**Beginnings at Preschool**

**What Your Child Needs at Our Preschool**

* cloth bag for clothes (in cloakroom)
* shoes for classroom (not slippers)
* **labelled clothing for classroom, labelled clothing for garden**
* spare underwear and socks (kept in pocket wall hanger in classroom)
* box of tissues
* glue stick, labelled scissors (best on string or bow)
* toothbrush and own toothpaste (all children, even the youngest, use their own toothpaste)
* pyjamas (does not apply to children in kindergarten)
* Kindergarten students: **triangular crayons (please do not bring any other type),** 10 sheets of white paper and a block of coloured paper

**Instructions for the parents of new students**

1. Talk to your child about what takes place at preschool and what it’s there like.
2. Get your child used to being left on their own.
3. Guide your child toward independence.
4. Let your child know that you understand their fears of starting preschool...
5. If your child cries, be kind but firm.
6. Give your child something comforting to take along.
7. Keep your promises.
8. Establish a clear idea of how you view the new situation.
9. Do not promise you child any rewards in advance for being in preschool.
10. Talk to your child’s teacher.

**1.** **Talk to your child about what takes place at preschool and what it’s there like.**

Talk to your child about what takes place at preschool and what it’s like there. You can use a picture book or talk to a child who is already in preschool (it should be someone who enjoys preschool, not someone who will scare your child with bad stories). Avoid negative descriptions such as ‘they will teach you how to listen’ or ‘no one is going to bargain with you there’.

**2.** **Get your child used to being left on their own.**

Get your child used to being left on their own. For example, when you are leaving to go to the cinema without your child, tell them with confidence and love that you are leaving, but that you will return. Your child needs to know that they can rely on you. It is a mistake to sneak away from home in secret. Your child will feel betrayed, and you will only deepen their fear of separation.

**3. Guide your child toward independence.**

Guide your child toward independence, especially with regard to personal hygiene, getting dressed and eating. Your child will not be embarrassed that they are the only one who can’t get dressed or go to the bathroom on their own.

**4.** **Let your child know that you understand their fears of starting preschool...**

Let your child know that you understand their fears of starting preschool, but reassure them that you are confident they will manage. You will increase your child’s self-confidence in this way. If you want your child to enjoy going to school, they must have a positive feeling about school. Therefore, never threaten your child (your child will never like something they regard as punishment), and avoid threats such as ‘if you misbehave, I’ll leave you at preschool the whole afternoon’.

**5.** **If your child cries, be kind but firm.**

If your child cries, be kind but firm. Don’t let your goodbyes go on for too long. Of course, don’t leave in a rush or secretly, or even angry after arguing with your child.

**6. Give your child something comforting to take along.**

Give your child something comforting to take along (a stuffed animal, toy, scarf).

**7.** **Keep your promises!**

Keep your promises – if you say you’ll come after lunch, you should come after lunch.

**8.** **Establish a clear idea of how you view the new situation.**

Establish a clear idea of how you view the new situation. Children are very good at picking up on the fears of their parents. Help your child conquer their anxieties by vanquishing your own. If you are afraid of being separated from your child and are not fully convinced that you want to put your child in preschool, you should rethink your decision to enrol them. An alternative solution is having the parent with less anxiety take the child to school.

**9. Do not promise you child any rewards in advance for being in preschool.**

Do not promise you child any rewards in advance for being in preschool. Children experience stress not only from being at preschool on their own and adapting to a new environment. They are also afraid that they will fail and not receive a reward. Naturally, if their day at preschool goes well, praise your child and perhaps buy them some small treat. But material rewards should not become a habit or your child will demand a toy every day.

**10. Talk to your child’s teacher.**

Talk to your teacher about possibilities for helping your child gradually adapt, e.g. you can come into the classroom at the beginning or you can leave your child at preschool for only two hours, etc.

