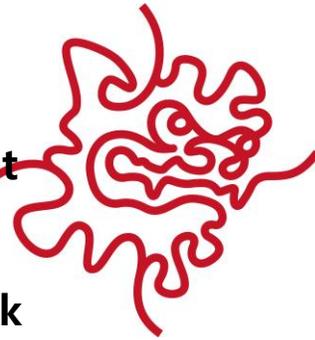




**OIST Tedako  
Children Development  
Center  
Preschool Handbook**



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## **General Program Information**



## **OIST Child Development Center Pre-School Program**

The Children's Development Center of the Okinawa Institute of Science and Technology, Graduate University (OIST) is a cooperative effort by OIST families, faculty and staff to provide nursery care and early childhood education for the children of all OIST staff and graduate students. The nursery/preschool teaching staff of the CDC includes native Japanese and English speakers certified in their respective countries.

### **Actively Bi-Lingual**

Our dual language program is partial immersion and will divide language by instructor. During instruction the teacher will only speak one language at a time without translating. Students will be asked to speak to the teacher in the language of instruction at the time but may use their peers as resources. During free play children may interact in the language of their choice.

Children's routines and daily schedules will remain the same and the language of instruction will alternate on a bi-weekly basis to ensure subject exposure equally in each language.

For example, for 2 weeks, Japanese will be the language of instruction in the morning and English will be the language of instruction in the afternoon. After 2 weeks, English will become the language of instruction in the morning and Japanese in the afternoon.

### **Hours**

The center will be open Monday to Friday 8:00-6:00 (excluding OIST holidays and weekends)

Extended hours may be available by prior arrangement. Occasional childcare is provided within the regular nursery/preschool hours.

### **Eligibility**

Infants and children from 57 days to six years old on the day of admission, who are being brought up by university employees (including part time) and students may enroll in the Pre School Program. Visiting faculty, postdoctoral fellows, students, participants in events held on campus and other kinds of guests also have access to the CDC programs for their children. In addition, staff of contractors may be given access to the CDC programs by the Governing Board at rates to be determined.

### **Admission**

The CDC accepts children year round. Application for occasional childcare must be completed by the first day of the month, one month prior to the desired enrollment month. A child's class placement is based on developmental stage and availability. A notification of acceptance will be issued to confirm admission.

### **Termination**

OIST CDC requests a one-month advance notice of withdrawal from preschool programs.

If guardian's affiliation with OIST changes, children will no longer be eligible to attend the preschool program and must withdraw from the program within one month of the change of employment status with OIST.

## Calendar/ Holidays, and Closings

Annual Events (draft)

\* Birthday and family culture share will be held monthly

January	<p>Mochi pounding day Marathon day</p> <p>OIST Holidays: Dec 29<sup>th</sup> to Jan 3<sup>rd</sup> National Holiday: Coming of Age Days: Jan 14<sup>th</sup></p>
February	<p>Mame maki (Japanese event), Okinawan Mochi making day Valentine`s Day</p> <p>National Holiday: Foundation Day: February 11<sup>th</sup></p>
March	<p>Hinamatsuri (girls day), Graduation/Spring Festival and recital</p> <p>National Holiday: Vernal Equinox: March 20<sup>th</sup></p>
April	<p>Welcome ceremony/Open house (Saturday) 22- Earth Day/OIST researcher collaboration</p> <p>National Holiday: Showa Day: April 29<sup>th</sup></p>
May	<p>Koinobori ceremony Okinawan boat race field trip Open house (weekday) Class Picture</p> <p>National Holiday: Constitution Day: May 3<sup>rd</sup> National Holiday: Greenery Day: May 4<sup>th</sup> National Holiday: Children`s Day: May 5<sup>th</sup> Transfer of Children`s Day: May 6<sup>th</sup></p>
June	<p>Field trip Parent Teacher Conference</p>
July	<p>Pool activity, Tanabata (Japanese event)</p> <p>National Holiday: Marine Day: July 15<sup>th</sup></p>
August	<p>Summer festival 5:30-6:30 August 6-10 Children`s School Of Science (ages 4-6)</p>
September	<p>Farewell/Welcome Ceremony with Bazaar (Saturday) Parent-Teacher conference</p>

