

PRESCHOOL REGULATIONS

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Prepared in accordance with Section 30 of Act No.561/2004 Coll. /School Act/, as amended, to ensure that the legal representatives of preschool children are informed about the details of the exercise of the rights and obligations of children and their legal representatives, the operation of the preschool, and the conditions for ensuring the safety and health of our children.

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1. CONTENT OF SCHOOL REGULATIONS

1.1. nature of the School rules

The school rules are published on <https://www.wonderlandacademy.cz/jesle-a-ms/> and in accessible places at all workplaces - i.e. on notice boards at the entrances to all branches (Háje, Hrnčíře, Libuš) or at the reception.

School staff are familiar with the School Rules.

Legal representatives are informed about its issue and content (at class meetings in September of the relevant calendar year or when the child enters Preschool).

Children are also familiarized with selected parts of the School Rules, the form of familiarization being appropriate to the age and intellectual abilities of the children.

2. Objectives of preschool education

Preschool education supports the development of the personality of the preschool child, contributes to his healthy emotional, intellectual, and physical development, and the acquisition of basic rules of behavior, basic life values, and interpersonal relationships.

Preschool education creates the basic conditions for continuing education, helps to compensate for the unevenness of children's development before entering primary education, and provides special educational care for children with special educational needs.

Preschool education is carried out according to the School Education Program (SEP), which is developed in accordance with the Framework Education Program for Preschool Education (FEP PV). The School Education Program "Journey through Life" is also published in accessible places – bulletin boards of all branches of our Preschool and at <https://www.wonderlandacademy.cz/jesle-a-ms/>.

The preschool cooperates with the legal representatives of children and other natural and legal persons to develop activities and organize activities for the benefit of children's development and to deepen the educational and educational impact of the preschool, the family, and society.

3. Details on the exercise of rights and obligations of children, legal representatives at school

3.1. Child's rights

Every admitted child has the right to:

- a) quality education and school services within the scope of point two of these school regulations
- b) the provision of activities and services provided by school counseling centers to the extent provided for in the Education Act
- c) a physically and psychologically safe environment while in preschool
- d) protection from any form of discrimination and violence, to have the right to education and to freedom of thought, expression, assembly, religion, to rest and to respect for basic psycho-hygienic conditions, and to be informed of all regulations relating to his/her stay and activities in school. He/she shall report any injury or damage occurring in connection with school activities without undue delay to the head teacher, class teacher, or other school staff member.
- e) be respected as an individual who makes his or her own life (the right to influence decisions about what happens to him or her, the right to age-appropriate behavior, the right to be prepared to act and live in his or her way...).
- f) a quality preschool education to the extent provided by the preschool according to his/her abilities and to support the development of his/her personality.
- g) an individually adapted adaptation schedule upon entering preschool (the child's legal representatives shall agree with the head teacher and the preschool teachers on the most appropriate procedure).

Furthermore, in education, all children have rights guaranteed by the Charter of Human Rights and the Convention on the Rights of the Child.

Other rights of our students are derived from the provisions of the article of these school regulations.

3.2. Responsibilities of the child

- a) The child is obliged to observe the rules of coexistence in the preschool.
- b) The child is obliged to follow the instructions of the teachers, the teachers of the Preschool, and other school staff.
- c) The child is obliged to be gentle with toys and teaching aids.
- d) The child must help and not harm each other.
- e) The child must observe personal hygiene.
- f) The child has the right to tell the teacher or other school staff about any wish or need.

- g) The child must report to the teacher or other school staff any violence, physical or mental, and any behavior that differs from the agreed rules.
- h) The child must follow the established rules of coexistence in the collective of the preschool, to follow the instructions of the school staff to protect the health and safety, with which they have been acquainted.
- i) Respect the rights of peers to safety and health, and not to physically or psychologically interfere with dignity and personal integrity.
- j) The child must participate in what is known as distance learning in situations arising from applicable laws and regulations (applies to children in compulsory preschool education).

3.3. Rights of legal guardians

Legal representatives of children have the right

- a) To be informed about the progress and results of the child's education, and about what is happening in the preschool through regular e-mail messages called Round-up + contributions and surveys in the Twigsee app.
- b) To have a say in all decisions of the Preschool concerning significant educational and disciplinary matters, to cooperate with teachers, the head teacher.
- c) To be informed and advised by the preschool or school counseling center on matters relating to their children's education.
- d) To be familiar with the documentation of the Preschool.
- e) To have the opportunity to participate in the activities of the Preschool.

