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## Practical Guide for Parents for the School Year 2022/2023

**University Nursery School Qočna**nám. T. G. Masaryka 3050, 760 01 Zlín, PIN: 01 889 893

[www.qocna.utb.cz](http://www.qocna.utb.cz), email: utb.qocna@seznam.cz, tel: 576 03 6015, ID 86z36bb

# BY INTRODUCTION

The possibility to be with children in school — to talk to them, discover not only the unknown, but also explore their options and limits as well as our options and limits, to motivate, overcome obstacles, play, sing, eat, do sports, get to know themselves and others, take responsibility for themselves and their actions and behavior, learn new skills through experience — yields a tremendous amount of valuable experience hidden in everyday life.

We want to make the most of this opportunity. Draw from live opportunities, that is from those created “here and now”, build on the current interests of the child and, as teachers, inspire and show direction.

We are pleased that you will become a part of our world and that you will enrich it as parents and children.

Below we present a practical guide designed to help parents orientate in the regular, day-to-day functioning of the nursery school.

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**CONTACTS**

**Sunny Class (Slunečná třída)**

**Teachers: Mgr. Natálie Suchomelová, Mgr. Nikola Šmatelková**

**Nanny: Iveta Balajková**

**Asistent: Bc. Lucie Šantavá**

E-mail: slunecna@qocna.utb.cz

Tel. 733 593 654/ 576 036 012

**Rainy Class (Dešťová třída)**

**Teachers: Bc. Kateřina Krčmová, Lucie Polčáková**

**Asistent: Markéta Grulichová**

E-mail: destova@qocna.utb.cz

Tel. 733 593 653/ 576 036 013

**Rainbow Class (Duhová třída)**

**Teacher: Bc. Margareta Gogelová**

E-mail: duhova@qocna.utb.cz

Tel. 733 593 652/ 576 036 014

**Leadership of UMŠ Qočna**

**Director of UMŠ Qočna**

Mgr. Hana Forstová

E-mail: qocna@utb.cz,

Tel. 576 036 016, 733593651

**Deputy Director**

Bc. Margareta Gogelová

**Operating staff**

Alena Sedláčková, Marcela Kattauerová

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## BASIC INFORMATION ABOUT QOČNA

**AGE GROUP:**

2 – 7 years

**OPERATING HOURS:**

6.45 AM – 5.00 PM

**ARRIVAL OF CHILDREN:**

6.45 AM – 8.15 AM

**DEPARTURE OF CHILDREN:**

11.30 AM – 12.00 PM

2.30 PM – 4.45 PM

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## COMMUNICATION BETWEEN PARENTS AND QOČNA

It is essential that there is constant communication between the parents and the teachers of Qočna. You are welcomed to ask for any information regarding your child.

Nevertheless, please understand that during the nursery school’s programme the teachers are mainly responsible for the children, because of that it is advisable to arrange a date of a consultation with the teacher or breifly talk with the teacher when picking up the child.

Qočna will also hold REGULAR MEETINGS FOR PARENTS, so called “qokání” (two times a year), where parents can learn information about the nursery school, about organized events, plans, educational programme and about their children. The parents wil be informed about the date of this meeting beforehand. Parents are encouraged to attend all of these meetings as the healthy development of children can be ensured only by a uniform and responsible approach of all education factors. All new information and upcoming organized events will be posted on the nursery school’s website in the news section, or we will contact you by e-mail. **Office hours** – **according to a common arrangement.**

**If you are interested, please, arrange a meeting with the main teacher beforehand. Consultations with the director are possible under a prior arrangement by e-mail, phone or in person.**

**How do you find out what’s going on…**

**Closed Facebook group** primarily serves for a daily photo-report of children’s activities (the name of the fb group is Univerzitní mateřská školka Qočna). The photos are uploaded several times a week. Information about events, activities and more will be posted on the **school’s website** and on the **notice board next to the respective class**. We communicate with parents via e-mail if we are arranging larger events or if we need to convey important information regarding the functioning of the nursery school.

