

**Ms. Vincci Chan's Full Day/Half Day  
3-Year-Old Preschool Class**



**Welcome to  
Preschool**

**Parent Packet  
Pui Tak Christian School**

## **Meet the teacher!**

I was born in Hong Kong and had immigrated to the United States in 2001 with my family. I have been living in Chicago for more than eighteen years. Even though I have spent more than half of my life in the U.S., I remain an authentic Chinese. With my abilities in both English and Chinese I wish to serve the Chinese community and our young children.

Outside of school, I like to go to different places to explore. Museums, zoos and parks are my favorite places to go. I also like to go running, hiking and biking. I like to stay active by participating in recreational sports with my friends. I love to eat and like to try different food. Occasionally, I am involved in arts and crafts and music-related activities, like singing and playing the piano and guitar.

Chinese Christian Union Church has been my home church since I came to Chicago. I was nurtured and involved in the youth fellowships when I was young. This church has become my second home and I hope to welcome you for visits.

## **Meeting with me!**

I am available after 3:15pm on Mondays and Fridays. If you have any questions or concerns, please feel free to make an appointment to meet with me. Due to the pandemic, meeting online could be an option. You may contact me through my e-mail ([vinccichan@puitakschool.org](mailto:vinccichan@puitakschool.org)), the school's phone (312-842-8546), or ClassTag message. Brief communications are also welcomed during drop-off and pick-up time through written notes.

Check out our school website for updated information and communications!

[www.puitakschool.org](http://www.puitakschool.org)

# Pre-School (3 years old) Curriculum

## The Creative Curriculum® Goals and Objectives at a Glance

### 創新課程®宗旨與目標一覽

#### **SOCIAL / EMOTIONAL DEVELOPMENT** 社交/情緒發展

##### **Sense of Self** 對自我的意識

1. Shows ability to adjust to new situations 適應新環境的能力
2. Demonstrates appropriate trust in adults 顯示對成年人有適當的信任
3. Recognizes own feelings and manages them appropriately 認識自己的感受並能夠作出適當的調適
4. Stands up for rights 為自己爭取權利

##### **Responsibility for Self and Others** 對自我與他人的責任感

5. Demonstrates self-direction and independence 展示自主的方向和獨立
6. Takes responsibility for own well-being 為自己的身心負責
7. Respects and cares for classroom environment and materials 尊重和愛惜課堂的環境和公物
8. Follows classroom routines 遵守課堂日程
9. Follows classroom rules 遵守課堂規矩

##### **Prosocial Behavior** 人際行爲

10. Plays well with other children 與其他兒童玩得來
11. Recognizes the feelings of others and responds appropriately 明白他人的感受並能夠作出適當的回應
12. Shares and respects the rights of others 分享和尊重他人的權利
13. Uses thinking skills to resolve conflicts 利用思維技巧來解決衝突

#### **PHYSICAL DEVELOPMENT** 體能發展

##### **Gross Motor** 基本動作

14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping) 顯示基本運動技能（跑步，跳躍，舞動）
15. Shows balance while moving 移動時能夠平衡
16. Climbs up and down 向上或向下爬
17. Pedals and steers a tricycle (or other wheeled vehicle) 可駕駛三輪車（或其他輪式車輛）
18. Demonstrates throwing, kicking, and catching skills 擲，踢，接球的技能

##### **Fine Motor** 細巧動作

19. Controls small muscles in hands 手部小肌肉的控制
20. Coordinates eye-hand movement 手—眼動作的配合
21. Used tools for writing and drawing 使用工具書寫和繪畫

## **COGNITIVE DEVELOPMENT 認識力發展**

### **Learning and Problem Solving 學習和問題解決能力**

22. Observes objects and events with curiosity 觀察事物的好奇心
23. Approaches problems flexibly 靈活地處理問題
24. Shows persistence in approaching tasks 完成任務的耐性
25. Explores cause and effect 探討原因和後果
26. Applies knowledge or experience to a new context 在新的處境中應用所學的知識或經驗

