



## Nursery school HAPPY CHILD

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# SCHOOL RULES

Intended for:	School staff, children parents and guardians, children
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### Abbreviations frequently used in this document and their English translation

- OSPOD (orgán sociálně-právní ochrany dětí) = Authority for Social and Legal Protection of Children
- PLPP (plán pedagogické podpory) = plan of educational support
- ŠPZ (školské poradenské zařízení) = school counseling facility / educational counseling facility
- ŠVP PV (školní vzdělávací program pro předškolní vzdělávání) = School curriculum for Early childhood education

## 1. Introduction

The school regulations are issued by the principal of the nursery school on the basis of Act on early childhood, primary, secondary, higher vocational and other education (Act No. 561/2004 Sb. or, the School Act), as amended, and Decree on early childhood education (N° 14/2005 Sb.), as amended, and other related standards.

The nursery school supports a healthy physical, mental and social development of children and creates optimal conditions for their individual development of their personality. It contributes to the increase of the socio-cultural level of the child, creates the basic prerequisites for his further education and ensures the satisfaction of his natural needs. The development of the child's personality occurs in cooperation between the family and the preschool facility.

In the daily operation of the school and the handling of all situations between the children, the school staff and the parents, we strive for mutual understanding. We adhere to social etiquette in society, an obvious expression of which is saying "Hello", "Good bye", "Thank you", showing consideration and mutual respect.

Each class has its own rules, which are based on good manners and mutual respect.

The norms of this School Rules apply on the school grounds and at all events organized by the school.

## 2. The rights and obligations of children

Every child has the right to:

- receive education and upbringing aimed at developing all his/her abilities and skills,
- safety and protection of his/her health in nursery school,
- leisure and rest,
- participate in play appropriate to his/her age and to associate with other children,
- enjoy their own culture, language and religion.

The child has an obligation to:

- observe and respect the instructions for health and safety protection delivered to them by responsible adults (as stated in a separately document for educators),
- observe and respect the rules which are set together by responsible adults and children – class rules.

## 3. Rights and obligations of parents and guardians

Parents and guardians of children have the right to:

- discretion and protection of information about their personal and family life,
- contribute to the conception of the nursery school programme, the school educational concept and extracurricular activities,
- contribute to enriching the educational programme school with their ideas and suggestions,
- ask the teacher for information about their child,
- consult the teacher or school principal on their child's problems

- participate alongside their child in his/her adaptation period depending on the child's individual needs, as arranged with the class teacher
- should they have any remarks or proposals, submit them to the teacher or the principal.

Parents and guardians have an obligation to:

- get informed on the School Rules and respect them,
- ensure that the child comes to school clean and tidy, healthy and without external signs of acute illness,
- ensure regular attendance of the child under compulsory preschool education and, should this happen, properly excuse his/her absence at the nursery school
- at the request of the school principal, participate in person to discuss important issues related to their child's education,
- inform the school on changes in their child's health, on problems or other serious facts that could affect the course of his/her education,
- inform the school in time about the child's absence and excuse it in accordance with the School Rules,
- notify the school of data pursuant to § 28, paragraph 2 of the Education Act No. 561/2004 Sb., of other data that are essential for the course of education or for child safety, and of further changes in these data. These include the child's personal data (name, surname, birth number, citizenship, place of permanent residence, health insurance, including information on whether the child is disabled or socially disadvantaged) and those of the parent or guardian (name and surname, place of permanent residence and address for service of documents, telephone contact).
- comply with payment deadlines in nursery school,
- follow instructions and notice on boards placed next to the lift and in children's cloakrooms, those sent in e-mail messages and posted on the nursery school website.

#### **4. RIGHTS AND OBLIGATIONS OF EDUCATORS AND OTHER NURSERY SCHOOL EMPLOYEES**

Teachers have the right:

- to be provided the conditions necessary for the performance of their professional educational activities,
- to protection against physical violence or psychological coercion by children, parents and guardians or other persons in direct contact with educators in the school,
- to be secured from unlawful interference into their teaching activities
- to decide on methods, forms and procedures for fulfilling the school's educational objectives,
- to polite treatment by parents and to a respectable work environment

Teachers have an obligation to:

- carry out pedagogical activities in accordance with the principles and goals of education,
- protect and respect the rights of the child,
- protect the safety and health of the child and prevent all forms of risky behavior at school,

- through their educational approach to create a positive and safe climate in the school community and to support the child's development,
- maintain confidentiality on and protect against misuse of personal data, data on children's health and any outputs of the school counseling facility and school counseling center that he/she knows about,
- provide the child and his/her parent or guardian with information related to upbringing and education,
- respond to parents and guardians' comments and questions in a reasonable and appropriate manner.

