Pedagogical Plan

 True Colors Delft



COLORFUL AND CONNECTING

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# Introduction

True Colors Delft (TCD) is located on the Technical University (TU) campus. TCD works closely together with the International School Delft (ISD), which is located at the same address. TCD has 4 childcare groups, 2 preschool groups and 2 out-of-school care groups. Within the daycare we work with 2 vertical groups and 4 horizontal groups. By ‘vertical’ we mean that children between the ages of 0-4 are grouped together. With horizontal groups, we mean baby (0-2 years) and preschool groups (2-4 years). We have 2 baby groups, 1 preschool group for the whole day and one 1 preschool group for half a day. The out-of-school care groups have space for 20 children each, 1 group takes care of children between 4 – 7 years and the other one for children between 7-12 years.

# A different approach

TCD differentiates from other Stichting Rijswijkse Kinderopvang (SRK) childcare centres, as is True Colors Rijswijk (TCR), by the high number of international children. Parents come from abroad and often do not speak Dutch well, or at all. The pedagogical team therefore often communicates with the parents in English. Our written communication is always in English. The children are frequently brought up speaking two and sometimes even three or four languages.

Bilingual

TCD offers a bilingual approach towards the children. To make sure that the children feel safe, know the structure in this bilingual approach and learn both languages well, we use the “one person, one language-approach”, I.e. we have teachers who only speak English with the children, and teachers who only speak Dutch with the children.

For children who are being brought up with a language other than English or Dutch, we use referring objects and pictures of activities, so that they still know what is about to happen. This method is used in particular during the settling-in period, after which time the child will have picked up essential words of the new languages.

Research has shown that a child is able to learn several languages at the same time. We, therefore, encourage parents and guardians to speak their native language with their child. This enables children to learn new languages on the foundation of the structure and grammar of the first language.

Parents sometimes have expectations for childcare based on what they know from their country of origin. This may differ greatly from the way things are done in the Netherlands. It is therefore important that we inform parents about how things work within the Dutch childcare system, but also to be open to good ideas from other countries. Listening and showing our understanding are both very important.

A relatively high number of children attend TCD for 4 or 5 whole days per week. The role of the pedagogical team in their upbringing is therefore greater and more important. We can also play an important part providing additional support raising the children, where parents have a limited social network.

Another difference in culture is with respect to meals. A large section of our parents have indicated that they would appreciate more extensive and varied meals and preferably a warm lunch. We therefore provide a warm lunch every day of the week.

On the other hand, TCD is also a normal childcare centre where a pedagogical team cares for children and stimulates them on their journey towards becoming independent individuals. In spite of its differences with other childcare centres, TCD also works within the SRK pedagogical vision.

# TCD Pedagogical Vision

In drawing up our pedagogical vision, we took inspiration from different streams of thought in the pedagogical field. The International Baccalaureate® (IB) Primary Years Programme (PYP) reflects in many aspects the way we see children (‘child image’) and how we think about nurturing and developing children. The International School Delft is a certified PYP school. In 2020 the teams from True Colors Childcare will follow a workshop of two days, given by IB certified teachers. After that True Colors will be the first day care centre, who works with this program for children as of 2 years old.

## A Our child image

From the start, children have their own ideas and emotions but they do not yet have the physical and cognitive opportunities to express these ideas. For this, they therefore depend on the support of their carers. Every child is different and has its own needs and interests. In order to meet these needs, we believe it is important to discover what the children know, feel and think, by listening to them and observing them.

## B Nurturing aims

*Emotional safety*We want children to feel safe with our teachers and in the group with the other children. Only then will a child play and go off to discover. This is why we place a lot of attention on reacting sensitively to the signal a child gives.

*Character development and independence*Giving children the room to discover for themselves, to do and to play, increases self-confidence and enables them to learn who they are. Ultimately, this will have a positive effect on their self-confidence and self-image. We place the emphasis on the process and not on the product.

*Social and emotional development*At the child care centre, children learn to wait their turn, help each other, work together during play, and to celebrate together. We pay considerable attention to emotions that certain situations might invoke, and discuss these together. This way, the children learn how to deal with these emotions in themselves and to respect them in others.

