BASIS BEGINNERS PRAGUE

PRESCHOOL POLICY

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PRESCHOOL POLICY

FACILITY INFORMATION

Name: BASIS Beginners Prague, s.r.o,

Address: Nad Tejnkou 391/10, Břevnov, 169 00 Praha 6

Tel.: 734 878 769

E-mail: info@basisbeginners.cz

Web: http://basisbeginners.cz

ID: 06957013

Tax ID: CZ06957013

Preschool Director: Petra Procházková

Type: International Preschool with full-day operation

Capacity: 40 children in irregular attendance

(Hereafter only: Preschool)

OPERATING HOURS

Monday to Friday: 7:30–17:30

The Preschool is open during School Breaks provided that a sufficient number of students will attend. The Preschool will be closed during days that are recognized as a National Holiday in the Czech Republic (see Preschool Calendar available on the website).

ENROLLMENT AND STUDENT ACCEPTANCE

The Preschool accepts children between the ages 3 to 6. Children younger than 3 years are accepted on an individual basis. Enrollment and acceptance is open through-out the entire school year. A child is accepted to the Preschool based on the Application submitted by the parents/legal guardians (hereafter only Parent) and the Child's Preschool Attendance Contract signed by the Parent and the Preschool.

The acceptance of a child can be rejected in the case that:

- the child (Parent) does not meet the acceptance criteria
- the capacity of the Preschool is full
- the Parent provides incorrect, false or incomplete information

CHILDREN'S DROP-OFF

Children are dropped-off at the Preschool from 7:30 to 8:45 (otherwise, according the actual need of the Parent after notifying the Preschool). The Parent personally hands-over the child to the Preschool's staff (teacher, assistant, director) already changed into the preschool clothes/shoes.

CHILDREN'S PICK-UP

- after lunch: between 12:45 and 13:00
- after Nap/Quiet Time: from 14:00
- but no later than 17:30

(Otherwise, according the actual need of the Parent after notifying the Preschool.)

The Preschool staff can only hand-over the children to the Parent or designated person listed in the child's Application Package. *(The children are picked-up in the Preschool's premises, alternatively at the Ladronka Park.)*

If the Parent or designated person does not pick-up the child by the 17:30, the Preschool staff will try to contact all of the listed contacts on the Application Package by phone. Alternatively, the Preschool will follow the steps recommended by the Ministry of Education (MŠMT), which is to contact the proper authorities/police.

CHILD'S ABSENCE

A child's absence can be reported personally or by phone (+420 734 878 769) by 8:30 of the current day.

ATTENDANCE TERMINATION

The Preschool Director may terminate the attendance of a child after written notice to the Parents if:

1. the child's Parent does not pay Tuition and other fees on time (see Child's Preschool Attendance Contract)
2. the child does not attend the Preschool for 2 weeks without notice
3. the specific needs of the child cannot be met by the Preschool
4. the Parent violates the Preschool Policy

Termination of attendance by the Parent is specified in the Child's Preschool Attendance Contract.

PARENT COOPERATION

We welcome the Parents' cooperation during school activities, fieldtrips, carnivals (in whatever form).

WHAT A CHILD SHOULD BRING TO PRESCHOOL (PLEASE PUT CHILD'S NAME ON EVERYTHING)

- firm slippers or sandals, which the child is able to put on him/herself (definitely not flip-flops or soft open slippers - to avoid tripping hazard)
- classroom clothes (comfortable and can be dirtied; for girls: skirt/shorts or sweatpants/leggings/play pants; for boys: shorts or sweatpants/play pants)
- outside clothes (comfortable and can get dirtied)
- small backpack (that the child is able to carry)
- toothbrush
- pajamas, extra underwear (or diapers), socks/stockings, shirt, sweatpants, raincoat
- drinking bottle

OUTSIDE TIME

The children spend as much time outside as possible in accordance to the academic day, but at least 2 hours, based on the weather.

The Preschool garden and nearby Ladronka Park are used for spending time outside. Reasons to cancel outside time are freezing temperatures (below -10°C) as well as high temperatures during the summer months, excessive rain, inversion, unpleasant wind conditions and smog situation.

