

**Mateřská škola, Praha 10, Vladivostocká 8/1034**



## **Preschool regulations**

**Issued by:** The headmistress of the preschool, Prague 10, Vladivostocká 8/1034

**Validity:** From the 1.9.2020

**Obligation:** School regulations are obligatory

- for all employees of the preschool, Prague 10, Vladivostocká 8/1034
- for legal guardians of children admitted to pre-school education in the kindergarten, Prague 10, Vladivostocká 8/1034
- for children admitted to pre-school education in the preschool, Prague 10, Vladivostocká 8/1034

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## Úvod

The headmistress of the Preschool, Prague 10, Vladivostocká 8/1034 issues in agreement with s § 30, par. 3 law no. 561/2004 Sb., about pre-school, elementary, high, higher professional and other education (further adressed as school law) these school regulations, which refines relationships of children legal guardians and preschool's employees according to specific conditons, applied in the Preschool, Prague 10, Vladivostocká 8/1034 (further adressed as the preschool).

### Par. I

## **Basic rights and obligations of participants of pre-school education**

### **1. Basic details and characteristics of the kindergarten**

Name: Preschool, Prague 10  
Adress: Vladivostocká 8/1034

Telephone (headmistress): 739 369 809  
Telephone (preschool-building): 267 310 633  
Telephone (office-janitor and head of school catering): 267 310 636

e-mail: [skolka@vladivostocka.cz](mailto:skolka@vladivostocka.cz)

Website: [www.vladivostocka.cz](http://www.vladivostocka.cz)

Statutory representative: the headmistress, Alena Forejtová, DiS.  
Deputy headmistress: Helena Třebická

Founder: Městská část Praha 10, Vršovická 68/1429, Praha 10

The Preschool is a contributory organization with legal subjectivity, together with school canteen and a permanent bunker of civil defense. The Preschool has it's own heat exchanger station.

The Preschool has four classrooms with full-day service.  
Every classroom has two sections – classroom and playground. It's also provided with a changing room and bathroom.

The capacity of the Preschool is 112 children, the number of boarders of the school canteen is **186**.

Around the building is a large garden with trees and grass surface. There is a playground with artificial surface, running track and a sandbox in the garden. The garden is equipped with game elements. There is a water fountain in the garden to provide necessary hydratation to the children.

## **2. Pre-school education**

Preschool within pre-school education (further addressed as education):

- supports development of children's talents and abilities in kindergarten environment in big city
- stimulates children's estetic perception, fantasy and creativity
- supports aquisition of basic values and relationships
- participates in children's physical, intelleective, mental and social developement
- participates in children's adoption of basic rules of behavior
- creates basic assumptions for further education
- helps to balance children's development before the start of their elementary education
- creates conditions for development of talented children as well as children from disadvantaged environment

**School educational program** (further addressed as SEP) is based on valid Framework educational program ( further addressed as FEP), specifies goals, focus, forms and content of education according to Preschool's conditions.

Preschool's conception, focus and program is processed in school educational program. The document is available in the office of the headmistress, in individual classrooms and on the notice board by the main entrance.

SEP is applied in individual classes' educational program. SEP is presented to legal guardians during whole year in plentiful forms – at teacher-parent meetings, through bulletin boards in changing rooms and in the Preschool's lobby, on Preschool's website [www.vladivostocka.cz](http://www.vladivostocka.cz) and during conversation, joint school events etc.

Legal guardians can take part in creation and realization class educational program. Their ideas can be ralized in accordance to preschool educational program and children's needs. Legal guardians can actively attend some school/class events.

In fulfilling the basic objectives of education and the school educational program, the nursery school proceeds in accordance with the principles set out in Section 2, Para. on pre-school education (hereinafter the Decree on kindergartens), as amended.

## **3. Children**

### **3.1. Children's rights**

Every child accepted in the Preschool has **right**:

- to get a high-quality pre-school education as stated in par. 1 of these regulations, providing optimal development of his skills and personality
- to be provided with activities and services offered by school counseling facilities as stated in the school law
- to be in a safe environment during his stay in the preschool

During education, children are entitled to exercise the rights guaranteed by the Charter of Human Rights and the Convention on the Rights of the Child.

Other rights of children ensue from other paragraphs of this document

### **3.2. Children's obligations**

Every child accepted into the Preschool is **required to:**

- obey the rules set in every class at the beginning of the year (rules are set by every class individually, according to their needs).

#### **Common rules for all classes:**

- respect other children and adults
- behave in a way that would not hurt the others
- solve feuds – come to an agreement
- put everything in its place at the end of an activity
- be independent in hygiene (washing hands, brushing, using napkins or toilet) considering the age and abilities of each child.
- strengthen social habits (say hello, thank you, I'm sorry or ask for help)
- let the teacher know, if they need to leave the room/place determined by the teacher (some part of the garden)

### **4. Legal guardians**

#### **4.1 Legal guardian's rights**

Parents/guardians of children (further addressed as legal guardians) has **right to:**

- receive information about their children's education (progress, results...)
- make comments on Preschool's decisions regarding education of children
- receive counseling aid from the Preschool or school counseling facilities regarding education of children

Realization of these rights is concretized further in this document.

#### **4.2 Legal guardian's obligations**

Legal guardians are required to:

- ensure children's proper attendance
- ensure, that a child entering the Preschool is healthy, clean and properly dressed
- to attend a meeting with the headmistress in order to discuss any serious issue regarding children's education, if necessary
- inform the Preschool about any change in children's health, about medical complications or any other serious fact, which could affect children's education (occurrence of lice, infectious disease etc.)
- report the reasons of child's absence
- report to the Preschool the child's details to the extent specified in the Education Act for keeping the school register updated

Other obligations of legal guardians ensue from other paragraphs of this document  
Realization of these obligations is concretized further in this document.

