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SCHOOL RULES

Sunny Canadian International School – Mateřská škola, s.r.o.

School year: **2025/2026**
Effective from: **1.9.2025**
Responsible person: Kindergarten Principal

TABLE OF CONTENTS

1. INTRODUCTORY OVERVIEW	3
2. RIGHTS AND OBLIGATIONS OF CHILDREN, PARENTS AND SCHOOL	3
2.1. Rights and obligations of children	3
2.2. Rights and obligations of legal representatives	4
2.3. Rights and obligations of school staff	5
3. OPERATION AND INTERNAL REGIME OF THE KINDERGARTEN	5
3.1. Operation time	5
3.2. Daily routine	6
3.3. Attendance and apologies	6
3.4. Dropping off and picking up children	7
3.5. Illness and infection prevention	7
3.6. Compulsory pre-school education (according to Act No. 178/2016 Coll.)	8
3.7. Care for Children with Special Educational Needs	8
3.8. Individual education	9
3.9. Interruption of kindergarten operation	10
4. ORGANIZATION OF EDUCATION	11
4.1. Language organization	11



4.2.	Diagnostics and evaluation.....	11
5.	AFTER-SCHOOL COURSES.....	12
6.	ACTIVITIES OUTSIDE THE SCHOOL BUILDING.....	12
7.	COMMUNICATION BETWEEN SCHOOL AND PARENTS.....	12
7.1.	Language accessibility	12
7.2.	Respectful style	12
7.3.	Forms of communication	12
7.4.	Organization and structure of communication	13
7.5.	Sharing information about children.....	13
8.	MEALS.....	13
8.1.	Meals for children with health restrictions.....	13
8.2.	Celebration in KG	13
8.3.	Catering system.....	13
8.4.	Unsubscribing from meals	14
9.	SAFETY, HEALTH AND RISK PREVENTION	14
9.1	Ensuring the safety and health of children	14
9.2	Prevention of injuries and risk situations	15
9.3	Procedure in case of a child's injury.....	15
9.4	Health and hygiene prevention.....	16
9.5	Prevention of socially pathological phenomena and bullying.....	16
9.6	Employees' Obligations in Ensuring OSH	16
9.7.	Prohibitions on school premises.....	17
9.8.	Prohibition of promotion of inappropriate content	17
10.	HANDLING SCHOOL PROPERTY	17
10.1.	Children's Responsibility.....	17
10.2.	Personal items	17
11.	COOPERATION WITH PARENTS AND OTHER SCHOOL PARTNERS	18
11.1.	Parental cooperation	18
11.2.	Other partners of the kindergarten	18
12.	FINAL REMARKS.....	18
12.1.	Effectiveness of the School Rules	18
12.2.	Familiarization with the School Rules	18
12.3.	Changes and updates to the School Code.....	19
13.	APPENDIX	20



1. INTRODUCTORY OVERVIEW

Sunny Canadian Kindergarten is part of the Sunny Canadian International School. It provides pre-school education for children usually aged 2 to 7 years in accordance with the Framework Education Programme for Pre-school Education, in a bilingual Czech English environment. Sunny Canadian Kindergarten creates an environment that shares common values: excellence, joy, respect, responsibility, humanity and honesty. These values permeate the everyday life of the school and serve as the basic educational framework that teachers, children and parents follow.

2. RIGHTS AND OBLIGATIONS OF CHILDREN, PARENTS AND SCHOOL

2.1. *Rights and obligations of children*

A child has the right to:

- upbringing and education aimed at developing their abilities, feelings, skills and social relationships,
- individual approach with regard to age, developmental needs, language background and personal pace,
- protection against any form of discrimination, violence, neglect, abuse or other unethical treatment.
- protection of health, safety and dignified treatment during the entire stay in the kindergarten,
- rest, free play and spontaneous activities as a natural part of the day,
- express their needs and feelings, ask for help from a teacher, lecturer or other school employee.

The child is obliged to:

- abide by the rules of polite behaviour towards other children and adults,
- respect the instructions of teachers, lecturers and other school staff,
- not endanger one's own health and safety or the safety of others,
- not to bring inappropriate objects to school (mobile phones, smart watches, toys, etc., unless they are part of education); the school is not responsible for these subjects,
- not leave the school premises during the stay without the knowledge of the teacher or lecturer.



