

Alison's

LETTERLAND

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International Kindergarten

ARTIST
OF THE
WEEK



Unique International
Pre-School / Kindergarten
Hong Kong

Saturday Class Information



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

Address:

Flat C 2/Floor, Marco Polo Mansions, 10 Cleveland Street, Causeway Bay, Hong Kong

Phone:

(+852) 2504 1978

Fax:

(+852) 2577 4836

Email:

info@letter-land.com

Website:

www.letter-land.com

Age:

Minnie Mouse Group:	Nursery Class 2-3 years old
Mouse Group:	K1 3-4 years old
Elephant Group:	K1 and K2 – 4-6 years old

Class Time:

9:00 am-12:00 noon

Programme:

Language and Literacy

Price:


HK\$1,000 per month

Teaching Medium:

English

Owner:

Miss Alison Pope, Qualified N.N.E.B. 1989





Introduction

I would like to welcome you and your child to Alison's Letterland Child Care Centre. We have been operating since September 1996 and have built up an excellent reputation of being an extremely caring and friendly international pre-school. All of our students have been accepted to international primary school, reflecting the excellent standard of teaching, care, love and devotion each individual student receives at Alison's Letterland Child Care Centre. Letters from previous parents are available for your viewing in the classroom, giving you some idea of their views and feelings about the Centre.

At Alison's Letterland Child Care Centre, you will find a room full of happy, busy children taking part in activities to develop their skills. The Centre is an open plan school, divided into three classroom areas:

Minnie Mouse Group:
Nursery Class 2-3 years old. There are eight children in the group supervised by one teacher

Mouse Group:
K1- 3- 4 years old. There are eight children in the group supervised by one teacher.

Elephant Group:
K2 and K3 4 -6 years old. There are fourteen children in the group supervised by one teacher

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 pre-school education.

Alison





The Programme

Our aim in Alison's Letterland Child Care Centre's Saturday Morning Class is to give your child confidence in his/her English language skills. We will develop your child's skills to think in English, and to enjoy talking in English too.

The Language and Literacy programme we follow is related to the:

- Letterland Syllabus
- Write Dance
- Creative Writing
- News Books
- Book Bags
- Oxford Reading Tree
- Creative art and crafts

Other activities at Alison's Letterland Child Care Centre for Minnie and Mouse group are related to the 'Foundation Stage', a distinct phase of the education, curriculum as used in all pre-schools and primary schools in the U.K.

The older children in the elephant group will participate in advanced activities related to the key stage one curriculum

Your child will be presented with his/her own individual Foundation Stage and Key Stage One Profile twice a year. The profile includes a written report related to your child's:

- Personal social and emotional development
- Communication, language and literacy development
- Mathematical development
- Creative development
- Physical development
- Knowledge and understanding of the world.

Every two months a newsletter will be presented to you, including all our interesting news, special events at the Centre and holiday dates.





A Note for Parents

The teaching methods that we use at Alison’s Letterland Child Care Centre are different from those used in the local Chinese schools.

However, they have proven to be successful, not only in teaching English to the children, but also in advancing their all-round development.

Your child’s development is divided into four groups:

PHYSICAL, INTELLECTUAL, EMOTIONAL AND SOCIAL.

We call these development areas P.I.E.S.

Activities are set up at the Saturday morning class to develop your child’s P.I.E.S. through FUN, CONFIDENCE, CHOICE AND ENCOURAGEMENT.

So, as you can see from the above, the intellectual skill is not the only important part of your child’s development. We can put this into perspective by looking at your child’s development in later years. Listed below are some examples:

Physical:

Your child may be the captain of a soccer or tennis team.

Emotional:

Your child must be able to express his/her feelings to you during the critical teenage years, listen to peers’ feelings and understand the need to share feelings with future partners.

Social:

The list is endless. One example I always refer to is if your child were to be the manager of a company; his/her social skills with staff and clients would be essential, in and out of the workplace.