Parents (legal guardians) have the right to:

- a) The freedom to choose a preschool for your child.
- b) Information about the preschool according to Act No. 106/1999 Coll. on free access to information.
- c) The right to education in the language of the national minority, under the conditions laid down in section 14 of the Education Act.

- d) For children with special educational needs, the right to education, the content, forms, and methods of which correspond to their educational needs and possibilities, to the creation of the necessary conditions to enable such education, and to advisory assistance from the school and the school advisory center.
- e) To have a say in all decisions relating to the essential matters of the child's education.

3.4. Obligations of legal representatives

- a) The child's legal representative is obliged to inform the school of any change in the child's medical capacity, health problems, or other serious facts that could affect the course of education.
- b) The child's legal representative shall be obliged to notify the school of information that is relevant to the child's education or safety and of changes in such information.
- c) The legal representative of the child should follow the School rules and respect other internal regulations of the school.
- d) The legal representative of the child must make payment for preschool education and boarding fees according to the given School rules and contract.
- e) To inform about the reasons for the child's absence and to respect the system of recording and proving the absence of children fulfilling compulsory preschool education.
- f) The legal guardians of the child are responsible for bringing a healthy child to the preschool.
- g) The child's legal guardians shall immediately report the child's infectious disease.
- h) The legal representatives of the child are obliged to immediately inform the teacher of the Preschool of any change related to the child (changes of residence, health insurance company, telephone number, e-mail, health condition...).
- i) Legal guardians should not give valuable items to children in the Preschool, as there is a risk of loss.
- j) Legal guardians should bring their child to the Preschool clean and tidy.
- k) Legal guardians must not remove their child from the classroom/ Preschool building without informing the teacher.
- l) Legal representatives are obliged to respect the daily schedule of the Preschool, especially the arrival time (between 8.00 and 8.30) and departure time within the Preschool's operating hours.
- m) Legal guardians shall arrive at the Preschool to pick up their child no later than 5.15 p.m. and leave at 5.30 p.m. (MON – THURS) or arrive at 4.15 p.m. and leave no later than 4.30 p.m. (FR).

3.5. Responsibilities of teaching staff

- Preschool teachers give individual care to children from poorly stimulating family environments and children with health problems, making sure that the child's health and healthy development are not disrupted by the school's activities.
- Preschool teachers take into account the results of medical examinations, reports of examinations at educational-psychological counseling centers, and parents' statements about the child.
- All teachers ensure the safety and health protection of children during activities directly related to education and training.
- Preschool teachers record and control children's absences. They require parents to excuse absences.
- Preschool teachers arrive at school at least 15 minutes before the start of the educational activity to prepare.
- After education, Preschool teachers check the order of the classroom, close the windows, shut off the water supply, and switch off electrical appliances. The teacher is the last to leave the classroom. When leaving the building, they check the closing and security of windows and doors in the classrooms and office.
- Alcohol, addictive substances, and smoking are prohibited on the premises and in the garden of the Preschool.
- Preschool teachers must strive to create a good relationship between legal representatives of the public and the school.
- Preschool teachers shall only give instructions to children and their legal representatives that are directly related to the implementation of the school curriculum, school rules, and other necessary organizational measures.

3.6 Details of the school's employee relations policy

- Express yourself openly and take a proactive approach to issues.
- Promote mutual trust, tolerance, courtesy, and solidarity.
- All school staff, children, and their legal guardians respect each other, ensuring that they form partnerships based on mutual respect, trust, and fairness.
- All school staff, children, and their legal guardians shall ensure that basic social rules and rules of polite and courteous communication are observed.
- School staff shall strive to create a good relationship between legal guardians, the public and the school.
- Information provided by the child's legal guardian in the school register or other important information about the child (health eligibility...) is confidential and all teaching staff shall abide by Act No. 101/2000 Coll., on the protection of personal data.
- Preschool teachers only issue instructions to children and their legal representatives that are directly related to the implementation of the school's educational program, school rules, and other necessary organizational measures.