*Passing on norms and values*Values such as equality, affection, caring and respect for each other and each other’s culture and background are important to us. This involves helping one another, listening to each other, singing together, dancing and laughing, and learning to respect equipment, nature and everything that lives. We pass this on to the children through ‘modelling’ (setting a good example) and by talking and explaining a lot.

## C ‘Third Culture Kids’

Many of the children who come to the child care centre have come to the Netherlands from a different culture. They have had to get used to a different environment, different people and different customs. The way in which young children deal with these kinds of changes depends completely on their temperament and ability to adjust. The wellbeing and further development are influenced by the extent to which the environment and the carer align to this. In this the parent or guardian is the main player. After all, they know their child best! This is why we believe close cooperation with parents and guardians is extremely important.

We do recognize, that our children are part of another culture(s), while, at the same time, being in the process off adapting in the Dutch culture. Thus we choose to respect that and to make it an asset for them, instead of forcing to fully conform to the new setting.

In order to achieve this, we give value to different aspects of their cultural background, like their language, customs, traditions. Some examples are: we celebrate special events of different cultures (e.g. Divali and Chinese New Year). We encourage them to share words in their native language or to sing their songs and we show interest in their home country/relatives. In that way, we contribute in making their differences strengths and points of connection with each other.

## D Settling in

Two weeks before the starting date, the teachers will make an appointment with the parents for an intake interview. In this interview they set two dates for the child to settle in. We start with a couple of hours and build that up. Have faith! Some children need more time than others before they completely are safe and settled. Do not lose faith in your child and the teachers. They are the professionals and they are there to support you and your child.

## E Preparing children for school and the PYP

We work with the themes that are used within the Primary Years Program (PYP). This programme is used within the ISD and makes the transition for toddlers to school easier. PYP is an experience-based programme in which children learn by experiencing.

**PYP themes**

The PYP themes are:

* Who we are
* Where we are in time and place and time
* How we express ourselves
* How the world works
* How we organise ourselves
* Sharing the planet

**Skills**
At True Colors Delft we work on the same skills as the ISD does, only then for children aged 0-4 years. Through our themes and activities we work on
Social skillsChildren will play and explore together, they’ll learn to work together and to respect others. They learn how to resolve conflicts, to wait for their turn and to complete a task together.

Communication skills

Children learn to increase vocabulary, to listen to each other and how to expres their ideas and own feelings.
Self-management skills

Children develop cross motor skills and fine motor skills. They will learn about organisation and recognising and following routine

Research & thinking skills

Children learn about how to formulate questions, observe and model

Each theme lasts 10 weeks. During the themes we offer a varied range of activities, appropriate to the age and interests of the children. The 9th week is the end week of the theme, with on the last day a spectacular ending, like a party or a play or a gallery. In the 10th week we finish the theme together with the children and talk about what we have learned.

**Learner profile**At TCD we also work with the PYP ‘learner profiles’. This is what we stimulate the children to be. The children are exploring what the learner profiles mean in all kinds of different ways. Per theme, we use two learner profiles. We incorporate the learner profiles in the activities we do and in the conversations we have.

**School visits**
When children are going to ISD, when they turn 4 years old, the teachers already go with them to the school, when they are 3 years old. To show them what their classroom looks like, to meet the teachers and the children in order to make the transition easier for them. Of course we also fill in the transition form from the nursery and, if parents agree to it, pass this on to the ISD.

We also occasionally visit the school and the older children from school are reading stories to the children from the daycare in their mother tongue.

## F Following childrens’ learning and development

When a child starts at True Colors Delft, one of the teachers of the group will be assigned to be the mentor. The mentor will invite new parents for the intake interview. This way the parents know who the mentor of their child is. The mentor will fill in the summative report which we use to follow the development of the children. The mentor discusses this report with the parents after the settling in period (3 months) and twice a year at the daycare and once a year at the after school care. If he/she notices a child’s development is different to what we would expect, he/she discusses this with her/his colleagues and, if necessary, with the manager or the pedagogical coach.

**Pedagogical coach**

The pedagogical coach is working with the team on our pedagogical method PYP, on how the group spaces are arranged, on our pedagogical material and she is having meetings with the teachers about the children and if a child is special, than she will make an action plan, together with the teachers. Of course this will be discussed with the parents. The pedagogical coach also coaches the teachers on their job and discusses their development. Teachers can also always ask the pedagogical coach for advice or tips. The pedagogical coach has meetings with the manager and also, if necessary with a member of staff from the SRK Pedagogical Work team. We could also advise parents to visit the “Consultatiebureau”, Centrum voor Jeugd en gezin” or other companies for further help.

## G Behaviour management

At True Colors Delft (TCD), we focus on the positive behaviour of children. We compliment them on their accomplishments and social behaviour. We focus considerable effort on preventing misbehaviour. We do this by setting an example, keeping a close eye on the children as they play, and by providing them with the right facilities and surroundings in which to enjoy themselves, so that there is no need for conflict. We also allow the children to feel sad or angry. We try to teach them to deal with this kind of emotions in a positive way.

If a conflict arises, our behaviour management policy is inspired by the principles of restorative practices. Both TCD and International School Delft work with this method. The key idea behind restorative practices is to look at the behaviour or misbehaviour and understand the reasons behind the actions. Once the reasons for the actions have been understood, we can begin to look at who has been affected by this behaviour, how they have been affected and what we can do to restore or repair the damage that has been done.

In this way, the children begin to understand their emotions of being hurt or angry. They also learn to take responsibility for their actions and, together with the teacher and other children, they learn new ways of solving problems together. Below is an example of how this may work when dealing with two children, where we have seen one taking the other’s toy:

*First, the teacher sits down with both children. She takes time to comfort the ‘victim’ and makes sure they are given the opportunity to tell their story and talk about their own emotions****.*** *The teacher asks questions and makes comments such as: “What happened? How do you feel about this? I can see that this has made you cry.” Then, the ‘offender’ is given the opportunity to express why they ‘committed the offence’, and to share their feelings about the incident. The teacher asks questions and makes comments such as: “What happened? How do you feel about this? Look at <the other child> and how they feel about it.”*

*Once this has been done, the offender and the victim (with the help of the* ***teacher) are given the opportunity to*** *come up with a way of repairing the harm done. The teacher asks questions such as: “So you wanted to play with the toy. But she was playing with it first. What can we do to fix this problem?” The result may be to get another toy, or that the ‘offender’ offers a simple apology. The apology may take whatever form the child prefers: it may be a handshake, for example, a hug or a “sorry.”*

The main idea is that both parties are happy with the solution, agree to it, and resume playing with no feelings of resentment or isolation. The relationship is restored, both the victim and the offender have learned something new and are able to put the incident behind them. The children learn to be aware of their own and each other’s emotions and to express themselves verbally.

In addition to this method of restorative practices, in other cases of misbehaviour the children are disciplined by the teacher. She calls the child over, kneels down next them and makes eye contact. She explains what behaviour she would like to see, rather than focussing on the misbehaviour. For example: “*Could you please play with the cars on the floor, instead of throwing them*.” If the child is upset while being disciplined, the teacher first helps them calm down. She acknowledges their emotions and tells them it’s ok. In an emotional state, children are unable to understand the message we are trying to give about their misbehaviour. After talking to the child, the teacher checks that they got the message and that the problem has been solved.

In extreme cases and/or if the misbehaviour is repeated, we use the ‘time-out’ method. In every classroom, we have a place where a child can sit down and think about their misbehaviour. The time they sit there, is their age in minutes, e.g. if the child is 2 years old, they sit there for 2 minutes. After the time-out, the teacher talks to the child about why they were given a time-out, how they felt and what behaviour we would like to see from them. We always end with a big hug and/or an apology. The relationship is restored, and the child has had the chance to think and talk about their actions.

## H Collaboration with the International School Delft

The International School Delft (ISD) is located at the same address as TCD. Together we will provide continuous learning opportunities for children aged 0 - 12 years. As well as regular childcare, TCD also provides the out-of-school care. Both the ISD and TCD attach great importance to experience-based learning. ISD offers the International Baccalaureate Primary Years Programme (PYP) that prepares pupils to become active participants in a lifelong journey of learning. PYP focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

**Within PYP we work on certain skills with the children. Per competence of Riksen Walraven we are also mentioning the skills we work on within PYP.**

# Supporting children within an environment of emotional safety Within PYP we work on the social skills and the self-management skills