As we, in the teaching profession know your child will learn the most in the first five years of life. So you can all understand that all of the above P.I.E.S. are essential for your child’s future.

All the teachers at Alison’s Letterland Child Care Centre are qualified, caring and experienced. They will encourage your child by praising the effort made to take part in all the activities.

This is an important part of our very own assertive discipline plan at Alison’s Letterland Child Care Centre, rewarding your child for positive efforts they have made throughout the class. Certificates are also handed out weekly.

If your child makes a mistake, our job as parents and teachers is to guide them, not criticise them. Look at it from your own point of view. If you are constantly criticised, would you have the confidence to try again? We believe that with confidence, a child can achieve anything, and everything.

We observe from our positive teaching methods that children want to take part in activities and they want to learn.

The children are our future, so let’s work together to make it a positive one.

Regards,
Alison





Time Table and syllabus

For each activity listed below, please refer to the ‘Learning Through Play’ information, for your child’s development skills.

‘Learning Through Play’ information will be given to you on registration at Alison’s Letterland Child Care Centre.

**Free Play -
All areas of development**

A wide variety of activities will be attractively set up for your child to choose from. Free play is such an important time for your child. Not only are children developing many of their skills at this stage, they are also learning to think and make decisions by themselves. It is a nice quiet time for your child to share different play modes with their class teacher and develop their nurturing relationships with peers and teacher.

Free play activities include pencil control skills, writing exercises, textile materials, large and small construction toys, jigsaws, board games, textile experiences and imaginary play. The free play activities will be appropriately related to each age group.

**Good Morning/Introduction to lesson plan
Language and Literacy development
Knowledge and understanding of the world**

Good morning/good afternoon is a large group activity including lots of singing, action songs and rhymes. The songs are related to our topic for the term and the academic and practical activities for the day.

Other fun and traditional songs will always be sung along with the class register, allowing your child to be greeted individually by their class teacher and peers.

For the older groups the activities will include more group discussions and language exercises related to the daily topic.

The class teacher will use a variety of visual teaching aids including storybooks, dayboard, flash-cards, singing, visual objects, musical CDs and musical instruments.

I cannot emphasise enough how important singing activities are for young children, particularly for those learning English as a second language. Singing is the very first introduction to your child’s reading skills, and what a fun way to start!

The activities will vary for each age group.





Creative And Practical Activity

Creative and physical development

Creative activities are so important for children. They allow them the opportunity to express themselves freely and imaginatively.

There are no wrong or right ways for your child to complete an art and craft activity, each piece of work represents each individual's creative mind and personality.

It is always important to remember that it is the time and effort your child has put into the activity, not the end result, which matters.

The creative activities will be related to each individual age group as follows:

Minnie Mouse Group:

Letterland syllabus/ Nursery Write Dance

Mouse Group:

Letterland/ Write Dance

Elephant Group:

Oxford reading tree and creative writing/ More Write Dance

Story time and action games

Language and Literacy

For a short break and quiet time before snacks your child will join a group story time, and for the younger children of the group quite often some familiar action games.

The story will be related to topic activities or the Letterland syllabus.

Snack Time

Personal, social and emotional development

A drink of juice or water and snack consisting of fruit and a small biscuit is provided for your child.

Snack time is a social activity, and your child will be encouraged to tidy up by him/herself and help to hand out the snacks and drinks.

For special events and parties you are requested to provide your child with a small party snack to share with their peers. We love to taste any home made cooking, however please do ensure that any snacks do not contain peanuts.

You are also welcome to provide your child with a cake for their birthday or last day, you will be presented with a reminder slip from your child's class teacher.

Please do ensure that you inform your child's class teacher about any food allergies when you register with the Centre.





Academic activities

Language and Literacy development

The academic activities will be related to our daily language and literacy theme. All individual work books will be provided by the centre.