2.2. Rights and obligations of legal representatives

The legal representative has the right to:

- information about the course and results of their child's education,
- consultations with teachers, lecturers and school management,
- propose changes and comments regarding the operation and school environment,
- be present during the child's adaptation to the new environment – according to an individual agreement with the class teachers and in accordance with the needs of the child and the class,
- inspect documentation relating to their child, including records of support measures.
- express their disagreement with the processing of personal data under the GDPR in accordance with the "Privacy Policy".

The legal representative is obliged to:

- follow the School Rules and other internal regulations of the kindergarten,
- inform the school about the child's health condition, changes in contact details and serious circumstances,
- excuse the child's absence in time
- hand over the child in person to the teacher or lecturer, inform about the person who will pick up the child,
- pay attention to the child's adequate clothing and equipment according to school rules,
- respect the rules of communication with school staff – conduct it with respect and at pre-agreed times.
- to maintain the confidentiality of information they obtain in connection with their child's attendance at the kindergarten and to refrain from misusing it in conflict with the interests of the school and its operator. This includes, in particular, information relating to the operation of the school, the content of educational programmes, internal know-how or personal data of other children and school staff.
- A more detailed regulation of the handling of confidential information, including possible restrictions on competitive activity, is part of the Agreement on the Child's Participation in Kindergarten.

Payment for pre-school education

Fees for preschool education in the Czech English program of Sunny Canadian International School – Kindergarten, s.r.o. It is set out in the price list announced by the school operator for the relevant school year. The conditions for the payment of tuition fees are governed by the Agreement on Attendance of a Child in a Kindergarten.



2.3. Rights and obligations of school staff

- The school staff respect the rights of the child and the individual differences of each of them.
- They act in accordance with the Code of Ethics for Pedagogical Staff.
- They have the right to decent working conditions and respect from their parents.
- They inform parents of important facts about their child.
- Protects the personal information of children and their families.
- They have a duty to ensure the safety of children and comply with health and safety regulations.
- They are involved in creating a safe, stimulating and inclusive environment.
- The handling of sensitive data and possible restrictions on competitive activities are regulated in the Contract on the Participation of a Child in the Kindergarten.

3. OPERATION AND INTERNAL REGIME OF THE KINDERGARTEN

3.1. Operation time

The kindergarten is open on weekdays from Monday to Friday from 7:30 a.m. to 5:15 p.m. The building closes at 5:30 p.m. The school year starts on September 1st and ends on August 31st of the following calendar year. During the summer holidays, the operation may be modified (e.g. Summer Program).

The opening hours of the school are set for every working day from 7:30 a.m. to 5:30 p.m.

Children are admitted to kindergarten in the morning, usually between 7:30 a.m. and 8:30 a.m. After this time, it is necessary to arrange a later arrival individually with the teacher. The parent or guardian hands the child over to the teacher or lecturer at the threshold of the class (at the door), he/she does not enter the class with the child. They stay in the kindergarten only for the necessary time, not longer.

Children are picked up after lunch at a time specific to each class (between approximately 11:30 a.m. and 12:30 p.m.).

Afternoon pick-up takes place in the following regimes:

- 3:00 p.m. – 3:15 p.m: Pick-up in their main classroom.
- after 3:15 p.m: pick-up exclusively at the school club (after-school club/Rainbow Birds).
- Children registered for afternoon courses are always picked up in the after-school club, and only after the end of the course.

If the child attends only until 3:00 p.m. and is also registered for the so-called 1st course (3:15 p.m. - 4:00 p.m.), it is necessary to pick him up at 4:00 p.m. Later collection may mean overtime minutes, which will be recorded and charged according to the valid conditions of the school.



Overtime minutes for late pick-ups are recorded and may incur charges if the parent repeatedly picks up the child after hours. This billing takes place semi-annually.

3.2. Daily routine

The daily routine forms an appendix to these School Rules. In case of special events (trip, party) it can be modified.

3.3. Attendance and apologies

The legal guardian is obliged to excuse the child's absence in time, preferably by 8:00 a.m. on the given day. Substitutions for attendance are only possible if the child attends at least 3 times a week.

Method of apology

The legal guardian excuses the child's absence through the Digiškolka system as soon as possible, ideally before the start of the school day.

Unsubscribing from meals

Meals must be cancelled separately on the portal www.strava.cz after logging in with the data assigned to the child. The legal representative is responsible for timely deregistration.

Health reasons for absence

A child who has had fever, diarrhoea, experienced vomiting or another infectious condition will also stay at home the next day after the symptoms have subsided to ensure their full recovery and protect the health of other children.

Pre-planned absence

Absence for non-medical reasons that lasts longer than 5 working days and concerns a child in the last year of pre-primary education (with compulsory attendance) must be approved in advance by the school management. For this purpose, there is a special form available at the kindergarten reception.