School Code – the most important provisions

**School Code**

**1.** **Admission process**

Preschool applications are submitted from May 2nd to May 16th. The date and location for the submission of applications is set by the preschool director and operator on the school’s website and on the bulletin board at the main entrance to the building. Children can also be accepted to the preschool during the course of the school year. The director of the preschool accepts children to the preschool based on the application submitted by their parents. Parents can pick up the preschool application form at the preschool. After the registration period ends, parents will receive a decision on the acceptance of their child to the preschool. The preschool can only accept children that have had the required regular vaccinations, those with a document stating that they are immune to infection or that they cannot be vaccinated due to permanent contraindications. At the meeting for newly accepted children, parents will receive their child’s Acceptance Notification and information on preschool operation. Parents are informed about the adaptation process and they can also submit the completed introductory survey to the teacher to help them learn more about the child (the survey can be downloaded on the preschool’s website). Newly accepted children have special shortened hours at the preschool to help them adapt to the new environment.

**2.** **Preschool fees**

Act No. 561/2004 Coll., the Education Act, as amended, and Implementing Decree No. 14/2005 Coll. on preschool education, as amended, establish that: \* In agreement with Section 123(2) of Act No. 472/2011 Coll., as of 1 January 2012 education is provided in the final year of a preschool operated by the state, region, town or association of towns to children free of charge for a period of up to 12 months. This restriction of free preschool education to 12 months does not apply to children with health disabilities. Tuition for preschool education is established for the given period at CZK 884 per month (Decree No. 14, Section 6(2), as amended) for all ‘4 pastelky’ preschools. In justified cases, the school director can, in agreement with Section 123(4) of Act No. 561/2004 Coll., decide to reduce tuition by means of an administrative ruling if: the child did not attend the preschool for even a single day in the relevant calendar month in the case of a child permitted to attend the preschool for no more than five calendar days in the calendar month. In this case the tuition can be reduced up to one-half of the established tuition. The director can also decide to wave tuition if the child’s legal guardian is the recipient of social assistance according to Sections 20-22 of Act No. 117/1995 Coll. on state social support, as amended, or the natural person who personally cares for the child receives foster parent support according to Sections 36-43 of Act No. 117/1995 Coll., as amended, and said person documents this situation with the director of the preschool.\* Decisions to wave tuition are made by the director of the preschool (Education Act, Section 164(a)). Fees for food are established in the Meal Code of the relevant preschool. Payments are made by bank transfer or deposit by the 15th day of the month. \*Tuition and food fees for preschool children are mandatory payments for parents and are an integral part of the preschool budget. The repeated failure to make these payments to the preschool is regarded as a serious violation of preschool operation and can lead to the dismissal of the child from the preschool (Act No. 561/2004 Coll., the Education Act, Section 35(1)(d). All payments must be cash-free for security and organisational reasons.

**3.** **Student records**

Once a child begins to attend the preschool, parents are required to update the following information: telephone number and email address, the child’s health insurance information and home address. Parents are required to report any changes to this information (especially home address and telephone number). The child’s personal information is used only for the internal needs of the school, authorised state and local authorities and for the needs of Act No. 106/1999 Coll. on free access to information.

**4.** **Preschool operation and the school’s internal regime**

\* The preschool is a school with daylong operation. The school year begins on September 1st and ends on August 31st of the following calendar year.\* The preschool is in operation throughout the entire school year, with the exception of cases in which the operation of the preschool is limited or interrupted.\* The operation of the preschool can be limited or interrupted by the preschool director depending on local conditions in July or August, or potentially in other months. The scope of any limitation or interruption of operation is established by the preschool director following discussions with the operator of the preschool. Information regarding the limitation or interruption of operation is posted by the preschool director in an accessible place in the school and at [www.4pastelky.cz](http://www.4pastelky.cz)at least 2 months in advance. The director of the preschool will also post information concerning possibilities and conditions for the preschool education of the preschool’s students at other preschools in the town for the duration of limited or interrupted preschool operation.\* The preschool director can limit or interrupt preschool operation for serious reasons at times other than in the months of July and August after discussing the matter with the preschool operator. Information regarding the limitation or interruption of operation is posted by the preschool director in an accessible place in the school and at [www.4pastelky.cz](http://www.4pastelky.cz)once a decision is made on the limitation or interruption of preschool operation.