We treat each child as an individual and they will work through their own work book, related to their age and ability. We will encourage your child to complete set tasks, however we will never push them past their ability. It is much better that your child really understands the set tasks that they are asked to complete to move onto the next level.

The academic activities will be related to each individual age group as follows:

Minnie Mouse Group:

Letterland syllabus/ Nursery Write Dance

Mouse Group:

Letterland/ Write Dance

Elephant Group: Oxford reading tree and Creative Writing / More Write Dance

Singing and Story Time/ Follow through lesson plan and discharge

Language and Literacy

After a fun and stimulating morning it is time to go home. Songs and stories, related to the daily topic, will be shared with your child and group discussions about the day's events.

At the end of each class we sing our traditional 'Goodbye' song and your child will be rewarded with a star for the positive efforts he/she has achieved during the class. Group assertive discipline efforts will be rewarded and for any special individual achievements your child will be rewarded with a certificate.





Details about our Language and Literacy programme:

Letterland Syllabus

Minnie Mouse and Mouse Group

The Letterland Syllabus is so rewarding to teach to young children and we have only ever observed positive results from all of the activities in which your child can participate.

It is so wonderful to observe children of such a young age showing such a delight and understanding of the letters of the alphabet

Not only will your child learn to recognise the Letterland characters and phonic sounds of each letter of the alphabet, he/she will also learn to recognise the shape of letters. This is a great start to your child's emergent writing skills and future reading experiences when he/she graduates to the Elephant Group.

The Letterland activity books work through a whole programme starting with simple colouring books and progressing to letter formation, matching pictures to the correct letter sound and blending sound together for the older members of the Mouse group.

Most importantly the Letterland Syllabus is so much fun for all involved and I can guarantee that you will have lots of fun venturing into the make believe world of Letterland with your child.

.There are always many practical Letterland opportunities on offer to your child. They include flash cards, computer-based activities, board games, jigsaw puzzles and finger puppets.





Write Dance

Minnie Mouse/ Mouse and Elephant Group

The Write Dance programme we follow is a music and movement activity used in pre-schools and primary schools all over Europe. This fabulous music and movement activity, not only develops gross motor skills and imaginary skills, it will also aid your child's hand writing skills and encourage him/her to write spontaneously with confidence and flare.

The end results produced from the write dance programme are always very interesting and displayed on the write dance wallboard. At the end of each topic, the pictures are presented in your child's 'Topic bag'

We have different write dance programmes relevant to your child's age group.

The programme is divided into three steps:


1. Listening to the music, related to a theme, along with imaginary commentary from the class teacher.
2. Music and movement activities related to the theme.
3. Creative art activities related to the theme.

The second step of the Write Dance programme will be conducted during the academic activity time. Your child will have already been introduced to the musical theme during the introduction to the lesson plan.

The second step is the physical music and movement activity. Your child will listen to the music, related to the theme, along with instructions from the class teacher. Then your child will be encouraged to move around the room, responding to the music and instructions, allowing their imagination to run wild!

Creative art and crafts are the last step of the Write Dance programme. Your child will once again listen to the Write Dance music and produce their own individual imaginary creation onto a large piece of paper, using a variety of textile materials, and often with large chalks and crayons in each hand.

I can ensure you the end results are always very interesting!





Creative Writing Elephant Group

After a great introduction to the Letterland syllabus in the Minnie Mouse and Mouse group your child will move onto more advanced language and literacy activities in the Elephant group. We will encourage your child to put pencil to paper during activities in their creative writing books with emergent writing skills. The emergent writing allows your child to create their own writing and begin to sound out words by themselves. The work may not look as impressive as words copied from a work sheet, but believe me your child is learning so much more and thinking about the letters and words that they are putting onto paper. Most importantly they will have fun and will be rewarded for their hard work.


Oxford Reading Tree Elephant Group

Your child will be issued with their own individual Oxford Reading Tree story book to share with you every weekend and also participate in academic work sheets during the class. Please do note that your child is not expected to read the book independently so make sure that you both have fun learning all about the friendly characters such as Biff/ Chip and kipper!