Miscellaneous:

- Educators welcome parents and guardians showing interest in the nursery school, either by contributing in educational activities or by any kind of assistance to our school: in person, in kind or financial donations for purchase of aids, toys, books, etc.
- All school staff are governed by standards of social etiquette, adhere to legal norms and educational principles, and strive for the highest possible quality of their work.

## 5. SCHOOL OPERATION AND INTERNAL REGIME

### 5.1 The operation of the nursery school

The opening hours of the nursery school are from Monday to Friday from 8.00 am to 5.00 pm, except school holidays. The schedule of activities at the nursery school is determined by the daily framework regime.

#### Daily framework regime

##### Czech Class

08.00–08.45	reception of children, morning spontaneous games, individual activity
08.45–09.10	community circle, morning exercises, physical activity
09.10–09.25	morning snack
09.25–10.00	educational activities
10.00–12.00	getting ready for outdoor, outdoor time
12.00–12.25	preparation for lunch (hygiene), lunch
12.25–14.00	rest, sleep and relaxation activities
14.00–14.40	individual activities with children, physical activity
14.40–15.00	afternoon snack
15.00–17.00	spontaneous games, individual activities, optional afternoon activities

##### Language classes

08.00–08.45	reception of children, morning spontaneous games, individual activity
08.45–09.25	community circle, morning exercises, physical activity, language programme
09.25–09.40	morning snack
09.40–10.25	educational activities, language programme
10.25–12.25	getting ready for outdoor, outdoor time
12.25–12.50	preparation for lunch (hygiene), lunch
12.50–14.10	rest, sleep and relaxation activities
14.10–14.50	individual activities and physical activity
14.50–15.00	afternoon snack
15.00–17.00	spontaneous games, individual activities, optional afternoon activities

## 5.2 Arrivals and departures

- The nursery school is closed throughout its operation. Parents ring the bell and after announcing or displaying their identity on camera, they are admitted inside the nursery school.
- Parents and guardians have the duty to take their child to the classroom between 8:00 and 8:45 am.
- If the parent or guardian needs to bring the child to the nursery school outside this time frame, they should inform and agree with the teacher in advance.
- The child must be handed over to the nursery school healthy. If the child shows signs of a cold or another obvious communicable infection, the teacher has the right not to take over the child.
- The handover zone is the entrance from the cloakroom to the classroom. Parents are obliged to hand over the children to the teachers in person for the entire period of the child's attendance at the nursery school.
- A child who leaves the nursery school after lunch is picked up by the parent between 12:30 and 1:00 pm.
- After the afternoon rest, children can be picked up from 2:40 pm to 5 pm.
- If a child remains at the nursery school after the end of school operation, the teacher will try to contact the parents by phone. If the teacher fails to get the parent or guardian within half an hour, he/she calls then calls the Authority for social and legal protection of children (OSPOD) after consulting the principal. Meanwhile, the educator stays with the child in the nursery school building. The length of time that the teacher stays with the child after the end of his/her working hours must be considered as overtime work. The late arrival of the child's parent or guardian is recorded by the teacher in a designated workbook. The parent or guardian is charged a delay fee of CZK 50 per 15 minutes.
- Repeated late arrivals of a parent or guardian (3 or more) will be considered a serious violation of the School Rules. This fact is a valid reason for the termination of the child's attendance at the nursery school.
- A child can be handed over only to the child's parent or guardian or to an adult mandated by the parent or guardian upon a written and authorized by a written authorization that has been duly submitted to the school principal. If requested, the authorized person is obliged to prove his/her identity and show the authorization to the nursery school staff in charge.
- In case signs of illness appear in the child during school time (higher temperature, vomiting, abdominal pain, pediculosis), parents are informed by phone and asked to pick up the child and provide additional health care for the child.
- After the child has been picked up from the classroom, neither the child nor the child's parent or guardian or mandated person should linger in the school premises.