## Par. II

### **Specification of the exercise of legal guardian's rights and obligations during the education of children and rules mutual relations of legal guardians and employees of the kindergarten**

#### **1. Enlistment and inclusion of a child into the Preschool for pre-school education**

The enlistment is conducted in accordance with valid legislation in May, for the next year. Habitually, children in age of 3-6 years, children with postponed school education and, in accordance with valid legislation, children under 3 years of age.

The date of enlistment and acceptance criteria are determined by the headmistress of the Preschool. Before the enrollment, the preschool holds Open Days where candidates are provided with any necessary information and they are allowed examine the Preschool

Legal guardians hand the child over to the headmistress with its documentation undetermined term. They are required to state true information and keep it up to date. In case of a change, legal guardians are required to announce the change, no later than in five days. If legal guardians fail to fulfill these obligations, they will be required to pay any costs connected with preschool inability to contact the guardian because of outdated contact information. In special occasions (related to Covid-19) and in cooperation with the founder of the preschool, it is possible to conduct enlistment in an electronic form. The headmistress will inform legal guardians about this situation on the preschools web page and on the notice board.

Determination of (not) accepting a child into the Preschool will be announced in determined term on the Preschool's notice board, in person or via mail.

Children will be placed in classes by the headmistress, taking the program of the Preschool and of individual classes in consideration. Legal guardians can also ask for the children to be placed in a specific class. The most important factor are the needs of every child.

The adaptation of children takes place soon after the enrollment or, if the child is younger than 3 years, based on an agreement of the guardian of the child and the teacher. Every child's needs, rules of the class and the safety of children is taken into consideration.

#### **2. Mandatory pre-school education**

Legal guardian is required to sign the child up for the enlistment for pre-school education in the year determined as the year in which the child is required to begin its pre-school education. If the legal guardian fails to register a child for mandatory pre-school education, he / she commits an offense pursuant to Section 18 of the Education Act.

Legal guardian is required to ensure mandatory pre-school education in the form of daily attendance during weekdays. Extent of mandatory pre-school education are 4 hours per day. Beginning of the education was set by the headmistress to 8:15am – 12:15pm.

Pre-school education is not mandatory during school holiday (according to elementary/high school's timetables), but children with mandatory pre-school education have right to attend the education even during these days.

Legal guardians are required to ensure, that the child fulfills its mandatory education and attends the classes. If he neglects to take care of mandatory pre-school education, he commits an offense against Section 182a of the Education Act.

Absence is always required to be backed up with a written letter of excuse which contains the reason of absence. This obligation is to be fulfilled no later than 3 days after the child's return to the preschool.

### **3. Distance education for children with mandatory pre-school education**

In case of closing the preschool (in relation to the Covid-19 epidemic) or in case that no more than half of children will be present for 1 week, distance education will be provided for children with mandatory pre-school education. Teaching materials will be uploaded to preschool's web pages every week, according to the SEP. If legal parents encounter a problem with printing the materials out, they shall inform the headmistress and discuss a possibility of handing the materials out in printed form. Legal guardians are obliged to enable children to study at home and submit the materials after the end of distance education or on the headmistress' call.

### **4. Individual education**

Legal guardian of a child that will fulfill its mandatory education individually is required to report this fact to the headmistress of the Preschool. They are required to do so no later than 3 months before the beginning of the children's first mandatory school year. If the legal guardian applies for an individual education program during the school year, it is possible to carry the education out from the day that the announcement was delivered to the headmistress of the Preschool. The form, method and rules of an individual education plan will be agreed upon with legal guardians.

### **5. Support of children with different native language (further addressed as DNL)**

The teacher will create a written form of support with clearly set goals and their progress and evaluation for every child with DNL. Legal guardians will be demonstrably acquainted with the form of support. The child with DNL will be tested from its knowledge of Czech language no later than 1 month after its enrollment into the Preschool. This test will be taken during presence of the parent. The age of the child will be taken into consideration. The test will be carried out 3 times during the school year. A written record of this will be kept and parents will be demonstrably acquainted with it.

Parents will be advised to study the Decalogue of the Preschooler for their clearer idea of presumed knowledge and abilities of the child before starting the primary school. Children with DNL are offered individual care in order to further develop their abilities in Czech language. This individual care is provided by teachers in time outside the mandatory pre-school education.



## **6. Education of gifted children**

Gifted children are very likely to reach great success in different areas of human activity. If their abilities are not developed enough and in the right way, it might not take shape in further periods of their life. That would not only harm the individual, but also the society. We do not agree with a statement that a gifted child will make a mark on it's own. We will try to discover children's talents by timely diagnosis and develop them by a plentiful educational program. Gifted children will receive increased attention, which will be accompanied by an individual education, depending on the child's interest.

For children with postponement of school attendance, we will have an educational offer tailored to their needs (SPC report, PPP, pediatrician, etc.). According to the report, the teachers set out an individual educational plan for these children.

## **7. Support and education of children with delayed mandatory school education**

Children with delayed mandatory school education are taught based on a special program adapted to their needs or individually – in cooperation with a special pedagogic center or with a pedagogic-psychologic counseling office. The individual plan is created by the teacher after consulting with these organizations and legal guardians.

## **8. Admission of children to a preschool and a change of stipulated rules of child's residence and of the manner and extent of its catering.**

After accepting a child into the Preschool, the headmistress will, after a discussion with legal guardians, determine number of day of attendance and length of their stay during those days. At the same time, she determines extent and manner of child's catering.

Results of enrollment will be sent to legal guardians via mail.

In case that legal guardians would want change rules that were set, they will need to address the headmistress about this matter.

Extent of child's catering needs to be set in a way, that if the child is present, he/she will be always fed.

## **9. Conditions of taking over the child from its legal guardians for its education in the preschool and for handing it over to the parents after the education**

Legal guardians leave children in the Preschool in the time determined for this matter. The child will be, after it has changed in the changing room, brought to the teacher (either in the classroom, in the garden, close to the garden house or in the place where a school event takes place). It's not enough to walk the child to the doorstep of the Preschool, the changing room or the gate. In case of not following this rule, the Preschool refuses to take any responsibility for children's arrival until it's arrival into the classroom.

