

INTERNAL RULES OF THE CHILDREN'S GROUP

Establisher: **Medical facilities of the Municipality of Prague 4, contributory organisation
Children's groups
CIN: 44846291
Kotorská 1590/40
140 00 Prague 4**

Founder: **Municipal district of Prague 4, Antala Staška 2059/80b, 140 46 Prague 4 - Krč**

Director of a contributory organisation: **Dana Zichová, DiS.**

Primary Children's Group - MARKED; other listed playgroups are alternative service provision	Name of the children's group	Address of the place where the service is provided	Date of commencement of the childcare service	Capacity of the device	Main leaders of children's groups	Deputy Head of Children's Groups	Phone to the children's group
	Children's group BERUŠKY	Kotorská 1590/40, 140 00 Praha 4	01.01.2016	23	Lenka Pozníková 724 817 633	Jiřina Kopecká 770 131 359	778 888 453
	Children's group KRTEČCI	Kotorská 1590/40, 140 00 Praha 4	01.01.2016	23	Lenka Pozníková 724 817 633	Jiřina Kopecká 770 131 359	778 883 189
	Children's group SLUNÍČKA	Kotorská 1590/40, 140 00 Praha 4	01.01.2016	23	Lenka Pozníková 724 817 633	Jiřina Kopecká 770 131 359	778 883 188
	Children's group KOŤÁTKA	Rabasova 1068/12, 140 00 Praha 4	01.01.2016	23	Simona Hanusová 724 817 619	Yvona Bejnarová 725 390 451	778 883 186
	Children's group MYŠKY	Rabasova 1068/12, 140 00 Praha 4	01.01.2016	23	Simona Hanusová 724 817 619	Yvona Bejnarová 725 390 451	778 883 184
	Children's group ŠTEŇÁTKA	Rabasova 1068/12, 140 00 Praha 4	01.01.2016	20	Simona Hanusová 724 817 619	Yvona Bejnarová 725 390 451	778 883 187
	Children's group ŽABIČKY	Rabasova 1068/12, 140 00 Praha 4	01.01.2016	20	Simona Hanusová 724 817 619	Yvona Bejnarová 725 390 451	778 883 185

Price of the service

Childcare in a playgroup is provided on a partly reimbursed basis.

The amount of school fees is:

ZDRAVOTNICKÉ ZAŘÍZENÍ MČ PRAHA 4
příspěvková organizace MČ Praha 4
Kotorská 1590/40, 140 00 Praha 4
IČ: 44846291

tel: +420 296 320 401
ID datové schránky: wk4u8gr
e-mail: reditelstvi@zzpraha4.cz
www.zzpraha4.cz

1) 4 000 CZK per month per child if:

The child's parent delivers one of the following certificates on the day of signing the contract (in exceptional cases, on the day of the child's entry into the playgroup):

- employment (certificate/stamp from the employer including the amount of time worked),
- business activity (extract from the Social Security Agency or similar extract proving active trade),
- Unemployment - actively seeking employment (certificate/stamp from the Employment Office),
- Involvement in education or retraining (certificate/stamp from an educational institution)

and one of the following conditions is met:

a) the child and at least one of his/her parents have permanent residence in the Prague 4 district (see list of available streets on www.zzpraha4.cz)

b) at least one of the child's parents has a business located in the Prague 4 district (see list of streets available at www.zzpraha4.cz)

Price includes:

Full-day child stays in the children's group from Monday to Friday from 6:30 a.m. to 5:00 p.m., excluding public holidays.

Price does not include:

meals of CZK 45 per day are charged monthly in arrears according to the child's actual stay.

2) 4 000 CZK per month per child if:

the child's parent delivers one of the following certificates on the day of signing the contract (in exceptional cases on the day of the child's entry into the playgroup):

- employment (certificate/stamp from the employer including the amount of time worked),
- business activity (extract from the Social Security Agency or similar extract proving active trade),
- Unemployment - actively seeking employment (certificate/stamp from the Employment Office),
- involvement in education or retraining (certificate/stamp from an educational institution)

Price includes:

Full-day stay of the child in the children's group from Monday to Friday from 6:30 a.m. to 5:00 p.m., excluding public holidays.

Price does not include:

Meals of CZK 45 per day are charged monthly in arrears according to the child's actual stay.

Further information on prices for services

- School fees are not payable during the summer holidays, i.e., July and August. Only the boarding fee is paid during these two months according to the child's actual stay.
- To determine local jurisdiction, the actual place of residence (place of business) in the territory of the Prague 4 municipal district is decisive. Citizens residing in the Prague 4 district are often listed on their ID cards. 11 or 12, which is not a fulfillment of the local jurisdiction to the territory of the Prague 4 municipal district.
- Children with a local affiliation to Prague 4 are primarily admitted to the children's group (see Service prices point 1). A child with another regional cooperation can only be accepted if there is a vacancy after proper enrolment (see Prices of the service point 2).
- When signing the contract, it is necessary to fill in the "Order for the establishment of a collection permit."
- If a child under two years of age attends a playgroup for more than 92 hours in a calendar month, the parent loses the right to the parental allowance (more information on the right to the parental allowance at www.zzpraha4.cz).
- Under Article 11, paragraph 1, point I) of Act No. 258/2000 Coll, Act on the Provision of Child Care Services in a Children's Group, the provider is obliged to keep, to ensure the quality of the care provided, operational and organizational matters of the provision of child care services in a children's group and to control the conditions of the provision of care according to this Act and other legislation, a register of children which contains, among other things, information that the child has undergone the specified regular vaccinations, has proof that they

are immune to the disease or cannot undergo vaccination due to a permanent contraindication. This condition is also laid down in Section 50 of Act No 258/2000 Coll, Act on the Protection of Public Health, according to which a provider of childcare services in a children's group, as well as a legal person or a natural entrepreneurial person who operates a trade on the premises which includes the care of children up to 3 years of age or the education of children over three years of age in pre-school establishments, or a kindergarten, except for the establishments, referred to in Art. 4, second sentence, and establishments to which attendance is compulsory, may admit only a child who has undergone the prescribed regular vaccinations, has proof that they are immune to the disease or cannot undergo vaccination because of a contraindication. Evidence of routine immunization or warranty that the child is resistant to the condition or cannot undergo vaccination because of a contraindication shall be issued by a health service provider in the field of general medicine for children and adolescents at the request of the child's legal guardian, foster parent or a natural person to whom a court has entrusted the child with personal care.

