



## SCHOOL LAWS

Třebešín mateřská škola s.r.o.

Č. j. ŠŘ 001/2022

Zpracovala: Ing. Aneta Fiala, jednatelka

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The School Rules of Třebešín mateřská škola, s.r.o., registered centre of education at Na Třebešíně 3374/39b, 108 00 Prague 10, identification number: 03935591, registered at the Registration Court in Prague, section C, insert 240224, on whose behalf act Ing. Aneta Fiala follows from and respects Section 30 of Act No 561/2004 Coll., the so-called Education Act, as amended, in accordance with Regulation No 14/2005 Coll. on Preschool Education, which specifies mutual relationships between the children, their legal guardians and school employees.

The School Rules are binding for all staff, children and their parents or legal guardians.

## **General provisions**

Information on the operation, educational programme, events, and other matters relating to the Třebešín mateřská škola, s.r.o., are regularly and as needed, posted on the kindergarten website and at the same time posted on the notice board in the kindergarten (entrance hall).

### **1. Introduction**

The kindergarten is a private school with the teaching of a foreign language – English, registered in the register of schools and school facilities for children mainly aged from 3 to 6 years, with all-day operation, however, at the earliest from the age of 2.

### **2. Rights and obligations of participants in preschool education**

#### **Preschool education objectives**

**The objective of preschool education** is to support the development of the personality of the child of preschool age by participating in their healthy emotional, mental, physical development and adoption of the basic rules of conduct, basic life values and interpersonal relationships. Preschool education creates the basic conditions for the continuation of education. Preschool education helps to accommodate irregularities in the development of children prior to their entry into primary education and provides a special pedagogical care for children with special educational needs to all children with the need of support measures.

A child with the need of support measures has the right, within his or her capabilities, to achieve the highest possible development.

The school educational programme is based on the Framework Educational Programme for Preschool Education released by the Ministry of Education, Youth and Sport of the Czech Republic Ref. No. 32 405/2004-22 dated 3rd January 2005.

#### **Basic objectives of the school educational programme**

- Development of the child and their learning skills
- Mastering the basics of values and principles on which society rests
- Acquiring personal autonomy and the ability to manifest himself or herself as a separate personality

## **Rights and obligations of children**

During the educational process all children have rights guaranteed to them by the Charter of Human Rights and Freedoms and the Convention on the Rights of the Child.

### **The child has the right to:**

- The freedom of expression, thought, conscience, religion
- The protection of privacy, from violence, discrimination, abuse
- The protection of health and treatment if necessary
- The equal access to education
- The full development of personality, to standard of living
- To rest and free time
- Access to information

### **Protecting children against social pathologies:**

- In all areas of the kindergarten the use of drugs and alcohol is prohibited, including smoking
- The children only visit known, safe locations and they do not leave the premises without a pedagogical employee with them
- When outside of the kindergarten, the children are always notified of any danger (busy roads, etc.)
- Children are guided toward a healthy way of life
- We lead them to friendship, no harming of the weak, mutual assistance and friendship

**Prevention:** morning (community) circle, cooperation with legal guardians and other organisations, incorporation of educational programs

### **Obligations of the child:**

- Performing independent activities related to self-service
- Guiding one's behaviour in such a way so as not to restrict one's friends
- Having an opportunity to satisfy one's needs
- Participating in the establishment of rules to activities, behaviour, etc. and trying to fulfil and comply with them, and setting evaluation and conclusion of negative behaviour or result
- Having room for the expression of opinion but also being able to listen to the views of others
- Having an opportunity to participate in all the activities according to one's own free will

## **Rights of legal guardians**

### **Legal guardians have the right to:**

- Receive information on the course and results of the child's education
- Have discretion and protection of information concerning their personal life
- Have a say in all decisions relating to essential matters of the child's education

- Information and advice of the kindergarten in matters relating to the child's education
- Participate in the games and activities of the children in the classroom; the kindergarten is "open to parents" throughout the entire duration of its operation after a prior arrangement with the director of the school

### **Obligations of legal guardians**

- Ensure that the child attends the kindergarten, in a healthy state, free of any external signs of acute disease (appendix No 1), clean and neat
- Hand over the child to the teaching staff in the classroom
- Follow the School Rules
- Participate in person at the invitation of the kindergarten Director in the debate of major issues concerning the education of the child
- Inform the kindergarten of any change in the child's medical fitness, medical difficulties or any other serious circumstances that might affect the course of preschool education
- Provide reasons for the child's absence in accordance with the conditions specified in these School Rules. The director of the kindergarten is entitled to demand the reason for the child's absence and the legal guardian is obligated to provide proof for the child's absence no later than 3 days from the date of appeal (Act 561/2004 Coll., Section 34a)
- Notify the school of any other information that is essential for the course of education or safety of the child and alterations in personal data (i.e. place of residence, the name and surname of the legal guardian, postal address, telephone number, bank account information for payments)
- Inform teachers or the director of the school about the absence of a child by phone 605 380 000 or email at [office@jazykovaskolka.cz](mailto:office@jazykovaskolka.cz) .

### **Support measures of the first grade**

- The director of the kindergarten shall decide on the provision of support measures of the first degree without recommendation of School Advisory Centre as well as without the informed consent of the legal guardian. This shall not prejudice the right of the legal guardian to information about the progress and results of the child's education (Section 21 of the Education Act).
- A teacher of the kindergarten will draw a plan of educational support, which will govern the organization and the evaluation of education of the child including elaboration of methods and forms of work which they will discuss with the director of the school.
- If support measures of the first degree do not suffice (following evaluation of the educational support plan) the director of the school shall recommend the use of advisory assistance provided by the School Advisory Centre to assess the child's special educational needs (Section 16, Articles 4 and 5 of the Education Act and Section 2 and Section 10 of the Regulation No 27/2016 Coll.).