After arriving to the Preschool (while handing over or picking up a child), a legal guardian, or another entrusted person, will ring the doorbell and announce the name of the child into the telephone. The teacher will remotely open the door for them and let them in. It is, for safety reasons, forbidden to open the door to unannounced persons. In case that legal guardians or someone else discover presence of a stranger, they will immediately report this fact to an employee of the Preschool.

Legal guardians will retrieve the child after the end of it's education from a teacher in the classroom, garden or place where a school event takes place. This will be done in a time determined for it. Handover must be provable (visual contact and conversation).

In case of individual length of child's stay in the preschool, an individual matter of handover will be determined.

Legal guardians can authorise another person to pick the child from the preschool. Written accreditation must be signed by legal guardians and handed to a teacher.

**Acceptance and transmission will always take place in designated areas, which are:**

- a) changing room or classroom
- b) pavement in the garden or near the garden house
- c) other designated area (in case of an event outside the building of The preschool)

## **10. Provision of information**

### **10.1 The preschool**

Preschool information is provided in accordance with Act No. 106/1999 Coll. as amended. Information about common affairs will be provided by the headmistress, deputy headmistress/deputy headmaster, teachers or a designated employee of the preschool.

Information about the school canteen will be provided mainly by the head of the school canteen, deputy headmistress/deputy headmaster or a designated person.

Information about children can only be provided to legal guardians, authorised people or institutions by a teacher, the headmistress or the deputy headmistress. Those cannot be provided via phone, but only in written form or in person after asking the headmistress in written form (written information can only be given out by the headmistress or by the deputy headmistress).

Conversation between the headmistress/deputy and legal guardians can be realized in the headmistress'/deputy's/head of the canteen's work hours or in other time both sides agreed upon.

Negotiations with other authorised people or representatives of organizations and institutions will be realized in place and time both sides agreed upon. The headmistress/deputy/head of the canteen represents the preschool in official matters.

**Negotiations with a teacher during their direct educational duty is not possible.**

The preschool can inform their subjects, organizations and institutions about it's activities. The preschool can publish pictures, art-pieces and audio/video footage from school events as a mean of propagation. The preschool commits to only use those materials for it's propagation (Notice boards, exhibitions, web-pages etc.) and promises not to use them for commercial purposes without legal guardians' approval.

The headmistress will, at least twice a year, convene a class meeting, where will legal guardians be informed about al preschool's decisions, that would affect children's education. If necessary, an emergency meeting can be convened.

The headmistress or a teacher who is carrying out their educational duty can ask the parents to come to the preschool to discuss important problems considering child's education.

If the preschool organizes and evet, such as trips, excursions, theatre or movie screening, parents will be notified via notice boards in changing rooms or via written notification hanged in the lobby. The preschool can, in justified cases, inform legal guardians via a written leter handed over personally or sent by mail

The preschool will demand a written form of application, signed by legal guardians, for any events that take place outside the preschool's working hours or outside the building/garde. If legal guardians don't agree with their child's participation at such event, replacement educational program will be created for him/her (and other children who are not participating). In case that an additional payment is required for participation at such event and legal guardians are not able to pay it, the will report this fact to The preschool.

## **10.2 Legal guardians**

### 1. Concretization of the means of informing legal guardians about their child's education and achieved progress

Legal guardians case demand to be informed about the goals, focus, form and content of their child's education. Legal guardians can be informed throughout the year by their child's teacher.

Legal guardians can ask the headmistress or the teacher of their child for an individual meeting, where they can discuss anything regarding their child's education. Legal guardians can choose a representative among themselves (in individual classes), who will give the preschool their ideas and problems. These representatives can, in justified cases and with approval of the preschool, attend a negotiation between the preschool and organizations or institutions.

### 2. Concretization of means of excusing children from everyday education and ways of informing about their health condition.

If the legal guardian knows about their child's short-term absence (less than 5 days), hte will report this fact, including the length of absence and a reason personally, via phone or by writing a letter of excuse.

If falls ill in the morning, parents must let the preschool know via phone (no later than 8:00am) or via written form on preschool's web-pages [www.vladivostocka.cz](http://www.vladivostocka.cz) (no later than 7:45am) – not by an e-mail.

If the expectet absence exceeds 5 days, legal guardians must contact the teacher, the headmistress or the deputy headmistress personaly and in advance. Legal guardians will deliver a written notification about the absence and it's lenght so that it can be discussed and approved.

Absence must be excused by a letter of excuse no longer than 3 days after child's return into the preschool.

If the child falls ill or gets injured and therefore cannot attend everyday education, legal guardians will report this fact to the preschool. This can be done by a phone call.

After the end of child's absence caused by an infectious disease or an injury, legal guardians will deliver a written form stating that the child is no longer infectious and is able to join the educational program. If the child has some restriction related to the illness or injury (special diet, sport restrictions etc.), legal guardians shall provide a medical report received at the doctor's office.

Legal guardians will inform the teacher about child's health conditions that could affect it's education.

Legal guardians will immediately inform The preschool about any change in child's medical condition that could affect it's education.

## **11. Stipulation of rules of charges for pre-school education and services of the preschool**

Legal guardians who receive support in material distress must provide this document to the preschool office every month.

### 11.1 Payment for the pre-school education of a child

Reimbursement for pre-school education of a child in kindergarten (costs of non-investment expenditures) and determination of the amount of the payment is paid and monitored by the kindergarten - "Reimbursement for pre-school education of a child in kindergarten" of 10 August 2014 and its annexes.

The Directive is placed in a prominent position in the kindergarten building, the contents of which are brought to the attention of the child's legal representatives at class meetings.

Legal guardians who are not relieved of payments for their child's pre-school education must meet following **terms**:

- payment for a calendar month is payable until 15th day of said month;
- the headmistress can agree on another due date if the reasons are serious and relevant;
- Legal guardian will make a non-cash payment via bank transaction to a determined bank account while stating their child's variable symbol;
- payment can be made by cash, but only in rare cases;
- proof of payment must be, in case of discrepancy, shown to the teacher or an entrusted person.