### **Logical Thinking 邏輯思維**

27. Classifies objects 物件分類
28. Compares / measures 比較和測量
29. Arranges objects in a series 物件系列化
30. Recognizes patterns and can repeat them 認別和重複圖案模式
31. Shows awareness of time concepts and sequence 有時間的概念和序列
32. Shows awareness of position in space 有空間的概念
33. Uses one-to-one correspondence 進行一對一的應對
34. Uses numbers and counting 懂得使用數字和數數

### **Representation and Symbolic Thinking 代表和象徵性思維**

35. Takes on pretend roles and situations 扮演及代入不同的角色和處境
36. Makes believe with objects 使用物件為假想物
37. Makes and interprets representations 作出和解釋其作品

## **LANGUAGE DEVELOPMENT 語言發展**

### **Listening and Speaking 聽與說**

38. Hears and discriminates the sounds of language 識別語言不同的音標
39. Expresses self using words and expanded sentences 使用單字及語句作自我的表達
40. Understands and follows oral directions 理解並遵守指示
41. Answers questions 回答問題
42. Asks questions 詢問問題
43. Actively participates in conversations 積極參與會話

### **Reading and Writing 讀與寫**

44. Enjoys and values reading 喜歡閱讀書籍
45. Demonstrates understanding of print concepts 對文字有概念
46. Demonstrates knowledge of the alphabet 明白字母表
47. Uses emerging reading skills to make meaning from print 使用閱讀的技巧去理解文字背後的意義
48. Comprehends and interprets meaning from books and other texts 領悟及解釋書本或其他讀物的含義
49. Understands the purpose of writing 理解書寫的目的
50. Writes letters and words 書寫字母和單字

# Pui Tak Christian School Classroom Rules – Ms. Chan’s Preschool

## General Rules:

1. Listen when the teacher and others are talking



2. Be kind to each other



3. Use walking feet



4. Keep hands and feet to yourself



5. Use inside voice



6. Keep the room clean and neat



## Rug Rules (When sitting on the carpet for learning and circle time):

### *“Give Me Five!”*

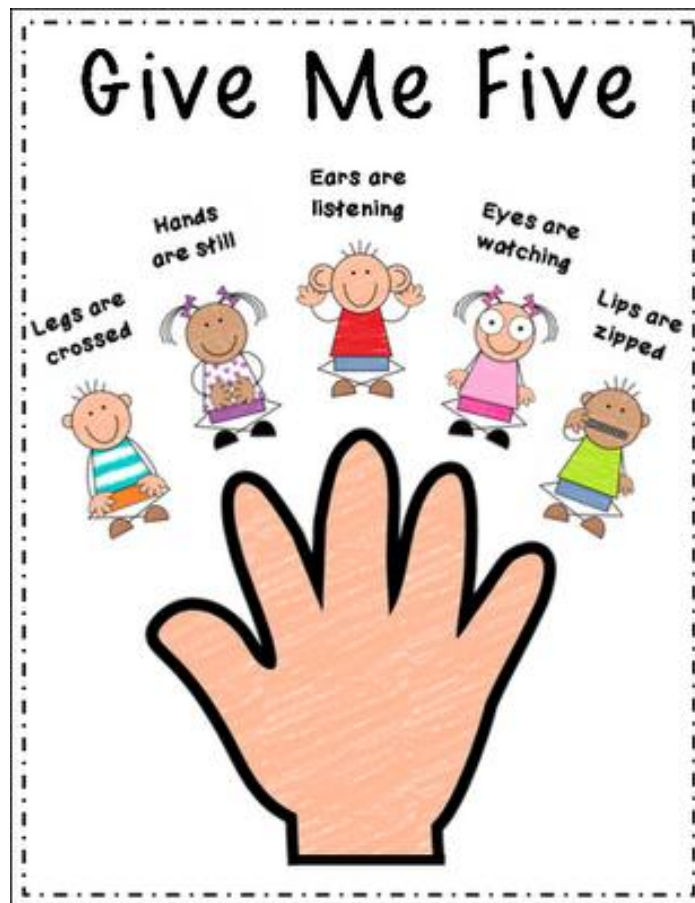
1. Legs are crossed

2. Hands are still

3. Ears are listening

4. Eyes are watching

5. Lips are zipped



## Body Rules

1. Looking eyes

2. Listening ears

3. Quite mouth

4. Helping hands

5. Walking feet

# Classroom Management/Discipline Guidelines

## *Direct Guidance Techniques*

- We give advance warnings: “You have five minutes to play before it’s time to clean up.”
- We give choices: “You may paint with the other children or you may read a book in a quiet corner.”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.