### **Support measures of the second to fifth grades**

- The application of the supporting measures of the second to fifth grades is conditioned by the recommendation of the School Advisory Centre and informed consent of the legal guardian of the child. The advisory assistance by the School Advisory Centre shall be provided only based on the legal guardian's sole discretion, a recommendation of the director of the kindergarten or Child Protection Authority.
- The director of the school shall designate a teacher responsible for cooperation with the school advisory Centre in connection with the recommendation of support measures to a child with special educational needs (11 of Regulation No 27/2016 Coll.). An inclusion coordinator has been appointed in our kindergarten.
- The director of the kindergarten shall begin the provision of support measures of the second to fifth grades once he/she receives a recommendation from the School Advisory Centre and the informed consent of the legal guardian. The School Advisory Centre shall issue a report and recommendation to deliver to the legal guardian and the recommendation also to the kindergarten.
- The director of the school continuously evaluates the provision of support measures at least once a year, however more often in the case of surrounding circumstances. The termination of provision of the supporting measures of the second to fifth grades when it clearly follows from the recommendation of the School Advisory Centre that the supporting measures of the second to fifth grades are no longer needed. In such a case the informed consent of the legal guardian shall not be required as the matter shall be discussed with the legal guardian only (Section 16, Article 4 of the Education Act and Sections 11, 12 and 16 of the Regulation No 27/2016 Coll.).
- Basic procedures before and during the provision of support measures of the second to fifth grade as well as the termination of the provision thereof are specified in the Education Act and in the Regulation No 27/2016 Coll., as amended, and may not be departed from.

### **Rights and obligations of school staff**

- Through their activities teachers contribute to the fulfilment of the rights of the child.
- Decide on the methods and procedures for meeting the educational objectives of the school.
- The teachers are required to respond to the legal guardians' comments and questions in a reasonable and appropriate manner.
- All the staff of the school shall respect the Convention on the Rights of the Child.
- All staff have the right to polite behaviour on the part of children and parents and decent environment, in which they carry out their work.

### **Rights of the kindergarten director**

- Admit a child to compulsory preschool education.
- Admit a child to preschool education.
- Terminate a child's kindergarten attendance following a prior written notice if:
  - The child's legal guardian repeatedly and in a serious manner disrupts the operation of the kindergarten.
  - The termination is recommended during the trial stay of the child by the physician.
  - A child cannot cope with the adaptation programme.

- Restrict or interrupt the operation of the kindergarten.
- Terminate individual education of a child.

### **School consultation**

- Short queries can be discussed daily with the class teachers of the child when the child is handed over or collected.
- By prior arrangement with the class teacher in his/her working hours.
- By prior arrangement during the school opening hours from 8am to 6pm.
- With the director during the day.
- By email.
- Ing. Aneta Fiala, 776 600 567.
- Longer discussions or personal meetings with the Director of the kindergarten by prior arrangement.

## **3. Admission of children to the kindergarten**

### **Admission rules**

The admission of children into the kindergarten takes place throughout the school year, which is declared by the kindergarten Director. The Director shall decide on the admission of the child to preschool education because of the following criteria:

- When admitting children, it is necessary to comply with the provisions of Section 50 of Act No. 258/2000 Coll., on the protection of public health, as amended (the child has undergone regular inoculation and holds a document proving that he\she is immune against infection or that the child cannot be subjected to inoculation due to permanent contraindications).
- Children are admitted to preschool education if they are nationals of the Czech Republic or nationals of another member state of the European Union.
- Children are admitted to preschool education if they are neither national of the Czech Republic or nationals of another member state of the European Union if they stay in the territory of the Czech Republic legally in accordance with Section 20 of the Act. When enrolling the child to the kindergarten the child's legal guardian is to submit proof of the child's right to stay in the Czech Republic.
- In exceptional cases children under the age of three may be admitted to the kindergarten. The school director shall decide on the admission of a child under the age of three since developmental competence, stated terms and conditions of the school and the directive on the admission of children to preschool education.
- Children are usually admitted to the kindergarten from 3 to 6 years of age. However, children from two years of age can be admitted in a new provision from 31st August 2020 (Section 34, Article 1).
- Preschool education is compulsory for children from the beginning of the school year following the day on which the child reaches its fifth year of age (Section 34, Article 1).
- In admission of children to preschool education priority is given to children in the last year prior to start of compulsory school attendance and to those children who have been granted postponement of compulsory school attendance.



## Compulsory preschool education

- The legal guardian of the child is required to enrol the child for enrolment to preschool education in the calendar year in which the obligation of preschool education for the child commences (Section 34a, Article 2).
- If the legal guardian of the child fails to enrol the child for compulsory preschool education, he/she commits an offence in accordance with Section 182a of the Education Act (§ 182a).
- The legal guardian is obligated to ensure compulsory preschool education in the form of daily attendance in **working days from Monday to Friday**. The scope of compulsory preschool education is set at 4 hours per day. The start of the education process shall be specified by the school director (Section 1c of the Regulation No 14/2005 Coll.). The start of compulsory preschool education is set at 9.00am. This is the latest arrival time of the child into the classroom of the kindergarten.
- The obligation of preschool education does not apply in the days that fall on school holidays, see the organization of the school year in primary and secondary schools. However, there remains the right of the child to be educated throughout the operation of the kindergarten in which he/she receives education (Section 34a, Article 3).
- Legal guardians have an obligation to ensure that the child that fulfils a compulsory preschool education duly attends school. If he/she neglects the care about compulsory preschool education, he/she commits an offence in accordance with Section 182a of the Education Act (Section 182a of Act No 561/2004 Coll., the Education Act).

## Excusing child's absence

- The child's absence shall be excused by the legal guardian using a form from the kindergarten.
- Late arrival of the child in the kindergarten shall be excused by the legal guardian using form from the kindergarten.
- The director of the kindergarten is entitled to demand proof of reason for the absence of the child.
- The legal guardian is required to provide proof for the absence of the child no later than 3 days from the date of appeal.
- The absence of the child can be notified only in writing at the address [office@jazyskovaskolka.cz](mailto:office@jazyskovaskolka.cz) or [director@jazyskovaskolka.cz](mailto:director@jazyskovaskolka.cz).
- The class teacher records school attendance for his/her class. In the case of unjustified absence or increased excused absences he/she shall inform the director of the school who evaluates the information provided. With increased excused absences the director shall verify its credibility.
- Unjustified absence of the child shall be dealt with by the director of the school through an interview that the legal guardian will be invited to by a registered letter. In the case of continued absence, the director of the school shall send notice of the continued absence of the child to the Child Protection Authority (Section 34a, Article 4).

### **Individual education of the child**

- The legal guardian of the child who fulfils the obligation of preschool education through individual education of the child is obligated to notify the director of the catchment area kindergarten. The notification is to be made no later than 3 months before the beginning of the school year in which the obligation of the preschool education of the child begins (Section 34a, Article 4).
- The fact as to whether the child is to be educated individually depends on the decision of the legal guardian of the child, there is no "authorisation scheme" by the director of the school. However, these should always be justified cases for which the child will be educated in an individual way.
- The notification by the legal guardian of the child's individual education must include a) the name or names, last name, personal birth number and place of residence of the child; in the case of a foreigner, the child's place of stay b) indication of the period in which the child is to be individually educated c) reasons for the child's individual education (Section 34b, Article 2).
- The director of the kindergarten shall hand over to the child's legal guardian an overview of areas in which the child is to be educated (Section 34b, Article 3). These areas are based on the School Education Programme for kindergartens "Cheerful Year or Kindergarten Full of Fun".
- The director of the kindergarten shall agree with the child's legal guardian means of verification (testing of the child at the kindergarten), date of verification including alternative dates (the verification must take place from the third to fourth months from the start of the school year).
- Date of verification. First Wednesday in December, alternative date: Second Wednesday in December.
- The legal guardian of the child is obligated to make sure the child is present during verification (Section 34b, Article 3).
- The director of the kindergarten shall terminate individual education of the child if the child's legal guardian has failed to make sure the child is present either during verification or during the alternative date (Section 34b, Article 4).
- Any expenses associated with individual education of the child shall be borne by the legal guardian of the child apart from special compensatory aids and expenses for the activities of the kindergarten into which the child has been admitted for preschool education (Section 34b, Article 7).

### **Documentation of the child**

The documentation of the child consists of:

- Registration card
- Health card
- Sworn agreement on absence of infectious disease
- Decision on admission
- Authorisation for another person to pick the child up from the kindergarten
- The consent to process personal data of the child and parent
- The consent to process personal data – consent to be photographed

The documentation includes:

- Name and surname of child
- Date and place of birth
- Personal (birth) number
- Nationality and place of residence
- Name and surname of legal guardian
- Place of residence
- Main address for correspondence
- Telephone contact
- E-mail address
- The authorisation to pick the child up

The information about children is processed for the purpose of keeping the school register, for the internal use of the kindergarten, authorized bodies of the state administration and self-government, in accordance with the REGULATION OF THE EUROPEAN PARLIAMENT AND THE EU COUNCIL No 2016/679 of 27th April 2016 on protection of physical persons in relation to personal data processing and free movement of such data and cancellation of the Directive 95/46/EC (general regulation on the protection of personal data).

The position of the authorized person for the protection of personal data for our kindergarten shall be carried out by:

Holubová advokáti s.r.o., IČO: 24686727, Za Poříčskou bránou 365/21, 18600 Praha 8

The person performing the activity: Štěpán Holub

Tel.: +420 212 242 095

Email: poverenec@holubova.cz

ID datové schránky: eaqq73c

#### **Adaptation and trial period**

A period of 14 days is recommended to parents as a period of the child's adaptation to a new environment, regarding individual needs of each child in the form of short stay at the kindergarten.

A trial period of the child's attendance to the kindergarten to verify their ability to adapt to the conditions of the kindergarten, shall be three months.

#### **4. Completion of preschool education**

- The time of attendance of the child to the kindergarten is automatically terminated when the child leaves for primary school.
- The legal guardian repeatedly fails to pay the fee for education at the kindergarten.
- The child or legal guardian of the child repeatedly and in a serious manner disrupts the School Rules of the kindergarten.
- The termination of preschool education is recommended during the trial stay of the child by the physician or school counselling services.

**5. Specification of the rights and obligations of legal guardians in the education of children and rules of relationships between legal guardians and the kindergarten teaching staff**  
**Specification of terms and conditions for taking over children from the legal guardians for education process in the kindergarten and for handing them back to their legal guardians after the end of education process**

- At the time specified for the arrival of the children to the kindergarten and once the child changes in the changing room, the legal guardians hand their child over to the teaching staff in the classroom of the kindergarten.
- Children usually come to the kindergarten by 9.00am. By prior arrangement, it is possible to bring a child to the kindergarten as needed by the family, however, this must not restrict or disrupt the educational process proper.
- The parents shall hand over the child to the kindergarten in a healthy state. If a child shows symptoms of an infectious disease or health problems which could affect the course of education, change of medical fitness or other serious facts, the parents shall immediately notify the kindergarten of such fact. The parents shall also report the occurrence of an infectious disease in the family (see Annex No 1). Failure to inform of the health condition of the child shall be considered a violation of kindergarten school rules.
- In the case of any previous sickness of the child the legal guardian will be obliged to inform the teacher there of upon handover of the child.
- The child must be handed over to the teacher in person! In the case that the legal guardian accompanies the child only to the entrance to the kindergarten or to the changing rooms in that the child will reach the classroom on its own, the kindergarten shall assume no responsibility for the child's safety until its arrival in the classroom.
- Teachers are responsible for the children from the moment they take a child over from their legal guardians until the moment they hand them over back to their parents or their legal guardians in the classroom or in the school garden.
- Once the child has been handed over by the teacher the parents assume full responsibility for the child in the kindergarten premises.
- Legal guardians of the child can authorize another person to collect or hand over the child during the education process in the kindergarten. The written authorization signed by both legal guardians shall be submitted by the legal guardians to the teacher (on the kindergarten form).
- It is not possible to hand over a child to an authorized person because of a verbal or telephone request.
- Once the legal guardians collect their child, they must leave the grounds of the kindergarten immediately; if they fail to do so the school disclaims liability in the case of any accident in the premises of the school or in the garden of the kindergarten.
- The legal guardians are required to collect their child on time, in case of repeated collection of the child from the kindergarten after the opening hours, we are obliged to notify the Department of Childcare.
- The legal guardian collects the child in such a manner so that they have left the building by 5:30pm (17.30) and the building can be locked.
- If the legal guardian nor any of the authorized persons collect the child by the end of the opening hours and the legal guardian fails to inform the teacher of a later arrival,