### 11.2 Payment for school catering services

While paying for school catering services, legal guardians must meet following **terms**:

- the advance payment for a calendar month is due by the 25th of the month for the following month;

- the headmistress of the preschool may, on serious grounds, agree with another legal guardian on the basis of his / her request for a different payment date;
- the child's legal representative pays the fee by wire transfer to the designated bank account of the nursery school, stating the child's VS;
- in exceptional cases, the fee can be paid in cash at the kindergarten cash desk upon agreement with the headmistress.

### 11.3. Non payment of fees

In case that fees for school catering are not paid, legal guardians will be notified by the headmistress (notification no.1 followed by notification no.2)

Not paying for education or for school catering can result into exclusion of the child, as it will be taken as breaking of preschool regulations.

### 11.4. Reimbursement for school events and parents' fund

Legal guardians will discuss and agree on the amount of money they will donate into the parents' fund for a set period of time. Finances from the fund will be  
The finances from the parent fund are kept in the accounts and the accounting documents are available to the representatives of the classes or to the legal guardians of the children admitted to the preschool.

All payments shall be received in cashless form. In case of inability to provide the payment in cashless form, legal guardians shall contact the headmistress and discuss a possibility to make the payment using cash.

Funds for kindergarten events (trips, school trips, gift packages for children, rental of sports facilities, etc.) are paid by the legal guardians of children, the income and expenses are kept in the accounting of the preschool. After the end of the event, a bill is made.

## **12. Basic rules of legal guardians' behavior during a contact with employees of the preschool, children and other people**

During their stay in the preschool, legal guardians must

- adhere to the prescribed organization of the kindergarten and the internal regime of the kindergarten;
- Obey the preschool regulations;
- they observe in contact with employees of the preschool, other children commuting to the preschool and to other people the rules of decency and mutual consideration

## **13. Preschool's responsibility for personal items**

It is not allowed to bring valuable objects, expensive toys, bicycles, scooters and other objects that cost over 500 crowns or that are too big and cannot be stored, into the preschool

## **Conditions of terminating children's pre-school education**

Under Section 35 of the Education Act, the child's education may be terminated for the following reasons:

### **- 1 High absence**

The headmistress can decide to terminate child's pre-school education, if the child failed to attend the education for two weeks and was not excused by its legal guardian in agreement with these preschool regulations.

### **- 2 disruption of the preschool by legal representatives**

In case that legal guardians severely or repeatedly break rules set in these preschool regulations, the headmistress can decide to terminate children's pre-school education in The preschool.

### **- 3 child's learning difficulties (in probation)**

If a probation time was set during the enlistment and a doctor or school counselling facility recommends not to burden the child with further education, the headmistress can decide to terminate the child's pre-school education in The preschool.

### **- 4 non payment of the school catering fee**

If legal guardians repeatedly fail to follow the rules about payment of school catering fees, the headmistress can decide to terminate child's pre-school education in The preschool.

### **- 5 legal guardians' decision**

Legal guardians can decide to terminate their child's pre-school education in The preschool for personal, family or other reasons. They will report this fact to the headmistress of The preschool and agree upon the date of termination.

### **- 6 the entry of a child into a primary school for compulsory education**

The child will terminate its pre-school education upon reaching the age when compulsory education in primary school begins. Dítě ukončí docházku do mateřské školy po dosažení věku, ve kterém je povinno nastoupit do ZŠ k povinné školní docházce. Children who have been granted a postponement of school attendance (PSA) can continue their education in the preschool at the request of their legal guardians and after submission of the decision on PSA.

In case of termination of pre-school education of the child by the nursery school, the child's legal guardian will receive the decision in written form.

## Čl. IV

### **Service and internal regimes of the preschool**

#### **1. Organization of service**

The preschool is set-up as a school with full-day service.

Time determined for children's stay in workdays is **from 6:30am to 5:00p**

Service time is discussed with the founder of The preschool and is based on:

- experience and environmental conditions
- legal guardians' needs and demands
- number of employees of The preschool
- children's physical, psychic and social needs

Children are let in the building from 6:30am, but no later than 8:15am. Arrival after 8:15am is possible only in exceptional cases and after a mutual agreement of legal guardians and the teacher. .

**Departure** from the preschool takes place:

a) from 12:30am to 12:55am

b) from 2:30pm to 5:00pm

Departure that would not take place within these hours is possible after an agreement with the teacher and if it's justified (doctor appointment, family matters etc.)

**The building and changing rooms are being locked at 8:00am, 1:00pm and 5:00pm.**

#### **2. Violation of conditions**

A record will be made about a late departure (meaning after 5:00pm). In case of repeated late collection of child, a discussion about this matter will be held with legal guardians and ÚMČ Praha 10 will be notified as well as the founder of The preschool.

If legal guardians fail to correct this behavior this act will be considered as breaking preschool regulations and the headmistress can decide to terminate children's education

#### **3. Cessation of service**

The headmistress can, after an agreement of the founder, restrict or cease the service The preschool in July and August, provided that expected number of children attending the education would be low or that reconstructions would need to be done. Reach of the cessation or restriction of service will be announced by the headmistress of the preschool no later than 2 months in advance.

Cessation of service outside the specified time can take place only during emergencies. Legal guardians will be informed immediately and the situation will be handled by the founder.

#### **4. Organization changes of service**

Changes in organization can occur under some circumstances:

- low number of employees (illnesses, vacation, training)
- high number of ill children resulting in low number of children in classes
- low number of children signed in for education
- emergency reasons (problems with canalization, water supply, heating etc.)

The preschool can make organizational changes in cases mentioned above in order to maintain high quality of education and safety.

Such change can be closing of a classroom or merging of two classes. Age of children is considered while making these changes. Parents will be informed about any organizational changes in advance or as soon as possible (depending on the situation).

