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The update was discussed by the pedagogical council on July 16, 2026

Approved by the director Mgr. Renata Šulcová

The school regulations come into effect on September 1, 2026.

SCHOOL RULES

Kindergarten Kladno, Lacinova 2408

Device data:

School legal entity: **Kindergarten Kladno, Lacinova 2408**

Registered office: Lacinova 2408, Kladno

ID: 75033771

IZO: 600043525

Director: Mgr. Renata Šulcová

Contacts: Tel: 312681320

skola@mslacinova.cz

www.mslacinova.cz

Capacity: 96 children

Number of classes: 4

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I. INTRODUCTION

There are four classrooms in the kindergarten building.

1st grade **Ladybugs**

2nd grade **Sunny**

3rd grade **Owls**

4th grade **Moles - speech therapy**. To be included in this class, a recommendation from the SPC for children with speech disorders is required.

All classes are heterogeneous (mixed age group).

The kindergarten area includes a large fenced garden, which provides children with a safe and stimulating environment for daily outdoor activities in the morning and afternoon. The garden creates ample opportunities for spontaneous play, physical activities, the development of imagination, creativity and the exploration of nature, and therefore regular leaving of the school premises is not a necessary part of the educational program. Outings outside the kindergarten area are classified according to educational objectives and based on the age and physical level of the children. They are carried out only if the children are able to follow the established safety rules, move in an organized group and respect the principles of safe behavior in road traffic.

Preschool education supports the development of the personality of a preschool child. It contributes to their healthy emotional, intellectual and physical development and to the acquisition of basic rules of behavior, basic life values and interpersonal relationships. Preschool education supports the harmonious development of children and contributes to reducing the gap in their educational opportunities before starting primary school. Preschool education provides special pedagogical care for children with special needs.

School operations during emergency measures

The school follows current regulations and legal regulations issued by the Czech government and other responsible institutions.

As a result of emergency measures (school closure or partial closure), the school provides distance learning as a full replacement for classes.

The school will adapt distance learning to the children's conditions - see Chapter 14.

II.SCHOOL RULES

A. BASIC PROVISIONS

- The Kindergarten School Regulations regulate the organization, operation, management, mutual relations and, in particular, the rights and obligations of all stakeholders (children, parents, employees, partner organizations). They also regulate the conditions for ensuring the safety and health protection of children.
- The child, his/her parents and the staff have freely decided to participate in the educational activities in the kindergarten. This means that each of the participants has freely decided to follow the agreed rules and obligations. A gross violation of the rules may be grounds for termination of attendance or employment contract and cooperation.
- The kindergarten school rules are based on valid legal regulations and their subsequent amendments.
- The kindergarten is registered in the register of school legal entities.
- The principal of the kindergarten has been Mgr. Renata Šulcová since August 1, 2021.
- The operations worker is responsible for operations and catering.
- The kindergarten provides comprehensive care for children, usually aged 3 to 7. When organizing educational work, it is based on the Framework Educational Program for Preschool Education and the Education Act No. 561/2004 Coll., as amended.

B. RIGHTS AND OBLIGATIONS OF CHILDREN, THEIR LEGAL REPRESENTATIVES AND SCHOOL EMPLOYEES

1. Children

1.1 Children's rights

Rights are generally based on the Charter of Rights and Freedoms and the Convention on the Rights of the Child.

- The child is protected from all forms of discrimination (based on race, skin colour, and religious beliefs)
- A child has the right to grow up in a family environment in an atmosphere of happiness, love and understanding.
- The best interests of the child are a primary consideration in any action concerning them.
- The child has the right to formulate his or her own opinions and to express them freely in all matters that affect him or her.
- The child has the right to freedom of expression within the limits of public morality, order, and the protection of health.
- It is not possible to interfere with a child's private life, home, family, or personal correspondence.
- Parents have the primary responsibility for the upbringing and development of a child.
- A child with a physical or mental disability should have the opportunity for the highest possible development.

1.2 Children's responsibilities

Children are required to follow the rules that they and their teacher set at the beginning of the school year. Pictures on the board help them to follow them. These include:

- Independence in maintaining hygiene (using the toilet, washing hands, using tissues). Teachers and administrative staff help with the youngest children.

- After completing the activity, clean up the space or put the toy back in its place.
- Strengthen social habits (saying hello, thanking, asking for help).
- Leave the classroom only with the teacher's permission.
- Speak appropriately loudly and do not interrupt.
- Don't destroy the work of others.
- Respect other children and behave in a way that does not hurt them (if not, apologize).
- Try to resolve conflicts through verbal agreement.
- Help the weak.
- Respect the agreements made together.
- Follow the rules when going down the stairs: hold on to the railing, don't run, don't jump, wait for an adult to be present.
- Be careful in the locker room and under the stairs: do not run, do not push, do not jump.

2. Legal representatives

2.1. Rights of parents and legal guardians

- Be informed about the kindergarten's plans and concept. At class meetings at least once a year, daily in class, during consultation hours.
- Inform yourself about the child's behavior.
- To comment on the work of teachers and administrative staff.

2.2. Obligations of parents and legal guardians of children

Parents have parental responsibility even when their child is in kindergarten; they have the obligation to cooperate with the school and solve any problems that may arise during education (Section 865 et seq. of Act No. 89/2012 Coll. Civil Code, as amended).

Legal representatives are obliged to participate in discussions of serious issues related to their child's education at the invitation of the school principal.

- Respect and comply with this Code in all its points and other documents related to educational work.

- Alert the teacher to all aspects related to the child's psychological and physical condition.
- Hand over the child to the teacher in person.
- **Dropping off and picking up children is governed by point no. 4.**
- If possible, pick up your child at the designated time so that the operation of the kindergarten is not disrupted.
- Do not send a sick child to the facility so that he does not endanger others with his condition!
- Inform and cooperate with the teacher to ensure care for the child in cooperation with the family, familiarize yourself with the bulletin boards.
- Immediately notify the classroom teacher of any changes to your child's personal data.
- Parents are required to monitor the dates and times of upcoming events and bring their children on time.
- Excuse the child during his/her absence and comply with the payment terms (always pay by transfer at the beginning of a specific month).
- **Sign all things** The kindergarten is not responsible for unsigned items or items that are not stored in the designated place.

3. Kindergarten employees

3.1. Obligations of workers:

- Maintain confidentiality regarding the personal data of children and parents.
- Follow the orders of the kindergarten director.
- Maintain work discipline.
- Make full use of working hours, record your arrival and departure.
- Comply with occupational health and safety regulations and fire regulations.
- Protect the property of the kindergarten, properly manage the funds entrusted to the organization, and properly handle the inventory.
- Follow the job descriptions for individual employees.

3.2. Director

- He manages and controls all activities of the kindergarten and is responsible for the pedagogical and economic results of the kindergarten.
- It decides on the establishment, change and termination of employment.
- It appoints its representatives, establishes the powers and responsibilities of individual kindergarten employees, and determines job descriptions and working hours.
- It regulates the concept of upbringing and education in kindergartens.
- Responsible for maintaining documentation in the kindergarten.
- It takes care of the professional growth and working conditions of all kindergarten employees.

3.3. Deputy Director

- He/She is appointed as the school principal.
- He/She fully represents the director during her absence.

3.4. Pedagogical workers

- The educator contributes with his/her activities to the fulfillment of the above-mentioned rights of the child.
- He has the right to polite behavior from his parents and a dignified environment in which to do his work.
- The educator is obliged to respond to legal representatives' comments and questions in an appropriate and appropriate manner.
- Their work is based on the job description, the Labor Code, as well as the Kindergarten's SVP, work plan, projects for the given school year, and the conclusions of pedagogical councils.
- They comply with school legislation, in particular Act No. 561/2004 Coll. on preschool, primary, secondary, higher vocational and further education and Decree No. 14/2005 Coll. on preschool education, as amended.

