

School rules

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

CZECH - ENGLISH PROGRAM

School year 2022/2023



Sunny Canadian International School – Mateřská škola, s.r.o.	
KG School rules czech – english program	
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1. KINDERGARTEN OPERATION

- a. The kindergarten (hereinafter the kindergarten) is open on working days from Monday to Friday from 7:30 until 17:30. The school year begins on September 1 and ends on August 31 of the following calendar year. During the summer holidays, the so-called summer program (camp) with short-term operation can take place. In the event of a declaration of a state of emergency by the Government of the Czech Republic, the operation of the kindergarten may be adapted to the current situation.
- b. The legal representative brings the child to the class and passes them to the teacher / authorized person (English language teacher - hereinafter referred to as the teacher). If the child is sent to the class by them self, the teacher / lecturer does not take responsibility for them. The latest arrival of a child for a kindergarten class is at 9:00 am. From 9:00 a.m., organized educational activities begin in the classrooms, which should not be disrupted by late arrivals. Later arrival (visit to the doctor, speech therapist, etc.) is possible by prior arrangement with the kindergarten principal / head teacher. Report a later arrival at the kindergarten reception.

The kindergarten is responsible for the health and safety of the child from its receipt from the legal representatives until the child is collected by a legal representative or a person authorized by the legal representative. If persons other than parents are allowed to pick up a child, the school must be informed of this fact via the form "JOINT TRAVEL AND TRANSPORTATION OF CHILDREN BY OTHER PERSONS", which is an annex to the contract on the child's participation in kindergarten.

- c. The times for picking up children are as follows: after lunch, from 12:15 to 12:45; in the afternoon, depending on the selected attendance is either from 15:00 to 15:15 or until 5:30 p.m. When picking up children, the legal representatives take into account the time the child needs to complete the activities which may be in progress and clean up any toys which they are using. Any exceptions are possible again by agreement with the class teacher and kindergarten principal.
- d. The legal representatives are responsible for the child after the end of his / her education from the kindergarten teacher / lecturer directly in the classroom or in the school garden, at the time recommended by the kindergarten for the legal representative to collect the children.
- e. Daily schedule of the Czech - English program Sunny Canadian International School - Kindergartens, s.r.o. is an annex to these Rules. The established basic daily routine may

- be changed if it follows from the school curriculum, e.g. in the case of trips, excursions, theater and film performances for children, meetings, children's days and other events.
- f. Only healthy children may attend the kindergarten. Parents should only bring their children to kindergarten if they are completely healthy and have no symptoms of illness or infection. Persistent infectious cough, diarrhea, vomiting, persistent green rhinitis, red conjunctiva of the eyes and similar symptoms are signs of the disease, even if the children do not have a fever. Parents are obliged to report to the teacher any facts concerning the child's state of health that have occurred outside the kindergarten (allergies, fainting, nausea, injury, etc.) and report the event of a communicable infectious disease in the family (smallpox, jaundice, childhood dandruff, mononucleosis, viral pneumonia, Covid-19, etc.) including the occurrence of lice and nits in children. If the teacher identifies or suspects an infectious disease, he or she immediately separates the child from the others in an isolated room to prevent the spread of the infection. Subsequently, the teacher immediately contacts the legal representative and requests the child's collection from the kindergarten. For these reasons, parents are responsible for keeping the school up-to-date about any changes to address and phone number. For the kindergarten, the isolation room is a space next to the offices of the kindergarten management. Medication is only possible with the written consent of the parents. A child who enters school after an illness must be healthy; after any infectious diseases or in controversial cases, the principal may request confirmation from a pediatrician that the child can return to the group. In the event of an accident, first aid is provided by the school health care provider, or by the teacher, pedagogical supervision or the school's operational staff. The director of the kindergarten informs the child's legal representative about all injuries by telephone. All accidents are recorded in the "Accident Book" at the kindergarten reception.

Hygienic specifics related to Covid-19 disease

Depending on the current situation, the wearing of face-masks, use of hand disinfection, and temperature measurement may required when parents and children enter, visiting kindergartens.

