

Dear parents,

We as the teachers believe that you had a wonderful summer holiday and are already looking forward to the new school year spent with your children at Galileo School. Let us make you familiar with its operation and provide basic information.

- Kindergarten is **open from 7.30 a.m. to 5.00 p.m**

On the first day of school (September 4, 2023) **at 8:15**, parents and children of preschool classes (Butterflies, Lions, Bumblebees) can meet with the head of the kindergarten, Terézia Bajarúnas, in the rear courtyard for an informal introduction to the individual teachers. Children from other groups (Kittens, Birds, Ladybirds, Puppies) will go directly to their classrooms, either through the front courtyards or the main entrance.

- Please submit the **completed documentation** (questionnaire, school leave, meal ordering, transport and afternoon clubs) that you received in your email or via Edupage either to your class teacher on the first day of school, hand it in at the school reception, or send a scanned copy to the address info@galileoschool.sk

We ask you to fill in via the Edupage "Requests and declarations" section

1. informed consent for the publication of photos and videos
2. informed consent for personal data processing

- Kindergarten **daily routine during the school year** (preschool classes – Butterflies, Lions, Bumblebees)

7.30 – 8.00 a.m.	morning games and play activities
8.00 – 9.00 a.m.	morning circle / motion and relaxing exercises
9.00 – 9.15 a.m.	snack
9.15 – 10.00 a.m.	main educational activity / games and play activities
10.00 – 11.00 a.m.	outdoor activities
11.00 – 11.30 a.m.	educational activity / games and play activities
11.30 – 12.00 a.m.	lunch
12.00 – 1.00 p.m.	rest time / story time
1.00 – 2.30 p.m.	educational activity / games and play activities
2.30 – 2.45 p.m.	afternoon snack
2.45 – 5:00 p.m.	outdoor / play activities

- **List of necessary things in kindergarten (!!! All signed !!!)**

slippers
water bottle
spare clothes
snack box (if the child has his own meal)
P.E. kit (T-shirt, sweatpants, jumper, sneakers with white soles, socks, hair band for girls)

Children shall not bring toys and electronics to the kindergarten.

- The parent reports the **child's absence** via Edupage "Attendance" section. The parent also submits the **meal cancellation** request via Edupage "Menu" section until 8:00 a.m. of that day. If necessary, this information can be sent to info@galileoschool.sk, likewise no later than 8:00 a.m. of the absence day.
- Attendance at kindergarten is mandatory for children attending preschool classes, and they must spend a minimum of 4 hours in kindergarten daily. According to the decision of the Minister of Education, a parent can excuse their child with compulsory pre-primary education (via Edupage) for up to 7 consecutive school days (weekends and holidays not counted) due to illness. In case of an absence exceeding 7 consecutive school days due to illness, a "Doctor's Certificate" from a pediatrician who is aware of the ongoing illness must be submitted. The number of excuses during the school year is not limited.
- Upon arrival of the child to the kindergarten the teacher is entitled to refuse him/her to join in case that his/her health condition is not good and the child shows signs of illness.
- Until the end of **September** each parent is obliged to **submit a photocopy of the child's insurance card** and a certificate of the child's health condition that also includes information on mandatory vaccination (in case of an unvaccinated child a doctor certificate stating the reason for non-vaccination). If you have submitted these documents to the school in the past, there is no need to bring them again.
- Children are provided with nutritious and tasty food, as well as a drinking regime in our school canteen all-day long. In case that the child brings his/her own food, we ask you to support our efforts to lead children to a "healthy lifestyle" and therefore please **do not pack any sweets and candies**.

Please inform the class teacher about your **child's allergies** on the first day of school.

- We celebrate **childrens' birthdays** in the class with experience as well as musical and movement activities. Children in kindergarten do not donate purchased gifts, but in

order to make the celebration more varied, the birthday boy/girl can bring something small to eat (cake, cookies, snacks).

- Children stay outside even during less favorable weather, please give **appropriate clothing and footwear to the child considering the weather conditions**.
- Wearing a **school uniform** in kindergarten is mandatory. Each new child receives one uniform at the beginning of the school year, more pieces can be ordered at info@galileoschool.sk (please specify the size, short/long sleeve, T-shirt/vest).
- The School Rules are binding for parents, i.e. legal representatives, as well as for children. The complete „**School Rules**“ are available for inspection at the school reception or you can ask your class teacher.
- At the Edupage „Homework“ section, you will receive an **overview of the topics** and activities that the children and teachers perform in class every day. These are informative, there is no need to work on the given topics later at home.
- Upon obtaining the consent of all parents, we will create a Whatsapp **class group** where we will send you photos, videos, or quick notifications once in a week.

If you have any questions, do not hesitate to contact us via Edupage, by e-mail or by phone. We will be happy to help and advise.

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Mgr. Terézia Bajarúnas (principal of the kindergarten)

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We are looking forward to our cooperation and believe that your children will have a school year full of fun and interesting knowledge.