Ms. Chan’s individual reward system:

- Positive reinforcement is used to encourage appropriate behaviors.
- Besides praising the child verbally when appropriate behaviors are exhibited, every student has a behavior punch card in which he/she gets one sticker at the end of the day for following directions and participating in class activities.
- If a student is not able to earn a sticker, the reasons and the inappropriate behaviors are stated and explained to the child.
- When the punch card is full, the child may choose a prize from the treasure box, and a new punch card will be distributed.
- Behavior Chart: We use visuals to help children monitor their own behaviors. Children always begin the day with their hearts on green, but bad decisions may move them to yellow, and red for more severe and continuous misbehaviors. Children always have the chance to move their hearts back to green if they improve during the day. A special blue heart is available for children to achieve and earn a bonus sticker if excellent positive behaviors and characters are exhibited, e.g., listening and following directions ALL the time, sharing and being helpful to classmates and teachers, being patient, exhibiting self-control and showing great improvement in behaviors!



Green Heart- Doing Great!



Yellow Heart- Slow Down... Think Again.



Red Heart- Stop!



Blue Heart- Excellent Character!

Whole class reward system:

For each class/learning session, if no one is moved to yellow or red, the whole class will earn one marble in the glass jar. When the glass jar is full, the whole class gets a special surprise!

*Discipline Policy:*

- The methods that we use are to educate and redirect, with an emphasis on cooperation rather than punishment.
- If other measures have failed and a child is still unable to demonstrate self-controlling behaviors, the child will be removed from other students for a time period of one minute per year of age of the child.
- The separation time is provided not as a punishment but to help remove distractions from the child.
- A chair in the classroom is set up for the child to redirect his/her focus and process the situation. Afterward, the teacher will discuss and work with the child for appropriate behaviors and approaches.

Pui Tak Christian School is implementing a school wide program on promoting Social/Emotional Learning for all the grades. To begin with, each classroom will have a "Peace Corner," a space designated for when a student needs a break from stress or negative feelings triggered by various events from home or during the school day. This is **NOT** a "time-out" punishment for the students. **It is a safe space designed for the student to reflect and learn to self-regulate so that he/she can rejoin the class after a brief time.** It is our goal to teach students God's peace for whenever we feel sad, upset, overwhelmed or other feelings they have a hard time coping with at the moment. The "Peace Corner" can be student-selected or teacher-directed. You are welcome to talk to your child's teacher about the "Peace Corner" and to visit it. As parents, you can partner with us by talking to your child about this and maybe implement the same for him/her at home.

## **Ms. Vincci Chan - Preschool Schedule 2020-2021**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00am	Morning Routine	Morning Routine	Morning Routine	Morning Routine	Morning Routine
9:30am	Morning Circle	Morning Circle	Morning Circle	Morning Circle	Morning Circle
9:50am	Washroom Routine Snack/Reading	Washroom Routine Snack/Reading	Washroom Routine Snack/Reading	Washroom Routine Snack/Reading	Washroom Routine Snack/Reading
10:20am	Instructional Time Learning Centers	Instructional Time Learning Centers	Instructional Time Learning Centers	Instructional Time Learning Centers	Instructional Time Learning Centers
11:15pm	Story/Songs	Mandarin	Story/Songs	Mandarin	Story/Songs
11:30pm	Lunch Washroom Routine	Lunch Washroom Routine	Lunch Washroom Routine	Lunch Washroom Routine	Lunch Washroom Routine
12:15pm	Nap Time	Nap Time	Nap Time	Nap Time	Nap Time
1:45pm	Wake up routine	Wake up routine	Wake up routine	Wake up routine	Wake up routine
2:15pm	Afternoon Circle	Afternoon Circle	Afternoon Circle	Afternoon Circle	Afternoon Circle
2:30pm	Music/Movement	Music/Movement	Music/Movement	Music/Movement	Music/Movement
3:00pm	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## Preschool Unit Themes (2020-2021)