#### **5. Classes of The preschool**

Education in The preschool takes place in 3 classes divided by age and one class for children of various ages. All 4 classes are providing full-day service.

Children are divided into individual classes by the headmistress, considering their age, needs, wishes of legal guardians, programs of classes and organizational needs of The preschool.

The focus and age composition of individual classes is updated every school year. Parents are informed about the placement of their child and about age composition of classes in advance

Information about children's distribution is published in the last week of August by teachers via written pieces of information and notice boards in changing rooms or in the lobby of The preschool.

Up to date information for upcoming year are on posted in the lobby of The preschool. Legal guardians can also obtain them by asking a teacher, the headmistress or the deputy headmistress and in exceptional cases via phone in the last week of August. Another mean of providing information are preschool's web-pages [www.vladivostocka.cz](http://www.vladivostocka.cz)

#### **6. Events organized by the preschool**

The preschool can organize (or assist other subjects organizing an event), recovering stays, school trips and other events related to the educational program. The preschool will inform legal guardians about these events before their realization. The preschools sets out the criteria for the inclusion of a child in events and the legal guardians of the children register their children in writing for specific events. The financial costs of these events are paid by the legal guardians of the children in cash or on the bank account of the kindergarten, if the headmistress doesn't decide differently (event is paid by the preschool etc.)



## **7. Daily regime during the education**

Pre-school education, according to the preschool regulations and class program, takes place during the day in work time of The preschool.

**Daily regime** of individual classes is based on class' program and focus of each class and on age distribution.

### **Recommended time scheldue**

#### **6:30am - 8:15am**

Time designated for children's arrival into The preschool and their handouver to the teacher for their pre-school education. Children engage in free spontaneous leisure activities, including controlled activity or individual work with the child, free activities or activities directed by the teacher mainly focused on games and leisure activities. The building is closed at 8:40am

#### **8:15am - 9:00am**

Physical activities using physical education equipment and tools, non-traditional physical activities and activities accompanied by music in kindergarten, school garden or sports outside the school building

#### **9:00am - 9:20am**

Personal hygiene, morning snack.

#### **9:20am – 9:50am**

Guided activities and activities focused on the education of children, their emotional, intellectual and physical development carried out according to the class education program, in accordance with the focus of each class and the school educational program.

#### **9:50am – 10:00am**

Personal hygiene, preparation for children to stay outdoors.

#### **10:00am – 12:00am**

Outdoor stay, which mainly involves spontaneous games and activities of children, controlled activities and activities focused on education of children, their emotional, intellectual and physical development, carried out according to the school educational program and in accordance with the focus of individual classes with an emphasis on movement activities, familiarization with nature, with natural phenomena and with the outside world (in case of bad weather activities and activities focused on education of children in preschool classes continue).

The length of the outdoor stay can be adjusted in winter and summer, depending on the outdoor temperature. Outdoor stays can be significantly shortened or omitted only in extremely unfavorable climatic and weather conditions and in the event of a smog situation or unfavorable solar ozone maintained by the ground in times of sunlight.

#### **12:00am - 12:30am**

Preparations for children to have lunch, lunch, personal hygiene.

**12:30am -2:00p,**

Sleep and rest respecting different needs of individual children. Individual work with children who need less sleep.

**2:00pm -2:30pm**

Personal hygiene, afternoon snack.

**2:30pm -5:00pm**

Free activities and activities of children directed by a teacher focused mainly on games, hobbies and physical activities of children, individual work with a child can be included. In good weather, activities can take place in the garden of the kindergarten. This period is intended for the retrieval of children by legal guardians.

The breakdown of the boarding, outdoor stay and rest of children is attached to these school regulations and is always updated for the given school year.

The schedule of the daily routine is set according to the program of each class always for the current school year and is displayed on the notice board in the classroom, in the lobby, in the kitchen, in the office and in the headmistress' office.

The stipulated basic daily routine may be amended if this follows from the school educational program and in the case of school events - trips, excursions, theater, film and other cultural performances for children, social events, gazebos, children's day, etc.

## Čl. V

### **Conditions of securing children's safety and protection of its health**

#### **1. Healthcare and children's safety during education**

Supervision of children's safety is provided by teachers during their whole education in The preschool until they are retrieved by their legal guardians or another authorized person(demonstrably and verbally).

The teacher will ensure that information about safe behavior is provided to children in a form appropriate to the age of the children at the beginning and end of the school year and at least twice during the school year.

In order to ensure the safety of children during their normal stay outside the kindergarten, one teacher can oversee no more than 20 (exceptionally 24) children from regular classes - 1<sup>st</sup> and 2<sup>nd</sup> grade or 26 children from regular classes - 3<sup>rd</sup> grade.

In the case of specific activities, such as sporting activities, or when children are staying in a safety-intensive area, an additional pedagogical worker, in exceptional cases another legal person with legal capacity and working in relation to the preschool.

In activities developing the skills and artistic feeling of children, where it is necessary to use tools that could injure children, such as knives, hammers, melting guns, etc., work these tools is primarily carried out by the teacher or children together with the teacher.

Aids, materials (paints, adhesives, etc.) and tools are always chosen by teachers taking into account the specific situation and the age and abilities of children. All aids and materials that could endanger children's health are kept out of the reach of children

When organizing curative and recreational stays and other events for children (trips, etc.), the headteacher of the nursery school determines the number of pedagogical and / or other staff so as to ensure the safety and protection of children without interrupting pre-school education of children.

Children are hardened all year round (outdoor stays in the morning or even in the afternoon, physical education activities, swimming, showering, etc.), and are encouraged to create good hygiene habits.

Legal guardians of the children and school staff pay attention to the movement of strangers, unknown persons within the school and inform the management of The preschool, as appropriate. In the interest of child safety, The preschool is based on the applicable regulations and the "Methodological Instruction for the Safety and Health Protection of Children and Pupils in Schools and School Facilities" issued by the Ministry of Education, as amended, and the instructions of the founder

## **2. Safety rules of working with children**

While educating the children, teachers follow the rule of safety and protection of health during work, Při vzdělávání dětí dodržují pedagogičtí pracovníci pravidla a zásady bezpečnosti a ochrany zdraví při práci, which are stipulated by the Labor Code, applicable school and labor legislation and valid regulations in the field of hygiene and safety at work.

