

Č.j. 01/2025

# **SCHOOL RULES AND REGULATIONS**

## **VALID TO 1.9.2025**

**B FRESH PRESCHOOL S.R.O.**

**U Ladronky 1006/40, 169 00 Praha 6**

## **B FRESH PRESCHOOL s.r.o.**

**Residence s.r.o.:** U Ladronky 1006/40, 169 00, Praha 6

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**IČO:**

**Č.j.: 01/2025**

**Issued:** Mateřská škola b fresh s.r.o.

**Discussed on day:** 27.8. 2025

**Confirmation day:** 27.8. 2025 by director Mgr. Jindra Zapletalová

**Requirement:** The school rules are obligated documents for all school employees and for children's legal representatives

**Recepiants:** Legal representatives of children at the beginning of the new school year and during children's enrollment at school, school employees before the beginning of the new school year

**Valid from:** 1.9.2025

### **Content:**

1. Basic Information: Preschool Educational Program
2. Admittance of Children into the Educational Program
3. Payment to the Preschool
4. Operation and Daily Schedule in Preschool
5. Laws and Obligations for all Persons Involved
6. Compulsory Prechool Education
7. Education of children with special educational needs
8. Health and Safety Conditions for Children
9. Protection against Social-Pathology, Discrimination, Hostility, and Violence
10. School Property: Terms and Conditions for Children and their Legal Guardians
11. Final Notes

## I. BASIC INFORMATION: PRESCHOOL EDUCATIONAL PROGRAM

1. Regulations of b fresh preschool s.r.o. (hereinafter referred to as MŠ) regulates the organization, operation, management, partnerships and in particular, the laws and obligations of all interested (children, parents, employees, partner organizations) considering to local conditions.

2. The preschool school rules are based on valid legislation and their later changes, especially from:

- Act 561/2004 Sb: On preschool, elementary, high, higher professional education and any other education
- Decree 14/2005 Sb: On preschool education

3. Preschool data:

- The school was established in 2009 as a private school and from September 2010, is entered in the register of schools in the Ministry of Education, Youth and Physical Education.
- Preschool is legal entity
- The statutory representative is the preschool director
- The preschool provides comprehensive care of preschool children based on the school educational program called Kamarádi z celého světa, processed according to the General Educational Program of Preschool Education.
- Preschool is a complement of family relationships of preschool children
- The cafeteria is part of the preschool

## II. ADMITTANCE OF CHILDREN INTO THE EDUCATIONAL PROGRAM

Children from the age of two to six (seven) are accepted to preschool based on preliminary registration and by an obligatory written application form, submitted by legal guardians in the Twigsee application. No later than 30 days after applying, the legal representative will receive the decision to accept.

According to paragraph § 1 decree no. 14/2005 Sb., on preschool education, the director with a legal representative will determine the number of days of child's attendance and the length of stay in school.

Children's legal representatives, in conjunction with the school, help guide children in order to develop independence towards dining, self-care, hygiene, dressing clothes and shoes, using a tissue, respect and self-esteem.

The preschool has its own flexible day-to-day program that responds to children's needs and interests. The preschool works in accordance with the School Educational Program, which offers a wide range of above-standard activities and encouragement for a healthy lifestyle.

### 1. Criteria and Conditions for Registration

The preschool accepts children who are two years of age on the day of joining the school and have:

- The application for preschool education
- Confirmation from child's doctor on ability for attending pre-school education, including vaccination documentation, or confirmation of complications that make vaccinations impossible.

Enrollment of children in preschool for the next school year takes place between the 2<sup>nd</sup> and 16<sup>th</sup> of May. The dates and place of enrollment are listed on the school's website. Children may be admitted to preschool even during the school year according to vacancies. All applicants will be required to fill out the binding application documents (Child's Application, Data Processing Agreement) and send them electronically via the Twigsee application to the preschool within the specified enrollment deadlines, which will be published on the school's website [www.bfresh.cz](http://www.bfresh.cz). Parents can request information and documents for the admission of a child to a preschool via the Twigsee application and bring them to the preschool at the specified registration dates, which will be published on the school's website at [www.bfresh.cz](http://www.bfresh.cz)

The child is accepted to preschool based on parents' application by the director of the preschool.

After completion of the registration (submission of the completed application and confirmation from the doctor), the decision on acceptance / non-acceptance is sent to the parents via the Twigsee application. If the child is refused, a letter will be delivered by post to the parents within thirty days of the date of registration. The legal representatives of accepted children must write a contract with the school for the provision of education and care for the child for the whole pre-school attendance with the possibility of a sixty-day notice period and must pay a deposit for the tuition- the first month of tuition. The headmaster of the school decides on the acceptance and the probationary stay of the child, the length of which may not exceed three months.

All the assessed facts are assessed on the date of the application.

When accepting a child, the conditions are laid down in a special legal regulation (§50 of Act No. 258/2000 Coll., The Public Health Protection Act) which must be complied with, i.e. only children who have been subjected to regular vaccinations, and have documentation that they are immune to infection or that they can not be vaccinated for permanent problems.

The acceptance of a child with disabilities shall be decided by the Director of the Ministry of Education based on a written statement from the school counseling facility or, if applicable, the registered physician.

In accordance to Section 34 (3) of the School Act, the director of the b fresh preschool establishes the probationary period of the child's residence for 3 months from the date of commencement of pre-school attendance to the preschool.

## **2. Evidence of Children**

Legal guardians of the accepted children should submit and consent to the processing of personal information and application of the child via the Twigsee application, including child's name and surname, birth number, nationality and place of residence, mailing address and telephone number. The health status of the child and confirmation of regular vaccinations can be supplemented by a pediatrician before the child is enrolled in the preschool. Based on the application, the child's electronic record sheet is created in the preschool administration system. The parents must report every change of the above-mentioned data (especially the place of residence and the telephone) to the preschool.