Date	Unit Theme	Alphabets
8/31/20-9/4/20	What We Do In School (rules, routines, personal hygiene)	
9/8/20-9/18/20	All About Me (body parts, five senses, emotions/feelings, interests, family)	A, B
9/21/20-10/2/20	Farm (animals, crops, farm produce)	C + Review
10/5/20-10/16/20	Fire Safety (rules, drills, firefighters, fire station) Community Helpers	D, E
10/19/20- 11/6/20	Fall (leaves, pumpkins, apples, acorns)	F, G + Review
11/9/20-11/25/20	Hibernation/Native Americans/Thanksgiving	H, I
11/30/20-12/4/20	Winter (weather, snowman, snowflakes)	Review
12/7/20-12/18/20	Christmas	J, K
<b>12/21/20-1/3/21</b>	<b>Winter Break (NO SCHOOL)</b>	
1/4/21 -1/14/21	Winter (animals that hibernate)	L + Review
1/19/21-1/22/21	Dental Health	M
1/25/21-2/5/21	Friends & Friendship/Valentine's Day	N, O
2/8/21-2/12/21	Chinese New Year	Review
2/16/21-3/5/21	Market/Healthy Foods	P, Q + Review
3/8/21-3/19/21	Spring (wind, rain, plants)	R, S
3/22/21-4/2/21	Easter	T + Review
<b>4/5/21-4/12/21</b>	<b>Spring Break (NO SCHOOL)</b>	
4/13/21-4/30/21	Spring (insects)	U, V, W
5/3/21 - 5/7/21	Mother's Day	Review
5/10/21-5/28/21	Pond (frogs, ducks, cattails, dragonflies, lilies, fish)	X, Y, Z
6/1/21 - 6/11/21	Review (Letters/Numbers/Shapes/Colors) Father's Day	

\*Thematic topics are subject to change.



## **Things to Know and Reminders for Ms. Chan's Preschool Class**

- **Arrival Time:** 9:00am. **Dismissal Time:** 11:30am (half-day)/3:00pm (full-day). (Needs to sign-in and sign-out with your own pen)
  - Please do not arrive earlier than 8:50am as teachers may be still preparing for the classroom.
  - Pick-up your child at the main entrance. Late pick-up fee of \$5 will apply for every 10 minutes late.
- **School Uniform** must be worn every day.
- **Beddings** will be sent home every week to be washed and to be returned to school clean the following week.
- Please keep a set of **clean clothes** (including masks and a pair of closed-toe shoes) in the classroom along with a plastic bag for dirty/wet clothes and replenish when needed.
- Check **ClassTag** daily for class reminders and announcements. Parents are welcome to communicate to teachers through email and ClassTag message. Homework/projects and reading assignments will be accessed through **Seesaw** and **Epic**, respectively.
  - Family activities and basic skills practices will be assigned periodically. Please guide and work with your child when completing the activities but **DO NOT** do it for him/her! It is OK just the way it is at your child's developmental level.
  - Submit your child's work at Seesaw as instructed.
  - **Monthly behavior calendar** serves as a communication between parents and teachers regarding child's behaviors at school. It will be available as a shared Google file in your child's school email account.
- We will have movements and physical activities every day. Please make sure your child is wearing closed-toe gym shoes and appropriate clothing to ensure your child's safety during play.

### ***Looking Forward to Winter Time...***

- Teach your child to wear/take off and zip/unzip coats.
- If your child wears winter boots during cold/snowy days, please bring a plastic bag to keep the wet boots inside after they change into their shoes in class.
- There will be two **Parent Teacher Conferences** throughout the school year:
  - November 13 (Friday) and March 26 (Friday)
  - But feel free to meet and talk with me at other times during the school year if you have any concerns regarding your child's progress!

## Quotes about Young Children

- While we try to teach our children all about life, our children teach us what life is all about.  
~Angela Schwindt
- Every student can learn, just not on the same day, or the same way.  
~George Evans
- We worry about what a child will become tomorrow, yet we forget that he is someone today.  
~Stacia Tauscher
- There are no seven wonders of the world in the eyes of a child. There are seven million.  
~Walt Streightiff
- A three-year-old child is a being who gets almost as much fun out of a fifty-six dollar set of swings as it does out of finding a small green worm.  
~Bill Vaughn

*Let's all...*

