

BASIS PRAGUE

# PRESCHOOL POLICY

**FACILITY INFORMATION**

**Business Name:** BASIS International Prague, s.r.o

**School Name:** BASIS Prague

**Type:** International Preschool

**Grades:** Preschool (ages: 3–5)

**Capacity:** 33 children

**Preschool Director:** Táňa Slobodová | P: 731 880 176 | tana.slobodova@basisprague.cz

**Operations Director:** Kateřina Salačová | P: 728 885 175 | katerina.salacova@basisprague.cz

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

**Web:** basisprague.cz

**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 of 3 to 5. Children younger than 3 years and older than 5 years are accepted on an individual basis. Enrollment and acceptance are open throughout 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 8:30 (otherwise, according to 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 preschool clothes/shoes.

**CHILDREN'S PICK-UP**

**Goldfish Class: Half-Day (after lunch) 12:40–13:00 | Full-Day (after nap/snack) 15:30–17:30**

**Sea Turtle Class: Half-Day (after lunch) 13:10–13:30 | Full-Day (after nap/snack) 15:30–17:30**

**All children have to be picked up no later than 17:30 under all circumstances** (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 at the Preschool's premises, alternatively at Ladronka Park.) If the Parent or designated person does not pick up the child by 17:30, the Preschool staff will try to contact all 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, by email, or by 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, field trips, and carnivals (in whatever form) as stated by the Directors and teachers.

## WHAT A CHILD SHOULD BRING TO PRESCHOOL

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

### • Classroom shoes

Firm slippers or sandals, which the child can put on him/herself (such as Velcro or slip-on), not flip-flops or open slippers to avoid tripping hazards.

### • Inside clothes

Comfortable classroom clothes that can get dirty  
Extra set of clothes according to weather  
Extra underwear 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

### • Stuffed animal (suggested: helps to bring comfort from home)

## OUTSIDE TIME

The children spend as much time outside as possible per academic day.

The Preschool garden and nearby parks 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 situations.

## NAP TIME ORGANIZATION

Each child has his/her resting place. After Nap Time, the mattress, linen, and pajamas are always put away in their proper storage area. All Goldfish students are required to rest. Sea Turtle students may nap based on individual assessment—the Preschool reserves the right to determine if it is necessary for the wellbeing of the child.

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

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

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

**Washing mattress cover:** 2 per year (unless needed sooner)

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

## WASHROOM ORGANIZATION

Each child has his/her toothbrush and toothpaste. Disposable paper towels are provided by the preschool.

## CLEANING

- All floors and surfaces are wiped wet, carpets vacuumed, and trash is taken out daily.
- Sinks and toilets are cleaned with a disinfecting cleaning product daily.
- 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 the 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 the hygiene norms - HACCP), in stainless steel gastro containers stored in thermo-boxes.

**Snacks are served:** 9:30–10:00, 15:00–15:30

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

**Snack serving system:** pastry with spread/sandwich etc. will be prepared on a tray, and each child will choose 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 person responsible for serving lunch that day will prepare the meal for the child. If a child has a specific diet, he/she may bring his/her 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 independently put their dirty dishes on the serving trolley. The Preschool staff respects the individual pace of each child.

**Drinking regime:** each child is required to bring a refillable and labeled water bottle from home every day. The bottle is sent home with the child at the end of the day to be cleaned and refilled with water by the parents (please no juice/sweet drinks). The Preschool staff will assist in refilling the bottles during the day as needed. Additionally, cups are available and are washed thoroughly after each use. Disposable cups may be used when necessary.

**Catering cancellation:** 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: +420 728 885 175). Otherwise, the food is forfeited until the absence is reported properly. If a child is expected to attend for the full day and needs to leave exceptionally early, the parent is required to inform the responsible person present during drop-off. This notification must be given no later than the morning drop-off of the same day. The child's afternoon snack will be packed and can be taken home with them.

**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

Everything is detailed and listed in the current Preschool pricelist (Tuition & Fees) as well as in the Child's Preschool Attendance Contract.

**Late Fee Policy:** Pick-up after 17:30 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 are to bring the child to the Preschool healthy. If the child or his/her family is exposed to an infectious sickness, the Parent must inform 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 stating that the child is fit enough to join the children's collective.

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

If symptoms of illness, such as fever, vomiting, or stomach pains, arise while the child is at Preschool, the parent will be notified by phone. If needed, the parent may be asked to arrange further medical care for the child.

