



Ďumbierska 3G, 831 01 Bratislava

## **GUIDE FOR PARENTS**

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### **1. GENERAL INFORMATION ABOUT THE KINDERGARTEN**

**The littleBIG private kindergarten** is focused on educating children to take care of their own **health** and adopt a **healthy lifestyle**, acquainting children with **foreign languages** through daily communication, **supporting the personal development** of children showing talent through an individual approach.

#### **1.1 Objectives and philosophy**

**The first years of our lives are crucial for the next course of life. They contribute to the formation of personality and the building of solid foundations and relationships.** The littleBIG kindergarten brings together the best of several educational methodologies, applies a respectful approach and focuses on the individual development of each child's personality.

**We want to be a good and equal partner to parents and their children** who supports their opinion, upbringing and development in a beautiful, harmonious and stimulating environment. We will help you lead your children with love and joy to responsibility and independence, educate, develop creativity, skills, competencies, emotional intelligence and self-confidence. Because only such children can later grow into responsible, sensitive and creative adults.

#### **1.2 Before enrolling in the kindergarten**

We realize that joining any larger community of children represents a **significant moment in your child's life**, especially when it comes to joining a kindergarten. It is usually accompanied by a certain stress and anxiety on the part of the child, but many times it is the parent who is uncomfortable about it. Some children cope with joining a kindergarten immediately; other children may take a little longer. **In order to make it as easy as possible for your child, it is very important what attitude towards the kindergarten you will present yourself.** We recommend



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that you only talk positively about the kindergarten in front of your child. Tell him/her about what the kids do in kindergarten, how they will play there, learn new things and make new friends. The child must feel that the kindergarten is a pleasant, fun place and will have a very good time there. And then it's our turn to make it happen.

## 2. REGISTRATION AND ADMISSION OF CHILDREN TO THE KINDERGARTEN

We usually accept **children from 2.5 to 6 years of age** for pre-elementary education. The legal guardians shall, together with the **binding application**, also submit a **questionnaire about the child**, a **certificate of his/her health status** and a **copy of the health insurance card**. The child can also be accepted during the school year and he/she shall be assigned to individual classes by the principal, usually according to age, also on the basis of the child's specificity and maturity. Our school psychologist helps with the adaptation as well. We will be happy to explain the whole process to you at a meeting in person. The principal of the kindergarten decides on the admission of the child and can decide on an **adaptation or diagnostic stay**, which cannot be longer than 3 months. Parents (legal guardians) sign a **Child Care Agreement**, which they conclude with the founder.

### 2.1 littleBIG operating hours and children's attendance

Our littleBIG preschool facility provides pre-primary education to children from 7:00 to 18:00 from Monday to Friday, excluding recognized public holidays and non-working days (see the Child Care Agreement).

### 2.2 Arrivals and departures

The legal guardian (or a person authorized by him/her over the age of 10) brings the child in the morning, usually **by 08:30** and picks up the child **from 12:00 to 13:00**, or **after 15:00** until the end of the operation at **18:00**.

In case of arrival of the child during the day (arrival to kindergarten after 9:00, or pick-up of the child outside the specified hours), the legal guardian **shall inform the teacher** of the child's departure/arrival time and the manner of dining so as not to disturb other children (e.g. while they are outside, etc.). The legal guardian should pick up the child by the end of the working hours, i.e. by 18:00. Any **exceptional late departure** must be announced in advance by telephone, before the end of the regular working hours (until 16:00).

In the event of a reason to terminate the child's attendance and thus to terminate the contractual relationship, both parties shall be governed by the applicable Child Care Agreement.

### 2.3 Payment of fees

Payment of fees for the child's attendance. Parents are obliged to pay a tuition and meal allowance in accordance with the applicable **Child Care Agreement** concluded with the founder. The tuition and meal allowance are paid monthly, always on the basis of an issued invoice. The meal allowance is not included in the tuition fee, it is paid separately.