DAY ORGANIZATION

Each child has his/her own resting place. After Nap Time, the matrass, linen and pajamas are always put-away to their proper storage area.

Change of pajamas: 1 per week (if needed sooner) – provided by Parents

Change of linen: 1 per every 3 weeks (if needed sooner)

Disinfection of mattresses (cleaning of the bottom part): 1 per month (if needed sooner)

Washing mattress cover: 2 per year (if needed sooner)

The washing and ironing of linen is provided by an external firm.

WASHROOM ORGANIZATION

Each child has his/her own toothbrush, brush, towel stored in its proper place.

Change of towels: 1 per every week (if needed sooner)

If using cloth towels is not possible – disposable paper towels will be used.

CHANGING DIAPERS

A portable/handing changing table is used for changing diapers. Disposable diapers (supplied by parents), disposable changing matts and wet napkins are used. Used diapers, matts and napkins are thrown out in a special trashcan. The disposal procedure is in accordance with the trash law.

CLEANING

All floors and surfaces are wiped wet, carpets vacuumed and trash taken out daily.

Sinks and toilets are cleaned with a disinfecting cleaning product daily. Potties are disinfected after each use.

All washable parts of the walls and surfaces of the washroom are cleaned and disinfected at least once a week.

Windows, including frames, and light fixtures are cleaned at least twice a year.

The painting of walls occurs every 3 years.

The garden is be maintained regularly.

(All will be cleaned sooner, according to need.)

CATERING

The week menu will be posted on a message board, including all allergens.

The forenoon snack, lunch and afternoon snack are brought by a catering company Bionea (which meets all of the hygiene norms - HACCP), in stainless steel gastro containers stored in thermo-boxes. The second afternoon snack will be prepared at the Preschool (consists of originally packaged children's snacks such as fruit pouches/cereal cookies....)

Snacks are served: 9:30–9:50 | 14:30–14:50hod | 16:45–17:00
Lunch is served: 12:10–12:50

Snack serving system: pastry with spread/sandwich etc. will be prepared on a tray, each child chooses fruit and vegetables according to taste from a plate placed in the middle of the table. The fruit and vegetables can be taken by the Preschool staff to the classroom or garden for later consumption.

Lunch serving system: the children prepare their utensils and napkins themselves. The person responsible for serving lunch that particular day will prepare drinks and pour the soup (if it's part of lunch that day). The children take the main dish from the serving trolley themselves, younger children are helped by the staff. If a child has a specific diet, he/she may bring his/her own lunch from home.

A list of certain foods that a specific child should not or does not eat (provided in the Application Package by the Parent) will be listed on a message board in the cafeteria, so that the Preschool staff is informed and misunderstandings are avoided. The Preschool staff does not force the children to eat, they motivate the children to try and eat at least a small amount.

Cafeteria organization: smaller and larger tables are available for the children to choose as they please. Each child is led to improve his/her self-service skills and is encouraged to clean the dishes after him/herself to the serving trolley. The Preschool staff respects the individual pace of each child. Children that finish their food earlier can leave to play, the children that eat slower can finish their food and join the other kids in their own time. The tasks of serving food and removal of dirty dishes never cross paths.

Drinking regime: each child uses his/her own bottle for drinking which he/she brings from home. The Preschool staff regularly refills beverages. Cups/glasses are also available, which are washed after use. Alternatively disposable cups can be used.

Catering cancelation: if a child is sick or is absent for a different reason, catering can be canceled telephonically by 9:00 of the previous day (telephone number: +420 603 192 864). Otherwise the food is forfeited until the absence is reported properly. If a child with full-day attendance leaves earlier exceptionally, the Parent reports it to the responsible person no later than during morning drop-off of the child. The child will get the afternoon snack packed to take home.

Catering price: is listed in the current Preschool pricelist (Tuition & Fees)

Catering payment: is listed in the current Preschool pricelist (Tuition & Fees)

TUITION, APPLICATION FEE, OTHER FEES, DISCOUNTS AND PENALTIES

All are listed in the current Preschool pricelist (Tuition & Fees) and the Child's Preschool Attendance Contract.

