



Centre of Administration
and Operations
Czech Academy of Sciences

INFORMATION

for Parents of Children Enrolling in the Children's
Groups of the Czech Academy of Sciences

ssc.cas.cz

Dear parents!

We are excited to soon welcome your children to our daycare. Every child is a unique individual with their own potential, and every child needs a space where they can grow and develop at their own pace. That's why we've created an inspiring and safe environment that fosters their individual development and creativity. You can be confident in entrusting your child into our daycare group, knowing that we provide the best possible foundation for their personal and emotional growth.

This brochure will help us together navigate your child's enrollment in our children's groups. Adopting a positive mindset will ensure that we can be successful in providing quality care for the children in our daycare centers.



Mgr. Lucie Havelková, DiS.
Head of Children's Groups of the CAS

BASIC INFORMATION



The Czech Academy of Sciences (CAS) is committed to helping its highly qualified (research) staff stay connected with the advancement in their field even after welcoming a child into their family.

In Prague, CAS employees can take advantage of children's groups (CG) of the CAS at Prague 1 (Lvíček and Viola), Prague 8 (Pluto, Ohm, and Dioda), and Prague 4 (Molekula).

All our centers operate Monday to Friday, 7:30 AM to 5:00 PM.

We accept children from 18 months of age.

Each center implements a daycare program based on the Education and Childcare Plan with the motto, "One step at a time, we go, discovering all there is to know."

In our educational work, we focus on the development of the following competencies:

- › supporting the child's physical development
- › developing the child's language skills
- › enhancing social skills

OUR VALUES



We respect the individuality of every child, the unique way they develop, and the specifics of their cultural background.

We build trust between parents and caregivers (mutual respect, openness, collaboration, and respectful communication).

We provide a safe and stimulating environment for the healthy psychological and physical development of the children.

We put emphasis on a healthy lifestyle.

We foster a positive relationship with physical activity and healthy eating habits.

We include plenty of outdoor activities with the children.

We emphasize the development of ethical and moral values.

We support the mutual respect of the needs of children, parents, and caregivers.

We act with empathy and love.

CONTACT INFORMATION



MANAGEMENT

Mgr. Lucie Havelková, DiS.

Head of Children's Groups of the CAS

email: havelkova@ssc.cas.cz,

phone: +420 604 293 671



Ing. Barbora Kurkinová

Coordinator of Children's Groups

(Deputy Head of CG)

email: stastna@ssc.cas.cz

phone: +420 739 381 860



Ing. Michaela Předotová

Assistant to the Head of CG

email: predotova@ssc.cas.cz

phone: +420 737 798 033



Mgr. et Mgr. Dagmar Vorlíková

Methodologist of a children's groups

email: +420 737 798 033

phone: vorlikova@ssc.cas.cz

DAYCARE CENTERS CONTACT INFO

Prague 1 center – Children’s Groups Lvíček and Viola

Main Caregiver: Michaela Štruncová, DiS.,
email: struncova@ssc.cas.cz, phone: +420 736 513 235

Lvíček Children’s Group:
phone: +420 736 513 235; email: vicek@ssc.cas.cz

Viola Children’s Group:
phone: +420 730 176 352; email: viola@ssc.cas.cz

Prague 4 center – Children’s Group Molekula

Main Caregiver: Anna Setničková,
email: setnickovaa@ssc.cas.cz, phone: +420 733 118 900

Molekula Children’s Group:
phone: +420 733 118 900; email: molekula@ssc.cas.cz

Prague 8 center – Children’s Groups Pluto, Ohm, and Dioda

Main Caregiver: Barbora Farkasová,
email: farkasova@ssc.cas.cz, phone: +420 604 229 571

Pluto Children’s Group:
phone: +420 731 633 369; email: pluto@ssc.cas.cz

Ohm Children’s Group:
phone: +420 604 229 571; email ohm@ssc.cas.cz

Dioda Children’s Group:
phone: +420 734 497 644; email: dioda@ssc.cas.cz

As we focus on childcare during the day, we are available by phone daily only during the following times: 7:30–8:00 AM, 1:00–2:30 PM, and after 3:00 PM. Please send us a text message outside of these hours.

WHERE TO FIND INFORMATION



General information about the children's groups of the CAS can be found on the website of the [Children's Groups of the CAS](#).

Twigsee App

The Twigsee app connects our children's groups with parents via mobile phone, making all information easily accessible, organized, and available online. As a parent, you'll be able to view posts, photos, messages, and details about your child and their daycare class all in one place. Twigsee makes reporting absences and communicating with the daycare an easy task. The app is available for iOS, Android, and Huawei devices in seven languages.

Parents will receive access to the app via email.

HOW THINGS WORK IN OUR DAYCARE CENTERS



Our children's groups follow a regular daily schedule, which is important for the children to feel secure and confident. Each group has its own specific rules, so the schedule below serves as a general guideline.

Operating Hours: The daycare is open daily from 7:30 AM to 5:00 PM.

Morning Arrival: Children should arrive between 7:30 and 8:30 AM. Please be punctual to help maintain a consistent daily routine and to ensure your child participates in all the daycare's activities. Exceptions for late arrivals (e.g., doctor's appointments) must be arranged in advance with the caregivers.



Drop-off and Pick-up: You will say goodbye to your child in the changing room, as only children may enter the classroom (this process is different during the adaptation period). When dropping off your child, it is required to **always** hand them over to a caregiver in person and pick them up in person (legal guardian only) in the afternoon. If someone else is picking up your child, you must complete a power of attorney form and obtain consent from the authorized person regarding the processing of personal data.

Health and Safety: Parents should only bring children to daycare when they are **healthy**. If you suspect any health issues, inform the child's caregiver. In case of any illness or injury during their time at the daycare, parents will be notified immediately.

To ensure the safety of all children, please do not give your children sweets or personal toys to take with them to daycare, except for one stuffed animal for naptime.

Cleanliness and Order: The tidiness and orderliness of the daycare center is ensured by a housekeeper.

Pick-up Times: You can pick up your child after lunch between 12:00 and 12:30 PM or after naptime between 3:00 and 4:50 PM at the latest.

Further Information: Detailed information about the organization of the education can be found in the Education and Childcare Plan and the Internal Rules for providing childcare services.

All activities include practicing independence in taking care of oneself, speech, basic social rules, and respect for other children.



Daily Schedule (times are approximate)

7:30 AM:	Daycare opens
7:30–8:30 AM:	Children arrive
7:30–10:00 AM:	Free play, community circle (a shared welcome with all other children and caregivers), individual or guided activities – storytelling, reading, educational games, graphomotor skills exercises, creative, musical, and physical activities, hygiene, snack time
10:00–11:30 AM:	Outdoor time (duration adjusted to current weather conditions)
11:30–12:30 PM:	Hygiene, lunch, departure of children with a morning-only schedule, preparation for naptime
12:30–2:30 PM:	Naptime, quiet activities, hygiene, snack
2:30–4:30 PM:	Free play, individual activities, outdoor time, departure of children
4:50 PM:	Latest pick-up time
5:00 PM:	Daycare closes

ORGANIZATION OF THE 2024–2025 SCHOOL YEAR



The school year begins on **2 September 2024** and ends on **29 August 2025**.

During summer and Christmas breaks, the children's groups are usually closed for a period of time.

The daycare center is also closed on all public holidays and on days when the director of the Centre of Administration and Operations (SSČ) declares a holiday.

WHO TAKES CARE OF YOUR CHILDREN



Each children's group has two caregivers who meet the required qualifications and continue to advance their knowledge by means of seminars, courses, and workshops.

ACTIVITIES WE PLAN



We enhance children's skills and abilities through activities such as outings to the theater, music performances, field trips, and more. These activities nurture creativity, imagination, language and communication skills, patience, and concentration. They are an integral part of our work with the children, and we plan them according to the abilities and needs of the specific children in a given children's group.

SPOLUPRÁCE S RODIČI / COOPERATION WITH PARENTS



- › **Parent Council (PTA):** The Parent Council is an advisory body elected from among the parents of children attending the daycare. For more details, refer to the Internal Rules for providing childcare services available on our website.
- › **Events:** We also engage with parents through various events, such as arts & crafts afternoons (Christmas and Easter) or celebrations (Christmas, garden parties, etc.). These gatherings are valuable for strengthening communication and [building stronger the](#) bonds between parents, children, and caregivers.

WHAT YOUR CHILD NEEDS FOR DAYCARE



Recommended Equipment List

- › Slippers: sturdy closed-back shoes (for safety reasons), not slip-on slippers with no heel
- › Pajamas: (NOT bodysuits/onesies, please provide a shirt and pants)
- › Spare clothes: (shirt, underwear, sweatpants, and socks) – it's necessary to provide several pieces of each
- › Sleeping mat and, if required, diapers (in a labeled package)
- › Outdoor clothing: Sturdy, comfortable shoes (preferably without laces) and easy-to-wear clothing (no bodysuits, tight pants, jeans, hoodies over the head... ideally with zippers or Velcro (not buttons))



- › Weather-appropriate outerwear: Rain boots, raincoat, and a hat. Rain boots and raincoats stay in the daycare center year-round. In winter, add an undershirt.

Label everything: Label all your child's items, especially clothes and shoes. (Children often have difficulty recognizing their belongings, which can cause unnecessary stress in the changing room when getting ready for outdoor activities).

Sunscreen: On sunny days, please apply sunscreen to your child's [skin](#) before bringing them to daycare in the morning.

Do not give your child in the changing room or pack for them inappropriate or dangerous items: candy, gum, small toys (that could be a choking hazard), or any toy they might lose and become upset about [losing](#). Also, refrain from giving your child any jewelry. **This is for their safety and wellbeing.**

In the morning, try to arrange your child's clothes neatly (straighten out sleeves and collars). Even a small inconsistency can be upsetting for a child.

BEFORE YOUR CHILD STARTS ATTENDING DAYCARE



Top Ten Tips for Parents

1. **Talk to your child about daycare in advance.** Explain what daycare is, what they can expect, and what it's like there. You can use a picture book to help or talk to another child who already attends daycare.
2. **Prepare your child for separation.** When dropping them off, say goodbye lovingly and with confidence and assure your child that you'll return for them. It's important that the child feels they can rely on you.



3. **Encourage independence.** Teach and help your child become more independent, especially regarding hygiene, dressing, and eating habits.
4. **Acknowledge your child's fears.** If your child has concerns about starting daycare, let them know you understand. Reassure them that you believe in them and that they can handle it. This will boost their confidence. Never use daycare as a threat or punishment – your child needs to develop a positive relationship with it.
5. **Be firm but kind.** If your child cries, be gentle, yet decisive. Goodbyes during the drop-off shouldn't be prolonged. However, don't leave abruptly, secretly, or after an argument.
6. **Pack your child a comfort item.** In the early days of daycare, consider giving your child a familiar object, like a favorite stuffed animal.
7. **Keep your promises.** If you say you'll be back after lunch, make sure that's the case.
8. **Be clear about your own feelings.** Understand your own emotions about the situation. Children can sense their parents' anxiety. Reducing your own stress will help your child feel more at ease. If necessary and possible, agree that the parent with less anxiety will handle drop-offs.
9. **Avoid bribing with rewards.** Don't promise your child rewards for attending daycare in advance. Your child is already under stress from adjusting to the new environment without the presence of parents. Adding the fear of failing to earn a reward can make things worse.
10. **Discuss adaptation with caregivers.** Talk with the caregivers about options for gradual adaptation. Every child is different, so find what works best for your child.

WHAT WE NEED FROM YOU TO GET THINGS STARTED



You will be given an **entry questionnaire** to fill out. It's beneficial to inform the caregiver of any relevant family issues, as this will help them understand any potential changes in your child's behavior. The caregiver is required to treat this information confidentially.

You can also attend the "Step into Daycare" event with your child to explore the daycare center, see the toys provided, and meet the caregivers.

SCHŮDEK
do Dětských skupin AV ČR



You will learn about:

- › arrival and departure procedures for the first days of daycare.
- › what items to bring.
- › the name and appearance of your child's caregiver.
- › your child's symbol (sticker) and their assigned spot in the changing room.
- › emergency contact details (e.g., if there is a traffic jam on the way to pick up your child and you're late).

ADAPTATION PROCESS



Children are typically admitted to daycare in September or January.

A well-managed adaptation process is crucial for your child's future development.



In their early years, children undergo significant development, not only regarding motor skills, but also psychologically. Like motor skills milestones, psychological milestones are influenced by many factors, such as the child's environment, the parent-child relationship, and the child's temperament. Each child develops at a different pace and may reach certain milestones at different times. For this reason, too, it is impossible to predict with certainty how a child will react to certain challenging moments in life, but it is crucial to recognize that these moments can significantly impact their future development if underestimated.

Starting daycare can be a challenging trial in a child's development. For many children, this is their first extended separation from their parents. Psychologically, most children are ready to be away from their parents for longer periods from around the age of three, when they have formed a secure attachment to their parents and have a clearer sense of self. However, some children manage this earlier, with occasional empathetic support of adult carers, while more sensitive children may struggle with separation even at four years old.

Daycare introduces children to a new environment that demands more independence and often their first prolonged interactions with peers. At this young age, feeling safe and secure is essential for proper development. Only then can children grow and acquire new skills. A gradual, calm adaptation process, tailored to the child's needs, is vital for a successful transition to daycare. This process involves getting to know the new environment, caregivers, and routines. The cooperation of the child, parents, and caregivers is key to a successful adaptation.