All-day board € 5

Lactose-free € 5.50 Gluten-free € 5.50

Lactose-free, gluten-free and egg-free € 5.50

(All types of meals include liquids and fresh fruits and vegetables)



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**Cancellation of boarding for a specific day shall always be done via the TWIGSEE Application until 07:30 of each day.**

In case the Applicant requests it, we shall prepare a cake to celebrate the child's birthday in the private kindergarten, the price for the birthday cake is the following:

€ 30 Classic birthday cake;

€ 40 No Milk birthday cake

## **2.4 Absences and illnesses**

Only a child who is **medically fit to stay in a group**, does not show symptoms of an infectious disease and does not have a quarantine measure ordered can be placed in an educational facility. Teachers **cannot administer any medications to children** (except medications that, if not used, could cause a life-threatening condition). **Allergies of children must be reported** to the teacher and the principal of the kindergarten.

If the child does not attend the facility **for more than 3 days** due to illness, the parent is obliged to submit proof of the child's health condition from a paediatrician. **In case of suspected illness**, the teacher **does not admit** the child to the group and immediately informs the parent by telephone (or in another way). **The child shall be isolated** within the premises designated for this purpose (usually the principal's office) until the arrival of his/her legal guardian.

## **2.5 COVID - 19 prevention measures**

- Children will be arriving at the kindergarten from 07:00 to 08:30. It is necessary to observe the set time and limit the number of accompanying persons to a minimum (1 parent/legal guardian)
- The child shall be picked up in the afternoon between 15:00 (or even before) and 18:00. Unless necessary, the parent does not enter the kindergarten premises.
- When picking up the child after lunch (before the afternoon rest) the parent does not enter the building, the child will be handed over to him/her at the entrance.
- Upon entering the building, the accompanying person is obliged to disinfect his/her hands with a disinfectant located in the entrance hall of the building.
- The child's temperature shall be measured before entering the classroom. In case he/she has an increased temperature, even with repeated measurements, the child shall not be admitted to the classroom and the accompanying person shall be asked to take the child home.
- The accompanying person shall hand over the child only on the basis of the conclusion of the morning health filter. Before entering the classroom, the child shall wash his/her hands with soap and warm water.
- The accompanying person shall always move in the kindergarten premises with properly covered airways (mask, scarf, shawl), mainly for the purpose of handing over and picking up the child.
- The gathering of accompanying persons and children on the premises of the kindergarten is prohibited until further notice.
- The child shall take off the mask in the dressing room and enter the classroom without the mask. The accompanying person shall ensure that the child has a spare mask, which he/she shall put away in the locker in the dressing room.
- The total time of stay of persons accompanying children to the kindergarten in the outdoor and indoor areas of the kindergarten is limited to a minimum.
- The legal guardian shall submit a written declaration at the first admission of the child to kindergarten or after each interruption of attendance of more than three days stating that the child does not show symptoms of a communicable disease and does not have a quarantine measure ordered.



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- it is necessary to bring a filled-in questionnaire upon arrival of the legal guardian, who shall hand it over to the teacher.

Bed linen and towels shall be replaced on weekly basis.

### 3. DAILY SCHEDULE

For educational practice, it is more appropriate to keep the daily **routine flexible** and adaptable to the needs, requirements and interests of children and, of course, the teaching staff. Furthermore, it is no less important to adapt the daily routine to the **material, spatial conditions of the school, weather conditions** (the children may have a different regime in the summer, another in the winter), or other situations. For this reason, it is appropriate to include only a **fixed time** in the regime **for activities providing for childcare** (personal hygiene, meals, dining).

07:00 - 09:00

Opening, free play, health exercises (warm up)

09:00 - 09:45

Breakfast/Brunch (hygiene, dining, meals)

09:45 - 12:00

Morning circle, educational activity, staying outside (play, movement and educational activity)

12:00 - 13:00

Lunch (hygiene, dining, meals)

13:00 - 15:00

Afternoon rest

15:00 - 15:40

Lunch (hygiene, dining, meals)

15:40 - 18:00

Educational activity, staying outside (play, movement and education)

#### 3.1 School year organisation at littleBIG

The exact organisation of the operation and the school year is announced to the parents by means of the **TWIGSEE application by the director** of the facility. She regularly sends information to parents about work plans, the educational program, organised events, circle or other activities.

