

Information and Events Related to the Adaptation Process

- **Open Days** (April) – a visit by parents with children – getting acquainted with the children's group conditions, information about how it operates, and answering questions, more at [Open Days at Children's Groups - Children's Groups of the CAS](#)
- **Information on the website** see [The adaptation process in the AV ČR Children's Groups - Children's Groups of the CAS](#)
- **Informacek (Info Booklet)** – a booklet for parents of newly enrolled children with a range of information and recommendations, incl. the adaptation process, more at [Information](#)
- **Entry Questionnaire** – questions for parents of admitted children to gather valuable information for caregivers, especially for the adaptation period, more at [Information](#)
- **First Visit to the Children's Group ("Schudek")** (last week of August) – a visit by parents with children to the children's group to obtain specific information for the child's start, getting acquainted with the caregivers, a discussion of the Entry Questionnaire, administrative tasks, free play for children, more at [Information](#).
- **A Word for Parents** – a recording of a talk by Mgr. Eliska Kotrbata on supporting the adaptation process, for parents to watch before their child starts attending (via a link sent to them).
- **Personal Meeting** with caregivers about the course of the child's adaptation, based on their daily records and evaluation, with an agreement on further possible cooperation.
- **Class Meetings** – usually in October.
- **Summary of Recommendations for Parents** – attachment to this document.

Organization of the Adaptation Process

- **Adaptation begins on the first day the child arrives** at the children's group, as set out in the Agreement on the provision of childcare services at the Children's Group of the CAS (hereinafter the "Agreement").
- The adaptation process can be adjusted **if needed to suit the individual needs of the child**, based on agreement with the caregivers or with the management of the children's groups.
- When attendance starts **during the school year**, meetings with parents and children as well as the sharing of information take place individually. The adaptation process cannot begin in July or August.
- Excusing and justifying **absence during the adaptation period** is governed the same way as in any other period, i.e. according to the Internal Rules (Art. V, Sec. 13 and 14).
- For initial communication with children with **a different native language** caregivers are equipped methodically (e.g. with communication cards), and for communication with parents some of them are equipped linguistically (English, possibly German or another language).

Course of the Adaptation Process

- The child's stay in the children's group during the adaptation process is governed by **assigned time slots** so that the number of children present allows caregivers to devote more intensive attention to children who are adapting, and so as not to exceed the permitted capacity of the children's group.
- **In the first two weeks** attendance is **daily**.
- The length of the stay is **first day 30–60 minutes with parents, second day 30–60 minutes without parents**, after which the length of the stay in the first two weeks, by agreement with the caregivers, gradually increases up to **lunchtime**.
However, so that adaptation proceeds sensitively for the child, caregivers may agree with the parents on an **individual approach**, if it is expected to help the child with adaptation.
- **For the next two weeks, the days** of attendance are governed **by the Agreement**.
- **In the first month, attendance is half-day** (until 12:00–12:30). **Meals** (snack, lunch) are arranged by agreement with the caregivers and are governed by the Operating Conditions, see the Internal Rules [For parents - Children's Groups of the CAS](#)
- **Full-day attendance**, if it has been set with the parents in the Webbooker system, begins only **in the second month**.
- During the adaptation process, caregivers more intensively **cooperate with parents and inform each other** about the child's behavior. Based on their observations, caregivers keep daily records, evaluate them, and **by the end of the first month** invite the parents to a **personal meeting**, where they inform them of the results and, if necessary, agree with them on further joint support for the child.

End of the Adaptation Process

- **Formally**, the adaptation process ends at the end of the month in which the child started attending, in connection with **the reduced payment rate** for the childcare service. **In reality**, however, the child may take **longer to adapt**, i.e. until it is able to separate from its parents without significant signs of stress, shows orientation in its surroundings, shows signs of feeling safe, and joins in the activities of the children's group. Until then, the child receives increased individual support from the caregivers.
- If **the adaptation process** even after being extended **still does not proceed favorably** and the child suffers psychologically in the children's group with no sign of improvement, or is unable to adapt its behavior to life in the group, thereby negatively affecting the stay, health, or safety of other children, parents may be advised to **interrupt attendance** until the child is more mature for enrollment, or the group may, on its part, **terminate its attendance** pursuant to Art. VII of the Agreement.

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