Substitute attendance options

Compensation for missed attendance is only possible for children with contracted attendance of 3x per week. The date of reimbursement must be negotiated in advance with the teachers or with the school management – see the attendance contract and the kindergarten price list. These compensations are collected exclusively in the month following the month in which the entitlement to compensation arose, and no later than by the end of the month. Compensation cannot be collected for the month of June. The operator will make every effort to collect the compensation. However, if operational reasons do not allow it, the operator is not obliged to provide compensation. Hours when a parent picks up the child earlier or hands him over to the kindergarten later are not covered by compensation. Parents whose children attend the whole week until 3:00 p.m. or 5:15 p.m. do not have the option of choosing substitutes.



3.4. Dropping off and picking up children

Dropping off children:

The legal guardian brings the child personally to the cloakroom and hands him over to the teacher or lecturer symbolically at the door of the classroom. The school takes responsibility for the child only after the child has been physically taken over by the teacher/lecturer. If a child is sent unaccompanied, the school is not responsible for him/her. The latest time of arrival of a prepared child is at 9:00 a.m., when organized educational activities begin. Later arrival (e.g. due to a doctor) is possible by prior arrangement with the class teacher or the school principal. Parents also report any delays to the reception.

Picking up children:

Parents or guardians always take over the child from the teacher/lecturer in the classroom or in the school garden at a specified time. Leaving after lunch: The time varies according to the child's age and class regime; Approximately between 11:30 a.m. and 12:45 a.m.. Departure in the afternoon between 3:00 p.m. and 5:15 p.m. depending on the type of attendance. From 3:00 p.m. to 3:15 p.m., children are picked up in the core classes. After 3:15 p.m., all children are automatically transferred to the after-school club, from where their legal guardians pick them up until the end of operation.

If the child is enrolled in an afternoon course, picking up the child always takes place in the after-school club – after the end of the course. The teacher present in the after-school club must be informed of this fact. If the attendance contract states that the child is scheduled to leave by 3:00 p.m., but is registered for the so-called first course (3:15 p.m. – 4:00 p.m.), he/she must be picked up no later than 4:00 p.m. – 4:05 p.m. If the legal guardian waits longer with the pick-up, the school is entitled to charge overtime minutes according to the current price list. When picking up, the child's legal guardians take into account the time it takes to complete the activity and cleaning. They do not enter the classrooms – they symbolically pick up the child at the door from the teacher or lecturer. Legal guardians are obliged to pick up the child by 5:15 p.m. at the latest. After this time, the kindergarten is open until 5:30 p.m. only for the necessary closure of operations. After 5:30 p.m., each overtime hour is charged according to the current school price list. Overtime hours are billed at the end of each semester.

3.5. Illness and infection prevention

Only healthy children come to kindergarten. Symptoms such as persistent runny nose, cough, diarrhoea, vomiting or reddened conjunctiva are grounds for exclusion from the group. Parents are obliged to inform the school of any changes in the child's health or of the occurrence of infectious diseases in the family (including lice and nits). If an infection is suspected, the child is separated in an isolation room, and the legal guardian is asked to pick them up.



Act No. 373/2011 Coll., on Specific Health Services, regulates who can administer medication to children and under what conditions. Kindergarten is not a medical facility, so teachers and other educational staff are not obliged or authorized to administer medication on a regular basis. Exceptions are only possible on the basis of a written request from the legal guardian, which includes name of the drug, dosage, time of administration, signature of the parent. The drug can only be administered if the health of other children is not endangered (e.g. in the case of antibiotics with side effects or infectivity). After the illness, the child must be completely healthy. A child with symptoms of illness (fever, diarrhoea, vomiting) stays at home for at least 1 day after the symptoms have subsided. In the case of infectious diseases, the principal may require a doctor's note.

3.6. Compulsory pre-school education (according to Act No. 178/2016 Coll.)

Compulsory pre-school education can also be fulfilled in another way stipulated by law, namely:

- individual education of the child, which takes place without the child's regular daily attendance at the nursery school (this also includes a visit to a children's group or a private school not registered in the School Register).
- education in a preparatory class of a basic school and in a class of a preparatory stage of a special basic school according to § 47 and 48a.
- education in a foreign school in the territory of the Czech Republic in which the Ministry has permitted compulsory school attendance pursuant to Section 38a.

It applies to children who reach the age of six during the school year or have postponed school attendance. In SCIS kindergarten, compulsory preschool education takes place at least in the range of 9:00 a.m. to 3:00 p.m., five days a week. Absence must be excused via the DIGIŠKOLKA application, long-term absence (5+ days) is excused in writing on the prescribed form.

