

**Baku Toddler Klub at TISA
Royal Park**

Tel: 4977283

Email: btk@tisa.az



Welcome to Baku's only nursery exclusively for 2-3 year olds, established in 2004 to meet the needs of the younger members of our growing community.

From the age of 2 many children are ready to start participating in more structured activities, in a safe and caring environment. A well-structured and managed nursery programme can bestow numerous benefits on our children in terms of their communication skills, self-confidence, curiosity, creativity and respect for others. Drawing on the professional experience of our teachers and classroom assistants, it is our aim at Baku Toddler Klub to bring out the best in your children.

The Klub

Baku Toddler Klub was originally created by 2 mothers with support from both BP and TISA. Early in 2006, to ensure a sustainable future for both the Klub's children and staff, a decision was taken for Baku Toddler Klub to become part of TISA. In August 2007 BTK completed the integration by relocating to Stonepay.

The Programme

Baku Toddler Klub is open 5 mornings a week with our educational programme running from 9.00am to 12:30pm. TISA term-time only (see calendar). Our doors are open from 8:30am so as to help families with older children at TISA. However parents are asked to stay with their child until 8:45am after which time they are free to leave. Our official programme starts at 9am and all parents and possible other caretakers are asked to leave at this time.

We ask parents not to drop off children later than 9 am to ensure a smooth start into our daily routine.

The sessions are made up of a mixture of free play, structured activities (such as painting, story/circle time) and outside play. The children are offered a mid-morning snack and drink.

Baku Toddler Klub is for children aged 2-3 years. Provided that there are still places available, children are eligible to join as soon as they turn 2, however, considering the

individual development of each child, we reserve the right to recommend a later start if deemed necessary for a positive settling in into our routines and structures. We usually do not accept new children in term 3 of the running school year; but if the child has turned 3 already and will move up to P1, we might consider offering a space in BTK for the remainder of the school year.

Children can stay until they qualify to join either TISA's P1 or any equivalent class. The cut-off date for children being eligible to start in P1 is September 1st. This means, they have to be 3 years old before September 1st of the new school year.

All of Baku Toddler Klub's staff are experienced child carers.

Attendance Options and Subscriptions

Baku Toddler Klub offers parents a number of attendance options for their children. Because of organizational issues it is not possible to change the days of attendance.

These options are as follows:

1. 5 mornings
2. 3 mornings (Mon, Wed, Fri)
3. 2 mornings (Tues, Thurs)

There are 3 terms to a school year. They vary in length but are approximately 3 months long. Azerbaijani public holidays, TISA professional development days and planning afternoons are observed.

In August and January we operate a staggered start to ensure that every child receives individual attention on those first days of school.

The above subscriptions **does not include lunch**, as well does not include the provision of nappies or formula milk - these are to be supplied by parents. Parents are welcome to bring in a packed lunch but Parents who do not want their child to stay for lunch are asked to collect them at 12 noon. Children who do have lunch can be picked up after lunch between 12:15 and 12:30.

What Next?

If you are interested in your child joining Baku Toddler Klub please complete an application form and either return it to btk@tisa.az or drop off the hard copy direct to Baku Toddler Klub, Royal Park.

Every effort will be made to meet demand for places. However, if it becomes necessary to start a waiting list, BP staff will have priority access to places.

If your application is accepted, you will receive a letter offering your child a place at Baku Toddler Klub. This place is only confirmed once the club receives the signed parental waiver.

GENERAL INFORMATION

Clothing

We feel it is essential that children are comfortably and practically dressed for their morning/afternoon of activity. Ideally, to avoid things getting lost or mixed up, clothes should be **labelled with your child's name** and you should provide a change of clothes to be kept in your child's cubby. We ask parents not to put expensive clothing or jewellery on their child. In case a child comes in with expensive jewellery, we will ask the parents to sign a waiver.

In summer please provide your child with a sun hat and apply sun lotion before coming to BTK in the morning. In winter suitable outdoor clothing (coat, hat and gloves) will be needed.

BTK does not provide nappies or wet wipes, so if your child still wears nappies, you are asked to supply these each day.