## 5.3 Compulsory preschool education

- A child is of compulsory preschool education from the beginning of the school year following his/her fifth birthday until the beginning of compulsory school attendance.
- Compulsory preschool education is implemented in the form of a four-hour regular daily attendance, on days that the obligation of preschool education applies.
- Compulsory preschool education starts at 8:30 am and ends at 12:30 pm.

- The nursery school principal notifies the catchment primary school's principal of the fulfillment of compulsory preschool attendance. The catchment school is determined according to the child's place of residence.
- The obligation of preschool education does not apply to days of school holidays (autumn, Christmas, Easter). Spring holidays dates are set according to the location of the nursery school: Prague 2, in our case.
- In case the nursery school interrupts its operation due to an epidemic in its location, region or the whole country, distance education is offered to children attending the year preceding compulsory school attendance. The child has to participate with the support of the parents. The content and modality of distance education will take into account the individual needs of the child and the material and technical equipment available in the family. Depending on the possibilities and mutual agreement, the child submits the activities outputs (e.g. photo documentation) by email, with the parents' help.

#### 5.4 Excusing absence of a child under compulsory preschool education

- The school principal is entitled to request proof of the reasons for a child's absence. The parent or guardian of a child under compulsory preschool education is obliged to inform the school about the child's absence from school and its reasons within three calendar days following the child's absence. The subsequent cancellation of meals must be done by 8 am.
- The child's absence may be excused for medical or family reasons. The parent or guardian informs the class teacher in person, by phone, via email or text message. The class teacher keeps a record of each excuse in the child's excuses sheet. The parent or guardian should sign the excuse note within three days following the end of the child's absence.
- Planned absences (like family trips to the mountains, the sea, etc.) should be excused by the parents and guardians in advance.
- Every absence of a child under compulsory preschool education which is not duly excused, is considered unexcused. Accumulation of unexcused absences of the child will lead the school principal to request a discussion with the parent or guardian about the situation. Should unexcused absences exceed 40 hours, the relevant Authority for Social and Legal Protection of Children (OSPOD) will be notified.

#### 5.5 Excuses for children not under compulsory preschool education

The child's parent or guardian is obliged to notify the nursery school of the child's absence. If the child becomes ill suddenly, the absence must be excused in the morning by telephone, SMS or in person no later than 8 am, for timely meals cancellation. If the child's parent or guardian does not do so by this deadline, the child's meals for the day will be credited as if he/she were present. If the child does not leave regularly after lunch, the parents must report every earlier departure to the teachers in the morning. Parents adhere to the deadlines set herein so as not to disturb the after-lunch break and the cleaning in the nursery school.

#### 5.6 Admission procedure and placement of children in the nursery school

- The nursery school admits primarily children healthy in the sensory, mental and physical areas and from the age of three. Children with special educational needs and exceptionally gifted children may be admitted to the nursery school, provided suitable conditions for their education

in nursery school are created for them (e.g. an assistant educator). Children may also be admitted before the age of three, but not earlier than two years of age.

- The placement of a child in the nursery school takes place in the form of enrollment in May of the previous school year. The registration deadline for the new school year is set by the principal in agreement with the founder, and falls in the period from 2 May to 16 May. Information for the public is spread through posters, the nursery school website or in other suitable ways.
- The principal decides on admission to the nursery school within the administrative proceedings according to the capacity of the nursery school then informs concerned persons in a lawful way.
- The child may also be admitted for a probationary period in accordance with the Education Act. The nursery school principal decides on the probationary admission for a period not exceeding three months.
- Children are admitted to the nursery school on the first day of the school year, and also during the school year, if there is available capacity. A medical certificate of the child's health is required.

### **5.7 Adaptation process**

- The child adaptation to the new environment in our nursery takes place individually, according to the child's needs.
- The adaptation time usually ranges from 1 week to about 1 month. During this period, it is essential that the child's parent or guardian work closely with the nursery school staff.
- In the event of a child's poor adaptation (i.e. mental, health or social problems), the child's education in nursery school may be terminated or postponed during the first three months.

