

OPERATING RULES OF KINDERGARTEN AND NURSERY PICCOLE PESTI FOR THE SCHOOL YEAR 2022/2023

1. OPERATION

a) The kindergarten is open from 8:00 to 17:00

ENTRY 8.00 - 9.10, later entry must be announced by phone or in writing no later than 24 hours in advance

EXIT (after lunch) 12.40 - 12.50

EXIT (afternoon) from 15:30 to 16:50

It is not possible to pick up children between 13:00 and 15:30. Contact management if necessary.

We strongly ask parents to respect the opening and closing hours of the kindergarten, the timely entry of all children will guarantee a pleasant start to the daily program. The child is picked up only by the parent or representative signed in the pick up form.

The parent, or a representative, is required to prove with a valid ID. We care about the safety of the children and a healthy communication between the kindergarten and the parents.

2. ARRIVALS OF CHILDREN

All children come accompanied by a legal representative or with a person older than 13 years.

All teachers arrive on time about fifteen minutes before the start of the activities.

Before the start of educational activities, teachers focus on preparing everything necessary for the activities, other teachers accept incoming children. The parents who accompany the children to kindergarten wait in the locker room for the teacher to arrive before leaving.

In the absence of a teacher, the program is replaced in accordance with the operation of the kindergarten.

3. CHILDREN'S EXIT

A child who is not picked up in time must be under the supervision of a teacher who immediately contacts the parents by telephone.

4. SCHOOL CALENDAR

The school will adhere to the following school calendar:

Annual Plan 2022/2023	
Date	Description
5/9/2022	New school year begins
28/09/22	Public holidays - closed
10.10. - 14.10.22	School trip
28/10/22	Public holidays - closed
1.11 - 16.11.22	Individual parents meetings
17.11.2022	Public holidays - closed
18.11.2022	Autumn holiday
December will be told	Christmas Final Show
22/12/2022	First school Term Ends

Date	Description
23.12.-1.1.2023	Christmas Holidays
2/1/2023	School opens after Christmas
13.3.-31.3.2023	Individual parents meetings
6.4.- 10.4.2023	Easter Holidays - closed
17.-30.4.2023	Registration for the New school year
may/june 2023	School trip
may -june 2023	Registration for the Summer school
will be told	Final Show
30/6/2023	Term Ends
July 2023	Summer Holidays, Half term break
August 2023	Summer school

5. CLOTHING

Children should wear comfortable clothing suitable for staying in kindergarten / nursery school. The school will provide a list of clothes for indoors and outdoors. Replacement clothing will be stored in a closet with the child's name, clothing for staying outside will remain in the reception room inside the bag with the child's name. All clothing and footwear **MUST** be signed; in the event of loss or exchange of unsigned items, the kindergarten will not be obliged to deal with the matter.

6. ATTENDANCE AND ABSENCE

a) Attendance is determined by contract and it is possible to increase it during the year according to the needs of parents and according to the capacity of the school. Part of attendance is the so-called adaptation period, which is conducted under the professional supervision of an experienced teacher. This period can last from one to two weeks. We want both children and their parents to feel in the good hands of a professional and considerate team of teachers.

b) Absence: Unused days can be replaced only in the same week, or after agreement with the kindergarten director. In case of absence for more than 5 days due to illness, or in case of antibiotic treatment, it is necessary to present a medical certificate of the child's current condition (confirmation is no longer mandatory, therefore we count on the good will of parents to obtain this document). Only healthy children are admitted to kindergarten, the teacher is entitled not to admit a child if he shows signs of a viral disease, coughs, has a temperature or had a temperature higher than 37.5 ° C, vomits, has intestinal or had intestinal problems the previous day or night., or has lice or nits. Please be considerate of children who are healthy or have reduced immunity.

7. CATERING

The price of meals is included in the price of tuition. In order to be refunded for meals, it is necessary to check out lunch no later than 12:30 the day before, in writing to piccole.pesti@centrum.cz or by phone at +420739518913 or +420731034050. An unannounced lunch can be picked up at the kindergarten between 12-12.30.

8. INSURANCE

The school provides complete liability insurance, for intentional or unintentional damage to property, loss of items at the school site and health insurance in case of injury. The school does not take responsibility for the toys and everything that children bring from home.

9. SCHOOL TRIPS, EXCURSIONS

a) These trips are provided by public transport, private carrier or school minibus. By signing these operating rules, the parent approves this service.

10. PRESENCE OF PARENTS DURING THE KINDERGARTEN

This is allowed only during the period of adaptation of new children or after the agreement with the school management.

11. SCHOOL - PARENT MEETING

- a) Parental meetings: teachers provide information on: - curriculum, child behavior, project proposals; school year organization, presentation of extracurricular activities, etc. ; parents' suggestions will be heard and analyzed. The dates of the meetings are set by the school management and communicated to the parents via e-mail.
- b) social networks: through our closed group on Facebook we provide general information and photos during the daily program.
- c) School notice board: here you will find information such as the program, menu, extra activities and general notices.
- d) Photo Shooting: we ask for your permission to shoot your children. All material will be used for kindergarten purposes only.

In case of family situations that may cause the child problems or a change in behavior, it is advisable to inform the school. The kindergarten guarantees maximum discretion of the received information.

12. HYGIENE RULES

- a) It is strictly forbidden for children to use chewing gum or lollipops on the premises of the kindergarten for safety reasons.
- b) Food that is not supplied by the kindergarten cannot be consumed on the premises of the kindergarten.
- c) Birthday celebrations may be celebrated only after agreement with the management regarding the date and type of diet. In cases of special diets for children, all diets are adapted to meet the dietary needs of the child.
- d) In the case of pediculosis (lice), regular and intensive treatment by parents is necessary. It is not allowed to attend kindergarten during this treatment. Children will be carefully monitored after treatment to return to regular attendance. The school is committed to providing maximum information to parents to prevent a possible epidemic and to guarantee timely treatment. If teachers suspect pediculosis, they are obliged to inform the parents immediately.
- e) Teachers must not give children medicines that require a prescription. In agreement with management, the medications without doctor's prescription may be given.
- f) In the event of a pandemic situation, the kindergarten is entitled to take all hygiene and safety measures, including the introduction of masks for all.

13. ACCIDENTS

If an injury occurs during school activities, teachers must provide immediate assistance with treatment through a school first aid kit, then inform the parents.

In the event of a more serious accident or the need for immediate medical treatment, the teaching staff is obliged to call an ambulance and then inform the parents.

14. APPLICATIONS

Children are admitted to the kindergarten in accordance with the rules set by the management and according to the capacity of the facility, on the basis of a completed and sent application and then on the basis of payment of a registration fee. Parents will be informed in time about the dates and method of registration.

If the number of applications is higher than the total number of available places, children or siblings of children who have already attended kindergarten / nursery school in previous years have priority.

Information on personal data protection

The administrator of the obtained personal data is Veronika Hujčková, DiS. The data controller informs that all data received are used exclusively for reasons related to legal obligations and that the above data will not be misused.

Dates of the teacher meetings

1. 29. 8.- 2. 9.
2. 24. 10.- 28. 10.
3. 28. 11.- 2. 12.
4. 23. 1.- 27. 1.
5. 20. 3.- 24. 3.
6. 15. 5. - 19. 5.