**Our approach**
Everything our teachers do is based on creating a sense of safety. Safety not only contributes to a child’s wellbeing, it also forms the basis for other aspects of personal development. A close bond between teacher and child is important for the child to be able to develop. This close bond is formed by the teacher picking up any signals the child gives (sensitivity) and reacting appropriately (responsiveness). This approach ensures the child gets the feeling that the other person understands them and is taking them seriously. We strive to use as many permanent staff as possible to ensure there is always a confidante available. A fixed timetable will enable you and your child to know exactly which teacher will be present that day. In the context of the four-eyes principle, a child in the childcare centre will never be alone with just one teacher in the building. The teacher will give undivided attention to each child on entering and leaving the class. She will show she is glad to see each child. The teacher will also pay attention to each parent. This gives each child and parent a feeling of familiarity. Giving extended information on the child’s sleeping and eating behaviour, telling which activities have been done and what and with whom the child played, all contribute to this.

Babies:

A trusting relationship between the baby and teacher is encouraged by the teacher reacting sensitively to the baby. The teacher does this by making regular eye contact with the baby, naming the actions she carries out with the baby so the baby knows what is happening, and she uses different intonations and a calm voice. The teacher regularly gives the babies individual attention. She will often hold the babies in order to cuddle and rock them. In the group classroom there is a play pen for babies and the babies can also wander around in the group classroom. In a vertical group, the older children learn to look out for the babies.

Toddlers:

We work with a structured daily routine that offers the children security and stability. In the morning we start with circle time. For children who are being brought up with a language other than English or Dutch, we work with pictures of activities, so that they still know what is about to happen. Our pedagogical team not only focusses on the group as a whole, they also recognise the needs of the individual child during changing times, at snack and mealtimes, at bedtime, at times of sadness, and listening to stories about experiences outside of school. Our pedagogical team all follow the same basic rules. Apart from that, every group also has some rules of their own. This provides the children with clarity and supports emotional security. The teachers specifically name a child’s feelings, such as joy or sadness, as much as possible during communication. We believe it’s also important for toddlers to highlight their positive behaviour by praising, clapping or giving stickers. In this way we help them to build their self-esteem. We also use flashcards in the morning to talk about our emotions. That stimulates them to be reflective

Circle time:

Circle time is a popular activity to help develop positive relationships between children. It helps children work on five key skills, with which circle time does work: thinking, listening, looking, speaking and concentrating. Circle time has the following benefits:

* Improved speaking and listening skills
* Increased self esteem
* A sense of community
* An understanding of how their behaviour affects others
* Improved emotional intelligence
* Improved problem-solving skills
* A sense of responsibility
* Improved relationships between children, and between children and their teachers.

In the day care we always start with the good morning song. Afterwards we can do a lot of different things, like talking about shapes, colours, day of the week, read a book, make some music, having a discussion with the children about a certain topic (like the weather for instance and what the children are wearing in this weather), doing some gym or dance or another energy booster. We do circle time no longer than 10 minutes, because the attention span of little children is short.

Afterschool:

We want children to feel welcome and safe with our teachers and with the other children. They can feel appreciated and accepted to be themselves. Only then a child will go off to discover and learn new things. Our pedagogical team reacts sensitively to the children which improves the relationship between the child and the teacher. Sometimes the teachers will join in with the children during the different activities and support the children during their activities. This enriches the children’s play.

With the children from the after school, we focus on positive behaviour and reward them for it. This works very well with this age group.

If children are having a disagreement, we first let the children try to solve it themselves. If they can’t work it out, then we will help them. And if a child is being left out of the group, we talk with the children about why this Is happening and how the children can solve this.

**Collaboration with parents (and other carers/guardians)**

We ask parents to:

• Give time and attention when dropping off and picking up their children.

• Drop off or pick up their children outside the daily programme times (this means before 09.15 o’clock in the morning), or ask the teacher for another time to discuss matters when there will be sufficient time for the child.

• Make time for a conversation twice a year at the daycare and once a year at the afterschool, to discuss the observations of your child. This enables us to align the care and support for your child with your wishes as much as possible.

# Encouraging children to get to know themselves and have or develop self-esteem (personal skills)Within PYP we work on the self-management skills and the research and thinking skills

**Our approach**

Each child has the opportunity and space to experiment with their possibilities according to their developmental phase, speed and temperament. This teaches them their own possibilities and boundaries. The children are also stimulated to develop flexibility and creativity. This contributes to form a positive sense of self-worth in the children.

