|  |
| --- |
| Puruni Childcare |
| Orientation and Training Guide |
| Introduction to the Classroom |



|  |
| --- |
|  |

Center:

Director:

Teacher:

**Daily Schedule**

[~8:30] Arrive at the center to get extra prep time

[8:30-9:00]

Prep work and light play

[9:00-9:30] Snack time

[9:30-11:00] Free play

[11:00-11:15] Transition time

[11:15-11:45] Circle time

[11:30-12:30] Physical play / Library play

[12:30-12:45] Lunch transition time

[12:45- 1:15] Lunch Time

[1:15-1:30] Nap preparation

[1:30-2:00] Daily report and prep time

[2:00 ~] Stay later when needed to finish your work

**Orientation Schedule and Guide**

 **Week 1 – Observation Week**

During this week the Teacher will sit in the classroom and focus on various points throughout the week. The Teacher should take notes and give the observation document to the director at the end of each day.

|  |  |  |
| --- | --- | --- |
| **Day 1**9:00-1:00PMTeacher observation 1 | **Day 2**8:30-2:00pmTeacher observation 2 | **Day 3**8:30-2:00pmTeacher observation 2 |

**Week 2 – Interaction with children & Meeting
8:30-2:00pm**During this week the Teacher will play with children, but not plan or prepare activities. The Director or Korean Co-Teachers should assign some activity for the Teacher to do every day. Or just encourage the Teacher to participate with children in free play.

During this week the teacher should take some time to plan and prepare some activities for the next week with children.

|  |  |  |
| --- | --- | --- |
| **Monday – Wednesday**The teacher should research some activities using the intranet and other sources.The Teacher should prepare samples, ideas and an English goal list. | **Thursday**The Director, Korean Teachers and English Teacher should meet and make a plan for the next week. All roles should be assigned clearly. | **Friday**The English Teacher should begin to prepare activities for the next week. Also, if adjustments should be made it will be a good time to do it. Also, the Korean Teachers can offer tips. |

**Week 3 – Normal Week
8:30-2:00pm**

The teacher will introduce their preparations and begin to write daily reports. By this time the program should be running normally.

**Week 4 –Daily Reports**

The Teacher can begin to prepare and write daily reports.

**Week 1 Observation Guide Day 1**

Teacher:
Date:
Time: 9:00-1:00 (Free Play + Physical Play + Lunch)

 **Teacher Observation**

Observe the English teacher and Korean teachers and write the role each had for the day. Take some time to interact with the children on a 1 to 1 basis.

|  |
| --- |
| Free play timeClean-up timeGroup Time (circle time)Physical play timeLunch timeWhat did you notice today that you didn’t see the previous day? |

**Week 1 Observation Guide Day 2 (Your center)**

Teacher:
Date:
Time: 8:30-2:00 (Free Play + Physical Play)
Choose 1 child and observe their play throughout the day.

|  |
| --- |
| What did the child play throughout the day?How did the child play? (watching others, playing with others, playing alone, etc.)Who did the child play with and how were the interactions with other children?What was the child’s interaction with their Teachers? |

**Week 1 Observation Guide Day 2 (Your center)**

Teacher:
Date:
Time: 8:30-2:00 (Free Play + Physical Play + Lunch + Afternoon Prep)
**My Role**

How do you see yourself in the classroom? How would you work and participate in Puruni?

|  |
| --- |
| Morning HourSnack TimeFree PlayClean-up timeGroup TimePhysical play timeLunch timeNap time |

5/6 program 2018-2019 (Subject to change)

|  |  |
| --- | --- |
| **1. March****Theme: Joyful Childcare Center** 1week: Adapting to my new class 2 week: My class friends 3 week: What I want to play 4 week: Play safely 5 week: Play well together | **2. April****Theme: Spring**1week: Change to spring2 week: Flowers and trees3 week: spring picnic |
| **3. May****Theme: My family and me** 1week: My Joyful Home2 week: Mom and Dad I love3 week: My Body4 week: My mind5 week: Things I can do  | **4. June****Theme: Animals** 1 week: Various animals (1)2 week: Various of animals (2) 3 week: Insects 4 week: Protect Animals |
| **5. July** **Theme: Healthy lifestyle** 1week: Wash myself clean2 week: Do exercises  3 week: Food and healthy body | **6. August****Theme: Summer**1 week: Summer weather and sunshine 2 week: Water play3 week: Mountain and sea 4 week: Let’s take trips |

5/6 program 2018-2019 (Subject to change)

|  |  |
| --- | --- |
| **7. August thru September****Theme: Transportation**1 week: .Various Transportation 12 week: Various Transportation 23 week: Transportation play4 week: Traffic rules and safety | **8. September** **Theme: My country and other country** 1 week: To represent Korea2 week: Korean holidays 3 week: Korean and Foreign Food 4 week: Korean and Foreign Houses and Fashion 5 week: Fun folk games |
| **9. October** **Theme: Autumn** 1 week: Change to autumn2 week: Grains, fruits and nuts 3 week: leaves and color | **10. November****Theme: My Neighborhood** 1 week: Look around my town 2 week: People who help us 1 3 week: People who help us 2 4 week: Shops in my town5 week: A market pla |
| **11. December****Theme: Winter**  1 week: Winter weather and wind2 week: Winter life and Christmas 3 week: Winter play and safety4 week: New Year’s Day  | **12. January****Theme: Tools and Machines**1 week: Tools seen in the center 2 week: The machines we use  3 week: Convenient tools and machines |
| **13. February** **Theme: Me as an Older Brother or Sister** 1 week: My class I enjoyed 2 week: Thank you teachers 3 week: Lunar New Year’s Day 4 week: Parting with my class |  |