BEYOND THE ACADEMIC PROGRAM

Special activities (extra-curricular) will be offered for a fee – according to the current Preschool pricelist.

SICKNESS AND TREATMENT

The Parents brings the child to the Preschool healthy. If the child or his/her family is exposed to an infectious sickness, the Parent informs the Preschool immediately.

The Preschool Director has the right to request from the Parents a doctor's confirmation that the infectious sickness has passed, alternatively an affidavit from the Parents that the child is fit to join the children's collective.

The Preschool staff has the right not to accept a child to the children's collective that has any signs of a sickness (infectious cold, cough, virus, conjunctivitis, lice etc.)

In the case symptoms of a sickness appear during the child's stay at the Preschool (fever, vomiting, stomach pains etc.) the Parent is informed by telephone and is requested to provide the child with further medical care.

In the case that a child is injured during his/her stay at the Preschool, the Preschool staff will provide essential care, and if necessary, Parents will be contacted immediately and requested to provide further medical care for the child.

The Preschool staff ensures that the child is protected from the sun rays (by using sunscreen with a UV factor), from ticks and other insects (by using an appropriate repellent). If the Preschool staff finds a tick, it will be removed and secured immediately. A form portraying where the tick was removed form will be given to the Parent during pick-up.

RIGHTS AND OBLIGATIONS

Rights:

(generally based on the Charter of Rights and Freedoms and the Child's Rights Convention)

- to respect his/her opinions
- to respect the child and adult
- to the option to express opinions in regards to the upbringing/educational works based on the requirements of the BASIS Program and based on the rights of the child

Obligations:

- to respect the BASIS Program and the overall Preschool concept, if it is in accordance with the child's rights

Child's rights:

(children's rights are based on the Child's Rights Convention)

- right to freedom of expression
- right to protection from violence and neglect
- right to living standards necessary for his/her physical, mental, spiritual, moral and social development
- right to equal access to education
- right to full development of character
- right to free (open) play

Child's obligations:

(the children's obligations are based on regulations that are stipulated at the beginning of the school year)

- after we finish playing, we put away the toy
- we strengthen the habits of proper manners and behavior (we say hello, thank you, ask for help)
- we inform the teacher before leaving the classroom (washroom, locker room…)
- we adhere to the safety rules, especially when spending time at the gym and school garden (no running in the classroom unless otherwise specified)
- we do not destroy toys, school equipment or works of other children
- if we hurt somebody, we apologize
- we try to resolve conflict by agreement

Parent's rights:

- to be informed of the intention and concepts of the Preschool and be informed about the child
- to express his/her opinion in regards to the concept in accordance with the Child's Rights Convention and the BASIS Program
- to attend the events organized by the Preschool
- to critically comment on the work of the Preschool
- to individually consult with the teacher/Preschool staff in the morning and forenoon hours (alternatively after making and appointment)

Parent's obligations:

- are defined in the Act no.91/1998 Coll. about Family
- to respect the School Policy
- to bring the child to the Preschool healthy, if the child or anyone in his/her family has an infectious sickness, the Parent will inform the Preschool immediately
- to inform the teacher of all aspects regarding the psychological condition of the child
- to provide the child with comfortable clothes and shoes (that can be dirtied) to allow for free and safe movement, not only in the classroom, but especially outside
- to equip the child with an adequate head covering and sunglasses during the summer
- to inform and cooperate with the teacher/Preschool so as to ensure the development in cooperation with the family; get acquainted with the informational boards and children's works
- to report any changes to the information provided in the Attendance Package within 10 days (especially in the contact and health information and the specific child's needs)

GENERAL

The Preschool Program follows the Day Regime (attachment 1), Preschool Policy and Curriculum Program (available on the Preschool's website).

Information regarding upcoming events, including changes to the Preschool's operating hours are announced in a timely manner (on the web, by e-mail and on informational boards)

The Preschool's staff is responsible for the children until the Parent or designated person picks the child up.

All children at the Preschool are insured against injuries and accidents during their time spent at the Preschool and during events organized by the Preschool.

To ensure the children's safety during their time spent at the Preschool and its premises, the Preschool staff is trained in the area of "safety and protection of health at work" (BOZP). Smoking and alcohol is strictly prohibited on the Preschool's premises.

While at the Preschool, the Parent abides by the Preschool Policy. When interacting with the Preschool staff, other children attending the Preschool and other children's Parents, the rules of proper behavior and mutual respect are adhered to.

The Preschool reserves the right to change the Preschool Policy, which will be announced to the Parents within in 14 days by e-mail and will also be put on the informational boards and website.

In Prague on 1.6.2018

Preschool Director Petra Podvěkrová

DAY REGIME

DAY SCHEDULE

SECTIONS OF THE DAY	START	END	TIME
Early Bird (Open Play)	7:30	8:30	1:00
Morning Welcome	8:30	9:00	0:30
Discovery and Foundation: Language & Literacy	9:00	9:30	0:30
Snack	9:30	9:50	0:20
Open Play	9:50	10:30	0:40
Discovery and Foundation: World Around Us	10:30	11:00	0:30
Movement	11:00	11:40	0:40
Discovery and Foundation: Math	11:40	12:10	0:30
Lunch	12:10	12:50	0:40
Nap/Quiet Time	13:00	14:00	1:00
Discovery and Foundation: Art	14:00	14:30	0:30
Snack	14:30	14:50	0:20
Enrichment: Read	14:50	15:20	0:30
Open Play	15:20	16:00	0:40
Enrichment: Engineering	16:00	16:40	0:40
Snack	16:40	17:00	0:20
Late Bird (Open Play)	17:00	17:30	0:30

EARLY BIRD

Open play, the children have free access to toys and can play as they choose, or they can use the time for help with the preparation for the upcoming day.

MORNING MEETING

The students are introduced to the program for the day and find out what they should expect and look forward to.

DISCOVERY AND FOUNDATION

Language and Literacy: focuses on the basics of a child's development of personal and interpersonal communication skills and learning actively to listen and speak. Literacy involves an introduction to storybook reading, storytelling, poems, rhymes, phonics, and recognition of letters and sight words, writing letters, journaling, and the growth from the ability to identify pictures in books to reading comprehension. Literature is often used to introduce themes that will be carried through all of our Discovery and Foundation Blocks.

Math: concepts that will be introduced include: days, months, years, numbers, patterns, recognition of shapes, and the sorting and writing of numbers. Additionally, the children will explore: problem-solving and other basic concepts of math, including graphing, quantity and counting, money, weight and measurement.

World Around Us: begins with a child learning and sharing who they are in the world, their interests, and how and what they like to play with, and extends to understanding our family, our school, our community, city, state, and country and the larger world, holidays and important historical figures. We also examine our world with an introduction to learning about our bodies, the environment, seasons, weather, the earth, planets, geography, geology, plants, and animals.

Arts

Art: the goal at this age is to show the students new ways to see the world, to help them acquire a relationship to art, and to develop critical thinking skills. Also, to introduce them to all of the possible art tools and creative works.

Music: children are exposed to live and recorded music, sing common children's songs, and hear and learn classical and global music. They learn about tempo, rhythm, beat, repetition, sequencing, elementary musical note reading, and about different instruments and their sounds.

Drama: introduces the beginning skills of performance, speaking, singing, dancing, and choreography.

OPEN PLAY

The children have free access to toys and can play as they choose, or they can use the time for help with the preparation for the upcoming day.

MOVEMENT

Children learn that that being physically active is an important part of being a balanced person. In movement, children actively participate in a class that focuses on the development of age-appropriate gross motor skills, teamwork and sportsmanship. The class will include an introduction to nutrition as a part of a healthy active lifestyle, dance, sports skills, and group games.

NAP/QUIET TIME

Children that want to sleep will lay down and rest in their own space. Children that do not want to sleep, will be allowed to participate in a quiet/calming activity, so that they could rest.

ENRICHMENT

Read: reading of stories, fairytales and active discussion of the plot.

Engineering: children investigate, innovate, build and use natural and manmade materials to explore age-appropriate science, technology, engineering, and math concepts.

LATE BIRD

Open play, the children have free access to toys and can play as they choose, or they can use the time for help with the preparation for the upcoming day.