### **5.8 Providing education to children with special educational needs**

- In our nursery school, we always consider the potential and needs of every child.
- We will implement the principle of differentiation and individualization of the educational process during the planning and the realization stages. This includes setting the content, forms and methods of education.
- We will ensure the acquisition of specific skills corresponding to the child's individual needs and abilities, focused on autonomy, self-care and basic hygiene habits at a level appropriate to the child's age and degree of disability.
- The capacity of HAPPY CHILD nursery school classes is limited to a maximum of 12 children.
- We take care of children whose mother tongue is not Czech.
- The person in charge of the care system for children with special educational needs is the school principal.
- Close cooperation with parents or guardians of children with special educational needs is a priority for us.
- The nursery school provides the children with special educational needs with special support measures of the first to the fifth level.

### **5.9 Special support measures of the first-level**

- Support measures are applied by the nursery school even without a recommendation of an educational counseling facility.



- The first level of support measures for a child is decided by the principal in consultation with the educator and the parents or guardians with regard to the special educational needs of the child.
- For children with a specified first level of support measures, we design a simple and structured plan of educational support (hereinafter referred to as PLPP – its abbreviation in Czech).
- The PLPP is a written document and is made known to the children's parents or guardians during a meeting with the appointed educator. We evaluate the PLPP quarterly, or as necessary.
- The principal, the teacher and the parent or guardian take part in the evaluation.
- Children with postponed primary school admission are offered a special educational process that includes the setting of a PLPP.

### 5.10 Support measures of the second to fifth levels

- The nursery school provides recommended support measures of the 2nd to the 5th levels immediately after receiving the recommendation of the educational counseling facility (hereinafter referred to as the ŠPZ) and reception of the written informed consent of the parent or guardian.
- The nursery school cooperates with the ŠPZ in the early stage of setting up support measures and consults on the special educational needs of the child.
- The school design an individual educational plan (hereinafter referred to as IVP), if this is stipulated in the counseling facility's recommendation or in the proposal of the organizational form of education.
- The IVP is a written document and the child's parents or guardians are acquainted with it, during a meeting arranged with the appointed educator.
- We evaluate IVP quarterly, or as necessary. The evaluation is attended by the principal, teacher, or teaching assistant, parent or guardian, and if possible by a representative of the ŠPZ facility.
- If the ŠPZ recommends the provision of support measures with the help of other educational staff, these staff will be provided by the school principal.
- In the event that the ŠPZ recommended subjects of special pedagogical care, these will be included in the educational project. We will adapt the educational content of those subjects to the educational abilities and potential of the child with granted support measures within the IVP frame.

### 5.11 Providing education to exceptionally talented children

- Within the integrated blocks, we create conditions that stimulate the educational potential of all children in various areas. With regard to the individual potential of children, as part of a diverse offer of activities, we present them with activities that enable them to manifest this potential and make the most of it.
- We support all manifestations and signs of talent even without confirmation and identification of talent or extraordinary talent.
- We pay increased attention to children who show signs of a talent, so that the manifestations of the child's talent in various areas of activity are meaningfully applied and further developed with regard to his/her individual abilities.
- In the case of very significant manifestations of a talent, especially in situations requiring considerable cooperation and coordination with the child's parents, we design a PLPP.

### 5.12 Individual education of the child (Homeschooling)

- Individual education of the child or homeschooling takes place without regular daily attendance of the child at the nursery school.
- The child's parent or guardian is obliged to notify their choice for this type of education to the school where the records of the child's compulsory pre-school education will be kept. This should be done during the enrollment time for the next school year, and no later than 3 months before the beginning of the school year.
- The notification must be written and must contain: the child's name and surname, birth number and place of permanent residence, the stated period in which the child is to be individually educated and the reasons for individual education.
- The school principal will recommend to parent or guardian the areas in which the child is to be educated.
- The school principal sets a date and an alternative date for evaluating the level of expected outcomes in individual areas of the child's education, which should fall in the period between the 3rd and the 4th month after the beginning of the school year – i.e. from November to December.
- The child's parent or guardian is obliged to ensure the child's participation in the evaluation within the set deadline.
- In the event that the parent or guardian does not ensure the child's participation in the evaluation of the expected outcomes in due time or in a substitute term, the school principal will terminate the child's individual education. An appeal against this decision shall not have suspensory effect. Based on this termination, the child cannot be placed back into the individual education (homeschooling) process.
- Expenses related to the child's individual education are covered by the child's parent or guardian, with the exception of compensatory aids.
- The method of evaluating the expected outcomes in individual areas is carried out in the form of a 20 minutes interview followed by a 60-minute methodical observation of prepared activities. A written record of this evaluation will be made, which will include the child's portfolio.
- The evaluation takes place on the premises of the nursery school in the presence of the school principal, the teacher and the parent, who does not interfere in the evaluation process.

