

**PRIMARY SCHOOL and PRESCHOOL TIP TOES s.r.o.,  
Fakultní škola Univerzity Karlovy, Pedagogické fakulty  
Place of Preschool – Říčanská 1984/5, 101 00 Vinohrady, Prague**



# **SCHOOL POLICIES**

No.: MSTT 1/2020, 2/2021, 3/2022, 09/2023, 09/2024

Created by: Mgr. Jarmila Baker,

Approved by: Mgr. Jarmila Dvořáková, School director

The directive enters into force on: 1. 9. 2022

## **I. General provisions**

- The rules of Primary and Preschool Tip Toes s.r.o. are intended to be for all participants in the educational activities of this school, i.e. pupils, their parents and school staff.
- Each of the participants complies with the agreed rules, policies and obligations.
- Respecting the rules of the school policies is a criterion for evaluating the student's overall behaviour, or for the educational measures listed in the Rules for evaluating the results of pupils' education.

## **II. Rights of participants in pre-school education**

- Everyone has the right to be treated fairly and with respect, towards their own person and their personal property.
- Everyone has the right to express their opinions and wishes, be heard and participate in creating rules.
- Everyone has the right to feel safe, not to be exposed to unjustified suspicion, ridicule, humiliation, slander, threats or bullying. Everyone has the right to be protected from harmful influences (smoking, drugs, alcohol).
- Everyone has the right to a dignified environment and conditions for work and rest, to satisfy basic human needs (food, drink, toilet).
- Everyone has the right to free time and relaxation .

## **III. Obligations of participants in pre-school education**

- At school and outside of school, we behave in such a way that our actions do not harm the good name of the school or any of the children, parents or school staff.
- We are willing to create positive relationships, be friendly and open to discuss any matter with mutual respect and cooperation.
- We are willing to listen to others and respect their right to have their own opinion. We never use verbal, psychological or physical violence against others.
- We respect the ban on the possession or use of harmful substances (alcohol, cigarettes, drugs) on school premises or during events organised by the school.
- We look after our school and keep school premises, resources and supplies tidy and clean. We all follow our indoor shoes policy.
- We respect other mutual agreements, supporting the rules of school policies (addressing the students by first name, starting and ending the day with mutual greetings, wishes,...)

#### **IV. Operation and internal regime in the preschool**

Operation of Tip Toes Preschool is from 7:30 till 17:00.

Preschool is divided into three main classes:

- Youngest class: class for the youngest children from 2 to 3 years
- Middle class: class for children from 3 to 4 years old
- Eldest class: class for children from 4 to 6 years old

**Arrival:** 7:30 - 8:45

Children first meet in the Middle classroom, then move to their classrooms after 8:00.

#### **Morning activities (Activity stations):**

- In the classrooms, after the arrival of the children, "play stations" and other activities are prepared, from which the children choose according to their preference. Individual activities are usually inspired by the week's topic. The teacher or assistant introduces the individual stations to the children, then the children decide what they would like to play with first. The stimuli offered are mainly aimed at developing different skills, such as fine motor skills, cognitive development and skills practised in the creative area. Children can also choose the form of activity they are in the mood for in the morning. They can work independently, in a group, or they choose a joint activity (water table, sand table, playing with playdough, threading shoelaces, trains, building with Lego, building with foam blocks, building a castle, painting with tempera, watercolours, drawing, tracing, creating from different materials of our choice, we create with the help of rollers with patterns and paint, we practise cutting, we string beads, we play in the theatre, in the kitchen, ...).
- From the selected activities, children can freely switch according to their choice. This is a spontaneous game, not a controlled activity. The teacher supervises, but can also actively participate in the children's play. If needed, the teacher helps, gives advice, praises, and supervises safety.
- Preschool preparation for "Preschoolers" takes place every day, and is included in the prepared learning experiences from 9:00 a.m. to 11:30 a.m. Preschoolers' preparation takes place in the Eldest classroom, with a teacher in Czech or English. Children who are not preschoolers work independently according to the current program.

#### **Closing of the preschool building – 9:00 a.m.**

Later arrivals are possible upon agreement prior notification to the school administrator on +420 731 390 111 or [preschool.vinohrady@tiptoes.cz](mailto:preschool.vinohrady@tiptoes.cz) .

### **Morning circle and morning warm-up (Circle Time):**

- Youngest - 9:00 - 9:30
  - Middle - 9:00 - 9:45
  - Eldest - 9:00 - 10:00
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- Starting the day, children welcome and greet each other, say what day it is, what the weather's like today, what the plan for the day is, etc. Morning warm-up follows.
  - The morning warm-up takes place under the guidance of the teacher with the help of an assistant. We do not forget to warm up at the beginning of the exercise, nor to do healthy stretching and subsequent relaxation at the end of the exercise. We also include movement games, poems and singing songs with accompanying movement in the morning warm-up.
  - Some warm-ups are accompanied by music and dance.
  - We use balls, scarves, rings, hoops. The topic is chosen according to the ŠVP (School educational program) and also in connection with the time of the year.

### **Morning snack:**

- Youngest - 9:30 - 9:50
- Middle - 9:50 - 10:10
- Eldest - 10:10 - 10:30

Children learn to eat independently, they also serve themselves with help.

### **Main activity and staying outdoors**

- Youngest - 9:30 - 11:30 a.m.
- Middle - 10:10 a.m. - 12:00 p.m.
- Eldest - 10:30 a.m. - 12:30 p.m. (school prep for preschoolers: 11:00-11:30 a.m.)

Educational activities are conducted partly in groups, partly together. These activities are part of the weekly topic within the ongoing integrated block. Their content (didactic games and activities) is systematically and methodically planned in accordance with the school's year-round thematic plan, or discussed in detail in the class curriculum so that teachers can work independently and creatively, apply their own ideas and practical skills. The purpose of each filling is that children have sufficient space to develop their personality and satisfy their basic individual needs. Various creative, imaginative and artistic activities are taking place. We work with various types of materials, including natural materials. Painting, drawing, glueing, modelling, cutting, stamping and much more.

Spending time outside every day is expected at Tip Toes, unless the air quality precludes this. The children can enjoy spontaneous games (ball games, riding scooters, pushers, chalk drawing, sandbox games, water games, obstacle courses, rubber jumping, football, we use a slide and a trampoline. For spending time outside, we also use a nearby park. When going to the park, children develop gross motor skills, balance, coordination of movement, orientation in space, running, jumping, social behaviour and many other skills. Of course, we take care of the correct and safe execution of exercises during free games.

Outdoor activities also take place in the afternoon before afternoon snack and between 15:00-17:00.

## **Lunch**

- Youngest - 11:30 a.m. - 12:00 p.m.
- Middle - 12:00 - 12:30 p.m.
- Eldest - 12:30 - 1:00 p.m.

Hygiene, lunch.

## **Pick up children from morning program after lunch:**

- Youngest and Middle classes 12:40 p.m. - 1:00 p.m.
- Eldest Class 1:00 p.m. - 1:15 p.m.

## **Afternoon rest time:**

- Youngest - 12:30 - 2:15 p.m.
- Middle - 12:30pm - 1:10pm
- Eldest - 1:00 - 1:30 p.m.

After lunch, the children relax on their mat while the teacher reads, tells a story, sings or plays relaxing music. Children who are not sleeping (by arrangement between parents and teacher) relax on the carpet while listening to a story. Afterwards, the children have the opportunity to look at books, magazines, play memory games or build puzzles. Afterwards, they are offered other relaxing activities - looking at books, magazines, playing pairs, or building puzzles, painting, drawing, board games, modelling, puzzles, and free play.

## **Afternoon snack:**

- 14:30 - 14:50

We learn to eat healthy, maintain regular hygiene and eat properly.

## **Afternoon program:**

- 15:00 - 16:00 - afternoon activities - afternoon clubs - the theme and content is determined according to the season, the topics of the curriculum and according to the developmental needs of the children. The activities change approximately every two to three months during the school year. Our intention is to provide the children with the widest possible range of leisure activities, making it easier for them and their parents to choose their future extra-curricular activities.
- The entry of tutors and the move to the public areas depends on the current situation and the Covid 19 measure.

## **Picking up children:**

- 16:00 - 16:50 - continuous departure of children from the day's program, free play of children in the playroom or in the garden of the kindergarten.
- Tip Toes Preschool closes at 17:00.

The time schedule is indicative, taking into account the individual needs of children and current changes.

## **V. Regime for events outside school**

- The health and safety of children during events and education outside the school premises is always ensured by at least one school employee - a member of the teaching staff. An employee who is not a teacher can accompany the teacher, if he is of legal age.
- When organising events related to educational preschool activities of schools outside the place where pre-school education takes place, the teacher in charge of leading the event determines times and length of breaks, according to the nature of the activity and taking into account the basic physiological needs of children.
- At events held outside the school premises, no more than 20 pupils may be with one person ensuring the health and safety of pupils. An exception to this number may be established by the school director or their representative, taking into account the difficulty of ensuring the health and safety of children. The school sets the following rules for planning such events - every planned event outside the preschool building will be discussed in advance by the organising teacher with the school management, especially with regard to ensuring health and safety.
- For events held outside school premises, the children always meet at the preschool, where they are handed over to the teachers by their parents, and after the event, all children return to the preschool, where their parents pick them up.
- When children go to places of educational activities or other events outside the school premises, children follow the rules of the road and the instructions of accompanying persons. Before these events, the accompanying teacher will demonstrably teach the children about safety.

## **VI. The conditions for accepting and ending a child's education in preschool**

Conditions for accepting a child for pre-school education in the preschool of PRIMARY SCHOOL and PRESCHOOL TIP TOES s.r.o.

The school director set the following conditions:

Preference will be given to children who meet the conditions in the order below until capacity is reached:

- 1) children in the last year before the start of compulsory school attendance, including children with deferred compulsory school attendance according to § 34, paragraph 4 of the Education Act
  - 2) children according to age (with regard to the approaching period of compulsory primary school attendance) according to the provisions of § 34 paragraph 4 of the Education Act, further :
    - siblings of children attending preschool or primary school of the PRIMARY SCHOOL and PRESCHOOL TIP TOES s.r.o.
    - children of other applicants until the capacity of the preschool is filled
- The criteria were set in view of the focus of the preschool so that it meets the legal requirements of compulsory preschool education.
  - The criteria for pre-school education of children are updated every year - in cooperation with company executives.
  - The criteria were established in view of the focus of the preschool in such a way as to enable pre-school education, which primarily helps to balance the unevenness of children's development

before entering primary education and creates the basic prerequisites for continuing education in the Czech Republic in accordance with § 33 of the Act 561/2004 Coll.

- The criteria for preschool education of children will be updated annually - in cooperation with the founder - executive.

Legal representatives are familiarised with the criteria for children's pre-school education in detail when enrolling children in the preschool of PRIMARY SCHOOL and PRESCHOOL TIP TOES s.r.o.

### **Contracts with legal representatives**

The legal guardians of the child and the PRIMARY SCHOOL and the TIP TOES MATERNITY SCHOOL s.r.o. sign the "Contract on Pre-School Education" upon the admission of the child. This Contract also sets out the conditions for the termination of the child's education in kindergarten.

The school is entitled to terminate the education (of children younger than pre-school age) in the Kindergarten if the legal guardians do not maintain proper and regular school attendance, the child has high absenteeism, and for reasons other than health, without excuse.

Changes in the conditions of attendance at the Preschool (i.e. additions to the contract) can be agreed at the end of the term of the school year. Increases in attendance are based on the current capacity of the children.

## **VII. Attendance of children and excusing their absence**

The legal guardian is obliged to excuse the absence of the child by phone at +420 731 390 111 or by email at [preschool.vinohrady@tiptoes.cz](mailto:preschool.vinohrady@tiptoes.cz) no later than 9:00 a.m. on the day in question.

For children with compulsory pre-school attendance, we keep excuse sheets where the legal guardian states the reason for the absence. Excuse slips are available in the school office. Thank you for your understanding.

## **VIII. Compulsory preschool education**

The amendment to the Education Act, Act No. 178/2016 Coll. introduced compulsory pre-school education with effect from September 2017 and introduced individual education for children as a possible alternative to compulsory preschool education in kindergarten. Compulsory pre-school education and priority admission to pre-school education with effect from 1 January 2017 is provided for children who reach the age of five by the month of September. These children will enter kindergarten in the following school year for compulsory preschool education.

Compulsory preschool education applies to citizens of the Czech Republic and citizens of another EU Member State who reside in the territory of the Czech Republic for more than 90 days; to other foreigners who are entitled to reside permanently or temporarily in the territory of the Czech Republic for more than 90 days; and to participants in proceedings for international protection. Compulsory pre-school education does not apply to children with profound mental disabilities.

The obligation of pre-school education is followed by the obligation of the child's legal representative to register the child for pre-school education in the calendar year in which the child's pre-school education obligation begins. At the same time, therefore, registration for compulsory preschool education is introduced, which is announced by the kindergarten within a fixed period of time, published well in advance on the website and in the school building.

## **IX. Individual education**

The legal representative of the child notifies the kindergarten in writing that he/she wishes to educate his/her child individually and thereby assumes full responsibility for his/her education. If individual education is to take place for the majority of the school year, the legal guardian shall notify the school of this decision three months before the start of the school year, i.e. by the end of May. The legal guardian may decide to provide individual education for a shorter period at any time during the school year. In this case, individual education shall begin on the day following the day on which the notification of the choice of individual education is delivered to the kindergarten. The notification may be made repeatedly if the notification is made for a shorter period and the legal representative decides to continue the individual education. The responsibility for the quality of the education of a child who is receiving compulsory pre-school education in the form of individual education rests solely with the legal representative.

The legal representative's notification of the child's individual education must include: the child's name, surname, birth number and place of residence, or in the case of a foreigner, the place of residence of the child, an indication of the period during which the child is to be individually educated, the reasons for the child's individual education.

The legal guardian will be informed of the expected outcomes in each area in which the child is to be educated. The date for the assessment, including an alternative date, will take place in the month of November and the exact date will be communicated to parents individually or agreed with them. In the case of individual education, the nursery will not monitor or guide the child on an ongoing basis, but will only check the level of achievement of the expected outcomes once. The child's legal representative is obliged by the Education Act to ensure the child's participation in the verification and the right to be present at the verification. If the parent and the child do not attend, even on an alternative date, the individual education will be terminated.

## **X. Children's rights**

- Children have the right to a safe environment on school premises and at school events.
- Children have the right to have their individual characteristics and health status respected.
- Children have the right to express their opinions and attitudes.
- Children have the right to an individual approach of teachers.
- Children have the right to full use of the material background and equipment of the preschool.
- Children have the right to be educated by qualified teachers, assistants and instructors.
- Children have the right to an understandable explanation and familiarisation with the school rules and regulations.
- Children have the right to safe access to the Interactive Whiteboard under the direct supervision of a teacher.
- Children have the right to rest - relaxation and free time - to play, to freely participate in school events.
- Children have the right to spend most of their time outside when the weather is nice.
- Children have the right to adequate attention.
- Children have the right to establish appropriate conditions corresponding to their needs.



## **XI. Rights and obligations of legal representatives of children**

- Legal representatives have the right to freely choose a school for their child.
- Legal representatives have the right to information about the progress and results of education.
- Legal representatives have the right to information about the school according to Act No. 106/1999 Coll. on free access to information.
- Legal representatives have the right to inspect the annual report, to obtain descriptions and extracts from it.
- Legal representatives have the right to information and advice from the school or school counselling facility in matters related to education under the Education Act.
- Legal representatives have the right to comment on all important matters concerning pupils.
- Legal representatives have the right for children with special educational needs to education, the content, forms and methods of which correspond to their educational needs and possibilities, to the creation of the necessary conditions that will enable this education, and to the counselling assistance of the school and the school counselling facility.
- Legal representatives have the right to communicate with teachers, provided that they make an appointment in advance.
- Legal representatives have the right to communicate with educators immediately if the situation immediately requires it.
- Legal representatives are obliged , at the invitation of the headteacher of the school to personally participate in the discussion of serious issues related to the education of the child or pupil
- Legal representatives are obliged to inform the school about the pupil's medical fitness for education and any changes in fitness, about health problems or other serious facts that could affect the course of education, information about whether the child or pupil is disabled, including data on the type of disability or health disadvantage
- Legal representatives are obliged to respect the start time of classes and take children to school with sufficient time in advance.
- Legal representatives are obliged to respect the closing time of the school and pick up the children from the preschool with sufficient time in advance. If the child is picked up after closing time, each half hour started will be charged 400 CZK. An exception is a timely apology for serious reasons.
- Legal representatives are obliged to inform the school of any circumstances that could affect the course of the pupils' education.
- Legal representatives are obliged to notify the school and the school facility of data pursuant to Section 28, paragraphs 2 and 3 and Act No. 561/2004 Coll. other data that are essential for the course of education or the safety of the child and pupil, and changes in this data.
- Other rights and obligations of legal representatives are the subject of the Contract.
- Legal representatives are obliged to excuse their child's absence. For preschool children, a written apology is required (Letter of apology).
- Lunches can be ordered until 1:00 p.m. the day before. Legal representatives are therefore obliged to excuse their child's absence in time. If they do not, they will be charged for their lunch and they can pick up their lunch with their own container.