\* The period of operation of individual preschool classes is determined each year by the organisation of internal operation. The preschool is open from 7 a.m. to 5:30 p.m. (the Sedlčanská, Plamínkové 2 and Kotorská preschools).\* The preschool is open from 6:30 a.m. to 5 p.m. (the Plamínkové preschool). Before 7:30 a.m., parents bring their children to a single designated classroom; at 7:30 a.m. students go to their home classrooms. The main entrance is open until 8:30 a.m. for the departure of parents. Children should be in their classroom by 8:30 a.m.! Upon agreement with the teacher, children can also be brought to school during the morning. Children split up between 12:30 p.m. and 1 p.m., in the afternoon from 2:45 p.m. to 5:30 p.m. (5 p.m. at the Plamínkové preschool). For safety reasons during the mopping of hallways and classrooms (daily 9-9:30 a.m. and 1-1:30 p.m.), it is not permitted to move about these spaces.

\* **Entrance of legal guardians and other individuals to the school building** (during classes and at other times). The building is locked at other times. The entrance of legal guardians and other individuals to the school building during classes and at other times is provided by means of an exterior communication device. Entrance to classrooms is secured by an electronic door opener and a videophone. After announcing entrance to the classroom over the videophone, the teacher opens the door to the classroom by means of magnetic lock and the parent and child can enter the room. No other unannounced person can enter the classroom. After handing over their child to the preschool teacher, the parent must ensure that the magnetic lock closes as they leave the classroom.

**\*Entering school grounds.** The school grounds are fenced and can be entered through the main gate with a latch. This latch must be closed to ensure the safety of the children. After picking up children or at times when a teacher is not present in the garden, parents with children are not permitted to use the garden.

\* During school events with parents in attendance, parents are responsible for the health and safety of their child.

\* **Education outside the school building**. The preschool may organise recreational stays for children in a healthy environment without interrupting education, school trips and other events related to the school’s educational activities. These events are paid for by the child’s legal guardian over and above preschool tuition. Legal guardians are notified of events away from the preschool building sufficiently in advance, and this information is posted at an accessible location in the school, *on the school’s website, on bulletin boards and in some cases by email.* We recommend that parents regularly check the bulletin boards and the school’s website.

\*If a child does not participate in an event related to the educational activities of the school, the school director shall arrange education for the child under the regular operating conditions of the preschool.

\* At the beginning of the school year parents meet with school administration and agree on the amount of money for children's events. Payments are sent to the school’s main bank account using the child’s variable symbol; amounts are charged according to the actual costs. In the case of an unexcused absence, the child is charged for the event (trip, theatre...). The child’s balance on the account is rolled over to the following year, and the money is returned to the parents once the child leaves the school. Without the necessary credit on the account, the child cannot participate in the event and is instead provided corresponding education.

\* Special interest activities and extracurricular activities are provided on school premises. They are organised by the school with other institutions or subjects based on a contract, and the school guarantees their quality. These activities are supplemental activities offered by the school and they are charged separately from the school’s main activities. Payments are made according to the conditions of the relevant organisation or subject providing the supplement activity.

\* The schools are classified in the category of B1/air quality. Air quality is monitored daily on the internet and activities are performed based on the acquired information.

**5.** **Agreement on student attendance, picking up and dropping off children, preschool application**

\* Parents are to excuse their child on the same day by 8 a.m. by telephone/answering machine/email. On the following day parents can excuse their child any time during the day, in person, or by phone or email. Parents must pay for food in the case of an unexcused absence.

