

Unique International School

Hong Kong

Step 2 Information

The next Step Up From Baby Buddies

Baby Buddies Limited,
1st Floor Park View Centre, No. 7 Lau Li Street, Tin Hau, Hong Kong
Phone: (+852) 2881 8717 / Email: info@letter-land.com

	M	TU	W	TH	F	S
TINY TOTS (2PM-4PM)					X	
BABY BUDDIES (9AM – 11AM)	X	X	X	X	X	X
BABY BUDDIES (2PM – 4PM)	X	X	X	X	X	X
BABY BUDDIES (11:15AM – 13:15PM)						
STEP 2 (9AM – 11AM)						
STEP 2 (2PM – 4PM)						
STEP 2 (11:15AM – 13:15PM)	X	X	X	X	X	X

Age: 2-3 Years old

Teaching medium: English

Owner

Miss Alison Pope qualified N.N.E.B Teacher since 1989. Owner of international pre-school 'Alison's Letterland Child Care Centre'

View your child in action at Baby Buddies via the Internet

As part of our unique service we offer you and your child at Baby Buddies Step 2, you are able to view your child in action in their class through our web cameras. When you have registered with Baby Buddies Step 2 we will issue you with a password, so whether you're in the office, overseas you will be able to log onto the Internet and keep a watchful eye on your child.

Welcome to Baby Buddies Step 2

I would like to welcome you and your child to the Baby Buddies Step 2 programme.

For most of you registering with Baby Buddies Step 2 your child will already have attended classes at Baby Buddies. If not don't worry, new comers are always welcome and your child will soon become confident and comfortable in our warm, friendly environment.

In am lucky enough 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 onto my staff. We have achieved very high standards with all of our students, those that have gone onto 'Alison's Letterland Child Care Centre' have all been accepted for the international primary school of their choice. Most importantly all of our students have been happy.

Many famous psychologists have quoted 'A happy classroom is a noisy one!' You are sure to find that at Baby Buddies Step 2 and Alison's Letterland Child Care Centre.

Baby Buddies Step 2 guarantees your child a place at 'Alison's Letterland Child Care Centre'. You may obtain information about 'Alison's Letterland Child Care Centre' from Baby Buddies Step 2 and attend a free trial class at the centre.

Alison's Letterland Child Care Centre is an International pre-school, registered with the EMB and Welfare department of Hong Kong. The centre follows the 'Early Years foundation stage' as used in UK Nursery and primary schools, the curriculum will prepare your child for International Primary school.

The centre has an excellent reputation of being a very friendly and caring school.

It is a pleasure to welcome you and your child to Baby Buddies Step 2

Alison

The Curriculum at Baby Buddies Step 2

The curriculum at Baby Buddies Step 2 is continued from the Baby Buddies curriculum and also includes part of the curriculum from the Minnie Mouse group at Alison's Letterland Child Care Centre. This is to provide a stimulating curriculum related to 2-3 years old, but allowing you or your helper to accompany your child to the class, for those of you who are not yet ready to send your child to school by themselves.

The curriculum covers a more in depth introduction to the 'Early Years Foundation Stage', which your child will continue to follow at 'Alison's Letterland Child Care Centre'. The Early Years Foundation stage is used in all U.K Nursery and Primary Schools.

The Early Years Foundation stage is based around the following areas of development:

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

Throughout each class we provide activities to develop all of the above skills through fun, confidence, choice and encouragement.

I cannot state to you strongly enough the importance of your child being encouraged to develop all areas of their development.

Many of the activities are focused on developing your child's social skills, which are the most important to ensure that your child has an easy transition to Alison's Letterland Child Care Centre, or alternative pre-schools.

Our daily time table is an essential part of your child's routine and we use 'Traditional Baby Buddies Step 2 songs' to aid your child's understanding of which activities they will be participating next.

You and your child will work through topic activities, which continue over a two month period.

Alternative activities include a language and literacy programme, based on the Letterland phonic syllabus and Write Dance, the Ten Town mathematical programme and basic science skills.

Weekly teaching plans are available for your viewing in the classroom, along with a topic web, explaining how each activity is related to your child's developmental areas.

Your child's development will be recorded into a small 'progress chart', presented to you twice a year at parents evenings and days. The 'Progress chart is related to The Early Years Foundation stage and 'Play in Early childhood' by doctor Mary D Sheridan.

Newsletters are presented to you every two months, along with our new topic songs. The newsletters will inform you about all of the fun and interesting activities you and your child will be participating in, don't forget to record any of our spectacular special events into your diary.

Newsletters, topic songs and weekly teaching plans are available for your viewing on our web site www.letter-land.com

I guarantee that you and your child will not only learn a lot from our programme but also be very happy and have lots of fun with us.

The daily routine at Baby Buddies Step 2

Monday- Saturday Class

Free Play Time

Personal, social and emotional development

The Playroom is attractively set up with a variety of toys for your child to play with. Free playtime is a very important part of the session, your child will be able to choose activities by themselves, making their own decisions about what they would and wouldn't like to play with. Your child will be learning to take turns and share with their peers, playing alongside each other and occasionally interacting. The activities at free playtime include:

Home corner, Jigsaws, Threading, Construction materials, Cars, Train Set, Free Art, Coloring, Board Games, Shape Slotters, Books, Sand Tray.

At tidy up time your child will be encouraged to help the teacher to tidy away the toys. Lots of the children, who have previously attended baby buddies will be familiar with our ' Now it's time to tidy up ' Anthem!

Monday- Saturday Class

Good morning

All areas of the Early Years Foundation Stage

A group circle time for everybody to join in, to learn and have lots of fun doing so.

'Good Morning to you, 'Good Morning to you...' Does the song sounds familiar? Another one of our traditional songs, also sung at Alison's Letterland Child Care Centre and Baby Buddies. The song is sung and each child is greeted individually by the group.

Practical activities during 'Good morning' time will be related to our daily theme. These will include songs, flash cards, group discussions and practical experiments.

Monday- Saturday Class

Lunch Time and Toilet Time

Personal, social and emotional development

Lunch time at Baby Buddies Step 2 is always a joy to observe and is a great teaching aid for those children who find lunchtime a struggle.

You are requested to provide your child with a small lunch, such as a sandwich, rice, noodles etc. Baby Buddies Step 2 does have a microwave to reheat your child's lunch and will provide your child with juice or water.

As part of our social skills development programme your child will be provided with their own individual 'place mat' with their name clearly printed. It is also a great teaching aid for your child's name recognition.

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 Baby Buddies Step 2.

Small potties are provided for those children toilet training. Your child observing their peers using the potties can be great encouragement for your child if they have just started toilet training.



Activity Time:

All of the activities during our activity times at Baby Buddies Step 2 are based around the Early Years Foundation Stage

They include practical and academic activities, however at such a young age it is essential to understand that your child will learn just as much through any practical activities as they will through any academic set tasks.

Monday/ Thursday and Friday class

Mathematics and science/knowledge and understanding of the world

Your child's class teacher will have a variety of activities related to the above developmental skills. These will include:

- Art and crafts- related to our topic
- Textile experiences
- Number recognition related to the Ten town syllabus
- Colour and shape recognition
- Science experiences
- Cooking activities
- Individual colouring books related to the Ten Town syllabus, shapes and colours


Tuesday/ Wednesday and Saturday class

Language and literacy development

Our language and literacy programme is based on the Letterland phonic syllabus and the Write Dance programme. It is amazing how quickly your child will begin to recognize the letters of the alphabet and express themselves during physical and creative activities related to the Write Dance programme.

There is more information about both of the language and literacy activities enclosed in the information booklet for your viewing.

The activities will include:

- Art and crafts
 - Physical exercise and actions
 - Letterland activity books
 - Practical Letterland experiences
 - Story books
 - Book bags
- 

Monday- Saturday Class**Physical play time****Physical development**

Physical play time is always so much fun for both you and your child and such an important part of your child's development

The physical play activities include:

- Action songs
- Exercise class
- Parachute activities
- Obstacle courses
- Physical activity set
- Dancing

Monday-Saturday Class**Story Time****Language and literacy development**

A time to quieten down before your child goes home. A couple of stories will be read to the group and our traditional 'Good bye' song will be sung.

As part of our assertive discipline plan used at Baby Buddies and Alison's Letterland Child Care Centre, we will sing 'Twinkle, Twinkle Little Star' at the end of each class and your child will be rewarded a sticker with 'Good boy' or 'Good girl'.