4. School operation and schedule

4.1. Conditions of operation and organization of education in preschool

The preschool is established as a full-day school with designated hours of stay for children from 8.00 a.m. to 5.30 p.m., on Fridays the operation is from 8.00 a.m. to 4.30 p.m. In the school year 2023/2024 the trial preschool operation starts at 7.30 a.m., anchored in the S&C, and the SSP will be in the next year – according to the real interest of parents.

Education in the preschool (Libuš branch) takes place in two classes, in which children aged approximately 4-7 years are educated.

Education at the Háje branch is carried out in three classes for children of mixed age, divided according to language - 2 Czech classes and one class with extended English language teaching.

Education at the Hrnčíře branch is carried out in three classes, where children are divided according to age.

The preschool also offers a summer educational program. It is held at the Libuš branch in July and August if there are enough children registered.

The preschool organizes school trips and other events related to the educational activities of the school. The preschool informs the children's legal representatives in good time about the implementation of these trips, excursions, and other events, always in writing, or using information on the preschool's notice board and verbally.

4.2. Schedule of the day in Preschool

Preschool education of children according to the established school framework program takes place in the following basic daily routine:

Daily Schedule

07:30 - 08:30 Morning Free Play
08:30 - 09:00 Morning practice
09:00 - 09:20 Snack
09:20 - 10:00 Teaching block
10:00 - 12:00 Stay outdoors
12:00 - 12:30 Lunch
12:30 - 13:00 Going home/ Rest
13:00 - 14:00 Play and Individual work
14:00 - 14:45 English block
14:45 - 15:15 Snack
15:30- 17:30 Free Play / Movement / Staying Outdoors / Pickup (Fri 16:30)

The established basic daily routine may be modified in the case of trips, excursions, theatre and film performances for children, plays, children's days, and similar events.

4.3. Organization of children's meals

Under Decree No.107/2005 Coll. on school meals (§2, para.3), the director of the preschool sets the following conditions for the provision of school meals:

School meals in the preschool are provided by the school ca on the premises located in the preschool. The production and delivery of the meals are arranged by Ekolandia.

The preschool orders meals in bulk according to their Spotřební koš (legal guideline setting out the nutritional values to be met by meals served in a pre-school).

A child enrolled in full-day preschool is obliged to take a daily morning snack, lunch, and afternoon snack. In addition to the meals, the dispensary also provides liquids for the children to drink during their stay at the preschool (unsweetened tea and water).

If the legal guardian agrees on a duration other than the full day of the child's stay at the preschool, the legal guardian has the right to take away the meals served to the children during their stay at the preschool.

Legal guardians are obliged to report any food allergies of the child confirmed by a doctor.

During their daily stay in the preschool, children eat according to the following dietary schedule:

9.00 – 9.20 snack
12:00 - 12.30 lunch (depending on the age of the children)
14:45 - 15:15 afternoon snack

As part of the drinking schedule, children have drinks (water, tea) available to them during their stay at the preschool, which are prepared according to the principles of healthy nutrition. Children consume drinks throughout their stay in the preschool in a self-service mode according to their sense of thirst. They are reminded of their drinking schedule by their teachers and drinks are offered at regular intervals.

When children are excused by their legal guardians from their daily education due to a known absence in advance, according to this school policy, the parents will arrange for their meals through Ekolandia.

If the child's absence was not known in advance, the legal guardians may pick up the child's lunch for the first day of absence from the school cafeteria by noon.

