



INTERNAL RULES AND PROCEDURES

Private kindergarten
Limbová 3
Trnava

school year 2012/2013

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Introduction

Kindergarten is a preschool institution that deals with upbringing and education children before primary school admission. For the sake of the fulfilment of the right for upbringing and education, the school management provides for kindergarten internal operation and conditions for optimal interpersonal relationships to ensure effective use of time spent in the kindergarten in terms of upbringing and education, and also in terms of pleasantly spent time by children as well as teachers. The kindergarten consistently cares for the compliance with mandatory rules of law such as the Declaration of the Rights of the Child, the Charter of Fundamental Rights and Freedoms as well as other applicable documents in relation to children, teachers and other school employees. Consequently, Kindergarten Rules and Procedures, based on the current legislation of the Ministry of Education of the Slovak Republic, are established. It is a summary of the standards, principles and rules of coexistence of the entire group of children, teachers and other school staff. Implementation of the Internal Rules and Procedures in everyday school life is the manifestation of a positive attitude to work in the school and to the fulfilment of one's duties.

1. School characteristics

Private kindergarten has five classrooms. It provides all day educational care for children from the age of 2,5 to 6 and for children with delay in schooling. The kindergarten is located on the private primary school premises, Limbová 3, Trnava. The founder is Montesschool, s.r.o, Limbová 3, Trnava.

Alongside target fulfilment, we put emphasis on the inclusion of English language teaching via bilingual form of communication.

Communication is provided by an English speaking teacher in each classroom, which ensures smooth transition to the private bilingual primary school.

1.1 Kindergarten operation

Kindergarten operates during working days from 7:00 to 17:00.

In case parents have problems with collecting their child before 17.00, they should inform kindergarten principal one day in advance. Child care will be provided.



Kindergarten principal: **Bc. Puškárová Ivana**

Office hours: daily, upon agreement on the telephone number: **0917 102 611**

- Kindergarten is a preschool institution which offers all day care for children from the age of 2,5 up to the primary school entry and complements family upbringing with educational activities aimed at child's personality development.
- Preschool education is provided by qualified teachers who are responsible for child's safety and health during their stay in the kindergarten.
- Every year during the summer holidays the kindergarten operation is interrupted for 3 weeks. During this period, operational staff perform major cleaning and disinfection of the premises, teachers and other staff take compensatory leave and have holidays pursuant to the holiday plan.
- Parents make sure that their children's clothes are clean and appropriate and change pyjama weekly. The kindergarten ensures weekly exchange of towels, once-a-month exchange of bed linen. It is important to label personal child's belongings with their name.
- Day regime is adjusted to the kindergarten conditions in each class so that tasks are fulfilled and mental health requirements are respected.
- Kindergarten is open during autumn, half term, spring and Easter holidays. During the winter holidays, it operates in compliance with parents' interest which is investigated by the kindergarten principal one month in advance. The kindergarten is closed for the last 3 weeks in August during the summer holidays – for other weeks, a parent can sign their child up for the list one month in advance.

1.2 Child rights

- The right to a name and nationality.
- The right to healthy mental and physical development.
- The right to equality without distinction of race, religion, origin and status.
- The right to nourishment, housing and health services.



- The right to physical, mental and social disability care.
- The right to love, care and understanding.
- The right to education, play and recreation.
- The right to preferential protection and assistance.
- The right to protection against neglect, cruelty and exploitation.
- The right to protection against discrimination and to education in a spirit of tolerance, peace and brotherhood.

2. Conditions of admission and attendance of a child to the kindergarten

2.1 Enrollment and admission of children to the kindergarten

Children are accepted to the kindergarten at the beginning of the school year in March or in the course of the school year in case there is a spare capacity in the kindergarten. When accepting the children at the beginning of the school year, the principal of the kindergarten publishes by February 15 in the corresponding calendar year at the latest, place and time of application submission, number of children that can be accepted and admission criteria. Preferentially, the children with postponed compulsory school attendance who have reached five years of age are to be accepted. A parent receives an application form from the kindergarten principal. After filling it out, health certificate from a pediatrician is to be attached to it.

As a general rule, a parent submits the decision on the postponement of compulsory school attendance to the headmaster by April 30.

In case a parent has not received a headmaster's decision on the postponement of compulsory school attendance by that date, they notify the kindergarten principal about the possibility of the postponement of compulsory school attendance for the purpose of kindergarten place reservation.

A parent of a disabled child submits, together with the application and health certificate, pediatrician's statement about the possibility of integration. To this issue, a special education teacher's and psychologist's statement is to be attached. In their



report, they also work out a proposal to reduce the number of children in the classroom, given the nature of a child's disability. A written decision about child's admission, respectively non admission to the kindergarten at the beginning of the school year is to be received by a parent by April 30 of the corresponding calendar year, in case of admission during the school year up to 30 days after application submission.

Admission of a healthy or disabled child can be preceded by an adaptation or diagnostic child's stay after a parent's agreement with the kindergarten principal. The form of the stay is to be decided taking into account individual characteristics of a child. In case of a lowered child's adaptation capacity and on behalf of their healthy development, the principal can, after discussion with parents or upon written request, decide about the interruption of a child's kindergarten attendance for agreed time or about attendance termination.

2.2 Children attendance in the kindergarten

A parent brings a child into kindergarten up to 8.30 and as a general rule, collects them after 15.00. In case of a child's attendance during the day, a parent arranges the time of a child's arrival/departure and mode of food provision, so that the course of action of other children is not disrupted/e.g. limiting outdoor activity, etc. A member of a teaching staff can refuse to collect a child if they find out that their health condition is not suitable to be accepted in the kindergarten.

In the kindergarten, it is forbidden to administer medication recommended by parents.

A parent notifies the kindergarten of their child's absence in advance, on the day of absence at the latest.

2.3 Attendance and school meals reimbursement

School fees are to be paid to the account number **4013845596/7500** by the 15th day of the preceding month in accordance with the Educational Contract. Always specify a pupil ID as a variable symbol, month and year of a payment for which the payment is paid (e.g. 092012) as a reference.



School meals. A parent is obligated to pay school meals fees by the end of the previous month (for September by 10.9., for October by 30.9.). School meals fees are to be paid to the account number **4014275265/7500** (variable symbol – child ID). The same sum applies to each month, 20x meal unit, settlement for school meals is to be carried out in two periods according to the actual number of ordered lunches. Settlement periods are 31.12.2012 and 30.6.2013. Settlement is to be carried out by overpayment refunded to a parent's bank account. A parent should report the account number to which overpayments can be send to.

School meal price is €3/day – morning snack, lunch, afternoon snack, fresh fruit twice a day, drinking regime in the form of tea or water.

Monthly school meals payment is to be calculated as follows: $20(\text{number of days}) \times 3(1\text{-day fee}) = €60$

Checking out of school meals:

- From 8.00 to 18.00 to be realized via phone number 0917 953 282 or by sending email to strava@besst.sk.
- after 18.00 and during weekends, checking out is to be realized via SMS text message to the phone number 0917 953 282.
- It is possible to check out of lunch until 12.00 on the following day at the latest.

3. Kindergarten internal organization

3.1 Collecting children

A child is collected from their parents by a teacher who is responsible for them from that time until they are collected by the parents or another authorized person or a teacher who alternates them at work.

3.2 Contact with parents

Is carried out individually after children's arrival and departure to and from the kindergarten, also in the form of parent meetings or via announcements on the noticeboards. Teachers and parents inform each other about a child.



School employees are required to keep discretion about children. They do not provide information to any strangers. Parents' telephone numbers will be used in case of quick contact – sudden child's illness, accident, etc.

3.3 Organization in the locker rooms

The locker rooms are accessible to parents who after entering the kindergarten building use shoe covers. When changing clothes and putting things into lockers, parents in cooperation with teachers lead children to be independent and orderly. Teachers are responsible for order in lockers, locker rooms, designated operating staff for hygiene and locking entrance.

3.4 Organization in the washroom

Each child has their own towel, comb, alternatively toothbrush and a glass, all labeled with a name /mark/. Designated operating staff is responsible for regular towel exchange, cleaning combs, dry floor and washroom hygiene. Children stay in the washroom only in the presence of a teacher who teaches them basic hygiene habits and self-sufficiency. A teacher on duty and staff are responsible for overall organization of children in the washroom, water closure, flushing toilets and compliance with relevant hygiene, health and safety regulations.

3.5 Organization while administering food

Food is served in the canteen according the timetable specified in the day regime. Head of the school canteen is responsible for timetable keeping, quality and prescribed amount of food, hygiene and dining culture and drinking regime.

The principal and teachers are responsible for organization and educational process. Teachers lead children to acquire basic dining habits, while applying individual approach to the maximum extent. During meals a teacher guides a child peacefully, helps with eating according to parents' wishes. They do not force children to eat. 2,5 –4 years old children use a spoon for eating, 4-5 years old also a fork / possibly cutlery after half term / and 5 -6 years old children use complete cutlery.

3.6 Children's outdoor stay

During children's outdoor stay, a teacher is required to provide children with an organized activity which is planned with a particular location. A teacher pays



increased attention to children, meets safety and health protection requirements in accordance with corresponding generally binding legal regulations and instructions of the kindergarten principal.

3.7 Organization during afternoon sleep

During afternoon rest time in the bedroom, a teacher pays attention to adequate clothing for children (pyjamas). A teacher ensures regular bedroom ventilation that does not endanger children's health. A teacher does not leave resting children, has an individual approach to children who do not feel the need to sleep. Children in the Reception Year have a rest (not changing into pyjamas) doing relaxing activities (listening to fairy tales, stories...), from 13.00, after-school activities are run.

3.8 Educational and after-school club activities

Educational activities are realized in the morning hours from 9.00 to 10.30 and in the afternoon hours from 15.00 to 16.00.

As a general rule, after-school activities for children in the Reception Year are realized in the morning hours from 13.00 to 15.00 according to organizational rules.

4. School uniform

- School uniform is mandatory for the Reception Year (5-6 year old children).
- For the children in the Reception Year, the school uniform is mandatory not only on the kindergarten premises but also on other occasions related to the school.
- For the rest of the children, the school uniform is voluntary.
- It is possible to purchase the school uniform at school.
- School uniform price list is published on www.besst.sk
- Children are required to have their uniforms labeled by their names so that they can be associated with their owners when they are found.



5. Hygiene, health and safety care for children

In healthcare, hygiene and safety of children, school employees follow binding rules, especially §7 of the Decree of the Ministry of Education No. 306/ 2008 Coll. on kindergartens, work order and other legislative regulations of the Ministry of Education of Slovak Republic and principal's internal guidelines.

Operating employees are responsible for adherence to hygiene rules on the school premises and for the children's health protection to the extent of their intended workload.

Following the Convention on the Rights of Children, teachers are required to provide active protection of children against socio-pathological phenomena, monitor changes in the children's behaviour and in case of suspicion of physical or psychological abuse or moral development endangerment immediately solve the problem in cooperation with the school management and the Centre for Educational and Psychological Prevention, alternatively Educational and Psychological Advisory service, contact respective department of social affairs, pediatrician and corresponding police department. In case of acute communicable disease ensure their temporary surveillance, isolation from other children and inform an authorised person without any delay. In case of an accident, provide first aid and consult a doctor. Notice of an accident is announced to a parent by the teacher who witnessed it and they file it with the principal immediately after the treatment of the child.

It is strictly forbidden to use alcohol beverages and other psychotropic substances throughout the school premises. There is a strict prohibition on smoking on the school premises.

6. Communal and personal property protection

6.1 Communal property protection

School entrances are protected by security locks.

During the school operation, operating staff are responsible for the closure of individual entrances.



Movement of strangers inside the school premises without school staff is forbidden. Room ventilation is carried out only in the presence of school staff. When leaving a classroom, a teacher is required to place teaching aids to lockable predetermined location. Individual employees are responsible for the inventory to the extent specified in the Contract of Indemnity, which is entered into with an employee in a written form. Employees meet other rights and responsibilities related to property protection in terms of their workload.

6.2 Personal property protection

Employees place their personal belongings to a designated lockable place. Employees do not bring to school large amounts of money, resp. expensive items. Employees carry the keys to mentioned rooms or have them hidden. In case a larger amount of money is needed, employees can put it in the principal's office. This also concerns the money raised from parents. In case of failure to comply with these measures, an employee takes full responsibility for any potential loss.

7. Fundamental rights and duties of parents

- As a general rule, a parent submits the decision about postponement of compulsory schooling to the principal by April 30 of the calendar year.
- To collect their child from the kindergarten, a parent can authorize their underage child/no younger than 7 years of age/or other person known to the school staff, who after collecting of the child are responsible for them /§ 9 and § 22 par.1. of the Civil Code/.
- At least up to 14 days / working / from the beginning of a child's absence, a parent notifies the kindergarten about the reason for a child's absence. In case of absence longer than 30 consecutive days, a parent notifies the kindergarten principal in writing, and when their child re-enters the kindergarten, a parent submits a proclamation about non-infectious environment.



- When the absence due to illness is longer than 5 days, a parent is required to bring a confirmation from a doctor about a child's health.
- If a parent does not notify the kindergarten about the reason for a child's absence within 14 days, or seriously and repeatedly violates the Rules and Procedures in the kindergarten, the principal can, after a preceding written notice to a parent, make a decision about the termination of a child's kindergarten attendance.
- A parent has access to the classroom anytime they deem it necessary, using shoe covers.

8. Fundamental rights and duties of employees

In addition to the rights and duties set out in the Working Regulations for school employees, an employee is obligated, following the instruction of the organization, perform work according to a working agreement at the established working time and abide by the work discipline.

These Internal Rules and Procedures enter into force from 1.9.2012.

In Trnava, 1.9.2012

Bc. Ivana Puškárová
Kindergarten Principal



9. Appendices

Appendix 1 Kindergarten day regime

TIME	ACTIVITIES: 2.5-4 years old children
7:00 – 8:30	games and play activities for children, morning circle personal hygiene
8:30 – 9:00	morning snack
9:00 - 10:00	educational activities planned according to state educational program kinetic and relaxing exercises
10:00 – 11:30	Outside games and activities
11:30 – 12:00	personal hygiene lunch
12:00 – 14:30	personal hygiene, rest time Reception Year – afternoon club, educational activities
14:30 – 15:00	personal hygiene afternoon snack
15:00 – 17:00	games and play activities for children, educational activities, Outside games and activities



TIME	ACTIVITIES: 5 -6 years old children
7:00 – 9:00	games and play activities for children, morning circle personal hygiene
9:00 – 9:30	morning snack
9:30 - 10:30	educational activities planned according to state educational program kinetic and relaxing exercises
10:30 – 12:00	Outside games and activities
12:00 – 12:30	personal hygiene, lunch
12:30 – 15:00	personal hygiene, rest time Reception Year – after-school activities, educational activities
15:00 – 15:30	personal hygiene, afternoon snack
15:30 – 17:00	games and play activities for children, educational activities, Outside games and activities



Appendix 2 School holidays

Holidays	Last school day before the beginning of holidays	Holiday term dates	Beginning of school term after holidays
Autumn	30 October 2012 (Tuesday)	31 October – 2 November 2012	5 November 2012 (Monday)
Christmas	21 December 2012 (Friday)	24 December 2012 – 7 January 2013	8 January 2013 (Tuesday)
Half term	31 January 2013 (Thursday)	1 February 2013	4 February 2013 (Monday)
Spring – Trnava region	1 March 2013 (Friday)	4 March – 8 March 2013	11 March 2013 (Monday)
Easter	27 March 2013 (Wednesday)	28 March – 2 April 2013	3 April 2013 (Wednesday)
Summer	28 June 2013 (Friday)	1 July – 30 August 2013	2 September 2013 (Monday)



