



ZDRAVOTNICKÉ ZAŘÍZENÍ MČ PRAHA 4  
Kotorská 1590/40  
140 00 Praha 4

### **OPERATIONAL RULES – children's group B e r u š k y**

Address: **Zdravotnické zařízení MČ Praha 4  
Jesle K o t o r s k á 1590/40  
140 00 Prague 4**

Founder: Městská část Praha 4

Director: S c h n e i d e r Jan

Managing Carer: B e z o u š k o v á Vladimíra

Assistant to Managing Carer: K o p e c k á Jiřina

Children's gr. Berušky phone: 241 011 799

Children's group is providing nursing care for children mostly between 1 and 3 years of age, including ethical, intellectual and aesthetic education.

This care is provided: in day-operation mode

Capacity of the establishment: 20 children

Ages from-to: 1-3 years of age

Number of children with disabilities: none

Barrier-free access: not available

Number of staff, out of which: Carers: 3  
Operational staff: 1

Hours of operation:  
1/ day-care Mon - Fri 6.30 a.m. to 5:00 p.m.

Usage for other activities: none

isolation available: yes  
where: at the ward  
facilities: bed, table, chair, washbasin, sink



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## **Regime requirements**

Arrival of children to the facility is between 6:30 a.m. to 9:00 a.m.

### **Child hand-over procedure:**

- 1/ parent hands-over the child to the carer in the filter
- 2/ parent provides the carer important information about the state of the child
- 3/ parent records into the attendance book information about by whom and at what time will the child be picked up

**Spontaneous play:** since arrival to 9:00 a.m.  
from 10:00 a.m. to 11:15 a.m.  
from 2:30 p.m. until the child leaves the facility

Below are listed children's activities lead by the carer from 9:00 a.m. to 10:00 a.m., when the educational activities / intellectual education takes place:

fine motor skills,  
constructive play,  
physical education,  
music lessons,  
artistic lessons,  
imitating play /

Exercise activities with children take place throughout the day in the playroom and in the garden.

## **Staying outside**

Outdoor activities take place in the garden /garden taken care of by a janitor/. Sandpit is being disinfected by 2% chloramine twice a year on Friday afternoon and drenched in water on Monday morning. It is covered by a black foil in case of higher temperatures outside. It is covered by a net all year round as a protection against animals. Sandpit is watered as needed. Change of sand in the sandpit is done 1x in 2 years.

Length of time the children spend in the garden depends on a season and weather conditions.

Summer season 9:15 a.m. – 11:00 a.m.  
3:00 p.m. – 5:00 p.m.  
Winter season 10:00 a.m. – 11:00 a.m.

Outdoor activities regime is planned according to the children's age. Children aged between 12 to 18 months are leaving for lunch at 11 o'clock.

## **Relaxation and sleep**

Children aged 12 – 18 month are having two sleeping periods / according to individual needs /.  
Children 18 months and older sleep from 12:00 p.m. to 2:00 p.m. / according to individual needs /.  
Children are sleeping in a bedroom, where each child has his/her own folding bed / not being folded / cot / educational bed.



Bedrooms are aired in the morning, as well as during the day.  
Every child has his/her own pajama basket. The parents will change the pajama once per week, or more often, if needed.  
Bedsheets are changed once per 14-21 days, in case of urgent need immediately.  
Beds are made up after thorough airing.

### **Children's hygiene and personal hygiene**

- a/ before every meal
- b/ after every meal
- c/ after toilette
- d/ before going out to the garden
- e/ after coming back from the garden
- f/ always as needed during the course of the day

Assurance of individual personal belongings:

- comb, towel – each child has his/her own, labeled by a mark, which has been assigned to him/her on the first day in the children's group
- the comb is washed once per week
- towel is changed twice a week, more often if needed
- washcloth goes to the laundry immediately after use
- chamber pot is washed and disinfected every day

2% chloramine is used for disinfection, and everything is rinsed afterwards.

### **Children's meals**

There is a central kitchen in Kotorská for all children's groups: sluníčka (suns), krtečci (little moles) and berušky (ladybirds). There is a preparatory kitchen in every children's group.

Daily meal allowance for children in our facility was set to: 40.00 CZK

A no. 12 diet is being cooked in the kitchen – toddlers' diet (according to a Dietary system).

### **Nursery opens at v 6:30 a.m.**

Children are served breakfast as they come, until 8:30 a.m.  
Morning snack 9:00 a.m. – 9:30 a.m.  
Children are served lunch from 11:00 a.m. – gradually per wards  
Afternoon snack 2:30 p.m.

Weekly diet plan is planned in order to prevent repetition of meals.

### **Drinking regime**



types of drinks: milk, coffee with milk, Swedish tea, tea with milk, hot cocoa, fruit teas

Children have access to fruit teas from BIOGENA company throughout the day. The tea is being prepared fresh twice to three times a day.

In summer months, children are served drinks also in the garden. Drinks are served from a porcelain pot, always to a clean mug.

### **Cold – hardening of children**

method and frequency: stay in the garden, once to twice per day  
airing the playrooms and bedrooms during the day  
dressing the children according to the weather and temperature

number of hardened children: all

part of the daily regime: sleeping with a window open

other remedial methods: sprinkler in summer  
vaporizers on the central heating

### **Ensuring proper microclimate**

Air temperature in the rooms: playroom 21 - 22°C (70 – 71.5F)  
bedroom 17 - 18°C (62.5 – 64.5F)

thermometers are placed on the walls for control purposes.

Airing regime: a/ in the morning, before the children come  
b/ before the children's sleep  
c/ according to the weather and need throughout the day  
d/ as a part of cleaning

Windows protection - slats.

Sun-protection when outside: grown trees  
UV sun-creams (supplied by parents)  
children's hats

### **Handling the laundry**

There is a central laundry room for all children's groups: sluníčka (suns), krtečci (little moles) and berušky (ladybirds) on Kotorská premises.

Children's clothes during their stay in the nursery: a/ their own  
b/ nursery

Pajamas are exchanged by the parents once per week and as needed



Changing the nursery own laundry daily and as needed

Bedsheets are changed 1x in 21 days and as needed

Towels are changed 2x per week and as needed

Wash cloths are changed after each use

Changing tables TETRA towels are changed after each child

Dirty laundry is removed from the children's wash room in linen sacks to the dirty laundry store room, next to the laundry room. The sacks full of dirty laundry machine-washed daily. Laundry is not being shaken nor separated at the wards.

Dirty and clean laundry do not mix in the laundry room.

The laundress manipulates the laundry in such way as not to transfer any infectious diseases. When manipulating with the laundry, the staff is using a protective working uniform and gloves.

Storing clean laundry

- a/ at the wards in closets that are regularly cleaned and disinfected
- b/ in laundry room, in the clean laundry storage

Washing the laundry: laundry is washed in own laundry room in automatic washing machines

Other items for washing:

- a/ staff uniforms
- b/ staff towels
- c/ curtains
- d/ plush toys
- e/ other textiles

In Kotorská nursery the CPZ Rodvinovská laundry / uniforms / towels are cleaned as well.

Approved by Ms. Červenková from Hygienic station of Prague, Children and youth hygiene dept.: meeting notes from 18. 3. 2004. Laundry for CPZ is done separately.

## **Providing cleaning**

There are cleaning agents and devices for each ward, kitchen and the laundry room. They are in different colors and stored in cleaning closets.

### **1/ Cleaning the wards**

Daily wards cleaning a/ wet cleaning of all floors, window ledges furniture, central heating covers and door-knobs, rugs are vacuum cleaned, waste is thrown in a bin, hygienic equipment including wash basins, sinks, and toilet are cleaned using disinfectants.



Weekly wards cleaning a/grand cleaning – washing and disinfection of all surfaces  
/doors, tiled walls etc./

Cleaning mattresses a/ vacuum cleaning 1 per month  
b/ professional cleaning 1 per year  
c/ when dirty immediately

Painting the walls of the building 1 per 2 years  
Cleaning all windows in the building 1 per year, including window-sills and lights  
Complete cleaning of the premises 1 per year, complex cleaning

Washing curtains and textiles 3 times per year

Disinfection: disinfectants are used in prescribed concentrations, e.g. Chloramin, Savo, Deskalen, Incidur.

Concentration as per the instructions, everything is rinsed in water after disinfection!  
Disinfectants are regularly changed, every 14 days.

Cleaning and disinfection of toys a/ 1 per month /washing, laundry, disinfection/  
b/ as needed

Rodent control a/ 1 per year  
b/ as needed

Disinfestation a/ as prevention 1 per year  
b/ as needed

## 2/ Cleaning the kitchen:

Disinfection of dishes is done only when there is a reasonable suspicion and/or occurrence of an inflectional disease, according to the instructions of the Hygienic station staff. Washing utensils are used only once.

Daily cleaning of the kitchen and related areas: a/ all working surfaces  
b/ power and gas devices  
c/ sinks, wash basins  
d/ floor  
e/ potato storage cleaning  
f/ vegetables storage cleaning  
g/ food storage cleaning

hygienic equipment of the kitchen is cleaned with disinfectants in required concentrations.

Weekly cleaning of the kitchen and related areas:

- washing and disinfection of all surfaces with an approved disinfectant for food-processing areas in required concentration.

a/ de-frosting meat refrigerators  
b/ washing and disinfection of meat refrigerators



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c/ cleaning the air-handling system of the kitchen according to the instruction from the vendor company and director's regulation from 21. 6. 2002  
/ 1 per week on Friday /

Monthly:

- a/ de-frosting remaining refrigerators and freezer
- b/ washing and disinfection of remaining refrigerators and freezer

### **3/ Cleaning of the laundry room**

Daily cleaning:

Dirty laundry storage and the laundry room itself is disinfected. Cleaning is done with disinfectants in required concentration and according to the manufacturer's instructions.

- a/ cleaning all floors, window ledges, washing equipment, door knobs with a wet cloth, waste is carried to the bin
- b/ disinfection of a wash basin and a toilet

Weekly cleaning: Washing and disinfection of washable wash room walls.

There are an approved hand-washing disinfectant and paper towels placed at every wash basin at the individual wards. The staff is wearing clean protective working uniform.

### **Waste disposal method**

Solid and kitchen waste is removed once per week:

Pražské služby a.s.  
Pod Šancemi 444/1  
Prague 9

Single-use disposable nappies are disposed of in the following manner:

- used disposable nappies are put away to a waste bin with a lid and a plastic film

Waste is carried to a separate container on continuous basis and it is removed 2 per week by the following company:

T.O.P. UMWELT s.r.o.  
U Sušičky 674  
Hostivice

There are two containers (120 l volume) placed in front of an economic pavilion. They are locked.

### **Health precautions**

Children's health records. Every child has

- a/ child's evidence sheet – vaccination records
- b/ child's health card



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The carer takes of continuous update.

Operational rules authors:      Mgr. Macounová Monika      - Manager of Operation  
   Bezoušková Vladimíra      - Managing Carer

In Prague dated: 2. 1. 2014

Responsible person for Operational rules application and control: Managing Carer

All personnel will verifiably familiarize themselves with these Operational rules.

SPECIMEN