	National Holiday: Respect of the Aged: Sept. 16 <sup>th</sup> National Holiday: Autumnal Equinox: Sept. 23 <sup>rd</sup>
October	Sports day (Saturday) OIST campus costume Parade National Holiday: Health and Sports Day: Oct. 14 <sup>th</sup>
November	Sweet potato digging fall field trip Parent Teacher Conference Field Trip National Holiday: Culture Day: Nov. 3 <sup>rd</sup> Transfer of Culture Day: Nov. 4 <sup>th</sup> National Holiday: Labor Thanksgiving Day: Nov. 23 <sup>rd</sup>
December	Holiday recital  National Holiday: Emperor's Birthday: Dec. 23 <sup>rd</sup> OIST Holidays: Dec 28 to Jan 5 <sup>th</sup>
January 2014	Mochi pounding day Marathon day  OIST Holidays: Dec 28 to Jan 5 <sup>th</sup> National Holiday: Coming of Age Days: Jan 13 <sup>th</sup>
February	Mame maki (Japanese event), Okinawan Mochi making day Valentine`s Day  National Holiday: Foundation Day: February 11 <sup>th</sup>
March	Hinamatsuri (girls day), Graduation, Spring Festival and recital  National Holiday: Vernal Equinox: March 21 <sup>st</sup>

## Fees

Payments are made through a payroll deduction will be withheld on the 17<sup>th</sup> of each month. Payments made by bank transfer will receive an invoice and must be paid in advance by the 1<sup>st</sup> of the month. Fees are listed below, to verify household income please tell us what your household income will be for this year and we will put you in the appropriate category.

### Monthly Fee

More than 11,143,000 JPY	11,143,000 JPY- 6,400,001 JPY	6,400,000 JPY- 3,340,001 JPY	3,340,000 JPY and under
50,000 JPY	38,000 JPY	25,000 JPY	15,000 JPY

### Daily Fee

More than 6,400,000 JPY	Less than 6,400,000 JPY
4000 JPY	3000 JPY

### Half-Day Fee

**AM: 8:00-11:00 or PM: 2:00- 6:00**

More than 6,400,000 JPY	Less than 6,400,000 JPY
2000 JPY	1500 JPY

## Other Fees

**Annual Registration Fee:** 10,000 JPY

### Annual Event Fee:

Children Ages 1-2: 2,500 JPY

Children Ages 3-6: 10,000 JPY

### Snack Fee:

Monthly: 2,400 JPY

Daily: 120 JPY

Per Snack: 60 JPY

### Late Fee:

If children are not picked up by 6:00, there is a late fee of 1000 yen for every 15 minutes after 6:00.

## Optional Services

**Lunch Fee:** 310 JPY per day

Discounts

available for single parents and siblings.

Single parents must claim spousal support as part of his or her yearly income but will receive a reduced rate.

### **OIST CDC Mission Statement**

The Children's Development Center of the Okinawa Institute of Science and Technology, Graduate University (OIST) is a cooperative effort by OIST families, faculty and staff to support the development of happy, healthy, compassionate, and socially confident children who are prepared to successfully face challenges beyond the security of the CDC.

### **OIST CDC Philosophy**

The Children's Development Center of OIST is grounded in the belief that children are competent, curious, resourceful learners. Children's interests and explorations provide the framework for curriculum and investigation. Our thoughtful and intentionally designed environment fosters children's experiences, relationships, and opportunities for cooperative work. Materials are selected that are interesting and provoke creativity and wonder. Our work with children is based on respectful, collaborative relationships between staff, families and the community. Ongoing communication with parents is an essential element in the life of our school.

## **OIST CDC Goals**

The CDC will strive to foster intellectual growth appropriate to each child's level and pace and help build positive attitudes toward school and learning

- provide support to parents and to be responsive to their needs
- provide a warm, nurturing and supportive environment

The children will:

- learn to get along with others
- learn to share items and people
- explore a variety of materials and activities
- grow in expressing themselves verbally
- develop responsibility for themselves and their actions
- learn acceptable ways of expressing their aggression and other strong feelings
- develop the ability to finish what has been begun
- learn to respect all people
- learn to respect materials
- build a strong self-image through successful experiences

## **Confidentiality**

All Staff and Volunteers respect the confidentiality of all Parents and Children. All personal information relating to the Pre-school will be treated in the strictest confidence and will only be shared with appropriate persons. Throughout the school year internal or external media may wish to visit the preschool to cover special events and promote OIST and the CDC may also want to use children's photos, voice or work but it will not be done without a signed media release that grants permission from guardians.

