



School rules

School year 2018/2019

The headmistress of Nursery school Břeclav, Břetislavova 6, state-funded organization, Lenka Čudová issues this School rules in conformity with § 30, subsection 1, act n. 561/ 2004 Coll., (hereinafter Education Act) as amended, which specifies mutual relations among children, their legal representatives and Nursery school's staff particularly in order to ensure safety and health protection of children, pupils and students in schools and educational institutions funded by Ministry of Education, as amended by following regulations.

School rules is based on the Charter of Rights and Freedom as amended by the Act n. 3/ 1991 Coll. and the Act n. 2/ 1993 Coll., Convention of the Rights of the Child, the Act n. 104/ 1991 Coll. as amended. School rules including appendixes is obligatory for all children and their parents/ legal representatives attending **the Nursery school Břeclav, Břetislavova 6 and the Nursery school Slovácká street 39.**

1. Founder of the school is the city Břeclav

2. Basic establishment

2.1 Education is based on these principles:

- equal access of each citizen of the Czech Republic or any other member of EU to education without any discrimination on account of race, skin colour, sex, language, faith and religion, nationality, ethnic or social origins, wealth, family and health conditions or any other status of the citizen
- taking into consideration the educational needs of the individuals
- mutual esteem, respect, toleration of opinions, solidarity and (acknowledging) dignity of all participants of education
- free (unrestricted) dissemination of knowledge based on results of contemporary state of cognition of universe and being in harmony with general objectives of education
- the improving the educational process based on the results achieved in science, research and development and the widest possible use of effective modern pedagogical approaches and methods
- everyone's opportunity for the throughout life education, everyone being aware of joint responsibility for his/ her education

2.2 The general objectives of education are:

- personality development of the individual, equipping him/ her with cognitive and social competencies, moral and spiritual values for personal and civic life, for occupation or professional

activities, for acquiring information and throughout life learning

- understanding and applying the principles of democracy and rule of law, of fundamental human rights and freedoms, with responsibility and sense of social cohesiveness
- understanding and applying the principle of gender equality in the society
- forming the awareness of nationality and citizenship, and respect for the ethnic, national, cultural, language and religious identity of each person
- cognition of the world's cultural values and European traditions, understanding and adopting the principles and conventions arising from the European integration as a basis for the coexistence on the national and international level
- acquiring and applying cognitions about the environment and its protection, based on the principles of the sustainable development and of safety and health protection

2.3 Nursery school's essential objectives ensuring preschool education and School's educational programme

- it supports preschool-age child's personality development
- it participates in his/ her healthy emotional, rational and physical development
- it participates in adopting elementary code of conduct
- it supports acquiring awareness of the life's fundamental values and interpersonal relationships
- it creates basic preconditions for subsequent education
- it assists to equalize the disproportion in development before entering elementary education
- it provides a special pedagogic care for children with special educational needs
- it creates conditions for talented children's development

2.4 Information about the children education's course

- parents/ legal representatives are given the information on the education's objectives, orientation, forms and content specified according to the conditions defined in nursery's School educational programme, it being at disposal in both nursery's buildings on the public accessible location
- parents/ legal representatives can ask for the information about the child education's course and results by parents' evenings, individual interview with the pedagogical staff or with the headmistress within office hours
- nursery headmistress can call on parents/ legal representatives to present themselves personally to debate serious issues regarding the child's education

2.5 Nursery is taking all measures:

- to ensure discipline in the school in a manner compatible with human dignity
- to protect children from any physical or mental violence, injury or abuse, including sexual abuse, neglect or negligent treatment, maltreatment or exploitation

3. Child has the right

- to the quality preschool education and school services according to the Education Act, guaranteeing an optimal development of his/ her abilities and skills, and of his/ her personality
- to (ensuring) activities and services provided by the educational consulting institutions in the extent defined by the Education Act
- to physically and psychically safe environment during the stay in the nursery
- to the preservation his/ her human dignity, personal honour, good reputation and to protection of his/ her good name
- to the protection against any unauthorized intrusion into his/ her private and family life
- to the protection against unauthorized collection, releasing or other misuse of his/ her personal data
- to the freedom of speech: this right includes the freedom to seek, receive and spread information and ideas. An exercise of this right may be subject to certain restrictions. These restrictions will be such as it is determined by law and is necessary:
 - respect for the rights or reputations of others,
 - the protection of the national security or public order, public health or morals
- to the freedom of thoughts, conscience and religion
- to give opinion on all decisions concerning substantive matters of his/ her education, his/ her opinion being paid attention appropriate with their age and stage of development

3.1 Education of individually integrated child

- if there is in the classroom educated an individually integrated child, the nursery headmistress will create conditions complying with the child's individual educational needs, resulting in his/ her versatile growth

4. The rights of parents/ guardians of children

4.1 Parents/ guardians of minors have the right to:

- information about the course and results of their child. Parents are regularly informed about the progress of individual well/being and the development and learning of their child, the possible problems and their solutions, for everything that happens in nursery school. The teaching staff is arranged on a common approach for the education of the child. Nursery school works with parents to develop and organize activities for the children and promote the educational influence of family and nursery.
- respond to all decisions relating to the essential matters of their children, while their positions must be given to consideration
- information and counselling schools for their children in matters of education according to the

school curriculum and the Education Act, the timely and effective advice on various issues relating to education. The parent has anytime the right to request a consultation with the teacher, the director of the school (by appointment date).

- ask for child's individual pre-school education in accordance with the conditions determined in this School rules
- make requests, entitling him/ her to have free or reduced school fees
- be informed about the current balance of the amounts specified in the cultural events in the school year

5. Basic duties

5.1 Parents/ guardians of the child are required to:

- enrol their child at compulsory pre-school education (from the beginning of school year which follows the day when the child reaches 5 years)
- to ensure child's proper attendance of the nursery, the child should be tidy and appropriately dressed after the arrival at the nursery
- inform the nursery school about changing medical health problems or other serious matters that could affect the course of their stay in the nursery school and the course of education and participation in events organized by nursery school
- immediately notify the appropriate pedagogue of health changes that occur during the stay in the nursery school and directly related activities which may have an effect on the child's activities
- demonstrate the reasons for the absence of a child in the kindergarten in accordance with the provisions of the School rules
- communicate in good time nursery school data necessary for a register (Education Act, § 28 subsections 2 and 3) and other information that is essential to the educational process or safety, and changes in such data
- the headmistress was personally invited to participate in discussion of important questions regarding to the child's education
- while in nursery school or participation in events organized by the nursery the school teachers are to follow the instructions of workers and authorized personnel issued in accordance with the law and in accordance with the School rules
- make payments regularly and on time related the child's residence in a nursery school (tuition, meals, advance payment for cultural events, services ordered...)
- without being asked to submit the necessary documents to affect the exemption or reduction of tuitions fees
- hand the child personally over to the employee after his/ her arrival at the nursery (do not leave the

child in the locker room alone)

- if the parent/ legal guardian asks for the providing the entry safety chip, which enables them to enter the building, his/ her duty is to use the safety chip by the way not to be damaged, lost or misused by other people. In the case of its loss the parent/ legal guardian is obligated to report immediately this fact to any pedagogical worker.

6. Prohibitions and restrictions

It is forbidden to leave the school area during the children's stay in nursery school.

6.1 In the nursery and school area, during the trips, excursions, representations and participations in all school events, children are prohibited:

- to bring or use things dangerous to life, health, watchfulness diverting
- to bring or use any type of coloured sprayers
- to cause intentionally any damage of somebody else's property by theft, destruction or cheating
- to disturb intentionally the mutual coexistence of the other person by insulting and humiliation, threatening with violence or ill-usage
- to accuse somebody intentionally and untruthfully, do something on purpose, bull and treat somebody rudely
- to bring or take any live animals in the school area
- to threaten own health and life (with wearing inappropriate footwear, sitting on window sills, leaning out of the windows, swinging on the chairs, etc.)

6.2 In the nursery and school area, during the trips, excursions, representations and participations in all school events the parents/ legal guardians, possibly other authorized persons are not allowed:

- to smoke
- to drink alcohol and harmful substances
- to bring, keep, distribute and use any drugs and other addictive narcotic and psychotropic substances
- to bring or use things dangerous to life, health, watchfulness diverting
- to bring or use any type of coloured sprayers
- to cause intentionally any damage of somebody else's property by theft, destruction or cheating
- to disturb intentionally the mutual coexistence of the other person by insulting and humiliation, threatening with violence or ill-usage
- to accuse somebody intentionally and untruthfully, do something on purpose, bull and treat somebody rudely
- to bring or take any live animals in the school area
- to threaten own and other present people's health and life

6.3 After the child is picked up from the nursery school it is not possible (for safety reasons) to stay in the school garden (even if the parents are present); to use any sport equipment in the garden.

7. Children's and their guardians' relationships with pedagogical staff in nursery school

- pedagogical staff give children, their parents and legal guardians only the instructions which relate directly to the fulfilment of the school curriculum, school rules and other necessary organizing measures
- information or other important information about the child (physical ability, ...) which a child, his (her) parent/ legal guardian will provide to school registers, is confidential and all teaching staff obey the act n. 101/2000 Coll. on the protection of personal data
- children greet school staff with understandable greetings in the building and during school events; the school staff always reply to children's greetings
- children use the polite form while talking to the school staff, at the beginning of the school year, the teaching staff and children agree on the way how to address each other
- all the teaching staff has to attend class meetings and consultations, where they inform parents and children's guardians about the results of education. In the case of pedagogical worker's excused absence the nursery headmistress will assure the way how to inform the parents/ guardians.

8. Entrance proceeding to the nursery school

8.1 The nursery school headmistress fixes the term and time of the application for children's entrance to pre-school education after the agreement with the establisher (it is usually from 2nd May to 16th May a year before the child is enrolled in the nursery school). The public is informed about the term of enrolment through the posters, web sites, possibly through the print.

The children who are going to start their compulsory school education in the following year are enrolled preferentially to nursery schools established by the municipality or the association of municipalities (these children's education is set down by valid legislation), further they are the children who are going to reach at least the age of four before the beginning of school year in the case they are the residents. In case of foreigners children being resident in the catchment area will be admitted preferentially. Foreigners will be admitted up to the number stated in the school register.

8.2 To apply for child's entrance to pre-school education the parent/ legal guardian puts in

- properly filled application for child's entrance to pre-school education
- confirmation that the child underwent regular set vaccinations; or has a proof of his (her) immunity to the infection or can't be vaccinated for the reasons of constant contraindication

8.3 Decree of child's entrance to pre-school education

On the basis of the parent's/ legal guardian's application the headmistress of the nursery school in administrative proceeding issues *The resolution on child's entrance or not entrance to pre-school education*

in accordance with the act *n. 500/ 2004 Coll., Administrative Code* in the rightful version and with the act *n. 561/ 2004 Coll. (Education Act)*.

- if the number of enrolled applications is higher than the school capacity is, the headmistress decrees on the basis of set criterions for the following year
- criterions valid for children's entrance in the current school year are set after the agreement with the establisher (see the annexe)
- the headmistress decrees about enrolling of the handicapped child on the basis of the parent's/ legal guardian's application and written references of school consulting institution, general practitioner for children and teenagers and the specialists
- children are usually enrolled at nursery school classes from the age of three to six
- the nursery school headmistress can decree about the child's enrolling for a determinate period - on trial for three months even if it is not obvious during the enrolment to which degree the child will be able to adapt to nursery school conditions
- while child's enrolling at nursery school and after the agreement with the parent/ legal guardian the headmistress sets days of child attendance to the nursery school and the duration of his (her) stay there these days
- while child's enrolling at nursery school and after the agreement with the parent/ legal guardian the headmistress sets the way and the range of boarding so that the child could always have meals at nursery school in the case of his (her) presence during serving the meals. It is not possible to bring meals from home; the handicapped children have exceptions (diets medically confirmed). This way of boarding have to be discussed with the headmistress in advance.
- it is possible to enrol at nursery school even the children from other nursery schools up to the set capacity and maximally for the time for which the other nursery school interrupted its operation in July and August

9. The approach to education and school services for foreigners

9.1 Czech citizens and citizens of EU countries and their family members have the same conditions of the approach to education and school services.

9.2 Foreigners from the developing countries, who are not EU members, have the same conditions to pre-school education and school services as Czech citizens (EU citizens) if they are allowed to stay in the CR for the period longer than 90 days; if they are asylum seekers, people having supplemented protection, applicants for accord of international protection or people having provisional protection.

The compulsory pre-school education goes for the citizens of other EU countries, who are living in the CR for more than 90 days, further for other foreigners who are allowed to live forever in the CR or provisionally for the period longer than 90 days; and for the participants of proceeding who are applying for international protection.

10. School attendance and educational methods

10.1 When the child is enrolled into the nursery, the headmistress agrees in writing with parents/ legal guardians on the attendance days and the lengths of the stay during these days, simultaneously they agree on the way and range of child's boarding during his/ her stay in the nursery; the changes are made in a written way.

10.2 Compulsory pre-school education has the form of regular daily attendance in working days

- compulsory pre-school education is set in the range of 4 hours a day from 8.00 a.m. to 12.00 p.m. The compulsory pre-school education is not set in days of school holidays in accord with organization of school year in primary and secondary schools.
- The conditions for excusing children from educational process and excusing their absence in educational process:

a) illness (longer than a week) or an injury - letter of apology written by parents/ legal guardians

b) family holiday - parents' written request with the holiday dates needed

c) maximally a week indisposition - letter of apology written by parents + reason

- any difference from the time set for compulsory pre-school education (8:00 a.m. - 12:00 p.m.) is considered to be late arrival
- child's late arrival must be excused on paper to the present pedagogical staff by the parent/ legal guardian
- earlier child's leaving than the time set for compulsory pre-school education (8.00 a.m. - 12.00 p.m.) must be excused on paper to the present pedagogical staff by the parent/ legal guardian

In the case of designation non-performance quoted in part 10.2, the nursery goes by the valid legislation and in the cooperation with authorized authorities.

10.3 Excusing of children

The parent/ legal guardian is obligated to excuse the child's absence in educational process at the latest the first day of his/her absence either on paper, telephonically or personally with giving the reason of the absence, item by the way mentioned in the part 10.2.

10.4 As performance of pre-school education duties by other way is considered:

- a) the child's individual education which is carried out without daily child's attendance to the nursery
- b) education in preliminary classroom of the primary school and in the classroom of preliminary grade of primary special school
- c) education in a foreign school in the CR in which the ministry of education allowed fulfilment of compulsory school attendance in accord with § 38 of Education Act
- d) the parent/ legal guardian of the child, who will meet the duties of pre-school education by way according to the letter b) or c), is obligated to announce this fact to the headmaster of the relevant

nursery. It is necessary to make an announcement at the latest 3 months before the beginning of school year in which the duty of pre-school education starts.

10.4.1 Child's individual pre-school education

- the parent / legal guardian of the child with the compulsory pre-school education can choose the way of individual pre-school education. If the child should be educated individually the parent / legal guardian of the child is obligated to announce this fact to the headmistress of the nursery at the latest 3 months before the beginning of school year. During the school year it is possible to carry out the duty of individual pre-school education not before the day when the announcement about the individual pre-school education was delivered to the nursery headmistress where the child was enrolled.
- the parent's / legal guardian's announcement about child's individual education has to include these essentials:

a/ child's name and surname, birth number and residence, foreigners state children's place of stay

b/ the period in which the child should be educated

c/ the reason of individual education

In the case of individual education the nursery school verifies the level of expected results in the component areas by 15-minute interview with the child and possibly recommends the parent/ legal guardian further method during the educational process.

The headmistress of nursery school fixes the terms of results and progress verification in individual child's education on the second half of November (14/11/2018) and alternative terms on the first half of December (5/12/2018). The parent/ legal guardian is obligated to ensure child's attendance.

The appeal against the headmistress' decision about the finishing of child's individual pre-school education does not have postponable effect. It is not possibly to educate the child individually again after the finishing of individual education.

10.4.2 Education of children with special educational needs and talented children

see Apendix n. 2

- the headmistress of nursery school, where the child was enrolled to pre-school education, will finish child's individual pre-school education if the parent/ legal guardian does not ensure child's attendance neither in the proper term of verification nor in an alternative term.

11. School operation and internal regime

11.1 School operation and internal regime follows these rules

The operation of both nurseries starts at 6:30 a.m., finishes at 4:30 p.m. In substantiated cases it is possible to divide the classes or join them.

At the beginning of operation of both nurseries the classes are joined from 6:30 a.m. to:

- 7:30 a.m. in Nursery school Břetislavova 6
- 7:30 a.m. in Nursery school Slovácká 39

The children get together just in one classroom.

In the afternoon the children are joined into one classroom again at 3:30 p.m.

In the case the number of children is high in the long term or during the afternoon stay in the school garden the children are get together at 4:00 p.m.

- the school facilities are open for children at 6:30 a.m.
- after their entry the children put their shoes and overclothes to the lockers or other places designated for it
- the parents/ legal guardians should use protective shoe covers in the school facility
- during the organization of the children stay in the nursery all physiological children's needs and the character of activities in the nursery are subordinated to these needs
- children's safety and health protection in both nurseries are secured by school employees, both pedagogical and no pedagogical
- the highest number of children in one classroom is generally 24

Nursery school Břeclav building Břetislavova 6 does not have a granted dispensation from the number of received children by the founder in accordance with Education Act, § 23, subsection 3.

Target capacity of Nursery school Břetislavova 6 is set on 44 for the school year 2018/2019.

Nursery school str. Slovácká 39 has a granted dispensation by the founder in accordance with Education Act, § 23 subsection 3. The highest number of children in the classroom I, II is 25; the classroom III has the capacity 15 children.

Target capacity of Nursery school Slovácká street 39 for the school year 2018/2019 is set on 65 children.

- the beginning and the end of the school year is set by the document of the Ministry of Education „The organization of school year“
- the operation of the both nurseries is usually interrupted for four weeks in July and August
- the parents/ legal guardians are informed by the headmistress about the limitation or interruption of the school running at least two months ahead, furthermore she enables the child to stay in other nursery school appointed by the founder. The both nurseries are usually closed during the Christmas holidays.
- children can come to the nursery from 6:30 a.m., we recommend to come till 8:30 a.m., (possibly till 8:45 a.m. to avoid the disturbing of teachers 'educational process).

After the previous agreement it is possible to bring the child anytime according to the family needs

but the child has to be registered for the boarding. The compulsory pre-school education has the form of regular daily attendance in working days and its range is set on 4 hours from 8:00 a.m. to 12:00 p.m.

- it is not allowed to give children any toys or any other things, possibly to leave any children's small items, medicine, creams, food (especially sweets) in any form in the lockers. In the case of breaking this rule the nursery school is not responsible for possible loss, damage or other harm to these objects. But children are allowed to bring their favourite plush toy to have it during the sleeping.
- repeated and unsubstantiated breach of this regulation may be considered as repeated disruption of nursery school operation. The reason of this regulation is to **secure the safety and health protection (risk elimination)** for all children present at the whole duration of school operation.
- **parents/ legal guardians are obligated to hand their child over to a teacher personally** and only afterwards they can leave the nursery. Pedagogical workers are responsible for the child's safety from the child's receiving until then his/ her parents or a person deputed by them take the child over.
- child's parents/ legal guardians can authorize on paper another person to pick up their child (you can obtain the forms from the headmistress of nursery, possibly in the classrooms). It is impossible to hand the child over to another person without this written authorization. The permanent commission can be recorded in a Registration sheet, possibly in other appointed form.
- **during common actions** organized for parents and their children child's parents/ legal guardians or other authorized persons are responsible for child's safety and are obligated to respect the instructions of responsible people arranging the action
- after you pick up the child from the nursery you are not allowed to stay and use sport equipment and facilities in the school garden because of the safety reasons
- child's parents/ legal guardians are obligated to announce all changes of child's personal data which influence his/ her stay in the nursery school - the change of residence, regular updating of telephone connection, the change of health insurance, infectious disease being under quarantine, etc.

11.2 Organization of the day

The main objective of our nursery is to develop independent and healthily self-confident child by the way of natural education, to lay the foundations of lifelong learning for all children on the base of their abilities, interests and needs. The nursery uses its own educational programme (curriculum). The nursery classes have their own **day organization rules** (programme, day organization) which are flexible enough to react to up-to-date changes or relevant changes of children's needs.

Nursery school Břeclav, Břetislavova 6

6:30 a.m. - 7:30 a.m. = gathering of children in one classroom (children's spontaneous/ game activities, individual work with children)

7:45 a.m. - = children go to their classrooms where they continue their games and

activities

8:15 a.m. - 8:45 a.m. = collective morning circle, directed activities, movement activities (children's exercises)

8:45 a.m. - 9:15 a.m. = morning snack

9:15 a.m. - 11:30 a.m. = preparations for the outside activities (walks or stay in the school garden)

11:30 a.m. - 12:00 p.m. = lunch serving
= preparation for the afternoon rest

12:15 p.m. - 2:15 p.m. = children's rest, directed rest activities for children with a smaller need of sleeping

2:00 p.m. - 2:15 p.m. = afternoon snack prepared according to the need of individual children

2:15 p.m. - 3:30 p.m. = free games and children's activities, in the case of kindly weather children's stay in the school garden, spontaneous/ game activities

3:30 p.m. - 4:30 p.m. = both classes of children are joined (it depends on the children's current number)

4:30 p.m. - = the end of nursery operation

Nursery school Slovácká street 39

6:30 a.m. - 7:30 a.m. = gathering of children in one classroom (children's spontaneous/ game activities, individual work with children)

7:30 a.m. - = children go to their classrooms where they continue their games and activities

8:15 a.m. - 8:45 a.m. = collective morning circle, directed activities, movement activities (children's exercises)

8:45 a.m. - 9:15 a.m. = hygiene, morning snack prepared according to the need of individual children

9:15 a.m. - 11:30 a.m. = preparations for the outside activities (walks or stay in the school garden)

11:30 a.m. - 12:00 p.m. = lunch serving
= preparation for the afternoon rest

12:15 p.m. - 2:15 p.m. = children's rest, directed rest activities for children with a smaller need of sleeping

2:00 p.m. - 2:15 p.m. = afternoon snack prepared according to the need of individual children

2:15 p.m. - 3:30 p.m. = free games and children's activities, in the case of kindly weather children's stay in the school garden, spontaneous/ game activities

3:30 p.m.- 4:30 p.m. = all classes of children are joined (it depends on the children's current number)

4:30 p.m. - = the end of nursery operation

11.3 Only fully healthy child is taken into the nursery.

The parents/ guardians are required to report the occurrence of infectious diseases in the family and all information about the child's health status. The parent/ legal guardian is obligated for the child's health status. If there are evident signs of illness when the teacher takes over the child in the morning, she is enabled to warn the parents of child's health status, possibly to refuse to accept the child into the group of other children. If there is a change in the child's health status during the day, the teacher is obligated to inform immediately the child's parents/ guardians about this situation.

Due to the fact the nursery school does not have a separate quarantine space and a professional health worker, the parent / legal guardian (or entrusted person) has to pick up the child from the nursery and provide him (her) with medical care.

11.4 The process of relieving and excusing children from the nursery school

- if the child can't attend the nursery school for advance known reasons, the parent/ guardian should report this fact immediately at the nursery school
- if the child leaves the nursery for the reason of sickness, he/ she has to be accompanied by the parent/ legal guardian or by a person who is enabled by them

11.5 The conditions for relieving children and excusing their absence in educational process (children, who are enrolled in obligatory pre-school education

- a) illness (lasting more than one week) or an injury - confirmed by a responsible paediatrician or a specialist
- b) family holiday - written parents 'request with the stated holiday term is needed
- c) no more than one week of sickness - a letter of apology written by parents + the reason

11.6 Children's boarding

- the child, who is present at the nursery school during time when lunch is serving, has always his/ her meal here, the conditions of boarding are discussed during the child's initiation into the nursery
- from the hygiene and safety reasons it is not possible to bring own food into the nursery school
- it is prohibited to leave any food, drinks, sweets in the children's lockers, which they have for their personal things, as it can endanger the health and safety of the other children. In entirely exceptional cases the nursery school enables to bring food for a child who comes to school very early. It is possible only by prior agreement with the school headmistress. This food must be in usual amount and always hand in to a present teacher who will ensure **immediate liquidation** of it in the case the food is not consumed.

The parents/ legal guardians discuss questions relevant to the child's boarding with the head of the **School Canteen belonging to Primary and Nursery School Kupkova 1020/ 1 Břeclav (Mrs.**

Horníčková Hana)

- there is a labelled notebook at the main door of the building, possibly in children's cloakroom which serves for cancelling and registering of the child
- cancelling or registering of the child for the next day boarding must be done till 12.00 p.m.
- the first day (in the case of unexpected child's absence) the parent/ legal guardian has claim to pick up the untaken food; you can cancel the child telephonically:
 - tel. number 703 330 080 - the building of Nursery school Břetislavova till 12:00 p.m.
 - tel. number 722 315 743 - the building of Nursery school Slovácká till 12:00 p.m.

11.7 Organization of education

- a pedagogical worker is personally obligated to record the educational contents to the school register and child's absence to the school attendance register
- during the day the teaching staff supervises economical handling of school property and maintaining of order and neatness in the classroom. If there is any loss or damage, they immediately have to report it to the nursery headmistress according to a type of problem.

11.8 Children's responsibilities during spontaneous and guided activities:

- to move in classes only in changed shoes
- to tidy up own space after finishing of individual game activities

12. Payments

12.1 Charge amount for pre-school education (thereinafter referred as "**school fees**") for the school year is CZK 600 a month. The nursery school headmistress mandates if to reduce or pardon the charge for pre-school education on the basis of the submitted request in accordance with applicable legislation. For more information - see Directive of payment for pre-school education - Appendix n. 1.

- **the children who will start their compulsory education in the following school year** are exempted from payment of school fees

In the case of supplementary postponement of compulsory school attendance, when the pupil returns from primary school to nursery school, he/ she will stay in pre-school education without paying.

- school fees are payable till 15th each month by a money order or by bank transfer to the nursery school account (**account number: 24536651/0100**). The nursery school does not accept cash payment.

At the beginning of the child's school attendance the parent receives pre-printed money order with a given variable symbol, which identifies the remitter.

- if children attend other nursery in the time of interrupted operation in our nursery, they pay school fees according to the rules of attended school

If the school fee is not recurrently paid to the nursery school it is considered to be weighty breaking of school operation and in final consequence it can be the reason for ending of child's attendance to

the nursery school.

12.2 Payment (deposit) for cultural events

- when the child enters the nursery (usually in September of the new school year), parents/ guardians will pay CZK 500 in the nursery account as a deposit on cultural events which the child participate in during the school year

The parent/ legal guardian can use pre-printed money order with a variable symbol identifying the remitter, which is at disposal in the nursery school.

12.3 Payment for boarding

The child who is present at the nursery school has always his/ her meal here. Boarding fee is paid in advance to the head of the School canteen which belongs to Primary and Nursery School Kupkova 1020/ 1 Břeclav - Horníčková Hana where the child's parent/ legal guardian agrees the way of paying.

The children with postponed school attendance, who will reach the age of 7 in relevant school year, are included into the category of boarders aged 7-10 according to the regulation n. 107/ 2005 Coll.

13. Regime during actions apart the nursery school (field and school trips, actions for parents and their children)

13.1 Field trips are part of children's education and important element of the school yearlong plan:

- the field trips are organized as half - day trips
- they are arranged and guided by a pedagogical worker charged by the nursery headmistress
- during these trips children have to respect the safety and hygiene rules as well as instructions of the workers of the organization where the field trip takes place
- during the field trips children respect the instructions of pedagogical supervision (or the nursery headmistress). The children, who do not take part in the trip, are this day excused from the attendance by their parents/ legal guardians.

13.2 Children's school trips are usually organized once a year and carried out in the morning.

- the number of children per one pedagogical worker is adjusted by assignment of the clause 14.3 of this School rules
- during the school trips children have to respect instruction of a pedagogical worker (or the nursery headmistress). The children, who do not take part in the trip, are this day excused from the attendance by their parents/ legal guardians.

13.3 During all educational activities organized by the nursery school directly in the nursery school the supervision is done by an entrusted pedagogical worker (or another person charged by the nursery headmistress who is of full age, fully capable to legal transactions and who is in labour-law relation to school; this person has to be properly instructed about supervising duties.) The pedagogical workers (or the appointed persons) charged by supervising are responsible for children's security and obligated to respect valid rules. They always operatively judge the actual children's state taking into account their age and

individual uniqueness or current health condition. The pedagogical workers pay adequate attention (depending on realized activities) to their own existing working experience (especially workers with lower pedagogical practice).

13.4 During events/ activities held outside the nursery school, children observe rules ensuring the health and safety and fire protection regulations in force used in the properties. A person in charge of the event or by him/ her tasked pedagogical worker is responsible for the observance of the rules.

At events held outside of the school, provided a gathering place for children is not the nursery school, a supervision starts 15 minutes before the gathering in a designated place. After the event, the supervision ends at a place and time specified in advance. The headmistress of the nursery school notify the parents/ legal guardians of the place and time for the children's gathering for the event at least one week before the event. The children may participate in activities held outside of the school or after the nursery hours only if accompanied by parents/ guardians (or persons authorized by them). Persons accompanying the child at these events have to follow the instructions of nursery school workers and heed the safety of themselves and children committed to their care.

14. The conditions to ensure children's safety and health protection and their protection from social - pathological phenomenon and from acts of discrimination, hostility or violence

14.1 The children's safety and health protection during educational process

The nursery school supervises the child from the time the teacher takes the child over from the parent/ legal guardian till the time when the teacher hands the child over to the entrusted person.

14.2 Instruction of children at the beginning of the school year is carried out by a pedagogical worker always with a written record. It will inform the children about:

- School rules
- the principles of safe behaviour in the classroom, halls, locker rooms, during school leaving and coming and on the public roads
- the principles of safe behaviour in the school garden including using game elements
- the prohibition of bringing things to school that are not related to the activities in nursery school
- the procedure during injuries
- the danger of fire emergence and the procedure in case of the fire

14.3 Securing of the children's safety apart the place where the pre-school education is realized

To ensure the children's safety during the stay where pre-school education is realized the nursery headmistress stipulates the corresponding number of teachers so that per a teacher there would be maximally:

- a/ 20 children from common classes
- b/ 12 children in the class where are included children with admitted supportive remedies from the second to the fifth degree or children who are younger than three years
- the nursery headmistress can exceptionally increase the number of children introduced in point a and

b:

a/ maximally by 8 children

b/ maximally by 11 children

14.4 Securing of children's supervision during the specific activities, possibly during increasing in their number

With an increased number of children or during specific activities - e.g. sport activities or children's stay in the environment – demanding securing of safety, the nursery headmistress will entrust another pedagogical worker to secure safety of children, in exceptional situations other major person who is in labour-law relation to the juridical person who performs activities in the nursery and is qualified to legal transactions.

14.5 Health protection of other children in the nursery

In the interest of health protection of other children the teacher can (if during the child's taking over from the parent/ legal guardian he/she surmises that the child is not healthy) ask the parents/ legal guardians for the document about child's health eligibility to education by the form of certification written by caring doctor. If the child comes to the nursery after his/ her illness the teacher can ask the parents/ legal guardians for the certificate written by the caring doctor stating the child is healthy and can be accepted to the group of healthy children. The pedagogical workers are prohibited to give children any medicine, vitamins or some supportive medications dealing with the child's health state even if the parents wish it. The exceptions of this prohibition are always personally discussed with the nursery headmistress in the cooperation with the caring doctor.

14.6 Instruction before activities which run apart the school building (trips, field trips etc.)

- the pedagogical workers introduce children with all rules of behaviour, possible prohibitions and so on
- the instruction about children's suitable equipment and their behaviour is done by the person who will supervise them, this person will simultaneously make a recording to the class register

14.7 Children's boarding

The child, who is present at the nursery school during time when lunch is serving, has always his/ her meal here. To bring food to school is possible only for children who are healthily limited which is confirmed by a caring doctor and after previous discussion with the nursery headmistress in the case that the school boarding is not enable to respect this health limit by its compound. Simultaneously it is not possible to carry food, which was not eaten by the child within the school boarding, from the nursery. It is prohibited to leave any food, drinks, and sweets in the children's lockers, which they have for their personal things, as it can endanger the health and safety of the other children.

In entirely exceptional cases the nursery school enables to bring food for a child who comes to school very early. It is possible only by prior agreement with the school headmistress. This food must be in usual amount and always hand in to a present teacher who will ensure **immediate liquidation** of it in the case the food is not consumed.

14.8 The children have to report each injury, wound or accident, which happens during the stay in the nursery (in the classrooms, sanitary facilities) to their teacher or other nursery staff . The worker proceeds according to the determined instructions.

14.9 The protection against social-pathologic phenomenon

The important element of the protection against danger behaviour is also educational impact on children in their pre-school age aimed to the healthy way of life - healthy lifestyle. That is why the children are within the school educational programme (by the natural way and adequately to their age and abilities to understand and grasp the given problems) introduced with the danger of drug addiction, alcoholism, smoking, virtual addiction (computers, television, video), pathological gambling, vandalism, criminality and other forms of danger behaviour.

The both school buildings are secured with electronic system and they are accessible from outside only in the time of children´s morning entry or afternoon leaving. Each worker, who opens the building to the strange people, is obligated to find out the reason of their visit and prevent them from moving about the building without any control. During the nursery operation the main doors and all exits are free - open and unlocked from inside.

The parents have the possibility to ask the nursery for being given the entry safety chip. The parents´ duty is to use the safety chip by the way not to be damaged, lost or misused by other people. In the case of its loss the parent/ legal guardian is obligated to report immediately this fact to any pedagogical worker. The safety chip enables parents to enter the only building which their child attends. The same rules and conditions for provided chip handling apply to all nursery school employees.

To open the door by chips is for safety reasons limited in both school buildings from 6:30 a.m. - 8:30 a.m. and then from 2:00 p.m. - 4:00 p.m. Apart this time the building is unlocked after the previous bell ringing at the main door.

- all pedagogical workers monitor continuously the concrete conditions and situation at school from the point of view of social-pathological phenomenon occurrence. They use various forms and methods which enable them to notice the endangered children in time.
- the nursery school headmistress will secure the cooperation with the parents in the area of prevention. She cooperates with other institutions dealing with social-law protection of children and youth.
- the pedagogical workers observe so that the foundations of ethic and law education, education of the healthy lifestyle and prevention were in accord with the school educational programme
- the pedagogical workers are obligated to supervise children in a high quality during their whole stay in the nursery in accord with working rules

15. The conditions of handling with school property from children´s side

- the child has the right to use school property
- the child has to protect the property against damage. The child handles with toys, tools and school property with caution. Every wanton damage or destroying of the property of school, children, teachers or other people has to be paid to the full extent by parents/ legal guardians of the child who caused the damage.
- the child reports every damage or defect in the classrooms to any nursery school worker
- if the school demands compensation of the damage caused by the child, the headmistress always has to verify the damage of the thing and take into account the pedagogical aspect
- every child is responsible for tidiness and order of his/ her working place and the nearest surroundings
- after finishing their activities the child tidies his/ her working place and the nearest surroundings
- children are strictly prohibited to manipulate with electric devices and switches. For safety reasons the children are not allowed to open the windows, to sit on the window sills, to stand on the child's chair without pedagogical worker's supervision.

Nursery school Břeclav, Břetislavova 6

- it is possible to lock the children's bicycles in the school area - there is a bike stand at disposal.

It is prohibited to lean the bicycles against the building facade.

The gate of the school area is closed during the day by an entrusted worker at 9:00 a.m. There is a bell placed next to the gate which serves to announce the entrance to the school area.

Nursery school Břeclav, Slovácká 39

The gate of the school area is closed during the day by an entrusted worker at 9:00 a.m. with the help of internal catch which is out of children's reach. This person is obligated to close the main gate again by this way after the adults leave the school area.

It is possible to lock the children's bicycles in the school area - there is a bike stand at disposal. It is prohibited to lean the bicycles against the building facade.

16. The finishing of child's attendance

The nursery headmistress can finish the child's attendance after the previous written announcement to the child's parents/ legal guardians if:

- the child is absent from the nursery school more than two weeks without parent's/ legal guardian's excuse
- the child's parent/ legal guardian repeatedly and by a serious way disturbs the operation of the nursery and all negotiations of the remedy were unsuccessful

- the finishing is recommended by the doctor or school consulting institution during the trial stay
- the child's parent/ legal guardian does not repeatedly pay the payment for education in the nursery or the payment for school boarding in the fixed deadline and does not agree with the headmistress on the other term possibly the way of payment
- it is impossible to decide about the finishing of pre-school education in the case of child's compulsory pre-school education

17. Transfer to the other nursery

The child stops being a member of the nursery school from which he/ she moved out by the day preceding the day of admission to the other school.

18. Loss and found property

- all employees are obligated to protect properly the things from their loss and damage; the children use the assigned locker for leaving of personal things
- the parent/ legal guardian is obligated to announce the established loss immediately to a pedagogical worker, the pedagogical worker will investigate the loss immediately
- if the culprit is found, on the same day the pedagogical worker will write a record about the testimony of injured person and testimonies of witnesses. If the loss is bigger than CZK 2 000, the pedagogical worker will call the Police of CR with the seat in Břeclav, Národních hrdinů 15, tel. n. 519 373 876. The injured person and witnesses are obligated to wait for the police arrival. If the child, parent/ legal guardian finds a lost valuable thing in the school area, he/ she is obligated to hand it over to the nursery headmistress.

19. Complaints, announcements, requests for provision of information and stimulations to work of the nursery school

- the parent/legal guardian has the right to tell his/her comments, reservations and suggestions to the school activities and their employees to the nursery headmistress
- children's parents/legal guardians have the right to tell their comments, reservations and suggestions to the school activities and their employees to the school headmistress in the class meetings or in the case of urgency anytime during the school year; she will handle them in legal period or refer them to relevant authorities

20. Consulting hours for the parents

- every last Thursday in the month from 2 p.m. to 4 p.m.
- according to a duty roster of individual pedagogical workers (update is available on school's website, in children's changing rooms by particular classes)

20.1 The headmistress' consulting hours: the building nursery school, Slovická street
every Tuesday 1:00 p.m. - 4:30 p.m., in the case of urgency any time after phone agreement
every second Tuesday in month from 5:00 p.m.

20.2 The headmistress' office hours: the building nursery school, Břetislavova street
every Wednesday 1:00 p.m. - 4:30 p.m., in the case of urgency any time after phone agreement

20.3 The headmistress' office and consulting hours can be used by parents in the term which is suitable for them without regard to the building of the nursery school where their child attends.

20.4 The presence of an entrusted worker

An entrusted worker is present in the nursery school every day (according to the published schedule), who is at the parents' / legal guardians' disposal to secure the operational consultation.

21. Closing enacting

This School rules including the supplements and appendixes come into force 3/9/2018 and it is mandatory for the parents /legal guardians of children attending Nursery school Břeclav, Břetislavova 6, allowance organization including a detached workplace Nursery school Slovická 39 and for all employees of the nursery school.

Lenka Čudová
nursery headmistress

Nursery School Břeclav, Břetislavova 6, state-funded organization

Criteria effective for admission of children for the school year 2018/2019

A child reaching the age of five years to 31/8/2018 will be admitted preferentially

Criterion	Points awarded
Child's residence in Břeclav	2
A child reaching the age of four years to 31/8/2018	2
A child reaching the age of three years to 31/ 8/2018	1
A sibling of a child is attending The Nursery School in the school year 2018/2019. Points awarded for sibling born to 31/12/2015, residing in Břeclav	1
A child is applying for all-day stay	1

Lenka Čudová
nursery headmistress

Appendix to School rules about education of pupils with special needs and talented pupils.

According to the REGULATION n. 27/2016 Coll., Education of pupils with special needs and talented pupils.

The general objectives and intentions of pre-school education are common for all children. During the education of children with special educational needs is necessary to adjust their fulfilment to children to be maximally convenient to them, their needs and abilities. Teaching staff make an effort to create the optimal conditions which lead to the personal development of each child.

They encourage children to learn, communicate with others and they help them to achieve maximum independence. On the basis of the knowledge and developmental abilities of every child we provide early pedagogical raising to improve their living and educational prospects. We create the conditions for a positive reception of children with special educational needs. We also establish a close cooperation with partners of all children, communicate with them sensitively and hand on needed information. We cooperate with other professionals and use service of school consulting institutions.

The main purpose of these children's support is full integration and maximum use of their educational potential with respect to their individual compass and capabilities. Children's individual developing abilities are maximally supported. All activities are carried so that all children could experience success and joy of everything they have managed.

Teaching staff is aware of differences in abilities and individual educational needs of children who have special supportive measures are assigned. That is why we maximally use educational potential of these children with the respect to their individual competences and abilities.

The teacher includes supportive measures into his (her) educational strategies during education of a child with special needs. The kindergarten assigns the first level of supportive measures. The second and further levels of supportive measures are assigned by School Pedagogical Institutions after they were discussed with the school and child's legitimate representative. The rules for supportive measures use by schools and school institutions are assigned by the regulation n. 27/2016 Coll.

Educators select suitable educational methods and tools, which are in accord with the established supportive measures. During the educational process not just pedagogues apply professional attitudes but also the other workers who participate in child's care and education.

We form supportive measures during the education of children with special needs and we heed all our methods were brought into accord with pupil's interest. The educational conditions are in accordance with individual needs of children. We exercise the principle of differentiation and individualization of educational process during the planning and organization of activities including the designation of the educational content, forms and methods. We carry out all assigned supportive measures during the educational process. It is certain to learn the specific skills on the level which is in accordance with the child's individual needs and abilities focussed on self-independence, self-service and basic hygiene habits corresponding to the child's age.

Supportive measures of the first level:

The supportive measures of the first level are exercised by the school or school institution without any reference of school consulting institution; it is just based on the plan of pedagogical support (PLPS). PLPS is elaborated by school itself.

The supportive measures of the first level are proposed, made and edited by kindergarten.

Pedagogical workers can propose modifications of education, cooperating with child's parents / legal guardians. PLPP is in the written form.

Supportive measures from the second to the fifth level:

Supportive measures from the second to the fifth level may be applied just with the reference of school consulting institution after they were discussed with the school and child's legitimate representative. Individual educational plan is made on the basis of school consulting institution's reference. It is in a written form and the school consulting institution and child's legitimate representative are acquainted with it.

We pay close attention to the children with school postponed attendance. Child's progress is monitored in the individual evaluation and consulted with child's legitimate representatives.

We create suitable conditions to use maximally the potential of each child in the respect to his (her) individual abilities. It also fully goes for education of talented children. As a talented pupil, according to this ordinance, is primarily considered the pupil who, adequately supported and in comparison with the coevals, shows a high level in one or more fields of intellectual powers, locomotive faculties, manual, artistic or social skills.

The survey of exceptional talent including pupil's educational needs is conducted by school consulting institution in the cooperation with school. The child, who shows signs of a talent, is kept supporting. The children's education is run by the way when the development of their potentiality is stimulated including various types of talent so that this talent could be proved, applied and keeping developed at school.

Lenka Čudová

nursery headmistress

All you need for the nursery school

School year 2018/2019 begins 3/9/2018

Operation of the nursery school

Monday - Friday = 6:30 a.m. - 4:30 p.m.

Payment for preschool education (schoolfee)

in the given school year - CZK 600/ month

Payment is available by

postal order (you can find a form every month (at a designated location)

credit to the account n. 24536651/ 100

The nursery school does not accept cash payment (cash payment is accepted in exceptional cases only)

- for distinction of your payment you will be assigned your own special variable symbol (please don't quote child's date of birth or other numbers), lest it come to confusion. Payments for children are kept on separated accounts.

- due day of the schoolfee is on the 15. day of a month

- if you are paying by credit (standing order) – set it from September to June next year

- detailed information about schoolfee you can find on the information panel in the entrance corridor

The nursery school does not accept cash payment

other payments

- cultural events

Each child gets his/hers subaccount number, when joining the school. You deposit CZK 500 on this subaccount. We'll pay from this amount for theater performance (1x in a month), entrance fee in chosen institutions, common photograph at the end of the schoolyear.....

Amount „overpaid“ is settled and returned at the end of the schoolyear. It's not transferred to the next school year.

For all payments at the Nursery School you'll get our forms.

Meals

Meals for children is brought from School Canteen by Primary and Nursery School Kupkova Břeclav (for children at Nursery School Břeclav, Břetislavova 6), there you arrange all payments relating to meals (in case of joining the nursery school from 1/9 arrange your payment in the last week of August)

- cancelling = Nursery school Břeclav, Břetislavova 6 tel. 703 330 080, eventually tel. 519 371 203

7:30 a.m. - 12:00 p.m.

- cancelling = Nursery school Slovácká street 39 tel. 519 370 494, eventually tel. 722 315 743

7:30 a.m. - 12:00 p.m.

in case of your child being ill you can pick his/her meal on the first day of his/hers absence (only) to 12:30 p.m.

Things you need for the nursery school

- shoes for classroom (please don't give your children mules or other suchlike shoes)
- clothing for classroom (playing trousers/skirts, T-shirt, spare T-shirt, underwear, socks ...)
- **older clothes** for garden, sandpit, older shoes for walks
- pajamas
- paper tissues (2 packings in September, the other 2 in January)
- soft toy for sleeping
- signed plastic cup for drinking

Please sign, mark all, train your children to recognize their things.

We wish you pleasant stay, many common experiences and a satisfied child

*Lenka Čudová
nursery headmistress*