



Č.j.: SCIS-MŠ/2026/02

SCHOOL RULES

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

School year: 2026/2027
Effective: 1st. September 2026
Responsibility of: KG Director

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1. INTRODUCTORY PROVISIONS

Sunny Canadian Kindergarten is part of the international educational system Sunny Canadian International School. It provides preschool education for children, usually aged 2 to 7, in accordance with the framework educational program for preschool education, in a bilingual Czech English environment. The kindergarten creates an environment that shares common values: excellence, joy, respect, responsibility, humanity and sincerity. These values permeate the everyday life of the school and form the basic framework for education, upbringing and mutual cooperation between children, staff and parents.

2. RIGHTS AND OBLIGATIONS OF CHILDREN, PARENTS AND SCHOOL

2.1. *Rights and responsibilities of children*

The child has the right to:

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

The child has an obligation to:

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



2.2. Rights and obligations of legal representatives

The legal representative has the right to:

- to information about the progress and results of their child's education,
- to consult with teachers, lecturers and school management,
- to propose changes and comments regarding the operation and school environment,
- to be present during the child's adaptation to the new environment according to individual agreement with secondary teachers and in accordance with the needs of the child and the class,
- to view documentation regarding their child, including records of support measures,
- to express their disagreement with the processing of personal data under the GDPR in accordance with the document "Principles of Personal Data Protection".

The legal representative has the duty to:

- to follow the School Rules and other internal regulations of the kindergarten,
 - to inform the school about the child's health condition, changes in contact details and serious circumstances,
 - to excuse the child's absence in a timely manner,
 - to hand the child over personally to the teacher or lecturer, to inform about the person who will pick up the child,
 - to ensure that the child is appropriately dressed and equipped according to the school rules,
 - to respect the rules of communication with school employees - to conduct it with respect and at pre-arranged 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 a way that conflicts with the interests of the school and its operator. This includes in particular information related to the operation of the school, the content of educational programmes, internal know-how or personal data of other children and school employees.
- A more detailed regulation of the handling of confidential information, including any restrictions on competitive activities, is part of the Contract on the child's participation in the kindergarten.

Payment for preschool education:

The amount of payment for preschool education in the Czech English program of Sunny Canadian International School – Mateřské škola, s.r.o. is set in the price list announced by the school operator for the relevant school year. The terms of payment of tuition fees are regulated by the Contract on the child's attendance at the kindergarten.



2.3. *Rights and obligations of school employees*

- School employees 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 Workers.
- They have the right to decent working conditions and respect from parents.
- They inform parents about important facts concerning their child.
- They protect the personal data of children and their families.
- They have a duty to ensure the safety of children and comply with health and safety regulations.
- They participate in creating a safe, stimulating and inclusive environment.
- The handling of sensitive data and any restrictions on competitive activities are regulated in the Contract on the Child's Participation in the Kindergarten.

3. OPERATION AND INTERNAL REGIME OF THE KINDERGARTEN SCHOOL

3.1. *Operating Hours*

The kindergarten is open on weekdays from Monday to Friday from 7:30 to 17:15. The building closes at 17:30. The school year begins on September 1st and ends on August 31st of the following calendar year. During the summer holidays, the school's operation may be adjusted (e.g. in the form of a Summer Program).

Children are admitted to the kindergarten in the morning, usually between 7:30 and 9:00. Later arrival must be arranged in advance with the class teacher or school management. The legal guardian hands the child over to the teacher or tutor at the classroom threshold (at the door) and does not go with the child into the classroom. He or she stays in the kindergarten only for the necessary time, no longer.

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

Afternoon pick-up takes place in the following modes:

- 15:00–15:15: pick-up in the regular classroom.
- after 15:15: pick-up exclusively in the school club (after-school club).
- Children registered for afternoon clubs are always picked up in the after-school club, only after the end of the club.

If a child only attends until 15:00 and is also registered for the so-called 1st club (15:15–16:00), he must be picked up at 16:00. Later pick-up may result in overtime minutes, which will be recorded and charged according to the valid school conditions.



Overtime minutes for late pick-up are recorded and charged according to the valid school price list. This billing takes place semi-annually.

3.2. Daily Regime

The daily schedule is an appendix to these rules. It may be adjusted in the event of special events (trips, picnics).

3.3. Attendance and Apologies

The legal guardian is obliged to excuse the child's absence in a timely manner, preferably by 8:00 on the given day. Attendance reimbursements are only possible if the child attends at least 3 times a week.

Method of excuse

Legal guardians excuse the child's absence via the DIGIŠKOLKA system, or in another way agreed with the school, as soon as possible, no later than before the start of the given day.

Meal cancellation

Meal cancellation must be made separately on the portal www.strava.cz after logging in with the details assigned to the child. The legal guardian is responsible for timely cancellation.

Medical reasons for absence

A child who has experienced fever, diarrhea, vomiting or another infectious condition remains at home the following day after the symptoms have subsided, in order to ensure their complete recovery and protect the health of other children.

Pre-planned absence

Absence for reasons other than health, lasting more than 5 working days and concerning a child in the last year of preschool education (with compulsory attendance), must be approved in advance by the school management. For this purpose, a special form is available at the kindergarten reception.

Alternative attendance options

Compensation for missed attendance is only possible for children with contracted attendance 3 times a week. The date of compensation must be negotiated in advance with the teachers, or 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 given month. Compensations cannot be collected for the month of June. The operator will make every effort to collect compensations. However, if operational reasons do not allow it, it is not obliged to provide compensation. Compensations do not apply to hours when the parent picks up the child earlier or hands them over



to the kindergarten later. Parents whose children have weekly attendance until 3:00 p.m. or until 5:15 p.m. do not have the option of collecting compensations.

3.4. Drop off and collection of children

Arrival of children:

The legal guardian brings the child personally to the locker room and hands him over to the teacher or lecturer symbolically at the classroom door. The school assumes responsibility for the child only after the teacher/lecturer has physically taken him over. After the child has been taken over by the legal guardian or an authorized person, responsibility for the child passes back to this person, even if he continues to move around the school premises or school garden. If the child is sent unaccompanied, the school is not responsible for him. The latest time for the child to arrive dressed and prepared is 9:00, when organized educational activities begin. Later arrivals (e.g. for medical reasons) are possible after prior arrangement with the secondary school teacher or the school principal. Parents should also report any delays to the reception.

Departure of children:

Legal representatives always collect the child from the teacher/lecturer in the classroom or in the school garden at the designated time. Departure after lunch: The time varies according to the age of the child and the class schedule; approximately between 11:30-12:45. Departure in the afternoon according to the type of attendance between 15:00 and 17:15. From 3:00 p.m. to 3:15 p.m., children are picked up in primary classes. After 15:15, all children are automatically transferred to the afternoon group, from where legal representatives collect them until the end of the service.

If the child is enrolled in an extra club/group, the pick-up always takes place in the kindergarten - after the end of the course. The teacher present in the group must be informed of this fact. If the child is stated in the attendance contract to leave by 15:00 but is registered for the so-called first circle (15:15–16:00), he must be picked up no later than 16:00–16:05. If the legal representative waits longer to collect, the school is entitled to charge overtime minutes according to the current price list. When picking up, legal representatives take into account the time the child needs to finish the activity and clean up. They do not enter the classroom - they symbolically pick up the child at the door from the teacher or lecturer. Legal representatives are required to pick up the child no later than 5:15 p.m. After this time, the Kindergarten is open until 5:30 p.m. only for the necessary termination of operations. After 5:30 p.m., each hour of overtime started is charged according to the school's current price list. Overtime hours are billed at the end of each semester. After the legal representative takes over the child, responsibility for the child passes to the legal representative or an authorized person.



3.5 Prevention and spread of infections

Only a child whose health condition allows him/her to stay in the children's group can attend kindergarten. A child with symptoms of an acute illness (e.g. fever, vomiting, diarrhea, severe cough, severe runny nose accompanied by other symptoms of illness, conjunctivitis or other symptoms indicating an infectious disease) cannot attend kindergarten.

Legal guardians are obliged to inform the school about changes in the child's health condition and about the occurrence of an infectious disease in the family or in the child's immediate vicinity (including the occurrence of pediculosis head lice).

If an infectious disease is suspected, the child is separated from other children in a suitable area under the supervision of a school employee until the arrival of the legal guardian, and the legal guardian is immediately called to pick him/her up.

The kindergarten is not a provider of health services. Teaching staff do not routinely give children medication or other medicinal products. Exceptions are possible only on the basis of a written request from the legal guardian, supported by a written recommendation from the attending physician, which includes the name of the medicine, dosage, method and time of administration. Medicines cannot be administered in cases where the child's health requires home treatment or when the child's stay in the group could endanger his or her health or the health of other children.

After an illness, a child may return to kindergarten only when his or her health allows him or her to stay in the group and does not pose a risk to other children. A child with symptoms of fever, vomiting or diarrhea remains in home treatment for at least one day after these symptoms have disappeared. In exceptional and justified cases, especially when an infectious disease is suspected or in the interest of protecting the health of other children, the director may ask the legal guardian to provide evidence that the child is fit to return to the group.

3.6. Compulsory preschool education

(according to § 34a–34d of the Education Act)

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

- individual education of a child that takes place without the child's regular daily attendance at kindergarten (e.g. visiting a children's group or private school not registered in the school register);
- education in a preparatory class of a primary school and in a preparatory class of a special primary school pursuant to Sections 47 and 48a;
- education in a foreign school in the Czech Republic, in which the Ministry has permitted the fulfillment of compulsory school attendance pursuant to Section 38a.



Compulsory preschool education applies to children who will reach the age of five by 31st August of the relevant calendar year and to children with a permitted postponement of compulsory school attendance. Compulsory preschool education at SCIS Kindergarten takes place at least from 9:00 to 15:00, five days a week. The child's absence is excused by the legal representative via the DIGIŠKOLKA application. Long-term planned absence (5 or more days) is excused in writing on the prescribed form.

3.7. Care for children with special educational needs

The kindergarten provides support to children with special educational needs in accordance with the Education Act No. 561/2004 Coll., as amended, and Decree No. 27/2016 Coll., on the education of pupils with special educational needs and gifted pupils.

First-level support measures

First level support measures are provided by the kindergarten based on its own pedagogical assessment, without the recommendation of the school guidance service and without the informed consent of the legal guardian. The legal guardian is kept informed of the support provided.

If it turns out that the first-level support measures are not sufficient, the kindergarten director will recommend to the legal guardian the use of the services of the school guidance service for the purpose of assessing the child's special educational needs.

Support measures of the second to fifth levels

Support measures of the second to fifth level are provided on the basis of the recommendation of the school counselling facility and with the informed consent of the child's legal guardian. The kindergarten director ensures their provision without undue delay after receiving the recommendation of the school counselling facility and the informed consent of the legal guardian.

The kindergarten continuously cooperates with the child's legal guardians and the school counselling facility and regularly evaluates the effectiveness of the provided support measures, at least once per school year. If, according to the recommendation of the school counselling facility, the support measures are no longer needed, the kindergarten director terminates their provision. She informs the child's legal guardian about this fact.

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



Education of gifted children

The kindergarten creates conditions for the development of each child's potential, taking into account their individual abilities, needs and interests. It provides gifted children with support appropriate to their educational needs and creates conditions for their further development in accordance with the recommendations of the school counselling centre, if any.

3.8. Individual education

If the legal guardian decides to provide individual education for the child for most of the school year, they are required to notify the kindergarten principal of this fact no later than three months before the start of the school year.

The notification of the legal guardian about the child's individual education must contain:

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

When providing individual education to a child, legal guardians are recommended to proceed

according to "How can you help your child before starting primary school" issued by the Ministry of Education, Youth and Sports.

Verification of the level of mastery of expected outcomes in the case of individual education will take place on November 2 - 6, 2026 and an alternative date on December 1 - 4, 2026. Legal guardians will agree in advance with the kindergarten director on a specific date for verification. The legal guardian of a child who is receiving individual education is obliged to ensure the child's participation in the verification. The legal guardian will agree in advance with the kindergarten director on the date of verification. The director will terminate the child's individual education if the child's legal guardian does not ensure the child's participation in the verification, even within the alternative date. An appeal against the kindergarten director's decision to terminate the child's individual education does not have a suspensive effect. After the child's individual education has been terminated, the child cannot be re-individually educated.

Verification of the level of mastery of the expected outcomes is carried out in the form of an interview, observation of the child during activities and assessment of the child's portfolio. Verification may also include a short-term inclusion of the child in regular education in a preschool class. The child's legal guardian is informed of the result of the verification by the kindergarten director.



3.9 *Interruption of kindergarten operations*

After discussion with the founder, the kindergarten may limit or interrupt operations, especially during the fall and spring vacations of the primary school, in December and during the summer vacations, for organizational, technical or operational reasons.

During this period, repairs, modifications, reconstruction, painting or other work necessary to ensure the safe operation and maintenance of the building may take place.

During the summer holidays, legal representatives may be offered a summer program under conditions set by the kindergarten.

In exceptional cases, the director of the kindergarten may decide to restrict or interrupt operations in accordance with the Education Act and related legal regulations. The legal representatives will be informed about this fact in time.

4. EDUCATION ORGANIZATION

4.1 *Digital competence and maturity*

The kindergarten develops digital competences appropriate to the child's age in accordance with the Framework Educational Program for Preschool Education. The goal is not to have children work with personal digital devices, but to systematically prepare the child for digital maturity. Digital maturity in preschool age includes in particular the development of:

- logical reasoning and understanding of cause and effect,
- perception of sequence of steps and planning of procedure,
- working with instructions and basic principles of algorithmic thinking,
- ability to solve a problem and look for different possible solutions,
- concentration, perseverance and working with errors as a natural part of learning.

These skills are developed primarily through pedagogically guided activities, constructive games, research activities and so-called "unplugged" approaches, i.e. without the use of children's personal digital devices. Digital technologies used by the kindergarten are always part of a controlled educational process, are appropriate to the child's age and serve as a supporting tool for the development of thinking and creativity, not as a substitute for the child's direct experience. The kindergarten supports children's healthy relationship with digital technologies and guides them to their safe, meaningful and appropriate use to the child's age.



4.2. Language organization

The education of younger children (2–5 years old) takes place mainly in English with natural support for the development of the Czech language corresponding to the age and language needs of the children. An English-speaking pedagogue (native speaker or lecturer with the language level of a native speaker) Czech pedagogue works in the class. Children of preschool age (5–7 years) are educated in two educational blocks – in English and Czech.

Children with a different mother tongue (OMJ) are provided with targeted Czech language lessons in the last year of preschool education. The kindergarten establishes language groups focused on the development of the Czech language. Education in these groups takes place in hourly blocks with a maximum number of eight children and is supported by the state. Support also takes place through peer cooperation and active involvement in regular classroom activities.

4.3. Diagnostics and assessment

Diagnostics serve to assess the development and needs of each child, to identify their strengths and areas requiring support and to support their educational potential. The aim is to create an individualized educational offer and continuously reflect on the educational process so that the child can experience success and belonging. Education at Sunny Kindergarten is continuously reflected and recorded in diagnostic sheets. The child's portfolio is part of pedagogical diagnostics and serves as a supporting tool for monitoring the child's individual progress. Formative assessment is a natural part of individual support.

Assessment is carried out in accordance with the principles of formative assessment and includes in particular:

- systematic observation,
- continuous assessment of progress,
- presentation of the child's knowledge and skills,
- emphasis on the development of strengths and individual differentiation of education,
- work with a portfolio and diagnostic sheets (tracking sheets monitoring development according to age),
- self-assessment and peer assessment,
- a report on the child's development (Progress report),
- regular communication with parents and other participants in the educational process.

Diagnostics is not used to compare children with each other, but to support their individual development and plan further educational offerings.



4.4. *Childrens Wellbeing*

Sunny Canadian Kindergarten sees the child's wellbeing as a fundamental prerequisite for learning, healthy development and building a positive relationship with education. Wellbeing includes the physical, emotional, social and cognitive areas of a child's development. The kindergarten creates an environment in which the child feels safe, accepted and respected. We support:

- developing healthy relationships and mutual respect,
- the ability to express emotions and needs in an appropriate manner,
- building resilience and the ability to cope with challenging situations,
- a balance between supervised activity, play, movement and rest,
- healthy habits including safe, responsible and appropriate use of digital technologies.

Digital wellbeing is a natural part of this approach and is supported in particular by limiting children's personal digital devices and by the pedagogically guided development of digital maturity. The ability to plan, think in context, work with error and persevere in solving a task developed, among other things, in the area of digital maturity contributes to building the child's inner security, self-confidence and resilience.

Wellbeing is a natural part of everyday life in kindergarten and intersects with all areas of education and mutual relationships.

5. Extra-curricular courses

The kindergarten organizes interest groups for a fee in the afternoon. The number of children, organization and conditions of individual groups are determined by the kindergarten for the given school year. Parents are obliged to respect the set hours and bring and drop off children on time. Repeated failure to comply with the set rules may be a reason for the child's participation in the interest group to be terminated. Children who are taken away from the kindergarten / school club (friendship group) return to the school club (friendship group) after the end of the interest activity. From there, parents will take them over from the teachers, who will write the child off on the attendance sheet.

Participation in interest groups is voluntary and does not replace the preschool education provided by the kindergarten.



6. EXTRA ACTIVITIES

The kindergarten can organize visits to theatre performances both in the kindergarten and in Prague theatres and other cultural events, all-day tourist trips, health stays and cultural events, educational programs, all-day trips, health stays and other activities related to preschool education. After prior agreement, legal representatives can pick up the child at a predetermined place or upon return in the kindergarten building.

All children who are present in the kindergarten at the time of the trip participate in individual trips. During the trip, the kindergarten (or the assigned class) is closed. The kindergarten provides meals for children during the trip.

Legal representatives are informed in advance about the holding of extracurricular activities, their organization and any changes through the school's regular communication channels.

7. Communication between school and parents

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

7.1. *Language accessibility*

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

7.2. *Respectful communication*

Parents are encouraged to communicate clearly, objectively and respectfully. Mutual consideration and trust between parents and school staff are expected. Parents do not stay in classrooms and do not enter the classroom without prior arrangement (e.g. except during the adaptation period). Communication is conducted with the aim of finding joint solutions in the best interests of the child.

7.3. *Forms of communication*

Email: mainly used for communication with the school management (principal).

MS Teams: primary tool for everyday communication with class teachers – sharing information about classroom attire, photos, challenges, individual notes, sharing class materials and supporting learning.

Personal meetings / appointments: take place after prior arrangement with teachers or management.



Children's absences: 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.

We ask legal guardians not to enter the classrooms without prior agreement with the teacher/lecturer or the kindergarten management.

7.5. Sharing information about a child

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

The kindergarten supports open, partnership-based and respectful cooperation with legal guardians, based on mutual trust, regular communication and a common interest in the harmonious development of the child.

8. Meals and snacks

Catering is provided within the school cafeteria of Sunny Canadian International School – Základní škola a Gymnázium, s.r.o. The conditions of catering are regulated by a special contract "Contract on Catering Provision".

8.1. Catering for children with health conditions

If a child has a health restriction requiring dietary adjustments (e.g. allergies, intolerances), legal guardians are required to submit a written confirmation from the attending paediatrician to the kindergarten, specifying the type of dietary requirements or restrictions. Based on a medical recommendation or other relevant professional recommendation, they will negotiate the necessary adjustments individually with the kindergarten director and the school cafeteria manager.

8.2. Birthdays and celebrations in school

You can bring a cake (or similar products) to your child's birthday party after prior agreement with the class teacher and taking into account the safety of children, allergies and hygiene requirements. The cake must come only from a manufacturer who has a business producing food products (restaurant, catering, pastry shop, etc.) with a copy of the purchase receipt, which you hand over to the kindergarten reception (= NOT HOME-MADE).



8.3. Catering system

Kindergarten children are automatically assigned meals every day according to the current kindergarten menu, so there is no need for parents of kindergarten children to order meals, but they must opt-out if necessary.

8.4. Meal cancellation

Procedure for cancelling food orders via the Internet: **Log in to the “FOOD” system**

www.strava.cz

In the “Equipment” field, enter 2379

In the “User” and “Password” fields, enter the information you received from the canteen

Select the “Food Orders” tab and you can start ordering and logging out

Payment for board will be settled after the end of each semester according to actual consumption. Negative items on the boarder's account on www.strava.cz .

Important notice: to unsubscribe from meals or make any changes, click on the SEND box, without this action the changes will not be made!

Meal cancellations can be made online no later than 2 p.m. on the previous business day for which you want to place the order. If a child falls ill during the night and the legal guardian does not cancel lunch for that day by 7 a.m. by email: kuchyn@sunnycanadian.cz, the child can pick up the meal in the dining room between 11:00 a.m. and 11:30 a.m. You will be charged the full value of the meal even if you do not cancel and pick up the meal.

9. Health & safety + Risk prevention.

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



9.1 Ensuring the health and safety of children

The kindergarten ensures the safety and health protection of children throughout their stay in the facility and during all events organized by the school outside its premises. The teaching staff is responsible for supervising the children and ensuring compliance with the principles of safety and health protection. All employees are required to regularly complete training in the field of occupational health and safety and first aid. When children are in nature, only known and safe places are used. The teaching staff / lecturer will familiarize the children with the safety rules of behaviour in the given environment. The teaching staff / lecturers will ensure that the children follow the previously stated safety rules and do not leave the agreed area.

Before children's exercises and other physical activities that take place in classrooms, in reserved areas of the kindergarten, primary school or grammar school building, or in the outdoor areas of the school premises, teachers or lecturers check the readiness of the given area. They ensure that the place is safe, free of obstacles and cleaning or other dangerous objects. In the case of using gym equipment or tools, they verify its correct functionality, stability and safety condition. In the event of any defect, the equipment is immediately taken out of use, and the school management is notified. Physical activities are carried out only in premises and with equipment that meet the requirements for the safety and health protection of children. Pedagogical staff/lecturers also ensure that exercises and physical activities are appropriate for the age of the children and accordingly adapt the intensity and difficulty of these activities to the individual abilities of each child.

In activities that develop children's skills and artistic sense, 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 health and safety (hereinafter referred to as OHS), the school follows its OHS directive and is methodologically based on the Methodological Instruction of the Ministry of Education, Youth and Sports to ensure the safety and health of children, pupils and students in schools and school facilities established by the Ministry of Education, Youth and Sports of 22. 12. 2005, ref. 37014/2005-25.

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

See also Methodological Instruction of the Ministry of Education, Youth and Sports No. 37014/2005-25 of 22. 12. 2005.



9.2 Prevention of accidents and risks

Teachers systematically guide children to adopt basic rules of safe behaviour through daily work and planned activities. Children are introduced in an appropriate manner to the rules of safe use of toys, tools and sports equipment, and to the principles of proper movement in the classroom, corridors, staircases and the school garden. When outside, children move only in areas designated for their activities and always under the direct supervision of teachers.

9.3 Procedure in case of injury

In the event of a child's injury, the teacher or other school employee (school health worker) present will provide immediate first aid and inform the kindergarten director and the child's legal guardian without undue delay. If the nature of the injury requires it, professional medical assistance is called in. Each injury is recorded in the accident book.

9.4 Health and Hygiene prevention

The school creates conditions for maintaining personal hygiene of children and employees and for preventing the spread of infectious diseases. Teachers monitor the health of children daily and, in case of suspicion of illness, inform parents with a recommendation to seek medical care. Only children who do not show symptoms of an acute illness may be admitted to the team. Persistent infectious cough, diarrhea, vomiting, persistent runny nose, red conjunctiva of the eyes and similar symptoms are signs of illness, even if children do not have a temperature. Parents are obliged to notify the teacher of any facts concerning the child's health that have occurred outside the kindergarten (allergies, fainting, nausea, injury, etc.) and to report the occurrence of a contagious infectious disease in the family (chickenpox, jaundice, chickenpox, mononucleosis, viral pneumonia, etc.) including the occurrence of lice and nits in children. If the teacher identifies or suspects an infectious disease, the child is immediately separated from the others in an isolation room to prevent the spread of infection. The teacher then contacts the legal guardian without undue delay and requests that the child be picked up by the school. For these reasons, parents are required to inform the school of any changes to their address and telephone number. For kindergartens, the isolation room is the space next to the kindergarten management offices.

A child who starts school after an illness must be healthy; after infectious diseases or in questionable cases, the principal may require confirmation from a paediatrician that the child can return to the school.

Medication may only be administered to a child by a teacher upon a written request from the legal guardian, including a clear indication of the dosage and method of administration. The teacher has the right to refuse to administer medication. Each administration is recorded. The request is always accompanied by instructions and a doctor's consent.



9.5 Prevention of risky behaviour

The kindergarten supports 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 between children. If risky behaviour is suspected, the situation is immediately consulted with the child's parents and, if necessary, with specialists. The kindergarten supports the creation of a safe and respectful environment based on prevention, cooperation and open communication.

9.6 Employee obligations in ensuring occupational health & safety

Every school employee is obliged to comply with regulations to ensure the safety and health of children, regularly check the technical condition of toys, tools and equipment, report any defects and ensure their immediate removal from service.

9.7. Use of mobile phones and electronic devices

Sunny Canadian International School Kindergarten – Mateřská škola, s.r.o. in accordance with Section 30, paragraph 3 of Act No. 561/2004 Coll., the Education Act, restricts the use of mobile phones and other electronic devices by children throughout their stay in kindergarten.

Children are not allowed to bring mobile phones, smart watches and other electronic devices intended for personal use to kindergarten. If a child brings such a device to kindergarten, he/she is obliged to hand it over for safekeeping upon the instruction of a teaching staff member. The device will be issued to the legal guardian when the child is picked up. The restriction does not apply to cases where a mobile phone or other electronic device is necessary for health reasons (e.g. assistive technology, health monitoring), based on a documented doctor's recommendation.

The aim of this measure is to ensure a safe, calm and stimulating environment supporting the natural social development, concentration and digital wellbeing of children.

9.8. Prohibitions on school premises

In all school premises, children, employees and visitors are strictly prohibited from smoking, in connection with Act No. 379/2005 Coll., drinking alcohol, using their own electrical appliances, leaving cash and personal valuables loose in desks, cupboards, in the classroom, 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 a treatment process prescribed by a medical facility.

9.9. Prohibition of promotion of inappropriate content.

The activities of political parties and movements, their dissemination or promotion, are not permitted in kindergarten. Furthermore, any advertising that contradicts the educational goals and



content of education or promotes the sale of products that endanger the health, psychological and moral development of children, is prohibited.

10. Handling school property

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

10.1. responsibility of children

Children are taught to treat school equipment with care. At the beginning of the school year, and as needed, they are informed about which toys and under what conditions they are freely available and which they must request before borrowing. Furthermore, they are continuously introduced to the principles of safe behaviour appropriate to their age and are taught to treat the equipment of individual classes with care, not to intentionally damage the toys they borrow and to return them to the place where they took them.

Children are respectful of school property and do not intentionally destroy it. For any arbitrary damage or destruction of school property, property of children, teachers or other persons by a child, repair or reimbursement is required from the legal representatives of the child who caused the damage.

10.2. Personal belongings

After consultation with the teachers, children may bring a personal item (e.g. a stuffed animal for sleeping or an object for demonstration in the lesson according to the topic). Children do not bring jewellery and valuables to kindergarten (e.g. smart watches, expensive designer clothes, etc.) due to the risk of injury or theft or damage. The kindergarten is not responsible for the loss or damage of valuables that a child brings to school in violation of school rules. Children and their legal representatives report any loss of items to the teaching staff/lecturer without undue delay. Children and legal representatives ensure that the school premises are tidy and that their personal belongings are adequately secured.

The kindergarten teaches children to treat their own property, the school's property and the property of other people responsibly and carefully.

11. Cooperation with parents and partners

11.1. Parental cooperation

Sunny Canadian Kindergarten considers cooperation with legal guardians of children 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 school regularly informs legal guardians about events in classes, educational topics and children's progress through personal consultations, information boards, via MS Teams or by e-mail. Parents can actively participate in the life of the school, for example by participating in school events, thematic workshops or in the form of feedback.

11.2. Other school partners

The kindergarten also cooperates with other partners – the elementary school and the grammar school within the framework of education at Sunny Canadian International School, with experts (special educator, 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 holistic development of the child in accordance with his or her individual needs and abilities. The kindergarten also cooperates with other organizations according to the current needs of education, prevention and support of children.

12. Final provisions

12.1. Effectiveness of school regulations

These school regulations come into effect on September 1st, 2026. They replace all previous versions of the school regulations of Sunny Canadian International School – Mateřská škola, s.r.o.

12.2. Getting to know the school rules

Familiarization with the School Rules and their observance are mandatory for the legal representatives of children and school employees. The legal representatives of children are familiarized with the School Rules when the child starts kindergarten and each time it is updated. The School Rules are publicly available:

- on the school website,
- for viewing at the kindergarten reception.

The children's legal representatives are informed of these school rules when the child starts kindergarten and each time they are updated. Demonstrable consent to the school rules is expressed by signing a separate sheet, which the legal representatives receive for signature at the beginning of the school year.

12.3. Changes and updates to school regulations

The kindergarten principal is authorized to update or amend the school rules, especially in the event of changes to legal regulations, organizational or operational conditions of the school. School employees and children's legal representatives will be demonstrably informed of the changes before they come into effect.



13. Annexes

SCIS KINDERGARDEN – 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 (OT, RE in cafeteria)</i>
09:15-09:45	Ranní kruh a kalendář / <i>Circle Time & Calendar</i>
09:45-10:45	Vzdělávací blok / <i>Learning block</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 (OT, RE) / <i>Lunch (in cafeteria)</i>
12:15-12:45	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 / odpolední kruh <i>Afternoon educational activities / Circle Time</i>
14:30-14:45	Svačina / <i>Snack (OT, RE in cafeteria)</i>
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 2026/2027

09:00 - 09:15	Svačina / <i>Snack</i> <i>(RE, OT 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	Orange Tigers, Red Eagles <i>(cafeteria)</i>
12:15-12:30	Green Frogs, White Foxes
12:30-12:45	Brown Bears
14:30 - 14:45	Svačina / <i>Snack</i> <i>(RE, OT in cafeteria)</i>
16:15 - 16:30	Svačina / <i>Snack</i>