7 program 2018-2019 (Subject to change)

|  |  |
| --- | --- |
| **1. March****Theme: Life and Friends at Childcare Center** 1 week: New class and teachers 2 week: New Friends 3 week: The 00 Class promises we made 4 week: Staying together at the center | **2. April****Theme: Spring and animals, plants** 1week: Weather Changes and Daily Life2 week: Spring and plants3 week: Animals I want to find out about 14 week: Animals I want to find out about 25 week: Animals we have learned |
| **3. May** **Theme: My family and I** 1week: Precious family 2 week: Various types of families3 week: Me in my family4 week: I am special  | **4. June****Theme: My Neighborhood** 1 week: The look of my neighborhood2 week: Institutions in my neighborhood 3 week: Various jobs 4 week: Economy in my life (1)5 week: Economy in my life (2) |
| **5. July** **Theme: Summer and Healthy lifestyle**1week: Summer weather and lifestyle changes 2 week: Getting through the summer in healthy ways3 week: Body and life4 week: Have fun in the water | **6. August****Theme: Transportation**1 week: Types of transportation2 week: Convenient transportation3 week: Future transportation4 week: Traffic rules and safety |
|  |  |

7 program 2018-2019 (Subject to change)

|  |  |
| --- | --- |
| **7. September** **Theme: My country Korea**1 week: My country I have traveled 2 week: The Pride of my country3 week: Life of my country4 week: The National Holiday | **8. October** **Theme: Countries around the world**1 week: Countries I know2 week: Lifestyles of many countries around the world3 week: Cultures of many countries around the world4 week: The world together |
| **9. November****Theme: Autumn and books** 1 week: Autumn weather and lifestyle changes 2 week: Autumn forest 3 week: books and information 4 week: Books we make | **10. November Thru December****Theme: Machinery and Life**1 week: Machines in Everyday life2 week: Energy for activating machines 3 week: Convenient energy |
| **11. December****Theme: Winter**  1 week: Changes of winter weather and life 2 week: Wintering of animals and plants 3 week: Winter play4 week: Winter safety | **12. January****Theme: Earth and environment**1 week: The Earth we live in(1) 2 week: The Earth we live in(2)3 week: Environmental Protections4 week: Space exploration |
| **2. February****Theme: Enter elementary school**1 week: The Childcare center I enjoyed/Lunar New Year’s Day 2 week: I am ready to go to school 13 week: I am ready to go to school 2 |  |



Pay Day

Daily reports

Observation

Free play training

Meeting, co-working & prep

Normal week

AEP Pay Cycle

**March Schedule**

**Training: Class Observation**Varies by teacher
For the first two days, you will observe a more senior member of our staff and learn how to be an IEP teacher. The last two days of your training will be in your own center. Use the attached forms in the beginning of this packet and return completed forms to your director.

**Training: Introduction to Free Play
March 5th – 9th**
With assistance from your Korean co-Teachers you will begin to play with the children. Also, you will need to begin planning for the following week.

**Training: Meetings & Planning
Match 12th – 16th**You will have your first official meeting with Korean co-Teachers. Bring in some ideas and make a schedule together.

**Training: First Normal Week
March 19th – 23th**This will be your first normal week of play with the children.

**Daily Reports & Lesson Plans
March 26th**You will begin to prepare daily reports and lesson plans. (eng.puruni.com)

**Puruni Administration Checklist**

**Daily Reports**Starting Date: March 26thLocation: Puruni Intranet
Extra: Print and submit to Director Daily (You should ask for a paper folder with a metal clip or binder to use for the full year – make sure to label the folder/binder appropriately)

**Weekly lesson Plans**
Starting Date: March 26th
Location: Template on Puruni Intranet
Extra: Print and give to Director weekly & Email to johnt@puruni.com monthly

**Student Interaction Reports**
2x a year
Will review at a later date

For more clarification, see Puruni Manual on center computer

**Puruni Vacation Outline**

Here is a brief explanation about vacation. The following example assumes a Teacher has started in March, for those who started later you can minus 1 day for every month after March.

**Total Vacation Breakdown**

1. In the first semester you have 6 available vacation days.
	1. The fixed days are paid days
	2. The first 2 flexible days are paid
	3. The 3rd flexible is non paid
	4. The 3 fixed days are NON-NEGOTIABLE
2. Whatever vacation you **DO NOT** use in the 1st semester will roll over into the second semester.
3. **You cannot use more than 6 days of your vacation in the 1st semester without special agreement from your director and manager.**
4. You **CAN** use vacation that rolls over into the second semester freely. However, vacation will NOT roll over into the next contract.

**Personal Vacation Manager**

Please use this template to keep track of your vacation use.

|  |  |
| --- | --- |
| **My Total Vacation:** |  |
| **1st Semester** | **2nd Semester** |
| **3 Fixed** | **3 Fixed** |
| Dates: | Dates: |
|  |  |
| **My Flexible Total:** | **My Flexible Total:** |
| Date:Paid/Non | Date:Paid/Non |
| Date:Paid/Non | Date:Paid/Non |
| Date:Paid/Non | Date:Paid/Non |
| Date:Paid/Non | Date:Paid/Non |
| Date:Paid/Non | Date:Paid/Non |
| Date:Paid/Non | Date:Paid/Non |