\*Parents are also required to personally hand over their child to the teacher and to notify the teacher of any changes in the health condition of the child. Children that have a cough, are running a high temperature, are vomiting or who have a rash will not be allowed to attend school. If the child falls ill while at school, parents will be notified by phone and are required to pick up their child as soon as possible. The teacher is entitled to request from parents confirmation from the child’s doctor that they are no longer ill and the consent of the doctor to return to school. In the case that the child has symptoms of an illness, nits or lice (having lice is regarded as the infectious disease ‘pediculosis’), the teacher is entitled to refuse to allow the child to attend school in order to protect the health of the other students.\* Teachers are responsible for children from the time they are dropped off by their parents or their authorised representatives until the child is returned to their parents or authorised representatives. If parents appoint an authorised representative, this information must be shared with preschool administration on the relevant form.\* All children at the preschool are covered by injury and accident insurance during the child’s stay at the preschool or during events organised by the preschool. \*The teacher is entitled to require that children who do not follow her instructions be accompanied by a parent or mature representative on events away from school (assuming the child wishes to attend such events). If a chaperone is not provided, the child will attend a different preschool class during said event. Parents are not required to allow their children to participate in a class event away from school but will instead agree with the teacher which class they will attend during the event. \*The director of the preschool will agree with the child’s legal guardian on the method and scope of the child’s meals or on a change in the agreed method and scope of meals. The scope of meals is set up so that children present at school when food is served always have these meals.

\*If a court has awarded custody of a minor child to only one parent but has not simultaneously expressly limited the parental responsibilities of the other parent or their contact with the child, the preschool is required to hand over the child to either legal guardian based on the agreement on the child’s attendance of the preschool.

\*Recommended clothing: boys (sweatpants or trousers, t-shirt), girls (t-shirt, pinafore of skirt, socks or stockings). For the classroom, children are also to have slippers or health sandals they are able to put on by themselves. For safety reason, children **are not permitted** to wear **slip-ons or Crocs** (i.e. footwear must have a back). Children are allowed to keep clothes for the garden in a cloth bag on a hanger in the cloakroom. Children under the age of five must have pyjamas for their afternoon nap, older children must have exercise clothes (shorts, t-shirt) if required by their teacher. All clothing must be labelled with the child’s name. You can pick up lost unlabelled articles of clothing at the preschool custodian’s office (Sedlčanská, Plamínkové 2 preschools) or in the individual cloakrooms (Plamínkové and Kotorská preschools). Uncollected items are donated to the orphanage in Krč at the end of the school year.

\*Children are allowed to bring a toy to preschool, but the teacher is **not** responsible for any damage to a toy brought from home. Legal guardians are responsible for ensuring that their children do not bring any dangerous items to school (medications, matches, lighters, sharp objects, etc. that could cause harm to others). They are to regularly check the contents of folders and the cloth bags on hangers in the cloakroom.

\* Parents consent to the provision of medical services that could ‘have a significant negative effect on the further health condition’ of the child in the case of an injury and health complications threatening the life and health of the child while they are attending preschool.

If parents do not want their child to consume food brought to the preschool by other parents – cakes to celebrate birthdays, Christmas sweets, candy, etc., they must record this wish on the child’s Enrolment Card.

**8.** **Responsibilities of legal guardians**

\* Legal guardians are responsible for ensuring that their child arrives at the preschool on time and that the child is clean and properly dressed. When requested by the director of the preschool, legal guardians are required to personally participate in discussions on serious matters concerning the child’s education, to inform the preschool of changes in their child’s health condition, health complications or other serious circumstances that could influence education or the health and safety of other children or the preschool staff. Legal guardians are required to document their child’s absences from preschool in agreement with the conditions established in the School Code. When their child is suffering an infectious or other serious disease, legal guardians are required to submit confirmation from their doctor that the child is fit to return to school. Legal guardians must respect the School Code, the preschool’s operating period, the regulations and instructions of the preschool concerning health and safety with which they were familiarised, follow the instructions of the pedagogical workers of the preschool issued in accordance with legal regulations and the School Code, provide the child’s personal information in the scope mandated in Section 28(2) of the Education Act, i.e. information essential for keeping school records and which is part of the child’s Enrolment Card during preschool registration. Legal guardians are required to ensure that their shoes are clean upon entering the school. Foreign and unknown individuals are not permitted to enter the preschool building.