No one with symptoms of a respiratory infection that could correspond to the known symptoms of COVID-19 (fever, cough, sudden loss of taste and smell, another symptom of an acute respiratory infection) should enter school.

If the child shows any of the possible symptoms of COVID-19, they will be placed in a separate room and legal representatives will be asked to pick up the child immediately. The child's legal guardians immediately contact the general practitioner, who will decide on the next step. The teaching of other children will be changed to a stay outside with the mandatory wearing of face-masks, the room will be thoroughly disinfected, including the use of a germicidal lamp.

If a kindergarten employee develops COVID-19 symptoms during work, they will leave school in the shortest possible time using a face-mask and maintaining the required distance. The children will then change their activity to stay outside, the room will be thoroughly disinfected, including the use of a germicidal lamp.

A child with persistent symptoms of an infectious disease that is a manifestation of a chronic disease, including an allergic disease (runny nose, cough), is allowed to enter kindergarten only with a written confirmation issued by a general practitioner confirming a chronic or allergic disease.

- g. Parents report the child's absence via the DIGIŠKOLKA application. Parents inform the school in advance about the long-term absence in writing. Parents should check and cancel all snacks and lunches during the child's absence on www.strava.cz (see Annex No. 1 to the Agreement on Catering English Program).
- h. In the case of reduced attendance (3 days a week), compensation can be collected for the child's absence due to illness or vacation. These refunds shall be collected only in the month following the month in which the refund arose, at the latest by the end of that month. Refunds cannot be collected for June. The operator shall make every effort to select refunds. However, if operational reasons do not allow it, they are not obliged to provide compensation. Compensation does not apply to hours when the parent picks up the child earlier or for late arrival of the child to kindergarten. Parents whose children attend weekly until 15:00 or 17:30, respectively, do not have the option of choosing compensation.
- i. After the end of the chosen attendance at the kindergarten, the parents have 15 minutes to pick up the child (this does not apply to kindergarten attendance until 5.30 pm). At 5:30 pm, the kindergarten closes. After this limit, overtime hours are charged, so that each started hour of the child's stay in kindergarten is counted. The price of one started overtime hour is determined in the school price list. Overtime hours are billed at the end of each semester.
- j. **COMPULSORY PRESCHOOL EDUCATION**

Compulsory pre-elementary school education is given by Act No. 178/2016 Coll. for children who turn 6 years of age in a given school year (1 September - 31 August) or have a postponement of school attendance for a given school year. It takes the form of regular daily attendance on weekdays. Compulsory pre-elementary school education is set at least 4 hours a day, in the case of pre-elementary school education in SCIS Kindergarten - Czech - English program at least from 9:00 to 15:00, 5 times a week. The obligation of pre-

elementary school education is not given on days that fall during the school holidays in accordance with the organization of the school year in primary and secondary schools. The child's legal representative is obliged to register the child for enrollment in pre-elementary school education in the calendar year in which the obligation of pre-elementary school education of the child begins.

The legal representative of a child who completes compulsory preschool education is obliged to excuse the child's absence via the DIGIŠKOLKA application. The release of a pre-elementary school child for a longer period (5 or more days) will be provided by the kindergarten principal on the basis of a written request. A written request for this release is submitted by the parents on the prescribed form at least 2 weeks in advance. Parents should check and cancel all snacks and lunches during the child's absence on www.strava.cz (see Annex No. 1 to the Catering Agreement English program).

The principal of the kindergarten is entitled to request proof of the reasons for the child's absence; the legal representative is obliged to document the reasons for the child's absence no later than 3 days from the date of the request (e.g. by a confirmation of illness issued by the attending physician, visits to the physician, etc.).

k. INDIVIDUAL EDUCATION

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 the preparatory class of a primary school and in the class of the preparatory stage of a special primary school according to § 47 and 48a;
- education in a foreign school in the territory of the Czech Republic, in which the Ministry has permitted the fulfillment of compulsory school attendance pursuant to Section 38a.

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

The legal representative's notification of the child's individual education must include:

- name, or names, and surname, birth number and place of permanent residence of the child, in the case of a foreigner, the child's place of residence,
- an indication of the period in which the child is to be individually educated,
- reasons for individual education of the child.