3.7. Care for Children with Special Educational Needs

A school can introduce support measures of the 1st level without the recommendation of a counselling facility. Measures of the 2nd to 5th level are introduced on the basis of the recommendations of the PPP/SPC and with the consent of the parents. The school evaluates the effectiveness of support measures at least once a year. For gifted children, the school provides support measures in accordance with their individual educational needs.

First-level support measures

The kindergarten principal decides on the provision of support measures of the first level without the recommendation of the school guidance and counselling facility and without the informed consent of the legal representative. This is without prejudice to the right of the parent or guardian to information about the course and results of the child's education (Section 21 of the Education Act). If the support measures of the first level are not sufficient (after evaluating the plan of pedagogical support), the school principal recommends the use of counselling



assistance from a school guidance and counselling facility for the purpose of assessing a special educational child (*Section 16 (4) and (5) of the Education Act and Section 2 and Section 10 of Decree No. 27/2016 Coll.*)

Support measures of the second to fifth levels

A condition for the application of support measures 2 to 5 is a recommendation from the school guidance and counselling facility and with the informed consent of the child's legal guardian. The provision of counselling assistance by a school guidance and counselling facility will take place at the discretion of the parent or guardian, the recommendation of the kindergarten principal or OSPOD.

The kindergarten principal appoints a teacher responsible for cooperation with the school guidance and counselling facility in connection with the recommendation of support measures for a child with special educational needs (*Article 11 of Decree No. 27/2016 Coll.*)).

The kindergarten principal starts providing support measures of 2 to 5 levels immediately after receiving the recommendation of the school guidance and counselling facility and obtaining the informed consent of the parent or guardian. In the case of a recommendation from a professional counselling centre, it is processed.

The kindergarten principal continuously evaluates the provision of support measures, but at least once a year, and more often in the case of related circumstances. Termination of the provision of support measures 2 to 5 levels if it is clear from the recommendation of the school guidance and counselling facility that support measures 2 to 5 levels are no longer needed. In such a case, the informed consent of the legal guardian is not required, it is only discussed with them. (*Section 16 (4) of the Education Act and Sections 11, 12 and 16 of Decree No. 27/2016 Coll.*)

Education of gifted children

In its school education programme and its implementation, the kindergarten creates conditions for the greatest possible use of the potential of each child with regard to his or her individual possibilities. This also applies to the full extent of the education of gifted children.

Kindergarten is obliged to ensure the implementation of all specified support measures to support talents according to the individual educational needs of children in the range of the first to fourth level of support.

3.8. Individual education

If the child's legal guardians choose an individual method of fulfilling compulsory pre-primary education for the majority of the given school year, they are obliged to inform the principal of Sunny Canadian International School – Mateřská škola, s.r.o. no later than 3 months before the start of the given school year.

The notification of the parent or guardian about the child's individual education must include:



- name(s) and surname, birth certificate number and place of permanent residence of the child, in the case of a foreigner, the child's place of residence,
- specification of the period in which the child is to be educated individually,
- reasons for the individual education of the child.

In the individual education of a child, it is recommended that the legal guardians proceed according to the "How can you help your child before entering primary school" issued by the Ministry of Education (download [here](#)).

Verification of the level of the expected outcomes in the case of individual education will take place 3 - 7 November 2025 or at an alternative date 1 – 5 December 2025. Parents or guardians will agree in advance with the principal of the Sunny Canadian International School – Mateřská škola, s.r.o. on a specific date of verification. The legal guardian of a child who is being educated individually is obliged to ensure the child's participation at the verification. Sunny Canadian International School – Mateřská škola, s.r.o. will not ask legal guardians to make an appointment and ensure the child's participation at the verification. The principal of Sunny Canadian International School – Mateřská škola, s.r.o. will terminate the child's individual education if the child's legal guardian does not ensure the child's participation at the verification, even on an alternative date. An appeal against the decision of the kindergarten principal to terminate the child's individual education does not have a suspensory effect. After the child's individual education has been terminated, the child cannot be educated individually again.

The verification of the level of the expected outcomes will take place in the following way: the child's legal guardians will bring the child's portfolio, which will contain several drawings (1 of them has to be a drawing of a human figure) and several worksheets for preschoolers, according to the parents' choice. The child will be placed in a regular preschool class for one day (9:00 a.m. – 1:00 p.m.) so that the expected outcomes can be verified in a group. Subsequently, (according to the agreement on another day), the parent or guardian will be informed about further steps in education, or the child's individual education may be terminated.

3.9. Interruption of kindergarten operation

After consultation with the founder, the kindergarten may restrict/interrupt its operation during the autumn and spring holidays of SCIS primary school, in December, July and August, for organizational or technical reasons. During this period, repairs, modifications, reconstructions, painting and other works necessary for the maintenance and operation of the building may be carried out. In July, the children's legal guardians are offered a summer



program for a fee. Further interruptions of operations based on the decision of the school principal correspond to the Education Act.

4. ORGANIZATION OF EDUCATION

4.1. *Language organization*

Children under 5 years of age are primarily educated in English. The Czech language is introduced on a voluntary basis at the age of 4-5 years (with parental consent, 30 minutes a day). Preschool children (5-7 years) are educated in two daily blocks – English and Czech. For children of foreigners = with a different mother tongue (DMT), extra lessons in the Czech language are provided in the last year of pre-school education. The kindergarten establishes language groups. These groups serve to develop the Czech language, while support for children with a DMT is also provided through cooperation with peers and involvement in activities. Education in these groups is supported by the state and takes place in the form of one-hour blocks, with a maximum of eight children per group.

4.2. *Diagnostics and evaluation*

Diagnostics are used to assess the development and needs of each child, to identify their strengths and areas where they need support, and to fulfil their educational potential. The aim is to create an individualized educational plan and continuously evaluate the process so that children can experience success and belonging. Education in the Sunny Kindergarten is continuously reflected and recorded in diagnostic sheets. The child's portfolio serves as an additional diagnostic tool. Formative assessment is part of individual support.

Assessment in the Sunny Kindergarten takes place in accordance with the principles of formative assessment. It includes, in particular: systematic observation, continuous evaluation of progress, presentation of the child's knowledge and skills, emphasis on the development of strengths and individual differentiation of education.

Assessment methods are based on educational expectations:

- Classroom Observations
- Portfolio
- Tracking sheets – tracking the child's development by age
- Self-evaluation and peer to peer evaluation
- Progress report
- Communication (with parents, children, other participants in the child's learning process)



5. AFTER-SCHOOL COURSES

The Sunny Canadian International School offers after-school courses in the afternoons for a fee. The number of children and the mode of operation are determined by the rules set by the Activities department of the Sunny Canadian International School. Parents are obliged to respect the set hours and bring and drop off their children on time, otherwise they expose them to the risk of elimination from the course. Children who are taken away from the kindergarten / after-school club return to the after-school club after the end of the course. From there, parents will take them from teachers, who will write the child off the attendance sheet.

6. ACTIVITIES OUTSIDE THE SCHOOL BUILDING

The kindergarten usually organizes visits to theatre performances both in the kindergarten and in Prague theatres and other cultural events, all-day tourist trips, curative stays and other activities. By prior arrangement, legal guardians have the opportunity to pick up their child at the agreed place or in the kindergarten building upon return.

All children who are present in the kindergarten at the time of the trip participate in the individual trips. During the trip, the operation of the kindergarten (or class) is interrupted. Meals for children during the trip are provided by the kindergarten.

7. COMMUNICATION BETWEEN SCHOOL AND PARENTS

Information about the child's development is communicated regularly and sensitively, including support measures and evaluation. The school maintains the confidentiality of all information about the child and the family.

7.1. *Language accessibility*

Communication takes place in Czech or English, depending on the language capabilities of the participants. Important information and key documents are available in both languages.

7.2. *Respectful style*

Parents are encouraged to communicate clearly, factually and respectfully. Mutual consideration and trust between parents and school staff is assumed. Parents do not stay in classes and do not enter the class without agreement (e.g. except for the adaptation period).

7.3. *Forms of communication*

E-mail: used mainly for communication with the school management (KG principal).



MS Teams: the primary tool for everyday communication with class teachers – sharing information about what is happening in the classroom, photos, challenges, individual notes, sharing class materials and learning support.

Personal meetings: take place by prior arrangement with teachers or management.

Children's apologies: Digiškolká

Ordering and cancelling meals: www.strava.cz

7.4. Organization and structure of communication

Written and oral communication takes place at pre-arranged times. Parents do not stay in classes and do not enter the class without agreement (e.g. except for the adaptation period). If necessary, a consultation with the teacher or school management can be arranged.

7.5. Sharing information about children

Information about the child's development is communicated regularly and sensitively, including support measures and evaluation. The school maintains the confidentiality of all information about the child and the family.

8. MEALS

Meals are provided within the school canteen of Sunny Canadian International School – Základní škola a Gymnázium, s.r.o. The conditions of meals are governed by a special contract called "Contract for the Provision of Meals".

8.1. Meals for children with health restrictions

If the child has health restrictions requiring dietary modification (e.g. allergies, intolerances), the parents or guardians are obliged to submit a written confirmation from the attending pediatrician to the kindergarten, specifying the type of diet or restrictions. On the basis of this confirmation, they will negotiate the necessary modifications individually with the principal of the kindergarten and the head of the school canteen.

8.2. Celebration in KG

To celebrate your child's birthday, you can bring a cake (or similar products) only from a manufacturer who has a trade in the production of food products (restaurant, catering, confectionery...) with a copy of the proof of purchase (= NO HOME PRODUCTION).

8.3. Catering system

Children from the kindergarten are automatically assigned meals every day according to the current menu of the kindergarten, so there is no need for parents of kindergarten children to order meals, but it is **necessary to cancel the meals**.



8.4. Unsubscribing from meals

Procedure for cancelling food orders via the Internet: **Login to the "CATERING" system**
www.strava.cz

In the "Canteen" field, type **2379**

In the "User" and "Password" fields, enter the data you received from the canteen

Select the "Meal Orders" tab and you can start ordering and cancelling

The payment for meals will always be accounted for after the end of the semester according to the actual consumption. Please ignore the minus items on the account on www.strava.cz.

Important note: to cancel the meal or make any changes, click on the **SEND field**, without this action the changes will not be made!

Unsubscribing from meals can be made via the Internet no later than 2 p.m. on the previous working day for which you want to make the order. If the child falls ill during the night and the legal guardian does not cancel lunch for the day by 7 a.m. by e-mail: kuchyn@sunnycanadian.cz, he/she can pick up the meal in the canteen from 11:00 to 11:30 a.m. The full value of the meal will be charged to you even if you do not cancel and take the meal.

9. SAFETY, HEALTH AND RISK PREVENTION

The Sunny Kindergarten has developed a **Minimum Preventive Program**, which is part of the school's educational system and serves to prevent socially undesirable phenomena such as aggression, bullying, breaking the rules, intolerance or unethical behavior. Emphasis is placed on communication, cooperation and a healthy lifestyle. The basic element of protection against socially undesirable phenomena is education for a healthy way of life from an early age. In preschool age, the competencies of health promotion and healthy lifestyle include: self-confidence, independence, self-assurance, self-development, perceptive relationship to the surrounding world, development of creativity and aesthetic sensitivity.

9.1 Ensuring the safety and health of children

The kindergarten ensures the safety and health protection of children during their entire stay in the facility and during all events organized by the school outside its premises. Pedagogical staff are responsible for supervising children and ensuring that the principles of health and safety are observed. All employees are required to undergo regular training in the field of occupational health and safety and first aid. When children are in nature, only known and safe places are used. Kindergarten teachers/lecturers will familiarize children with safety rules of behavior in a given environment. Kindergarten teachers/lecturers make sure that children follow the pre-mentioned safety rules and do not leave the agreed area.



Before children exercise or do other physical activities that take place in classrooms or other designated areas in the kindergarten, school building, or take place in the outdoor areas of the school premises, kindergarten teachers/lecturers check whether the premises are sufficiently prepared for these activities and, when using gym equipment and tools, check its functionality and safety.

Kindergarten teachers/lecturers also make sure that the exercises and physical activities are appropriate to the age of the children and accordingly adapt the intensity and difficulty of these activities to the individual abilities of individual children.

During activities developing children's dexterity and artistic sensitivity, in which it is necessary to use tools such as scissors, knives, hammers, etc., children work with these tools with increased caution and under the supervision of a teacher/lecturer.

In other matters of occupational safety and health (hereinafter referred to as OSH), the kindergarten follows its directive on OSH and methodically follows the Methodological Instruction of the Ministry of Education to ensure the safety and health protection of children, pupils and students in schools and school facilities established by the Ministry of Education on 22 December 2005, Ref. No. 37014/2005-25.

For safety reasons, bracelets, chains, rings and other decorative items that could endanger the health or life of the child are not allowed.

See also Methodological Instruction of the Ministry of Education No. 37014/2005-25 from 22 December 2005.

9.2 Prevention of injuries and risk situations

Teachers systematically guide children to learn the basic rules of safe behaviour through everyday work and planned activities. Children are familiarized in an appropriate way with the rules of safe use of toys, aids and sports equipment, with the principles of correct movement in the classroom, corridors, staircases and in the school garden. When outdoors, children move only in the areas designated for their activities and always under the direct supervision of teachers.

9.3 Procedure in case of a child's injury

In the event of an accident to a child, the teacher or other school employee (school health worker) will provide immediate first aid and immediately inform the kindergarten principal and the child's legal guardian. If the nature of the injury requires it, professional medical help is called. A written record of each injury is made in the accident book.



9.4 Health and hygiene prevention

The school creates conditions for maintaining the personal hygiene of children and employees and for preventing the spread of infectious diseases. Teachers monitor the health of children on a daily basis and, in case of suspicion of illness, inform parents with a recommendation to seek medical care. Only children who do not show symptoms of acute illness can be admitted to the classroom. Persistent infectious cough, diarrhoea, vomiting, persistent runny nose, red conjunctiva of the eyes and similar symptoms are signs of illness, even if children do not have a fever. Parents are obliged to report to the teacher any facts related to the child's health condition that occurred outside the kindergarten (allergies, fainting, nausea, injury, etc.) and to report in the event of the occurrence of a communicable infectious disease in the family (smallpox, jaundice, pinworms, mononucleosis, viral pneumonia, etc.), including the occurrence of lice and nits in children. If the teacher identifies or suspects an infectious disease, he immediately separates the child from the others in an isolation room to prevent the spread of infection. Subsequently, the teacher immediately contacts the legal guardian and requests that he/she be picked up from the kindergarten. For these reasons, parents are currently informing the school about any changes in address and phone number. For a kindergarten, the isolation room is the space next to the offices of the kindergarten management.

A child who enters school after an illness must be healthy, after infectious diseases or in controversial cases, the school head may require a confirmation from the paediatrician that the child can return to the kindergarten.

Medication can only be administered to a child by a pedagogical worker on the basis of a written request from the parent or guardian, including a clear specification of the dosage and method of administration. The teacher has the right to refuse to administer the medicine. Each submission is recorded. This application is always accompanied by a doctor's instruction and consent.

9.5 Prevention of socially pathological phenomena and bullying

Kindergarten promotes healthy social relationships between children and prevents the occurrence of undesirable behaviours such as aggression or bullying. Teachers use preventive programs aimed at developing positive communication, respect and empathy among children. If there is a suspicion of risky behavior, the situation is immediately consulted with the child's parents and, if necessary, with experts.

9.6 Employees' Obligations in Ensuring OSH

Each school employee is obliged to comply with regulations to ensure the safety and health of children, to regularly check the technical condition of toys, aids and equipment, to report any defects and to ensure their immediate inactivation.



9.7. Prohibitions on school premises

There is a strict ban in all school premises for children, employees and visitors to the school, in connection with Act No. 379/2005 Coll., on smoking, consumption of alcohol, use of own electrical appliances, leaving money in cash and personal valuables freely in tables, cabinets, classrooms, leaving them at school overnight. All persons on school premises are prohibited from using addictive substances at school and handling them. This does not apply to cases where a person uses addictive substances as part of the treatment process prescribed by a medical facility.

9.8. Prohibition of promotion of inappropriate content

The activities of political parties and movements and their promotion are not allowed in the kindergarten. Furthermore, any advertising that is contrary to the educational goals and content of education or promotes the sale of products that endanger the health, mental and moral development of children, is prohibited.

10. HANDLING SCHOOL PROPERTY

The property of the kindergarten, which means the equipment of individual classrooms with furniture, methodological aids and toys, school playground equipment, is available to children.

10.1. Children's Responsibility

Children are encouraged to be careful with school equipment. At the beginning of the school year, and if necessary, continuously, they are acquainted with which toys and under what conditions are freely available to them and which they must ask for permission for before borrowing. They are also encouraged to treat the equipment of individual classes carefully, not to intentionally damage the toys they borrow and to return them to the place from which they took them.

Children behave considerately to school property; they do not intentionally destroy it. Any deliberate damage or destruction of school property, property of children, teachers or other persons by a child is required to be repaired or paid for by the child's legal guardians who caused the damage.

10.2. Personal items

After agreement with the teachers, children can bring a personal item (e.g. a stuffed animal for sleeping or an object to show for teaching according to the topic). The child does not bring jewellery and valuable things (e.g. smart watches, expensive branded clothes, etc.) to kindergarten due to the risk of injury or theft, damage. The school is not responsible for the loss or damage of personal belongings. Any loss of items is reported by the children and their legal



guardians immediately to the kindergarten teacher/lecturer. Children and legal guardians ensure order and sufficient security of their personal belongings on the school premises.