### 5.13 Postponement of primary school attendance

The decision on postponement of school attendance is issued on the basis of a recommendation by the educational counseling facility and by a specialist doctor or clinical psychologist at the primary school where the child's parents and guardians come to enroll and request a postponement of school attendance. Based on this decision, the parent or guardian will file a written request for the extension of the child's attendance at the nursery school, no later than May of that year.

### 5.14 Termination of the child attendance

The nursery school principal may decide to terminate the attendance of a child in nursery school upon prior written notice to the parent or guardian, had one the following happened:

- Absenteeism exceeding two weeks by a child under compulsory preschool attendance, without due excuses by the parent or guardian,

- the parent or guardian of the child repeatedly disturbs seriously the operation of the nursery school,
- the doctor or the education counseling facility recommending the termination during the child's probationary admission,
- the parent or guardian repeatedly not paying the tuition or fees for school meals within the set deadline and not agreeing with the principal on a payment schedule.

The child's parent or guardian may terminate the child's attendance at the nursery school:

- At any time, the "notice period" in terms of paying tuition is one month. However, it is in the child's interest to notify the school management and the teacher well in advance, ideally three months. The date of termination will be announced by the child's parent or guardian to the school principal, resp. the office of the nursery school, which will make the final settlement of fees for tuition, meals and others (school events and optional activities).

## 6. MODALITIES OF CALCULATION AND PAYMENT OF TUITION FOR EARLY CHILDHOOD EDUCATION

### 6.1 Registration (reservation) fee

The registration / reservation fee is set in the *Price List of Services* of the nursery school as valid up to date. It is paid either in cash against receipt at the office or by bank transfer on the basis of the issued invoice, and is deducted from the subsequent payment of tuition. The tuition depends on the child's school programme as set in the *Price List of Services* of the nursery school. At the same time, it is necessary to fill in the *registration form*. This way we reserve a place for your child in the selected class. The nursery school offers the possibility of combining education in a maximum of two language classes, e.g. three days in a Czech class and two days in an English class, or vice versa. When full capacity of the nursery school is reached, another ratio of class combination is not possible, due to the occupancy of both classroom capacity.

In case of rejection of the binding reserved place and subsequent check-out of the child, the registration fee is not refundable.

We provide reservations by individual agreement, according to your needs for attendance starting date, but no longer than one year.

### 6.2 Payment of tuition fees

After admitting a child to the nursery school, it is always necessary to pay tuition fees in advance for the entire trimester (September to December, January to March, April to June). Tuition payments are always made by the first day of the trimester and are paid into bank account number 1970767389/0800. Tuition is non-refundable. In case of missed attendance at the nursery school for more than one month in total, e.g. due to illness, it is possible to agree with the nursery school management on partial compensation, 50% maximally. In case of late payment, the nursery school may prescribe penalties for the amount due in the statutory rate (stated on the invoice).

## 7. CONDITIONS FOR ENSURING THE SAFETY AND PROTECTION OF CHILDREN'S HEALTH AND PROTECTION AGAINST SOCIAL PATHOLOGICAL PHENOMENA AND FROM MANIFESTATIONS OF DISCRIMINATION, HOSTILITY OR VIOLENCE

### 7.1 Health protection and protection against infection

- Use hand disinfectant when entering the nursery school.
- Upon arrival in the classroom, wash your hands with antibacterial soap.
- During outdoor activities, we carry antibacterial wipes that we offer to children if necessary.
- Do not give children sweets before coming to nursery school – they increase hyperactivity in children.
- All nursery school employees and children change their shoes immediately upon arrival into the building or cloakroom. Parents or guardians and nursery school visitors enter classrooms without their shoes or wearing available slippers.
- After lunch, the children brush their teeth.

### 7.2 Child safety

The nursery school educators are responsible for the safety of children in nursery school by taking over the child from parent, guardian, mandated person or other nursery school staff, until the child is handed over to the parent, guardian or mandated person.

If the parent or guardian wants to authorize someone to pick up the child from the nursery school, it is necessary to state this in advance in a written "*Power of Attorney to pick up the child*". Without a written authorization, the teacher will not release the child to anyone other than his / her parent or guardian. Other persons mandated by them prove themselves with an identity card. In case the mandated person is an older sibling under the age of 18, his/her name, surname and date of birth must also be stated in the "*Power of attorney to pick up the child*".

