

BASIS BEGINNERS PRAGUE  
PRESCHOOL POLICY



BASIS  
BEGINNERS  
PRAGUE



## FACILITY INFORMATION

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

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

Web: <http://basisbeginners.cz>

ID: 06957013

Tax ID: CZ06957013

Preschool Director: Kristina Kelly, Tel.: 731 880 176, Email: [kristina.kelly@basisbeginners.cz](mailto:kristina.kelly@basisbeginners.cz)

Operations Director: Jana Környeiová, Tel.: 603 192 864, Email: [jana.kornyeiova@basisbeginners.cz](mailto:jana.kornyeiova@basisbeginners.cz)

Type: International Preschool with full-day operation

Capacity: 30 children

*(Hereafter referred to as Preschool)*

## OPERATING HOURS

Monday to Friday: 7:30–17:30

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 5. Children younger than 3 years and older than 5 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: 13:00
- after Nap/Quiet Time: from 15:00
- but no later than 17:30 (please refer to the Late Fee Policy)

*(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 to the Preschool in person, email or phone by 8:45 of the current day.

## ATTENDANCE TERMINATION

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

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
5. per the Preschool management's discretion (based on previous communication per our Discipline 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) as stated by the Directors and teachers.

## WHAT A CHILD SHOULD BRING TO PRESCHOOL

**(Please put child's name on everything)**

- **Classroom shoes**  
Firm slippers or sandals, which the child is able to put on him/herself (such as Velcro or slip on), definitely not flip-flops or open slippers to avoid tripping hazard.
- **Inside clothes**  
Comfortable classroom clothes that can get dirty  
Extra set of clothes according to weather  
Extra underwear (or diapers) and socks  
Pajamas
- **Outside clothes**  
Comfortable clothes and shoes that can get dirty, based on the weather/season  
Raincoat + rain-boots  
Waterproof pants, jacket and gloves
- **Drinking bottle** (that the child can independently open/close)
- **Small backpack** (that the child is able to carry)
- **Toothbrush & toothpaste**
- **Hat** (for sunny or cold weather depending on the season)
- **Sun lotion**

## OUTSIDE TIME

The children spend as much time outside as possible in accordance to the academic day.

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.

## NAP TIME ORGANIZATION

Each child has his/her own resting place. After Nap Time, the mattress, linen and pajamas are always put-away to their proper storage area. All students in the Goldfish classroom are required to rest. Older students may rest according to the parent/student request.

**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 side, 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 and toothpaste. Disposable paper towels are provided by the preschool.

## CHANGING DIAPERS

A portable/handling changing table is used for changing diapers. Disposable diapers (supplied by parents), disposable changing mats and wet napkins are used. Used diapers, mats 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 maintained regularly.

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

## CATERING

The 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.

Snacks are served: 9:20–9:40, 15:00–15:20

Lunch is served: 12:00–13:00 (Goldfish Class); 12:30–13:00 (Sea Turtle Class)

**Snack serving system:** pastry with spread/sandwich etc. will be prepared on a tray, each child chooses fruit and vegetables according to the taste preferred by the child. 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.

### **Late Fee Policy**

Pick up after 17:30 p.m. is prohibited. Parents will be charged 100 CZK for the first 10 minutes after 17:30 and then 10 CZK per each additional minute until the parent arrives.

The preschool staff understands that emergencies do arise. Please call us and advise us of your situation if you are running late.

## **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 from 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 an 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)

**DISCIPLINE POLICY**

We enforce consistent praise and positive reinforcement, easy to understand limits, and having teachers who respond to behaviors with insight, sensitivity and expertise. Praise and positive reinforcement are effective methods of behavior management. When children receive positive and empathetic interactions from adults and their peers, they develop problem-solving abilities and self-control. When clear, consistent, and age appropriate limits are present, children become responsible for themselves and respectful to others. When inappropriate behaviors do occur, we believe that it is important for children to understand why the behavior is inappropriate and how to use alternative solutions. Our teachers act as role models and are trained to redirect student behaviors, encourage students to verbalize their feelings, and to learn how to positively work through varied emotions to resolve conflicts. We work to prevent behavior problems by arranging the classroom so that children work in small groups and have choices of activities. The range of activities give our students the ability to become self-assured and self-directed.

BASIS Beginners Prague uses a positive approach to discipline and practices the following techniques:

- Talk with children in a calm manner.
- Communicate with children on their level.
- Communicate to children using positive statements.
- Explain inappropriate behavior to children.
- Help children talk through their problems and encourage them to share their feelings.
- Model appropriate behavior and provide alternative solutions.

- Provide appropriate words and phrases to help solve conflicts.
- Listen to children and respect their needs, desires, and feelings.
- Provide students with a safe place to regulate emotions and behaviors.
- Encourage children using positive and descriptive praise

## 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.

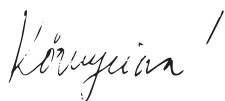
To ensure the children's safety during their time spent at the Preschool and its premises, the Preschool staff is trained in the area of "safety and protection of health at work" (BOZP). Smoking and alcohol is strictly prohibited on the Preschool's premises.

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 June 1st, 2022

Jana Környeiová  
Operations Director





# DAY REGIME

## SEA TURTLE CLASS (PRE-KINDERGARTEN) DAILY SCHEDULE

SUBJECT	TIME	NOTE
Early Bird (Open Play)	7:30-8:30	Groups are together
Morning Work	8:30-8:45	Recommended latest arrival: 8:45
Morning Welcome	8:45-9:10	
Brain Break	9:10-9:20	
Writing	9:20-9:40	
Snack	9:40-10:10	
STREAM Block (Centers)	10:10-10:30	Groups are together
Music & Movement (Outside Time)	10:30-11:00	
STREAM Block (Centers)	11:00-11:20	Groups are together
Reading	11:20-11:40	
STREAM Block (Centers)	11:40-12:00	Groups are together
Open Play (Outside Time)	12:00-12:30	
Lunch	12:30-13:00	End of Half-Day: 13:00
Nap/Quiet Time/Small Groups	13:00-15:00	Groups are together
Snack	15:00-15:30	Groups are together
STREAM Integrations	15:30-16:00	Groups are together
Open Play (Outside Time)	16:00-16:30	Groups are together
Enrichment	16:30-17:00	Groups are together
Late Bird	17:00-17:30	Groups are together

## GODLFISH CLASS (PRE-SCHOOL) DAILY SCHEDULE

SUBJECT	TIME	NOTE
Early Bird (Open Play)	7:30-8:30	Groups are together
Morning Work	8:30-8:45	Recommended latest arrival: 8:45
Morning Welcome	8:45-9:10	
Brain Break	9:10-9:20	
Snack	9:20-9:40	
Music & Movement (Outside Time)	9:40-10:10	
STREAM Block (Centers)	10:10-10:30	Groups are together
Open Play (Outside Time)	10:30-11:00	
STREAM Block (Centers)	11:00-11:20	Groups are together
Reading	11:20-11:40	
STREAM Block (Centers)	11:40-12:00	Groups are together
Lunch	12:00-12:30	End of Half-Day: 12:30
Open Play (Indoor)	12:30-13:00	
Nap/Quiet Time/Small Groups	13:00-15:00	Groups are together
Snack	15:00-15:30	Groups are together
STREAM Integrations	15:30-16:00	Groups are together
Open Play (Outside)	16:00-16:30	Groups are together
Enrichment	16:30-17:00	Groups are together
Late Bird	17:00-17:30	Groups are together



**INSTRUCTION TIME ALLOCATION TABLE**

SUBJECT	GROUP	TIME (per week)	TIME (daily average)
Math	Emerging	50min	10min
	Discovering	1h 15min	15min
	Foundational	2h 30min	30min
Language, Literacy, and Phonics	Emerging	1h 40min	20min
	Discovering	2h 5min	25min
	Foundational	2h 30min	30min
Science (World Around Us)	Emerging	2h 5min	25min
	Discovering	2h 30min	30min
	Foundational	2h 30min	30min
Arts & Technology	Emerging	1h 40min	20min
	Discovering	1h 40min	20min
	Foundational	2h 30min	30min
Physical, Social, and Emotional Development	Emerging	1h 15min	15min
	Discovering	1h 15min	15min
	Foundational	1h 15min	15min
Total Instruction Time	Emerging	7h 30min	1h 30min
	Discovering	8h 45min	1h 45min
	Foundational	11h 15min	2h 15min

NOTE:

**Emerging***(2¾ to 3 years old)***Discovering***(3 to 4 years old)***Exploring***(4 to 5 years old)*

**Science:** This subject focuses on the way children learn about and experience the world around them. Students examine the natural world through an introduction to the human body, the environment, the seasons and weather, the Earth and other planets, geography and geology, and plants and animals. Students will further extend their knowledge to understand families, school systems, communities, the global world, holidays, and historical figures.

**Technology:** Students are provided with foundational knowledge about how technology can be used as a tool for learning and documentation.

**Reading And Writing:** This subject focuses on the development of children's personal and interpersonal communication skills. Our English Immersion program prepares students to learn how to actively read and write, as well as how to speak and listen in a way that allows them to communicate effectively. In Reading, students are introduced to storybooks and storytelling, including read-aloud books, poems, and rhymes. Students begin to learn basic phonics rules too. Phonics instruction is essential for reading and writing, as students will learn how to recognize and articulate the sounds of letters and words so they can read and write them. Literature will often be used to introduce themes that are integrated into all of the STREAM Blocks.

**Engineering:** Students learn to investigate and innovate by building structures using natural and synthetic materials. Simultaneously, students explore age-appropriate science, technology, engineering, and math concepts.

**Fine Arts:** This subject focuses on the way students learn to convey ideas and express themselves in the areas of Art, Music, Drama and Movement.

**Art:** Students are introduced to various art tools and creative works to help them develop critical thinking skills and a relationship with art.

**Music:** Students are exposed to live and recorded music. They sing common children's songs and listen to different genres and styles of music from around the globe. Additionally, students learn about tempo, rhythm, beat, repetition, sequencing, and musical notations, as well as the different types of instruments and their corresponding sounds.

**Drama And Movement:** Students are introduced to the basics of performing speaking, singing, dancing, and choreography. In Movement, students actively participate in age appropriate activities that focus on teamwork, sportsmanship, and the development of gross motor skills. Students learn the importance of being physically active, having proper nutrition, hydrating, and taking time to rest and recover.

**Math:** Students learn basic math concepts, including daily calendar skills, recognizing and writing numbers, patterns, shapes, and sorting. Additionally, students explore problemsolving skills by working on problems that include graphing, quantity and counting, money, and measurement.

**Early/Late Bird:** Open playtime during which students participate in playful learning. Students interact with peers and have fun while choosing what they want to play and how they want to play it.

**Morning Welcome:** The students begin each day by properly greeting their teachers and classmates, sings songs, and get accustomed with the daily agenda. During this time, students are introduced to new skills and concepts through mini lessons. The skills they learn in these mini lessons are reinforced in the STREAM Blocks.

**Brain Break:** Serves as a break for the brain in the form of a gross and large motor movements, such as jumps, dancing, stretching and yoga poses. It's important for young learners to take breaks in order to maximize their learning experiences.

**Open Play:** Students experience playful learning by interacting with their peers and having fun, as well as by choosing what they want to play and how they want to play it.

**Nap/Quiet Time:** Students have the opportunity to lay down and rest or sleep in their own space. Students who do not wish to sleep are allowed to participate in quiet and calm activities or work on individual skills with the teachers.

**STREAM Integrations:** Project-based learning, that allows students to make in-depth connections among the STREAM subjects through a common theme.

**Enrichment:** The classroom is divided into different STREAM centers, which allows students to engage in structured activities. Students have the ability to choose which activity they want to focus on. All activities center on and review skills introduced in the STREAM Blocks.