

## **GENERAL INFORMATION AND STIPULATIONS /STATUTE/**

In order to ensure the children are provided with a happy, healthy, harmonious and education environment we hope that all parents will cooperate with „Akademia Pana Adama“ taking our settlements into consideration.

„Akademia Pana Adama“ has a goal to meet all the didactic and emotional needs of the children, that is:

**The need for awareness**, “I am a unique, loved and wise person”.

**The need for** harmonious, educational environment (surrounding).

**The need for** emotional support of each child’s initiative.

**The need for** developing basic skills, such as making decisions, thinking, creating and active cooperation with others.

**The need for** looking at each experience in a positive light.

Fulfilling these Basic needs will ensure the children a happy and satisfying presence, as well as good basis for the future, education and life.

### **„Akademia Pana Adama“ Preschool admittance conditions**

**The admittance conditions are as follows:**

- A filled out admittance form.
- Signed statute.
- Signing the agreement.
- The authorization to pick the child up.
- Consent to leave the facility.
- Making the registration fee payment in the amount of 600zl.(six hundred zlotys) ( there is a possibility to make a payment in the office) or to wire transfer the payment to the following account:

.....

***Making the registration fee payment guarantees the admission place in the preschool.***

***in the wire content please write the child’s name, last name and the date of birth.***

### **Opening hours**

We are open:

From 7<sup>00</sup> a.m. till 6<sup>00</sup> p.m.

The children come to preschool up until 9 a.m. and should be picked up by the agreed time.

## **Transport**

Bringing children to preschool is parents'/guardians' responsibility. Parents are obliged to fill out the form, in which there is going to be an indication of a person responsible for picking the child up. Transportation during trips will be provided by properly prepared and equipped in seat belts coach/bus, nevertheless the consent to allow the child participate in trips needs to be signed.

## **Personal belongings/Toys**

Each child should keep his/her belongings in a bag hung on his/her personal hook. We allow children to bring their toys every Monday realizing that they love to take toys from home with them, which gives them a sense of security.

## **Clothes and accessories**

Each child should be dressed comfortably and „washably” and appropriately to the season and existing weather. Parents are asked to prepare “preschooler’s layette” consisting of :

- 1 bag for slippers and emergency clothing
- gymnastics, dance outfit, ( track suit pants, leggings, t-shirt, anti-slippery socks)
- toothbrush
- one alternate outfit (set).

We also ask that all parts of child’s equipment and his/her wardrobe elements are signed.

## **Diapers**

There is no problem for us to change diapers but diapers need to be provided by the parent/guardian.

## **Meals**

We foresee 5 meals a day in a full board’s programme (breakfast, II breakfast, lunch consisting of two dishes, supper). Menu is available for parents on the information board. Preschool uses catering firm’s services.

## **Work**

Education-didactic and caring work is realized on the basis of current programmes approved by the Ministry of National Education for preschools and teachers’ pedagogical experience. We also use materials from England.

## **Health and insurance**

Each parent/guardian is obliged to fill out information concerning the child’s health, which can be found on the second page of the admission form. In allergy cases we ask to provide specific information on a separate piece of paper. The preschool insures children from accidents.

**Holidays**

The preschool will be closed on national and religious holidays. However, in order to help you take care of the child during the period between Christmas and New Year’s Eve we organize holiday duties as well as weekend duties. A given duty may be organized provided five children are signed up.

**Birthday**

The preschool knows about all birth dates of our little ones. On his/her birthday “the little person whose anniversary is celebrated” will be given a small gift from the preschool. If the parent/guardian wishes to additionally bring a small gift, it is also welcome.

**Tuition deadline**

Tuition payments should be made no later than the 5<sup>th</sup> day of each month. The tuition payment may be lower due to the child’s absence caused by illness or a previous note about the planned, longer period leave of the child. We deduct the food rate in the amount of 8zł per day counting from the second day of absence. We ask for information concerning the absence to be provide by 8<sup>30</sup> a.m. Likely deductions are made in the following month. The tuition should be paid by the set deadline even if the child is absent.

**Payment for individual programmes:**

- Tuition: 1200.00 zł (one thousand two hundred zł.)
- Registration fee: 600.00 zł (six hundred zł.)
- Additional payment (extra curriculum classes)e.g. speech therapist’ classes.

We hope that all our stipulations will serve you and your children best. We care first and foremost to give your children satisfaction, gratification and good mood.

**We commit ourselves to comply with the present statute**

.....  
parent’s (legal guardian’s) signature

.....  
(date)