Handing over a child to another person upon an oral or telephone request from the parents or guardians is not possible. In exceptional cases, it is possible to send the authorization electronically from the parent's e-mail address specified in the *Registration Form* or in the *Child's Registration Sheet*.

Parents bear a part of responsibility for their children, even while they are at the nursery school:

- they are responsible for what the children have in the lockers; teachers are not obliged to check the contents of the lockers for dangerous items (sharp objects, medicines, etc.),
- parents are fully responsible for their children's clothing and footwear and for items (jewelry, books, toys, food) that the children take with them to the nursery school (they may, for example, cause injury to a child),
- The safety of children outside the nursery school and when traveling by public transport is ensured in accordance with Decree on early childhood education (Decree N° 14/2005 Sb.), as amended,
- The children's safety during green classes (school in the nature) is governed by valid laws, decrees and methodical guidelines of the Ministry of Education.

### 7.3 Prevention of socially pathological behaviour

- The nursery school has developed a *Preventive Programme* based on § 7, paragraph 3 of Decree on Providing Guidance in Schools and School Guidance Facilities (Decree N° 72/2005 Sb.). The Programme was developed according to the methodology recommended by the Ministry of Education. It is based on the School Educational Programme for Early Childhood Education. It defines the rules that children should follow when staying in the classroom, in their behavior towards each other, towards employees and other people. It also deals with topics aimed at ethics and etiquette and problem solving. An integral part of it is the acquisition of culture and cultural patterns.
- The educators of the nursery school implement and fulfill its *Preventive Programme* (according to its norms and to the ŠVP PV) and keep written records about it in the class book.
- Prevention of bullying and aggression is associated with the creation and adoption of class rules and the adoption of basic social norms, rules of cohabitation and nursery school culture.
- An important element of prevention against discrimination, hostility and violence is the creation of a favorable social climate between children, between children and educators and between educators and children's parents or guardians.
- The prevention of addiction is linked to strengthening and creating a scale of values that correspond to the *School Educational Programme for Early childhood education* and the values stated in it.
- Children are led to protecting their health and to developing habits towards good health and healthy eating.
- All educational staff continuously monitor specific circumstances and situations in terms of the occurrence of socially pathological behaviour, applying various forms and methods enabling the early detection of vulnerable children.
- If any of the socially pathological behaviour is detected (bullying of a child by a child or a group of children, bullying of a child by a nursery school employee, bullying of a child by a parent, etc.), the school principal must be immediately informed and take necessary measures to solve the problem.
- The school principal ensures cooperation with parents in the field of prevention, informs them about the school's prevention programme and other activities.
- The school principal cooperates with other institutions dealing with social and legal protection of children and youth.
- Employees, children's parents or guardians and persons they mandated to accompany their children are strictly prohibited from carrying, possessing, distributing or abusing addictive substances on the premises of the nursery school. Violation of this prohibition is considered a gross violation of school and work regulations.
- Teachers ensure that ethical and legal education, education for a healthy lifestyle and the prevention of socially pathological phenomena are taught in accordance with the School curriculum for Early Childhood education or other plans.

## 7.4 Health care in case of illness

Parents and guardians are obliged to warn the educational staff on any changes in the child's health condition when handing over the child to them. Concealing a child's health will be considered a violation of the school regulations.

Teachers are not allowed to administer medication – i.e., they do not administer any medication to children.

A sick child cannot be admitted in the class. The teacher can perform a so-called morning "filter" to protect the children as a group.

If a child develops an infectious disease, the parents immediately report this to the nursery school. If a parent insists on the admission of an obviously ill and infectious child, we will ask for a certificate of Should symptoms of illness appear in a child at school (higher temperature, vomiting, abdominal pain, etc.), the parents would be informed by phone and asked to provide health care for the child.

If a child gets seriously injured at school, parents or guardians are immediately informed. Depending on the severity of the injury, an emergency service may be called and the parents will be informed immediately. If the injury is less severe and requires only routine treatment (e.g., a bruised knee) and the child appears to be safe, this is reported to the parents at the handing over of the child. All injuries are recorded in the nursery school's *Accidents Records Book*. The record of accidents is made in accordance with Decree on the records of children, pupils and student accidents (N° 64/2005 Sb.).