The child’s personal information is used only for the internal needs of the school, authorised state and local authorities and for the needs of Act No. 106/1999 Coll. on free access to information. Legal guardians are required to notify the school of any changes in this information.

Rules of conduct of legal guardians of children in their relations with the preschool staff, with other children and with other legal guardians.

While on the premises of the preschool, the legal guardians of children are to respect the established organisational operation and internal regime of the preschool, to follow the School Code and to behave politely and with respect toward the preschool staff, other children attending the preschool and other legal guardians.

**10.** **Responsibilities of children**

Children are required to follow the established rules in and outside of classrooms. Children are required to follow the instructions of all school workers.

**12. Procedure in the case that children are not picked up by the end of the operating period**

If an authorised person does not pick a child within the established period, the relevant pedagogical worker will attempt to contact the authorised person by phone, notify the preschool director by phone and follow the procedure recommended by the Ministry of Education, Youth and Sports, i.e. report the situation to the authorities of Prague 4, which, according to Section 15 of Act 359/1999 Coll. on the social legal protection of children, is required to provide the child immediate care, or report the situation to the Czech Police according to Section 43 of Act No. 283/1991 Coll. on the Police of the Czech Republic, as amended (everyone has the right to ask the police for assistance). Repeatedly picking up children late is a violation of the School Code and can be grounds for the dismissal of the student from the preschool.

**13.** **School operation in July and August**

The preschool can be closed in July and August in agreement with the school operator. The preschool director shall inform legal guardians of the interruption of operation based on a resolution by the Prague 4 Town Council and publish the period, location and organisation of the substitute operation of the preschool and the possibility to enrol the child in the substitute preschool in the relevant period. Operation of the preschool is also typically interrupted upon agreement with the operator in December during Christmas holidays. A substitute school is not provided in this period.

**14.** **Organisation of education and the daily regime at the preschool**

Preschool education is for 3 years, and students from various years can be placed in a single class. The director of the preschool decides on the placement of children in classes. Education takes place within the daily regime of activities.

6:30 a.m. (7 a.m.) – 8:30 a.m. Spontaneous activities and games, supervised individual activities, preschool preparation

8:30 a.m. – 9:20 a.m. Exercise activities, hygiene, independent activities, communication group, snack

9:20 a.m. – 10 a.m. Daily program

10 a.m. – 12 p.m. Preparation for going outside, outdoor activities

12 p.m. – 12:45 p.m. Independent activities, hygiene, preparation for lunch, hygiene, preparation for rest

12:45 p.m. – 2:15 p.m. Relaxation, continued reading, rest, for children with lower sleep requirements

1:30 p.m. – 2:15 p.m. Quiet-time activities

2 p.m. – 3 p.m. Gradual wake-up, hygiene, exercise activities, afternoon snack

3 p.m. – 5 p.m. (5:30 p.m.) Creative activities, individual activities, outdoor activities when weather permits.

The time regime is set around meal time; other times are estimates. A flexible daily regime allows teacher to react to the individual needs of children and situations related to the education program. The planning of activities is based on the needs of children; the ratio of activities is balanced with adequate time for spontaneous play.

It is essential for students to arrive punctually at preschool to give the child time to realise their activities. The established daily regime can be changed when required by the Framework School Education Program and possible planned events.

**\*** School employees and teachers are **not allowed to administer medications to children in the preschool** in acute cases, including cough drops, antibiotics, nose spray, etc. An exception to this rule is allergy and asthma sprays a child uses during periods of increased allergens for preventative and lifesaving reasons.

Mgr. Zdenka Nováková

 Director