## **XII. Rights and obligations of school staff**

- The school staff pay due care and attention to all the children of preschool.
- School employees strengthen positive relationships between children, parents, teachers and other school employees.
- They respect the individual needs of children when planning and implementing preschool education activities.

- Pedagogical staff ensure the safety of children and colleagues in the school building and provide children with the necessary information to ensure health and safety.
- Pedagogical workers are obliged to take into account the results of medical examinations, reports on examinations in educational and psychological counselling centres and the communication of parents about the child. Class teachers are obliged to continuously inform other pedagogues about new facts discovered in the child - behaviour problems, health and family problems.
- After the end of the afternoon activities, the employees are obliged to check the order in the classrooms, turn off the water supply and turn off the electrical appliances. When leaving the premises of the school building, they are obliged to check the closing and securing of windows and doors in classrooms and offices.
- All teachers and assistants are obliged to ensure the health and safety of children during activities directly related to preschool education.
- During the preschool education of children and during the related operation of the preschool, all school employees are obliged to take into account the basic physiological needs of children and create conditions for their healthy development and to prevent the emergence of socially pathological phenomena, to provide children with the necessary information to ensure health and safety protection.
- Pedagogical employees are obliged to comply with regulations to ensure health and safety protection at work and fire regulations; if they discover defects and deficiencies that threaten the health and safety of people, or other technical defects, or inadequate building security, it is their duty to inform their supervisor about these facts and, within their abilities and possibilities, to prevent the occurrence of damage. They monitor the children's health and, in the event of a child's sudden illness, inform the school management and parents of the affected child without unnecessary delay. A sick child can be sent for medical examination or treatment only accompanied by an adult.
- In the event of an accident, school employees are obliged to provide first aid to children or another person, to ensure that the student is treated by a doctor. Report the injury immediately to the school management and fill in the accident book, or fill out the prescribed forms. The worker who witnessed it or who learned about it first ensures the processing and filling of the records.
- All school employees are obliged to report data related to children's injuries, provide first aid and keep records of injuries according to the instructions of the school management.
- Pedagogical staff participate in the creation of school rules and actively work with these rules.
- The school (pedagogical staff) keeps records of children's injuries, prepares and sends a record of injuries to the specified authorities and institutions.

### **XIII. Procedure in the case of pediculosis (incidence of lice) detected in a child**

- Pediculosis is a parasitic, transmissible disease.
- When detecting the presence of lice in a child (children) in a class or educational group, the class teacher is obliged to immediately inform the pupil's legal representative about this finding. It is also an obligation to inform the parents of other children. For those, it is appropriate to carry out a regular check of the hair at an interval of 2 days for a period of about 3 weeks.
- The return of the child to the collective is possible only after the complete removal of crawling lice and nits. (Manual selection and preferably double use of preparations intended for this purpose in the time period specified by the manufacturer, approx. 1 week).

### **XIV. Procedure for childhood diseases**

- Procedure in the event of any respiratory disease, elevated temperature or other accompanying manifestation of the infectious disease Covid 19, the child or the legal representative may not

enter the premises of the preschool. In case of such manifestations during the day, teachers or the school manager immediately remove the child from the team and call the legal representative. He is obliged to pick up the child in the shortest possible time!

### **Conditions for a child's entry into preschool in the field of health**

- 1) It is only possible to bring a child to preschool if he/she is completely healthy, that is, without signs of any acute infectious disease or parasitic infestation.
  - 1a) Symptoms of an acute infectious disease are considered to be: - a transparent runny nose that runs intensively from the child's nose even without an elevated body temperature, - a coloured - green, yellow, brown runny nose that runs from the child's nose even without an elevated body temperature, - an intense cough (i.e. a cough that persists even when the child is at rest) even without an elevated body temperature, - a sudden appearance of a rash on the body, the symptoms of which may correspond to – chicken pox, 5th disease, 6th disease, syndrome hand-foot-mouth, burns, impetigo, - diarrhoea and vomiting, even 3 days after the child no longer has diarrhoea or vomiting. - redness of the eyes, discharge of white or coloured secretions from one or both eyes, - increased body temperature or fever.
    - In the case of temperature - after the health problems have subsided, we recommend the child remains outside the collective for 24 hours.
    - After finishing the antibiotics, the child remains outside the group for 1 week.
    - In case of diarrhoea and vomiting - after the health problems have subsided, the child remains outside the collective for 48 hours. This does not give rise to a claim for compensation.
  - 1b) Symptoms of a parasitic disease are considered to be: - intense itching of the scalp, finding child lice or child lice eggs (nits) in the hair by sight. (the child can only be admitted to the nursery if he is completely free of lice, i.e. without live lice and nits), - restlessness, itching around the anus, finding bed bugs when using the toilet visually (child bedbugs),
  - 1c) A child after vaccination cannot be accepted if: - he is vaccinated on the day he comes to preschool (starting is possible only the next day, due to possible reactions and adverse effects to the vaccine), - if the child also has a reaction the following day after vaccination, this means increased body temperature, severe redness, swelling or pain at the injection site of the vaccine, the emergence of a rash, increased fatigue, malaise.
- 2) Sending the child to home treatment

The preschool has the right immediately and at any time during the day to send the child to home treatment if it suspects that the child is acutely ill or has a parasitic disease, while the legal representative is obliged to come for the child immediately without undue delay, or in writing (SMS or email ) entrust an adult to pick up the child. Until the child is picked up from the preschool, the preschool is obliged to ensure that the child is separated from the other children in the group. The child comes to preschool completely healthy, with completed treatment and without obvious symptoms.

- 3) Notification obligation

Legal representatives are obliged to report infectious and parasitic diseases of their child to the preschool in order to prevent the further spread of these infectious diseases: chicken pox, scarlet fever, impetigo, diarrhoea and vomiting, 5th disease, 6th disease, hand-foot-mouth syndrome, conjunctivitis, pediculosis, ringworm, scabies. Based on information about an infectious disease from the legal representatives, the preschool has the obligation to inform other parents that an infectious or parasitic disease has occurred in the preschool. Notification takes place in the form of a general written notification in a visible place that a specific disease occurs in the preschool.

- 4) Chronic diseases in a child.

If a child has a chronic disease, which manifests itself in its symptoms as an acute infectious disease (allergy), it is necessary to submit to the preschool a confirmation from a specialist doctor (allergist) or a general practitioner (paediatrician) that the child has the mentioned chronic disease. Without confirmation, the child will be considered acutely ill and will be sent to home treatment. In addition to allergies, epilepsy, bronchial asthma, and metabolic diseases are considered chronic diseases for which the preschool needs confirmation from a specialist doctor or paediatrician.

- 5) Administration of medicines and medical preparations to children in preschool.

The preschool has no obligation to give children in the preschool any medicines and medicinal products, both over-the-counter and those prescribed by a doctor. Pursuant to § 2 of Act No. 372/2011 Coll., on health services and the conditions of their provision (the Act on Health Services), as amended, a teaching staff cannot administer medication because he is not a health care worker authorised to do so. In the event that the child needs in an urgent situation, as part of first aid, to be given medicine, or medicine that is medicated by a doctor and the child must take it regularly at the specified time, it is necessary to request the preschool in writing and document the necessity with a report from the doctor. In the case of positive processing of the request, the legal representative is obliged to appear in person and, when handing over the medicine to the pedagogic worker who agreed to the administration of the medicine, write on the spot a "Medication Administration Protocol." The preschool is obliged, despite consent to the administration of medicine, to call life emergency services in threatening conditions. If the preschool rejects the parent's request for medication, the parent is obliged to provide the medication himself.

## **XV. School Prevention Program**

The kindergarten has developed a School Prevention Programme, which focuses on pro-social behaviour and is developed in accordance with the recommendations of the Framework Curriculum for Pre-School Education and the Methodological Assistance Strategy for the Prevention of Socially Pathological Phenomena in Children at the Kindergarten Level. If necessary, contact Kateřina Ďurišová (educational counsellor and prevention methodologist) or Mrs. Vlčková, who cooperates with us externally and comes to our kindergarten as needed.

## **XVI. The field of prevention of the use of addictive substances**

- It is forbidden for all persons to use addictive substances on the school premises or to manipulate them in the school. This does not apply to cases where a person uses addictive substances as part of a treatment process that has been prescribed by a medical facility.
- The school is obliged to notify the child social-legal protection authority of the municipal office of the municipality with extended jurisdiction of facts that indicate that the child is consuming addictive substances.
- In the event of the presence of a substance suspected to be a narcotic and psychotropic substance on the school premises, or in the case of the possession of such a substance by a child, the school will proceed in the same way as in point (2).

## **XVII. Accident records**

- The record of the accident is made by the school employee who was supervising the children at the time of the accident. If the injury was subsequently reported by the child or his legal representatives, the record is made again by the employee under whose supervision the injury allegedly occurred, or by the class teacher.
- All child injuries (hereinafter referred to as "injury") that occurred during pre-school education and activities directly related to it are recorded in the accident book, no later than 24 hours after the school becomes aware of the accident.
- Accident report. The school or school facility shall report an injury to a minor student to his or her legal representative without undue delay. If the established facts indicate that a criminal offence or misdemeanour was committed in connection with the accident, or if it is a fatal accident, the school or school facility shall report it to the locally competent department of the Police of the Czech Republic without undue delay. In addition, the school or school facility shall report the accident without undue delay to the insurance company with which the school or school facility is insured in case of its liability for damage to the life and health of children. Preschool of ZÁKLADNÍ ŠKOLA and MATEŘSKÁ ŠKOLA TIP TOES s.r.o. has arranged such insurance.
- The record of an injury that resulted in absence, or if it is likely that the child will receive compensation for pain and difficulty in social functioning caused by the accident, is sent by the school for the past calendar month, no later than the fifth day of the following month, to the child's health insurance company and the relevant inspectorate of the Czech School inspection.
- Personal data that is part of the accident book can only be processed for the purpose of recording accidents, or as a basis for creating an accident record, subject to the personal data protection regime according to the current legal regulations.

## **XVIII. Conditions for the treatment of school property or school facilities by children**

- For any arbitrary damage or destruction of school property, property of pupils, teachers or other persons by the pupil, payment is required from the parents of the pupil who caused the damage. If the occurrence of damage was made possible by insufficient supervision of the pupil, there is no legal right to compensation from the parents.
- Students report the loss of belongings to their class teacher immediately. Pupils ensure that their belongings are adequately secured.
- Pupils only bring things necessary for teaching to school, they do not bring valuable things to school if it is not necessary.
- Pupils, the school and school staff put away personal property only in designated places.

## XVI. Final Provisions

1. The Directive enters into force on: September 1, 2022
2. According to § 30 of the Education Act No. 561/2004 Coll. The director of the school publishes these rules in the following way: by posting them in the preschool corridor and in the school assembly hall.
3. School employees are introduced to these regulations at the pedagogical council during the preparation week.
4. Preschool children will be introduced to these regulations by the teacher, in appropriate and adapted forms, always at the beginning of the school year and then always at the start of each child during the school year. Acquaintance is recorded in writing.
5. The legal representatives of the children will be informed about the school rules including their updates by 31 October of the new school year.

Created by: Jarmila Baker, Managing Director



Approved by: Mgr. Jarmila Dvořáková, School Director



In Prague, update 9. 9. 2025