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 sun rays (by using sunscreen with a UV factor). If the Preschool staff finds a tick, it will be removed 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 per 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 have finished 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, in the school and 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 through 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 regarding the concept per 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 Preschool Policy
- to bring the child to the Preschool healthy, if the child or anyone in his/her family has an infectious sickness, the Parent must 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 soiled) that allow for free and safe movement, not only in the classroom but also outside
- to equip the child with an adequate head covering and sunglasses during the summer
- to inform and cooperate with the teacher/Preschool 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 teachers who respond to behaviors with insight, sensitivity, and expertise. Praise and positive reinforcement are effective methods of behavior management. When children experience positive and empathetic interactions with 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 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 gives our students the ability to become self-assured and self-directed.

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

- Calmly talk with children.
- Communicate with children on their level.
- Use positive statements when communicating with children.
- 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, Preschool Policy, and Curriculum Program (available on the website).

Information regarding upcoming events, including changes to the Preschool's operating hours are announced promptly (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 "safety and protection of health at work" (BOZP). Smoking and alcohol are 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 14 days by e-mail and will also be put on the informational boards and website.

In Prague, September 1, 2025

Kateřina Salačová  
Operations Director

## Daily Schedules

Recommended latest arrival to our preschool is 8:30.

### GOLDFISH CLASS (3-4 YEARS OLD)

SUBJECT	TIME	NOTE
Free Play	7:30-8:30	Groups are together.
Morning Circle	8:30-9:00	Groups are together
Lesson	9:00-9:30	
Snack	9:30-10:00	Groups are together
STREAM center	10:00-10:20	Groups are together
Music & Movement	10:20-10:40	Groups are together
Lesson	10:40-11:00	Groups are together
Outside/Inside Play	11:00-12:00	Groups are together
Lunch	12:00-12:30	
Nap Time	12:30-14:30	End of Half-Day: 13:00
Wake up & Dress	14:30-15:00	
Snack	15:00-15:30	Groups are together
STREAM Integration	15:30-16:00	Groups are together
Outside/Inside Play	16:00-17:30	Groups are together

### SEA TURTLE CLASS (4-5 YEARS OLD)

SUBJECT	TIME	NOTE
Free Play	7:30-8:30	Groups are together.
Morning Circle	8:30-9:00	Groups are together
Lesson	9:00-9:30	
Snack	9:30-10:00	Groups are together
STREAM center	10:00-10:20	Groups are together
Music & Movement	10:20-10:40	Groups are together
Lesson	10:40-11:20	
Outside/Inside Play	11:20-12:30	
Lunch	12:30-13:00	End of Half-Day: 13:00
Relax & Reading	13:00-13:30	
Free Play/Social & Emotional Learning/Outside	13:30-15:00	
Snack	15:00-15:30	Groups are together
STREAM Integration	15:30-16:00	Groups are together
Outside/Inside Play	16:00-17:30	Groups are together

## INSTRUCTION TIME ALLOCATION TABLE

SUBJECT	GROUP	TIME (per week)	TIME (daily average)
Math	Emerging	50 min	10 min
	Discovering	75 min	15 min
	Foundation	150 min	30 min
Language, Literacy, and Phonics	Emerging	100 min	20 min
	Discovering	125 min	25 min
	Foundation	150 min	30 min
Science (World Around Us)	Emerging	125 min	25 min
	Discovering	150 min	30 min
	Foundation	150 min	30 min
Arts & Technology	Emerging	100 min	20 min
	Discovering	100 min	20 min
	Foundation	150 min	30 min
Physical, Social, and Emotional Development	Emerging	75 min	15 min
	Discovering	75 min	15 min
	Foundation	75 min	15 min
TOTAL INSTRUCTION TIME	Emerging	7 h 30 min	1 h 30 min
	Discovering	8 h 45 min	1 h 45 min
	Foundation	11 h 15 min	2 h 15 min

## SUBJECT DESCRIPTION

**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 & 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 story-books 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 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. This is done through dramatic play.

**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, musical notations, and 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 problem-solving skills by working on problems that include graphing, quantity and counting, money, and measurement.

#### TERMS DESCRIPTION

**Morning Circle:** The students begin each day by properly greeting their teachers and classmates, singing songs, and getting accustomed to 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.

**Free 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 can lie down and rest or sleep in their own space. Students are not required to sleep. But if the child is in the Goldfish class they are expected to lay down, relax, and listen to music. Any children who are not asleep after 45 minutes are given a book or small toy to play with until it is time to wake up their peers.

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