

**2022-2023**

**AIS**

**Preschool  
Program**



**Parent Handbook**

(This Handbook is designed for the normal school schedule)

# Ashgabat International School

## AIS

### Preschool Program

#### AIS Belief Statement

We are an American-style, child-centered program where young children from around the world are immersed in an English language rich, developmentally appropriate learning environment. We believe that parents are a child's first teacher and are integral to their child's school success. We believe both QSI's mastery learning system and a developmentally appropriate approach to learning are perfectly matched to create a child's first school experience.

#### Vision

Ashgabat International School's Preschool Center is committed to being the leading English language immersion program, created for our youngest learners, available in Turkmenistan. As an early learning center, teachers are able to collaborate to create learning experiences which help the students learn and grow as well as foster a life-long love of learning.

#### Goals

- Begin a child's school experience by instilling a love of learning.
- Foster connections between the school and families.
- Create a developmentally appropriate preschool environment.
- Provide a hands-on, exploratory, language, play-based learning program.

#### English Language Learners

For some preschoolers attending AIS, the Preschool Program will be their first experience with the English language. Our Preschool Program is staffed with teachers who speak English, Russian and Turkmen. We utilize the expertise of our AIS staff in order to support the needs of all of our represented nationalities and non-English speaking families and students.

#### Age for Entry into Preschool

- To enter the 2-year-old class, a child will have completed 2 years of life no later than 31 October of the current school year.
- To enter the 3-year-old class, a child will have completed 3 years of life no later than 31 October of the current school year.
- To enter the 4-year-old class, a child will have completed 4 years of life no later than 31 October of the current school year.
- To enter the 5-year-old class, a child will have completed 5 years of life no later than 31 October of the current school year.

#### Entry Requirements for AIS-Preschool in the 2 YO Program

## **Entry Requirements for AIS-Preschool in the 2-4 YO Program**

Children who meet the age entry requirement must also be toilet trained (out of diapers) prior to beginning school. Toilet trained is defined by the following: the child is independent in caring for his/her toileting needs. Students must be able to indicate to an adult the need to use the toilet. Students who do not meet the toilet training criteria can be placed on the class list and begin school once toilet training requirements are met. We understand that accidents occur, and parents are required to have a full change of clothing at school in case of accidents.

## **Curriculum**

The AIS-Preschool is designed to engage the child in his/her first formal school experience. The program consists of a yearlong program based on 9 thematic units. AIS teachers collaborate and use a variety of resources to create an exciting, hands-on approach to learning. Frog Street curriculum by Frog Street Press featuring Becky Bailey's Conscious Discipline and Steve Spangler's Science is a research-based developmentally appropriate program which incorporates education of the whole preschool child through multiple components. The components for each themed unit includes: Language/Literacy, Mathematics, Science/Social Studies/Health, Gross Motor Development, Fine Motor Development, Fine Arts, Social/Emotional Development and Independent/Help.

Phonemic awareness is essential to reading readiness. The Preschool uses a variety of programs including Jolly Phonics to supplement the Frog Street curriculum, as well as teacher experience, training, and knowledge to create a print and language rich environment.

## **Expectations/Expected outcomes**

We believe each child is unique. In the early childhood years, children develop at different rates. It is important to remember that the majority of children reach developmental milestones within a range of time, not at the exact same time or age. The following are suggested expectations. Many considerations such as English language learners can delay the acquisition of some developmental milestones.

### **2-year-old expectations by the end of the year:**

- The students will be exposed to number and shape identification, letter identification and sounds of the alphabet but are not expected to master these skills

### **3-year-old expectations by the end of the year:**

- The students will be exposed to number and shape identification, letter identification and sounds of the alphabet but are not expected to master these skills. The students will be introduced to and practice the correct formation of upper case letters.

### **4-year-old expectations by the end of the year:**

- The students will master number identification, letter identification and sounds of the alphabet. The students will practice the correct formation of upper case and lowercase letters.

## Essential Units

The thematic units are designed to engage the child in his/her first formal school experience. The following Frog Street curriculum unit themes are examples of many of the themes in which AIS students will be engaged throughout their preschool experience.

## Frog Street by Frog Street Press, Themed Units

<b><u>Essential Units:</u></b>	<b><u>Essential Units:</u></b>
<b>E01 Theme 1 – My School &amp; Me</b> <ul style="list-style-type: none"><li>• This Way to PreK</li><li>• Physical Me</li><li>• My Senses</li><li>• I Think, I Feel</li></ul>	<b>E06 Theme 6 – I Build, I Create</b> <ul style="list-style-type: none"><li>• Construction Terms</li><li>• Tools and Machines</li><li>• I Can Build</li><li>• I Can Create</li></ul>
<b>E02 Theme 2 – My Family &amp; Friends’ Families</b> <ul style="list-style-type: none"><li>• Friends and Homes</li><li>• Families and Pets</li><li>• Community</li></ul>	<b>E07 Theme 7 – Things that Move</b> <ul style="list-style-type: none"><li>• I Move</li><li>• Travel</li><li>• Transportation</li><li>• Mysterious Movers</li></ul>
<b>E03 Theme 3 – Giants</b> <ul style="list-style-type: none"><li>• Big and Little</li><li>• Nature’s Giants</li><li>• Giants Made by People</li><li>• Make-Believe Giants</li></ul>	<b>E08 Theme 8 – Animals</b> <ul style="list-style-type: none"><li>• Farm Animals</li><li>• Zoo Animals</li><li>• Bugs</li><li>• More Bugs</li></ul>
<b>E04 Theme 4 – Choices</b> <ul style="list-style-type: none"><li>• I Make Choices</li><li>• Healthy Choices</li><li>• Healthy Habits</li><li>• Problem Solving</li></ul>	<b>E09 Theme 9 – Changes</b> <ul style="list-style-type: none"><li>• Changes in and Around Me</li><li>• Earth Changes</li><li>• Nurturing Earth</li><li>• Before and Now</li></ul>
<b>E05 Theme 5 – Stories &amp; Rhymes</b> <ul style="list-style-type: none"><li>• Nursery Rhymes</li><li>• Traditional Tales</li><li>• Ballads and Fables</li></ul>	

## Selective Units- are used to support the 9 Essential Units

### Daily Schedule (Half Day - Morning Program)

The AIS-Preschool program has been developed to be flexible. All AIS-Preschool classes will contain the following elements:

- Meeting/Circle Time – Introduces children to the daily content focus through the Big Idea.

- Story Time – Uses program literature to help children build and extend content knowledge.
- Snack Time – A nutritious snack is served family dining style.
- Literacy Time and Math/Science Time – Uses small group lessons to teach key concepts before children transition to Centers.
- Interest Learning Centers – Uses the areas in the room (example: dramatic play, blocks, water table) to be transformed to contain theme specific resources.
- Play-Based Learning – Children will participate in indoor and outdoor physical activities that support lesson concepts.

### **Daily Schedule (Full Day - Afternoon Program)**

In addition to the morning schedule the Full day preschool will contain the following elements:

- Snacks & Lunch Family Dining Style – Eating together in a family dining experience encourages the children to interact with each other while sharing a meal. Students will be encouraged to serve themselves and practice proper use of utensils.
- Outside Playground – Students will engage in healthy outdoor gross-motor play including using bikes and tricycles and age appropriate playground equipment multiple times throughout the afternoon.
- Sensory Activities – Students use their senses to explore and learn about the world. Sensory activities encourage this by providing different kinds of materials for the children to touch, smell, see, and hear.
- Story Time – Uses program literature to help children build and extend content knowledge.
- Quiet Time – Each day a time is set aside for children to have the opportunity to rest quietly.
- Science – Uses extension activities and experiments to introduce children to science concepts.
- Play-Based Learning – Children will participate in indoor and outdoor physical activities that support lesson concepts.

### **Classroom Design**

Each classroom is designed to foster a child's natural curiosity for learning. Interest learning centers are created within each classroom to allow the students to focus specifically within each designated area such as; dramatic play, sensory table, blocks, puzzles, art. All classrooms are equipped with early learning equipment such as child sized chairs, tables, toys, books, shelves, water-table, kitchen and dramatic play structures.

### **Assessment**

AIS-Preschool teachers will use a progress report form created by QSI to inform parents about their child's growth. Progress reports are completed by the AIS Preschool teachers three times per year.

## Center Norms

- The afternoon full day preschool is an extension of the themes and learning from the morning session. It is designed to be more hands-on and play based to accommodate the needs of a full day preschooler.
  - Part-time Morning class times 8:15a.m.-11:45a.m. ◦ Full-day Preschool continues from 12:00p.m.-3:59 p.m. on Mon., Tue., Thur., Fri. and from 12:00am-3:41p.m. on Wednesdays.
- Lunch is provided for full-time preschool students. Parents are responsible for the cost of lunches. Parents who do not purchase the school lunch for children will need to pack a lunch and snack.
- Morning snack is at 10:00.
- Parents are expected to bring their students to school and pick them up on time and in accordance with the published schedule.

## **Curriculum**

- Thematic content will be created for each term (three terms per year) and will change bi-weekly to weekly depending on the theme.
- The curriculum is developed by a team of Quality School International teachers and is reviewed every seven years. The school renewed the preschool curriculum in 2019-2020 school year.
- Learning objectives, called TSW's (The Student Will) are created for all levels of students 2 YO, 3YO and 4YO students.
- Teachers and paraprofessionals will work in a collaborative manner to plan engaging themes, lesson plans and create a repertoire of shared materials. ◦ Evaluations/progress reports will be conducted three times per year.
- Preschool curriculum may also include curriculum delivered by a teacher who specializes in a specific subject such as music, library and Physical Education.
- The ***Keeping Safe*** curriculum is taught to all children as part of our school's child protection policy.

## **Communication with Parents**

- We believe that parents are a child's first teacher.
- Communication between teachers and parents is vital to student learning and success.
- ***Weekly AIS-Preschool Newsletters*** will keep parents informed of weekly themes, events and learning. ◦ ***What I Did this Week*** are individual forms created by the teacher and the child, to share with the parents the learning activities and TSW's the child completed during the week.
- AIS parent communication board will be established outside of the AISPreschool classrooms. ◦ Classroom bulletin boards will be kept current with the students work for parents to view.
- **Parent Teacher Conferences** will be held two times a year, once in the fall and once in the spring.

- Student progress reports will be presented to parents during Parent teacher conferences and are completed three times a year in conjunction with each term. Narrative reports, a detailed individualized progress report, will be given to parents twice a year in October and June.
- Any health issues such as outbreaks of common childhood diseases will be communicated by an English/Russian letter from the AIS Doctor or Nurses office.
- Toys are cleaned every day, as a part of vigorous safety and health standards.
- Parents will receive an AIS Parent Handbook filled with forms and a packet of information when registering their child at AIS-Preschool.

### **Sample class schedule (Morning)**

$\frac{3}{4}$ YOC	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 -8:30	Tub toys				
8:30 – 8:50	Circle time				
8:50 – 9:30	Literacy centers				
9:30 – 9:45	Snack/Bathroom				
9:45 – 10:10	Playground				
10:15 – 11:00	Math centers				
11:00 – 11:15	Story time				
11:15 – 11:30	Structured play/Language activities				
11:30 – 11:45	Closing activities/ pack up time for going home/ transition to afternoon full-day preschool				

### **Sample class schedule (Afternoon)**

$\frac{3}{4}$ YOC	Monday	Tuesday	Wednesday	Thursday	Friday
12:00 -12:30	Lunch				
12:30 – 13:30	Nap time				
13:30 – 13:50	Snack/bathroom time				

13:50 – 14:10	Outside time
14:10 – 15:00	Learning center play/ Language activities
15:00 – 15:15	Story time
15:15 – 15:30	Free play
15:30 – 15:45	Closing activities/ pack up time for going home
15:59 MTTHF	Dismissal
15:41 Wed	Dismissal