3.5. Operations worker

- Their duties arise from their job descriptions and the operating rules of the kindergarten.
- They are directly subordinate to the director.
- Respect each other.

3.6. Privacy at school (GDPR)

The information that the child's legal guardian provides to the school registry or other important information about the child (health status, etc.) is confidential and all teaching staff are subject to EU Regulation No. 2016/679 on the protection of individuals with regard to the processing of personal data.

Pedagogical staff are obliged to maintain confidentiality and protect personal data, information about the health status of children and the results of counseling assistance from the school counseling facility and school counseling center with which they have come into contact from misuse.

Children's legal representatives have the right to access personal data, to correct and delete personal data, and to object to the processing of personal data, which is governed by the school principal's directive on the protection of personal data.

Processing of children's personal data for the purpose of promoting the school (websites, promotional materials, photographs) is only possible with the express consent of the children's legal representatives.

C. KINDERGARTEN OPERATION AND REGIME

1. Enrollment and admission of children

1.1. Compulsory pre-school education

- According to the amendment to the Education Act No. 178/2016 Coll., preschool education is mandatory from September 1, 2017 for children who will reach the age of 5 by August 31. The child will be admitted to the kindergarten in an administrative procedure.
- Compulsory preschool education takes the form of regular daily attendance on weekdays. The obligation does not apply to days that fall during school holidays. However, the child has the right to attend kindergarten throughout its operation.
- A child's apology is governed by the elementary school rules - see 1.1.2.
- The kindergarten may allow individual education under conditions agreed upon between the parents and the kindergarten. The kindergarten will recommend the areas in which the child should be educated. These areas are based on the RVP PV. Verification of the level of mastery of the expected outcomes in individual areas will be carried out once a quarter by the core teacher and recorded in the "Evaluation of the child's progress" with the signatures of the teacher, parent and with a proposal for further action.
- When assessing a child's progress, we base it on the specified outcomes for the RVP PV.

1.1.1 Apology rules

- Absent child. The child's legal guardian apologizes.
- The kindergarten principal is authorized to request documentation of the reasons for the child's absence.
- The legal guardian is obliged to provide evidence of the reasons for the child's absence within 3 days at the latest.

Notification of absence can be made:

a) by phone to the kindergarten tel. 312681320

(a kindergarten employee writes the child's apology on the appropriate list)

b) SMS, email to the classroom teacher

c) personally to the teacher in the classroom

The classroom teacher records the attendance of her class. In the case of unexcused absence or increased excused absence, she informs the school principal, who evaluates the information provided. In the case of increased excused absence, she verifies its plausibility.

The school principal will handle the child's unexcused absence through an interview, to which the legal guardian is invited by registered letter. In the event of continued absence, the school principal will send a notification of the child's continued absence to the social and legal protection authority for children.

1.1.2 Evaluation of the course of compulsory preschool education

- In regular records in the "Assessment of the child's progress" sheets and based on consultation with parents (at least in the fall), otherwise as needed

2. Kindergarten registration deadline

- The date of the admission procedure is set by the founder – MMK. Enrollment usually takes place during the month of March. The specific date is always announced in advance. If capacity allows, children can also be admitted during the school year.
- To adopt a child, you need to submit an application.
- The principal decides on the admission of a child according to the kindergarten's established criteria.

2.1 Maintained documentation

- Charter.
- School register, children's applications.
- Donation contracts.
- School educational program.

- Annual reports on kindergarten activities
- Monthly management and accounting records.
- School rules
- Operating rules
- Accident book and records of injuries to children and employees.
- Personnel and payroll documentation.
- Chronicle
- Laws and regulations
- Internal directives
- Permits and inspections by the Regional Hygiene Station.
- Fire safety guidelines
- Other documents required by legislation.

3. Kindergarten operation

Kindergarten Kladno, Lacinova 2408 provides preschool education at the address:
Lacinova 2408, 272 01 Kladno.

The school is open all day, from 6:30 a.m. to 4:30 p.m. on weekdays.

The building locks at 8:30 a.m. and opens at 11:30 a.m., then locks at 12:50 p.m. and opens in the afternoon at 2:30 p.m. The kindergarten building is secured by an electronic gatekeeper, which allows entry into the building only after activating the gatekeeper button in the relevant classroom. Everyone who enters the kindergarten building is required to clearly introduce themselves and state the reason for their visit.

Due to the meal registration, parents bring their children to school by 8:00 a.m., and later arrivals can be arranged with the teacher or noted in the notebook in the locker room. On days when a child does not come and is not excused by 8:00 a.m. (even by phone), a meal fee is charged.

Legal representatives excuse children for the same day no later than 8:00 a.m., by phone or in person. For the following days, children excuse themselves at any time during the day, in person or by phone.

If the legal guardian is aware in advance of the child's short-term absence from kindergarten, he or she will notify the kindergarten of this fact, including the reason and duration of the child's absence, in advance by telephone or in person.

Recommended procedure if parents fail to pick up their child from kindergarten:

In the event of repeated late collection of a child from the kindergarten after the end of operating hours, this fact will be reported to the department of social and legal protection of the child and the founder. Records are kept of children leaving after the end of operation. If this is not corrected, this fact will be considered a violation of the school rules and, according to applicable regulations, may result in even the child's school attendance.

Information about upcoming events in the kindergarten is always announced in a timely manner on the noticeboards in the children's locker rooms, on the website and on Facebook. We recommend that legal guardians regularly monitor information about current events in the kindergarten.

The kindergarten is open all day from 6:30 a.m. to 4:30 p.m.

Number of classes: 4

Opening of the operation – 1st grade of Berušky – all children gather here gradually by 7:15 a.m.

End of operation – 2nd class Sluníčka – from 3:15 p.m., children are gradually transferred to this class and disperse here.

3.1.Organizaton of the day

The daily organizational schedule is flexible in order to respond to current changes or needs of the children. Only the time for serving food and spending time outside is fixed. After lunch, all children rest while listening to a fairy tale or relaxing music, after which the length of rest is adapted to the individual needs of the child.

It is usually organized as follows:

6.30 – 7.15 meeting in 1st class

7.15 – 8.00 children arrive in individual classes

8.00 - 9.30 spontaneous activities /thematic, constructive, didactic, work, musical, artistic, etc./, individual group and frontal work with children, physical activities

8.30 – 9.10 hygiene, snack

9.30 - 11.45 stay outside

11.30 - 12.30 hygiene, lunch, preparation for afternoon rest

12.15 - 14.15 children's rest according to their individual needs, leisure activities
14.15- 14.45 hygiene, afternoon snack
14.45-16.30 spontaneous and group games of children, continuation of the morning activities, individual planned activities
15.15- 16.30 dismissal of children from the second grade

4. Dropping off and picking up children

4.1. Handing over children

- Children meet in the first class from 6:30 to 7:15 a.m. From 7:15 a.m. everyone in their own class.
- The parent is obliged **to hand over the child to the teacher in person.**
- When handing over the child, the child will be greeted by the teacher.
- It is not permissible for children to arrive unaccompanied by an adult, or to remain in the locker room without handing them over to the teacher. In this case, the kindergarten is not responsible for the child's safety.

4.2. Picking up children

- Pedagogical staff supervise the child from the time of taking over from the legal guardian or a person authorized by him/her until the time of handing over to the legal guardian or a person authorized by him/her. The child may only be handed over to an authorized person on the basis of **a written authorization issued by the child's legal guardian.**
- Legal guardians can authorize another person to pick up their child in writing by filling out **the Child Pick-up Form** , which includes their name and telephone number. **Teachers will not release the child to anyone other than the legal guardian without written authorization.**
- When picking up the child, the teacher greets the child. From this time on, the parents assume responsibility for the child. Parents are required to leave the kindergarten

immediately unless an organized event for parents and children is taking place or unless an individual agreement has been reached.

5. **Apologizing to children**

- If a child cannot come to kindergarten, parents must notify the teacher by 8:00 a.m.
- The arrival of a child after a longer absence / recreation, illness, convalescent home, ... / must also be reported by 8 a.m.

6. **Children's equipment**

- Dress your children in a way that they can play without fear of getting their clothes dirty. Clothes should be simple and functional. One for class, one for going out, and a third for changing in case they get dirty.
- In the changing room, the child has spare clothes, wellies, a raincoat and suitable clothing for being outside. The child also needs **slippers with a solid heel** and pajamas.
- In kindergarten and on outings, children wear shoes with a solid heel, not slippers!
- **Sign all items** to prevent any misunderstandings when exchanging them, etc.

7. **Consultation hours**

- Teachers: daily when the child arrives and leaves - briefly, longer conversations by arrangement.
- After consultation with the director, Mgr. Renata Šulcová
- Telephone connection to the kindergarten, lunch registration: **312681320**

8. **Ending attendance**

- At the request of parents
- In case of repeated violation of school rules
- On the recommendation of a pediatrician or counseling center

9. **Payments**

9.1. Tuition payments

- The founder sets the amount of tuition fees for one school year.
- Tuition fees are due by the 15th of the month to the account number:
27-716982021/ 0100
- Write the child's name in the message for the recipient.

9.2. Meal allowance payments

- The price of meals is set in the Internal Rules of the school cafeteria, which are published on the noticeboards and website of the kindergarten.
- Payment for preschool education and meals of a child in kindergarten are payments that are mandatory for legal guardians and are an integral part of the kindergarten budget. Repeated failure to pay these payments in kindergarten is considered a serious violation and may ultimately be a reason for the child's attendance at kindergarten to be terminated (Act 561/2004 Coll., Education Act, Section 35, Paragraph 1 d).
- All payments are made by bank transfer to the account number: 27-7169820217 or by cash payment to the school cafeteria manager on the date stated on the noticeboard next to the menu, by the 15th of the following month).
- Education in kindergarten is provided to a child free of charge from the beginning of the school year following the day on which the child reaches the age of five (*Section 123(1) of the Education Act*)

10. Cooperation with parents

- Parents have the right to inquire about their child from the teacher or principal at mutually agreed upon dates.
- Parents have the right to participate in the decision-making process when problems arise. They can exercise these rights at parent-teacher meetings, where these topics are always open for discussion.
- Parents are regularly and timely informed about everything that is happening through information on bulletin boards, Facebook, and the kindergarten website.

11. Individual education (pursuant to Section 34b of the Education Act)

- The legal guardian of a child for whom preschool education is mandatory may request permission for individual education from the school principal.
- The legal representative of a child who will fulfill the obligation of preschool education through individual education of the child is obliged to notify the kindergarten director of this fact. The notification must be made no later than 3 months before the beginning of the school year in which the obligation of preschool education of the child begins.
- For the application, use the form issued by the kindergarten, which contains all the application requirements.
- The kindergarten director will recommend to the child's legal guardian the areas in which the child should be educated. These areas are based on the RVP for preschool education.
- The kindergarten will verify the level of mastery of the expected outcomes in individual areas and, if necessary, recommend further steps in education to the legal guardian. Verification of knowledge will take place in the period from the 3rd to the 4th month from the beginning of the school year. In the second semester, within the 3rd month after permission for individual education.
- The legal guardian is obliged to ensure the child's participation in the verification of his or her knowledge.
- The kindergarten director will terminate the child's individual education if the child's legal guardian does not ensure the child's participation in the knowledge assessment.
- An appeal against the decision of the kindergarten director to terminate a child's individual education does not have a suspensive effect.