## 7.5 Defining a school-related accident

A school-related accident is an accident that has occurred to a child during schooling or activities directly related to it. Educational activities mean the participation of children in the educational and training work of the nursery school from the arrival of the children in the school premises to their departure, and any activity directly connected with it.

A school accident is also an accident that happened to children during events held outside the school, organized by the school and carried out under the supervision of an authorized person. These are mainly injuries of children on walks, trips, tours or excursions.

A school-related accident is not an accident that happens to children on the way to and from school, or on the way to or from the place that was designated as a meeting point outside the school premises during events held outside.

The handing over zone is the child's classroom.

## 7.6 Children's clothing

**What a child at the nursery school needs is:**

- suitable indoor shoes (with a firm heel, slippers, not "Crocs" type),
- pyjamas; classroom clothing – comfortable,
- outdoor clothing (sport) + raincoat, waterproof rain boots, hat,
- full spare clothing: underwear, socks, T-shirt, sweatpants (at least two), toothbrush, toothpaste, cup,
- duvet cover – only for the class that the child attends the most days – pillow (40 x 50 cm) and blanket (90 x 140 or 135 cm), a child stretch bedsheet (mattress size 55 x 125 cm),
- disposable pads or an impermeable rubberized bedsheet,
- paper handkerchiefs, wet hygienic (antibacterial) napkins – by arrangement with the teacher.

All these things must be distinctively marked by the child. (This prevents confusion and losses. Unmarked items are difficult to identify.)

## 8 FOOD, DRINKING REGIME AND PAYMENT OF MEALS FEES

### 8.1 Food

- The diet at our nursery school is lacto-vegetarian, or vegan for those interested.
- Exceptions are children on a prescribed diet, where parents or guardians are responsible for the quality, safety and a sufficiently large portion of the diet.
- Meals can be checked out the day before. Cancellation on the very day should be done by 8:00 a.m.
- Diet and meals matters are handled by the school's head cook.

### 8.2 Drinking regime

- At the nursery school, we strictly observe a drinking regime.
- Drinking is provided in the dining room when serving meals, and also in the classrooms throughout the day.

### 8.3 Meal times

#### Czech class:

09.10–09.25	morning snack
12.00–12.25	lunch
14.30–14.50	afternoon snack

#### Language classes:

09.25–09.40	morning snack
12.25–12.50	lunch
14.40–15: 00	afternoon snack

### 8.4 Payment catering fees

At the beginning of the child's attendance, a one-time deposit is paid according to the current price list and is refundable (or billable) at the end of attendance. Meals are also paid regularly upon monthly billing and are always payable by the 10th day of the following month, resp. within one week from the date of receipt of the prescription for payment of meals, which is usually sent by email.

We only count meals that have been actually taken by the child or have not been cancelled in time (see points 5.4 and 5.5 in here). Meals are billed according to the current price list.

## 9 WAYS OF MAINTAINING CHILDREN'S BEDDING AND PERSONAL UNDERWEAR

- All personal child's belongings must be duly signed or graphically marked, to avoid confusion with others.
- Bedding replacement: The bedsheet and the covers for blanket and pillow will be provided by the family. Their replacement is initiated by class teachers – it always takes place on the last Friday of the month, when the teacher hands them back, so that on Monday the child brings clean bed linen. The child's family ensures the delivery of clean linen.
- Pyjamas replacement: A child should bring a pyjama to the nursery school every Monday and take it home for washing on Fridays.
- Children's towels are changed every Monday, or more often if necessary – provided by the nursery school.

## **10. CHILD TREATMENT OF SCHOOL PROPERTY**

- Children are led by educators and school staff to protect school property. All along the child's attendance, the educational staff ensures that the children treat the school's teaching aids, toys and other educational means with care and that they do not damage any property of the nursery school.
- However, if a child breaks a toy or damages nursery school equipment is damaged, the child's family will be asked to repair the damaged item or to provide for its repair or replacement, by mutual agreement.
- During their stay on the premises of the nursery school, persons authorized to pick up children are obliged to behave in such a way that does not cause damage to the property and to immediately report to staff any damage they could observe, would this happen.
- In the case of toys or other items brought by children, the nursery school is not responsible for their loss, damage or injury caused by handling them.