Outdoor Play

Weather permitting, your child will be outside for a time each day in the playground and garden area. Royal Park is a secure and well-maintained facility so you need not have any concerns except for the occasional bumps and bruises that occur in active play between children. Unless the weather is extreme, all children will participate in outside activities.

Food

BTK will provide the children with a mid-morning snack and drink each day. This will consist of fruit, vegetable, yoghurt, bread, cheese cubes and water. Please do not bring in any additional snack or juice.

Please note that we cannot cater for specific dietary requirements. If your child has specific needs you are asked to provide for these yourself.

Toys from home

Please do not send any toys with your child. They might get misplaced or lost. A cuddly toy that helps the child to overcome anxiety issues in the first couple of weeks is welcome.

Dummies (pacifiers)

We encourage parents to **not** send dummies (pacifiers) with their children.

HEALTH & SAFETY

Feeling Safe and Secure

Your child's safety is our most important job. Our staff are experienced child minders and several have attended child-oriented first aid courses run by the SOS Clinic. BP HSE also regularly checks our facility to ensure that our standards meet theirs. Our ratio of children to adults is 5:1. The standard advised by the National Association for the Education of Young Children (USA) is 4-6 children per caregiver for the 2-3 year old group.

Medical Considerations

We will carefully monitor the health of every child and feel strongly that sick children need to stay at home, particularly at this young age. Contagious sickness spreads rapidly from child to child even under the best preventative conditions. Your child will be sent home or we ask you not to bring them to school if your child has any of the following ailments:

- Temperature exceeding 37.5/100
- Diarrhea
- Vomiting more than once in a day
- Rash
- Communicable disease

The school nurse will administer prescription medicines if they are provided by the parent and properly labelled.

In the event of a medical emergency, our staff are trained in first aid. They will administer the necessary first aid while the parents are contacted. For an emergency that may require treatment beyond normal first aid measures, we will take children directly to the ISOS Medical clinic using an ambulance service as necessary. A first aid trained member of staff will stay with the child until a parent arrives.

In the case of minor accidents or injuries, a note will be made in the Klub's accident book and the parents will be informed.

It is vital that BTK has up-to-date emergency contact telephone numbers for your child.

Releasing Children

It is our policy not to release children to anyone other than their parents or designated drivers/nannies. Only in an emergency can a child be released to someone else. In that case the parent is required to inform the teacher beforehand who will pick up their child. The person taking the child must present identification.

Absence

Parents are requested to inform the Class Teacher in advance (where possible) or by telephone on the day if their child will not be able to attend.

Behaviour

At the beginning of their nursery time, young children often go through phases of emotional distress. Separating from their parents and adapting to a new environment is a big challenge for them and requires a lot of support and patience from teachers and assistants. Emotional outbursts are also typical for that age and BTK's staff understand that this type of behaviour is normal among 2-3 year old children and are trained to deal with this. In case the child is not easily calmed down, we work with the help of our "calm down" sofa. This is a friendly, cuddly and supervised place where we give the child the opportunity to calm down and distance itself from an emotionally upsetting situation. We do not expect the child to behave in a rational, logical and "grown-up like" way, but we have simple rules the children understand and have to follow to ensure a safe and secure environment for everyone.

We also monitor other behavioural issues (such as biting and fighting) and discuss possible actions with parents as appropriate.

BTK reserves the right to exclude a child if necessary.

Development

If there are areas of concern in the child's general or specific development, the BTK teacher will closely monitor and observe the child, take notes and - if deemed necessary - consult with the TISA Learning support coordinator. The teacher will then invite the parents to an informative meeting to discuss further steps to ensure the best possible support for the child.

Prolonged Periods of Absence

It is not possible for parents to temporarily assign their child's place to someone else whilst their child is either out of the country or off sick for a prolonged period of time. Parents are not advised to take children out of BTK for a too long period as this can affect the child's settling in the nursery.

OUR STAFF

BTK Coordinator

Andrea Gerlich

BTK Manager & class teacher

Livia McTaggart

Office administration and Afternoon club

Farida Guliyeva

Teaching Assistants

Ms Vusala, Ms Aysel, Ms Solmaz, Ms Aida, Ms Angela, Ms Renata

General Assistant; Ms Khalida