Extra Facilities

Picnics in Victoria Park and Park and JC Place playground

Twice a year Baby Buddies Step 2 Tin Hau and Sheung Wan visits Victoria Park along with their friends from Baby Buddies

Baby Buddies Step 2 Tuen Mun visits the playground at JC Place along with their friends from Baby Buddies

The visits include a picnic snack, physical play and a group singing time, when we attract a lot of attention to ourselves

Special Events

There is always a special event taking place at Baby Buddies Step 2. Whether it be related to our topic work, such as a farm day for a farm topic or a traditional celebration such as Christmas or Chinese New Year. The special events will always be stated in the newsletter presented to you every two months. Please ensure that you mark down any special events in your diary, as your child may be required to 'dress up' for the special event or bring in a special snack.

School photographs

Once a year a professional photographer visits Baby Buddies Step 2 and takes group and individual photographs. The photographs are a lovely memory for both you and your baby.

Computer

Now back at Baby Buddies Step 2. Your child will have the chance to have the first contact with a computer and a mouse.

Website

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 website 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 website

Detailed Information about activities at Step 2

Art and crafts

The art work is related to the Letterland syllabus, topic for the term, festive activities, textile and science activities, the Write Dance programme. Children love to paint and stick. Not only are they learning things like pre-writing skills and space awareness, but they thoroughly enjoy the activity and the praise given to them for the end result. It is so important that we all remember it is the time and effort your child has put into the activity, not the end result that matters. Your child's art and craft will be attractively displayed around the playroom.

At the end of every two months your child's Letterland and Write Dance art and craft work will be attractively presented to you in a language and literacy folder.

Textile and cooking experiences

Time to get in a mess and learn so much too! Textile experiences are so important for pre-school teaching. They are learning what a material will and will not do, mathematical and scientific skills too and developing language skills. It is also great for a child's self-esteem as there is no right or wrong way of playing with textile materials.

Texture activities are always set up during our mathematics and science sessions. These will include:

- Corn Flour
 - Dried Pasta,
 - Noodles in Water
 - Noodles in Paint
 - Finger Painting
- and many more messy activities.

Once a month your child will have the opportunity to participate in a cooking activity related to the topic for the term and for special occasions. Cooking is a lot of fun and a great mathematical and scientific experience for your child.

Science

Science themes are introduced to aid your child's knowledge and understanding about the world around them. A different theme is introduced every two months, the themes will be presented for your viewing in the newsletter.

The themes are related to activities such as:

- Life cycle
- Our world
- Our bodies
- Mathematics
- Seasons

Ten Town Syllabus

The Ten Town syllabus gives your child a fantastic introduction to their numbers from 1-10. Your child will be introduced to some fun new friends such as Tommy Two and Eric Eight. Baby Buddies Step 2 provides your child with their own individual activity book to complete. We follow the same philosophy with all of our academic activities 'Your child will learn just as much from any practical experience as they do from an academic activity'. It is essential that your child is not forced to complete any academic work. We will encourage your child and eventually they will have the confidence to complete set tasks.

Practical number activities will always be available such as jigsaw puzzles, matching games and all of our messy textile and scientific experiences.

Colours and shapes

Colours and shapes are everywhere in your child's daily routine. Always remember to point these out to your child and use colour recognition just simply when your child is playing with activities such as construction sets.

Once again your child will be provided with his/her own individual activity book related to 'Shapes and colours', following the same philosophy.

The practical activities are endless, just a few for your reference will include shape slotters, matching boards and flash cards.

Letterland Syllabus

I cannot express strongly enough what a wonderful and rewarding syllabus Letterland is to teach. Even for children so young it won't be long before your child will be recognizing letters such as Annie Apple and clever Cat. The syllabus is an ongoing course and will help your child with their future reading and writing skills, the syllabus is also used at Alison's Letterland Child Care Centre. I know that you will enjoy learning all of the new characters along with your child.

Book Bags

Each week your child will have the opportunity to bring home their book bag. In the book bag there will be a 'Letterland' book for you to share with your child at home. The book is returned the following week to exchange for a new one. Young children love to read and look at books and this is an ideal opportunity for you to share this experience with your child and give them a head start in reading skills. Please do take care of the books.

Write Dance

At Baby Buddies Step 2 your child will have a very simple introduction to the Write Dance programme, also followed at 'Alison's Letterland Child Care Centre'.

We love the Write dance sessions and they are always a lot of fun for all involved.

The Write dance programme 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 programme is divided into three steps:

- Listening to the music, related to the theme, along with imaginary commentary from your child's class teacher
 - Music and movement activities related to the theme
- Creative art activities related to the theme

Regulations

The rules and regulations at Baby Buddies are all for your child's benefit and consideration to the class teacher. If your helper will be supervising your child at Baby Buddies please inform her clearly about the regulations, thank you.