5. Admission of children to preschool education

- Children aged 3 to 6 are usually admitted to preschool, but not before the age of 2.
- Preschool education is compulsory from the beginning of the school year following the day on which the child reaches the age of five.
- Admission of children to preschool is by way of enrolment in preschool education. The date and place of enrolment are set by the head of the preschool in agreement with the founder (approximately from 2 May to 16 May) and published in the usual way in the local area – information posters, school website, and social networks. Children are also admitted during the school year, according to the current capacity of the preschool.
- The legal representatives are informed about the admission or non-admission of the child to the Preschool in the administrative procedure.
- The headteacher can only admit a child who has undergone the prescribed regular vaccinations, has proof that he/she is immune to the disease, or cannot undergo vaccination due to a permanent contraindication. This information will be confirmed by the attending physician with the following document: DOCTOR'S STATEMENT – ADMISSION OF CHILD TO PRESCHOOL EDUCATION. This obligation does not apply to children in compulsory preschool education.
- Children who are citizens of the Czech Republic or another Member State of the European Union are admitted to preschool education. Children who are not citizens of the Czech Republic or another EU Member State are also admitted to preschool education if they are legally residing in the territory of the Czech Republic under Section 20 of the Act – the legal representative of the child is obliged to present proof of the child's legal residence in the territory of the Czech Republic when enrolling the child in the preschool.
- Children with special educational needs may be admitted to the Preschool. To assess the conditions for admission of children with disabilities, a written statement from the school counseling center or, where applicable, the registering doctor is required. The parent may be asked to visit the SPC or PPP to ensure the most appropriate care is provided.
- After being informed by the Headteacher, the legal representatives of the admitted children will attend an information session at the Preschool to collect additional documents to be filled in and to receive information about the Preschool's operation.
- A trial stay of one month is provided for all new children. The placement in classes takes into account the organizational possibilities of the preschool and the individual needs of the children and is entirely at the discretion of the preschool director.

5.1. Compulsory preschool education

- The child's legal representative is obliged to register the child for preschool education in the calendar year in which the child's preschool education obligation begins.

- If the legal representative fails to register the child for compulsory preschool education, he/she commits an offense.
- A child for whom preschool education is compulsory may be educated in the catchment preschool unless the legal representative has opted for another preschool or INDIVIDUAL EDUCATION OF THE CHILD.
- The legal representative is obliged to provide compulsory preschool education in the form of regular daily attendance on weekdays.
- The scope of compulsory preschool education is set at 4 hours per day. In our Preschool, the period is set at 8.30 - 12:30.
- Compulsory preschool education is not given on days that fall during the school holidays, see organization of the school year. However, the right of the child to be educated in the preschool remains throughout the operation in which he/she is educated (§ 34a (3)).
- Legal guardians are obliged to ensure that a child who is in compulsory preschool education attends school properly. If they neglect to take care of compulsory preschool education, they commit an offense under the Education Act.
- In the case of prolonged absences (over one week), the Preschool may send materials to the legal representatives to help the child practice the educational content.

5.2. Excusing a child's absence

- The class teacher keeps a record of her class attendance. In the case of unexcused absences or increased excused absences, the class teacher informs the school principal, who evaluates the information provided. In the case of increased excused absences, she verifies its veracity.
- The legal guardian of the absent child shall excuse the absent child. The child's legal representative is obliged to document the reasons for the child's absence from the preschool within 3 calendar days from the beginning of the absence – in writing, by e-mail, or by phone. The legal guardian shall excuse the child using the Twigsee app (within 3 days). Beyond this range of absences (3 days or more), a record must be filled in and signed on the child's excuse sheet (by the head teacher of the branch).
- The Head Teacher may excuse a child for medical or other serious reasons at the request of the child's legal guardian and pick up the child at the Preschool (at the Head Teacher's office). A child's excused absence is considered to be a doctor's visit, illness, and important family or personal reasons.
- In justified cases, the Preschool may require a medical certificate from a doctor. (return after a major illness, symptoms of illness...)
- If the child cannot attend the Preschool due to a known obstacle, a period of more than three days, the legal guardians shall request in advance in writing to the Director of the Preschool to release the child from the Preschool. The reason for the release must be clearly stated on the request.
- Failure to do so will result in the absence becoming unexcused, which is considered a serious violation of school rules.

- Unexcused absences are dealt with by the Headmistress by interview, to which the legal guardian is invited in writing (e-mail). In the event of continued absence, the head teacher will send a notice of the child's continued absence to the child welfare authority (OSPOD).
- If the unexcused absence of the child exceeds 100 hours, the head teacher shall immediately send a notice of continued truancy with appropriate documentation to the competent child welfare authority or the designated municipal authority (OSPOD).
- In the event of repeated truancy during the school year, if the legal guardians have already been sanctioned for an offense, a second report of truancy should be forwarded to the Police of the Czech Republic, where the case will be dealt with as a criminal complaint for a suspected commission of a criminal offense of endangering the moral education of young people.

