



Early
Childhood
Development



Tah Takuchi Center of
Lifelong Learning and Development

Admission Pack ECD



Dear Parents,

We want to thank you for choosing Tah Takuchi ECD (Early Childhood Development). We realize the importance of this decision and how tough it may be to choose the right first caring and learning place for younger kids.

It's our goal to provide quality care and learning for your children. We enable them to explore-learn-grow day-by-day and be ready to start a happy and prosperous school and later life. If at any time you have any questions or concerns regarding the caring-learning of your children, please feel free to speak to me directly. I would rather discuss and resolve the issue in the early stages rather waiting until they become bigger.

In order to assure a friendly yet professional relationship, please be sure to read through the Policies and SOPs of Tah Takuchi Services. We also ask for respect in regard to our business hours. Please don't show up before your scheduled time or after your normal pick-up or drop-in time without providing proper notice.

We look forward to knowing your kids and your family at a personal level and seeking to build a healthy and professional relationship. Please don't forget to attach the form B or Birth Certificate of your kids.

Thank you

Farmuda Karim

Farmuda Karim,
Founding Director and Owner



Why Tah Takuchi ECD?

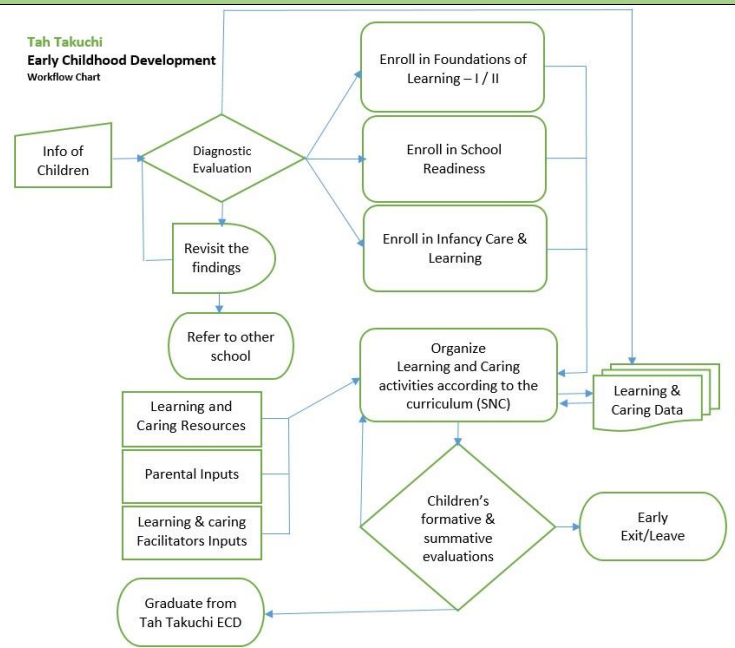
- Reliable, trained, certified and experienced team
- Focus on the foundations lifelong learning & caring
- Follow best practices of ECD
- Learning and caring framework based on SN Curriculum and ground realities
- Age appropriate Learning resources

Admission Criteria

1. The age of children must be appropriate to the program e.g. 1-2 Infancy Care and Learning, 2-4 Foundations of Learning, and 4-6 School Readiness,
2. Complete appropriate immunization as per the age
3. Parents lead the admission process and are able to bear the cost of services
4. Parents agree and accept caring and learning principles, SOPs, and other regulations of Tah Takuchi
5. Parents agree and sign the consent to engage their children in daily caring and learning activities to achieve Tah Takuchi ECD Milestones and NSC of the government of Pakistan

Admission Procedures




- 1- Visit the Tah Takuchi Facebook, YouTube, website, or in person to the center and get information of the program.
- 2- Diagnostic evaluation of the children and family to determine the level of Learning and Caring.
- 3- Submit hard copy of admission application with complete information
- 4- Determine the level or stage of caring and learning.
- 5- Get an admission acceptance message/letter from Tah Takuchi ECD.
- 6- Read the fee policy and submit the fee at HBL Microfinance Bank Chandni Chowk Rawalpindi.
- 7- Attend orientation sessions and get more insights of the program.
- 8- Follow drop-in and takeaway time of the children from Tah Takuchi ECD