Babies:Children want to understand the world around them. They learn this by understanding emotions, using senses and finding connections. Our teachers stimulate the babies to play and discover the world around them by offering various activities. Our teachers also like to stimulate the gross motor skills and the fine motor skills. We do that by placing toys around them that they can reach for. They are stimulated to become risk-takers.

Toddlers:
The children are challenged to first try things themselves in all sorts of areas. We do not get involved immediately, but initially let the children experience what they can and can’t yet do, within acceptable boundaries. We attach great importance to experience-based learning. We want to teach children to assess acceptable risks for themselves. Children are encouraged to dress and undress themselves, put on and take off their shoes, butter their bread and go to the toilet. We compliment them when they try to do these things themselves. We name and compliment the child’s positive actions.

Afterschool:Giving children the space to discover for themselves, to do and to play, increases self-confidence and enables them to learn who they are. We do this by letting the children choose which activity they want to do. They are supported in this by the teacher to make sure they make a varied choice. Children should get the chance to make mistakes and try to find solutions to problems, the teachers will support them in this if necessary. We also teach the children to ask the teacher and other children for help if they can’t do something.

Circle time:

Circle time is a popular activity to help develop positive relationships between children. It helps children work on five key skills, with which circle time does work: thinking, listening, looking, speaking and concentrating. Circle time has the following benefits:

* Improved speaking and listening skills
* Increased self esteem
* A sense of community
* An understanding of how their behaviour affects others
* Improved emotional intelligence
* Improved problem-solving skills
* A sense of responsibility
* Improved relationships between children, and between children and their teachers.

In the day care we always start with the good morning song. After wards we can do a lot of different things, like talking about shapes, colours, day of the week, read a book, make some music, having a discussion with the children about a certain topic (like the weather for instance and what the children are wearing in this weather), doing some gym or dance or another energy booster. We do circle time no longer than 10 minutes, because the attention span of little children is short.

**Collaboration with parents (and other carers/guardians)**

* We ask parents to give positive reactions to the children’s development.
* We ask parents to stimulate the children’s independence at home, for instance when getting dressed and undressed, preparing food (buttering their bread), falling asleep by themselves in their own bed and becoming potty trained.

**Outdoor play area**

At TCD we have filled the outdoor play area with natural materials (natural outdoor play). There is a separate baby terrace where the babies can play outside. We endeavour to go outside every day with the children.

We have arranged that we can also go outside, even if it is raining. We ask parents to bring rain boots for the children. We provide rain capes for the children.

# Encouraging children to benefit from playing together in a group Within PYP we work on the social skills and the communication skills

**Our approach**
We see getting to know and respecting others and standing up for yourself as having added value in a group. These skills are stimulated within the group by helping each other, tidying up toys and celebrating special occasions. TCD feels that, as well as working within the child’s own group, collaboration with other groups and the International School Delft provides important additional contacts. The children learn to cope with different behaviours within the various group combinations and see how their behaviour elicits particular reactions in others. The teachers also stimulates the children to participate in group activity’s such as singing together and reading books together.

Babies:

During the day we provide several “one to one” activities. These are moments when the teacher communicates with the baby by exchanging ideas and feelings, both verbally and nonverbally. Also, we use use a part of the daily routine to maintain the communication (for example during diaper change, the teacher talks to the baby and explains what she is doing. Language development is a process, that is built over time, with each new skill adding to the one before. Therefore maintaining the communication, fostering naturalistic interactions and responsiveness of the teacher in the first year of life, are crucial to the language development (and bilingualism).

Toddlers:

Working in a bilingual setting, we pay particular attention to the language development. Our interaction-promoting strategies encourage conversation between teachers and children in both one to one and small group interactions. Communication includes listening carefully to the children and response adjusted to their interest. Activities around PYP themes and our daily routine provide a great environment to enable children to inquire and give the possibility for introducing new vocabulary, repetition and frequent high quality interactions.

Working in a bilingual setting, we pay particular attention to the interactions with children. Through activities around PYP-themes, interactions-promoting strategies and our daily routine we encourage children to initiate and engage in a conversation both with the teachers and the peers.