Alternative Activities

Mouse, Minnie Mouse and Elephant Group

There are many alternative activities for your child to participate in related to our language and literacy activities. They will all be a lot of fun and huge learning tool for your child's English language skills and a great confidence boost to speak individually and within a group. The activities include the following and are related to each age group:

- Drama
 - Poetry
 - Rhymes
 - Computer
 - Story telling
 - Listening to story tapes
 - Singing
- 



Activities for You and Your Child at Home

News Book

Mouse and elephant group

Your child will have his/her own individual news book to complete with you at home every weekend. The news book is an activity for you to share at home with your child, and we are sure that you will have lots of fun doing so.

Your child can draw a picture and use his/her emergent writing skills to record weekend family events. The news book must be returned to your child's class teacher the following week. Your child will have the opportunity to share their interesting news with their peers and class teacher during free play and group activity times.

Book Bags

Minnie, Mouse and Elephant group

Every Saturday your child will have the opportunity to choose a storybook related to the Oxford Reading tree and Letterland syllabus, to take home. Story times are such a valuable experience for you to share with your child.

Your child must return their book bag to their class teacher every week, ready to exchange for a new one.

Language and Literacy Bag

Minnie, Mouse and Elephant group

At the end of every two months your child's wonderful art and crafts will be presented to you in their own individual 'Language and Literacy bag'. It is a great opportunity for you to share all of your child's work and to praise your child for all of their achievements. Your child will be able to recall certain art works and relate them to the activities they have participated in.

The empty 'Language and Literacy bag' is to be returned to your child's class teacher ready to be filled with all of their new exciting art work.

Singing

Topic songs will be presented to you at the beginning of each new topic and are available for your viewing on our web site www.letter-land.com . Have fun singing at home together!





Extra Curriculum

Imaginary Play

The imaginary play area will be on offer to your child during various classes, allowing them to venture into their own make believe world. Your child will have the opportunity to act out different roles and become someone of a different age, sex or culture.

Your child will be able to engage in many different play modes and there will be certain times when the imaginary play area is changed into a different theme, related to our topic for the term. All imaginary play opportunities are also great for language skills development.

Computer

Your child will have the opportunity to use the computer during academic activity times. We provide work programmes, Letterland syllabus and educational software. Some of your child's work will be printed out and presented to you at the end of each term in their foundation stage profile.

For the older age groups your child's class teacher will also introduce your child into searching the internet for interesting news related to topic activities.

School Photographs

Once a year, a professional photographer visits Alison's Letterland Child Care Centre. The photographer takes professional individual and group photographs. These are available for your purchase.


Yearbook

Each group has its' own individual 'year book' which is completed at the end of each month, including special pieces of work, photographs of daily activities and special events. The captions and text are written from a child's point of view, which are very amusing to read. The yearbook is very attractively presented and may be taken home, but must be returned to the Centre.

Parent Involvement

Our communication with parents is something that we pride ourselves on at the centre. We do ensure that you receive at least one photograph of your child each month, by email and it is great for us to see parents daily at the centre.

We also love to have parental involvement during the classes. If you are interested in attending any of our classes, to help with an activity, please inform your class teacher and we will arrange a date for you to attend. Don't forget Dad's are included too!





Web site

www.letter-land.com

Our colourful and interesting web site is designed by Mr Sven Euler and is always full of new activities and up to date information.

The web site includes:

- News letters
- Topic songs
- Teaching plans
- Special events and reminders
- Photographs of your child in action- you are requested to inform us if you do not want your child's image to be viewed on our web site when you register with the centre.
- You can also contact your child's class teacher through our web site

Interesting Reading

Every two months your child's class teacher will have an 'interesting reading' article to share with you.

The article will be related to your child's peer group and will include subjects such as social skill developments and up to date educational matters from the UK.

