



---

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

## Manual for parents - admission to a children's group

### How to proceed when a child joins a children's group.

1. The child's parents (legal guardians) submit an application to the Kotorská or Rabasova children's groups (only to one of the facilities). It must be legibly completed and certified by the pediatrician and the parents' employer.
2. The child is accepted into one of our children's groups on the basis of the submitted application if the capacity is free.
3. Book the date and time to sign the contract by phone with the main leader of the children's groups.

### We ask parents to:

- respect the agreed time and date of the meeting. If you can't come, let us know so we can offer an appointment to other parents.
- read the contract and all its annexes before the meeting. All documents are on our website.
- take your identity card or other proof of permanent residence to sign the contract.
- bring CZK 5,000 in cash (reservation fee) to sign the contract, which will bill the last month of the child's attendance in the children's group.

The main leader of the children's groups will be happy to answer any questions you may have during the personal meeting.

### Information on the "Order to establish a direct debit authorization"

#### We ask parents to:

- submit the Order to the main leader of the children's groups on the day the child joins the children's group.
- please note that the effective date of direct debit authorization is the first day of the month following that in which the first payment is made retrospectively for each month.
- set the direct debit payment limit to CZK 5,000.
- set permission to withdraw payment between the 3rd and 8th of the month. Payment by direct debit is always the 5th day of the following month, unless this date is a public holiday or a public holiday.