5.3. Childcare system with support measures

5.3.a First-level support measures

- The director of the preschool decides to provide first-level support measures without a recommendation from the school counseling center and without the informed consent of the legal representative. This is without prejudice to the right of the child's legal representative to information on the progress and results of the child's education (Section 21 of the Education Act).
- The preschool teacher shall draw up a pedagogical support plan, which shall regulate the organization and evaluation of the child's education, including the modification of methods and forms of work, and shall discuss it with the head teacher.
- Should first-level support measures not be sufficient (after the evaluation of the pedagogical support plan), the head teacher will recommend the use of counseling assistance from the school counseling center to assess the child's special educational needs.
- First-level support measures are used to compensate for mild difficulties in the child's education, which can be improved through slight adjustments in the school's teaching regime and cooperation with the family.
- If the pupil's legal guardian does not provide cooperation aimed at granting Support plan that are in the best interest of the pupil, the school is obliged to proceed according to another legal regulation – Act No. 359/1999 Coll., on Social and Legal Protection of Children, as amended.

5.3.b Second to fifth level support measures

- A condition for the application of support measures of levels 2 to 5 is the recommendation of the school counseling center and the informed consent of the child's legal representative. The provision of counseling assistance by the school

counseling center will be at the discretion of the legal representative, on the recommendation of the head teacher (possibly represented by the head teacher), or the OSPOD.

- The head teacher of the preschool shall designate the teacher responsible for cooperation with the school counseling center in connection with the recommendation of support measures for a child with special educational needs.
- The Headteacher shall commence the provision of Level 2 to Level 5 support measures immediately after receiving the recommendation of the school counseling center and obtaining the informed consent of the legal representative.
- The Headteacher shall evaluate the provision of support measures on an ongoing basis, but at least once a year, more frequently if relevant circumstances arise. Discontinuation of the provision of support measures of levels 2 to 5 when it is clear from the recommendation of the school counseling center that support measures of levels 2 to 5 are no longer needed. In such a case, the informed consent of the legal representative is not required but is only discussed with him/her.

5.4. Education of gifted children

- The preschool creates in its school educational program and its implementation the conditions to maximize the potential of each child concerning his/her possibilities. This also applies in full to the education of gifted children.
- The preschool is obliged to ensure the implementation of all specified support measures for the promotion of giftedness according to the individual educational needs of children in the range of the first to the fourth level of support.

5.5. Individual education of the child

- The legal representative of a child who will fulfill the obligation of preschool education through individual education of the child is obliged to notify the director of the catchment preschool of this fact. The notification must be made no later than 3 months before the beginning of the school year in which the child's preschool education obligation begins. (§34a, paragraph 4, of the School Code)
- The legal representative's notification of the child's education must include:
 - the name, surname, birth number, and place of permanent residence of the child, in the case of a foreigner the place of residence of the child
 - an indication of the period during which the child will receive individual education
 - the reasons for the individual education of the child (§34b, para.2 of the School Code)
- The director of the preschool shall provide the legal representative of the child with a list of the areas in which the child is to be individually educated (§34b, para.3).
- The head of the preschool shall agree with the child's legal representative:

Method and place of verification: preschool classroom

Verification date: in the period from 1.11. to 31.12. of the school year.

The child's legal guardian is obliged to ensure the child's participation in the verification. (§ 34b, part.4)

- The principal of the preschool where the child has been admitted for preschool education shall terminate the individual education of the child if the child's legal representative fails to ensure the child's attendance at the verification, even on an alternative date. (§ 34b, part 7)

5.6 Distant education– in the period of closure or Quarantine

- If, due to a crisis measure declared under the Crisis Act, due to an emergency measure ordered under a special law, or due to a quarantine order under the Public Health Protection Act, it is not possible for the majority of children for whom preschool education is compulsory to be present in person, the Preschool provides distance education to the children concerned.
- The Preschool shall provide distance education under the relevant framework curriculum and the school curriculum to the extent appropriate to the circumstances.
- Children in the last year of compulsory preschool education are obliged to receive distance education; distance education is optional for children in other classes.
- The class teacher emails the materials at least once a week, the child develops the materials at home with the help of the parent and brings the materials to the Preschool for checking (after returning to the Preschool).
- The teacher may also offer education through an online meeting or send video instructional material.
- The teacher will prepare tasks in several areas (storytelling, sentence making, speech poems, songs, modeling, painting, cutting, drawing, logic games, worksheets, pictures, etc.).
- The teacher will give instructions on procedure and solutions, production instructions, and feedback (while creating/completing the task, seeming).
- Teacher will evaluate and send feedback to parents (in the week following hand-in).
- If parents do not have email or other electronic communication options, they can use in-person hand-in at the Preschool by arrangement with the classroom teacher.