Prior to joining the school, the legal representative shall provide a copy of the health insurance card and a copy of the vaccination card (unless it is possible to obtain a vaccination certificate from the attending physician due to an epidemiological measure). Information about children is used consistently only for the internal needs of the school, authorized bodies of state administration and self-government, and for the application of Act no. 106/1999 Coll.: on free access to information.

## **3. Termination of Education**

Pursuant to § 35 (1) of the Education Act, the Head of the Ministry of Education may, upon prior notice in writing, notify the child's statutory representative about the termination of pre-school education if:

- (a) The child has not continuously attended pre-school education for more than two weeks without the excuse of the legal representative
- (b) The legal representative severely and repeatedly interferes with the operation of the preschool
- (c) A doctor or a school counseling facility recommends the termination of the child's attendance during their probationary period
- (d) The statutory representative does not repeatedly pay the tuition for preschool education or for school meals (§ 123) within the stipulated deadline and has not previously agreed with the director on other payment terms.
- (e) The legal representative submits an application for termination of preschool education (if the legal representatives wish to terminate the child's attendance at the preschool, he/she must notify the director in writing, 60 days before the end of the attendance)
- (f) The child's adaptation process exceeds three months without successful adaptation of the child to the preschool

A child's attendance can be terminated based on a written request from the parents. The notice period is 60 days from the delivery of the request. The school does not refund tuition fees for the month that has begun, even if the notice period has already expired.

## **III. PAYMENT TO THE PRESCHOOL**

### **1. Payment for Preschool Education**

The monthly allowance for preschool tuition fees is set for the given period according to the valid price list (Attachement No. 1 - Valid Price List).

Determining the amount of the monthly advance for school fees is an integral part of the Contract For providing childcare and education and the payment of school fees. The maturity date is set by the 27th of the previous

month. Invoices will not be issued for tuition fees, we recommend setting up a standing order. The number of payments is governed by the provisions of the Contract For providing childcare and education and the payment of school fees, in particular Annex No. 1 – Schedule of Payments. Parents whose payment will not be settled by that date will receive a reminder by e-mail. If the amount is not paid before the start of next month, this amount will be subject to a penalty equal to 5% of the payment. The payment of this penalty does not affect the right of the school to claim compensation for any damages. Payment delays with school tuition for over two months are grounds for termination from the bfresh s.r.o. contract in which the preschool does not guarantee a place for the child in school. This place can be offered to other interested takers.

Fixed tuition fees are paid each month during the school year, i.e. from September 1<sup>st</sup> to June 30<sup>th</sup>. During July and August, the program is open. It is possible to attend any of the day or half-day program offers that are valid during the school year or buy seasonal tickets for a number of days at school, chosen by the legal representative. It is not possible to exchange months during the school year to months during holidays. The rate per day is valid only during July and August or when attending beyond the usual attendance during the school year. During the school year (September - June) it is necessary to choose only from multi-day programs according to the school offer. When the child's attendance is terminated by the parents, the amount of school fees will be paid in full according to the valid contract for the months in which the notice period runs, regardless of whether the child attends school or not. School fees are always paid for the entire month which has begun.

In addition to the payment of school fees, other payments are stipulated, especially for meals, payment of days beyond the regular attendance program, payment for courses, extra preschool's activities, etc. Bills for these amounts are issued after the end of the month calendar and must be paid by the 10th of the following month after the end of the month to the same account and under the same variable symbol as tuition payments. If the amount is not paid by the beginning of the next month, this amount will be increased by a penalty of 5% of the payment. Payment of this contractual penalty does not affect the school's right to compensation for possible damage and its amount. At the same time, parents' delay in payment for more than 2 months is a reason for withdrawal from b fresh preschool s.r.o. from this contract. We do not guarantee a place for a child in preschool anymore. This position may be offered to other interested parties.

The first two months after the child's admission to preschool is considered an adaptation period. At this time, attendance may be terminated at any time. If legal representatives decide that the child will no longer attend preschool, the fees are not refunded even if the attendance is for a whole month.

The tuition fee is payable in one of the following ways:

(a) In a regular monthly installment, paid no later than the 27<sup>th</sup> day preceding the calendar month for which the tuition fees are due

(b) In two regular payments: 27.8. and 27.1.

(c) One-off before commencement of schooling

The first installment for any of the selected tuition fee plans must be settled at the latest by the beginning of attendance.

B fresh preschool is entitled to unilaterally increasing school fees by an increase in the average consumer price index according to data published by the Czech Statistical Office. It informs parents about the increase in school fees via the Twigsee application and by issuing a new annex to the Contract For providing childcare and education and the payment of school fees - Schedule of payments for the following period.

The preschool undertakes that if it increases the agreed amount of school fees during the school year for which the contract is valid, beyond the increment of the average consumer price index, parents will be informed about this increase no later than 30.6. of the previous school year, or at the time of the child's admission to preschool, if this takes place after the deadline set. Parents are required to make any payment of tuition or other payments under this agreement properly and in a timely manner to the account of the preschool with the variable symbol designated to them.

Tuition fees are paid in full, even in case of illness or other absences (holidays, etc.). The functioning of the school is based on regular tuition.

In the absence of children in present attending education in preschool as a result of a government order to reduce the spread of coronavirus or because of a government order to reduce other diseases, we will partially refund tuition payments for this period. Meals will automatically be refunded to the legal representatives for days when children are not allowed to attend the preschool education in person. We also offer a choice between 50% financial compensation for missed days, which will be deducted from the next invoice or the possibility to

use replacement days up to 50% of the number of missed days for each child (this option applies from reopening preschool to the end of summer holidays). Legal representatives will report to the preschool by email by the next billing date (ie the 15th of the relevant month), if they are interested in financial compensation. Otherwise, the preschool expects to draw spare days.

## **2. Fee for Children's Meals**

The amount of the meal is determined according to the valid price list (Annex No. 1 - Valid Price List).

The fee is always paid by legal representative. The latter is obliged to pay the payment to the board according to the invoice by the 10th day of the following month to the school's account. The preschool is entitled to unilaterally increase the price of meals if the price of meals or delivering food set by the food supplier changes. The food can be cancelled via Twigsee application in the case of a child's absence, by 12 noon the previous working day. Legal representatives are responsible for cancelling lunches and are obliged to pay uncanceled meals in full. The amount for uncanceled meals is charged on the basis of data in the Twigsee application. The payment for preschool tuition and providing meals for a child are payments that are obligatory for parents and are an integral part of the preschool budget. Repeated failure to not pay any of these payments to the preschool is considered a serious violation of the preschool and may ultimately be a reason for ending the child's attendance at preschool (Act 561/2004 Coll., Education Act, Section 35, paragraph 1 D).

# **IV. OPERATION AND DAILY SCHEDULE IN PRESCHOOL**

## **1. Class Organization**

The maximum capacity of the preschool is 38 children. The preschool is divided into two classes. The director divides children into classes according to age, focus, abilities and skills of the children so that the number of children suit the aims and method of education according to the school curriculum and the principles of healthy lifestyle, on which the SEP is based. Both classes are bilingual. The Ladybirds class is intended for children, usually aged two to four years, up to a capacity of seventeen children. The Bumblebees class is usually designed for children aged four to six (seven) years to fulfill the capacity of twenty-one children. Part of the Bumblebees class is a divided group of preschoolers. The director, in accordance with decree No. 14/2005 Coll., on pre-school education, determines the number of students in the class based on the current needs of children and the number of newly enrolled children.

The pedagogical staff limit is an annual part of the wage budget, and its amount is related to the number of children enrolled in each school year.

The organization of the day in each class is posted in the children's dressing room and on the school's website. The time data in them is indicative. Throughout the day, the organization can adapt to the conditions, the weather, the program, and the needs of the children.

## **2. Placement of Children**

The child's attendance in the preschool (regular attendance) is arranged before joining the preschool with the director of the preschool. Deviations from such attendance are announced by the parents in advance to the teacher.

The school offers a full-day program for children during the school year (September-June) from Monday to Friday from 7:45am to 5:15pm in the English-Czech Preschool at U Ladronky 1006/40, 169 00, Prague 6. In the case of another address, the preschool will communicate via Twigsee app specifically to the parents.

The preschool is open all year round, with summer operations in July and August. Attendance during the summer is possible on the basis of a written request from parents.

The school is closed on the Czech public holidays and holidays designated by the school director, most notably during Christmas holidays and some days during the period of July and August, considering where the holidays fall during the calendar year or the operational needs of the preschool. Parents are informed about holiday days in advance through Twigsee and in Annex No. 2 of the School Regulations – Organization of the school year.

Children usually arrive at preschool by 8:45 (respectively 8:30 for preschoolers), or in agreement with the teacher according to the current needs of the guardians. Legal representatives will pick up their children after lunch from 12:30 to 1:00pm and after afternoon rest from 3:15pm until 17:10 to leave the school premises by 17:15. Children arrive and depart accompanied by their parents, legal guardians, or authorized people who are authorized by written agreement. When authorizing a person below the age of eighteen to pick up a child, the legal representative must ask and complete the consent form from preschool.

The guardian will bring the child to the door marked KIDS ZONE, where the child will be handed over to the school

personnel. It is here where you pick up the child when leaving school, unless it is otherwise specified in the class program. For out-of-school events, where the start of the program is outside the preschool building, the parent delivers the child to the teacher physically at the site designated for it.

The child is handed over and returned to their guardian by school personnel.

If the arrival of the authorized pick-up person is after the school closing time, the penalty from 5:25pm is in the amount of 200 CZK. After 5:25pm, the fine for late arrival is set at 500 CZK. This amount will be charged in the following month's invoice and is then passed on to the teacher who stayed in the preschool after working hours. If the child remains at the preschool after 5:30pm without a legal representative or authorized person contacting a teacher, the supervising teacher will notify the school director and supervise the child at the preschool until the authorized person has arrived. If no contact is possible with any of the authorized people stated on the child's enrolment form, the school director will contact the police at 5:45pm at the latest and will continue to work with the childcare authorities.

Parents must excuse children on the same day no later than 10:00, by phone or e-mail. The following days, children may be excused at any time during the day, personally by phone or e-mail.

The preschool is attended by physical and mentally healthy children without any signs of an acute illness (for more details, see Child Health and Safety Conditions).

### **3. Special rules for limiting the personal presence of children in schools**

If, due to a crisis measure announced under the Crisis Act, or due to an emergency measure under a special law, or due to a quarantine order under the Public Health Protection Act, the personal presence of most children from preschool for whom pre-school education is compulsory is not possible, distance learning for the children concerned.

Distance education is provided by the school in accordance with the relevant framework educational program and the school educational program to the extent appropriate to the circumstances.

Pursuant to the provisions of Section 184a (3) of Act No. 349/2020, children in compulsory pre-school education are obliged to be educated remotely.

### **4. Children's Meals**

Children's meals are provided by a contractual partner; the preschool only serves the food.

In the preparation of meals, the prepared preparation follows the Ministry of Education, Youth and Sports no. 107/2005 Coll., on school meals and follows the valid nutritional standards and principles of healthy nutrition. The preschool in the school dispensary proceeds in accordance with the Ministry of Education, Youth and Sports no. 107/2005 Coll., on school meals and all hygienic regulations. Snacks are prepared by the housekeeper or preschool staff. It also provides enough fluids throughout the day for children to consume in order to abide by a healthy drinking regime. Nutrition and diet are based on the everyday consumption of meals (according to § 4 paragraphs 1 and 2 of Decree no. 14/2005 coll. on preschool education). If a legal guardian provides the child's food with his/her own resources, he/she is then responsible for the quality and quantity of the diet.

The non-cancelled meals are paid by the parent in full. Meals are paid based on a monthly bill sent to parents via the Twigsee app within 10 days of receipt of this bill.

While eating, we respect the biological and physiological needs of children. We ask that you do not disturb children during their meals.

