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| **School rules** |
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| **Čzech English nursery INDIGO KIDS, v.o.s.** |
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| Mgr. Irena Kábele, direktor |
| **1.1.2014** |
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**School rulesd**

1. **Admissions**
- Enrolling children in nursery takes place year-round , in close cooperation with parents.
- A child is approved by the director based on applicaton form filled by parents of legal representative. The application is available on our website or in the nursery.
- During admission is specified by legal representative in the application form the number of days and length of stay during these days in the nursery.
- Parents or legal representative are required to reveal all the medical facts and current edical conditio of the child.
- Admission also covering the agreement about the first day and adaptation period between director and legal representative.
- Nursery can only accept a child who has been subjected to specified regular vaccinations . Or if the document is issued that the child is immune against infection , or unable to undergo vaccination for permanent contraindication , or vaccination is going according to your child's vaccination schedule . To fulfill this condition, parents will receive along with the application form " medical certificate form for the doctor " and after completation of this document, but not later then in 14 days, it must be return to the nursery..
- When nursery capacity is full, the admission process is determined- as a new children are preferably accepted firstly the siblings of children already adopted .
2. **Payments for nursery**- Price for the services shall be paid on a monthly basis in advance and must be paid no later than 20 day of the preceding month.
- The price of tuition is fixed and non-refundable.
3. **The charges for child meals.**
- The price for the meals is set out in our price list on our website, it supposed to be paid on a monthly basis in advance and must be paid no later than 20 day of the preceding month. Parents will also get this price list included with application package
- The price for properly cancelled meas will be returned at the end of each month.
4. **Child Evidence**
- All changes to the application form must be reported after first visit.
- Every other changes during the year must be also reported immediately to the director of the nursery.
- Information about children are for internal use only . and for authorized state and local governments and the need for the application of Act No. 106/1999 Coll., based on free n access to information.
5. **Open Hours**

- The nursery opening hours are : 8:00 - 18:00 hours.
- Children usually come to the nursery from 8:00 to 9:00 pm, otheherwise by special agreement with the child's teacher, according to the current needs of parents.
- Parents are obliged to inform the nursery about absence for the same day not later then 8:00 am by phone or in person. Absence on the following days, is possible to announce any time during the day, in person or by telephone.
- Our Nurserry Indigo Kids is operating throughout the whole year (all-year-round)

**6. Obligatios of the legal representative of the child**

Parent are obliged to hand over the child in a good healthy state to the nursery. If any infectious disease occurred, parents inform the nursery immediatelly. The nursery has the right to exclude any child with symptoms of disease. If any such symptoms are observed during the stay in nursery (temperature, vomitting, abdominal pain ) the parents are informed by telephone and asked to further medical care of the child.
- If the child has been excluded by nursery, parents are required to bring a medical certificate of completion and acceptance of the child's illness doctor with his return to the group of children .
- The nursery/teacher is responsible for the children , immediatelly after hand-over the child from the parents or other legal representative.
- Parents are obliged to hand over the child on arrival directly to the teacher . It is unacceptable that the child was left unattended in the locker room by parents and teachers are not informed about this fact.
precognize his clothes . Parents are responsible for the clothing in relation to the weather and the season as well as suitability for daily activities in the nursery. Suitability can be discussed with the teacher.
- Parents are fully responsible for the fact that children do not bring any toys or objects which could cause injury to other children or cause damage to property of the nursery.
- Parents are responsible for the behavior of other siblings - children admitted to the nursery - If they are in the area of ​​the nursery.
- If, the child, remain in the nursery after hand over to the parents, they are fully responsible for the safety of the child.

**7. Parent s right**

Pre-school education ensures the satisfaction of natural needs of the child. The development of his personality is carried out in cooperation between family and the nursery.
Parents have the right to:
- confidentiality and protection of information related to their personal and family life .
be present at educational activities in the classroom upon the agreement with the teacher .
- Discuss the educational and other problems with your child's teacher or the director of the nursery

* Contribute with ideas or concepts to enrich the educational program of the nursery
- Ask any questions about the operation of the nusery or the teacher or the director of the nursery.
- Ask for individual adjustment of the rule in nursery school rules.

**8. rights of the child**

* The child has the right to:
- protection granted by society ( such as food , clothing, place to live , protection from people , situations, that might physically or mentally hurt )
- positive, full of love and emotional environment ( the right to live with each of his parents , if he 's hurt , the right to have someone who will stand up for him , the right to be with people who love him , right attention and guidance from adults the right to receive and express love .... )
- be respected as an individual with development opportunities, who wants to confirm own identity (the right to grow up as a healthy man both physically and mentally , the right to be guided to respect other people regardless of race, religion , etc. The right to develop all their skills and talents , the right play , the right to privacy ... )
- be respected as an individual , who make up his own life (the right to influence decisions , what will happen to him , the right to age-appropriate behavior , the right to be prepared for freedom , act and live their own way .... )
- In connection with § 81 - § 90 NOZ is the nursery committed to protect the privacy and personality of the child and nursery workers . In order to publicly display portraits of children or nursery workers or their records, the nursery must have permission of the parent or other legal representative as well as nursery employee .If permission is granted, the nursery may use the photo or record use to promote the nursery or to present the achievements of the children, the main aim is to positively infromed about the nursery activities ..
1. **Duties of the child**
- The duty of the child to respect the rules established for the social group (class).
- Children and parents are obliged not to harm knowingly property of the nursery and respect the recommendations or warnings on the conduct and behavior that could caused damage.
- If a child repeatedly damages, destroys and devalues ​​property of the nursery under the supervision of the legal representative, the legal representative will be required to pay the compensation.
- Children and parents are obliged to respect the school rules and the daily routine of class.
2. **Health and Safety**
- Health and safety is the primary task of the school.
- Before leaving the nursery, exact number of teacher must be accompanying the group of children, otherwise for operational reasons, the nursery could provide additional educational staff, so n exceptional circumstances the children may be escorts by other nursery employee.
- Obligations of the nursery is to take account of the basic physiological and psychological needs of children and to ensure their protection against potential risks, especially from socially pathological phenomena.
- Children should be aware of misconduct and must know that the intentional acts of violence has a no place in the nursery.
- How to counter aggression, what methods and forms to use are processed in the nursery education program/ curriculum.