## WHAT YOUR CHILD NEEDS TO BRING TO QOČNA

1) SLIPPERS, that is slippers covering the whole foot (not just backless slide sandals which can easily fall off and cause an injury).

2) COMFORTABLE CLOTHES for the stay in the nursery school (please, give your child clothes that can get dirty) and some extra clothes in case the child needs to change (T-shirt, trousers, socks and underwear).

3) APPROPRIATE OUTDOOR CLOTHING (depending on the time of the year, that can also get dirty) + RAINCOAT AND RUBBER BOOTS (please, leave those in the locker).

4) PLASTIC DRINKING CUP – signed

5) For children who still wear diapers to sleep – DISPOSABLE DIAPERS AND CHANGING MATS

6) HAIR BRUSH – for girls

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**PLEASE, SIGN ALL THE LISTED ITEMS!**

SUPPLIES FOR HALF A YEAR (will remain in the nursery school)

1. 3 packs of children’s teas
2. 1 pack of wet wipes
3. 1 moist toilet paper
4. 1 box of paper tissues
5. 1 impermeable washable mattress pad, size 60 x 120 cm (ideally from Emitex or Dadka Vracov). **EACH CHILD WILL BRING ONLY ONE MATTRESS PAD FOR THE WHOLE PERIOD OF HIS/HER STAY IN THE NURSERY SCHOOL.** The mattress pad remains in the kindergarten. **This point applies to new kids aged 2-3 who wear diapers for sleeping.**

Children can bring a (signed) stuffed toy to the nursery school. Please, leave the rest of the toys in the locker. The teachers are not responsible for children’s toys.

## CLOTHING

Children should wear simple, neat, clean, comfortable clothes that are appropriate for a nursery school and can be easily washed in case they get dirty.

We endorse the children to be self-reliant and independent from adults, therefore, they should have clothes and shoes THAT THEY CAN PUT ON/UNDRESS AND ZIP UP BY THEMSELVES.

Please, let the children dress themselves as much as possible.

Children like order and tidiness. They watch us and learn for life. It depends on us what example we give them. In the nursery school we teach the children to dress themselves, fold their clothes and keep their lockers in order. Therefore, we would like to ask you to cooperate with us and maintain your children’s lockers clean. When the children arrive in the morning and leave in the afternoon – clothes should be folded or hanged, and shoes/slippers should be put side-by-side in the designated place.

If your children brought any items to the nursery school (including costumes), please, only let them show the other kids and then put them back into the locker. Leave these items only in the locker. Your child is responsible for for these objects. **In the nursery school, children are not allowed to wear any necklaces, beads or bracelets due to their safety. In case children’s earrings get lost, parents are responsible.**

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## PARENTS IN QOČNA AND THE FIRST DAYS OF THE CHILD, ADAPTATION PROGRAMME

Especially in the first few days it is difficult for parents and children to separate from each other, for this reason parents have an opportunity to spend some pre-arranged time with their child in our nursery school so that the child adapts to the nursery school naturally. It is important to arrange that you will stay with your child with the class teacher and the director beforehand. If the situation allows it and according to the regulation of the authority of the university nursery school, MEYS, and MZCR.

The length and manner of the parent’s stay in the nursery school depends on the arrangement with the class teacher, but it should be for a short period of time. Longer stay of the parent would not facilitate the child’s adaptation and would be difficult to understand for other children who are in the nursery school without parents. However, children will understand that a new friend came in and needs his/her mom or dad for a little while before getting used to it.

For a child, POSITIVE AND SHORT GOODBYE is always the easiest! PROLONGED AND DELAYED GOODBYES OFTEN JUST MAKE THE SEPARATION HARDER. It is important that you positively reassure the child where you will be in the meantime and when you will come to pick him/her up. Leave your own concerns outside the nursery school building☺. If your child still does not want to say goodbye to you, be assured that in a few minutes the child will calm down, especially if he/she gets immersed in some interesting activity from our offer. If you are leaving during the adaptation time in the morning, always notify your child. If the situation requires it, we will contact you by phone and discuss the next steps of adaptation for your child.