the following procedure will be followed. Based on the phone contacts listed in the registration sheet of the child the teacher will try to find out the reasons for failure to collect the child and will inform the legal guardian of the fact that the child is still in the kindergarten. Next, the teacher shall inform the director of the school. If a telephone connection fails to be established the teacher will wait 1 hour from the time of the end of operating hours and will then follow the procedure recommended by the Ministry of Education, Youth and Sports, namely it will turn to the local authority, which is obliged under Section 15 of Act No 359/1999 Coll. on social and legal protection of children to provide emergency care to the child – Social Services Department, or the teacher will turn to the Police of the Czech Republic - pursuant to Section 43 of Act No 283/1991 Coll. on the Police of the Czech Republic, as amended, everyone has to the right to turn to a police officer and police departments for assistance.

- Repeated failure to observe the operating hours shall be considered a violation of obligations specified by the school rules and may result in possible termination of child's attendance.

#### **Specification of terms and conditions of informing legal guardians of children on the course of their education and achievements**

- The legal guardians of the child can inquire about the objectives, focus, forms, and content of education specified according to conditions applied in the kindergarten in the school educational programme which is freely accessible on the notice board in the changing rooms of the kindergarten and on the school website.
- At the time specified for the arrival of the children to the kindergarten and for the handover of the children to the education process the legal guardians of the child may inquire with the teacher who carries our educational activity in the class their child attends on the course of the educational process of the child and his\her achievements.
- Legal guardians of the child can arrange an individual appointment with the director of the kindergarten or with the teacher who carries our educational activity in the class, where any major comments of the legal guardians on the education of their child will be discussed.
- The director of the kindergarten or the teacher who carries our educational activity in the class the child attends may ask the legal guardians to attend in person an appointment where important questions about the education of their child will be discussed.

#### **Informing the legal guardians of the children about unscheduled school and extracurricular events**

- If the kindergarten arranges and organizes events, such as trips, excursions, theatre and film performances for children, concerts, children's days etc, it shall inform the legal guardians of the children in advance by a written notification by email or on the main notice board in the changing rooms.
- If it is necessary to administer an anti-sickness medicine (when using means of transport) the legal guardian is obliged to ask for administering of the medicine in

writing while stating its name and quantity. At the same time, they shall hand over the medicine in person to the responsible teacher.

### **Basic rules of conduct of legal guardians of children in contact with the staff of the kindergarten, with other children attending the kindergarten and with other legal guardians**

During their stay in the kindergarten the legal guardians of the children shall:

- Comply with the established organization of operation of the kindergarten and with internal rules of the kindergarten.
- Observe the School Rules of the kindergarten.
- Comply with the rules of common decency and mutual respect in contact with the staff of the kindergarten, with other children attending the kindergarten and with other legal guardians of the children.

## **6. Operation of the school and internal regime**

### **Terms and conditions of operation and organization of education in the kindergarten**

- The operating time of the kindergarten is from 8:00am to 5:30pm (17:30).
- In July and August children from a different kindergarten may be admitted to the kindergarten.
- When dividing the children into classes the director shall base her decisions on:
  - The operational possibilities, the age of children while trying to respect their individuality, needs and ability of good adaptability in the class.
- Dividing the children into classes is fully within the authority of the director with the support from the teaching staff.

### **The children in the kindergarten need the following:**

- **For the classroom** - clothes should be comfortable, footwear secure and nontoxic with a firm heel. We do not recommend slippers and shoes with slippery soles
- **For the garden** - different clothes than in class. The children go out in all weather, in case of bad weather rubber boots and a raincoat are suitable. The children need to be equipped for the stay in the kindergarten with such footwear that is safe when they move around (slippers of any kind are not acceptable)
- **Spare clothing** — every child should have in his/her changing room box spare clothing, t-shirt, underwear, socks, sweatpants and/or tights in case the child needs to change at the kindergarten
- **Marking of clothes** - children's clothes should be marked with their names. The legal guardians are required to mark their children's things so that they are not replaced by mistake
- **Valuables and toys** - Mateřská škola Fun 4 kids, s.r.o. cannot be held liable for any loss of valuables and toys that the children brought to the kindergarten
- The legal guardians assume full responsibility for the contents of things left in the bags in the children's changing rooms and on their shelves.
- The legal guardian will make sure that the only contents of the stated bags and shelves will consist of spare clothes for the child for unexpected events.

## **Internal daily regime in the education of children**

### **Day regime in the kindergarten – follow the Daily programme**

The operating time of the kindergarten is from 8am to 5:30pm.