Terms of service

Opening hours:	daily operations: Monday to Friday from 6:30 a.m. to 5 p.m.
Use for other activities:	none
Number of children with special needs:	none, it is not possible to ensure care with regard to operating conditions and personnel and technical equipment
Wheelchair access:	not set up
Insulation available:	yes
Where:	in the department
Equipment:	deck chair, high chair

Mode requirements

Children enter the facility between 6.30am and 8.30 am.

The method of taking the child into the facility:

- 1) the parent hands the child over to the caregiver at the filter
- 2) parent gives the caregiver important information regarding the child's condition
- 3) parent writes in the attendance book what time the child will be picked up and by whom.

Spontaneous play: from children's arrival until 9 am.

From 10 am to 11.15 am.

From 2.30 pm until the children leave the facility

Children's activities are supervised by the teacher from 9.00 to 10.00 a.m., when educational children's work –
intellectual education,
fine motor skills,
constructive play,
physical education unit,
music education,
art education,
imitative play

Movement activities are carried out with the children during the day in the playroom and the garden.

An individual meeting between the caregiver and the parent can be arranged if necessary.

Children staying outdoors

The children can stay outdoors in their garden (the garden is regularly maintained). As amended, the sandpit is treated by Decree No. 238/2011 Coll. on the hygienic limits of sand in outdoor play areas. The sandpit is sprinkled as required. It is covered with animal nets throughout the year.

Children's time in the garden depends on the season and the weather.

The daily outdoor time is generally 2 hours in the morning, with the afternoon being governed by the time the children are in the facility. In winter and summer, the outdoor time is adjusted according to the outside temperature. Outdoor time is shortened or omitted altogether only in the event of highly unfavorable weather conditions and the occurrence or possibility of a smog situation.

During the summer months, the operation of the children's group is always adjusted to allow the educational activities of the children to be transferred to the outdoor environment or screened terraces as much as possible.

The age of the children governs the children's outdoor regime. Children from 12 to 18 months leave for lunch as early as 11.00.

Rest and sleep

Children from 12 - 18 months sleep on two sleepers (depending on individual needs)

Children from 18 months and up sleep from 12.00 to 14.00 (depending on individual needs)

Children sleep in a bedroom, where each child has a cot (we do not fold up) or crib.

The bedrooms are ventilated in the morning and during the day.

Each child has a pajama basket. Parents change the pajamas one time a week, more often if needed.

Bedding is changed 1 x every 14-21 days, immediately in case of acute need.

Cots are made up after thorough airing. The child's tag provides identification of the cot.

Hygienic cleansing of children and personal hygiene

a) before each meal

b) after each meal

c) after toileting

d) before going to the garden

e) after coming from the garden

f) always as needed throughout the day

Ensuring personalization of personal aids:

- comb, towel - each child has their own, marked with a tag given to them on arrival on the ward
- the comb is washed once a week
- the towel is changed two times a week (more often if necessary)
- the washcloth is put in the wash immediately after use
- the potty is washed and disinfected daily

Disinfectants are used in prescribed concentrations that do not contain H38. Disinfection shall be rinsed off afterward.

Meals for children

In the children's group, children's meals are provided from the central kitchen.

Food suitable for children from 1 to 3 years of age is cooked.

Due to the operational and technical conditions, providing any special meals for the child is impossible. For hygiene reasons, bringing the child's food is forbidden.

Breakfast is served to the children consecutively until 8.30 am.

Snack 9.00 am - 9.30 am

Lunch is served to children from 11.00 am - in turn, according to the department

Snack 2.30 pm

Meals on the menu are planned, so they are not repeated during the week.

Drinking regime

Children are provided with a drinking regime throughout the day. In the summer months, children are also served drinks in the garden.

Types of drinks: water, milk, white coffee, tea with milk, cocoa, fruit teas.

Hardening of children

method and frequency: stay in the garden once or twice a day
ventilation of playrooms and bedrooms continuously during the day
dressing children according to the weather and temperature

number of children to be hardened: all

inclusion in the daily routine: sleeping with the window open

other means of recovery: in summer with a spray-water mist
evaporators for central heating

Ensuring a suitable microclimate

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

thermometers or weather stations are placed on the walls for control.

Ventilation regime: a) in the morning, before the children arrive
b) before the children go to sleep
c) according to the weather and the need, all day long
d) as part of the cleaning process

Window protection - blinds.

Protection from the glare of children outside: mature trees
sunscreens (supplied by parents)
children's headgear (hats)

Who has worked out the internal rules: Ondruchová Dominika - Chief operational Officer
Zichová Dana - Director
Pozníková Lenka - a prominent leader of children's groups
Hanusová Simona - a prominent leader of children's groups

In Prague on 1. 4. 2023

Effective from 1. 9. 2023

The prominent leader of the children's groups is responsible for observing and controlling the rules.

These Internal Rules will be made known to all employees of the establishment.