It is recommended that legal representatives proceed with the individual education of the child according to the "Desatero pro rodiče dětí předškolního věku" issued by the Ministry of Education (download [here](#)).

Verification of the level of acquisition of expected outcomes in the case of individual education will take place from 07 - 11 November 2022 and an alternative date 05 - 9 December 2022.

Legal representatives agree in advance with the principal of the Sunny Canadian International School - Kindergarten, s.r.o. on a specific verification date. The legal representative of a child who is individually educated is obliged to ensure the child's participation in the verification.

Sunny Canadian International School - Kindergarten, s.r.o. will not encourage legal guardians to make an appointment and arrange for the child to participate in the verification. The director of Sunny Canadian International School - Kindergarten, s.r.o. may terminate the child's individual education if the child's legal guardian has not ensured the child's participation in the verification, even within the alternative term. An appeal against the decision of the kindergarten principal on the termination of the child's individual education has no suspensive effect. After the end of the child's initial individual education, the child cannot be educated individually again.

Verification of the level of acquisition of expected outcomes will take place as follows: the child's legal representatives will bring the child's portfolio, which will contain several drawings (1 of them a drawing of a human figure) and several worksheets for pre-elementary schoolers, according to parents' free choice). The child will be placed in a regular pre-elementary school class for one day (9:00 - 13:00) so that the expected outcomes can be verified in the team. Subsequently (according to the agreement also on another day) the legal representative will be informed about further procedures in education, or the individual education of the child may be terminated.

2. RIGHTS AND OBLIGATIONS OF CHILDREN, LEGAL REPRESENTATIVES AND SCHOOL STAFF

- a. The child has the right to childhood, and, in kindergarten, to education and upbringing, which will lead to the development of his abilities and possibilities. The child has the right to play freely, interacting with other children. The child has the right to the protection of health, both physical and mental.

The child has the right to contact the school staff at any time in case of urgency and ask for help and advice if he/she feels in distress. In education, children have the rights guaranteed to them by the Charter of Human Rights and Freedoms and the Convention on the Rights of the Child.

Children have the following responsibilities:

- the child behaves decently towards adults and other children at school, follows the instructions of teachers and lecturers and operating staff, and complies with school regulations;
 - the child does not leave the school building for safety reasons during education without the knowledge or accompaniment of the teacher / lecturer;
 - the child does not wear items to school or extracurricular activities (e.g. mobile phones or smart watches) that are not related to education and could endanger the health and safety of the child or others. The school is not responsible for the loss of any items (jewelry, mobile phones, smart watches, toys, etc.).
- b. The legal guardian has the right to all discreetly transmitted information about his / her child. The legal guardian has the opportunity to consult about any educational issues with a teacher, lecturer, kindergarten principal or a professional (special pedagogue, speech therapist, psychologist). Parents communicate with the kindergarten teacher and the lecturer during individual meetings (twice per school year), class presentations (twice per school year) and by request on pre-agreed dates. Brief information can also be passed on in the period before lessons or at the time of picking up children. During education, the teacher is obliged to devote his/her time to children.
- c. It is possible to communicate with the school management and the school economist during organizational or operational meetings and at any time on a date agreed in advance.

The legal representative has the opportunity to individually agree on the procedure and his / her presence at school in case of difficult adaptation of his / her child to the kindergarten environment (however, no longer than 3 weeks from the beginning of attendance). The legal representative also has the right to contribute suggestions to the expansion of the educational offer, the right to express orally or in writing any comments on the school rules, school operation, and school meals.

The legal representative undertakes not to use confidential and other information obtained in connection with the fulfillment of the Agreement signed by the child on attendance at kindergarten to the detriment of the operator or to damage the good name or reputation of the operator and not to use such information for his or others' benefit contrary to the legitimate interests of the operator.

For the purposes of the contract on the child's participation in school attendance ("contract"), information the provision of which may endanger or damage the operator's activities or information representing the operator's trade secret pursuant to Section 17 of Act No. 513/1991 Coll., The Commercial Code, as amended, as well as all information concerning the content of the contract and all information that the legal representative learns in the exercise of rights and

obligations under the contract or in connection with the attendance of the student, in particular data about the operator, about the operator's training programs, know-how, business conditions, business activities of the operator and all other facts decisive for the activities of the operator, regardless of whether the legal representative was informed about them or learned otherwise.

Obligations to comply with the above are not limited in time by the duration of the contract and they will exist even after its termination and the legal representative undertakes to comply with them not only for the duration of the contract, but also after its termination. In the event that the legal representative violates these obligations or any of them during the contractual relationship, the operator is entitled to terminate the contract due to gross breach of contractual obligations by the legal representative and the legal representative is obliged to pay tuition fees for the entire school year without entitlement for its return.

For the duration of the contract and for a further 2 years after its termination, the legal representative undertakes to refrain from any gainful activity identical to the operator's business in the field of education (excluding foreign language teaching) or activities that are competitive with the operator's activities or direct or indirect active participation to the business of another person carrying out such an activity. The above restriction does not apply to the performance of work in companies in which the operator has an ownership interest and in the event that the operator gives prior written consent to the activities of a legal representative.

In the event that the legal representative breaches this obligation during the term of the contract, the operator is entitled to terminate this contract due to gross breach of contractual obligations by the legal representative with all consequences, the legal representative is obliged to pay tuition fees for the entire school year, in which the legal representative violated the prohibition of competition without the right to its return.

The right of children's legal representatives to access personal data, to correct and delete personal data and the right to object to the processing of personal data is governed by the "Privacy Policy" issued by the school principal and published on the school website in the About Us / GDPR section. The legal representatives grant consent to the processing of children's personal data in writing using the form "Consent to the processing of personal data", which is an annex to the Agreement on the Child's Participation in Kindergarten Attendance - English Program.

- d. The employees of the kindergarten ensure the exercise of the rights of the child throughout their activities during the child's stay in the kindergarten. They have the right to respect from parents / legal guardians / authorized persons. They have the right to a decent working environment in which they carry out their work activities.

- e. Kindergarten teachers / lecturers are obliged to:
- inform legal guardians in a timely and proper manner about all issues that directly concern their child and his or her stay in kindergarten;
 - inform about extraordinary school and extracurricular events;
 - if the kindergarten organizes and organizes events, such as trips, excursions, theater and film performances for children, social gatherings, children's days, etc., it informs the children's legal representatives in advance by means of a message from the kindergarten teacher/lecturer when handing the child over to the legal representative after completion of daily education, or by a written notice placed on the bulletin boards in the kindergarten lobby, by email or via MS Teams;
 - Kindergarten teachers / lecturers have a duty to maintain confidentiality and protect against misuse of personal data, information on the health of children, pupils and students and the results of the counseling assistance of the school counseling facility and the school counseling center with which they have come into contact;

The rights and obligations of school pedagogical staff are further defined by Act 101/2017 Coll. § 22a and § 22b, which amends Act No. 561/2004 Coll., On pre-school, primary, secondary, higher vocational and other education (School Act), as amended.

- f. Rules of mutual relations with kindergarten teachers / lecturers

Children in pre-elementary school classes address teachers lecturers "Mrs. Teacher" resp. "Mr. Teacher" (in Czech), or by first name (in English, sometimes with Mr., Miss, or Mrs.). Children, parents and kindergarten staff respect the rules of decency in their mutual relations. Kindergarten teachers respect the individuality of the child, address him or her by their first name and also follow the rules of decency.

3. CONDITIONS FOR ENSURING THE SAFETY AND PROTECTION OF THE HEALTH OF CHILDREN AND THEIR PROTECTION AGAINST SOCIAL PATHOLOGICAL PHENOMENA AND FROM MANAGEMENT OF DISCRIMINATION, ENEMY OR VIOLENCE

The Kindergarten has developed a Minimum Preventive Program document, which is based on the framework educational program for preschool education and is connected to the school education program of our kindergarten. The emphasis is on communication, cooperation and a healthy lifestyle. A basic element of protection against socially undesirable phenomena is education for a healthy way of life from the earliest age. In pre-school age, the competences for supporting health and a healthy

lifestyle include: self-confidence, independence, self-assurance, self-development, a sensitive relationship with the surrounding world, the development of creativity and aesthetic sense.