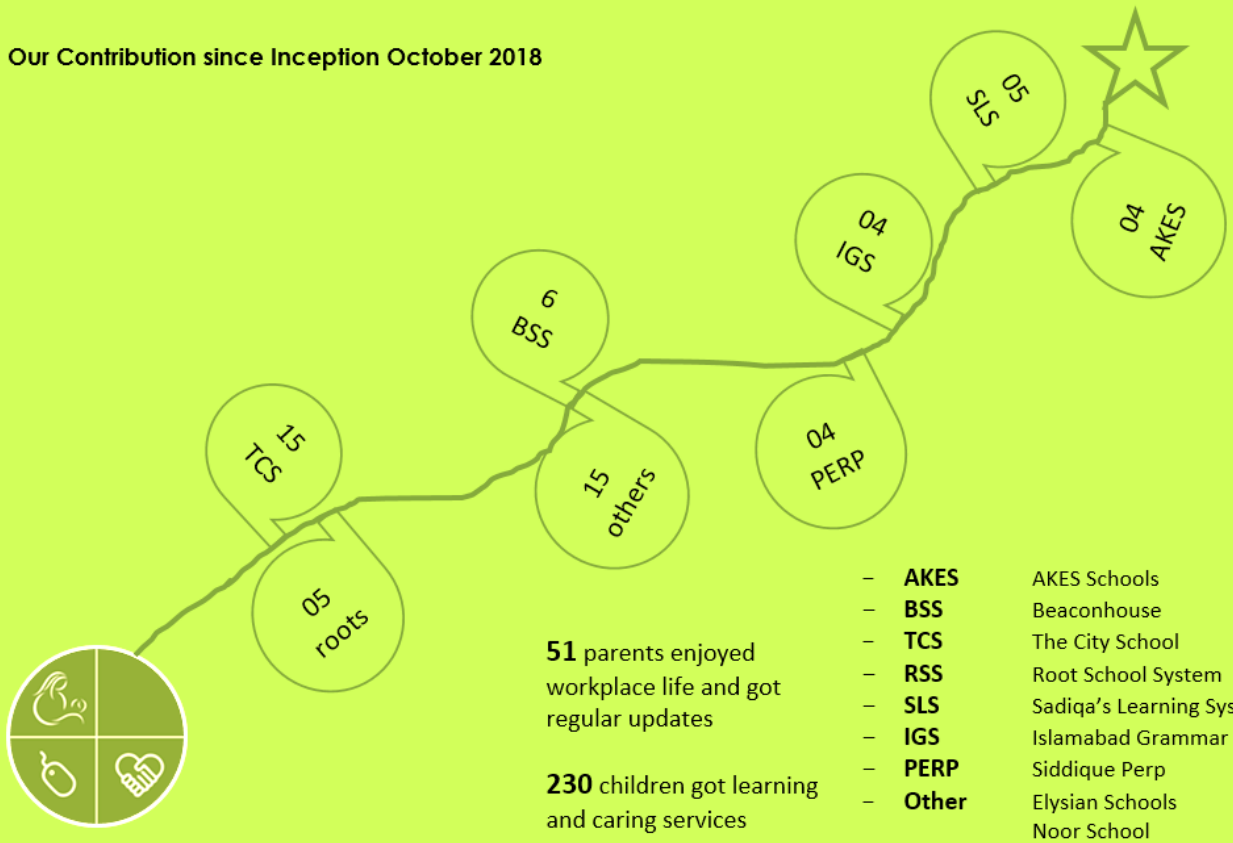


Tah Takuchi ECD

Tah Takuchi ECD is preparing young children including infants and toddlers to demonstrate their full potential in school and later lives. Tah Takuchi Early Childhood Development Program is unique in itself that enables young children and families to experience contemporary learning skills and lay the foundations of lifelong learning and caring. Our integrated and freestyle learning-caring approach boosts the attention span of children to master in the lifelong learning skills. We always careful in selecting learning-caring resources including facilitators and caregivers. Following are the stage wise portfolios of ECD.

Infancy Caring and Learning	Infancy Caring and Learning	Foundations of Lifelong Learning
		
<p>First 9 Months</p>	<p>First 2 years</p>	<p>2.1 to 6 years</p>
<p>Tah Takuchi Antenatal Caring and Learning provides a platform for young women and families to share their hands-on experience amongst each other. It promotes and provides education on nutrition, personal hygiene, social, cultural, emotional, and psychological support to pregnant women in a respectful way to improve their lives, health-care utilization and birthing process. It build bridges among different experts and women particularly pregnant women. It's a multilayers interactions and sharing program for the hands-on learning.</p>	<p>Tah Takuchi Infancy Caring-Learning is a comprehensive integrated lifelong learning program. This program engages the young kids in meaningful concrete and hands-on learning through touching, doing, moving, seeing and hearing activities. These activities enable the kids to talk, walk, climb, jump, run and bustle with energy at later lives. They are also able to develop new vocabulary, sort shapes and colors regularly. Most of the kids also take interest in toilet training. It's a triangular partnership among learning facilitators, parents and curriculum.</p>	<p>Tah Takuchi Foundations of Lifelong Learning is an integrated learning and caring program for children of 3-6 years. It lays the foundations of active citizenship, personal development; and enhances social inclusion. This program includes learning to know, learning to do, learning to be, and learning to live together concepts. It prepares the children to demonstrate their full potential in school and later lives. Our integrated and freestyle learning-caring approach boosts the attention span of children, engages parents and follow unique curriculum to master in lifelong learning and caring skills.</p>

