks Christmas
- One week Chinese New Year
- Two Weeks Easter
- All Public Holidays

Summer School

Alison's Letterland International Kindergarten operates throughout July and August. However, the summer school is optional. There are no Saturday classes during the summer school period.

Tuition Fees

Our fees are competitive and represent excellent value for money. Unlike Kindergarten (schools), Alison's Letterland Child Care Centre International Kindergarten is funded entirely by tuition fees. From these fees, we ensure that each kindergarten is staffed with well qualified teaching staff and assistants, with a high adult to child ratio, that the provision of teaching materials is generous and age-appropriate and that the facilities are well-maintained, safe and suitable for young children.

Kindergarten fees are deducted monthly on the beginning of each month. (Auto Pay possible)

On enrolment, two months' fees are required to secure the place. One full calendar months notice is required if you wish to discharge your child from the Kindergarten. The notice must be given in writing and handed into the Kindergarten or emailed to svneuler@netvigator.com

Please note that should your child join Alison's Letterland International Kindergarten mid-month or during a month that includes a school holiday period, full fees will be charged for that month.

Summer school in July/August is offered for enrolled children only and can be accessed at an additional fee. The Kindergarten will send information and enrolment information to parents early in the summer term.

Tuition fee (The tuition fee for the academic year 2010/11) is:

- HKD \$ 4,400 per month for AM class
- HKD \$ 220 per session for PM class
(minimum 2 sessions per week based on a monthly school fee)
- HKD \$ 1,500 per month for Saturday AM or PM class

Application Fee

A non-refundable application fee of \$300 applies to all applications. The application fee includes a starter pack with a free t-shirt. The T-shirt can be worn to the class and must be worn for any special events and outdoor visits.

NOTES: