



THE SCHOOL OPERATIONAL MANUAL OF EARLY YEARS IS ISSUED IN ACCORDANCE WITH § 153 OF ACT NO. 245/2008 Z.Z. ON EDUCATION AND TRAINING AND ON AMENDMENTS TO CERTAIN ACTS.

Admission to Early Years (pre-primary education)

- (1). Pre-primary education at Early Years usually admits a child from three to five years of age. Pre-primary education space is primarily given to a child who has reached the fifth year of age and a child with a postponed start of compulsory school attendance.
- (2). Early Years admits children on the basis of a written Application Form to the Early Years, which is signed by the child's parent / legal guardian. Children are accepted during the school year at any time, depending on a free place. Class allocation depends on the age, which the child reaches on the 01.09. of that year. The admission of the child into the Early Years is approved by the Principal of the Early Years pursuant to § 5 par. 13. a) of Act No. 596/2003 Coll. on state administration in education and school self-government and on amendment and supplement of some laws.
- (3). In case of a failure by the parent / legal guardian to pay the school fees for Early Years, the Principal may decide to terminate the child's attendance at the Early Years, after prior notice to the parent / legal guardian.
- (4). The child will acquire pre-primary education by completing the last year of the Early Years.

Rights and duties of children and their parents / legal guardians in Early Years, rules of mutual relations with pedagogical staff and other employees of Early Years

The child has the right to:

- receive education at the Nursery and Reception
- an individual approach respecting his/her abilities, possibilities and health condition
- respect for his/her beliefs, worldview, nationality and ethnicity
- advising services related to education and training
- education and training in a safe and hygienic environment
- organisation of education and training appropriate to his / her age, abilities, interests, health and in accordance with the principles of mental well - being
- be safe and protected against physical, psychological and sexual violence
- information about his / her person and his or her educational results
- mental wellbeing

Taking into account the age related expectations, the child is expected to:

- to comply with the rights of other persons involved in education and training
- to adhere to the school's Early Years Policy
- to protect against damage the property of the Early Years and the property he / she uses for education and training
- to regularly engage in learning activities



- to act in such a way that he / she does not endanger his / her health and safety as well as the health and safety of other persons involved in education and training
- to honour the dignity of their classmates and Early Years staff
- to respect the instructions of Early Years staff, which comply with generally binding legislation, internal school regulations and good morals

Child's parent / legal guardian has the right:

- to request for education and training at Early Years to provide children with information and knowledge in a substantive and versatile way, in accordance with current world knowledge and in accordance with the principles and objectives of education and training of the Education Act
- to get acquainted with the School Education Program of the Early Years in Nursery & Reception Curriculum Guide and the School Regulations
- to be informed about the educational results of their child
- to be provided with Parent Consultation meetings in the education and training process of their child
- to participate in education and training after the prior approval of the Early Years Principal
- to express their opinion about the educational program of the Early Years through the Parents Forum (Parents Forum)

The child's parent / legal guardian is required:

- to observe the conditions of the education and training of his / her child as determined by the school regulations
- to respect the child's social and cultural background and its special educational needs
- to inform the Early Years about the change in the health of his / her child, his / her health problems or other serious facts that could affect the course of education and training
- to notify the Principal of the reason for the absence in writing and, on re-entry to submit a statement of the infection free environment, if the absence of a child in an Early Years is longer than 30 days
- to regularly pay tuition fees
- comply with guidance in Primary Parent Handbook

Operation and internal mode of the Early Years

- (1). Early Years is open on workdays from 7:50 to 16:45 (16:00 on Fridays).
- (2). At the time of the Autumn, Spring, Easter, half-term and summer holidays, the operation of the Early Years is interrupted. During this period, the operating staff performs deep cleaning and pedagogical staff take leave according to plan.
- (3). Operation of the Early Years:
There is 1 class for children aged three to four (Nursery) and one class for children aged four to five (Reception).
- (4). Class operation:



Children arrive to Early Years between 7:50 and 8:25. They can leave the school building accompanied by the parent / legal guardian or authorised person after 14:45.

(5). Daily schedule:

The organisation of regular daily activities is processed in the form of a daily schedule. The daily schedule is listed in the Primary Parent Handbook, which is an integral part of this order. In addition, at the beginning of the school year the teachers of the Early Years generally inform parents about the schedule of the children, and every Friday they send a newsletter about the events in the Early Years and about the next week's activity plan.

(6). Children drop off and pick up:

The child is taken from the parent / legal guardian by a teacher who is responsible for the child from the take-over until handing the child over to a teacher who is replacing her at the workplace, a parent / legal guardian or other authorised person.

The parent / legal guardian will drop off the child into the Early Years by 8:25 and will usually pick it up after 14:45. In a case of the child coming to the Early Years at a different time, if necessary, the parent / legal guardian will arrange the time of his arrival and the meal so as not to disturb the activities of other children. In order to pick up his / her child from the Early Years, the parent / legal guardian may also authorise his / her minor child, older than the age of 10 or another person who is responsible for the child after the pick up. A teacher may refuse to take the child if he / she finds out that his / her health is not suitable for admission to the Early Years.

(7). Organisation in the cloakrooms:

The parents and the authorised persons have access to the cloakroom during the education process. When letting the children to get changed and put things into their locker, they lead children to independence and orderliness in cooperation with the teacher.

The teacher is responsible for the order and aesthetics in the cloakroom, Early Years cleaner is responsible for the hygiene and locking of the entrance. It is advised to bring a child comfortable clothes to get changed into, indoor shoes, PE kit.

(8). Organisation in the washrooms:

Children in NURSERY classes stay in the washrooms only in the presence of a teacher who teaches them basic hygienic habits and self-care. Children in the RECEPTION classes may be in the washrooms even without the presence of a teacher.

The teacher and cleaner of the Early Years are responsible for the overall organisation of the stay in the washroom, switching off the tap, flush toilet and compliance with hygienic, health and safety regulations.

(9). Organisation regarding food handling:

The school catering operator and the Early Years teacher are responsible for the quality and the prescribed amount of food, hygiene and catering culture. For the educational activities done by eating are the teachers responsible. They lead children to adopt the basic habits of eating, apply individual approach to children. During meals, they guide the children. They do not force them to eat. If a child must have certain foodstuffs excluded from food for



objective health reasons, the parent / legal guardian is required to file an application for a child's diet exemption with the school catering operator.

(10). Timetable for food serving:

NURSERY:

Morning Snack 9:00 – 10:00

Lunch 11:30 – 12:00

Afternoon Snack 14:30 – 14:45

RECEPTION:

Morning Snack 9:00 – 10:00

Lunch 12:00 – 12:45

Afternoon Snack 14:30 – 14:45

The meal has to be cancelled by the parent/legal guardian until 12:00 of the previous day of absence directly to the school catering provider, otherwise the family will be charged for the lunch.

(11). Outdoor playtime:

Staying outdoors includes motion activities for the children within the courtyard. It takes place in every weather. Exceptions when this will not happen are adverse weather conditions, frost, rain (not drizzle). In the spring and summer months, outdoor stays are adjusted with regard to the intensity of the sun's rays and are included 1-2 times during the day - in the morning and afternoon hours. The teachers plan the stay outdoors in order to be interesting and attractive for children. Indispensable activities during outdoor stay include creative activities, ball games and other physical, sports and musical-movement games.

Teachers pay increased attention to children and comply with health and safety requirements in accordance with generally binding laws and guidelines of the Early Years Principal.

(12). Sleep:

Sleep is done in the NURSERY class. During the sleep, teachers are responsible for appropriate children's attire, provide regular ventilation that will not endanger children's health. They do not leave the children alone, they individually approach children who do not feel the need for sleep. The sleep is based on the needs of children.

Conditions for ensuring the health and safety of children and their safeguarding

Early Years is for education and training and any activities connected to education and training required:

- to consider the basic physiological needs of children;
- to create conditions for healthy mental and personal wellbeing of children and prevention of socio-pathological phenomena;
- to provide the necessary information to ensure the health and safety of children;
- to keep records of school injuries that occurred during the educational and training activities and during the activities organised by the school. When a school accident



occurs, make a record of injuries. In case of accident, ensure first aid and medical treatment are given. Immediately inform the child's parent/legal guardian of the accident and the measures taken;

- According to § 24 par. 6 of Act no. 355/2007 on the protection, promotion and development of public health and on the amendment of some laws, a child may be placed in the Early Years only when:
 - it is capable to stay with a group of peers
 - does not show signs of any infectious disease
 - no prescribed quarantine measures
- A medical certificate from a general practitioner for children and adolescents has to be submitted to the Early Years before the child's first day. The facts stated in the previous points are confirmed by the written declaration of the child's parent. The declaration is submitted by the child's parent before the child's first day at the Early Years;
- If the child becomes ill during the day, the teacher will ensure isolation from the other children and inform the child's parent / legal guardian, alternatively the authorised person;
- In case of activities that are carried out as part of the educational program of the Early Years and which require increased supervision, the Principal of the Early Years shall provide supervision as follows: on trips and excursions the supervision of two pedagogical staff and one authorised adult person with the number of children, as stated under § 28 par. 10 of the Education Act;
- Electrical appliances, switches, sockets, and power lines must be secured against the possibility of use by children.

Conditions of treatment of the Early Years' property

- (1). Any accidental damage or destruction of the property of the Early Years may require reimbursement from the parent / legal guardian of the child who caused the damage. It also applies to the authorised person who comes to pick up the child from the Early Years.
- (2). If the damage arises from inadequate supervision of the teacher over the child, damages will not be claimed from the child's parents / legal guardians.
- (3). The keys to the Early Years building have employees of the Early Years. During the operation of the Early Years, the building is locked from 8:30. The staff of the Early Years is responsible for locking the Early Years building.
- (4). The movement in Early Years is forbidden without a visitor's badge or an accompanying person.
- (5). In the afternoon, after leaving the Early Years, the cleaner is required to check that the windows are closed.
- (6). Individual employees are responsible for their inventory. Other rights and obligations relating to the protection of property are fulfilled by employees as described in the job description.

Final provisions



- (1). Changes and addendums to the School Operational Manual are approved by the Principal.
- (2). Class teachers are required to make sure that the students in their class as well as their parents are familiar with The School Operational Manual.
- (3). The School Operational Manual and its later amendments is published on the school's website.

The School Operational Manual is issued by the school's Principal pursuant to §153 of Act no. 245/2008 (Education Act) Z. z. and shall enter into force on 1. 9. 2019.