If you are present in the classroom as a parent, please, behave calmly and mostly just observe your child from the distance and try to let the child take care of himself/herself. If any child needs help, there are teachers present in the classroom. Please, do not interfere with the teacher’s programme unless you are instructed to do so. Do not expect a natural behavior from your child while in the class. Children can be confused when parents are present in the nursery school as they do not know who the authority is – whether the parent or the teacher. If the parent is present in the classroom, the parent is responsible for the child and his/her behavior.

Adaptation is always individual, based on the parents’ and children’s needs.

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# TUITION FEES AND PAYMENTS

The university nursery school collects payment for partial reimbursement of non-investment expenses per child throughout his/her whole attendance. The payment for the calendar month is set at: **2 600 CZK/month.**

Children whose parents or grandparents are affiliated with UTB are granted a discount of **1 400 CZK**/month. The monthly payment is therefore **1 200 CZK**/month.

Timely payments of the tuition allow the university nursery school Qočna to provide children with a high standard of education and meet the obligations that Qočna has to its employees.

**The tuition is due by the 10th day of the corresponding calendar month to the Qočna account (107-5307360257/0100). Please include the name of your child and the month for which your are paying the tuition in the notes.**

## MEALS

In the university nursery school Qočna we provide morning snack, lunch, and afternoon snack. **The meals are delivered from the Menza UTB Zlín.**

Price per day including delivery: **80 CZK.**

Price per half day including delivery: **65 CZK.**

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## ANNUAL ADVANCE ON ACTIVITIES

Until the end of September we collect an advance of **1 500 CZK/child** for additional activities (Sunny and Rainy Class), **2000 CZK/**child (Rainbow class). It is mainly used for larger events where transport needs to be paid (e.g. searching for the St. Martin’s horse). Also, the children’s photoshoot or sports activities are paid from this advance. The settlement will be calculated once a year (in august). Please, bring the amount in cash to the office of the director or deputy director **by the end of September 2020.** The invoice will be calculated at the end of the school year as of August 31.

## REGISTRATION AND CANCELLATION OF MEALS, SIGNING UP OF CHILDREN TO THE NURSERY SCHOOL

The parents sign up their children for meals in the online reservation system on the nursery school’s website (www.qocka.utb.cz). The parents will receive their access credentials at the beginning of the child’s attendance.

In the period of the child’s absence, the parents must sign off their child in the reservation system by themselves, otherwise they would have to pay for the meals. **The cancellation is possible until 7.20 AM of the corresponding day.**

If you fail to sign off until 7.20 AM, you can pick up the meal in Qočna from 11:30 AM until 12.00 PM, but you need to bring a container in which you will take the food home. **The meals can be picked up only on the first day of your child’s absence.**

We ensure the children will stay hydrated – the children always have water and tea available. There is always enough to drink.

**Please, do not give your children sweets and drinks to the nursery school, it will be returned home to them.**

We also closely monitor various restrictions in the diet and children’s allergies listed in the registration sheet or medical report.

While dining, we teach the children to be independent, self-reliant and take care of themselves. We do not force the children into eating, we only motivate them and we discuss all the food matters with parents individually. If the child had a breakfast at home, please inform the teacher.

The reservation system for the meals also serves for the teacher as a means to record which children are present in the nursery school. **Please, make sure the details in the reservation system are always correct- signed up or off. If the child comes to the nursery school and is not signed up in the reservation system, it will not be passible to accept the child into Qočna.**

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# THE ABSENCE OF A CHILD IN QOČNA

If you know that your child will not be in the nursery school for any reason, please sign off your child no later than 7.20 AM.