## **Diversity Policy**

We acknowledge and embrace the tremendous diversity and variation that exist for our children and families, we promote, recognize and celebrate it.

## **Guidance and Discipline**

Preschool is an important time for children to learn appropriate behavior in a social or group setting. Teachers will model and teach basic principles such as sharing, personal space, following directions, and respect for others. Our goal is to reinforce your child's positive behavior.

CDC teachers never use any type of physical punishment or humiliation. The child will only be restrained when it is necessary to protect the safety and health of the child or others.

If the child's behavior is dangerous to the child or other children, a meeting will be called for teachers, parents, and the Director. This will be an opportunity to discuss any issues surrounding the child's behavior and develop a plan for improvement. If a child needs to be restrained, has repeated aggressive behavior or repeated discipline issues expulsion of children from the CDC pre-school will be at the discretion of the director. Every effort will be made by the teacher and director to work with the children and parents to prevent this.

## **Attendance Procedures**

### *Arrival*

Class programs begin at 9:00 and the CDC opens at 8:00. Children may arrive anytime between 8:00 and 9:00. During drop off time, we ask that the parent take the child to the classroom, greet the teacher, pass on any information necessary, and say good bye to their child before leaving. Our center does have an open door policy however, during drop off it may upset the child more to have the parent stay in the classroom longer than a few minutes. In some cases, it may not be necessary for the parent to enter the classroom, yet it is still very important to tell your child good bye. Children may be apprehensive about parents leaving and/or have separation anxiety, so it is best not to leave when your child turns around. Some children may be perfectly fine with a quick good bye and others may cry but rest assured your children will be taken care of by our teachers and staff.

### *Tardiness*

When possible, please notify the office prior to late arrival and upon arriving, please sign in at the office. To minimize disruption of sleeping children, we will not allow drop off or pick up during Naptime

### *Early Release*

Please notify office of early release, students will only be released to adults who have authorization. If children are not picked up by 6:00, there will be a late fee of 1000 yen for every 15 minutes after 6:00.

### *Extended Care*

May be available with prior arrangement. Please contact the office for more information.

### *Absences*

When possible, notify the office of absences in advance. To facilitate daily planning, please call or email by 9:30 to inform the staff that your child will not be attending.

## **Personal Belongings Policy**

Everything must be labeled. Please do not bring any money, gum, candy, or toys.

If your child brings home something that is not his or hers please quietly return this item to the teacher

## **Dress code**

### *Dress*

We encourage comfortable, safe and weather appropriate clothes. Skirts and shorts must be a modest length, girls should wear shorts, or tights under their skirts.

### *Shoes*

Outside shoes may not be worn inside the classroom, but indoor shoes may be worn. Kids may choose to wear shoes outside or may take them off to play, but they will be required to wear them when riding a bicycle.

### *Make-up and Accessories*

Children may not wear make-up, perfume, or nail polish. Accessories are limited for safety reasons. Children are not permitted to wear jewelry in Pre-school, with the exception of stud earrings. Cultural requirements will be respected, but please discuss these with the office. In this case the guardian must provide a signed waiver of liability to the Pre-school. This will state that the Pre-school will not be held responsible for loss or injury caused to or by the jewelry. Staff will remove any other jewelry from children and the Pre-school will not be liable for such items.

### **Evaluation of Program**

The director, parents and the CDC BOG will collaboratively evaluate the program and teachers.

### *Complaints*

Any questions, information, or concerns about your child should be shared with the teacher first. If your complaint has not been resolved, then contact the director. If the complainant feels unable to complain to the teacher or director, they may take their complaint anonymously to the OCCA via an OCCA representative.

Information regarding the issues raised will be treated seriously and sensitively. Confidentiality will be respected at all times, however it should be noted that sometimes it is necessary to share certain information with others, where this is the case it would be strictly on a need to know basis.

### **Special Needs**

CDC will provide reasonable accommodations without discrimination regarding a child's special needs (physical, developmental, dietary, medical, or cultural needs) or impairments. We are committed to the concept of inclusion whenever possible.