Arrival time and Absence

The door will open for Baby Buddies at the following times:

- 9AM, 11:15 AM; 2 P.M;

Please ensure that your child arrives at Baby Buddies within the first thirty minutes of their class throughout free play time. Please also ensure that you phone Baby Buddies if your child will be not be attending their class, or leave a message on the answer machine.

Mobile Phones The use of mobile phones is prohibited throughout the class. We do have a telephone at Baby Buddies that can be used for outgoing and incoming calls.

Changes of Classes If you wish to change your child's class please inform us before the beginning of the month. We will not be able to change your child's class in the middle of the month, changes can only be made if spaces are available.

Languages Please speak in English at Baby Buddies, it is very confusing for the children to hear different languages around them.

Helpers Workshop Helpers are welcome to all our classes at Baby Buddies, it is great to have a mixture of parents and helpers. Your helper can observe and learn from all of the new activities at Baby Buddies and follow them through at home with your child.

Registration Fee

You are required to purchase a Baby Buddies Polo shirt when you register your child. The polo shirt can be worn to the class and must be worn for any special events and outdoor visits.

The cost of a polo shirt is HK\$ 100

Adult and Child ratio

We only accept two adults to attend the class with their baby. This rule is only changed if you have made special arrangements with your child's class teacher, such as Grandparents visiting from overseas.

Siblings

We do not accept any siblings to attend the class with your child, if any siblings arrive at Baby Buddies you will be requested to leave the class.

This rule is only changed if you have made special arrangements with your child's class teacher.

Discipline

We do not accept for any child to be smacked by parents or helpers during their classes with us at Baby Buddies.

If you would like advice about assertive discipline methods please don't hesitate to ask your class teacher

Participating in activities

We request for all parents and helpers to join in all of the activities at Baby Buddies. And to follow all instructions from the class teacher.

Typhoon and Rainstorm Warnings

Baby Buddies does not operate during the following weather conditions:

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

Please observe the weather conditions before leaving your home. If the above signals are hoisted throughout the classes you will be required to take your child home.

Fee's and Registration

You are required to complete our forms when you register with Baby Buddies.
We offer you one trial class free of charge to view our excellent facilities.

School Registration Fee:

One of Registration fee HKD 100
(Includes Polo Shirt School Uniform)

School Fees:

Baby Buddies

Once a week: HKD 600 a month
Twice a week: HKD 1,200 a month
Three times a week: HKD 1,800 a month

Step 2:

Once a week: HKD 750 a month
Twice a week: HKD 1,500 a month
Three times a week: HKD 2,200 a month

Tiny Tots:

Once a week: HKD 600 a month
Twice a week: HKD 1,200 a month

School Deposit:

Baby Buddies HKD 1,200
Step 2 HKD 1,500
Tiny Tots: HKD 1,200

You must give Baby Buddies one month's written notice to withdraw your child.
(The months notice must be one calendar month, your child can not withdraw in the middle of the month.) If one month's written notice is not given your deposit will not be refunded to you. You will be issued with an invoice at the beginning of each month, fees must be paid on receipt of the invoice.

As not to cause any confusion with school fee payments at Baby Buddies all school fees must be paid by cheque from January 2008.

All cheques are to be made payable to "*Baby Buddies LTD*"

You must still pay your child' fee if he/she is absent and throughout the school holidays.

Baby Buddies is closed on all public holidays, one week for October half term / two weeks for Christmas, one week for Chinese New Year and two weeks for Easter.

Baby Buddies Step 2 Time Table

Monday to Saturdays...

Classes Available!

Once a week: Saturday Class Only

Two times a week: Tuesday and Thursday
Monday and Wednesday
Wednesday and Friday

Three times a week: Monday/ Wednesday and Friday

Or you may choose two week days and add Saturday as an additional class.

	M	TU	W	TH	F	S
TINY TOTS (2PM-4PM)					X	
BABY BUDDIES (9AM – 11AM)	X	X	X	X	X	X
BABY BUDDIES (2PM – 4PM)	X	X	X	X	X	X
BABY BUDDIES (11:15AM – 13:15PM)						
STEP 2 (9AM – 11AM)						
STEP 2 (2PM – 4PM)						
STEP 2 (11:15AM – 13:15PM)	X	X	X	X	X	X

Free Play Time	25min
Good Morning Time	20min
Lunch Time / Toilet	15min
Activity Time	25min
Physical Playtime	15min
Story Time	15min



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NOTES:



LOCATIONS:

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