#### **Day regime**

- Gradual arrival of children in the kindergarten is from 8am to 9am. Later arrival of the child is possible only based on an agreement between the parents and the class teacher. No later than 9:00 am children are divided into their classes and specific work begins.
- The parents are obliged to personally hand over their child to its teacher! It is unacceptable for children to come to the kindergarten on their own, unaccompanied by their parents or any authorised persons.
- Children can be collected after lunch from 12:30 to 1 pm, following afternoon rest children can be collected from 2:30 pm until the end of operation of the kindergarten that is until 5:30 pm. When collecting children, we recommend parents to allow for the time that the child needs to finish started games and to clear away toys. Failure to respect the specified operating time shall be considered a violation of the School Rules.
- If the parent or legal guardian fails to collect a child by the end of the kindergarten's operating hours and if the legal guardians cannot be contacted by phone repeatedly, the pedagogical employee shall contact the Police of the Czech Republic who will provide for a placement of the child into a facility offering immediate assistance.
- The operation of the kindergarten during the main holiday season and Christmas is usually not limited to no more than 5 consecutive calendar days.
- If there are fewer than 5 children present during the main holidays and Christmas holidays, the school reserves the right to limit or cancel the operation.
- The operation of the kindergarten may be restricted or interrupted (emergency, operating reasons). The information shall be posted by the kindergarten Director on the kindergarten notice board immediately after such decision on the restriction or interruption is made.
- In the case of increased sickness rate of teachers and other employees, during holidays or for other serious operational reasons the classes may be combined for a necessary period.

#### **Handover of children by their legal guardians**

- We welcome children from 8am to 9am (9:00). The school is locked in security reasons during the entire operating hours.
- The parents will have entry to and departure from the kindergarten at the stated hours as follows: **8:00 – 9:00, 12:00 – 13:00 and 14:00 – 17:30.**
- Legal guardians have chips from gate and they do not allow any unknown people enter the preschool premises.
- The parents change their children's clothes in the changing room. They store their children's things in marked shelves and cabinets. The parents shall mark their children's things in such a way so that no mistaking can occur.  
The parents are obliged to accompany their children into the classroom, to hand them over to the teacher in person and to inform the teacher about the health

condition of the child. The parents have responsibility for their children until the moment of their handover to the teacher. The parents never leave their children unattended in the changing room. Only their legal guardians or persons authorized by them may collect the children from the kindergarten.

Collecting the children by their siblings, grandparents or a stranger must be always discussed by the legal guardians with the director who will deal with the necessary technicalities according to Section 9, Section 22 of the Civil Code. Without the written authorization on the form of the kindergarten the teachers shall not hand over the child to any persons other than the legal guardian. Divorced parents will submit to the director a copy of the judgment regarding custody and specifying the contact of the child with the other parent.

#### **The time for collecting the children from the kindergarten:**

- Those children who leave for home after lunch shall be collected by the parents between 12:00 and 1pm (13:00). Other children leave from 2:00pm (14:00) to 5:30pm (17:30). If the parents of a child with a whole day stay exceptionally need to collect the child before the afternoon snack, they shall inform the teacher of this fact when handing the child over in the morning.
- When the child is not collected from the kindergarten (after the end of the kindergarten's operating hours) the school shall first contact persons specified in the School Register of the child and then is entitled to contact staff of the Child Protection Authority.

#### **Length of stay of the children in the kindergarten**

The length of stay of the child shall follow from individual needs of the parents. The child may attend the kindergarten for a whole day or for the morning with lunch only.

#### **Stay outdoors**

- All the premises are ventilated several times a day on a regular basis, the air temperature in classes is maintained at 20 - 22°C. Children are adequately dressed, classrooms are aired through the windows during exercise, and children regularly go out.
- Stay outdoors, usually 2 hours in the morning is waived only in bad weather-continuous, heavy rain, strong winds, freezing cold below -10°C, children under two years of age below - 5°C, or inverse character of weather. If there is a sudden deterioration in the weather, and it is always at the discretion of the teacher, who will immediately respond to the situation and further see Regulations 410/2005 Coll.
- In the summer period, we extend the stay of children outside in light clothing with flushing of the body and face with water. Before sleeping and when necessary, we shower them and so we protect the child against overheating.
- In extreme outdoor temperatures, when the maximum outdoor air temperature is higher than 30°C, we terminate the stay outdoors; we follow the drinking regime.
- In the case of walking across roads and regarding the safety of the children, the teacher is required to dress the children in high-visibility vests (always at least the children at the beginning and end of the group) ideally to all children present. The teacher always uses the stopping disc.



### **Change of regime**

- The given basic daily regime may be altered if this follows from the school educational (framework) programme for preschool education and in the event of trips, excursions, theatre and film performances for children, parties, children's days, and other events.

### **Extra school activities**

- The kindergarten can offer extra school activities that are complementary activities to preschool education. They are mainly organized in the afternoon. These include, for instance, cooking club, music club, art club, Mensa club, dance club, sports club, ceramic, scout club, speech therapy, science club, interactive board, work with ICT, readers' club and others.

### **Recreational undertakings, school trips**

- A complementary activity includes visits to a salt cave within walking distance of the kindergarten in the autumn and spring months. The kindergarten can organize recreational undertakings for children in a positive environment as regards health without interrupting the education process, school trips and other activities related to educational school activities.

## **7. Payments at the kindergarten**

### **Tuition fees**

- The monthly payment for preschool education shall be due by the 10<sup>th</sup> day of the calendar month and shall be made by a bank transfer to the current account of the kindergarten.
- The payment shall be made to account no. 107-9948240237, bank code 0100, the variable symbol is the invoice number.
- If the parents do not yet have an option to pay by bank transfer, they shall make the payment in cash at the Director's office.
- Failure to pay school fees for preschool education is a reason to terminate the child's attendance at the kindergarten.