During this process, the child can create new connections and build trust with their caregivers.

The adaptation process should be guided by the child's needs and regularly discussed between the parents and caregivers. Initially, it is recommended that the child spend a short time at the daycare center with a parent to help them get familiar with the new environment. Gradually, the child advances to spending time there without the parent, typically starting with shorter, morning-only sessions.

For the adaptation to be successful, parents must be committed to supporting their child in this process. Starting daycare is a challenging time for the entire family, as it involves many changes.

During this period, your child might regress in certain areas, have difficulty sleeping, or even start wetting the bed. These issues should be monitored and discussed with a professional if needed. To ease the adaptation, it is recommended to start making some changes before the child begins daycare:

- › Establish a routine similar to the daycare schedule (wake-up time, snack/lunch/nap times).
- › Encourage interactions with other children – at playgrounds, play areas, and playdates.
- › Practice self-care skills – dressing, undressing, handwashing, eating independently – according to the child's age.
- › Practice afternoon napping – independently, with a bedtime story.
- › Talk about the daycare group in a positive way.
- › Practice asking for help.
- › Keep promises made.



After a successful adaptation, your child will be able to spend quality time in a larger social group. They will be able to develop new skills and build a positive foundation for future success in school and other social settings.

PREPARE YOURSELF AND YOUR CHILD FOR THE FIRST DAY



- › Make sure your child knows where they are going and when you will pick them up.
- › Try to be calm the night before so that leaving in the morning is smooth.
- › Talk with your child on the way to daycare.
- › Pack your child a favorite (preferably larger) toy from home or a family photo to help comfort your child.
- › If a crisis occurs, use the “Switch the Track” method – consciously redirect attention to a more positive or neutral thought.
- › Spend a short time with your child at daycare on the first day.
- › In the following days, keep goodbyes brief – say goodbye, hand over your child to the caregiver, and leave quickly.
- › Ask the caregiver about how your child’s day went.
- › Listen to your child when they start talking and acknowledge their feelings.
- › Make time to do something enjoyable together in a relaxed manner.

WHAT'S FOR LUNCH?



The daycare center's meals are provided by INITA, a school catering service that is part of the Czech Healthy School Canteen project. INITA works with local suppliers, ensuring quality ingredients. For example, they source artisanal bread and pastries from a small bakery in Rudná u Prahy and fresh fish and products from a fish farm in South Bohemia. Once a month, children are served organic venison from the Křivoklát forests, and occasionally, beef from pasture-raised cattle in the Šumava region.

School meals comply with the nutritional standards and budget guidelines as per regulation No. 107/2005.

Menus are designed to meet these nutritional standards while also reflecting current trends. The supplier works with a nutritionist to ensure the meals meet dietary requirements.

Meals can be canceled by 8:00 AM the preceding day.

A drink station with unsweetened tea and water is available all day.

If your child requires a special diet, please contact Hana Šťastná Čapková at +420 739 381 860 or email stastna@ssc.cas.cz.

For meal orders and billing, please contact Ing. Michaela Předotová at +420 737 798 033 or email predotova@ssc.cas.cz.

Meal times (approximate):

9:00–9:30 AM	morning snack
11:30 AM–12:30 PM	lunch
2:30–3:00 PM	afternoon snack



FEES AND PAYMENT INFORMATION



Monthly Fees for the Children's Group (Daycare) of the CAS for the 2024/2025 School Year

Adaptation fees for children newly enrolled in daycare (first month of attendance):

Number of days per week	Under 3 years old *	Over 3 years old **
2 days	1800 CZK	3375 CZK
3 days	2625 CZK	3750 CZK
4 days	2850 CZK	4125 CZK
5 days	3000 CZK	4125 CZK

Flat rate including VAT, excluding costs for meals.

Regular attendance fees (starting from the second month of attendance):

Number of days per week	Under 3 years old *	Over 3 years old **
2 days	2400 CZK	4500 CZK
3 days	3500 CZK	5000 CZK
4 days	3800 CZK	5500 CZK
5 days	4000 CZK	5500 CZK

Flat rate including VAT, excluding costs for meals.



* Younger age group – children aged 18 months up to 31 August following their third birthday.

** Older age group – children aged three from 1 September following their third birthday until the start of compulsory schooling.

The meal cost from 1 September 2024 is 114 CZK per day (two snacks: 44 CZK, lunch: 70 CZK). Parents pay for ordered meals retroactively for the previous month.

Attendance (absences) and meal reservations are managed through the [Twigsee mobile app](#).

NF IOCB TEC–H

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