



PROGRAM FOR SENIOR AND VOCATIONAL SECTION

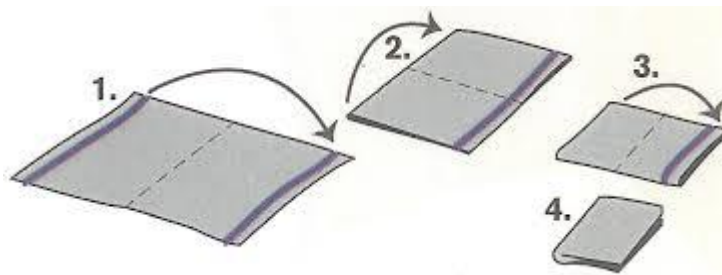
Skills that enable the individual to live and function independently are “**Functional Skills**”. Special education focuses on giving their students to gain as much independence and self-sufficiency as possible, without any discrimination regarding their disability whether it is emotional, intellectual, physical or any other. Certain skills are included in this guide that would be beneficial for them.

HELPING IN HOUSEHOLD CHORES

Purpose: To make the individual independent and a productive member of the family involve them in doing household chores.

Procedure:

Start with teaching individuals to participate in easy household work as folding cotton blankets or bed sheets and neatening the bed sheets or covers. Ask them to imitate and fold the cotton blankets or bed sheet like to join the corners of the sheet and fold it in half after that make another fold in the same way, twice. Appreciate the individual in doing so: if he or she is unable to do so repeat the same procedure step by step and make the individual follow these steps.



Then make the individual learn to neat the bed sheets by pulling the corners of the sheet and tuck them under the mattress. Give proper instructions

in doing so; try to give easy and understandable instructions. Teach them how to neat the bed sheet, than ask him or her to do, as observed.



After that, teach individual about dusting and cleaning. Provide a neat cloth and teach how to handle objects while cleaning the dust. Afterwards, teach him how to handle the broom, clean the house and collect garbage in the dustbin. Be patient while teaching and appreciate him or her while doing so.



Also teach the individual to iron their clothes and polish their shoes.



KITCHEN CHORES AND COOKING

Purpose: To make the individual self-sufficient to feed him or herself and also a helping hand for theirs.

Procedure:

Teach the individual to wash dishes, peel vegetables (like carrot, cucumber and radish) and make salad, prepare milkshake, juice and handling kitchen utensils. Also teach the individual names of pulses and material being used in the kitchen. Teach the individual regarding kitchen safety measures, avoid using sharp knives: in case of sharp knives teach him or her how to handle it with care.



Also teach the individual frying egg and fries by using easy and step by step instructions as ignite the stove, put fry pan on the stove, add oil, now break the shell and add egg in the pan make sure not to burn your hand, handle the egg with a spoon gently. Through these step by step instructions it would be easy for the individual to complete the task.



TIME TELLING

Purpose: To give the individual time awareness, for setting their routines and to teach the importance of time in their daily life.

Procedure:

Firstly, teach the individual concept of time through activities associated with time as what we do in the time of day and night like we sleep at night, we go to school in the morning etc. After that, teach the individual how to use digital clock: as it is easy to use and understand. Teach him or her that the number on the right side of the “:” shows minutes and to the left shows hour and also give the concept of am and pm. Use of talking clock will also be helpful in teaching them time concept.



For telling the time through analogue clock firstly give the concept of hour hand and minute hand as hour hand is big and minute hand is small. Then

teach the movement of the hands according to “o’clock”. After that “half past” and gradually increase the level by teach the concept of “quarter past” and “quarter to”. Use original clocks and cards to make them understand the concept more clearly.



MONEY CONCEPT



Purpose: To give information related to the purpose and value of money and how to handle it.

Procedure:

Firstly, teach the individual the recognition of coins and rupee notes. Use cards and fake rupee notes to make him recognize it. Then, show the original rupee note and ask them to tell which rupee note it is. After that, teach them the value of that rupee note e.g how many 10 rupee notes are present in a 50 rupee note, then gradually increase the level of difficulty to 100 rupee note and so on. Teach individual the cost of usually buyable items as egg, milk pack, juice,



chips and biscuits etc. Then ask the individual what they can buy within 10, 20, and 50 or gradually to 100 rupee note.



For further training teach the individual the use of calculator and sign as “+” and “-” while calculating the cost and what they would get in return. Use simple calculator rather than the scientific one as it is easy to handle and understand.

ASSIGN DUTIES

Purpose: To develop sense of responsibility and joy of accomplishment.

Procedure:

Teach the individual to set and remove plates on matt or dining table and to clean the table afterwards. Use simple and one to two words command so the individual follow it properly like place plates on the table, now bring glass and jug etc.



Assign duties to the individual to make him or her feel dutiful as to fill the water bottles and put it in the fridge, it would be the responsibility of the individual solely to switch off the extra lights and check door locks before going to bed. Use cards and sticky notes near the light to make him or her remember that it's their duty to switch it off.



TEACH MANNERS

Purpose: To enable them to follow society rules and customs and behave in a presentable manner.