### **Children's meals**

- The range of meals for the child at the kindergarten shall be specified by the Director of the school following consultation with the legal guardian of the child. The child should always have meals at the kindergarten every time the child is present at the kindergarten.
- Meals brought from home that are intended as meals for the child cannot be brought into the kindergarten.
- In accordance with the Decree of Ministry of Education, Youth and Sport No. 107/2005 Coll. on school board, the child at the kindergarten has a right to take lunch daily as well as one preceding and one following supplementary food if the child is educated in the class with all-day operation.
- Parents are allowed to pick up the food between 11:00-11:30 am.

## **8. Terms and conditions to ensure health and safety of children**

### **Safety of children**

- The school employees are required to comply with the directive of the school Director on safety measures when working with children and ensure prevention of social pathologies and discrimination among children, apply forms and methods enabling a timely recognition of children under threat, caused both on the part of the children's group as well as the surroundings or domestic environment.
- The kindergarten ensures health and safety of the children during teaching and education and directly related activities. To achieve this objective the kindergarten assumes measures to prevent anticipated risks based on search, assessment, and evaluation to prevent the risks involved. When determining specific measures the kindergarten shall consider any threat to children during the education process, when they move to different places in the framework of school education and when they participate in the various events organized by the school. At the same time, it shall consider the age of the children, their skills, physical and mental abilities, and health condition.
- The kindergarten is responsible for the child's health and safety from the moment a pedagogical employee takes over a child from its legal guardian or an authorized person until the moment the pedagogical employee hands over the child to its legal guardian or to any other person authorized by the legal guardian in any place in the school building or school garden.
- All employees shall comply with fire regulations and occupational health and safety and observe the Internal Rules. The teachers in classrooms remind the children daily of the safety rules. When organizing events outside of the school the authorized member of staff is responsible for compliance with safety provisions.
- From the moment the child is handed over to the legal guardian as well as until the moment the child is handed over to the teacher the child is to be under constant supervision of the legal guardian.
- When accompanied by the legal guardian the child must not use play elements in the garden.
- The school, in accordance with the School Educational Programme prepared under the Framework Educational Programme for Preschool Education introduces the children to dangers that pose a threat to their health so that key competencies are achieved related to the protection of health of the children and their safety. Within the School Educational Programme, the protection of health is part of the education towards a healthy lifestyle and health regarded as a balanced state of physical, mental, and social well-being.
- The legal guardians do not leave the keys to their apartments or any other documents or valuables in their children's boxes in the changing room.
- The decision on bringing one's own toys to the kindergarten is fully within the competence of the teaching staff. The legal guardian is also obliged to notify the teacher as to what kind of toy this regards and the teacher shall decide, in relation to safety, protection and health of all the children, whether this is a toy that might put the health of the children at risk.
- Only those toys may be brought into the kindergarten that hold a proper certificate and are intended for the age category.

- The legal guardians are responsible for their child while the child is in kindergarten in the cases as follows:
  - For the clothing and footwear of their children and for the things their child brings into the kindergarten - for example, they can cause injury to a child)
  - For the contents of the changing room cabinets as these are not to contain dangerous articles, sharp objects, medicines etc. These can cause injury to the child and to other children and teachers are not required to check their content.
- A child's injury is an injury that has occurred to children during the education process or directly related activities and during the provision of educational services. These are injuries to children in the kindergarten, on walks, trips etc.
- An injury that happens to the children on the way to the kindergarten and on the way back is not a school-related injury.
- All school-related injuries are recorded in the accident book.
- If a child shows symptoms of an illness (cough, running nose, rash, pink eye (conjunctivitis), temperature...) the teachers have a right and at the same time an obligation to inform the legal guardians immediately. The legal guardians have an obligation to immediately collect the child. This measure is driven by efforts to avoid infection of the other children in the kindergarten. See attachment No. 1.
- The school fulfils terms and conditions to ensure health and safety of children, protection from any manifestations of discrimination and against pathologies in accordance with Internal Regulation No 32/06.
- **The legal guardian is responsible entirely for determining that the child they hand over to the preschool is in good health, and the health and safety of other children is not at risk.**
- If a teacher suspects, while taking a child over from their legal guardian or an authorized person, that the child may not be healthy, particularly regarding the protection and health of other children, the teacher may ask the legal guardian to provide proof of medical fitness of the child in the form of a certificate from the treating physician.
- Also, upon arrival of a child after an illness a teacher may ask the legal guardian of the child to provide a written certificate from the treating physician to the effect that the child is healthy and can be in a group with other children.
- In other matters of health and occupational safety the school is governed by its own regulation on health and occupational safety which is part of the School Rules and methodically follows from the Methodical Instruction of the Ministry of Education, Youth and Sports on the provision of health and safety of children, pupils and students in schools and educational establishments run by the Ministry of Education, Youth and Sports of 22nd December 2005, Ref No 37014/2005-25.
- For health and space reasons, it is prohibited to bring animals and park bicycles or pushchairs, etc. in the entrance area, except for trolley for young children.

### **Safety measures in the kindergarten grounds**

- Every legal guardian has a chip from the gate.
- Every employee who opens the building to strangers, is obliged to determine the reason of their visit and to ensure that they do not move around the building uncontrolled.

- Legal guardians are prohibited from allowing strangers to enter the building of the kindergarten.
- We kindly ask you not to allow any strangers to enter the building with you at the same time.
- Please close the entrance door, and when leaving/arriving make sure to close the door behind you. With weather changes the door may not close properly. Please, check that the door has closed.

