

## Meeting for newly admitted children

1. Welcome, introduction.
2. Familiarization with the nursery school – consists of ... buildings – each has ... pavilions, children are divided by age into classes, the nursery school is a school according to the Education Act (we are addressing the teachers by saying “teacher” plus the name) – the teachers have 8 weeks of annual leave they take on the main holidays and during the year – the nursery school is closed for holidays.
3. Website of the NS: [www ..... cz](http://www.....cz); here the parents will find everything they need, they can also contact us (feedback, price of education and school services, school regulations)
4. **Admission to the nursery school** – Adaptation – Parents can make it easier if:
  - they do not use the nursery school to scare children
  - adapt their daily program to the nursery school
  - set boundaries for children – do not hit the children, but consistently and patiently insist on adherence to rules, setting limits = basic human need of safety
  - remove stressful situations – cannot eat with a spoon, cannot go to the toilet, does not drink from a cup, cannot be outside for 2 hours
  - sign or label **all** things of the children, including toys from home for which the nursery school is not responsible
  - they will get the children accustomed gradually (the first days they go home after lunch)
  - they will be consistent and will not lie to the children (if they cannot pick up the child after lunch – treat the child with honesty)
  - they will not leave children in the NS for an unnecessarily long time
  - commencement in the NS in September – later commencement is possible after agreement with the director, but it is necessary to pay school fees. If the child is not present in September and if school fees are not paid, we consider it an expression of lack of interest in the NS and admit another child.
  - adaptation to the NS – ..... .. **from .. to .. – in the class of ladybugs** (flowers, etc.) **to which the child will go after the holidays** (the assignment will be published on the internet no later than in the preparatory week). Adaptation with only one adult. Parents will play with (not watch) – you are not in a parent club. Together with children, they will clean up toys. Adaptation is not mandatory, but recommended (as commencement at a new unknown workplace). Children bring their own indoor shoes – safety.
  - Start of school year 20 ../ .. – .....September
  - If you are leaving for a holiday – it makes no sense to stress the children for a few days
  - Children handover – if the child is crying or throwing tantrums saying he/she does not want to go to the nursery school, calm him/her down and, if necessary, ask teacher for help – she will take the child to the classroom – the children usually calm down very quickly.
5. **Day schedule** in the NS – **arrival** by 8 am (lunch standardization, locking the building), late arrivals are announced the day before or by phone, **morning games** until 8.30am – children learn during the games different skills according to the Classroom Curriculum based on the Framework Program for Preschool Education, which is a binding document approved by the Government of the Czech Republic. **Children’s exercises** – playful games every day and preparatory exercise to enhance and maintain a healthy posture. **Snack** – bread with spread or butter, always fruits or vegetables and a beverage. **Educational activity** – the children learn

in a playful way to work with others, develop their soft and gross motor skills, work with different materials. **Going outside** – in good weather (only heavy rain and frost discourage us) – the need for appropriate clothing (for sand pit, playground – children often get dirty). **Lunch** – always soup, main course, beverage, often vegetable salad, sometimes compote – according to hygienic standards and Consumer basket. Children must not eat anything from home – drinks or food. **Rest on bed** – the teacher always reads a story. **Snack and games** until the children leave for home – individual activity with children, developing manual skills, stay outside.

6. **Keep phoning to the NS to a minimum** – calls disturb the teacher when working with children, all classrooms have a mobile phone – send a text message.
7. **Compulsory pre-school education** – children aged 5 must attend during school classes (not during main or secondary holidays) for at least four hours a day, excusing absences in person, by telephone, by mail – note: absences are reported to the body for legal and social protection of children, it is an offence.
8. **Excusing children** – no need to excuse children for 1–5 days; planned excusing is made using the notebook in the changing room.
9. **What the child needs in the NS:** indoor shoes (not slippers or Cross), outdoor clothes, spare clothing, paper handkerchiefs, a small drinking mug.
10. **Picking up children** – after lunch, i.e. at 12pm, after sleeping at 2.20 pm. The child can be picked up by parents and people specified in the Authorisation. Departure of children after lunch must always be reported to the teacher in the morning (all children are admitted to a full-time attendance) or reported in their class.
11. **Payments for the NS** – education fee is CZK 360 per month, regardless of attendance + CZK 33 per day of meal fees (2 snacks, lunch, drinks throughout the day). Both meal fees and school fees must be paid by the 15th day of each month. Payments are to be made by a wire transfer – the canteen manager will provide the account number and assign to your child a variable symbol that needs to be indicated to identify the payment. Amounts to be paid appear on the board in the changing room and on the school website at the beginning of the month ([www.....cz](http://www.....cz), organizational information, payments, payment amounts).
12. **Ill children** – valid phone numbers are necessary in case of illness or injury. Act 258/2000 on the protection of public health requires that a child showing signs of an infectious disease (the green rhinitis is not allergic) or lice to be immediately separated from the group.
13. **Children's safety** – The NS is responsible for the child from the time of takeover from the legal representative or the authorized person until pickup. The school garden is not a public space, and the children and their parents may not stay there after pickup.
14. **Tidiness around the NS** – please help with maintaining the area around the NS tidy (dog walking, garbage) – we teach children to behave considerably – please support this behaviour.
15. **Food in the NS** – teachers do not force children, but try to make children taste the food, diet meals – according to the School Regulations.
16. **Child insurance in the NS** – the NS is insured with ....., if it is not the teacher's fault the insurer does not indemnify – consider insuring your child.
17. **Toys in the NS** – only a plush toy for sleeping, signed, the NS is not responsible for toys brought from home.
18. **Sports afternoon with parents** – ..... at ..... o'clock – CZK 50 – games, school garden competitions, informal meeting of school staff with parents.
19. **Discussion**

In ....., dated .....

Recorded and meeting conducted by: