

SCHOOL RULES

Třebešín mateřská škola s.r.o.



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I. Introduction

Lipa Preschool is a full day private preschool registered in the Register of Schools and School Facilities since 01/09/2015. Although the preschool is mainly intended for children aged 3–6, it is also authorised to enrol children under 3 years of age.

II. Preschool education aims

1. Preschool education aims

According to Section 33 of the Education Act, the aim of the preschool education is to develop the personality of a preschool child, to participate in their healthy emotional, intellectual and physical development and to help them adopt basic social norms, fundamental life values and interpersonal relationships. Preschool education helps to balance any imbalances in children's development before they enrol at a primary school and provides special educational care to children with special education needs.

2. School Educational Programme

The School Educational Programme is based on the Framework Educational Programme for Preschool Education published by the Ministry of Education and Sports under document ID 32 405/2004-22 on 01/09/2017.

III. Admissions

The admission conditions of the preschool

1. Admission requirements

The Preschool Director decides about the admission of a child to the preschool on the basis of the following criteria:

- A child can be admitted to the preschool during the school year if the capacity of the preschool allows it.
- When admitting children to the preschool, it is necessary to comply with the provisions of Section 50 of the Act No. 25/2000 Sb., on protection of public health, as amended (the child underwent the compulsory periodic vaccination pursuant to the generally binding legislation, or they possess a proof they are immune to infection or unable to undergo vaccination due to permanent contraindication).
- Children who are citizens of the Czech Republic or citizens of an EU state can be admitted to the preschool.
- Children who are not citizens of the Czech Republic or citizens of an EU state can be admitted to preschool if they are legally residing in the Czech Republic under the conditions stipulated in Section 20 of the Act No. 561/2004 Sb. – upon registration, the parent or legal representative of the child (hereinafter “parent” or “parents”) is obliged to provide the preschool with a proof of the child's legal residence in the Czech Republic.
- For children with disability, it is necessary to provide a written statement of a school counselling centre or a paediatrician.

2. Adaptation and trial period

An adaptation period of 14 days is recommended for children to adapt to a new environment (with respect to the individual needs of every child) in the form of a shorter period of stay at the preschool.

The trial period of a child's stay at the preschool – to see whether they are able to adapt to the preschool conditions – cannot exceed 3 months.

3. End of a child's attendance at the preschool

- The child's attendance at the preschool is automatically terminated when the child enrolls at a primary school.
- The Preschool Director is entitled to end the child's attendance at the preschool if the legal representatives seriously or repeatedly violate the School Rules or the conditions of the Agreement.
- The Preschool Director is entitled to end the child's attendance at the preschool if the child was staying at the preschool for a trial period and during its course the paediatrician or a school counselling centre recommended to terminate their attendance.

IV. The child's records

1. At the beginning of the child's attendance at the preschool, the parents provide the Preschool Director with a duly filled-in Record List of the child.
2. At the beginning of the child's attendance at the preschool, the parents provide the Preschool Director with a duly filled-in Health Card of the child.
3. Parents are obliged to inform the preschool about any changes in the documents listed above (especially the place of permanent residence and telephone number) no later than 5 days after the change occurred.
4. The children's personal information is used only for the internal purposes of the preschool, the authorized state authorities and local authorities and for the needs of exercising the Act No. 106/1999 Sb., on free access to information.

V. Rights and obligations of children, parents, teachers and preschool staff

1. Rights of children:

- Under The Charter of Fundamental Rights and Freedoms and The UN Convention on the Rights of the Child, children have the right of optimal development of their skills and personality.
- Children have the right of physically and mentally safe preschool environment.

2. Rights of parents:

- the right of confidentiality and protection of information concerning their private and family life
- the possibility to be present during educational activities in the classroom after previous discussion with the teacher
- the right of information, consultation and counselling help of the preschool in matters concerning the education and educational results of their child, either with the teacher or the Preschool Director
- the possibility to contribute with their ideas to enrich the educational programme of the preschool

- the possibility to voice any concerns or comments on the activities of the preschool or the conduct of a teacher or the Preschool Director

3. Obligations of parents:

- to ensure a timely arrival of the child at the preschool, to ensure the child is healthy, clean and well-groomed and displays no symptoms of an acute disease
- to inform the preschool about any changes to the health state or health problems of the child or other important facts that could affect the preschool education
- to provide the teacher with an evidence of the child's health state written by a paediatrician (upon request, usually after sickness)
- after picking up the child from the preschool, the parents are obliged to leave the indoor and outdoor preschool premises
- Legal representatives are obliged to take the child all the way to the classroom and to hand them over to the teacher in person and, if necessary, to inform the teacher about the health state of the child. The teacher hands the child over to an authorized person only on the basis of a written authorization written by the legal representative of the child. If such authorized person is underage, it is important to sign an agreement in which the legal representative assumes all the responsibility for the child from the moment the underage person picks up the child from the preschool.

4. Rights and obligations of teachers:

- To act in such a way that fulfils the rights of children
- To co-decide about the methods and procedures towards fulfilling the educational aims of the preschool
- To reply to parents' enquiries and questions in an adequate and appropriate manner
- The right to be treated politely by the parents and the right to work at a dignified workplace

All employees of the preschool respect the international Convention on the Rights of the Child.

VI. Daily schedule of the preschool

1. The preschool is open from 8.00 until 17.30.
2. The school year begins on 1 September and ends on 30 June of the following calendar year. During summer holidays, a "summer programme" with shorter operating hours (8.00 – 17.00) can be introduced.
3. The daily schedule is flexible and the teachers adapt it to the current needs of children.

Children arrive, free play, spontaneous activities	08.00 – 9.00
Community circle	09.00 – 09.15
Morning snack	09.15 – 09.30
Educational activities	09.30 – 10:00
Staying outside	10.00 – 12:00
Lunch	12.00 – 12.30
Hygiene	12.30 – 12.45
Picking up children after lunch	12.30 – 13.00
Sleep, relaxation, reading, free play	12.30 – 15.00

Pre-school preparation	13.45 – 14.30
Afternoon snack	15.00 – 15.15
Afternoon activities	15.15 – 16.00
Staying outside, free play	16.00 – 17:30
Picking up children in the afternoon	15.15 – 17:30
End of opening hours	17:30

4. Children usually arrive at the preschool by 9.00 am. After previous agreement with the teacher, in special cases it is possible to bring children to preschool according to parents' current needs.

5. When picking up children in the afternoon, parents should consider the time that children need to finish what they are doing (playing, putting away toys) before leaving.

- 6.** If a child is not picked up by a parent or an authorized person until 17.30, this child becomes endangered and in accordance with the protection of the social rights of children, it is necessary to provide care for them. First, the preschool staff contacts the parents. In case the parents don't respond, the preschool asks the municipal police to contact a social worker from the Czech Office for the Protection of the Social Rights of Children.

7. The preschool organises afternoon hobby clubs. The afternoon activities are a part of preschool education. They usually take place in the afternoon and include a drama club, relaxation exercise with yoga elements, art club, cooking club, gardening club etc.

8. Trips (thematic trips, visits to exhibitions and theatres) organised by the preschool outside the preschool building are only intended for children older than 3 years. Younger children can participate in all the activities which take place in the preschool building or in the garden.

9. In case the teachers and other staff are sick, during summer holidays or in case of other serious operational reasons, classes can be joined for a necessary period of time. All the information can be found at the preschool website and parents are also informed by e-mail.

10. During Christmas holidays, the preschool is closed. The limitation of opening hours during the school year is set by the Preschool Director after discussion with the preschool management.

11. The preschool operating hours can be limited or suspended due to serious reasons also outside Christmas holidays. These reasons are usually of technical or organisational nature and prevent the preschool from providing preschool education. The Preschool Director discusses this with the preschool management and then informs parents about the situation.

12. If the parents are in a legal dispute over child custody, the teacher follows the final and enforceable ruling of the court (authenticated copy). If the child custody is not regulated by the court, the rights of both parents are equal.

13. Information about the planned events of the preschool are always communicated in time by e-mail and/or at the notice boards in the locker rooms. In the case of events organised by the preschool together with parents, parents are responsible for their children throughout the entire event.

14. Children at the preschool need:

- Spare clothes (including underwear)
- slippers (not with open heel)
- pyjamas (in case of sleeping at the preschool)
- comfortable clothes appropriate for the classroom

- outdoor clothes (according to the current season)
- rubber boots, raincoats
- outdoor shoes, ideally rainproof
- bathroom necessities (toothbrush and toothpaste – changed monthly)
- hats, baseball caps, sunscreen

All items need to be clearly labelled.

15. The cooperation of parents and the preschool takes place in the form of consultations of the parents with the teachers or the Preschool Director. The parents can put forward suggestions and requirements concerning the school educational plan and the preschool activities.

16. The Preschool Director is available for consultations after a prior arrangement over the phone. The telephone number of the preschool is: +420 601 227 800

VII. Safety and protection of children at the preschool

1. The preschool – a legal person – supervises a child from the moment when the legal representative or the authorized person hands the child over to the teacher, until the moment the teacher returns the child to the legal representative or the authorized person. The teacher can hand the child over only to authorized persons specified in the Agreement on providing preschool childcare services in a private Czech–English preschool.
2. The teacher shall not hand the child over to the legal representative if he/she suspects the legal representative to be under the influence of alcohol or other narcotics or drugs. In such a case, the teacher informs the Police of the Czech Republic or the Prague Municipal Police and also informs the Czech Office for the Protection of the Social Rights of Children.
3. It is forbidden to bring dogs and other domestic animals to the preschool premises, unless otherwise agreed.
4. It is forbidden to bring dangerous, inappropriate and health-threatening items (flammable substances, sharp objects...) and clothes to the preschool that could pose a risk to the health of children and the preschool staff.
5. It is not recommended to give children valuables, money or valuable toys to preschool. Upon agreement with the teacher, the child can bring their toy, for which they will be responsible. It is not allowed for children to bring items and toys which could promote violence and hostile behaviour.
6. It is a joint duty of the parents and the preschool to protect children from drugs and other harmful social phenomena, which is why it is strictly FORBIDDEN TO SMOKE, use and manipulate with addictive substances in all the preschool premises.
7. It is everyone's duty to notice phenomena that could point to child abuse, excessive physical punishment, mental abuse or sexual abuse, and to voice these concerns to relevant people (teacher, Preschool Director).
8. Any displays of discrimination or bullying will be dealt with immediately.
9. The Preschool Director is obliged to ensure supervision of children during educational activities that take place both in and outside the preschool. The aim of the supervision is to prevent damages to health, property, nature and environment. For safety reasons (or in case of any doubts about the

safety of a child), the teacher can, upon agreement with the Preschool Director, exclude the child from a trip or an event that takes place outside the preschool. During that time, the child will be placed in a substitutive classroom.

10. When staying outside the preschool, the Preschool Director sets the minimum number of teachers in order to ensure the safety of children, i.e. maximum 10 children for one teacher.

11. When staying in an environment with high safety demands, for example when there are many children doing a specific activity or at trips, the Preschool Director assigns another teacher (in special cases another adult) employed at the preschool to ensure the safety of children.

12. Teachers follow the rules and principles of safety and occupational health and safety rules stipulated by the applicable education legislation and labour law legislation.

13. Teachers follow traffic and safety rules when they are with children outside the preschool premises. All children wear high-visibility safety vests.

14. The preschool has third-party liability insurance for damages caused by the preschool or the preschool staff.

15. For safety reasons, the preschool premises are locked. Parents have entrance chips at their disposal, which they receive from the preschool in return for a deposit. Parents are always obliged to inform the teacher about their arrival. In case they lose the chip, parents are obliged to notify the preschool.

16. The entrance to the preschool premises and the locker rooms in both buildings, through which the preschool premises can be accessed, are all monitored by CCTV. The CCTV system is connected to the bells in the Preschool Director's office and the classrooms, which enable the staff to identify every incomer.

17. Parents, authorized persons and the preschool staff, with the exception of the Preschool Director, are not allowed to let unannounced or unauthorized persons enter the preschool premises.

18. The preschool staff and teachers encourage children to protect the preschool property (toys, teaching aids, classroom equipment etc.). In case children intentionally destroy the preschool property, the situation is discussed with the parents and the preschool may claim damages in full extent from the parents or ask them to cover the damages from their insurance (if they have any).

19. If a child or a parent find out the child's clothes or shoes got lost, they notify the teacher immediately. All found items should be handed over to the teachers. Lost and found items are placed in a visible area (in each locker room in the main hall). Uncollected items will be donated to charity.

VIII. Hygiene and health measures

1. Only **healthy children with no symptoms of a disease** can enter the preschool. If the teacher notices symptoms of a disease in a child upon their arrival, the child will not be allowed to enter the preschool. If a child falls ill during the day, parents are notified immediately and the child is isolated from the group of children. When the child is healthy again, the parents need to provide the teacher with a doctor's note stating the child is healthy and can attend the preschool again.

This measure applies also to other bacterial diseases, especially to lice. In such a case, a repeated disinfection is necessary and the child can continue attending the preschool only after have no more lice and nits.

2. Due to safety reasons, children are not allowed to wear bracelets, necklaces, rings and other decorative items which could pose danger to their health or life (Regulation of the Ministry of Education and Sports no. 37014/2005-25 issued on 22/12/2005).

3. Teachers are not authorized to give any medication to children when staying at the preschool.

4. When handing the child over to the teacher, the parents should inform the teacher about the health state of their child and about any health issues they had the previous day or night. Any occurrence of infectious disease in the family has to be immediately reported to the Preschool Director or a teacher (smallpox, hepatitis, mononucleosis, salmonella etc.). After the **infectious disease** is cured, the parents need to provide the preschool with a doctor's note stating the child is completely healthy.

5. In case of a school injury, the teacher is obliged to ensure medical treatment for the child and to immediately notify the parents. A school injury is an injury which occurred during education and activities directly related to it. Educational activity is understood as the participation of children in the educational operations of the preschool, starting when children enter the preschool premises and finishing when they are handed over to the legal representative or an authorized person. A school injury is also an injury which occurred at a preschool-organised event which took place outside the preschool under the supervision of an authorized person. This includes especially injuries at walks, trips, tours, excursions, and field trips.

6. Without any unnecessary delay, all injuries are recorded in the book of injuries, placed in the Preschool Director's office.

IX. Preschool fees

1. The payment conditions for preschool education fees and meal fees are stipulated in the Agreement on providing preschool childcare services in a private Czech–English preschool and the Price List, which forms an annex to the Agreement.

X. Final provisions

It is obligatory for the parents, teachers and preschool staff to familiarise themselves with the School Rules and to abide by them. The School Rules are visibly displayed in the preschool locker rooms and they are also presented upon signing the Agreement on providing preschool childcare services in a private Czech–English preschool.

These School Rules are valid for 2 years, i.e. until 31/08/2022. In case of any changes in legislation or in case of organisational changes resulting from the operational needs of the preschool, the preschool reserves the right to update the Internal Regulations.

These School Rules were approved at the operations meeting on 28/08/2020.

In Prague on 01/09/2020

Třebešín mateřská škola s.r.o.
Aneta Fiala
Managing Director