- The Preschool will adapt distance learning to the individual circumstances of each pupil as well as to the staffing and technical possibilities of the school.

Hygiene conditions – during the period of closure of PHS or quarantine

- The preschool ensures, within its competence, e.g. hand disinfection, cleaning of the premises, observance of basic hygiene rules, not allowing sick persons into the building, etc.
- The locally competent KHS orders special anti-epidemic measures given the current situation and local conditions, e.g. ordering focal disinfection, isolation, quarantine, medical supervision, increased medical surveillance, covering of mouth and nose, implementation of a health filter, etc.

5.7 Termination of the child's attendance at preschool

- The headmistress may terminate a child's attendance at the preschool after prior written notice to the child's representative if:
- The legal representative repeatedly fails to pay the fee for education in the preschool or the fee for school meals within the specified time and fails to agree with the headmaster on another date for payment.
- The child does not continuously attend preschool education for more than two weeks without the excuse of the legal representative.
- The child's representative repeatedly disrupts the operation of the preschool seriously (does not comply with the School rules).
- Termination will be recommended during the child's probationary period by the child's physician or school counseling facility.

5.8. Child Registration (School Registry)

- To be admitted to the Preschool, you must fill in an application form via the Twigsee application (link on our website in the "for applicants" section).
- Information about children kept in the school registry is consistently used only for the internal needs of the school, authorized state, and local government bodies, and to apply Act No. 106/1999 Coll., on free access to information.

5.9. Interruption or restriction of school operation

- The operation of the preschool may be limited or interrupted for serious reasons and after discussion with the founder. Serious reasons are considered to be organizational or technical reasons that prevent the proper provision of preschool education.
- The Head of the Preschool shall publish information about the restriction or interruption of operations through the usual communication channels (Twigsee app, school website, notice boards) immediately after the decision to restrict or interrupt operations is taken.
- In summer, the preschool is not interrupted; the summer program for children from all branches is held at the Libuš branch.

6. Payments in yspreschool

6.1. Payment for preschool education (Tuition)

Legal guardians shall comply with the following conditions when paying the fees, which are detailed in the contract.

- a) Payment of tuition fees – the invoice must be paid within 14 days of receipt of the invoice via the Twigsee app.
- b) The Headmistress/Preschool Manager may agree on a different payment date with the legal guardian for compelling reasons.
- c) The legal representative of the child shall make the payment in cash at the designated times and days at the preschool office or by bank transfer.

6.2. Payment for school meals

- a) The parent is obliged to pay for the child's meals for the entire duration of the child's stay at the preschool. This means in case of morning attendance a morning snack and lunch, in case of full-day attendance a snack in the afternoon.
- b) Meals are ordered on a blanket basis, if the child does not arrive and therefore does not take meals, an excuse must be made according to this attendance in the Twigsee app. Orders include changes that are made by 9.00 am (on the working day) before the change.

6.3. Method of payment

The legal representative of the child will pay the fee in cash at the office of the preschool at the appointed time and date, or by bank transfer to the account of our preschool at Raiffeisenbank Bank.

