



Mateřská škola HAPPY CHILD s.r.o.
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BABY STUDIO RULES

Conditions of admission of your child to Baby studio

Baby studio admits a maximum of 12 children. We accept children ages: 1–3. Preference is given to children that require care all 5 week days. If interested in partial attendance of Baby studio, the parent should report the days of the week when his/her child will be attending Baby Studio – these days remain permanent and cannot be changed.

There is an initial registration fee of 2000 CZK upon registering your child for baby studio. This initial fee is then deducted from the subsequent payment of the tuition fee or used to cover the child's adaptation days. Upon registration, it is also necessary to fill out a *Registration form*. *After the registration fee is paid and the registration documents are complete, we are then able to reserve a place for your child in Baby studio.* This reservation fee is non-refundable. Reservation is provided according to your needs upon an individual agreement, but not longer than one year.

Tuition

After inscribing your child into Baby Studio, we require the tuition fees to be paid in advance in 3 trimesters: 1st trimester – for 4 months (September–December), next two trimesters for 3 months (January–March and April–June). Payments are always due by the first day of the beginning of the trimester. The fees are paid to the school account number: **1970767389/0800**. Payments are irreversible. It is possible to arrange partial compensation if your child is absent for one month or more due to illness. If this is the case, medical proof must be provided.

Multicultural Acceptance

We admit all children regardless of sex, gender, immigration status, culture, and religion.

Integration Program

Baby studio is technically and personally equipped to admit a slightly handicapped child.

Enrollment of the child to Baby studio

After receiving the registration payment and *Registration form*, an enrollment date will be agreed. At the same time, it is necessary to fill out the *Register Record of the child* with confirmation by your pediatrician about the child's state of health and records on compulsory vaccination according to § 46 of the Act.

No. 258/2000 Coll., on the Protection of Public Health.

You need to bring:

- One change of clothes (T-shirt, underwear, stockings, sweater, pants)
- Indoor shoes
- Raincoat
- Pajamas (if child is scheduled to nap)
- Labeled bag with baby supplies such as diapers, wipes, etc.

Attention Parents! For safety reasons please do not give your child chewing gum or sweets as well as rare items such as jewelry or money to bring to school. Personal toys are to be left outside the classroom. Also, please look after your child when you are with him/her at school!

Children's arrivals to Baby Studio

Baby studio is open from Monday to Friday, 7:30 a.m. to **5:00** p.m. Please bring your children before 9:30 a.m. for supervised free time. Children will receive a light snack such as fruit, fruit juice, or tea in the winter. Morning snack begins at 9:30 am. At 10:00 a.m. an organized morning program begins. If you want to bring your child to school at another time, please consult it with a Baby studio nurse individually.

Picking-Up

Children leaving after lunch are to be picked up between 12:30 and 1:00 p.m. If they are to be picked up after nap time, please come between 2:30 or 3:00 p.m. At that time, an afternoon snack is also served. Children are welcome to take this snack home with them. **Baby studio closes at 5:00 p.m.**

Apologizing the child's absence

If a child is to be absent, please inform the school staff in advance personally or by calling Baby studio at **224 251 992 (line 26)** or the Baby studio mobile number at **605 814 547**. Please notify the school no later than 8:00 am. If we are notified later than 8:00 am, the full daily amount for meals (morning snack and lunch minimum) must be paid.

Food/Diet

Baby studio is part of a lacto-vegetarian preschool. It is possible to cater to your child's individual dietary restrictions (dairy free, gluten free, etc.).

Payment for food:

At the beginning of attendance we will collect a **food deposit** according to the valid *Price List* which is fully refundable when the attendance is complete. **Meals** should always be paid by the 10th day of the following month according to the valid *Price List*. NOTE: We will only take into account the meals that your child actually received or the meals that were not canceled on time. Again, you will not be charged for the meals that were canceled on time.

Drinking regime

We encourage the children to drink and stay hydrated throughout the day. You

are welcome to provide your child with drinks from home. If you choose to provide your child with drinks, please only bring healthy, nutritious drink options. Please refrain from providing drinks that will easily spoil or are not suitable for children (e.g. drinks with a high sugar content, for example).

Pajamas and Laundry

Bed linens are changed once every 20 days. A new set of clean pajamas should be brought from home for your child every week.

Biological Rhythm

The children's daily routine in Baby Studio is adapted to children's biorhythm. Activities are selected according to the children's age and ability. Relaxation "minutes" are included so that children are not overloaded.

Adaptation program

Adaptation of the child to the new environment in Baby studio runs entirely individually, according to the needs of the child. Adaptation takes approximately 1 to 4 weeks. The tuition fee for this period is charged in an amount of CZK 100 per hour. At this time, it is imperative that parents closely cooperate with Baby Studio staff. Parents should initially spend time with their children in the classroom or stay near the kindergarten, according to an ongoing agreement with the nurses from Baby Studio.

Parent/Teacher Cooperation

We promote a strong parent/teacher relationship, as it is important and necessary for the maximum growth and development for each child and to allow children to reach their full potential.

In case you have any questions, you can come to the Baby Studio management every Thursday from 10 am to 12, or contact us via e-mail at info@happychild.cz (kindergarten office).

You can also contact the school management at (+420) 605 911 983 (Director), or (+420) 734 734 097 (office), or at (+420) 224 251 992 (lines: 26 Baby studio, 31 office).

We hope you are happy with our school and satisfied with our service.

Milada Svobodová,
Head of Baby Studio

Mgr. Savitri Braunová,
School Director

Last update: August 2018