Procedure:

Teach the child to say “salaam” to everyone in the morning. Make it a habit so the individual greet everyone without any reminder. Teach them to brush their teeth, take bath and change their clothes before doing anything.

Also teach the individual eating manners like wash your hands before and after eating, do not leave food in the plate, finish your food properly, do not talk while having food in your mouth and always say “Bismillah” before eating anything and “Alhamdulillah” after eating.



While in a gathering or having family time give opportunity to the individual to participate in the conversation also ask their opinion on certain matter to make them feel worthy. Teach them to let other finish after that they would speak.

RELIGIOUS EDUCATION

Purpose: To give knowledge or awareness about their religion and educate them to performs the religious duties.

Procedure:

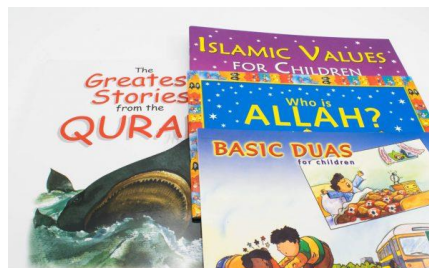
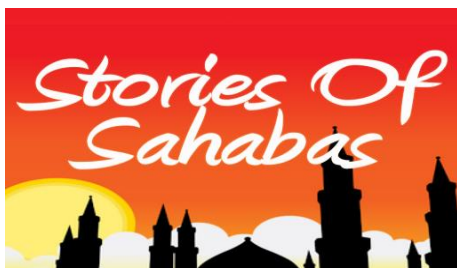
Teach the individual to say prayers five times a day by imitating others. Use flash cards also to ask the individual about the postures to follow in the prayer like **Takbeerat, Qayyam, Ruku, Sajda** and **Salam**.



Fix a time to recite Holy Quran daily during this try to memorize 1 or 2 verses of Surah. Recite these verses and ask the individual to repeat after you. Select Surah having few verses so the individual can feel a sense of accomplishment after memorizing it.



Also share Islamic stories and quotes with the individual and ask them to discuss and repeat it in front of the others.





Teach the individual to learn general knowledge questions related to religious education as:

- How many prayers do we offer in a day?
- What is the name of our Holy Prophet?
- What is fasting?
- In which month do we fast?
- Name the religious festivals?
- Which eid Muslims celebrate after the month of Ramadan?

SIGHT READING

Purpose: To familiarize the individual about certain things that is useful for them and helps them to move independently in the society.

Procedure:

Teach phone number and address through sight reading. Write the number on the card or paper and ask the individual to punch the same numbers on the phone that are written on the paper. Firstly, perform the exercise by yourself and ask the individual to follow you. Place your finger on the number and show the individual the specific number on the phone and told him that they are same and punch the numbers accordingly.

Teach the signs as ladies and gents toilet, traffic sign also by sight reading. Paste washroom signs on your washroom and ask the individual to go according to their gender. Make the individual familiar with their sign first.



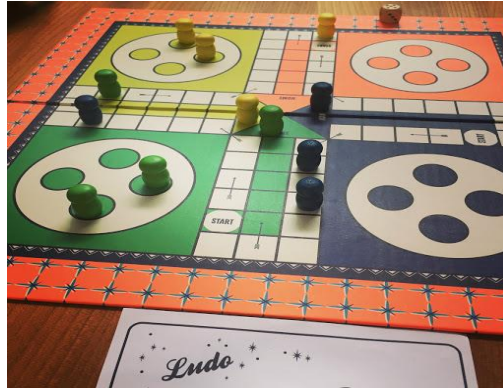
SPORTS AND GAMES

Purpose: To keep them active, alert and improve their physical ability. It is also a source of enjoyment for them.

Procedure:

Keep the individual active by participating him in sports and games. Make it a routine for them to walk 15 to 20 minutes daily in the courtyard or on the roof as per availability of space. Involve the individual in verbal reasoning games: like raise your hand when you hear the name of the animal that can fly, if you raise your hand for those who cannot fly than you will lose and you have to pay the penalty in the form of performing any given task. Also ask them to share these rules when playing with others.

Teach the individual indoor games like playing “**ludo**” by giving step by step instruction and explain rules of the game. Explain how to roll the dice and how to move the piece by the number that comes out after rolling it.



Also involve the individual in outdoor games as running and playing cricket with their siblings. State the goals of each very clearly and encourage the individual to participate. Teach the individual how to hold the bat and make run while batting and what they have to do while balling. When the ball hit the wickets or when someone catch the ball being hit by their bat it means out. And encourage the individual to state these goals with others.



Guidelines for Parents

- Involve the adults in the daily home chores and make them self-reliant.
- Encourage your adults in participating meal time conversations and listen to their attentively.
- Be patient with them when they are performing the activities and try to complete the work by themselves.
- Keep the record of your adults' daily activities to make their routine structured. For this purpose a table is given below add activities in the left column and mark a tick in the respective right column accordingly if the individual perform that activity.

Rising Sun Institute for Special Children