Afterschool:

The children learn to cope with different behaviours and see how their behaviour elicits particular reactions in others. At TCD we want to give children insight and teach them to consciously cope with the consequences, so they become aware of their own role. The pedagogical team sets an example for the children. We believe it is important that a child waits if others are talking. This also applies to adults: if a teacher is talking to a child, other adults must also wait until they have finished.

**Collaboration with parents (and other carers/guardians)**

 We believe it is important for the child that parents make time to ensure a good hand-over. Also, that the child is given the time and space to round off the day at the childcare centre before going home.

 We believe it is important for the child that both the pedagogical team and parents set an example. With this in mind, we particularly value talking to you about our approach with respect to your child.

**Baby sign language**

In 2019 our team followed a workshop by Roya about Infant Communication Baby Sign Language. Baby Sign Language is a very simple yet powerful way to connect with a child. They can communicate clear and complex messages before they speak. Baby sign language can also be used by parents. If we work on this together, it will be much nicer for the baby.

Benefits of baby sign language include:

* Learning a few gestures allows us to avoid a lot of the frustration and guesswork that happens when the baby cries. Instead of having to go through a checklist of possible needs, the baby can tell us exactly what he/she wants.
* Easier communication strengthens the bond. It’s not always easy being a baby. Avoiding some of the frustrations of not being able to communicate means more fun together. And hopefully less tantrums.
* Recognising and eventually using signs supports the baby’s cognitive development. Studies suggest babies who sign have bigger spoken vocabularies earlier. Signing lays the foundation for reading as children become familiar with the idea that visual symbols carry meaning.

The sooner you start introducing signs, the sooner the baby will sign back. This is especially true when it’s something they really want us to understand. When the baby starts waving and pointing, these are clear signals that they are ready to learn more signs.

While baby signing is intended to help babies communicate before they can talk, it’s impact can be long lasting. Even when children have been talking for some time, they can fall back on signing when words fail them. For instance, multilingual children who have learnt to sign as babies often continue to use signs as a bridge from one language to the next one, as a way of making sense of vocabulary and as a way of learning that different words in different languages can indeed mean the same thing.

If your child is a toddler, it is not too late to start with sign language. There can be a lot of frustration for a child that is attempting speech but who is unable to communicate clearly. Teaching the toddler a few well-chosen signs can work wonders.

At True Colors Delft we use sign language with all the children. We do it at structural times (like circle time) but also during the rest of the day (like when we are going out or in or when we are going to change diapers or when we are eating or drinking etc). You can find the signs we use in the map you get during the intake. If your intake was before 2019, please let the teachers know and they will see to it that you get the list.

# Teaching children values and standardsWithin PYP we work on the social skills and the research and thinking skills

**Our approach**

Values and standards are important to us. Integrating values and standards is part of the child’s moral development. Within the group there are many instances in which these can be learned (e.g. conflicts, pain and sadness). The children experience the boundaries of ‘good’ and ‘bad’ through the pedagogical team’s reactions. Society is made up of many different cultures. We aim to demonstrate that all children are of equal worth, and that this is more important than any differences they may have.

Babies:We believe it is important that it is clear to the children which rules apply to the group: what is allowed and what is not allowed. Repeating these rules is important. It is also about the rules that apply between children, such as taking away toys or cuddling/comforting each other. Our pedagogical team sets the example in instilling values and standards and should be aware of this in their dealings with the children, colleagues and parents.

Toddlers:The children’s hands and faces are washed at regular times during the day, where the pedagogical team gives the children as much chance as possible of trying to do it themselves. During both lunch and other eating and drinking times, the pedagogical team regularly offers the children new products with different tastes. The pedagogical team encourages children to at least taste food and drinks that are new to them. The children also learn to deal with values and standards during our extra activities such as toddler gym, yoga and music lessons.
Afterschool:Our pedagogical team sets an example in taking responsibility. Children are encouraged to care for plants and animals (in the garden, for example). Arrangements agreed by children and the pedagogical team are adhered to: agreed is agreed! Say what you mean, and mean what you say. This gives the children structure and security. And if a child forgets an agreement, they are reminded of it.