Particularly in the specific activities listed below, which require increased supervision of the safety of children, teachers follow the established principles.

### **a) Transfer of children**

Children move in a group, at most in two levels, in the case of an odd number of children, they can create one trio.

As a rule, the group is accompanied by two teachers or one teacher and one other adult with legal capacity and working relationship with the kindergarten, one at the beginning of the group and the other at the end.

The group uses mainly sidewalks and pavements (side by number of people).

The road is crossed by the group mainly at marked pedestrian crossings, crossing of the road at another place is allowed only if traffic permits and the pedagogical accompaniment is convinced of the safety of the crossing of the group.

The teacher uses a stop target when crossing the road.

Always and especially in low visibility he uses pedagogical supervision for at least one child of a pair of vest with reflective elements.

## **b) Children's stay in nature**

Only safe places are used when children are outdoors.

The teachers remove all dangerous objects and obstacles (glass, nails, cans, sheets, sharp large stones, etc.) before children's stay. During games and physical activities, the teacher(s) shall ensure that children do not leave the designated area. The teacher also takes weather conditions and time of day into account.

## **c) Making fire**

**Fire can only be made at events organized by The preschool or at events for children where children's guardians are also present - such as children's day, fairytale forest, garden parties, witches, etc., and only at designated places and in the presence of a teacher or other worker trained in open fire firefighting that is in an employment relationship with a kindergarten. There must be a sufficient water source, an adequate fire extinguisher or other material to extinguish an open fire near the fireplace. Teachers ensure that children are kept at a safe distance from an open fire, taking into account the direction and force of the wind, and ensure that there is no flammable material near the fire. At the end of the event, teachers will ensure complete extinguishing of the open fire. Firefighters and the municipal police are informed about the open fire event.**

## **d) Sports and physical activities**

Physical and sports activities may take place in the premises of the preschool's building, in other buildings appropriate for this purpose, outdoors – in the garden or other suitable space. Before practicing any physical activities, teachers check whether the space is sufficiently prepared for them, removing all obstacles that could lead to injury to the child.

When using gymnastic equipment and tools, teachers check its functionality and safety. teachers also ensure that exercise and physical activity are commensurate with the age of the children, their abilities and skills, and accordingly adjust the intensity and difficulty of these activities, taking into account the abilities of the individual children.

When riding a bicycle, children always wear a safety helmet, when riding outside the grounds of The preschool's garden, children are always accompanied by at least two teachers or one teacher and another adult in employment relationship with The preschool and children are equipped with a reflective vest.

The preschool determines the required equipment (skates, ski, etc.) for specific physical

activities. Legal guardians of children are obliged to respect the requirements. If the child does not have the required equipment, it cannot be included in the activity.

### **e) Children's equipment and its storage**

The recommended list of equipment for the classroom and the garden will be received by the legal representatives at the class meetings, the lists are displayed on the notice boards in the changing rooms of each classroom. The list of required equipment for sports and physical activities will be provided to the legal representatives at the class meeting of that class.

All children must wear classroom shoes, baby slippers or sandals are recommended. Footwear must have a light sole, be safe and satisfactory to health criteria. Rubber and beach shoes are not recommended, sports shoes and slippers are prohibited.

When sleeping, children should wear pajamas. In case of very warm weather, children sleep/rest in accordingly modified clothes

The guardians will provide the child with appropriate and safe clothing without dangerous elements (eg laces and loose elastic bands around his / her legs, at the neck) in the classroom and garden.

Outdoor clothing must be appropriate to the season and current weather, in case of rain it is necessary for children to have raincoat and boots, or clothes and shoes adapted to the rain. It is not allowed to replace the raincoat with an umbrella for safety reasons. If the child does not have suitable and safe clothing, the teacher may not place the child in an activity that would endanger the health and safety of the child or other children. In this case, the preschool will provide a substitute program for the child. For hygienic reasons, children cannot stay in the classroom in outdoor clothes.

All clothes and equipment for physical activity are kept in the baskets marked with the child's mark in the dressing room of the child's classroom. Footwear is stored in shoe racks in the compartment marked with the child's mark. Slippers are placed on the upper shelf, outdoor shoes are placed down (only one pair). Children change from outdoor shoes in the hall. In the preschool building, classrooms and playrooms, they only walk in slippers.

If the child has one shoe for the garden and the other for home, only the shoe for the garden will be stored in the shoe. Footwear for the journey home will be stored in a bag or bag in the dressing room of the appropriate class.

Pajamas are taken home by the legal guardians for washing once a week, other clothes as needed.

Footwear intended for outdoor activities must be kept in a suitable condition by legal guardians.

Legal guardians supply the child with spare underwear, socks and t-shirt and tracksuits (leggings, skirt... etc.) in the bag and store them in the basket marked with the child's mark.

The guardians will ensure that children do not bring toys, valuable and dangerous objects that could injure themselves or other children into The preschool. Children can bring a small toy to sleep with - preferably cloth or plush, which will be stored together with the baby's bedding

in the wardrobe. For hygiene reasons, this toy cannot be transported daily (garden, dressing room).

The kindergarten is not responsible for the normal wear and tear of the clothes and shoes the child uses in education.

Towels are provided by the kindergarten, changed once a week or as needed. Bedding is also provided by the kindergarten, changed once every 3 weeks or as needed. In the event of contamination, they are changed immediately and their washing is dealt with in cooperation with legal representatives.

**Kindergarten recommends signing all personal belongings of children.**

### **3. Healthcare and children's safety in the preschool's conditions**

As soon as the legal representative of the child takes over the child from the teacher in the designated area, the child is obliged to leave the premises of the kindergarten (building or garden) with the child immediately. If he fails to do so, he is solely responsible for any damage to the health and property of his or her child and other children who have been in contact with the child. The same procedure applies in the case of parasites, especially lice.

The staff of the school shall act in such a way that the safety of children is not compromised and their health was not endangered.

At the nursery school, it is not allowed to give children medications (in acute illness) or vitamin preparations and food supplements brought by legal representatives.

Exceptionally, only medicines and products may be administered on the recommendation of a physician in a situation that would directly endanger the health or life of the child (single injections in case of an allergic reaction, breathing sprays, etc.). In such cases, a written agreement between the nursery school and the child's legal guardians is always required in accordance with applicable legislation.

The administration of medicines is regulated by a written agreement between the nursery school and the guardian of the particular child on the basis of a medical recommendation.

In the event that the child becomes ill while in preschool, the teacher or other authorized person of the kindergarten immediately informs the legal representative, who is obliged to collect the child from the kindergarten as soon as possible and provide him / her with the necessary care. The situation is solved in the same way, in case of occurrence of parasites, especially lice.

If a child becomes ill while in kindergarten or shows symptoms of an illness (fever, runny nose, coughing, tummy ache etc.), parents are obliged to pick up the child as soon as possible. If they fail to do so, it is a gross violation of parental responsibility, which will be dealt with by the Social Department of the Prague 10 Municipal Office. If legal guardians should fail to pick up the child after being notified by the headmistress/teacher or if they can't be reached by phone, an ambulance can be called. This possibility is only picked in accordance with severity if the medical problem – this shall be decided by the teacher/headmistress.

In the event of an injury to a child during his or her education, the preschool will ensure its treatment, depending on the nature of the injury and treatment in a health care facility and the legal representative of the child shall be immediately informed. If the nature of the injury allows, one can wait for the legal guardian's request with the child in the nursery school and hand it over to the legal guardian who will arrange for the child's treatment and inform the preschool immediately. The accident is documented in accordance with applicable regulations.

All classes are equipped with air purifiers and a mobile air conditioning unit. In times of increased inversions, the preschool employee determines the air condition and transmits the information to the teachers personally. Currently, the children's daily program is adapted to the situation.

Room thermometers are placed in the premises where children are educated.

There are no feather pillows or blankets in the kindergarten. Each child has marked bedding, which is stored in the defined area.

Each child has a towel and a comb at the designated place.

The preschool does not recommend wearing rings and chains in the kindergarten due to possible injury to the child, the possibility of injury to other children, damage to the object or its loss.

It is **forbidden** to wear jewelry while the child is actively engaged in spontaneous or controlled activities, in the preschool interior, in the school garden, on the sports grounds or in other areas where children are educated and where events are organized by The preschool. or another entity in whose organization the kindergarten participates or participates. Kindergarten tolerates small earrings - they must be well secured, not large, long and not hanging freely.

Insurance contract - injury to children and property insurance is concluded between the insurance company and the founder of the nursery school.

To create the best possible environment for children, all surfaces and toys are cleaned with steam instead of chemicals. Due to the Covid-19 pandemic, virucidal detergents are being used.

### **Smoking is prohibited in all premises of The preschool (interior and garden)**

It is not allowed to bring animals (rabbits, birds, dogs, cats and other animals) into the nursery school or the garden and they cannot be left loose or on the strap in the area of the entrance to the premises (gate).

Exceptions are school events with demonstration and demonstration of animals (owls, birds of prey, exercise dogs, etc.) or pet animals (non-allergenic) kept in the preschool for educational purposes.

The legal guardians are obliged to notify the preschool of any child's health problems prior to the event and to agree on the possibility of the child's participation in the event.

Scooters, tricycles, bicycles etc. cannot be put off in the kindergarten (building, garden) for the sake of children's safety.

#### **4. Protection of children against socio-pathological phenomena and against discrimination hostility, violence or bullying**

An important element of protection against socio-pathological phenomena is the educational effect on preschool children, focused on a healthy way of life. Therefore, within the school curriculum, children are acquainted with the dangers of drug addiction, alcoholism, smoking, virtual addiction (computers, television, video), pathological gambling, vandalism, crime and other forms of violent behavior and are explained to them the benefits of a healthy lifestyle.

In order to prevent discrimination, hostility and violence, preschool teachers monitor and screen relationships between children in class groups with the aim of solving possible distorting relationships between children in their early stages, in cooperation with legal guardians, possibly with the help of school advisory facilities.

An important element of prevention in this area is the creation of a favorable social climate among children, between children and educational staff, and between teachers and guardians of children.

If the legal guardian suspects that the child is being bullied, he / she shall immediately inform the headmistress or a teacher. The headmistress is then obliged to investigate the case and choose the appropriate solution.

## **Čl. VI**

### **Organization of school catering services**

#### **1. Organization and scope of school catering services**

School meals in the kindergarten are provided by the school canteen in the kitchen located in the building of the preschool Vladivostocká 8.

When preparing meals, the school canteen proceeds according to the Ministry of Education Decree No. 107/2005 Coll.

The school kitchen prepares meals, which are delivered by elevator to the serving kitchens on the 1st and 2nd floors of the main building and by a corridor and elevator to the first and second floors of the serving kitchens in the annex. in which children are self-catering. At present, the extension of the school is rented by kindergarten Bajkalská.

The school canteen prepares morning snacks, lunches, afternoon snacks and drinks to ensure a drinking regime.

A child enrolled in a full day nursery school has the right to take a daily morning snack, lunch,



and afternoon snack. In addition to meals, the school canteen also prepares drinks that children can consume as part of their “drinking regime” throughout their stay in The preschool.

As part of the “drinking regime”, children have, during their daily stay, available drinks (teas, fruit juices, vitamin drinks, juices, mineral water, water and others), which are prepared according to the principles of healthy nutrition and focusing on the variation of individual types of drinks. Children enjoy drinks during their entire stay in kindergarten in self-service regime according to your own feeling of thirst. Younger children are encouraged to drink by the teachers.

Drinks for the “drinking regime” are delivered by the school canteen to the classrooms by 7 o’clock at the latest. There is a drinking fountain in the school garden. Drinks are supplied in jugs and are placed in a designated area. Each child has it’s own cup.

If the duration of the child's stay in the preschool is agreed with the legal guardian other than full-time, the child has the right to take meals prepared by the school canteen and issued to children while they are in the nursery school. During their daily stay in kindergarten, children eat according to the timetable of serving meals in each class. This schedule is updated for each school year and is attached to these Regulations. The meals are provided in all classes and are served to children according to their wishes. Children who leave home after lunch can take away an afternoon snack in addition to a drink packed with it.

In case of half-day attendance for the whole school year it is possible to agree with the head of the school canteen to deduct afternoon snacks from the advance payment for meals.

When creating the menu, care is taken to adhere to the principles of good nutrition, great attention is paid to the provision of sufficient quantities of fruit, vegetables and drinks. Children are guided to the right eating habits and independence (using cutlery, preparing a table before eating, taking dishes away, etc.).

Suggestions from legal representatives of children and other persons are accepted. They can only be implemented if they comply with the regulations in force, the principles of good nutrition, they are affordable and can be provided under the kindergarten's operating conditions.

At the nursery school, it is not possible to provide dietary food for the child according to current legislation. The administration of the diet can be provided in exceptional cases in agreement with the child's legal guardian and in consultation with the child's physician with regard to the child's state of health, the type of diet and conditions of kindergarten operation.

It is possible to modify the served food for **health reasons** (especially allergies, gluten intolerance) after agreement of the child's legal representatives with the preschool. It is always necessary to substantiate the reason for the request by written statements and recommendations of the attending registered doctor of the child or allergist. Any further change must be reported to the preschool immediately, again only in writing.

It is not possible to serve children any food that was not prepared in the school kitchen. If legal guardians want to regale children during important events, they can provide them with wrapped sweets or fruit (it is necessary to verify health harmlessness of the product). Due to the Covid-19 situation, it is necessary to discuss bringing any food to the preschool with the teacher.

## **2. Procedure of unsubscribing from school meals in children's absence**

When excusing children by the guardians of day-to-day education due to absence known in advance, preschool automatically reports the fact to the school canteen manager.

In the event that a child suddenly becomes ill or injured and is unable to attend education for this reason, the legal guardian shall notify The preschool immediately and the worker who receives this information shall pass it on to the school canteen manager.

If the child's absence was not known beforehand, the guardians can pick up lunch for the child on the first day of absence from 11,30 am to 11,45 am in the school canteen. The lunch will be packed into containers brought by the legal guardian. Other meals may be taken on that day only if hygiene standards allow it.

## **3. Payment for school catering services**

The payment for the meal allowance is paid by advance payment to The preschool's account, indicating the variable symbol that the child's legal guardians will receive from the preschool before the start of child's pre-school education.

Advance payments are charged based on the child's attendance and overpayments are sent to the account of the legal guardian or other person provided by the legal guardian to the preschool available and include the account number in your child's food application. Catering applications are kept by the school canteen manager.

The payment for meals in the period when the preschool is out of operation (especially during the school holidays) and the operation is provided by the substitute preschool is settled according to the current agreement of the parent and substitute preschool and the founder.

Failure to pay the meal allowance within the stipulated time and amount is considered a violation of these school regulations and may be the reason for the termination of the child's attendance to this preschool.

In case that legal guardians take financial support in material need, they must deliver a proof of it, in written form, to the preschool. If they fail to do, their situation will not be taken into account.

## **Čl. VII**

### **Handling preschool's property**

### **1. Children's behaviour while handling preschool's property during education**

During the period of education during the child's stay in the nursery school, the teachers ensure that children treat the teaching aids, toys and other educational needs sparingly and do not damage other preschool's property.

### **2. Legal guardians' obligations while handling preschool's property and during their stay in preschool's premises**

Legal guardians stay in The preschool only when:

- changing the child into clothing intended for education and handing over the child to a pedagogical worker of a nursery school and for taking over the child and changing into a clothes in which the child leaves the nursery school;
- dealing with the child's teacher, the headmistress or deputy the headmistress concerning the education of the child in kindergarten and related matters;
- dealing with the head of the school canteen (the issue of meals for children) and dealing with an authorized person of the kindergarten (the issue of remuneration for pre-school education);
- attending a school event organized by The preschool meant for children and legal guardians

During their stay in the preschool, legal guardians are obliged to behave in such a way that they do not damage the preschool's property and if they find out that they have been damaged, they immediately report this fact to the pedagogical staff of the school.

### **3. Obligations of employees while handling preschools property**

Employees are obliged to treat the property with care and use it efficiently for the activities for which the object was acquired and for which it is intended.

When handling property, the safety and health of children, school staff, or other persons present in the nursery school area must not be jeopardized.

Other rules and instructions are dealt with by other kindergarten regulations.

## **Čl. VIII**

### **Final provisions**

#### **Účinnost, platnost, změny a přílohy školního řádu**

The School Regulations are based on the regulations in force at the time of its publication. It is possible to change the school regulations in the form of an amendment in writing, based on new regulations, school conditions, results of inspections, or proposals and suggestions of legal representatives, but they must always comply with with applicable regulations and must respect school conditions and children's needs.

Part of the school rules are annexes, which are issued according to current needs in the operation of kindergarten. Individual annexes are marked with the date of issue or the term of their validity.

The employer shall ensure that the employees are acquainted with the content of these school regulations no later than 15 days after its entry into force. Newly recruited employees will be acquainted with the school rules by the employer upon their commencement of employment.

The legal guardians are obliged to familiarize themselves with the school rules no later than 15 days after the class meeting at the beginning of the school year. The legal representatives will confirm their acquaintance with the school rules by their signature.

The school regulations are available in every classroom, office and head office.

These School Rules come into effect on September 1, 2020 and annul the previous School Rules, including their amendments and supplements

Alena Forejtová, Dis.  
The headmistress