7. Ensuring the safety and health of children

7.1. Health and safety of children in education

- All children behave in a way that does not endanger their health when in and out of preschool.
- Any accident, injury, or mishap that occurs while children are in the school building or outside the building at an event organized by the Preschool shall be reported immediately to the teacher.
- Children are not allowed to handle electrical appliances, switches, or power lines without teacher supervision.
- Children are to behave as directed by the teacher when teaching in the Preschool Garden area.
- There is a strict ban on the use of alcohol and drugs in all school buildings and premises during school hours.
- All preschool employees are obliged to take into account the basic physiological needs of children during education and during the related operation of the preschool to create conditions for their healthy development and for the prevention of social pathological phenomena, to provide children with the necessary information to ensure health and safety.
- All school employees are obliged to report data related to children's injuries, provide first aid, and keep records of injuries according to the instructions of the management of the preschool.
- Preschool teachers are responsible for the safety and protection of children during educational activities. Teachers must not carry out other activities that would distract them from direct educational activities (including administrative work), must not leave the place where the children in their charge are staying, and must not leave them unattended. In the event of the necessity to leave, the teacher is obliged to ensure that the children are supervised by another teacher of the school.
- Teachers shall observe the regulations for ensuring health and safety at work and fire safety regulations; if they discover defects and deficiencies endangering the health and safety of persons or other technical defects or inadequate security of the building, it is their duty to inform their supervisor of these facts and, within their abilities and possibilities, to prevent damage.
- They shall monitor the health of the children and, in the event of a child becoming suddenly ill, inform the school authorities and the parents of the affected child without undue delay. A sick child may only be sent for medical examination or treatment when accompanied by an adult.

- In the event of an accident, school staff will give first aid to the child or other person and arrange for the child to be treated by a doctor. They shall immediately report the accident to the school management and fill in the accident book or complete the prescribed forms. The staff member who witnessed the accident or who first became aware of it (Czech-speaking – or asks the Czech-speaking teacher) will provide treatment and complete the records.
- The safety of the children is supervised by the preschool teachers throughout their education in the preschool, from the time the child is taken over from the legal guardian or a person authorized by him/her until the child is handed over to the legal guardian or a person authorized by him/her at the end of the education.
- To ensure the safety of the children when they are away from the place of education, the head of the preschool shall set the number of teachers so that there are no more than 14 children per teacher in regular classes, no more than 12 children per teacher in a class where only children aged 2 to 3 years are educated, and no more than 12 children per teacher in a class with children who have been granted support measures.
- During specific activities, such as sporting events or when the children are in a safety-sensitive area, the safety of the children will be ensured by an additional member of teaching staff or, in exceptional cases, by another adult who is legally competent and who has an employment relationship with the preschool.
- In particular, in order to protect the health of the other children, if the teaching staff member suspects that the child is not completely healthy when taking over the child from the legal guardian or a person authorized by him/her, he/she may ask the legal guardian to prove the child's fitness for education by submitting a certificate from the child's attending physician.
- When a child enters preschool after an infectious disease, the child's legal representative may be asked to provide written confirmation from the attending physician that the child is healthy and can attend the other children's group.

7.2. First aid and medical treatment

- The Headteacher and school health staff will ensure that conditions are in place for the timely provision of first aid, and medical treatment for injuries and sudden illnesses.
- All staff are required to provide immediate first aid for any injury, call for medical assistance if necessary, and arrange for the transport of the injured person to a medical facility if necessary. They are also required to inform the Headteacher and the child's legal guardians immediately.
- In the event of an accident at work, at school, or other medical incident (hereinafter referred to as an accident), the supervising teacher shall provide first aid according to normal medical principles.
- The supervising school employee shall immediately report the incident to the school administration by telephone. If necessary, he/she shall notify emergency medical assistance.
- Legal guardians shall maintain safety, order, and peace in all areas of the Preschool and shall not allow their children to run upstairs, climb on railings, or slide on railings.

- Children are not allowed to bring objects that endanger their health into the Preschool. In particular, items promoting violence such as (knives, swords, guns, etc.) are not allowed. It is also not recommended to bring valuables (gold chains, expensive toys, etc.). Otherwise, the Preschool assumes no responsibility for their loss or damage.
- All children in the Preschool are insured against accidents and accidents during the child's stay in the Preschool and at events organized by the Preschool.
- The headmistress of the school to which a child's accident is reported will ensure that the causes of the accident are objectively identified and, if necessary, remedied.
- When children are moved outside the preschool on roads, the pedagogical supervision shall follow the rules of the road, in particular, where there is no pavement or where it is impassable, the left-hand shoulder shall be used, and where there is no shoulder or where it is impassable, the left-hand shoulder shall be used as close as possible. No more than two pedestrians may walk side by side on the shoulder or at the edge of the carriageway. In reduced visibility, increased traffic on the road, or in dangerous and impassable sections, pedestrians may walk only behind each other.