**Collaboration with parents (and other carers/guardians)**

At TCD we aim to incorporate parents’ wishes regarding values and standards from other cultures as much as possible. Having said this, we also expect understanding from parents for the values and standards we find important at TCD. For example:

 We offer a warm meal every day at TCD in response to parents’ requests.

We email the menu in advance.

 We ask you to hand-over/take responsibility for your child when you drop them off or pick them up, so that there is no confusion about who is in charge.

 We ask understanding for the fact that we believe it is important to go outside in all weathers.

 On entering the building, we ask parents to use the overshoes provided.

# A typical day in our after-school care centre

When a child starts at the after school care, the teachers make appointments with the parents about the settling in period. Usually the children come one time before the starting date, although some of them just start immediately. This is also depending on the child and on what parents want.

On Mondays, Tuesdays and Thursdays, the children first have a drink of water and are offered a choice of different kinds of fruit, after which they go to play outside. On Wednesdays and Fridays the children are eating a warm lunch. After playing outside, they are offered a cracker with a selection of healthy spreads. There is then time for free play, or children take part in a structured activity, which will be based on the PYP-theme. The children play in the after-school area, in the hall, the gym or outside.

At the after school care we encourage positive behaviour in children through a fun activity we call the “Star jar”. Through this process, children earn stars by going above and beyond in some ways, by helping their peers or teachers for example. Once, a child reaches a certain amount of stars, they may pick a small gift from the jar. In this way, we support the children’s positive behaviour to help them build better habits for the future.

# Excursions

The children sometimes go on an excursion in the neighbourhood, in accordance with the Stichting Rijswijkse Kinderopvang out-of-school excursion protocol. These excursions happen spontaneously. During the holidays, the children go on a planned excursion, which also follows the excursion protocol. The excursion protocol is discussed with parents during the intake interview.

# Any other business

## Extra days

Parents can request extra days. This request will be met provided that it does not result in us exceeding our teacher/child ratio policy. Because children often come here most days of the week and the area and the teachers are the same, we do not have a specific settling-in policy for children who come for extra days.

## Regular faces for babies and being in another group

For babies it is important that they are not confronted with too many faces. Continuity of teachers is therefore necessary. We see to it that babies under 1 year old see one or two regular teachers every day during the week. However, we cannot guarantee this during holidays or when teachers get ill suddenly.

Sometimes groups work together, because of the child numbers. The teachers will always join them in another group.

## Deviation teacher child ratio

In general, at the childcare we deviate from the teacher child ratio on these times:

From 08.30 – 09.30 o‘clock

From 13.30 – 14.30 o’clock

From 16.30 – 17.30 o’clock.

Which means that between 09.30 and 13.30 o’clock and 14.30 and 16.30 o’clock we do not deviate from the teacher child ratio.

Because most of the children are sleeping between 13.30 and 14.30 o’clock, we decided to have our lunchbreaks during that time.

During regular after school care we do not deviate from the teacher child ratio between 15.00 – 18.30 o’clock. During holidays we deviate from the teacher child ratio between 13.00 and 14.00 o’clock because of our lunch breaks.

## Extra activities

Apart from the activities, teachers organise every day, we also create the possibility to do extra activities. We provide music lessons for children from 3 months and older and yoga and gym lessons, for children from 2/2,5 years and older. A schedule is made for a number of weeks on a certain day and time. After that number of weeks, the schedule will be adjusted to another day, in order to let as many children as possible join the extra activities.

Also, a grandma visits the nursery every two weeks to read stories to the children.

## Interns/volunteers

Sometimes we make use of volunteers and interns at our daycare center. We always make sure that we have their conduct of good behaviour and we introduce them to the children. Interns are doing activities with the children and they can also take care of them, depending on which year they are in their education and which education they are doing. We follow the assignments they have to do during their study year.

Volunteers are doing all kinds of things from reading to the children or joining us when we are going out to doing housekeeping or being our 4 eyes.

## Exchanging days

**Exchanging days or taking extra days**

Parents/guardians want to be able to exchange days or buy extra days. This may or may not be possible under the Childcare Act (‘Wet Kinderopvang’) or because of our operational processes at the childcare center (e.g. teacher child ratio). Exchanges or an extra day is therefore not self-evident. The well-being of the child always comes first. Your child’s teachers will decide if it is possible to change days taking all these things into consideration.