15. Children's meals

- Children are provided with a full and balanced diet according to relevant regulations. Every month we monitor the consumer basket, i.e. the amount of dairy products, legumes, sugars, fats, fruits and vegetables, etc.
- The menu is posted on the school noticeboard and website no later than Monday morning for the entire week. Any changes are marked.
- Drinking regime is ensured by kettles with tea, vitamin drinks, fruit juices or water. The child can pour himself a drink at any time during the day.

- Appropriate intervals are maintained between meals.
- We don't force the child to eat, but we try to get them to at least taste it and learn about healthy eating.
- We ensure proper and healthy nutrition for children.
- Individual deviations in the diet of individual children will be discussed by the child's parent with the principal.
- A child who does not come and is not excused by 8:00 a.m. will pay a meal fee.

13. Childcare system with support measures and education for gifted children

Children with special educational needs can be educated in the regular classroom of our kindergarten based on the request of the child's legal guardians and the recommendation of the counseling facility.

They will be provided with the support measures that the advisory facility (PPP or SPC) has set out in its recommendation.

This recommendation also states what support measures are involved and to what degree.

First-level support measures

The kindergarten principal decides on the provision of first-level support measures without the recommendation of the school guidance service or the informed consent of the legal guardian. This does not affect the legal guardian's right to information about the progress and results of the child's education (Section 21 of the Education Act).

The kindergarten teacher will prepare a pedagogical support plan that will regulate the organization and evaluation of the child's education, including adjusting the methods and forms of work, and will discuss it with the school principal and the child's legal guardian.

If the first-level support measures are not sufficient (after evaluating the pedagogical support plan), the school principal will recommend the use of counseling assistance from the school counseling facility for the purpose of assessing the child's special educational needs (*Section 16, paragraphs 4 and 5 of the Education Act and Sections 2 and 10 of Decree No. 27/2016 Coll.*)

Support measures of the second to fifth levels

The condition for applying support measures of levels 2 to 5 is a recommendation from the school counseling facility and informed consent from the child's legal guardian. The provision of counseling assistance from the school counseling facility will be based on the legal guardian's own discretion, the recommendation of the kindergarten director or OSPOD.

The school principal has appointed Ms. teacher Mgr. Lenka Staňková responsible for cooperation with the school counseling facility in connection with the recommendation of support measures for a child with special educational needs (*11 of Decree No. 27/2016 Coll.*) .

The provision of support measures of levels 2 to 5 is initiated immediately after receiving the recommendation of the school counseling facility and obtaining the informed consent of the legal guardian.

The evaluation of the provided support measures is once a year, more often if necessary. The provision of support measures of levels 2 to 5 is terminated if it is clear from the recommendation of the school counseling facility that support measures of levels 2 to 5 are no longer needed. In such a case, the informed consent of the legal representative is not required, he or she is only consulted (*Section 16, paragraph 4 of the Education Act and Sections 11, 12 and 16 of Decree No. 27/2016 Coll.*)

Education of gifted children

In its school educational program and in its implementation, the kindergarten creates conditions for the greatest possible use of the potential of each child, taking into account their individual abilities. This also applies to the education of gifted children.

The kindergarten is obliged to ensure the implementation of all specified support measures for the promotion of talent according to the individual educational needs of children within the scope of the first to fourth levels of support.

14. Distance learning

- The kindergarten provides distance learning for children in compulsory preschool education.
- Distance learning is initiated in the event of an emergency order from the government, the Ministry of Health, or the Regional Hygiene Station.
- This education is carried out in accordance with the SVP of the kindergarten to the extent appropriate to the circumstances.
- Parents are sent worksheets for their children by email. They can pick these materials up at the kindergarten.
- For activities at home, parents can borrow some teaching aids from the school, or pick up art supplies for recommended activities.

III. Caring for the health and safety of children

The kindergarten meets the conditions for ensuring the safety and health of children, protection against manifestations of discrimination and against pathological phenomena.