Preschool children, for whom the last year before attending school is mandatory by law (from 8.00 AM until 12.00 PM), also have to be signed off in the reservation system and the reason for their absence must be stated.

If the arranged period of the absence is prolonged (e.g., due to persisting illness), please, let Qočna know about this extension of absence again.

PLASE SIGN OFF YOUR CHILD IN THE NURSERY SCHOOL’S RESERVATION SYSTEM.

We do not refund tuition fees for the period of absence of your child because we cannot accept another child in his/her place for the duration of the absence.

## PROTECTION OF CHILDREN’S HEALTH AT QOČNA

It is very important for our university nursery school to protect the health of all children. Therefore, please let the children stay at home if they have a fever, strong and constant cough, red and inflamed eyes, diarrhea, runny nose or if they are vomiting. If any of these symptoms appear during the children’s stay in the nursery school, they will be sent home immediately. If the children had a fever, they should stay home at least one day after the fever dropped. After smallpox, doctors recommend that the children return to the nursery school after all the pimples have peeled off. In case lice appear in your family, children should stay at home at least two days after the appropriate measures were taken. If your child had a diarrhea, he/she should stay at home for three days.

**If your child catches an infectious disease, please inform Qočna so that we can inform other parents, or the regional hygiene office.**

Thank you for being considerate and responsible to the health of other children.

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## SCHEDULE OF THE DAY IN QOČNA

Below we present a general timetable of a regular day in the nursery school.

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| **6.45 AM** | Opening of Qočna. |
| 6.45 AM – 8.00 AM | The arrival of children. Children meet either in the Sunny or Rainy classroom. The information can be found on the main door (approx. until 7.30 AM). Spontaneous games an activities of children’s choice or teachers’ offer.  |
| 8.15 AM – 8.30 AM | Breakfast\* |
| 8:30 AM – 11.00 AM | Educational block\_1st part, snack and outdoors stay. |
| 11.00 AM – 12.00 PM | A change of clothes, personal hygiene, lunch, preparation for resting. |
| 12.00 PM – 2.30 PM | Relaxation and rest, individual relaxing activities with children with lower need of sleep, personal hygiene, snack. |
| 2.30 PM – 3.30 PM | Educational block\_2nd part. If the weather is suitable, the afternoon block can take place outside. |
| 3.30 PM | All children meet in the Sunny or Rainy classroom (information can be found on the main door). Outdoors stay in warm months. |
| **Until 4.45 PM** | Picking up children from Qočna. |
| 5.00 PM | The university nursery school Qočna closes. |

\* Note: If the child arrives to first educational block which starts at 8.45 AM, it is necessary that the child already had breakfast.

## BIRTHDAY RITUAL

We would like to organize small celebrations for children’s birthdays, therefore, **please bring various kinds of fruits or vegetables**, from which we will create a healthy birthday cocktail (e.g. smoothie, fresh) or we will make fruit skewers. Thank you for your cooperation during your child’s birthday.

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# ARRIVALS AND DEPARTURES OF CHILDREN

## ARRIVALS TO QOČNA

The child comes to the classroom changed and in slippers between 6.45 AM and 8:15 AM.

After your children change their shoes and clothes, please lead them to the door of their classroom (or to the collecting classroom) where a teacher will pick them up. **THE HANDOVER OF THE CHILD MEANS THAT YOU WILL PERSONALLY HAND OVER THE CHILD TO THE TEACHER WHO TAKES OVER THE RESPONSIBILITY FOR YOUR CHILD FROM THAT MOMENT ON.** This precaution is in the interest of the safety of your children.

In the morning, please come in sufficient time so that your child has enough time to change and say goodbye. Coming in stress or late negatively impacts your child. From 8.45 AM the teacher is fully dedicated to the children and their work. Please, be considerate and responsible towards other children by a timely arrival. **Any late arrival severely disrupts the programme in the classroom.**

When you hand over your children to us, we take over the responsibility for them, therefore, at this time (morning till noon), it is not possible to discuss with parents various matters relating to their children. For this reason, we ask you to handle all these matters with teachers in the afternoon. It is also possible to arrange a consultation (within weekly consultation hours). This does not apply to acute cases.

