



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

### **INTERNAL RULES – children's group .....**

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

Capacity of the establishment: 20 children

Founder: Městská část Praha 4

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

Managing Carer: Pozníková Lenka

Assistant to Managing Carer: Ponertová Václava

Children's gr. Phone/mobil:

The child care service in a children's group is provided by the provider with partial reimbursement of costs.

#### **Service prices:**

##### **1. 4000,-CZK in case that:**

the parent of child who takes parental leave will submit one of the certificates below on the day the child joins the group:

- certificate of employment incl. working hours,
- certificate of business activity,
- confirmation from the employment office, he/she is actively looking for the job,
- certificate of study

and at the same time these conditions are met:

- a) the child and at least one parent have a permanent residence in Prague 4, (see a list of streets at [www.zzpraha4.cz](http://www.zzpraha4.cz))
- b) at least one of the parents runs a business in Prague 4. (see a list of streets at [www.zzpraha4.cz](http://www.zzpraha4.cz))

##### **2. 10 000,-CZK in other cases.**

#### **The price incl.**

any length of stay of the child Mo-Fri 6:30 – 17:00 except public holidays.

#### **Does not incl.**

food in the amount of 40,-CZK per day, charged back every month according to the actual stay.

#### **Notice:**

- if the child is younger than 2 years and goes to the group for more than 92 hours a week you lose the right to parental allowance,
- we only admit a child who is properly vaccinated or who has proof that he/she is immune to the infection or cannot be vaccinated for permanent contraindications.



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

**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, chair

**Regime requirements**

Arrival of children to the facility is between 6:30 a.m. to 8:30 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.

### **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. Beds are marked with the child's mark.

### **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.

We cook meals suitable from 1 to 3 years of age.

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**

Drinking regime is provided throughout the day. In summer months, children are served drinks also in the garden.

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

### **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- water mist  
vaporizers on the central heating

### **Ensuring proper microclimate**

Air temperature in the rooms: playroom 21 - 22°C  
bedroom 20°C

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

Internal rules authors: Ondruchová Dominika - Manager of Operation  
Pozníková Lenka - Leader of children's groups

In Prague dated: 20. 7. 2020

Responsible person for Internal rules application and control: Leader of children's groups.

All personnel will verifiably familiarize themselves with these Operational rules.