- a. The kindergarten supervises the child from the time the kindergarten teacher / lecturer takes them over from his / her legal representative or a person authorized by him, until the time when the child is handed over to his / her legal representative or a person authorized by him / her. The child may be handed over to an authorized person only on the basis of a written authorization issued by the child's legal representative.
- b. Especially in the following specific activities that require increased supervision for the safety of children, pedagogical staff and other staff observe the following principles:
 - The kindergarten is obliged to ensure the supervision of children in school and out-of-school education. Supervision is performed in order to prevent damage to health, property, nature and the environment. For any reasonable doubt in the question of the child's individual safety or the safety of other children, the kindergarten teacher / lecturer may, after consulting the kindergarten principal, exclude the child from a trip or any extracurricular activities. The child will be placed in a substitute class during this time.
 - The principal of the kindergarten determines the number of kindergarten teachers / lecturers during any stay outside the kindergarten so as to ensure the safety of children, i.e. a maximum of 14 children per kindergarten teacher / lecturer.
 - When moving children outside the kindergarten on the road, the kindergarten teacher / lecturer follows the rules of the road. Where there is no sidewalk, or if it is impassable, you walk along the left curb, and where there is no curb, or if it is impassable, you walk as close as possible to the left edge of the road. Pedestrians may walk along the curb or at the edge of the road at most two next to each other. In the event of reduced visibility, increased traffic on roads or in dangerous and confusing sections, pedestrians may only walk behind each other and must be equipped with reflective elements.

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- When children stay in nature, only known and safe places are used. Kindergarten teachers / lecturers will acquaint children with the safety rules of conduct in the given environment. Kindergarten teachers / instructors make sure that children follow the above-mentioned safety rules and do not leave the agreed area.
- Before the exercise of children and other physical activities that take place in the classroom or in other designated areas in the kindergarten, primary school and grammar 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 check the functionality and safety of gym equipment and tools.

- Kindergarten teachers / teachers also make sure that exercise and physical activities are appropriate to the age of the children, and adjust the intensity and difficulty of these activities accordingly to the individual abilities of each child.
 - In activities developing children's skills and artistic sensibility, 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 issues of safety and health at work (hereinafter referred to as OSH) the school follows its directive on occupational safety and health and is methodically based on the Methodical Instruction of the Ministry of Education, Youth and Sports to ensure the health and safety protection of children, pupils and students in schools and school facilities established by the Ministry of Education, Youth and Sports of 22 December 2005, Ref. 37014 / 2005-25.
 - For safety reasons, bracelets, chains, rings and other decorative items that could endanger the health or life of a child are not permitted. (Methodical instruction of the Ministry of Education, Youth and Sports No. 37014 / 2005-25 of 22 December 2005).
- c. The kindergarten is unlocked and locked at the specified time (locked from 9:00 - 11:30). Each visitor must report to the reception of the kindergarten, write down the purpose of their visit, they must move around the school building accompanied by kindergarten staff and a visibly worn tag indicating school visits. This does not apply to parents and other authorized persons who bring and collect children to and from the kindergarten.

After handing over the child to the class teacher / lecturer, or after the end of the meeting with the teacher, psychologist or special pedagogue, the child's legal representatives will leave the school premises immediately.

Parents and authorized persons are not allowed to admit unannounced or other unauthorized persons into the school premises.

- d. Kindergarten staff are required to report to the principal of the kindergarten any signs of abuse, discrimination, hostility, violence, harm to the child and other socially pathological phenomena. Any such notification must be considered without delay on the pedagogical council and with the child's legal representatives. The school is obliged to notify the body of social and legal protection of children of the municipal office of the municipality with extended powers of the fact that which indicate that the child is being abused or neglected.

- e. Any accident, nausea or sudden change in health, injury or accident that occurs during the children's stay in the school building or outside the building during an event organized by the school, the children must immediately be reported to the teacher. The kindergarten teacher / lecturer will provide first aid immediately (if required by the nature of the injury), enter this fact in the accident book stored at the school reception and notify the kindergarten management according to the severity of the accident. The main pharmacy is located in the infirmary (next to the office of the head for English studies). The school staff member who provided the first aid shall immediately inform the child's legal representative and the kindergarten principal of the child's injury. Kindergarten employees monitor the children's health and, in the event of a child's sudden illness, inform the school management and the parents of the disabled child without undue delay. In case of reasonable suspicion of an infectious disease in children, the child's legal representatives will be immediately informed and invited to pick up the child from school and the child will be separated from other children in the isolation room until their arrival (ensuring all health and safety conditions, i.e. supervision), to prevent the spread of infection.

The administration of any medication to a child during the child's stay in the kindergarten is not within the competence of the kindergarten teacher. In case of sudden illness (e.g. allergic reaction) it is possible to administer medication only with parental consent.

- f. In all areas of the school, children, employees and visitors to the school are subject to a strict ban on smoking, in connection with Act No. 379/2005 Coll., alcohol consumption, use of own electrical appliances, leaving cash and personal valuables freely in desks, cabinets, in the classroom, leaving them at school overnight. All persons on school premises are not allowed to use and manipulate addictive substances at school. This does not apply to cases where a person uses addictive substances as part of a treatment process prescribed by a medical facility.

Kindergarten teachers / lecturers comply with regulations to ensure safety and health at work and fire regulations; if it detects defects and deficiencies that endanger health and the safety of persons or other defects of a technical nature, it is their duty to inform about these facts to a superior and within their abilities and possibilities prevent the occurrence of damage.

4. EDUCATION IN KINDERGARTEN

- a. The aim of pre-elementary school education, according to §33 of the Education Act, is to support the development of the personality of a child of pre-elementary school age by participating in his or her healthy emotional, intellectual and physical development and mastering the basic rules of behavior, basic life values and interpersonal relationships. Pre-elementary school education creates basic preconditions for continuing education. Pre-elementary school education helps to compensate for the uneven development of children before entering basic education and provides special pedagogical care for children with special educational needs.
- b. The school curriculum is based on the Framework Educational Program for Preschool Education issued by the Ministry of Education, effective as of 01.09.2021. The school curriculum is combined with the curriculum from Alberta, Canada so that English language teaching is fully integrated into pre-elementary school education in Sunny Canadian International School - Mateřská škola, sro
- c. Completion of the child's education

The child's attendance at kindergarten is automatically terminated when the child leaves for primary school. The principal of the kindergarten may terminate the child's education if the legal representatives seriously or repeatedly violate the rules of the kindergarten school rules or the contracts concluded between them. The principal of the kindergarten may terminate the child's education if the child has been granted a probationary period and the doctor or school counseling center recommends termination during the child's education.

- d. § 184a - Special rules for limiting the personal presence of children, pupils and students in schools
 - If the personal presence of the majority of pupils or students from at least one class, study group, department or course at the school or majority of children for whom pre-school education is compulsory, from a nursery school or from a separate workplace or from at least one class in which only these children are educated, the school provides distance education to the children, pupils or students concerned.
 - Distance education is provided by the school in accordance with the relevant framework educational program and the school educational program to the extent appropriate to the circumstances.
 - Children in the last pre-elementary school year are obliged to be educated in a distance way. Kindergarten provides distance education to all children, including younger children who are not in the compulsory pre-elementary school year of education.

- The school will adapt the way of providing education and evaluation of educational results in a distance way to the conditions of the child for this education. Distance education is a combination of online and offline forms of teaching that are adapted to the developmental possibilities of children. Every day there are online (synchronous) meetings of teachers and children, which are supplemented by off-line forms of education (educational materials, videos supporting the educational process, individual communication with parents, etc.). Distance education is carried out in accordance with the Methodological Recommendation for Distance Education from the Ministry of Education. Even with this method of education, individualization, respect and consideration of the child's personality in the process of upbringing and education is realized.
- Excuses for children in distance education are governed by the valid Kindergarten School Rules.

5. CONDITIONS OF TREATMENT OF PROPERTY

- a. Kindergarten property, which means equipping individual classes with furniture, methodological aids and toys, school playground equipment is available to children. Children are acquainted at the beginning of the school year, and if necessary on an ongoing basis, with which toys and under what conditions they are freely available to them and which they must apply for before renting them. Furthermore, they are led to treat the equipment of individual classes with care, so that the toys they borrow are not intentionally damaged and return them to the place from which they took them.
- b. Children treat school property with consideration and do not intentionally destroy it. For any arbitrary damage or destruction of school property, children's property, teachers or other persons by the child, repair or compensation is required from the legal representatives of the child who caused the damage.
- c. The loss of things is immediately reported by the children and their legal representatives to the kindergarten teacher / lecturer. Children and legal guardians ensure that their personal belongings are tidy and that their personal belongings are adequately secured.

6. LIST OF NEEDS FOR KINDERGARTEN

- a. The child comes to kindergarten comfortably dressed according to the time of year and the weather so that he can undress and get dressed himself. The child is not allowed to wear jewelry and valuables (e.g. smart watches, expensive designer clothes, etc.) due to the risk of injury, theft, or damage. Parents change their children in the cloakroom. They store things in shelves, cabinets and hooks, which are marked with the names of children.

The parents clearly mark the children's belongings with the child's first and last name so that there is no confusion.

- b. List of items for everyday use:
- *slippers (with firm heel and non-slip sole)*
 - *an empty drinking bottle, preferably screwed with a closable drinker*
 - *tights and t-shirt*
 - *pants, or skirts, shorts, dresses with a handkerchief pocket*
 - *pajamas (for younger children; preschool children do not sleep)*
 - *2 clean face-masks in a quick-closing zip lock bag*
 - *raincoat, boots*
 - *comfortable clothing for staying outside*
 - *cap with brim, summer hat*
 - *spare underwear*
 - *sunscreen and insect spray (May, June, September)*

7. CATERING

- a. Catering is provided within the school canteen by Sunny Canadian International School - Základní škola a Gymnázium, s.r.o. Catering conditions are regulated by a special contract "Catering Agreement".
- b. If the child has health problems that lead to dietary adjustment, they inform the legal representatives of the kindergarten directorate, who will agree on this with a written confirmation from the pediatrician. The necessary adjustments will be agreed with the deputy director for the kindergarten and the head of the school canteen.
- c. Celebration in kindergarten
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 proof of purchase (= NOT DOMESTIC PRODUCTION) by prior arrangement with class teachers.
- d. Catering system

Children from kindergarten are automatically assigned food according to the current menu of the kindergarten every day, so it is not necessary for parents of kindergarten children to order food, but it is necessary to check and cancel any snacks or lunches for when their child is not in attendance.

Procedure for canceling food orders via the Internet:

Login to the "CATERING" system

I. www.strava.cz

II. Enter 2379 in the "Canteen Selection" field

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

IV. Select the "Meal Orders" tab and you can start checking and cancelling out snacks and lunches

V. Payment for meals will always be settled after the end of the semester according to the actual consumption. Please ignore the minus items on the boarder's account at www.strava.cz.

Important note: to unsubscribe from the diet or any changes, click on the SEND box: without this change the changes will not be made!

Cancellation of the meal can be done via the Internet no later than 2 pm on the previous working day for which you want to place an order.

If the child falls ill during the night and the legal representative does not check out lunch for the day by 7 am by e-mail: kuchyn@sunnycanadian.cz, they can pick up his or her food in the dining room between 11:00 and 11:30. The full value of the meal will be charged even if you do not unsubscribe and remove the meal.

8. PAYMENT FOR PRESCHOOL EDUCATION

- a. Amount of remuneration for pre-elementary school education in the Czech-English program Sunny Canadian International School - Kindergarten, s.r.o. is set out in the price list announced by the school operator for the relevant school year.
- b. The conditions for the payment of tuition fees are regulated by the Agreement on the Attendance of a Child in Kindergarten.

9. REGISTRATION IN KINDERGARTEN

- a. Enrollment in the kindergarten is announced by the director of Sunny Canadian International School - Kindergarten, s.r.o. in agreement with the founder. Parents are informed about the deadline and other conditions for submitting a request to receive information by e-mail, via the website and notice boards in the school building.

- b. After handing over the completed Registration Form, the parents are invited by the school management to sign the Agreement on the child's participation in kindergarten in the following school year.

10. SCHEME OF STAY IN THE SCHOOL GARDEN

- a. The kindergarten school garden is not a public playground. It only serves children admitted to kindergarten during their stay in this school.

11. OUTDOOR STAY REGIME

- a. The children stay outside every day. In case of extremely bad weather, the stay outside can be shortened and completely omitted if a smog situation arises or is possible.
- b. In case of omission of the stay outside, the educational activity takes place in individual classes or in the gym; in the summer months, the shaded parts of the school garden are used to the maximum for educational activities.

12. INTEREST RINGS

- a. Sunny Canadian International School runs hobby groups in the afternoon for a fee. The number of children and the mode of operation are determined by the rules set by the Activities department of Sunny Canadian International School. Parents are obliged to respect the set hours and to bring the children in and out on time, otherwise they expose them to the risk of exclusion.

13. NON-SCHOOL ACTIVITIES

- a. Kindergarten usually organizes visits to theater performances both in kindergarten and in Prague theaters and other cultural events, day trips, healing stays and other activities. Upon prior agreement, the legal representatives have the opportunity to pick up their child at the agreed place or in the kindergarten building upon return.
- b. All children who are present in the kindergarten at the time of the event take part in individual trips. At the time of the trip, the operation in the kindergarten (or in the given class) is interrupted. Children are catered for by the kindergarten during the trip.

14. PROHIBITION OF ACTIVITIES AND PROMOTION OF POLITICAL PARTIES AND MOVEMENTS, PROHIBITION OF ADVERTISING

- a. The activity of political parties and movements or their promotion is not allowed in kindergarten. Furthermore, advertising that is in conflict with the educational goals and content of education, and advertising for the sale of products endangering the health, mental and moral development of children is not permitted.

15. INTERRUPTION OF OPERATION DURING HOLIDAYS

- a. The Kindergarten, after consultation with the founder, may limit / interrupt the operation during the autumn and spring holidays of the SCIS primary school, in December, July and August, for organizational or technical reasons. During this period, repairs, modifications, reconstructions, painting and other work necessary for the maintenance and operation of the building can take place. In July, children's legal representatives are offered a summer program for a fee.
- b. Further interruptions of operation based on the decision of the school principal comply with the Education Act.

16. FINAL PROVISIONS

- a. Familiarization with the School Rules and their observance is binding for legal representatives of children and school staff.
- b. The school management regularly checks the fulfillment of these school rules.
- c. The principal of the kindergarten is at any time entitled to amend the school regulations to suit the operation of the school, aimed at the benefit and benefit of the children; and notify legal representatives of changes in the school rules.
- d. Employees, children and their legal representatives are acquainted with the school rules.

Mgr. Alena Kosová
Principal

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

In Jesenice, Osnice, September 1st, 2022

Annex No. 1

SCIS MATEŘSKÁ ŠKOLA – DENNÍ REŽIM (ČESKO–ANGLICKÝ PROGRAM)

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 (OT, RE in cafeteria)</i>
09:15-09:45	Ranní kruh a kalendář / <i>Circle Time & Calendar</i>
09:45-10:15	Tematický vzdělávací blok / <i>Lesson</i>
10:15-12:00	Venkovní činnosti / <i>Outdoor activities</i>
11:45-12:15	Oběd mladší děti (BB, U Broučků, PD, YD) / <i>Lunch</i>
12:15-12:45	Oběd starší děti (GF, U Dráčků) / <i>Lunch</i> Vyzvedávání dětí / <i>Pick-up time</i>
12:15-12:30	Oběd předškoláci (OT, RE) / <i>Lunch (in cafeteria)</i>
12:30-12:45	Oběd předškoláci (WF, 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 <i>Afternoon educational activities</i>
14:30-14:45	Svačina / <i>Snack (OT, RE in cafeteria)</i>
14:45-15:15	Odpolední vzdělávací činnosti / Pobyt venku <i>Afternoon educational activities / Outside play</i>
15:00-15:15	Vyzvedávání dětí / <i>Pick-up time</i>
15:15-17:30	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 2022/2023

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