All important information can also be found by the parents and friends of the kindergarten on the **website and social media (littleBIG FB & IG profile)**.

#### 3.2 Educational activity

All activities (educational, play, movement and relaxation) take place either in the classroom, in the school yard, or in the adjacent forest and meadow.

A teacher shall be responsible for the children during **games and play activities**. He/she shall meet the standards set by the educational program for each individual age group.

**Movement and relaxation exercises** are performed at least twice a day. In all activities we pay attention to hygienic, safety and health requirements for the exercise. **An educational activity** is carried out according to the plans of individual teachers and must not overload the children.



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**Children stay outside** every day for at least an hour in the morning and one hour in the afternoon. It can be shortened in extremely adverse weather conditions (storms, heavy rain, temperatures below -10 °C, excessive air pollution).

**Rest** takes place depending on the needs of children. The teacher is responsible for the appropriate clothing of the children for the time of sleeping. The beds are stored folded up before and after rest in the ventilated areas designated for this purpose. Beddings are stored in special shelves in a ventilated area. **Meals** for children are provided in our canteen. Designated staff of the food service is responsible for the quality of the food. At the same time, he/she monitors the provision of cutlery to children according to their age and the type of food.

Teachers are responsible for dining of children. They take care of the dining culture and they help children with eating. They are responsible for the safety and hygiene of children.

**Hygiene** takes place in washrooms and toilets, in addition there are washbasins with hot water and soap available in the canteen and each classroom. The children are guided by teachers to self-care activities (using soap, flushing the toilet, wiping with their own towel, brushing their teeth after the main meal, combing, grooming).

In the event of a **reduction in the number of children** in classes, the principal shall reduce the operation, whereby children shall be divided into other classes as necessary. The reduction of the operation shall not affect the quality of the educational process.

#### 4. ORGANISATION AT THE KINDERGARTEN PREMISES

- **Dressing room:** each child has a designated place (shelf, hanger, stand, shoe rack) for storing personal belongings. The dressing room may be entered only in slippers or boot swabs. When changing clothes the parents, in cooperation with the teacher, shall lead the children to independence and orderliness. During their stay outside, the teacher is responsible for the child's clothing appropriate to the current external conditions. The teacher of the relevant class shall be responsible for the aesthetic design of their dressing room. A designated operating employee shall be responsible for hygiene.
- **Children's personal belongings:** if a child brings his/her own toy from home (currently not allowed for hygienic reasons), or any other object of personal use (signed bottle for liquids), the kindergarten shall not be liable for the damage or possible loss. We do not recommend giving children valuable items, electronics or jewellery, and please inform teachers about more expensive pieces of clothing as well. All personal belongings, clothing and toys that are found in the kindergarten and cannot be attributed to their children will be stored in a designated area. For reasons of hygiene and in an effort to keep the nursery in order, uncollected items (following an invitation by the principal) shall be as always donated to charity.
- **Washrooms and toilets:** both areas are hygienically maintained and adapted to the needs of children. The teacher or assistant shall be responsible for the overall organization of the children's stay in the washroom (closing the water, flushing the toilet, observing hygiene and safety regulations). A designated operating staff shall be responsible for the overall hygiene and a sufficient amount of hygiene equipment in the individual washrooms.
- **Afternoon rest:** all children have their bed with a mattress, pillows and blankets available in the classroom. The room is well ventilated, indirectly during rest. Before going to bed, the child changes into pyjamas, which the parents wash once a week. They put away their clothes on a chair and the child has shoes at the bed. The teacher approaches children who do not feel the need for sleeping individually. Children in the oldest age group have a reduction of the resting time during the year. The free time is used for leisure activities. The teacher does not leave the resting children alone. If necessary, during his/her absence, he/she shall provide replacement supervision using another teacher - an assistant.



