

FACILITY INFORMATION**Business Name:** BASIS International Prague, s.r.o**School Name:** BASIS Prague**Type:** International Preschool**Grades:** Preschool (age: 3–5)**Preschool Director:** Táňa Slobodová**Operations Director:** Kateřina Salačová**Address:** Nad Tejnkou 391/10, Břevnov, 169 00 Praha 6**Web:** basisprague.cz**ID:** 06957005 | **Tax ID:** 06957005**CONTACT**

PRESCHOOL DIRECTOR	OPERATIONS DIRECTOR
Táňa Slobodová (+420) 731 880 176 tana.slobodova@basisprague.cz	Kateřina Salačová (+420) 728 885 175 katerina.salacova@basisprague.cz

OPERATING HOURS**Monday to Friday: 7:30–17:30**

We will be closed during days that are recognized as a National Holiday in the Czech Republic (see our Calendar).

DROP OFF TIME**Anytime between 7:30–8:30****PICK-UP TIMES****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**

Attention! All children have to be picked up no later than 17:30 under all circumstances. According to the Preschool Policy, pick up after 17:30 is prohibited. Parents will be charged 100CZK for the first 10min after 17:30 and then 10CZK per each additional minute. We understand that emergencies do arise. Please call us and advise us of your situation if you are running late.

WHAT TO BRING *(Please put child's name on everything)***1. Classroom shoes** (firm slippers/sandals, which the child is able to put on him/herself, such a Velcro or slip on)**2. Inside clothes**

- a) Comfortable classroom clothes that can get dirty
- b) Extra set of clothes according to weather
- c) Extra underwear and socks
- d) Pajamas (for children in the Goldfish Class or older children that like to take a nap)

3. Outside clothes

- a) Comfortable clothes and shoes that can get dirty, based on the weather/season
- b) Raincoat + rain boots
- c) Waterproof pants and jacket
- d) Hat (for sunny or cold weather depending on the season)

4. Drinking bottle (that the child can independently open/close)**5. Small backpack** (that the child can carry)**6. Toothbrush & toothpaste****7. Small stuffed animal** (suggested: helps to bring comfort from home)