Recording of injuries

- The record of the accident is made by the school employee who was supervising the children at the time of the accident. If the injury is subsequently reported by the child or his/her legal guardians, the record shall again be made by the member of staff under whose supervision the injury is alleged to have occurred.
- All injuries to children (hereinafter referred to as 'the accident') occurring in the course of education and directly related activities shall be recorded in the accident book within 24 hours of the preschool school becoming aware of the accident.
- The preschool shall report the child's injury to the child's legal guardian without undue delay. If the facts established indicate that a crime or misdemeanor has been committed in connection with the accident or if it is a fatal accident, the preschool shall report the accident to the locally competent police department of the Czech Republic without undue delay. Furthermore, the preschool shall report the accident without undue delay to the insurance company with which the preschool is insured against liability for damage to the life and health of children, if the preschool has such insurance.
- The preschool shall send a report of the injury resulting in the absence or, if it is likely that the child's legal representatives will be compensated for pain and suffering caused by the injury, to the founder, the child's health insurance company, and the competent inspectorate of the Czech School Inspectorate for the preceding calendar month by the fifth day of the following month at the latest.

- In addition, the preschool sends the report on the fatal accident to the locally competent police department of the Czech Republic within 5 working days after the report under the preceding paragraph has been submitted.
- The personal data included in the accident book may be processed only to record accidents or as a basis for the preparation of an accident record, subject to the personal data protection regime under the applicable legislation.

7.3. Children going into nature

- Only safe well known places are used
- Teaching staff remove all dangerous objects and obstacles (cans, glass, nails, metal sheets, sharp large stones, etc.) before the children are present, if possible.
- During games and physical activities, teaching staff shall ensure that children do not leave the designated area.

7.4. Sports and physical activities

- Before exercising or other physical activities that take place in classrooms or other designated areas in the preschool building or on the outdoor areas of the preschool premises, the teaching staff of the school checks whether the premises are sufficiently prepared for these activities, removes all obstacles that could lead to injury to the child and, when using gym equipment, checks its functionality and safety
- Teaching staff shall also ensure that the exercise and physical activities are age-appropriate, adapting the intensity and difficulty of these activities to the individual abilities of each child

7.5. Schoolwork and art activities

- During activities that develop children's dexterity and artistic sensitivity, in which it is necessary to use tools (e.g. scissors, knives, hammers, etc.), children work with these tools with increased caution and only under the supervision of the preschool teacher. Tools must be specially adapted (scissors must not have sharp points etc.).

8. Ensuring protection against acts of discrimination, hostility, or violence

- An important element of protection against socially pathological phenomena is the educational influence on children as young as preschool age, focused on a healthy way

of life. Within the framework of the school educational program, children are therefore guided in a child friendly way, appropriate to their age and abilities, to understand and comprehend the issues involved, are introduced to 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 the positives of a healthy lifestyle.

- As part of the prevention of discrimination, hostility, and violence, preschool teachers monitor and screen the relationships between children in their classrooms to address any distorting relationships between children at an early stage, in cooperation with legal representatives or with the help of school counseling centers.
- The children are protected by the preschool teachers within the framework of the protection of children's health against socially pathological phenomena.
- An important element of prevention in this area is the creation of a favorable social climate among children, between children and teachers, and between teachers and children's legal representatives.
- The prevention program is detailed in the Annex to the School Curriculum for Preschool Education.

9. The treatment of school property by children

- During the child's stay at the Preschool, the teacher/assistant ensures that the children handle tools, toys, and other educational equipment gently and do not damage other school property.
- In case of damage to the property of the Preschool by the children, the teaching assistant may claim compensation from the child's parent.

10. Obligations for observing the School rules

- The School rules are valid until further notice.
- The School Rules were discussed by the Board of Education on 28.8.2023.
- Changes to the School rules may be proposed on an ongoing basis, taking into account the urgency of the situation. All changes to the School rules are subject to discussion by the Board of Education and approval by the Headmistress.

Familiarization of staff and legal guardians with the School rules

- The Headteacher/Deputy Headteacher will ensure that staff are familiar with the contents of these School rules.
- Newly recruited staff members shall be familiarized with the School Rules by the Headteacher/Deputy Headteacher on commencement of their employment.

- The Preschool shall inform the legal representatives of the children of the issue and content of the School rules using a notice on the notice board/office desk of each branch.