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- **Canteen:** it has a time and space-adjusted schedule of meals, according to the needs of the current number of children present in the kindergarten building. Our own kitchen offers a balanced and healthy diet to meet the energy and nutritional needs of the children. We provide special dietary food for children with intolerances or allergies to any of the ingredients. A teacher can ensure the control of the consumption of allergens to a certain degree. Teachers lead children to acquire the basic habits of cultural dining, while applying an individual approach to children as much as possible. During the meal, a teacher guides the child, but does not force him/her to eat. 2-4 year old children use a spoon to eat, 4-5 year old children use a spoon and a fork and 5-6 year old children use complete cutlery.
- **Own food:** one of our goals is to lead children to a healthy lifestyle and offer them a balanced and healthy diet. Therefore, we ask parents to respect our mutual agreement and not to pack sweets and cakes for their children to bring from home. We do not recommend consuming food brought from home unless the parents have an agreement about independent dining with the director. In case of birthday celebrations, our chefs will be happy to prepare a healthy cake in our kitchen.
- **Staying outside:** Children spend at least one hour in the morning and one hour in the afternoon outside, depending on the length of the children's stay in the kindergarten, in each season. Children's stay outside can be shortened or skipped depending on weather conditions. Therefore, it is necessary that children are prepared to move in nature with appropriate clothing and shoes (more in the list of recommended things). While strolling outside, every teacher looks after the safety of the children, who will wear reflective vests on their regular clothes during their stay outside of the littleBIG premises.
- **Traffic playground:** stay on the playground can be a part of traffic education, but also sports games, or a part of the regime of staying outside. Our traffic playground has several aids available, including safety features. Teachers are responsible for the safety of children on the playground.

## 5. RESTRICTION/ INTERRUPTION OF FACILITY OPERATION

During the summer holidays, the kindergarten operation will be **restricted in the course of 3 weeks** (one week in July and two weeks in August) due to the need for thorough cleaning of the premises, disinfection of the environment and toys, as well as staff leave. **The exact dates** of the interruption in the summer and winter period (Christmas holidays usually from 24 December to 6 January) **shall be issued by the principal** of the facility, who shall inform the legal guardians well in advance. It is also possible to temporarily suspend the operation of the facility for serious reasons that endanger the health of entrusted children, employees, or may cause serious damage to property.

## 6. CONSULTATIONS WITH TEACHING STAFF

It is very **important** for us **to communicate** as often and as openly as possible and to maintain above-standard relationships with children's families. Parents have the opportunity to consult the educational results of children with teachers daily **at times as agreed**.

Consultations are usually verbal, but **should not interfere with the educational activities** of the children. We recommend that you **arrange** a longer consultation in person **with the teacher** at an exact date by e-mail or telephone. Meetings with the principal and the founder of littleBIG also need to be arranged in advance within designated consultation hours. Parents also have a **telephone number and e-mail address for the kindergarten management available (PhDr. Ivana Kaliská Klapková – Founder: 0903 230 566, [info@littlebig.sk](mailto:info@littlebig.sk), Ing. Soňa Gžibová – Principal: 0911 119 887, [riaditel@littlebig.sk](mailto:riaditel@littlebig.sk)).**



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## 7. PROCEDURE FOR ACCIDENTS AND THEIR RECORDING

If a child suffers **an injury** that does not need to be treated by a doctor, the teacher will treat him/her in the usual way. However, if the situation requires a **visit to a medical facility** and treatment by a doctor, the teacher will immediately contact the child's parent, who will agree on the next steps.

If the parents cannot be reached, the child will be taken for medical treatment by a ambulance or taxi. After returning from treatment, he/she will try to make telephone contact with the parent again. He/she will ensure the **handing over of the medical record on the treatment of the accident** to the child's parents. An injury and the method of treatment **shall be recorded** in the records pursuant to a specific internal regulation of the kindergarten. This record shall be delivered **to the parent for signing**.

## 8. LIST OF RECOMMENDED ITEMS

- Clothes and footwear suitable for staying outdoors even in bad weather (rain, wind, snow...)
- Replacement clothing
- Water bottle (signed, marked)
- Comb, hairbrush
- Repellent, sunscreen, head cover
- Soap (if the child is allergic to regular products)
- Slippers
- Pyjamas