OIST CDC will accept children with special needs if we believe that we can support them and provide a meaningful education or support for them. Admission for children with physical, emotional, or behavioral needs is on a case-by-case basis.

OIST CDC may not be able to accept the admission of children with special needs for any of the following reasons: the lack of an appropriate program or curriculum, the lack of appropriate facilities and equipment, the teaching load of the staff, or the unavailability of an appropriately trained teacher.

It is expected that the child's parent or guardian shall communicate the nature of the child's special needs or impairment and any particular information regarding the child's care, on the Child Information form and **PRIOR** to the child's first day in the program. This information is kept confidential and is used to assist staff to better plan for the child's developmental needs.

If a child is admitted before any special need has been identified, we reserve the right to ask the parent's cooperation and request an agency or group that specializes in the area complete a developmental evaluation.

## **Beyond the classroom**

### **Large Motor Activity Policy**

To encourage large motor activities, children will have opportunities to go outside minimum of one hour per day, weather permitted. Staff members use the following general guidelines:

#### *Supervision*

All activities will be supervised by teachers or aids at all time.

## Summer

When the weather is hot, water will be taken to the playground to replenish body fluids. Length of outdoor playtime will be adjusted to be sure children do not get overheated and to prevent heat stroke.

### Summer:

Air Temperature (in Fahrenheit)	Conditions	Children
80 or below	Comfortable	Children can play outside.
90	Humidity 40-55%	Caution will be exercised. Children will be able to play outdoors for a short time if they are wearing appropriate clothing and have sun hats.
	Humidity 60-100%	No outside play.
100	N/A	No outside play.

## Rainy day

Teachers will determine if it's safe to go outside to play.

## Winter

Air Temperature (in Fahrenheit)	Conditions	Outdoor Activity
30	Chilly	Caution will be exercised. Children will be able to play outdoors if they have warm clothing, coats and winter hats.
15-30	Cold	Caution will be exercised. Children will be able to play outdoors if they have warm clothing, coats and winter hats.
	Cold and Windy	No outside play.
0-15	Very Cold	No outside play.

Clothes: Teachers will instruct children to change clothes appropriately as necessary (e.g. jacket for winter, hat for summer, rain coat and boots for rainy days etc.). A list of outdoor clothes will be provided to parent(s) in advance.

### **Field trips**

We will have scheduled field trips for the children. We will either walk to our destination or will be transported in vehicles with proper insurance and licensing. Children will always be transported in age-appropriate child safety seats.

- All activities will be supervised during field trips by teachers and volunteers.
- Parents will always be notified of a field trip and asked to sign a permission slip.
- Some field trips may require additional adult assistance. Volunteers will be greatly appreciated. However, to keep the child-adult ratio down to manageable level, siblings are not permitted.
- No food or drinks will be allowed in the bus.
- Field trip fees are an additional cost.
- Addition to annual scheduled field trips, each class determines number of times the class goes to field trips.

### **Parental Involvement**

#### *Communication*

OIST CDC Preschool program is committed to bridging what happens inside the school to our parents. We will provide each parent with their children's developmental milestones and emphasize the process of creating by sharing:

- Newsletters
- Memos

- Student work
- Teacher`s documentation of growth and development

### **Visitation**

The onsite convenience of our center allows parents to work and spend time with their child during the day. Lunch is a great opportunity to spend quality time with your child. Parents are encouraged to visit their children when their work schedule allows, please consult with teachers prior to visiting classroom.

### **Classroom Volunteers**

Volunteers in a child`s classroom is a valuable experience for teachers, children and parents. Please consult with your child`s teacher regarding volunteer needs and policies.

### ***Meetings/Conferences***

There will 2 scheduled parent-teacher conferences annually. If any issues arise and parents feel the need to meet with the teacher or director please contact them directly to arrange a meeting.

### **All Family Celebrations**

Once a month families are welcomed to join us in celebrating birthdays and culture. During family culture share, we celebrate family culture and help children develop a sense of identity through show and tell. Throughout the year, Saturday and early evening events are planned to provide opportunities to enjoy the milestones and accomplish of our preschoolers. At this time we can enjoy family, friends, and co-workers.