**WARNING:** It is not possible to leave your car parked on the street in front of the Qočna’s building for the whole duration of your child’s stay in the nursery school. For safety reasons we cannot store strollers and car seat in the nursery school’s building as they would present an obstacle for the escape routes from the school.

## PICKING UP THE CHILDREN

1. AFTER THE MORNING BLOCK FINISHES (11.30 AM – 12.00 PM)
2. DURING THE AFTERNOON BLOCK (2.00 AM – 4.45 PM)

The teacher shall hand over the child to the parents or to a person listed in the registration sheet (possibly to an authorized person by a power of attorney). The teacher can request a proof of identity. She will not hand over the child to a different person.

In case the parent needs to pick up the child at a different than the specified time, it needs to be reported to the teachers beforehand – in the morning, the parent shall write a notice in the sheet which is designated specifically for this purpose.

AFTER THE PARENTS PICK UP THE CHILDREN, they are responsible for the children in the hallway in front of the classrooms as well as in the locker room while changing clothes. It is necessary to follow all the rules of Qočna, especially the rule that children should only walk in the nursery school, running is for outdoors or for the gym.

We ask the parents for their cooperation in maintaining the safety of their children, and to only talk with other parents in the locker room in order to ensure that the children who still remain in the care of a teacher are in a peaceful and safe environment.

When picking up the children after lunch, please be quiet and considerate in the locker room because the children are resting in a room near the lockers.

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## LATE ARRIVALS

In Qočna we try to educate the children in all aspects and the nursery school’s programme is specifically designed for that. This programme starts at 8.45 AM when the child is already in class. Any late arrival severely disrupts the programme in the classroom. Please, be responsible and respectful towards other children by a timely arrival as well as to the teachers by picking up the child on time in the afternoon (the child should be dressed and leave the nursery school by 5.00 PM) We want to provide the children with the maximum time for their work as well as supply the teachers with enough time for cleaning and preparing the classes for the next day.

If you ever happen to be late:

\* IN THE MORNING: in case of a late arrival (after 8.45 AM), the parent should wait with the child outside the door of the class which the child attends. The parent DOES NOT ENTER the class (only if the main entrance is closed, he/she opens the door). The parent must speak QUIETLY and does not send the child into the classroom alone (not even if other children are coming out of the classroom). The teachers know about you and will take the child as soon as the situation in the classroom allows them to do so.

\* IN THE AFTERNOON: please, pick up your child on time. We understand that in exceptional crisis situations, it is possible to be late to pick up the child. **If you ever happen to be late, please call to Qočna as soon as possible.** Repeated late arrivals will be dealt with individually.

## IN CONCLUSION

Dear parents, we appreciate the fact that you have chosen our university nursery school Qočna for the preschool education of your children. The aim of Qočna is to endorse the overall development of the children, foster their desire for self-reliance and the joy of learning. We also want to support them in creative and emotional development, but at the same time we take into account their individual talents and abilities. We support natural forms of education such as inquiries, learning through experience, situational and experimental learning. We also understand the importance of children’s emotional intelligence and we lead the children to behave autonomously, independently and to be able to make decisions. We wish that every child feels that he/she is part of the group in our university nursery school Qočna, that he/she finds friends and is able to play and cooperate with others.

The intention of pre-school education in Qočna is to lead the child in a way that at the end of his/her pre-school period he/she obtains an age appropriate psychical, psychological, and social autonomy. To achieve these goals, we have developed the School Educational Programme of Qočna (Školní vzdělávací program UMŠ Qočna), which is regularly amended and updated. It is a publicly accessible document that you can get acquainted with on the Qočna’s website – qocna.utb.cz.

**Thank you for your cooperation and support!**

**The team of Qočna.**