If you come across any interesting articles please do not hesitate to share them with your child's class teacher.

Special Events

Your child is invited to attend any special events and parties with our regular week day children. Any special events will be enclosed in the newsletter and there is no extra charge for any special events.

Open Days

Open days are held twice a year. You are invited to attend the open days with your child, to discuss with his/her teacher your child's progress and review his/her Foundation Stage Profile.


Summer School

Alison's Letterland Child Care Centre operates a ' Summer School programme' for which information will be given to you in March of each school year.

Baby Buddies

Tin Hau and Tuen Mun

Baby Buddies/Step 2 is an introduction to pre-school life for children aged 6 months to one year old and 2-3 years old. Baby Buddies/Step 2 is also owned by Miss Alison Pope and Mr Sven Euler. If you have a younger child at home, please ask for a Baby Buddies brochure at the Centre. If your child is 2 years old and you would rather accompany them to school, please obtain information about the Baby Buddies Step 2 Programme. You and your child will follow the same syllabus as the Minnie Mouse Group at Alison's Letterland Child Care Centre





Time Table

Mouse and Elephant Group


A.M Class

09:00/09:30	Free Play Time
09:30/10:00	Good morning and introduction to lesson plan
10:00/10:30	Practical activities
10:30/10:45	Story time and action games
10:45/11:00	Snacks and toilet time
11:00/11:45	Academic activities
11:45/12:00	Follow through lesson plan and discharge

Minnie Mouse

A.M Class

09:00/09:30	Free Play Time
09:30/09:45	Good morning and singing time
09:45/10:15	Practical activities
10:15/10:30	Story time and action games
10:30/10:45	Snacks and toilet time
10:45/11:30	Academic activities
11:30/11:45	Physical play
11:45/12:00	Singing and discharge





Regulations at Alison's Letterland Child Care Centre

All of the regulations at Alison's Letterland Child Care Centre are for your child's benefit and safety. There are forms that must be completed before your child registers with the centre. 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 Care Centre, you must inform the Centre by phone.

Please ensure that your child arrives at the Centre before

- 09:30am

The front door will be open for the morning class at 8:30am. On registration, you are required to record your ID card number and those of your child's guardians. If at any time another person, not recorded on the registration form, collects your child, you must inform the Centre. If we are not informed, for safety reasons, we cannot allow your child to leave the Centre.

Clothing

Polo Shirts

Our Polo shirts are available for you to purchase and cost HK\$75.

You must buy a Polo shirt for your child when you register with the centre and they must be worn for special events and outdoor visits.

Your child can also wear their polo shirt to their class; it can be used as a great teaching aid when your child first starts at the centre, relating their polo shirt to attending the centre.

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 Centre.

If your child is not toilet trained, you must provide your child with his/her own nappies for changing at the Centre. 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 News Books

The Centre provides your child with a book to share with you once a week and a news 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 Centre, unless he/she is required to bring them for topic work. We do accept the children in the Minnie Mouse group to bring a comforter when they first start at the centre.





Foundation Stage Profile

Your child will be presented with their Foundation Stage and Key Stage One Profile twice a year. It must be signed and returned to the Centre.

You will be able to keep your child's Profile at home, at the end of the school year.

Typhoon and Rainstorm Warnings

Alison's Letterland Child Care Centre 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 Centre.

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 Child Care Centre.

- Registration Form
- Medical treatment
- Medical form

Photocopies provided by yourself

- Birth certificate
- Immunisation card

Thank you for your co-operation.





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 Child Care Centre.

You are still required to pay your child's fee when your child is absent and when Alison's Letterland Child Care Centre is closed for holidays.

The school fee includes all teaching materials and daily snacks at the centre

Fee


HK\$1,000 per month

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 Child Care Centre operates throughout July and August. However, the summer school is optional. You are only required to pay for the dates that your child is attending the Centre. All school fees must be paid at the beginning of the summer school.





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NOTES:



