Kindergarten, Brno, Chodská 15, contributory organization

KINDERGARTEN SCHOOL RULES

English translation of the 2025-2026 document

Date the organization was established: 1 July 1996

Legal form of the organization: contributory organization

Full name of the founder: Statutory City of Brno

Registered office: Dominikánské nám. 1, Brno

Represented by the Mayor of the Brno-Královo Pole Municipal District, Ing. Andrea Pazderová, Palackého t■. 59, 612 93 Brno

The kindergarten focuses on “Education for a Healthy Lifestyle.” Educational work and all activities are based on the “Healthy Kindergarten Support Curriculum of Chodská 15,” which follows the “Health-Promoting School” project used in previous years.

I. Rights and obligations of participants in preschool education

1. Basic objectives of the kindergarten in providing preschool education and the school educational programme

Preschool education supports the development of the personality of preschool-age children. It contributes to their healthy emotional, intellectual and physical development, and to the acquisition of basic rules of conduct, life values and interpersonal relationships. Preschool education creates the basic prerequisites for continuing education and helps compensate for uneven development before a child enters primary education.

2. Basic rights and obligations of children admitted to kindergarten education

- to have their individual needs met;
- to carry out independent self-care activities;
- to use the entire classroom environment freely, provided the agreed rules are observed;
- to participate or not participate in activities offered by the teacher or other children;
- not to disturb others when choosing a different activity;
- to participate in planning the programme and deciding shared matters;
- to express their views, listen to the views of others and seek common solutions;
- to participate in creating and respecting shared rules for living together.

3. Basic rights of legal representatives in the education of children

- to receive information about the progress and results of the education of their minor children;
- to elect and be elected to school bodies;
- to express their views on all decisions concerning important matters in the education of their minor children;
- to receive information and advisory assistance from the school or a school counselling facility on matters concerning education under this Act;

- the receipt, registration and handling of complaints are governed by Directive No. 23, pursuant to Article 18 of the Charter of Fundamental Rights and Freedoms, Section 175 of Act No. 500/2004 Coll., the Administrative Procedure Code, and Section 16a of Act No. 106/1999 Coll., on free access to information.

4. Obligations of legal representatives regarding compulsory education of children in the final kindergarten year

- to enrol their child in compulsory preschool education (from the beginning of the school year following the day on which the child reaches five years of age);
- to ensure the child's proper attendance at kindergarten;
- compulsory preschool education for these children takes place from 8:30 a.m. to 12:30 p.m.;
- when requested by the kindergarten principal, to attend in person discussions of serious issues concerning the child's education;
- compulsory preschool education also applies to citizens of another EU Member State who stay in the Czech Republic for more than 90 days, other foreign nationals authorised to stay in the Czech Republic permanently or temporarily for more than 90 days, and applicants for international protection;
- to notify the kindergarten without undue delay of a change in the child's medical fitness, health difficulties, or other serious facts that could affect the course of education. Compulsory preschool education takes the form of regular daily attendance on working days, for four hours per day. It does not apply on days falling within school holidays under the organization of the school year in primary and secondary schools;
- to excuse the child's absence from education no later than the first day of absence, in writing, by telephone or in person.

5. Other ways of fulfilling compulsory preschool education without regular daily attendance at kindergarten

A) Individual education

The legal representative of a child for whom preschool education is compulsory may, in justified cases, choose individual education. If the child is to be individually educated for most of the school year, the legal representative must submit this notice no later than three months before the beginning of the school year. During the school year, the obligation of individual preschool education may be fulfilled at the earliest from the day the notice of individual education is delivered to the principal of the kindergarten to which the child was admitted.

The notice of individual education must include:

- the child's given name(s), surname, personal identification number and place of permanent residence; for a foreign national, the child's place of residence;
- the period for which the child is to be individually educated;
- the reasons for the child's individual education.

The kindergarten will verify the level at which expected outcomes have been attained in individual areas and, where appropriate, recommend further educational steps to the legal representative.

The principal will set verification dates in the second half of November and alternative dates in the first half of December. The exact date will be communicated to legal representatives individually or agreed with them.

B) Education in a preparatory class of a primary school or in a preparatory-level class of a special primary school

C) Education in a foreign school in the Czech Republic in which the Ministry has permitted fulfilment of compulsory school attendance under Section 38a of the Education Act

The legal representative of a child who will fulfil the obligation of preschool education in the manner described in B) or C) must notify the principal of the local catchment kindergarten. The notice must be given no later than three months before the beginning of the school year in which the child's compulsory preschool education begins.

They must also document the reason for the child's absence from the educational process in accordance with the conditions set out in these School Rules and notify the kindergarten of information under Section 28(2) and (3) of Act No. 561/2004 Coll., as amended, or other information and changes that are material to the course of education or the child's safety.

II. Conditions for exercising the rights and obligations of legal representatives in the education of children at kindergarten, and rules for their relations with teaching staff

1. Change to the established conditions of a child's stay, including the method and extent of meals

A proposal to change the established conditions of a child's stay, including the related method and extent of meals, must be submitted by the legal representative sufficiently in advance in writing to the kindergarten principal. The principal may decide on the proposal without an oral hearing only if it is supported by documents on the basis of which the proposal can be decided. Otherwise, the principal will invite the legal representative in writing or by telephone to discuss the proposal; the head of school catering may also attend. The principal will decide on the proposal in a written decision delivered personally or by registered letter.

2. Conditions for receiving children from legal representatives for kindergarten education and handing them over after education

- After arriving at kindergarten, the legal representative must ensure that the child changes clothes in the cloakroom and then personally hand the child over to the teacher present in the classroom. Once the child is received, the teacher assumes responsibility for the child entrusted to them.
- Parents may accompany the child to the classroom, collect the child directly from the classroom, join the child in play, etc. Where there are adaptation difficulties, they may remain with the child in the classroom longer as necessary, by agreement with the teacher.
- As the administration of medicines to children at kindergarten is prohibited, only healthy children are accepted for preschool education. Where there is a justified doubt about the child's health, the legal representative must provide a medical report on the child's health. This is a preventive measure protecting the health of other children.
- If a child leaves kindergarten after lunch, the legal representative must record this in the morning in the designated place in the cloakroom. Any other irregular departure time must be agreed verbally with the teacher.
- The teacher may hand the child over only to the child's legal representatives, or to other adults only on the basis of written authorisation signed by the legal representatives (which may be valid for the whole year). Naming authorised persons in the Twigsee application is for information only. A sibling under 15 years of age may collect the child only after the written authorisation of the minor person has been signed.
- In the case of divorced parents, the child's legal representatives must submit the written court decision regulating their relationship to the minor child. If they do not submit the required court decision, the teacher is authorised to hand the child over to either legal representative.
- Legal representatives must report in writing to the kindergarten principal any long-term interruption or termination of the child's kindergarten attendance.

3. Informing legal representatives about the progress and results of the educational process

Parents and teachers exchange ongoing information about the child during ordinary daily contact. More serious discussions cannot take place while the teacher is directly working with children because of the children's safety. Parents and teachers will agree on a suitable time for discussion as needed.

4. Informing legal representatives about extraordinary school and out-of-school events

Legal representatives are informed of extraordinary school and out-of-school events by electronic written notice in the Twigsee.com application, on the school website, or, exceptionally, by notices for parents displayed in the kindergarten entrance hall or at the entrance to individual classrooms.

5. Methods by which legal representatives excuse a child from daily education

Legal representatives of preschool children must notify the kindergarten without undue delay of the reason for, and approximate duration of, the child's absence, through Twigsee, by telephone or in person. If the child develops an infectious disease, they must inform the kindergarten as soon as they learn of it from the treating physician so that appropriate measures can be taken. After every absence, legal representatives sign a "Declaration of Health Status" and, when requested, must provide a doctor's statement.

6. Conditions for payment for preschool education and meals

- The kindergarten principal determines the monthly preschool education fee for the school year and publishes it in an accessible place at the school no later than 30 June of the preceding school year. If a child is admitted during the year, the principal informs the child's legal representative of the amount on admission.
- The monthly fee may not exceed 50% of the actual average monthly non-investment costs of the kindergarten attributable to a child's preschool education in the preceding calendar year.
- The fee is set at the same amount for all children.
- A legal representative receiving a social allowance - newly within the comprehensive benefit - who documents this fact to the kindergarten principal will be exempt from the fee.
- In accordance with applicable legislation, a legal representative of a child who turns six between 1 September and 31 August of the following calendar year is also exempt from the fee.
- The monthly preschool education fee may be paid only by bank transfer to the kindergarten account specified in the notice of the monthly fee, published in an accessible place at the kindergarten.
- The preschool education fee is payable by the 15th day of the calendar month.
- The head of school catering determines the meal fee based on demonstrably incurred costs of feeding a child at kindergarten in the previous calendar year, taking into account the inflation coefficient set by the Czech Statistical Office. The determined amount is subject to approval by the kindergarten principal.
- The principal publishes the monthly meal fee for the school year in an accessible place at the school no later than 30 June of the preceding school year.
- The new Section 4(10) of the Decree introduces an obligation to allow a child/pupil bringing their own food to eat it together with others, and to provide space, time and assistance if needed. Kindergarten employees are not required to store or heat such food, however. This is possible only on the basis of a written agreement with the head of school catering.

III. Conditions for early termination of a child's education at kindergarten

1. Termination of education because of unexcused absence

After prior written warning to the child's legal representative, the kindergarten principal is authorised to decide to terminate preschool education if the child, without proper excuse from the legal representative, does not attend preschool education continuously for more than two weeks.

2. Termination because a legal representative disrupts kindergarten operations

After prior written warning to the child's legal representative, the kindergarten principal is authorised to decide to terminate preschool education if the legal representative repeatedly and seriously disrupts the kindergarten's operations established in these School Rules.

3. Termination during the trial period

After prior written warning to the child's legal representative, the kindergarten principal is authorised to decide to terminate preschool education if a physician or school counselling facility recommends termination during the trial stay, which lasts three months.

4. Termination because payment for education or meals has not been made

After prior written warning to the child's legal representative, the kindergarten principal is authorised to decide to terminate preschool education if the legal representative repeatedly fails to pay the fee for kindergarten education or school meals by the specified due date and does not agree another payment date with the principal in writing.

IV. Operating conditions and internal regime of the kindergarten

1. Operating conditions

The kindergarten is open on working days from 6:30 a.m. to 4:30 p.m. As part of safety measures, the building is locked at 8:30 a.m.; legal representatives are therefore asked to bring children by that time at the latest. From 12:30 p.m. to 12:45 p.m., the building is unlocked for parents whose children go home after lunch. For parents whose children leave in the afternoon, the building is unlocked from 2:45 p.m. to 4:30 p.m.

The legal representative confirms by signature that they receive a Chodská 15 kindergarten chip for electronic opening of the entrance door, against a refundable deposit of CZK 100. The chip may be lent only to a person authorised in writing to collect the child. Access hours do not change. Outside these hours, it is necessary to ring the bell. When opening the door, do not allow any unknown person into the building.

If the chip is lost, report the event immediately to the teacher in your class; the CZK 100 deposit will not be returned. After the child's attendance ends, the legal representative returns the chips in accordance with current instructions from the principal's office, where the deposit will be refunded.

2. Organisation of education at kindergarten

- The school year begins on 1 September and ends on 31 August of the following calendar year.
- Preschool education has three years and is generally intended for children aged three to six. The first year includes children turning four in the relevant school year; the second year includes children turning five; and the third year includes children turning six, as well as children granted a postponement of compulsory school attendance. Children from different years may be placed in one class. A class has 24 children; this number may be increased with an approved exception. At present, under the current exception, two classes have 26 children and one class has 25 children.
- Kindergarten enrolment takes place electronically every year. Admission criteria are set by the City of Brno and are available at zapisdoms.brno.cz.
- Enrolment for preschool education takes place from 2 May to 16 May. A kindergarten established by a municipality or association of municipalities gives priority, up to its permitted capacity in the school register, to children who reach at least three years of age before the school year begins and have permanent residence - or, in the case of foreign nationals, a place of residence - in the relevant school catchment area.
- A decision to terminate preschool education may not be made in the case of a child for whom preschool education is compulsory.
- The catchment areas of local kindergartens are defined by generally binding Ordinance No. 2/2019 of the Statutory City of Brno.
- If a child cannot be admitted for capacity reasons, the kindergarten principal will notify the municipal district in which the child has permanent residence without undue delay; that district will arrange the child's placement in another kindergarten.
- In agreement with the founder, the principal sets the place, date and time for submitting applications for admission in the following year and publishes this information in the usual local manner.
- The principal decides on admission or non-admission to preschool education by written decision, delivered to legal representatives personally or by registered letter.
- If the kindergarten has a vacancy, the principal may decide to admit a child during the school year.
- After consultation with the founder, the school principal decides whether to limit or interrupt kindergarten operations in July, August, or both months. In cooperation with the founder, the principal will also discuss with principals of other kindergartens in the municipal district the possibilities for preschool education of children in their schools during the limitation or interruption. This information must be published in an accessible place at the school no later than two

months in advance. After consultation with the founder, the principal may also decide to limit or interrupt operations during other holidays (Christmas, spring, mid-year or Easter) if the number of registered children falls below 20% of enrolled children. This information must be published at least two weeks in advance.

- If the number of children in classes falls significantly during afternoon education, the principal may combine two classes (and exceptionally all three) for economic reasons.

3. Internal daily regime during children's education

06:30-10:00 Arrival of children; spontaneous play; movement activities; hygiene; staggered morning snack; guided and spontaneous activities with children - group, whole-class and individual - focused on children's upbringing and education and on intellectual and physical development.

09:45-11:50 Outdoor stay, including free and guided activities (in unfavourable weather, free and guided activities focused on upbringing and education continue in the classroom). During outdoor stay, maximum use is made of movement in fresh air - hardening through air and water. Drinking regime.

12:00-12:30 Hygiene, lunch

12:30-12:45 Departure of children from kindergarten after lunch

12:45-14:15 Afternoon rest; reading; listening to fairy tales; storytelling; quiet time on a cot taking account of the child's age-related needs; individual work with children who need less sleep

14:30 Afternoon snack, hygiene

14:30-16:30 Spontaneous play; individual work with children; free spontaneous activities; possibly time in the garden

16:30 End of kindergarten activities

Hygiene: always wash hands before and after eating, after exercise and art activities, and as needed after other activities. Toilet: according to individual needs; flush and wash hands after use. Before afternoon rest, complete hygiene so that children do not go to the toilet or washroom while the floor is being mopped after lunch.

V. Organisation of school meals

1. School catering facility, operation and scope of services

a) The school kitchen is managed by the school principal in cooperation with the head of the school cafeteria. The head sets meal charges in accordance with regulations, prepares the menu, procures food, provides information to parents as needed, etc. The head is responsible for operating the school cafeteria, gives instructions for registering and cancelling meals, and monitors payment of meal and school fees. Repeated problems with payment of meal or school fees must be reported to the kindergarten principal without undue delay.

The school meal fee is payable by the 15th day of the calendar month. Office hours are Wednesday, 12:00 noon-4:00 p.m. - school kitchen bell. If a child is present at kindergarten when food is served, the child always eats. The head of the school kitchen can be contacted by telephone or email. Contacts are in the cloakrooms of the individual classes. Another method of catering must be discussed in person with the kindergarten principal and head of catering. Meal fees may be paid by bank transfer. Our bank account number is 19-5190790287/0100.

2. Children's meal regime during education

- from 8:15 a.m.: staggered breakfast/morning snack (gradually, according to children's individual needs, the teacher's judgement and agreement with parents);
- older children may serve themselves (under the teacher's supervision and assistance if necessary);
- before outdoor stay: drinks, fruit, vegetables and, where appropriate, pastries served to all children together in the classroom, not in the cloakroom;
- drinking regime: from 8:15 a.m., children can have a drink at any time throughout the day (each class has a thermos of tea and glasses in a designated place);
- lunch: tables are prepared by the cooks, who serve children at lunch; children collect additional portions themselves. The teacher oversees table manners and, when needed, helps especially younger children;

- older children use cutlery. For younger children, cutlery is used at the teacher's discretion, with supervision of correct use;
- used dishes are placed in the middle of the table; the cook clears them to the serving trolley. During the year, children may be involved in this activity in line with their abilities;
- afternoon snack: the teacher pours drinks into mugs. Children take turns preparing placemats and trays according to the teacher's instructions; each child takes their own snack and clears used dishes, including the placemat, to a designated place after eating;
- cleaning staff ensure that tables are washed after the snack;
- children are continually guided toward good table manners.

3. Reporting a child's absence for school catering purposes

Meals can be registered and cancelled electronically through the strava.cz application.

Registration: by 11:00 a.m. on the preceding day. Cancellation: Monday - no later than 8:00 a.m. for Monday; other days - by 11:00 a.m. on the preceding day.

If a legal representative does not collect and does not cancel a meal under the agreed conditions for any reason, they pay the price equal to the financial norm (material and personnel costs and food costs). The price of an unsubsidised full-day meal: see the School Cafeteria Rules. (This information follows from Act No. 561/2004 Coll. and Decree No. 107/2005 Coll. on school catering.)

Lunches are issued only on the first day of a child's illness, from 11:15 a.m. to 11:45 a.m. For hygiene reasons, lunches are issued only into food containers. Lunches are issued via the ramp in the school garden.

VI. Conditions for ensuring children's safety and health protection

1. Health and safety care during education

Teachers ensure the health and safety of children in the educational process at kindergarten; in exceptional cases, operational staff do so. All teachers and operational staff attend occupational safety training every year, organised by a specialist company or authorised person.

2. Safety principles applied when working with children

- children's safety must be ensured by the teacher's constant supervision during all activities;
- while directly working with children, the teacher must devote themselves only to the children and may not perform other activities;
- outdoors, the teacher must not leave children unsupervised, especially on climbing frames or similar equipment;
- the teacher must keep toys and teaching aids in a condition that cannot cause injury;
- the teacher must remove sharp objects (knives, adult scissors, etc.) from children's reach;
- the teacher ensures children do not have free access to disinfectants, cleaning products or medicines;
- on receiving a child, the teacher checks that the child does not have objects that could injure themself or other children (badges, sharp rings, etc.);
- the teacher must ensure that children walking up or down stairs in pairs do not hold hands;
- in the washroom, the teacher checks the hot-water supply to prevent scalding;
- the teacher ensures that children do not have free access to a wet floor or, unsupervised, to open windows;
- the teacher checks that electrical sockets are secured with protective covers;
- the teacher safeguards children when using didactic and technical aids and tools in polytechnic education;
- the teacher ensures children do not have free access to food-preparation areas, the lift, etc.;
- the teacher does not allow children to play with plastic bags;
- when crossing a road, the teacher must use a warning paddle;

- when leaving the building, the teacher must go out first;
- the teacher must pay increased attention to children when travelling by transport, especially taking account of the group's ages;
- when a child goes individually to the toilet, washroom or cloakroom, the teacher must check that no windows are open in those rooms.

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

Teachers and operational staff must create conditions at kindergarten so that no cause arises for discrimination, hostility, threats of violence or violence among individual children. If any of the above manifestations occur, the teacher or operational employee who discovers it must report everything to the kindergarten principal without undue delay. The principal must take measures to prevent the same or a similar situation from occurring in the future.

VII. Conditions for handling kindergarten property

1. Rules of conduct in handling kindergarten property during education

All kindergarten employees must make every possible effort to prevent wilful damage to kindergarten property during the educational process, or take measures to ensure that, if damage is caused, its extent is as small as possible.

2. Obligations of legal representatives when handling kindergarten property

Legal representatives must handle kindergarten property in a way that avoids unnecessary damage. If kindergarten property is damaged, the child's legal representative must report it without undue delay to the principal or their authorised deputy. A brief record of the damage will be made and, after the legal representative signs it by hand, it will be kept in the kindergarten's operational records.

3. Basic rules of conduct of legal representatives in their relations with kindergarten employees, other children attending kindergarten and other legal representatives

- they comply with the established organisation of operations and the kindergarten's internal daily regime;
- they follow the school rules;
- in their relations with kindergarten employees, other children attending kindergarten and other legal representatives, they observe rules of decency and consideration.

In the interests of hygiene and cleanliness in the kindergarten building, legal representatives:

- use disposable shoe covers in unfavourable weather in the entrance hall, where children change into indoor shoes;
- always remove their shoes before entering the classroom;
- report the occurrence of an infectious illness in the child or family members to teaching staff;
- do not bring any animals into kindergarten premises;
- leave prams outside the entrance to the building;
- do not leave balance bikes, scooters, bicycles, etc. in cloakrooms or entrance halls;
- if they have authorised their older minor child by power of attorney to collect a sibling from kindergarten, instruct them that they must never enter the building on roller skates or scooters.

VIII. Final provisions

1. Validity and effectiveness of the School Rules

These School Rules are valid and effective from 1 September 2025.

2. Amendments and additions to the School Rules

Any amendments and additions to these School Rules must be made only in writing and signed by the kindergarten principal.

3. Familiarisation of legal representatives with the School Rules

Legal representatives of children are obliged to familiarise themselves with the content of these School Rules and comply with them. As evidence that they have duly familiarised themselves with the School Rules and undertake to observe them, legal representatives sign an attendance sheet by hand; this sheet becomes an integral part of the School Rules as an appendix.

In Brno: 30 August 2025

Mgr. Jana Höklová

Kindergarten Principal