



## **CODE OF OPERATION ENGLISH OUTDOOR PRESCHOOL**

### **ESSENTIAL INFORMATION**

Our outdoor preschool is run as a preschool club with a full-day program.

The preschool club is operated by the association All4Kids, z.s. (ID: 22771611; Address: U Libeňského pivovaru 31, 180 00 Praha 8; Account No: 2500191607/2010)

The Libeň Monsters facility is located on the address: Na Hrázi 11, 180 00 Praha 8 – Libeň.

The Vyšehrad Monsters facility is located on the address: Na Pankráci 22, 140 00 Praha 4 – Nusle.

The club is open from September to June, with weekly day-camp service during July and August.

The defined capacity of the club is 18 children, it can be temporarily increased up to 20 children.

For communication with parents, the online system Panda is used.

### **PRINCIPLES OF OPERATION**

a/ The club operates from Monday to Friday, 8:00 AM to 5:00 PM.

b/ The daily regime is adapted to suit a heterogeneous group of children. The teachers must flexibly react to the actual current needs of the children.

c/ The daily regime follows an up-to-date schedule as published on the website. The parents shall respect the times required for the children's arrival and pick-up. Any late arrivals shall be reported by telephone or via SMS to the teacher's phone number

d/ Parents shall report their children's absence by 7:00 AM of the day when the child is to be absent, at the latest through the online attendance system Panda. In case of unexpected absence occurred at the respective day also by telephone or via SMS to the teacher's phone number.

e/ All children are reared together regardless of their age, which makes for a natural social environment and educates the children towards tolerance, self-regard and respect, and encourages them to help each other.

f/ Privacy: children's privacy is respected; if they need to snuggle up in a quiet corner and not take part in the common activities, they are allowed to do so.

g/ Spontaneous play: takes place between the children's arrival and the time they go out, and also after the afternoon rest. The children have plenty of space to play during the whole day, spontaneous play and teacher-guided activities are balanced and respect the individual needs of each child.

h/ Focused didactic activities and physical exercise: take place during the whole day through individual, group, or collective work of the teachers with the children, and issue from the children's needs and interests.

i/ Rest and sleep: all children rest for 60 minutes after the lunch. Children, who do not sleep after lunch, may focus on quiet relaxing activities.

j/ Food: snacks and lunches are delivered by an external contractor Ekolandia providing meals suitable for preschool children. The child can control the amount of the food eaten; children use spoons, knives and forks, and after the meal they take their plates and cutlery to a designed place. All employees guide the children towards self-reliance, and very young children are helped by the teachers as needed. Vegetarian or non-allergenic versions of the meals are available upon request.

k/ Drinks: children can drink freely during the day, with focus on healthy drinks such as pure natural spring water or juices, fruit and herbal teas.

l/ Hardening: regular ventilation of all rooms, plenty of outdoor exercise, checking if children are dressed adequately.

#### **ACCEPTING A CHILD FOR ATTENDANCE**

a/ The minimum age for accepting a child for attendance is 2 years. Every case is assessed individually, considering if the child is mature and ready for the preschool club.

b/ Children are enrolled and accepted throughout the year until the capacity of the club is full. A child can be accepted only upon the presentation of a duly filled application; an agreement is then signed between the parents and the provider of the preschool care.

c/ The provider and the parents may agree upon a defined preliminary adaptation period during which the child gets used to the collective. This period may differ upon to the parents' and teachers' individual agreement.

d/ Upon the child's first arrival at the club the parents shall provide all information necessary for a due registration of the child. Any changes must be reported to the provider.

e/ By signing the agreement the parents agree and undertake to observe this Code of Operation.

#### **TERMINATION OF THE CHILD'S ATTENDANCE**

a/ The Agreement is valid and effective from the date of its signing until the end of the school year in which the Child reaches the age of 6, or until the end of the following year if the Child has a postponed duty of starting primary school.

b/ The parents may terminate the child's attendance upon their own request. A written termination notice shall be presented in accordance with the terms of the signed agreement.

c/ If the child repeatedly damages toys or equipment, the club shall request a compensation from the parents and the child's attendance will be terminated. The club is also entitled to exclude children with inappropriate or aggressive behaviour.

c/ If the child's legal representative fails to pay the fee for attendance or for the meals within the stated term and does not agree upon another payment term with the management, the child's attendance may be terminated.

### **HEALTH AND SAFETY OF THE CHILDREN**

a/ The children are supervised by a teacher appointed by the provider from the time of the child is taken over from her statutory representative or any person appointed by the statutory representative, until the time when the teacher hands the child over to the statutory representative or any other appointed person, whose name shall be stated in application or in a special written statement.

b/ Only healthy children are accepted at the club; upon arrival they shall not show any signs of illness (increased temperature, septic cold, strong coughing, diarrhoea, vomiting). Upon handing their child over the parents shall report any changes of the child's health or her behaviour. If the child becomes ill during the day, the teacher shall notify the parents who are requested to pick their child up as soon as possible to prevent any spreading of the illness to other children. The club staff may request the parents to present a medical statement – if requested, the parents shall present such statement in the interest of the safety of all the children at the club.

c/ In case of any accident the provider shall immediately ensure first aid measures depending on the degree and seriousness of the accident, and to notify the parents immediately. Emergency medical assistance is called in for serious accidents.

d/ The parents are responsible for their child's safe and appropriate clothing and footwear worn at the club (for indoor activities we recommend full indoor shoes, not slippers, and comfortable clothing). The children have a box at the club with a spare set of clothing, which shall be checked and replaced by the parents according as required and in accordance to the weather.

e/ To enjoy pleasant and safe outdoor activities the children need to have adequate clothing to match the current weather. The parents are responsible to select clothes according to the weather. Every child should also have an extra raincoat and a pair of wellington boots and a backpack at the club; the children shall always wear a hat (warm hat in winter, light hat, cap or scarf in spring and summer).

f/ If the child wears diapers, the parents shall regularly fill up the box to make sure there are always plenty available. Upon individual arrangement with the teachers the children can also wear reusable cloth diapers but these cannot be washed at the club.

e/ The parents are responsible for any items brought by the child to the club. The Club is not responsible for any valuable items that the children might bring. We recommend that the children don't wear golden necklaces, earrings or other jewellery, which might get damaged or lost during play. Any lost and found items are stored for two months. After this period they might be discarded.

### **PAYMENT TERMS AND CONDITIONS**

a/ The payment for regular attendance is requested in advance, no later by the 20<sup>th</sup> day of the previous month, to the provider's account, the details of which are specified in the Agreement.

b/ There are no payment refunds if the child is absent.

c/ There are no payment refunds if less frequent attendance is requested.

d/ The parents may request a refund of a proportional amount of the fee in case of any reported and documented long-term illness of the child, beginning with the 4<sup>th</sup> week of its duration, unless the parties agree otherwise.

e/ The payment for the meals is requested per each calendar month, to be paid latest by 10<sup>th</sup> of the following month. In case of any planned absence the meals for the next day can be cancelled by entering the absence to the online attendance system Panda by 9:00 AM of the previous day, at the latest. Any cost of duly and in-time cancelled meals will be subtracted from the meal fee payment visible in the system Panda.