### **Safety during events with parents**

- In the event of concerts, festivals, etc., that are held in the presence of parents or other legal guardians, the parents or authorized persons bear full responsibility for the child. If children who have not yet been handed over to their parents take part in the event, the responsibility for such children shall be assumed by a school employee who has been authorized in advance until the moment the child is handed over to the legal guardian. When holding events in the garden, the child remains with the teacher inside the building to prevent those children from being mixed up with the children that have already been collected by their parents. If the parents already collected their child from the kindergarten and have immediately moved to the place where such event is held, then the child is not longer in the care of the kindergarten and the school no longer bears responsibility for a possible injury from the point of view of Regulation No 64/2005 Coll. (injuries of children, youth, and students).
- During joint school events which take place during the school operating hours the parent is obliged to collect their child from the teacher for safety reasons. Otherwise, the child does not take part in the event. During the entire event all participants are required to comply with all safety rules at any time.
- If the event is held inside, the parents must not open windows.
- If the event is held in the garden, no play equipment may be used.
- If fire is used in the event, then before it is lit up a person is designated to tend to the fire and will provide overall supervision of the fireplace until it is fully extinguished.
- In the event of injury, it is possible to request first aid from employees of the kindergarten.
- If specific rules are specified for an individual event, all persons are obliged to respect and follow the instructions.
- In the event of joint activities organized by the school the legal guardian is obliged to ensure such supervision as to guarantee the child's safety.
- The activities organized by the school are intended for the children admitted to preschool education and for their legal guardians.
- If the legal guardian participates in the activity also with a younger sibling who has not been admitted to preschool education, the legal guardian will discuss the matter with the teacher as to whether it is appropriate and possible to attend this activity with the younger or older sibling. If a mutual agreement is reached the legal guardian is obliged to ensure care for the child so as not to disturb the activity and to ensure the safety of this child.

### **Collecting the child from the kindergarten by another person**

- Legal guardians of the child can authorize another person in writing to collect the child.
- Without the completed form entitled “Authorisation for another person to pick the child up from the kindergarten” the teachers are not to hand over the child to any other person.
- A child can be collected only by an adult.

### **Administration of medication in the kindergarten**

- **The administration of any medication to the children by the staff of the kindergarten is strictly prohibited.**
- For specific activities parents will submit an assessment of child’s medical fitness (Swimming, recuperation stays etc.).
- If a child suffers an injury outside of the kindergarten (broken hand, stitched wound, etc) the child will be allowed to attend the kindergarten only with a statement by a physician and only in the case that the child will be able to independently help himself\herself without increased requirements on care. The decision on care demands and thereby on provision of its safety is fully within the competence of the kindergarten director.

### **Stay of children in the premises of the kindergarten**

- The teacher shall continuously supervise all the children who they are responsible for.
- The teacher continuously checks all areas where the children continuously move (classrooms, playroom, bathroom, changing room, etc.).
- During children’s playtime in the classroom, the teacher shall make sure that the children play calmly, and they shall watch them to prevent any conflict.
- The teacher shall not allow the children to bring any dangerous articles or toys to the kindergarten.
- When moving to extracurricular or any other activities the children shall always be accompanied by an authorized person (see authorization by the kindergarten director).
- While walking up or down the stairs, the teacher shall make sure the children do not push each other and walk calmly holding the rail.
- During activities that develop skills and artistic creativity, it is necessary to use tools such as scissors, knives, hammers, etc. The children shall work with these tools and pay attention to their work. These activities are to be done solely under the supervision of a teaching employee of the school. The tools are specially modified so that the scissors and other similar tools do not have sharp spikes, etc.
- During physical education activities, the teacher shall pay increased attention to the safety of the children. The teacher shall point out any danger and provide systematic assistance during exercises. The teacher shall always be in the most critical spot. Before the start of exercise in the gym, the teacher shall check whether the gymnastic tools are in order.

- Before exercise and other exercise activities that take place in the classrooms or in other designated areas in the kindergarten premises or that take place in the outdoor area of the kindergarten grounds, the teaching staff of the school shall check whether the areas are sufficiently ready for these activities and eliminate all obstacles that could result in injury of the child. Additionally, the teachers shall check where gymnastic tools are to be used to make sure of the functionality and safety of such tools.
- Teaching staff will also ensure that exercise and physical activities are appropriate to the age of the children and adapt the intensity and difficulty of these activities to individual abilities of individual children.

### **Stay of children in the school garden**

- At every moment the teacher shall supervise all the children and shall keep the children under control and in order on a continuous basis.
- When children stay in the school garden, the teacher shall not leave the children without supervision and with access to use any frames, swings, or any other tools so that these activities can be done with minimal risk of injury. The teacher will neither let them move independently to remote areas where he\she cannot see them and where he\she cannot supervise them.

### **Stay outside the grounds of the kindergarten and measures for sporting events and trips**

- When staying outside of the grounds of the kindergarten, the teacher will keep the children orderly on a continuous basis while always supervising them. The director of the school shall appoint a head of the event who is obliged to instruct the children about specific situations and the rules of conduct in such situations.
- When the number of children is increased or during specific activities (swimming, sledging, trips etc) or when the children stay in an environment challenging to safety, the Director of the kindergarten shall designate another person of age in full capacity to perform legal acts who has an employment relationship with the school and carries out activity providing safety for the children (the school caretaker, a cleaner etc).
- The teachers must pay attention to road condition while crossing roads. On walks, the children will learn to walk in pairs, walk on the pavement and avoid busy streets as much as possible.
- The teaching staff shall continuously introduce children to the rules of safe behaviour in the street and in traffic.
- The teaching staff are allowed to take the children on walks in the territory of the city as well as on tourist trips outside this territory.
- During walks outside of the kindergarten, the teacher shall check the environment in terms of safety to prevent injury to the children.
- The teaching staff will also ensure that exercise and physical activities are appropriate to the age of the children and adapt the intensity and difficulty of these activities to individual abilities of individual children. Only known and safe locations are to be used with the children and the teaching staff must make sure that the children do not leave the demarcated space.

- Prior to staying in a location with the children, the teaching staff check the area and remove all dangerous items and obstacles such as glass, nails, cans, big sharp stones etc.
- Every time the children leave the grounds of the kindergarten, they are required to wear high-visibility vests.