### ***Fundraising***

To help our programs grow, OIST CDC will have limited fundraising events throughout the year. Parents are expected to participate.

## **Annual Report**

Our CDC Pre-School Director is responsible for creating the annual report each fiscal year.

### **Age Level Information**

#### *Infants*

##### *Breastfeeding*

OIST CDC supports mothers who are still breastfeeding their children are encouraged to do so for. We will provide the support you need to transition from maternity leave to working mother. You are welcome to come and nurse your baby at any time of the day. Breastfeeding mothers will be provided a clean private place. Space in the freezer and refrigerator will be available for expressed milk; please provide your own containers labeled with name and date. We will hold off giving a bottle if possible when you are due to arrive, will only use a pacifier at your request, and will not offer formula or solid foods unless you request their use. Our teachers are trained in the proper storage and handling of breast milk, as are any substitute or additional caregivers. Breast milk bottles will be made as needed for feeding or you may choose to send ready-to-use bottles from home.

##### *Bottle Feeding*

In order to provide cuddling benefit of breastfeeding, babies will always be held closely when being bottle fed and bottled will never be propped. All bottles will be labeled with child's name and ready to use bottle must be labeled with date also and taking home daily for cleaning.

##### *Hand washing*

Hand washing has been identified as the major way to prevent the spread of all communicable diseases. Children will be required to wash their hands upon entering the building, after toileting, before meals and snacks, before and after use of the water table

and after messy activities. They will also be required to wash their hands after sneezing, wiping their noses, etc.

Staff and parents entering the facility will follow these practices to prevent the spread of disease and to model proper health practices for the children.

When to wash hands:

- Entering the classroom
- Before, during, and after preparing food
- Before and after eating
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After wiping a child's nose, and/or assisting in wiping bodily fluid
- After touching garbage

The correct hand washing procedure:

1. Wet your hands with clean running water.
2. Apply soap.
3. Wash the palm of your hands.
4. Wash the back of your hands.
5. Wash your fingers and between your fingers.
6. Wash your thumbs.
7. Wash the tip of your fingers and nails.

8. Wash your wrists.
9. Rinse your hands well under running water.
10. Dry your hands using a clean towel or air dry.

### *Diaper changing*

The changing table is located in the playroom where we can change diapers while remaining with the children. There are cubbies for the storage of your child's diapering supplies; please check daily report to see when supplies are low to ensure that your child has an adequate amount. When parents use our facility to change the child, we ask that they also follow our procedure for diapering.

1. Gather all supplies needed on the changing table.
2. Wear a new pair of disposable gloves prior to each diaper change.
3. Place child on a clean, disinfected, dry changing table
4. Clean child's body with a disposable wipe.
5. Remove gloves wrap diaper inside and discard in appropriate trashcan
6. Place a clean diaper and dress child.
7. Place soiled clothes in a plastic bag. (if needed)
8. Wash child's hands under running water with soap and dry their hands with a disposable towel.
9. Return the child to the crib or play area.
10. Disinfect the following:

- Diapering area
- Equipment and supplies
- Any surface or furnishings contaminated with urine or feces

11. WASH YOUR HANDS.

12. Record diaper change on child's daily log

***\*\*During each diaper change the child should be engaged with caregiver. Make eye contact and talk to the child about the diaper change.\*\****

### **Toilet Training**

Parents and teachers will agree that the child is ready for training and meet to discuss and share language and terms for consistency between home and school training.

Teacher will never force a child to sit on the toilet against their will or for long periods of time if they do not want to.

Children will never be punished for accidents and will be cleaned and changed immediately. Teachers will remain positive and reassure children that they will be successful.

We encourage parents to dress children in easy to remove clothing to help children with undressing and dressing.

When toilet training begins in the toddler room, it will occur during diaper changing. This will happen until the child can verbally express the need to use the toilet at different times. During each diaper change the child will be asked if he/she needs the toilet, if the child says yes, he/she will then be encouraged to sit on the toilet. A new diaper will be placed on the child after the toilet has been used. At this point we will praise the attempt/success of the toilet usage as we wash our hands.

**Kindergarten:**

The Readiness Program recognizes that children will soon be entering kindergartens or primary schools that have clear expectations of child readiness. The curriculum is a comprehensive approach that challenges children and supports all areas of their development.