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# POLICY HANDBOOK 2023

## MISSION STATEMENT

Educating Children, Enriching Lives, Making a Difference and Commitment to Excellence

### SYLLABUS:

1) NERDC / UNICEF CURRICULUM

2) APPROVED NATIONAL CURRICULUM  
FOR NURSERY SCHOOLS

### EDUCATIONAL PROGRAMS

❖ Pre-School Programs:

- ✓ Playgroup
- ✓ Preparatory Class
- ✓ Pre-Nursery – KG 1 & KG 2
- ✓ Nursery One
- ✓ Nursery Two
- ✓ Pre-Basic

**Note:** This is a performance-based classification.

**Certificate would be issued upon the successful completion of Nursery Education.**

### EXTRA CURRICULAR PROGRAMS:

- ❖ Celebrating Birthdays, Valentine's Day, Children's Day, Easter Egg Hunt etc.
- ❖ Teaching children to plant vegetables
- ❖ Food and Nutrition
- ❖ Naps and Quiet Time
- ❖ Helping children learn toilet habit
- ❖ Use of toys and Proper toys handling
- ❖ Creative Arts
- ❖ Games and Sports

## **PROGRAM OF ACTIVITIES**

### **A. Exploring the Environment**

- ❖ Starting with children's interest
- ❖ The way children see things
- ❖ Pictures as resources
- ❖ Way of handling pictures
- ❖ Moving pictures and records
- ❖ Television as an Environment



### **B. Importance of Art for Children**

- ❖ Drawing
- ❖ Painting
- ❖ Finger painting
- ❖ Variety in Art materials
- ❖ Clay
- ❖ Play dough
- ❖ Sand play
- ❖ Art Projects
- ❖ What to do with Children's Artworks
- ❖ The Teacher's Artistic Talent



### **C. Science Experiences for Children**

- ❖ Using common encounters with nature to teach science
- ❖ Facts versus concepts
- ❖ Abstract concepts
- ❖ Children's uninhibited interest in Physiology
- ❖ Children's learning in sensory and personal
- ❖ Experience in Botany



### **D. Music and Rhythm in School life**

- ❖ Song and Dance
- ❖ Children Love Movement
- ❖ From Motion to Song
- ❖ Discovering possibilities within oneself
- ❖ Dramatization
- ❖ Sound
- ❖ Listening to Music
- ❖ Singing
- ❖ Teaching songs to children
- ❖ Good songs for Kindergarteners
- ❖ Controlling for freedom



### **E. Mathematical Experience in Early childhood**

- ❖ The need for order
- ❖ Math concept in practice
- ❖ Spontaneous learning
- ❖ Special materials

### **F. Problems and Pleasures of Outdoor Play**

- ❖ Physical Exercise – Bicycle Ride, Ball Games, Field Games, Sprints, Throws, etc.
- ❖ Elements in outdoor activities
- ❖ The outdoor and the unexpected
- ❖ Handling of Playgroup equipment

### **G. Room Arrangement and Organization**

- ❖ Allowing for many choices of activities
- ❖ Allowing children to participate in Room Arrangement

- ❖ Self-care Routines
- ❖ Emergencies

#### **H. Meaning of Discipline**

- ❖ Behaviour that calls for discipline
- ❖ Disagreements
- ❖ Guidance as opposed to Domination
- ❖ Discipline as Teaching

#### **I. Parents and Teachers can learn from each other**

- ❖ Orienting Parents to FHCC
- ❖ Getting to know Parents
- ❖ Conducting Parents round the facilities
- ❖ Visiting the Home
- ❖ Importance of the whole family
- ❖ Knowing the Child
- ❖ Giving Advice
- ❖ Special Problems
- ❖ Accepting the Enrolment & Agreement
- ❖ Looking forward to good relationship



#### **PLAYGROUP**

#### **J. The nature of play**

- ❖ Play & Discovery, Reasoning and Thought
- ❖ Play as a Bridge to social relations
- ❖ Play as Emotional equilibrium
- ❖ Play and Personal needs
- ❖ Play and Emotions

#### **K. Play in the curriculum**

- ❖ Play reflects the dimensions of experience
- ❖ Helping children's play to be meaningful
- ❖ The Role of materials
- ❖ Play dough
- ❖ Sand play
- ❖ Art Projects
- ❖ What to do with Children's Artworks
- ❖ The Teacher's Artistic Talent



#### **PREPARATORY / PRE NURSERY**

#### **L. Block Building and Woodworking**

- ❖ What Kindergarten Blocks Are
- ❖ Appeal of Block Building
- ❖ How Blocks help children to understand the world
- ❖ Mathematical concepts gained from Block Building
- ❖ Science Learning in the Block corner
- ❖ The meaning of Block building to a child
- ❖ Block building social relationships and Cooperation
- ❖ Practical relationship of woodworking to other activities

#### **NURSERY CLASS**

#### **M. Exposure to Literature**

- ❖ Young Children and Literature  
This is strictly dependent on Teacher's feeling for Books & Additional Titles on Special Aspects of Experience
- ❖ Availability of large collection of kiddies books in our kids' library
- ❖ Story Telling

## **N. Reading & Writing**

- ❖ What is Reading?
- ❖ What Learning to Read involves
- ❖ What Readiness for Reading means
- ❖ Strengths necessary for Reading & Writing

### **HEALTH POLICY**

The management of FHCC is introducing illness notification policy which requires Parents to keep their children at home in different health conditions:

- ❖ Children with the following kinds of illnesses: Vomiting, temperature above 38°C, diarrhea, ear ache, severe headache or stiffness in the neck.
- ❖ Children afflicted with lice, chicken pox, mumps, measles, meningitis, impetigo (skin infections) and pneumonia should stay at home to avoid spreading the infections to other children.
- ❖ If your child has any of the above symptoms or illnesses, you are required to notify FHCC as soon as possible.
- ❖ The child won't be allowed to return to attend the program until he/she is certified symptom-free by a medical practitioner for 24 hours.



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