## **9. Protecting children against social pathologies and manifestations of discrimination, hostility or violence**

- The educational process in the kindergarten focuses on a healthy way of life as an essential component of the protection against social pathological phenomena.
- The educational influence of children from an early age and the focus of a healthy way of life is an important element for the protection against social pathologies. In the framework of the preschool educational programme, the children are to behave in a natural manner that is adequate to their age and abilities and to comprehend and understand the issues and dangers of drug addiction, alcoholism, smoking, addiction to virtual reality (computer, television, video), compulsive gambling, vandalism, crime, and other forms of violent behaviour. The positive sides of a healthy lifestyle are explained in relation to the above-named phenomena.
- As part of the prevention against discrimination, hostility or violence, the teaching staff in the kindergarten monitor and screen relationships among the children in the school groups while aiming to deal with possible deformed relationships among the children in the early stages, namely in cooperation with their legal guardians.
- An important element of prevention in this area is the creation of a favourable social climate among the children themselves, and between the children and the teaching as well as non-teaching staff and the legal guardians of the children.
- In all premises of the kindergarten smoking and alcohol use is strictly prohibited; it is also prohibited to use unauthorized electrical appliances and for the staff to place their personal belongings in any places that are not intended to be used in this way.

## **10. Conditions of handling kindergarten property**

### **Conduct of children when handling kindergarten property during the educational process**

- During the educational process and during the stay of the child in the kindergarten, the teaching staff make sure that the children handle any teaching aids, toys, and other educational articles with care so that the aids do not cause damage to the property of the school. At the same time, they are encouraged to take part in the efforts to make the school interior and the exterior pleasant.

### **Obligations of the legal guardians when handling kindergarten property during their stay in the kindergarten**

- The legal guardians will not allow the children to damage or destroy school property wantonly.
- In each case that the school property is wantonly damaged or destroyed, a financial compensation will be sought from the legal guardians whose child caused the damage

- During their stay in the kindergarten premises the legal guardians are obliged to respect the kindergarten property and not behave in a careless manner. If they discover any damage to kindergarten property, they must report it immediately.
- The children are permitted to bring items to the kindergarten that are only intended for educational activities that the parents are informed about. The kindergarten and the school shall not be liable for any items that do not belong to the institution.
- In all internal and external premises of the kindergarten smoking is strictly prohibited; the same applies to any handling of electrical appliances and wiring.

### **11. Cooperation between the kindergarten and family**

- When suggested to do so by the kindergarten director, the parents are obliged to attend a special examination with their child.
- The parents are obliged to immediately report any changes regarding personal data of the child, health insurance company, parents' telephone contacts, a change of address, bank accounts etc to the school director.
- If the child attends the kindergarten once they have reached the age of six, the legal guardian must submit a confirmation of postponement of school attendance from the primary school.

### **12. Rules for the evaluation of results of the educational process**

- Rules for the evaluation of results of the educational process are part of a chapter of the School Educational Programme and are further specified in the School Educational Programme for Preschool Education.
- The evaluation of results of the educational process is the result of the evaluation of the activities of teaching staff, the output of these activities being a portfolio of each child, which is a record of individual educational progress in child development during their attendance of the kindergarten at least twice a year (November, May).

### **13. Final provisions**

#### **School Rules' validity and effect**

- These School Rules shall take effect on 1st September 2022.
- In the case of legislative or other organizational alterations resulting from the operation of the school, the school reserves the right to update them.

#### **Introduction of the School Rules to the staff and the legal guardians.**

- The school director shall make sure that the School Rules are introduced to all legal guardians of the children attending this kindergarten.
- A copy of the School Rules shall be put up on the school's information board and an electronic version shall also be uploaded on the school website.
- In the event of a later start of a child's attendance in the kindergarten the legal guardian shall familiarize themselves with the School Rules at least within 14 days from the time the child starts school attendance.



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#### **Promoting the kindergarten**

- The legal guardians of the child agree with photographing and filming video recordings of the child in the context of activities and events at the kindergarten and with their use in the presentation and promotion of the school (in the press, in the chronicle, on the Internet, etc.). Photos uploaded to the website inform about the children's activities.
- Upon signing the School Rules, the parents give consent that recordings, photos, videos, may be uploaded to our school website and used for further school presentation.

#### **Annex**

Annex 1 forms an indispensable part of the School Rules

The update of the School Rules was made on 24<sup>th</sup> August 2022 and all employees and legal guardians of children have been duly informed thereof.

In Prague, on 24<sup>th</sup> August 2022

Ing. Aneta Fiala  
Managing Director

**What are the illnesses that you must notify the kindergarten of and the illnesses that the kindergarten must notify you of?**

1. Chicken pox
2. Scarlet fever
3. Fifth and sixth illness
4. Impetigo
5. HMFD
6. Meningococcal diseases
7. Hepatitis
8. Mononucleosis
9. Diarrheal illnesses (salmonella, rotavirus)
10. Pinworms
11. Lice
12. Covid-19
13. Herpes

**Under the following conditions the child shall not come to the kindergarten:**

1. The child has an increased temperature or fever.
2. The child has a viral or bacterial cold.
3. If the child coughs.
4. With any type of an infectious disease (and this applies to the recuperation period too!).
5. If the child vomits or suffers from diarrhoea.
6. If the child is on antibiotics or in the recuperation period (1st week after the child stops taking antibiotics).
7. The child has a parasitical disease (pinworms, lice).
8. The child has infectious skin illness – impetigo.
9. The child suffers from infectious conjunctivitis.
10. Herpes in the early stages, after peeling out all the blisters, with the scab can join collective.

**Recommendations for children attending the kindergarten who are ill:**

1. If children fall ill, they should stay at home until fully recovered.
2. If the children are on antibiotics, they should not be taken to the kindergarten until they finish taking them with an additional 7 more days staying at home.
3. Notify the kindergarten of any infectious diseases to stop them spreading further.
4. If the child is frequently ill, take them for a specialist examination (otorhinolaryngology (ENT), immunologist, allergists).