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



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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.

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| **Day 1**  9:00-1:00PM Teacher observation 1 | **Day 2** 8:30-2:00pm Teacher observation 2 | **Day 3** 8:30-2:00pm Teacher 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.

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| **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.

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| Free play time  Clean-up time  Group Time (circle time)  Physical play time  Lunch time  What 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.

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| 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?

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| Morning Hour  Snack Time  Free Play  Clean-up time  Group Time  Physical play time  Lunch time  Nap time |

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

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| **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 spring  2 week: Flowers and trees  3 week: spring picnic |
| **3. May**  **Theme: My family and me**  1week: My Joyful Home  2 week: Mom and Dad I love  3 week: My Body  4 week: My mind  5 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 clean  2 week: Do exercises  3 week: Food and healthy body | **6. August**  **Theme: Summer**  1 week: Summer weather and sunshine  2 week: Water play  3 week: Mountain and sea  4 week: Let’s take trips |

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

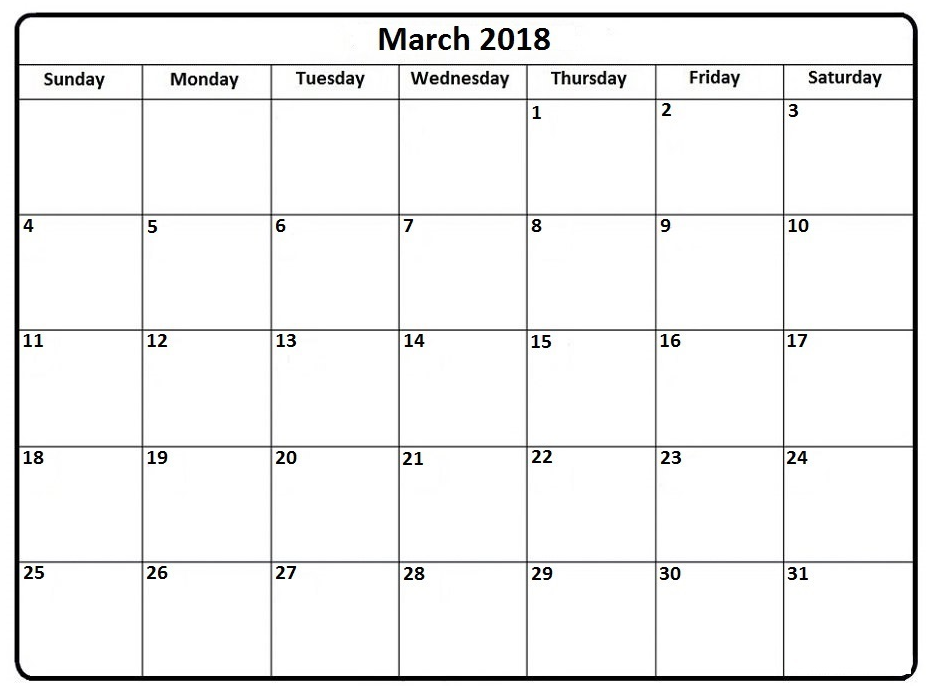
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| **7. August thru September**  **Theme: Transportation**  1 week: .Various Transportation 1  2 week: Various Transportation 2  3 week: Transportation play  4 week: Traffic rules and safety | **8. September**  **Theme: My country and other country**  1 week: To represent Korea  2 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 autumn  2 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 town  5 week: A market pla |
| **11. December**  **Theme: Winter**  1 week: Winter weather and wind  2 week: Winter life and Christmas  3 week: Winter play and safety  4 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)

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| **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 Life  2 week: Spring and plants  3 week: Animals I want to find out about 1  4 week: Animals I want to find out about 2  5 week: Animals we have learned |
| **3. May**  **Theme: My family and I**  1week: Precious family  2 week: Various types of families  3 week: Me in my family  4 week: I am special | **4. June**  **Theme: My Neighborhood**  1 week: The look of my neighborhood  2 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 ways  3 week: Body and life  4 week: Have fun in the water | **6. August**  **Theme: Transportation**  1 week: Types of transportation  2 week: Convenient transportation  3 week: Future transportation  4 week: Traffic rules and safety |
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7 program 2018-2019 (Subject to change)

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| **7. September**  **Theme: My country Korea**  1 week: My country I have traveled  2 week: The Pride of my country  3 week: Life of my country  4 week: The National Holiday | **8. October**  **Theme: Countries around the world**  1 week: Countries I know  2 week: Lifestyles of many countries around the world  3 week: Cultures of many countries around the world  4 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 life  2 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 play  4 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 Protections  4 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 1  3 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.

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| **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 |
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