PRESCHOOL REGULATIONS

ČJ: 010/22026

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School Website: https://www.wonderlandacademy.cz/jesle-a-ms/
Phone Numbers:
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Prepared in accordance with Section 30 of Act No. 561/2004 Coll., the Education Act, as amended, in order to ensure that the legal guardians of children attending the nursery school are informed about the details of the exercise of the rights and obligations of children and their legal guardians, about the operation of the nursery school, and about the conditions for ensuring the safety and protection of children's health.

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1. Contents of the School Rules

1.1. Binding Nature of the School Rules

The School Rules are published on the school website and in accessible places at all premises, i.e. on notice boards at the entrances of all branches (Háje, Hrnčíře, Libuš) or at the reception desk.

School employees are acquainted with the School Rules.

Legal guardians are informed of their issuance and content at class meetings in September of the relevant school year or upon the child's enrolment in the nursery school.

Children are also acquainted with selected parts of the School Rules; the form of such familiarization corresponds to the children's age and intellectual abilities.

2. Objectives of Pre-school Education

Pre-school education supports the development of the personality of a pre-school child, participates in their healthy emotional, intellectual, and physical development, and in the acquisition of basic rules of conduct, basic life values, and interpersonal relationships.

Pre-school education creates the basic prerequisites for continuing education, helps to compensate for uneven development of children before they enter primary education, and provides special pedagogical care to children with special educational needs.

Pre-school education is provided according to the School Educational Programme (ŠVP), which is prepared in accordance with the Framework Educational Programme for Pre-school Education (RVP PV). The School Educational Programme "Gateway to life" is published in accessible places at all preschool branches and on the school website.

The preschool cooperates with children's legal guardians and with other natural and legal persons in order to develop activities and organize events for the benefit of children's development and to deepen the educational influence of the nursery school, the family, and society.

3. Details on the Exercise of the Rights and Obligations of Children and Legal Guardians at School

3.1. Rights of the Child

Every admitted child has the right:

1. to quality education and educational services to the extent set out in these School Rules,

2. to the provision of activities and services offered by school counselling facilities within the scope laid down by the Education Act,

3. to a physically and psychologically safe environment during their stay at the preschool,

4. to protection against any form of discrimination and violence, to education, freedom of thought, expression, assembly, religion, rest, and observance of basic psycho-hygienic conditions,

5. to be acquainted with all regulations relating to their stay and activities at school,

6. to be respected as an individual who is shaping their own life,

7. to quality pre-school education within the scope provided by the nursery school according to their abilities and to support for the development of their personality,

8. upon entry to the preschool, to an individually adapted adaptation regime.

During education, children also enjoy the rights guaranteed by the Charter of Fundamental Rights and Freedoms and the Convention on the Rights of the Child.

3.2. Obligations of the Child

The child is obliged to:

- comply with the established rules of coexistence in the preschool,
- follow the instructions of preschool teachers and other school employees,
- handle toys and teaching aids with care,
- help one another and not hurt one another,
- observe personal hygiene,
- inform a teacher or another school employee of any need or wish,
- inform a teacher or another school employee of any violence, whether physical or psychological,
- respect the rights of peers to safety and health protection,
- participate in distance education in situations arising from applicable legal regulations, if the child is fulfilling compulsory pre-school education.

3.3. Rights of Legal Guardians

Legal guardians have the right:

1. to be informed about the course and results of the child's education and about events in the preschool through regular e-mail messages and through the Twigsee application,

2. to express their views on all decisions of the preschool concerning substantial educational and disciplinary matters,

3. to information and counselling assistance from the preschool or a school counselling facility,

4. to be acquainted with the preschool documentation,

5. to participate in preschool activities,

6. to freely choose a preschool for their child,

7. to information pursuant to Act No. 106/1999 Coll., on Free Access to Information,

8. in the case of children with special educational needs, to education corresponding to their needs and possibilities and to the creation of the necessary conditions for such education.

3.4. Obligations of Legal Guardians

The legal guardian of a child is obliged in particular to:

1. inform the preschool of any change in the child's medical fitness, health difficulties, or other serious facts that may affect the course of education,

2. notify the school of data relevant to the course of education or the child's safety and of any changes in such data,

3. comply with the School Rules and respect other internal school regulations,

4. pay the fee for pre-school education and meals according to the school rules and the contract,

5. inform the school of the reasons for the child's absence and respect the system of recording and documenting the absences of children fulfilling compulsory pre-school education,

6. bring a healthy child to the preschool,

7. immediately report any infectious disease of the child,

8. promptly report any changes concerning the child (residence, health insurance company, telephone number, e-mail, health condition, etc.),

9. not give children valuable items to bring to the preschool,

10. bring the child to the preschool clean and properly dressed,

11. not take the child out of the classroom or school building without informing the teacher,

12. respect the daily schedule of the preschool, especially arrival times between 8:00 and 8:30 and departure times within the operating hours,

13. arrive to collect the child no later than 5:15 p.m. and leave by 5:30 p.m. (Mon–Thu), and on Friday arrive at 4:15 p.m. and leave no later than 4:30 p.m.

3.5. Obligations of Pedagogical Staff

Pedagogical staff in particular:

- provide individual care to children from less stimulating family environments and to children with health problems,
- take into account the results of medical examinations, reports from counselling facilities, and information provided by parents,
- ensure the safety and protection of children's health during activities related to education,
- record and check children's absences,
- arrive at school at least 15 minutes before the start of educational activities,
- after the end of education, check orderliness, windows, water, and electrical appliances,
- must not consume alcohol or addictive substances or smoke in the preschool premises or garden,
- strive to create a good relationship between legal guardians, the public, and the school,
- give children and their legal guardians only such instructions as directly relate to the implementation of the School Educational Programme, the School Rules, and other organizational measures.

3.6. Details of the Rules of Mutual Relations with School Employees

- to express oneself openly and approach problems actively,
- to support mutual trust, tolerance, courtesy, and solidarity,
- to respect one another and foster partnership relations,
- to observe basic social rules and the rules of polite communication,

- to strive to create a good relationship between legal guardians, the public, and the school.

Information provided by a legal guardian to the school register or other important information concerning the child is confidential. Pedagogical staff proceed in accordance with the legal regulations governing the protection of personal data, in particular Act No. 110/2019 Coll., on the Processing of Personal Data, as amended.

4. School Operation and Internal Regime

4.1. Conditions of Operation and Organization of Education in the Nursery School

The preschool is established as a school with full-day operation, with the designated attendance time for children from 8:00 a.m. to 5:30 p.m., and on Fridays from 8:00 a.m. to 4:30 p.m.

Education at the Libuš branch takes place in two classes for children approximately 2 –7 years old.

Education at the Háje branch is provided in three mixed-age classes; two classes are Czech-language classes and one class provides extended English-language instruction.

Education at the Hrnčíře branch takes place in two classes where children are divided according to age.

The preschool also offers a summer educational programme. During July and August, it takes place at the Libuš branch if there is a sufficient number of enrolled children.

The preschool organizes school trips and other events related to the educational activities of the school. Legal guardians are informed of such events in writing in due time, or through the preschool notice board or orally.

4.2. Daily Schedule in the Nursery School

Pre-school education takes place according to the following basic daily schedule:

- 08:00–08:30 Morning play
- 08:30–09:00 Morning exercise
- 09:00–09:20 Morning snack
- 09:20–10:00 Educational block
- 10:00–12:00 Outdoor stay
- 12:00–12:30 Lunch

- 12:30–13:00 Departure home / Rest
- 13:00–14:00 Play and individual work
- 14:00–14:45 English block
- 14:45–15:15 Afternoon snack
- 15:30–17:30 Free play / Movement / Outdoor stay / Pick-up (until 4:30 p.m. on Fridays)

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

4.3. Organization of Children's Meals

Pursuant to Decree No. 107/2005 Coll., on School Catering, the School Director lays down the following conditions for the provision of school meals:

School catering is provided by the school serving area located on the preschool premises. Starting 1.9.2025 children also have the optiéon of bringing their own food. Meals are prepared and delivered by the company Wonderland Academy s.r.o.

The preschool orders meals in bulk according to the consumption basket.

A child enrolled for full-day attendance is obliged to receive a morning snack, lunch, and an afternoon snack every day. The serving area also provides drinks within the drinking regime.

If a different than full-day attendance period has been agreed, the legal guardian is entitled to receive meals served to children during the child's stay at the preschool.

Legal guardians are obliged to report all food allergies of the child confirmed by a physician.

Meal schedule:

- 09:00–09:20 morning snack
- 12:00–12:30 lunch
- 14:45–15:15 afternoon snack

When excusing children from daily education due to a known absence in advance, the parent shall submit the excuse through the Twigsee application no later than 9:00 a.m. two business days before the absence

If the child's absence was not known in advance, legal guardians may collect lunch for the first day of the child's absence by 12:00 noon.

5. Admission of Children to Pre-school Education

- Children are admitted to the preschool generally from 3 to 6 years of age, but not earlier than from 2 years of age.
- Pre-school education is compulsory for children who, from the beginning of the school year following the day on which the child reaches the age of five, fall under compulsory pre-school education.
- Admission is carried out through enrolment for pre-school education.
- The date and place of enrolment are determined by the School Director in agreement with the founder and published in the usual manner.
- Children are also admitted during the school year according to the current capacity of the preschool.
- Legal guardians are informed of admission or non-admission in administrative proceedings.
- The School Director may admit only a child who has undergone the prescribed regular vaccinations, is immune to infection, or cannot undergo vaccination due to a permanent contraindication; this obligation does not apply to children in compulsory pre-school education.
- Children legally residing in the Czech Republic pursuant to Section 20 of the Education Act may also be admitted to pre-school education.
- Children with special educational needs may be admitted to the preschool.
- A trial period of one month is set for all newly admitted children.

5.1. Compulsory Pre-school Education

- The legal guardian is obliged to register the child for enrolment in the calendar year in which the child's compulsory pre-school education begins.
- Failure to do so constitutes an offence.
- The legal guardian is obliged to ensure compulsory pre-school education in the form of regular daily attendance on working days.
- The extent of compulsory pre-school education is 4 hours per day; in this preschool it is set from 8:30 a.m. to 12:30 p.m.
- Compulsory pre-school education does not apply on school holiday days.

- In the event of a longer absence exceeding one week, the preschool may send educational materials to legal guardians for practice.

5.2. Excusing a Child's Absence

- A child's absence is excused by the legal guardian.
- The reasons for the child's absence must be documented no later than within 3 calendar days from the beginning of the absence, in writing, by e-mail, by telephone, or in the Twigsee application.
- For absences longer than 3 days, an absence record form must be completed and signed with the head teacher of the branch.
- In justified cases, the preschool may require a medical certificate regarding the child's health condition.
- If the child cannot attend due to a known obstacle longer than three days, legal guardians shall request the child's release from the nursery school in writing.
- Unexcused absence is considered a serious breach of the School Rules.

5.3. System of Care for Children with Granted Support Measures

5.3.a First-level Support Measures

- The School Director decides on the provision of first-level support measures without a recommendation from a school counselling facility and without the informed consent of the legal guardian.
- The teacher prepares a pedagogical support plan (PLPP).
- If first-level support measures are insufficient, the School Director recommends using the counselling assistance of a school counselling facility.
- If the legal guardian does not provide the necessary cooperation, the school proceeds under Act No. 359/1999 Coll., on Social and Legal Protection of Children, as amended.

5.3.b Second- to Fifth-level Support Measures

- A recommendation from a school counselling facility and the informed consent of the legal guardian are a prerequisite for the application of second- to fifth-level support measures.
- The School Director appoints a teacher responsible for cooperation with the school counselling facility.

- The School Director initiates the provision of support measures without delay after receiving the recommendation and consent.

- The provision of support measures is continuously evaluated.

5.4. Education of Gifted Children

The preschool creates conditions for the fullest possible use of the potential of each child with regard to their individual abilities. This also applies to the education of gifted children.

5.5. Individual Education of a Child

- The legal guardian of a child who will fulfil compulsory pre-school education through individual education is obliged to notify the School Director no later than 3 months before the beginning of the school year.

- The notification must contain the child's identification data, the period of individual education, and the reasons for individual education.

- The School Director shall provide the legal guardian with an overview of the areas in which the child is to be individually educated.

- Verification of the level of acquisition of the expected outcomes shall take place in the preschool classroom in the period from 1 November to 31 December of the relevant school year.

5.6. Distance Education

If the personal presence of the majority of children for whom pre-school education is compulsory is not possible, the preschool provides distance education to these children to an extent appropriate to the circumstances.

5.7. Termination of a Child's Attendance at the Nursery School

The School Director may terminate a child's attendance after prior written notice to the legal guardian if:

- the legal guardian repeatedly fails to pay the fee for education or meals,

- the child, without excuse, continuously fails to attend education for more than two weeks,

- the legal guardian repeatedly and seriously disrupts the operation of the nursery school,

- termination is recommended by a physician or a school counselling facility during the trial period.

5.8. Child Records (School Register)

- To admit a child, an application must be completed through the Twigsee application.
- Information recorded in the school register is used only for the internal needs of the school and for authorized bodies in accordance with legal regulations.

5.9. Interruption or Restriction of Nursery School Operation

- The operation of the preschool may be restricted or interrupted for serious reasons after discussion with the founder.
- Information on the restriction or interruption of operation shall be published by the School Director without delay through the usual communication channels.
- In summer, the preschool operation is not interrupted; the summer programme for children from all branches takes place at the Libuš branch.

6. Fees in the Nursery School

6.1. Fee for Pre-school Education (Tuition)

- The tuition invoice must be paid within 14 days of receipt through the Twigsee application.
- The School Director or bursar may agree on another due date for payment for serious reasons.
- The fee may be paid in cash at the preschool office or by bank transfer.

6.2. Fee for School Meals

- The parent is obliged to pay for the child's meals for the entire duration of the child's stay at the preschool.
- If the child does not take the meal, attendance must be excused in the Twigsee application.

6.3. Method of Payment

The fee may be paid in cash at the preschool office at the designated time and on designated days, or by bank transfer to the preschool account held with Raiffeisenbank.

7. Conditions for Ensuring the Safety and Protection of Children's Health

7.1. Care for Children's Health and Safety During Education

- All children shall behave in such a way as not to endanger their own health or the health of others.
- Every injury, bodily harm, or accident must be reported by the child immediately to the teacher.
- Children are prohibited from handling electrical appliances, switches, and electrical wiring without teacher supervision.
- Consumption of alcohol and intoxicating substances is prohibited in all school buildings and premises.
- All school employees are obliged to take into account the physiological needs of children, create conditions for their healthy development, and provide them with the necessary information to ensure their safety.
- Preschool teachers are responsible for the safety and protection of children's health during educational activities.
- Supervision over the safety of children is carried out by teachers from the moment the child is taken over from the legal guardian until the child is handed back after the end of education.
- During activities outside the usual place of education, the School Director determines the number of pedagogical staff so that one teacher supervises no more than 14 children from regular classes, no more than 12 children in a class of children aged 2 to 3, and no more than 12 children in a class with granted support measures.

7.2. First Aid and Treatment

- All employees are obliged to provide immediate first aid in the event of any injury.
- If necessary, they call for medical assistance and inform the School Director and the child's legal guardians.
- Children are not allowed to bring items endangering health to the preschool.
- All children in the preschool are insured against injuries and accidents during their stay and during events organized by the preschool.

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Accident Records

- An accident record is made by the school employee who was supervising the children at the time the accident occurred.
- All children's accidents are recorded in the accident book no later than within 24 hours from the moment the nursery school learns of the accident.
- Personal data contained in the accident book may be processed only for the purpose of accident records and are subject to personal data protection rules under applicable legal regulations.

7.3. Outdoor Stay in Nature

- Only known and safe places are used.
- Pedagogical staff remove dangerous objects and obstacles where possible.
- They ensure that children do not leave the designated area.

7.4. Sports Activities and Physical Movement

- Pedagogical staff check that the premises and equipment are safe.
- They adapt the intensity and difficulty of activities to the age and individual abilities of the children.

7.5. Work and Art Activities

- During activities involving tools, children work with increased caution and exclusively under the supervision of a teacher.
- Tools must be safely adapted for children.

8. Conditions for Protection Against Socially Pathological Phenomena and Against Manifestations of Discrimination, Hostility, or Violence

Within the framework of the School Educational Programme, the preschool leads children, in a manner appropriate to their age, towards a healthy lifestyle and understanding of the risks of socially pathological phenomena. Teachers monitor relationships among children and, in cooperation with legal guardians and counselling facilities, address any inappropriate relationships at an early stage.

9. Conditions for Handling School Property by Children

The pedagogical employee ensures that children handle aids, toys, and other school property with care. In the event of damage to property, the school may seek compensation from the child's legal guardian.

10. Instruction on the Obligation to Comply with the School Rules

- The School Rules remain valid until revoked.
- The School Rules were discussed by the Pedagogical Council on 26 August 2026.
- Amendments to the School Rules may be proposed continuously; all amendments are subject to discussion by the Pedagogical Council and approval by the School Director.

Familiarization of Employees and Legal Guardians with the School Rules

- The School Director or Deputy Director shall ensure that employees are acquainted with the content of the School Rules.
- Newly admitted employees shall be acquainted with the School Rules by the School Director or Deputy Director upon commencement of employment.
- The preschool informs legal guardians of the issuance and content of the School Rules by means of a notice on the notice board or official board at each branch.

In Prague on 1 September 2026

Mgr. Veronika Bergmanová
Director of MŠ Wonderland