### **5. Organization of operations during the summer months of July – August**

During the summer operation in the period July - August, the operation of the preschool may be modified. If this happens, this fact is notified to parents via the Twigsee application, including the modified operating hours. The preschool is open from Monday to Friday, excluding national holidays, in the premises of the English Czech preschool at the address U Ladronky 1006/40, 169 00, Prague 6, or at another address, which the preschool will inform the parents via Twigsee app.

## **V. LAWS AND OBLIGATIONS FOR ALL PERSONS INVOLVED**

### **1. General Rights and Obligations:**

Rights (generally based on the Charter of Rights and Freedoms and the Convention on the Rights of the Child):

- Free access to preschool and classes
- Freedom of own opinion
- To be heard



- To be respected
- To express educational work, taking into account the requirements of School Education Program (SEP) and the rights of the child

Responsibilities:

- Respect the SEP, in accordance with the rights of the child

## **2. Rights and Obligations for Children:**

The rights of children are based on the Convention on the Rights of the Child, in particular Articles:

- 13. A child has the right to freedom of speech
- 19. A child has the right to have protection from violence and neglect
- 23. Disabled children have the right to conditions in terms of dignity, encouraging self-confidence, and provision of the active participation of the child in society
- 27. A child has the right to the standard of living necessary for his/her physical, mental, spiritual, moral and social development
- 28. A child has the right to equal access to education
- 29. A child has the right to full personal development
- 31. The child has the right to free play

Other rights include:

- The right to a safe, peaceful, kind and friendly space for playing and developing
- The right to meet new friends
- The right to leisure and play
- The right to activities that develop interest and curiosity
- The right to education and training aimed at developing all their abilities and skills
- The right to the opportunity to develop at one's own pace, to be respected as an individual in society and as an individual creating your own life
- The right to school preparation without stress and in a natural environment
- The right to freedom and freedom of observing the rules
- The right to develop the ability to share, borrow and change
- The right to sense of humor
- The right to the opportunity to naturally acquire a new/foreign language
- The right to enjoy their own culture, language and religion
- The right to friendly approach from adults
- The right to comfort and support
- The right to protection from the public to the emotionally positive environment and to the manifestation of love
- The right to special care and upbringing in case of disability
- The right to develop talent according to the SPC recommendation

Children's responsibilities include behaving according to the rules they set at the beginning of the school year, namely:

- To use activities in the preschool premises designated for the activity
- After completing the activity, clean the space or toy back into its place
- Cultivate social habits (greet, thank, ask for help)
- Tell the teacher when they want to leave the class
- Speak loudly and without interruption
- Do not destroy the work of others
- Be wary and considerate of the other children so they do not hurt them (otherwise they apologize)
- Settle conflicts by oral agreement



- Follow other rules set for behavior in classes, corridors, dining room, school garden

### **3. Rights and Duties of Parents and Guardians:**

Rights of Parents and Children's Legal Guardians (hereinafter "Parents"):

- Free access to information containing the progress and outcomes of their child's preschool education
- The discretion regarding information about their personal and family life
- Educational and other issue consultation with teachers or the school's director regarding your child; comment on the work of a preschool teacher, the director, or staff member of the school
- To comment on essential matters concerning the education of children
- Contribute to your ideas to enrich the school's educational program
- A detailed progress report about the child's development that is passed on to parents twice a year in January and June. This report looks at the overall development of the child at preschool age and also reports on his/her skills from a social and personal perspective
- To cooperate with teachers regarding the education of their child.
- Be informed about the plans and concepts of the preschool
- Be informed about their child's behavior in preschool
- To be informed about concepts and aims of the preschool
- Participating in events organized by the preschool
- To borrow books and professional literature from the school library in agreement with the staff of the preschool
- To criticize the work of the preschool, even anonymously (within the survey of the preschool)
- To speak at any time with a teacher (if it is urgent and if the safety of child is ensured) or arrange an appointment

Obligations of parents and legal guardians of children (hereinafter "Parents"):

- Defines the Civil Code
- Respect and observe this Order and other documents relating to the educational work of the preschool
- Ensure that there is an interpreter to communicate with the preschool for themselves if he/she does not understand Czech or English language
- Inform the teacher about all aspects related to the child's mental and physical condition (e.g. divorce, nausea, etc.)
- To personally participate in a discussion with the school director about serious issues concerning the education or educational problems of the child
- Inform the school about changes in medical well-being, health problems, infectious diseases or other serious facts that could affect the course of education or endanger the health of other children
- Inform and cooperate with the teacher to ensure that childcare is in sync with the family, to get acquainted with the bulletin boards and information sent through the Twigsee application
- Excuse the child when he/she is absent, either by telephone or in writing-especially in the case of a longer absence
- Sign all things. In the case of unsigned and misplaced material, the preschool is not responsible
- Proper and timely payment of preschool and subsistence allowance
- In the case of property damage to the school by a child, the parents have the obligation to discuss with the school director the repairs or compensation and to replace it
- Behave with respect towards all school employees and other participants in education (i.e. other parents, legal representatives, children, etc.)
- Get acquainted with the school rules and adhere to them

### **4. Employee Rights and Obligations:**

Employee competencies are defined in the Work Tasks.

**Rights of all workers:**

- Half-hour breaks at work after six hours, at the latest
- Polite behavior to parents and children, and the dignified environment in which he carries out his work
- Do not accept a child with a cold or other illness to preserve the health of other children and teachers
- To express and propose changes in preschool operations and educational work
- Possibility to borrow the inventory (especially professional literature) with the approval of the director of the preschool

**Obligations of all workers:**

- To fulfill the orders of the director of the preschool and of the directly supervised workers
- Observe work discipline
- Make full use of working time, clock in and clock out the preschool administration system
- Observe occupational health and safety regulations and fire regulations
- Announce immediately to the director all changes in personal circumstances and other data relevant to sickness, insurance, and wage tax
- Protect the preschool property, manage the funds entrusted to the school accurately, and properly handle the inventory of the preschool
- Use the telephone service for business purposes and only in urgent cases, for private purposes
- Contribute to the child's above-mentioned rights
- Keep professional secrecy
- Respect the rights of children and parents
- Respond to parents on their questions or comments appropriately
- Behave with respect towards all colleagues and school employees as well as other participants in education (i.e. parents, legal guardians, children, etc.)
- Observe the rules of conduct, namely:
  - Ability to listen
  - Contact each child individually
  - Evaluate actions not personality
  - Encourage and motivation
  - Be consistent
  - Be assertive (especially when solving a problem)
  - Be truthful
  - Have a sense of humor
  - Be friendly
  - Be flexible

**Director:**

- Co-operative decisions with the founder on matters concerning education
- Responsible for the professional and pedagogical level of education
- Creates conditions for further education of pedagogical staff
- Ensures that children's legal guardians are informed of the results of child education in a timely matter
- Establishes the organization and conditions of the school's operation
- Decides on the division of children into classes.
- Decides on the admission of a child to preschool education according to Act § 34, and decides on the termination of preschool education according to § 35

**Pedagogical staff:**

- Work is based on the Working Paper, the Labor Code, on the Annual Plan, the School Educational Program of the preschool, and the conclusions of the pedagogical meetings and the School Rules
- Comply with the school legislation, in particular Act no. 561/2004 coll. on preschool, elementary, secondary,

higher vocational and further education and Decree no. 14/2005 coll. on preschool education as amended

- Responsible for the level of educational work both in their responsible class and the preschool as a whole
- Decides on methods and procedures for fulfilling the educational objectives of the school
- Personally responsible for the protection and safety of children while working with them until they are handed over to another preschool, parents or their legal representatives

Operations Officer:

- Their duties are based on the Working Conditions, Operating Regulations of the preschool, and the School Rules
- It is directly subordinate to the director of the preschool
- It is governed by Decree No. 107/2005 coll. on school meals, as amended

## **VI. COMPULSORY PRESCHOOL EDUCATION**

According to Act no. 561/2004 coll. on compulsory pre-school education, it refers to children who have reached the age of five before the 31<sup>st</sup> of August of the previous school year.

Compulsory preschool education takes the form of regular daily attendance during working days.

The director of the school has set the compulsory education period from 8:30 to 12:30 am.

The obligation of preschool education is not given on school holiday days (see Attachment 2-Organization of the School Year) and public holidays.

The obligations of parents and guardians:

- Ensure the participation of children in compulsory education.
- Ensure early child education process without disruption.
- Excuse children on the same day by 8:30 am, by phone, Twigsee application or e-mail. On the following days, children may be excused at any time during the day, personally, by phone, Twigsee application or e-mail, which is then filed in the Excused Child List.
- Ask for release from compulsory education in advance if the planned absence will exceed three days.
- Upon the teacher's request, confirmation of the reasons for absence should be provided within 3 days

A legal representative may choose individual education for their child. It is the duty of a legal guardian to make the announcement of the intent of individual education for the child at least three months before the beginning of the school year (if the legal guardian asks during the school year, individual education may be fulfilled from the day when the announcement was delivered to the director, at the earliest) and ensure the participation of the child in individual education by verifying the level of achievement in the preschool (see Attachment 2 - Organization of the school year).

Ending the individual education of the child:

- If the child's legal guardian did not secure the child's participation by the first or even in the second date, the school director can terminate it and the child commences regular daily attendance
- The legal guardian requests for regular daily attendance at preschool and its subsequent implementation
- Attending compulsory school attendance.

For children and legal guardians, under compulsory pre-school attendance, the same educational conditions apply unless otherwise provided in Article VI.

Pursuant to the provisions of Section 184a (3) of Act No. 349/2020, children in compulsory pre-school education are obliged to be educated remotely if personal presence of children is not possible due to a crisis measure announced under the Crisis Act or due to an emergency measure pursuant to special law, or due to a quarantine order under the Public Health Protection Act.

## **VII. EDUCATION OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

### **1. General conditions of education of children with SEN**

When accepting a child with special educational needs, we proceed according to the conditions of the FEP PE, established laws, decrees and other regulations. In this case, the class teacher also works with the pedagogical psychological counseling, school pedagogical center, doctors and other professionals are involved in caring for the child. On the recommendation of the school counseling facilities, the teacher's assistant also cooperates in the child's inclusion.

The general goals and intentions of pre-school education are common for the education of all children; for children with special educational needs, we consider the degree and type of disability. Their education takes place in parallel with other children according to the recommendations of the SCF or based on a decision of the pedagogical council (concerns first-level support measures) for a specific child. With the consent of parents or legal representatives a plan of pedagogical support or an individual educational plan is prepared on the recommendation of the SCF. These plans are prepared by the class teacher of the class in which the child is included in cooperation with the family, possibly a teacher's assistant, or the school principal or license plate, and the family and the preschool participate in its implementation, which both subjects confirm with their signatures.

If the support measures and the plan of pedagogical support do not meet the reeducation plan, the teacher informs the pedagogical council or recommends a visit to the SCF or another expert.

### **2. Language preparation of children with insufficient knowledge of the Czech language**

Children with a different mother tongue who will continue to attend compulsory school in Czech schools and children with pronunciation disorders are included also into the group of children with special education needs. We strive for the full involvement and maximum use of the educational potential of the child regarding his individual possibilities and abilities and the creation of optimal conditions for the development of his personality. Foreign children and children who come from a different linguistic and cultural background need the support of a preschool teacher in learning the Czech language. Teachers pay increased care and language support to these children in the beginning, especially in ensuring the understanding of speech and its subsequent development. Preschool provides children with insufficient knowledge of the Czech language with language preparation to ensure a smooth transition to basic education. If there are at least 4 foreigners in compulsory pre-school education at the school, the principal of the preschool will set up a group or groups for free language training to ensure a smooth transition to basic education in accordance with Decree No. 14/2005 Coll., On pre-school education, as amended.

Education in a language training group is divided into two or more blocks during the week.

Based on the assessment of the need for language support of the child, the headmaster of the preschool may also include children other than foreigners in compulsory pre-school education in the language preparation group, if this does not affect the quality of language preparation.

## **VIII. SAFETY AND HEALTH CONDITIONS FOR CHILDREN**

### **1. Safety**

The preschool is locked during its operation. The school is opened by the staff after the school gate rings by people who arrive to drop-off or pick-up their children.

Each child has his/her registration card, which includes, among other things, the persons who will pick up the child from the preschool (responsible guardians) and all the contact details for these people. For this purpose, a written authorization can also be completed during the school year, or responsible representatives can be added to the Twigsee application.

Parents or authorized persons are required to pass the child to the teacher personally i.e. verbally, for the duration of the child's attendance. Once the child is passed over, the preschool now is responsible for the child. The child is returned to the responsible guardian personally, including verbal contact with the teacher. The moment the child has contact with the responsible guardian, the responsibility for the child is passed to their guardian and they are required to leave the preschool immediately. If in the event, the guardian fails to do so, they are then liable for any damage to the health and safety of the child or damage caused to them by the health and property of the children at the preschool.

Parents are required to abide by the terms and times of events and to bring the children on time to school. It is not possible to transfer the child to another preschool staff member in case of late arrival.

Parents or other persons shall not, without prior agreement with the school staff, move independently in/on the premises of the preschool.

Teachers are responsible for the safety of children in preschool, from the moment of drop-off to the time of pick-up of the child by their legal guardian or to an authorized person.

In order to provide school activities (excursions to nature, trips, visits to cultural events, etc.), the director of the school decides on the number of teachers that will attend. This is to ensure the education of children, their safety and health protection in accordance with Article 5, paragraphs 1-5 of Decree 14/2005 coll., on preschool education. During sport activities or in a demanding environment/situation, the school director may designate an additional staff member to accompany the children in order to ensure their safety.

When children are leaving the school premises, they are required to wear warning vests.

The legal representatives may delegate the child's pick-up from preschool to another person, even a minor, in the form of a written mandate or via Twigsee app. When authorizing a person below the age of eighteen to pick up a child, the legal representative must ask and complete the consent form from preschool.

At the beginning of the school year, parents must report their phone number or details of the person the teacher can contact in case of a child's sudden illness during a school day. They are also required to report changes in phone numbers immediately!

Children are obliged to comply with the safety rules (especially when using sports equipment) that they are informed of in the beginning of the school year and are constantly being reminded.

Children are subject to the necessary limitations as a result of the need to maintain the necessary order in the preschool.

Children follow the instructions of teachers and other authorized persons.

In the case of a school accident, the school staff is required to provide the initial care of the child. Parents are notified immediately. A school accident is defined as an injury that happened to a child during educational activities on school grounds or during events organized by the school.

Parents are responsible for their child even when they are in preschool:

- They are responsible for what the children have in their bags (kočička). Teachers are not required to check their bags contents for dangerous items (sharp objects, medicine, etc.)
- Parents are fully responsible for the clothes and shoes of their children and for the things the child takes with them to the preschool (if they can cause a child injury)
- We strongly urge parents not to bring the child's toys or items from home. We can not guarantee a solution if they are lost or destroyed, and such a situation is unpleasant for both parties. These situations also create unequal conditions among children that are abiding by the philosophy of sharing that governs the curriculum of the school.

After handing over children to activities organized by another entity, the trainer of this activity is then responsible for the children during the entire time until passing them over to their teacher. Parents sign a consent form when applying for these activities. The trainer picks up and drops the children off to their teacher personally.

In the case of an event which is not directly connected with school activities and is therefore based on voluntary participation, parents or legal guardians who are present are fully responsible for their child. If a child has not yet been handed over to their guardian is present, their teacher is responsible for his/her safety. If the parents have picked up a child from the preschool and moved immediately to the venue, the school is no longer responsible for any accident according to no. 64/2005 coll. on injuries of children, youth and students. During the event, all participants are required to adhere to all safety principles, in particular:

- If the event takes place in the preschool garden, parents are notified of the ban on garden toys
- If an accident occurs, there is the possibility to request first aid from the employees of the preschool
- When the event is when children perform individual tasks, parents and children are familiar with the requirements and rules. The safety of the participants at the event is ensured by the authorized personnel, all the persons involved are required to respect the instructions.

## 2. Health Protection

A child can only be admitted to the preschool if they are completely healthy, meaning without any signs of a potential acute infectious disease or parasitic infestation. A child will not be admitted to the preschool with medication or if they are not fully recovered. The following are considered symptoms of a potential acute infectious disease: clear nasal discharge that flows intensely from the child's nose even without a fever, colored nasal discharge (green, yellow, brown) that flows from the child's nose even without a fever, intense cough (i.e.,

a cough that persists even during the child's rest) even without a fever, sudden onset of a rash on the body that may indicate chickenpox, fifth disease, sixth disease, hand-foot-and-mouth syndrome, scarlet fever, impetigo, diarrhea, and vomiting, even three days after the child has stopped having diarrhea and vomiting (the preschool cannot provide dietary meals to children), redness of the eyes, discharge of white or colored secretions from one or both eyes, elevated body temperature, or fever.

Symptoms considered as potential signs of a parasitic disease include: - intense itching of the scalp, finding of head lice or lice eggs (nits) in the hair upon visual inspection (the child may return to preschool only when they are completely lice-free, meaning no live lice or nits are present along the entire length of the hair, -restlessness, itching around the anus, and finding pinworms during bowel movements upon visual inspection (pinworm infestation).

A child cannot be admitted to preschool after vaccination if: -the child was vaccinated on the day they are arriving at the preschool (admission is possible only the following day due to possible reactions and side effects from the vaccine), -the child exhibits a reaction to the vaccine the day after vaccination, such as increased body temperature, significant redness, swelling or pain at the injection site, rash, increased fatigue, or lethargy.

The preschool has the right to send a child home for medical treatment at any time during the day if there is suspicion that the child is acutely ill or has a parasitic disease. The legal guardian is obliged to pick up the child without unnecessary delay or authorize an adult in writing (by SMS or email) to do so. Until the child is picked up from the preschool, the preschool is required to ensure their separation from the other children. The child should come to the preschool completely healthy, with treatment completed and without any obvious symptoms. The preschool has the right to require a doctor's note from a general practitioner for children and adolescents, confirming that the child is completely healthy, non-infectious, and can be reintegrated into the group.

Legal guardians are required to report any infectious or parasitic disease in their child to the preschool to prevent further spread of these infectious diseases: chickenpox, scarlet fever, impetigo, diarrhea, and vomiting, fifth disease, sixth disease, hand-foot-and-mouth syndrome, conjunctivitis, pediculosis (lice infestation), pinworms, and scabies. Upon receiving information about an infectious disease from the legal guardians, the preschool is obligated to inform other parents that an infectious or parasitic disease has occurred in the preschool.

If a child has a chronic condition that presents symptoms similar to an acute infectious disease (e.g., allergies), it is necessary to present a certificate from a specialist (allergist) or a general practitioner (pediatrician) to the preschool, confirming the child's chronic condition. Without this certificate, the child will be considered acutely ill and sent home for medical treatment. Apart from allergies, conditions considered chronic for which the preschool requires a certificate from a specialist or pediatrician include epilepsy, bronchial asthma, metabolic diseases, cardiovascular diseases, and others.

The preschool is not obligated to administer any medications or medicinal products, whether over-the-counter or prescription, to children in the preschool. A teaching staff member, according to § 2 of Act No. 372/2011 Coll., on Health Services and Conditions of Their Provision (Health Services Act), as amended, cannot administer medications because they are not a healthcare professional authorized to do so. If a child needs medication in an emergency, as part of first aid, or medication prescribed by a doctor that must be administered regularly at a specific time, the legal guardian must submit a written request to the preschool and provide a doctor's report justifying the need. If the request is approved, the legal guardian is obliged to personally deliver the medication to the teaching staff member who agreed to administer it and sign a "Protocol on Medication Administration or Storage of Medication for First Aid." Even with the consent to administer medication, the preschool is required to call emergency services in life-threatening situations. If the preschool denies the parent's request to administer medication, the parent is responsible for ensuring the medication is administered themselves. To prevent the spread of infections and out of consideration for other children, it is not appropriate to send a child to the preschool with initial symptoms of illness or if they are not fully recovered. If it becomes evident during the child's time at the preschool that they are not well, the responsible guardian will be notified by phone to pick up their child and see a doctor.

If a child exhibits any potential COVID-19 symptoms during the day, they will be placed in a separate room, and the legal guardians will be contacted for immediate pickup. Both the child and the supervising staff member will immediately use a face mask. After picking up the child, the parent must contact the child's doctor by phone to discuss the next steps. The other children will be moved to a different room or will switch to outdoor activities, with mandatory face mask use, until the health status of the affected child is determined.

If a preschool staff member develops symptoms during work, they will leave the preschool as soon as possible, using a face mask and maintaining the required distance. The children will then be moved to a different room or switch activities to outdoor time with mandatory face mask use until the health status of the affected staff member is determined. Parents are required to inform the teacher of any health-related issues concerning their child that have occurred outside of the preschool (such as fainting, nausea, injury, etc.).



Parents are obliged to equip children for their stay at preschool and the outdoors with appropriate clothing, slippers that can be left in school, and shoes, which should allow for the free and **safe** movement of the child, able to handle various materials (sand, playdough, water, paint, etc.), and any exercises. It is advisable if a child has clothes that they are able to dress and undress themselves. In the summer months, do not forget the hat. In the winter months, children in the preschool must have warm clothing suitable for the outside.

In the changing room, children should have spare underwear and pants.

Labeled diapers for smaller children should be handed over by the parent to the staff.

All items must have the child's name on it.

The school staff is not responsible for misplaced and unmarked things.

The teachers adjust the amount of time spent outside the given climatic conditions (sun, wind, rain, snow). If conditions do not allow, teachers do not go out with the children.

No smoking is allowed in the entire preschool area according with Act no. 379/2005 coll.

The preschool provides bed linen and replacement towels as needed.

Each child has his/her marked toothbrush and toothpaste at a designated location in the bathroom.

Teachers are responsible for hygiene, adequate ventilation, adherence to the drinking regime. The cleaning worker ensures regular disinfection of the environment; in the event of an increased risk of infection, teachers also disinfect exposed areas during the day. When protecting health, the school always proceeds in accordance with any crisis measures announced pursuant to the Crisis Act, or pursuant to the regulation of extraordinary measures pursuant to a special act, or pursuant to other measures announced pursuant to the Public Health Protection Act.

## **IX. PROTECTION AGAINST SOCIAL-PATHOLOGY, DISCRIMINATION, HOSTILITY, AND VIOLENCE**

An important element of protection against socio-pathological phenomena is the educational effect on preschool children, aimed at a healthy way of life. In a non-violent way, within the framework of SEP, children are aware of the dangers of drug addiction, alcoholism, smoking, virtual addiction, pathological gambling, vandalism, crime and other forms of violent behaviour; they are explained, appropriate to their age and ability to understand the issue, the positives of a healthy lifestyle. As part of the prevention of discrimination, hostility and violence, the teaching staff performs monitoring and screening of relationships between children in the classroom in order to solve any toxic relationships between children as soon as possible, in cooperation with legal guardians and with the help of school counseling facilities. An essential element of prevention in this area is to create a favorable social environment among children, between children and school staff, and, between school staff and legal guardians. Each class in the preschool has developed rules of coexistence in class which is used for mutual tolerance and to protect and prevent the occurrence of social pathological phenomena, discrimination, hostility or violence.

An important part of the preschool curriculum is the respect for others and the sharing of toys and school equipment, on the basis that children learn about non-aggressive communication.

We strive for a pleasant and relaxed environment for all children, but occasionally children do not listen. In a classroom, it is very important to deal with bad behavior quickly so that other children are not affected by this situation. If a child continues to disobey, after being asked to change his behavior, a teacher can order the child to take a "time out" from other children. The child will sit in the designated area for a designated time. When the child is ready to go back to the rest of the class, the teacher will briefly explain to the child why he had a "time out". Understanding of the problem and cooperation in the correction within the scope of the child's capabilities will subsequently be rewarded with praise.

When a child enters a preschool, the child has the right to an individualized adaptation program. Legal guardians may agree on this with the school director or the child's teacher. Before joining the school, newly admitted children can attend the adaptation program with their parents. This visit must be arranged in advance with the school's teaching staff.

The legal guardians of the child have the possibility to arrange an individual pedagogical worker for their child, according to their needs, so that the child can stay in school without problems or psychological distress.

## **X. SCHOOL PROPERTY: TERMS AND CONDITIONS FOR CHILDREN AND THEIR LEGAL GUARDIANS**

Children and their legal guardians are required to behave with care and respect with regard to the property of



the school and not intentionally damage the property of the school.

It is not possible to remove and rent the inventory and equipment of the preschool, unless you have permission to do so from the school staff.

In order to maintain hygiene and cleanliness within the school building, we ask that you remove shoes or put on shoe covers at entry to the KIDS ZONE. If a legal guardian has found damage to school property, it is necessary to report this fact to the school staff immediately.

Children have agreed to rules and should abide by them when dealing with toys, materials and behavior in the playrooms.

Children are guided in the development of how to properly handle materials, resources (eg. water, paper, waste sorting ...)

In the event of damage to the school's property due to non-compliance, the children are in charge of solving it with the guidance of teachers (wall surfaces, minor damage to toys, etc.). If they are not able to solve the situation themselves or even with the help of the school staff, the next step is to involve their legal guardians.

In case of damage to the property on a larger scale (broken window, sink, wardrobe, etc.), the legal guardians always participate in the solution.

## XI. FINAL NOTES

The employer shall ensure that the staff is familiarized with the contents of these School Rules and Regulations. The children's legal representatives will be informed of the content of the School Rules and Regulations when signing a preschool care and education agreement. At the beginning of the school year, the up-to-date version of this document will be sent to everyone, with a reminder of recent changes. The School Rules and Regulations will be posted in the children's cloakroom and on the Internet for further study. Amendments or changes to the School Rules and Regulations may be made only in written form and, before they take effect, all the employees of the school must be informed, who will then inform the guardians.

Particularly guardians and employees of the preschool should abide by the rights and obligations consistently to help children to grow up in an environment full of well-being and understanding, with clearly defined rules of coexistence.

If guardians fail to respect these rules and regulations, it could be cause for preschool termination for their child. Exceptions to the School Rules and Regulations may be granted by the school director.

These Rules and Regulations **replace the preschool rules and regulations document** of August 28<sup>th</sup> 2024. These rules and regulations are valid when signed by the preschool director on August 27<sup>th</sup> 2025 and are effective from September 1<sup>st</sup> 2025.

Prague August 27<sup>th</sup> 2025

Mgr. Jindra Zapletalová,  
b fresh preschool director

## Attachment no. 1:

Prices valid from 1.9.2025

B Fresh program	Price per month	Lunch and snacks	Total
Full time program (7.45 -17.15)	19.500,-	2.520,-	22.020,-
Morning program (7.45 - 13.00)	14.700,-	1.995,-	16.995,-
Four day program (7.45 -17.15)	17.400,-	2.040,-	19.440,-
Three day program (7.45 -17.15)	14.700,-	1.560,-	16.260,-
Two day program (7.45 -17.15)	11.900,-	1.080,-	12.980,-
(Only during holidays) Daily rate (check for availability)	1.600,-	120,-	1.720,-
Enrolment fee	-	-	3.000,-

## **Attachment no. 2:**

### **Organization of the school year 2025/2026**

According to document of Ministry of Schol and Culture Decree No. MSMT-12071/2022-4, based on Decree No. 16/2005 Coll., on the organization of the school year, as amended, the 2025/2026 school year is organized as follows:

The schooling period in the school year 2025/2026 will start in all primary schools on Monday, September 1<sup>st</sup>, 2025.

The teaching will end on Tuesday, June 30<sup>th</sup>, 2026.

Autumn holidays will be on Monday, October 27<sup>th</sup> and Wednesday, October 29<sup>th</sup> 2025.

Christmas holidays will begin on Monday, December 22<sup>nd</sup> 2025, and will end on Friday, January 2<sup>nd</sup> 2026. The school starts the operation on Monday, January 5<sup>th</sup> 2026.

One-day term holidays will be on Friday, January 30<sup>th</sup> 2026.

One week of spring holidays is determined by the school's residence. For our preschool it is from February 23<sup>rd</sup> to March 1<sup>st</sup> 2026.

The Easter holiday falls on Thursday, April 2<sup>nd</sup> 2026.

During the school holidays, the legal representatives of children in compulsory pre-school attendance are not related to the obligation to apply for a release to excuse the absence of children from the educational process in writing. Bfresh preschool is in operation, unless otherwise specified by the school principal.

The headmaster of the preschool has decided to close the preschool not only just during public holidays, but also in the period of Christmas holiday from Monday, December 22<sup>nd</sup> 2025, until Friday, January 2<sup>nd</sup> 2026. The school will be reopened from Monday, January 5<sup>th</sup> 2026.

Days of public holidays in which the preschool is closed:

September 28<sup>th</sup>

October 28<sup>th</sup>

November 17<sup>th</sup>

December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>

January 1<sup>st</sup>

April 2<sup>nd</sup>, 6<sup>th</sup>

May 1<sup>st</sup>

May 8<sup>th</sup>

July 5<sup>th</sup>, 6<sup>th</sup>