Our Contribution since Inception October 2018



Our Team





Tah Takuchi ECD Hands-on Training



Tah Takuchi Early Childhood Development Resources

Early Childhood Development –Training Program

To identify well trained and relevant human resources is always challenge for preschools, pre-kindergartens settings or early learning setups. Untrained parents particularly mother also face challenges to give necessary caring and learning opportunities for newly born babies. Following two contemporary trainings are carefully designed to meet this emerging needs by the experienced and trained faculty of Tah Takuchi ECD Program; These trainings will boost-up the lifelong learning and caring competencies of young mothers, caregivers, preschool teachers and early learning facilitators.

1. Art of Caring & Learning – Certificate in Early Childhood Development

This Training comprises of the most important stages of child development in context of current challenges. It enables the participants to lay the foundations of lifelong learning, knowledge and wisdom at Early Childhood.

- Explore and Comprehend world of ECD Curriculum
- Effective ways to conduct circle times and other activities
- Contemporary techniques for learning and caring layouts
- Evaluation tactics of Caring and Learning of toddlers and Infants
- Hands-on training of the learning themes

2. Motherly Care for Nurturing

This training is specially structured for caregivers including new mothers who always face challenges to give necessary care for balance nurturing of children.

- Practical approaches of motherly love and care
- Care for Health and hygiene
- Management of child's poo, pee and diapering
- Sleeping and rest facilitation techniques
- Rights of children vs responsibilities of adults
- Record keeping and sharing techniques

Caring and Learning Material

Tah Takuchi is preparing, collecting and packaging the following Caring and Learning Tools for parents, preschool and kindergarten settings. These kits boost the lifelong learning and reinforce the young children to achieve their developmental milestones. All the following kits consist of Cognitive Development, Psychosocial Development and Physical Development parts;

- Prenatal kit for young parents
- Learning kits for infants
- Learning kits for toddlers
- Learning kits for Early Childhood
- Learning kits for Kindergarten/preschools

What you'll get from our trainings apart from learnings are;

- Exposure to practically demonstrate the competencies at Tah Takuchi ECD School.
- ECD Caring and Learning Competency Certificate of Tah Takuchi Services
- Linkages with ECD learning hubs

Program – Stage	Monthly Charges
<input type="checkbox"/> Infancy Care & Learning (6 months – 2 Years)	Rs.12000
<input type="checkbox"/> Foundations of Learning – Toddlers (2 to 3 Years)	Rs.12000
<input type="checkbox"/> School Readiness – ECD (4-6 Years)	Rs.10000
<input type="checkbox"/> Daylong Caring and Learning	Rs.20000
<input type="checkbox"/> Admission Fee	Rs.6000
<input type="checkbox"/> Security charges (refundable)	Equal to one Monthly Fee
Online / in person fee will be deposited to HBL Microfinance Bank, Chandni Chowk, Rawalpindi.	
A/C #	0021032169203011 PK76FMFB0021032169203011
Purpose	This Policy specifies the principles for setting, calculating, charging, and refunding Tah Takuchi Fee.
Scope	This Policy applies to: <ul style="list-style-type: none"> ▪ All enrolled children at Tah Takuchi Center of Lifelong Learning & Development ▪ Children previously enrolled, currently enrolled, and children on leave;

Fee Policy Provisions	
1.	One-time Registration and Admission fee (non-refundable) will be paid by all new children at the time of admission.
2.	Security Fee is payable at the time of admission and is refundable at the time of withdrawal/graduation.
3.	Fee will be payable monthly in advance before the 8 th of each month. If a child leaves before the 15 th of any month then he/she will be charged a 50% fee, however, if she/he avails above 15 days of services then he/she will be charged the full fee. Fee will be deposited to HBL Microfinance Bank, Chandni Chowk, Rawalpindi.
4.	Advance monthly fee is automatically charged to each enrolled child by the end of each month.
5.	Tah Takuchi reserves all the rights to hold children's progress reports and other information if the dues have not been cleared on the due date.
6.	All parents and guardians responsible for guaranteeing payment of dues who read and sign an undertaking for compliance with the Tah Takuchi policies as outlined in the 'Admission Application Pack'. Tah Takuchi reserves the right to revise and make alterations to its policies, rules, and fees at any point in time without any prior notice.
7.	There will be no concession or fee waiver for the period that a child may have stayed away from Tah Takuchi, due to any reason.
8.	You can sponsor a child (disadvantage) with a 50% contribution with Tah Takuchi
9.	We carefully read and understand the Terms and Conditions of Tah Takuchi, and hereby agree to abide by these. We also play an active role in the holistic development of our children.