11. COOPERATION WITH PARENTS AND OTHER SCHOOL PARTNERS

11.1. Parental cooperation

Sunny Canadian Kindergarten considers cooperation with parents to be a key part of the educational process. Mutual trust, respect and open communication are the basis for creating a supportive environment for each child.

The kindergarten regularly informs parents about what is happening in the classroom, educational topics and children's progress through personal consultations, information bulletin boards, via MS Teams or by e-mail. Parents can actively participate in school life, for example, by participating in school events, thematic workshops or in the form of feedback.

11.2. Other partners of the kindergarten

The kindergarten also cooperates with other partners – primary school, secondary school and gymnasium as part of education at the Sunny Canadian International School, with experts (special needs teacher, educational counsellor, school psychologist, etc.), with organizations providing cultural and environmental programs, and if necessary, with social or health institutions.

The common goal of all parties involved is to support the development of the child in accordance with his or her individual needs and abilities.

12. FINAL REMARKS

12.1. Effectiveness of the School Rules

These School Rules come into effect on the 1st of September 2025. It replaces all previous versions of the Sunny Canadian Kindergarten School Rules.

12.2. Familiarization with the School Rules

Familiarization with the School Rules and their observance is binding for the children's legal guardians and school staff. The legal guardians of children are acquainted with the School Rules when the child enters kindergarten and then when it is updated. The School Rules are publicly available:

- on the school's website,
- available at the kindergarten reception.



Consent to the School Rules is expressed by signing on a separate sheet, which the legal guardians receive for signature at the beginning of the school year.

12.3. Changes and updates to the School Code

The kindergarten principal is entitled to amend the School Rules at any time so that they suit the operation of the school, aimed at the children's well-being and benefit; and she will notify the legal representatives of any changes to the School Rules. The kindergarten reserves the right to modify or supplement the school rules in accordance with current legislation, methodological recommendations and school operating conditions. Legal representatives are informed about all changes in advance.



13. APPENDIX

SCIS KINDERGARTEN – DAILY ROUTINE

07:30-08:30	Ranní družina / <i>Morning Club</i>
08:30-09:00	Centra vzdělávacích aktivit / <i>Learning stations</i>
09:00-09:15	Svačina / <i>Snack</i> (RE in cafeteria)
09:15-09:45	Ranní kruh a kalendář / <i>Circle Time & Calendar</i>
09:45-10:45	Tematický vzdělávací blok / <i>Lesson</i>
10:45-12:00	Venkovní činnosti / <i>Outdoor activities</i>
11:40-12:15	Oběd BB, PD, YD / <i>Lunch</i>
12:15-12:45	Oběd GF / <i>Lunch</i>
	Vyzvedávání mladších dětí / <i>Pick-up time for younger kids</i>
12:15-12:30	Oběd předškoláci (RE) / <i>Lunch (in cafeteria)</i>
12:15-12:45	Oběd předškoláci (WF, OT, Br.B.)
12:30-14:00	Odpočinek a čtení; klidové činnosti <i>Quiet time & Story time; relaxing activities</i>
14:00-14:30	Odpolední vzdělávací činnosti / odpolední kruh <i>Afternoon educational activities / Circle Time</i>
14:30-14:45	Svačina / <i>Snack</i> (RE in cafeteria)
14:45-15:15	Odpolední vzdělávací činnosti / Pobyť venku <i>Afternoon educational activities / Outside play</i>
15:00-15:15	Vyzvedávání dětí / <i>Pick-up time</i>
15:15-17:15	Odpolední družina / <i>After School Club (ASC)</i>
16:15-16:30	Svačina / <i>Snack</i>

Tento režim se v jednotlivých třídách může lišit v závislosti na věkové skupině a časech podávání jídla. /*The daily schedule can be different in each classroom according to the age group and times of serving food.*



SCHEDULE 2025/2026

09:00 - 09:15	Svačina / <i>Snack</i> <i>(RE in cafeteria)</i>
11:45 - 12:45	Oběd / <i>Lunch</i>
11:40-12:00	Blue Bunnies
12:00-12:15	Purple Dinos, Yellow Ducks
12:15-12:30	Red Eagles <i>(cafeteria)</i>
12:15-12:30	Green Frogs, White Foxes
12:30-12:45	Orange Tigers, Brown Bears
14:30 - 14:45	Svačina / <i>Snack</i> <i>(RE in cafeteria)</i>
16:15 - 16:30	Svačina / <i>Snack</i>