1. **Health protection** (in accordance with the Act on Public Health Protection No. 258/2000 Coll.)

When your child enters kindergarten, you need to take into account that even if your child has been relatively healthy up until this point, this will probably change and he will be sick more often. This is quite natural, because in a larger group of children the probability of infection is higher. Later, the child will build up a stronger immunity and will probably be sick less often.

- **Parents are responsible for ensuring that their child is healthy when they enter kindergarten.**
- If a child shows symptoms of illness (high temperature, cough, persistent runny nose, rash, herpes, red conjunctiva of the eyes, diarrhea, abdominal pain, vomiting, other infectious diseases, etc.), teachers have the right and obligation **not to accept the child** . This measure is to prevent infection of the children's collective. **The child must be kept at home until the symptoms subside, but at least 3 days!**
- The child must be treated at home, if necessary under the professional supervision of a doctor. For these reasons, if symptoms of illness are detected, the teacher immediately informs the parents and requests that they be picked up from the kindergarten. The child is not admitted to the kindergarten with medication or without medication. The exception is medication that is regularly used for a long time. **In this case, it is necessary to submit an application about administering medication to the school principal, which will contain:**
 - **procedure for administering medication with a medical report. The kindergarten does not have to comply with the request, in which case the parents will ensure that the medication is administered themselves.**
 - You cannot go to kindergarten while taking antibiotics. After taking the medication, doctors recommend staying home for a week to recover.

- The child cannot come to kindergarten the day after vaccination. The child needs a rest regime at home.
- **For a child with symptoms of allergy** (runny nose, cough, red eyes), it is necessary to submit to the school principal a certificate from a doctor, which will contain: The name and surname of the child for whom the certificate is issued (kindergarten), how the child's allergy manifests itself, what the child is allergic to and in what period, the doctor's signature and date. The certificate is valid for 1 school year.
- Parents are obliged to inform the teacher about any facts concerning the child's health that **have occurred outside of kindergarten** (fainting, nausea, injury, etc.).
- If an infectious disease occurs in the kindergarten, the legal representatives of the sick child are **immediately informed (verbally, by e-mail or on the school noticeboard)** . The legal representatives of all other children are also informed. In the event of pediculosis (child lice), the child must be unconditionally isolated from the children's group and de-lice treatment must be carried out by the legal representatives (teachers do not examine the heads so as not to spread the lice to other children). In the event of a mass occurrence of pediculosis, the regional hygiene station is informed.
- Parents are required to equip their children for both indoor and outdoor activities. For our educational content, it is essential to equip children for outdoor activities in inclement weather. Clothing should allow free and safe movement, and should allow children to freely create with various materials – sand, clay, earth, water, paints, etc. It is necessary to have different clothes for class and for outside activities. Clothing must be signed.
- Teachers ensure that children maintain hygiene and drink plenty of fluids. They adequately ventilate the kindergarten premises, determine the length of time children spend outside depending on the weather - sun, rain, wind, frost. They check whether children are appropriately dressed in the classroom and outside.
- Smoking is prohibited in all indoor and outdoor areas of the kindergarten.
- Every Friday, parents take their pajamas and other used clothes home to be washed.
- The kindergarten provides a change of bedding once a month.

2. Child safety after placement in care

The safety of children in kindergartens is the responsibility of the teaching staff in close cooperation with the operational staff, from the time the child is picked up by their representative until they are handed over to the child's representative or a person authorized by them.

- In the event of an accident, the school will immediately notify parents.
- A school accident is defined as an accident that occurs to a child during educational activities in the premises of a kindergarten or during events held by the kindergarten. The teacher is obliged to provide first aid in the event of an accident. Parents are then notified immediately. The relevant teacher involved enters information about the accident into the accident book. Liability for damage in the case of children attending kindergarten is governed by the provisions of the Civil Code, in particular Section 422.
- Part of the responsibility of parents for their child continues even while they are in kindergarten. Parents are fully responsible for:
 - for their children's clothing and shoes and for things that the child takes with them to kindergarten (they may, for example, cause an injury to the child)
 - What children have in their wardrobe bags must not contain dangerous items, sharp objects, medicines, etc. - they can cause injury to the child and other children - teachers are not obliged to check their contents.

The kindergarten is insured against theft, has accident insurance and liability insurance.

3. Safety at events with parents

- In the case of events that are not directly related to the activities of the kindergarten, are voluntary and take place in the presence of parents (for children and their parents) or other legal guardians, then these legal guardians (parents, grandparents) who are present bear full responsibility for the child.
- If a child who has not been handed over to his/her parents participates in the event, a previously authorized school employee is responsible for his/her safety until the child is handed over to the legal guardian. If the parents have picked up their child from the kindergarten and immediately moved to the event location, then the child is no longer in the care of the kindergarten and the school is no longer responsible for any injury from the perspective of Decree No. 64/2005 Coll. (injuries to children, youth and students).
- Throughout the entire event, all participants are required to adhere to all safety principles at all times - especially:
 - If the event is taking place indoors, parents are not allowed to open the windows.
 - If the event takes place in the garden, the use of play elements is prohibited.

- If someone has an accident, it is possible to request first aid from kindergarten employees.
- If specific rules are set for an individual event, all persons are required to respect and comply with the instructions.

4. Protection against socially pathological phenomena and against manifestations of discrimination, hostility or violence

As part of the kindergarten school educational program, children are guided to understand and comprehend the given issue in a non-violent manner and in a manner appropriate to their age. By constantly monitoring the children and the entire team, we try to detect any potential problems and solve them right in the bud.

- **Prevention of socially pathological phenomena and violence** : By jointly creating rules of behavior that are posted in classrooms in the form of pictures. By reenacting problem situations and relationships between children using puppets, talking to children. Guiding children to offer their own solutions, to think about the situation.
- **Prevention of manifestations of discrimination** : By guiding children towards tolerance between nationalities through the projects "Who lives where" and "Visiting other planets", where children become familiar with different cultures, customs, languages, living conditions and different appearances. D
- **Prevention of drug addiction, alcoholism and smoking** : The example of female teachers.
- **Prevention of virtual addictions (computer, television, video) pathological gambling (gambling)**: By leading children to be interested in things around them, to use their imagination, to be interested in literature.
- **Prevention of vandalism, crime and other forms of violent behavior** : We provide children with aesthetic experiences from exhibitions of their works and products made of ceramics and paper. We participate in various art competitions and exhibitions. We guide children to appreciate the work of others (thematic blocks on professions, healthy lifestyle, cultivating good relationships between children and adults, aesthetic education, waste sorting, environmental protection).

V. CONDITIONS FOR THE HANDLING OF SCHOOL PROPERTY BY CHILDREN AND THEIR LEGAL REPRESENTATIVES

- School staff and children ensure order and cleanliness in the school, observe the changing of shoes, cleaning and care for school supplies.
- While at the kindergarten, the children's legal guardians are obliged to behave in a way that does not damage the kindergarten's property and, if they discover any damage, to report this fact to the school staff.
- Teachers, children, and parents respect other mutual agreements that support the rules of the school code.
- If children damage school property due to non-compliance with the rules, they are guided to remedy and solve the problem (e.g. damage to toys, drawing on walls, etc.). If they cannot correct the situation themselves, the help of legal guardians is necessary.

VI. FINAL PROVISIONS

- These school regulations come into effect on September 1, 2026.
- Failure to respect the School Rules by parents may be grounds for terminating a child's attendance.
to kindergarten.
- The principal will ensure that employees and legal guardians of children are familiarized with the content of these school regulations.
- The school rules are posted in an accessible place in the locker room.

Mgr. Renata Šulcová
Kindergarten principal

Organization stamp