Terms and Conditions for admission in Tah Takuchi ECD

- The age of children must be appropriate to the program e.g. 6-12months, 1-2 for Infancy Care and Learning, 2-5 for Foundations of Learning I and II, and 5-6 for School Readiness,
- Enrolment in Tah Takuchi ECD is based on the diagnostic evaluations of your child and your acknowledgment of findings. Parents are expected to share accurate and relevant information about their child for the evaluation
- Complete appropriate immunization as per the guidance of WHO and local government
- Parents lead the admission process and are able to bear the cost of respective services
- Tah Takuchi's caring and learning principles, SOPs, and other regulations equally apply to the children and other stakeholders
- Tah Takuchi ensures equal caring and learning for the children if any special attention requires then parents need to inform the head of the center in writing.
- Tah Takuchi ensures to provide a secure, safe, hazard-free, and adult-supervised environment, however, there are chances of uncontrollable hazards and natural disasters, that need to understand by the parents/guardians.
- Parents agreed and signed the consent to engage their children in daily caring and learning activities of Tah Takuchi ECD competencies and NSC of the government of Pakistan
- Parents are agreed and signed this paper to provide balance snack and drink or request Tah Takuchi to make necessary arrangement for lunch for kids.
- To enable the provision of quality caring and learning of children, Tah Takuchi has the absolute discretion to prescribe the syllabus, learning, and caring activities or materials. Make any changes in the caring and learning activities, etc.
- Tah Takuchi may shift the premises of the center to another location for any reason. The parent's consent shall not be necessary. However, advance notice will be given to the parents.
- Tah Takuchi ECD may use the pictures and videos of your children for knowledge sharing and promotional purposes in social or print media.
- Tah Takuchi ECD School is a safe caring, learning, and working environment. We have ZERO TOLERANCE POLICY for harassment, misconduct, and abusive behavior towards our Team and children, whether verbal or physical. Any parent/guardian who may engage in such activity can face the expulsion of his/her children.
- If any kid has an accident, then he/she will be treated by a trained and qualified first aider and parents will be informed of the situation as soon as possible. If there is a situation where kid needs urgent medical treatment and parents unavailable, a member of staff from Tah Takuchi Preschool may sign any consent forms necessary for treatment on my behalf.
- One-time Admission fee (non-refundable) will be paid by all new children at the time of admission. Security Fee is payable at the time of admission and is refundable at the time of withdrawal or graduation.
- The fee will be payable monthly in advance before the 7th of each month. If a child leaves before the 15th of any month then he/she will be charged a 50% fee, however, if she/he avails above 15 days' services then he/she will be charged the full fee.
- The advance monthly fee is automatically charged to each enrolled child by the end of each month.
- All parents and guardians are responsible for guaranteeing payment of dues who read and sign an undertaking for compliance with the Tah Takuchi policies as outlined in the 'Admission Pack'. Tah Takuchi reserves all the rights to revise and make alterations to its policies, rules, and fees at any point in time without any prior notice.
- There will be no concession or fee waiver for the period that a child may have stayed away from Tah Takuchi due to any reason.

We carefully read and understand the above terms and conditions, rules, and regulations of the center and hereby agree to abide by these. We also play an active role in the holistic development of our child/children.

Mother's signature #1:

Father's signature #2:

Child's Information for Admission in Tah Takuchi ECD, Rawalpindi

Complete Name of Child		Date of Birth	
		Date of Enrolment (for office use only)	

Parent Information	DATA	MOTHER	FATHER	
	Name			
	CNIC #			
	Cell Phone			
	Home Address and Phone No			
	Work Address and Phone No			
Email Address				

The person authorized to pick up and drop in your children or contact details in case of emergency if neither parent is available to assume responsibility for the children.

Emergency Contact Information	DATA	1 st Contact Details	2 nd Contact Details (if any)	
	Contact Name			
	Relationship			
	Cell Phone			
	Home Phone			

Medical Information	Child Health Care Provider & Doctor	
	Health Care Provider's Address contact details	
	Known allergies including medication	
	If your child takes any regular medication or supplements, please, enlist the medicine with dose's details in the below space (use an additional sheet if need and attach to this page). Attach a photocopy of doctor's prescription.	

As the parents of the above-named child, we attest that the information above is correct. We authorize the Tah Takuchi ECD staff to obtain emergency treatment for my child and understand that we shall be promptly notified.

Parent Signature #1:	Parent Signature #2:
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