

INTERNAL RULES OF THE CHILDCARE GROUPS

Provider:

Zdravotnické zařízení MČ Praha 4, contributory organization
Childcare Groups
Company ID No.: 44846291
Kotorská 1590/40
140 00 Prague 4

Founder:

Prague 4 Municipal District
Antala Staška 2059/80b, 140 46 Prague 4 - Krč

Director of the contributory organization:

Dana Zichová, DiS.

Primary childcare group – MARKED; other childcare groups listed below serve as alternative service provision locations	Name of Childcare Group	Service Provision Address	Service Commencement Date	Capacity	Head of Childcare Groups	Deputy Head of Childcare Groups	Childcare Group Telephone
	Ladybirds Childcare Group (BERUŠKY)	Kotorská 1590/40, 140 00 Prague 4	01/01/2016	23	Lenka Pozníková 724 817 633	Renata Halousková 770 131 359	778 888 453
	Moles Childcare Group (KRTEČCI)	Kotorská 1590/40, 140 00 Prague 4	01/01/2016	23	Lenka Pozníková 724 817 633	Renata Halousková 770 131 359	778 883 189
	Sunshine Childcare Group (SLUNÍČKA)	Kotorská 1590/40, 140 00 Prague 4	01/01/2016	23	Lenka Pozníková 724 817 633	Renata Halousková 770 131 359	778 883 188
	Kittens Childcare Group (KOŤÁTKA)	Rabasova 1068/12, 140 00 Prague 4	01/01/2016	23	Simona Hanusová 724 817 619	Romana Šimková 770 166 027	778 883 186
	Mice Childcare Group (MYŠKY)	Rabasova 1068/12, 140 00 Prague 4	01/01/2016	23	Simona Hanusová 724 817 619	Romana Šimková 770 166 027	778 883 184

	Puppies Childcare Group (ŠTĚNÁTKA)	Rabasova 1068/12, 140 00 Prague 4	01/01/2016	20	Simona Hanusová 724 817 619	Romana Šimková 770 166 027	778 883 187
	Froggies Childcare Group (ŽABIČKY)	Rabasova 1068/12, 140 00 Prague 4	01/01/2016	20	Simona Hanusová 724 817 619	Romana Šimková 770 166 027	778 883 185

Service Fee

The childcare service in the childcare group is provided with partial cost reimbursement.

Fee Amount

1) CZK 5,000 per month per child if:

The parent submits, on the date of signing the agreement (or, in exceptional cases, on the child's first day in the childcare group), one of the following documents:

- confirmation of employment (confirmation/stamp from the employer, including the extent of employment),
- proof of self-employment (statement from the Czech Social Security Administration or equivalent proof of an active trade licence),
- proof of unemployment while actively seeking employment (confirmation/stamp from the Labour Office),
- proof of participation in education or retraining (confirmation/stamp from the educational institution),

and at the same time one of the following conditions is met:

a) the child and at least one parent have permanent residence within the Prague 4 Municipal District (see the list of streets available at www.zzpraha4.cz)

b) at least one parent operates a business with its registered office within the Prague 4 Municipal District (see the list of streets available at www.zzpraha4.cz)

The fee includes:

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

The fee does not include:

Meals at a rate of CZK 50 per day, charged retrospectively each month according to the child's actual attendance.

2) CZK 5,000 per month per child if:

The parent submits, on the date of signing the agreement (or, in exceptional cases, on the child's first day in the childcare group), one of the following documents:

- confirmation of employment (confirmation/stamp from the employer, including the extent of employment),
- proof of self-employment (statement from the Czech Social Security Administration or equivalent proof of an active trade licence),
- proof of unemployment while actively seeking employment (confirmation/stamp from the Labour Office),
- proof of participation in education or retraining (confirmation/stamp from the educational institution).

The fee includes:

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

The fee does not include:

Meals at a rate of CZK 50 per day, charged retrospectively each month according to the child's actual attendance.

Additional Information on Service Fees

- The meal fee of **CZK 50 per day** includes: breakfast, morning snack, lunch, afternoon snack, and an all-day drinking regime.
- No childcare fee is charged during the summer holiday period, i.e. in **July and August**. During these two months, only meal charges based on the child's actual attendance are payable.
- For the purpose of determining local eligibility, the actual place of residence (or registered business address of a sole trader) within the **Prague 4 Municipal District** is decisive.
Citizens residing in the territory of Prague 11 or Prague 12 may also have Prague 4 listed on their identity card; however, this does not satisfy the local eligibility requirement for the Prague 4 Municipal District.
- Children with local eligibility in Prague 4 are given priority for admission to the childcare groups (see **Service Fees, Point 1**). A child without local eligibility may only be admitted if vacancies remain after the regular enrolment process (see **Service Fees, Point 2**).
- When signing the agreement, it is necessary to complete a **"Direct Debit Authorization Order."**
- If a child under **2 years of age** attends a childcare group for more than **120 hours in a calendar month**, the parent loses entitlement to the parental allowance (for more information regarding parental allowance eligibility, visit **www.zzp Praha 4.cz**).
- Pursuant to **Section 11(1)(h) of Act No. 247/2014 Coll., on the Provision of Childcare Services in a Childcare Group**, the provider is required, for purposes of ensuring the quality of care, operational and organizational management, and supervision of compliance with statutory requirements, to maintain records of children. These records must include, among other information, evidence that the child has received the

prescribed regular vaccinations, holds proof of immunity against infectious diseases, or cannot be vaccinated due to a permanent medical contraindication.

This requirement is also established by **Section 50 of Act No. 258/2000 Coll., on the Protection of Public Health**, according to which a childcare group provider, as well as a legal entity or self-employed natural person operating a facility that provides care for children under three years of age, preschool education for children over three years of age, or a nursery school (except for facilities specified in Section 46(4), second sentence, and facilities with compulsory attendance), may admit only a child who has received the prescribed regular vaccinations, holds proof of immunity against infectious diseases, or cannot be vaccinated due to a medical contraindication.

Confirmation of vaccination, proof of immunity, or proof that the child cannot undergo vaccination due to a medical contraindication shall be issued by a healthcare provider specializing in general practice for children and adolescents upon request of the child's legal guardian, foster parent, or another person to whom the child has been entrusted by a court into personal care.

Conditions of Service Provision

Operating Hours:

Daily operation:

Monday: 6:30 a.m. – 5:00 p.m.

Tuesday: 6:30 a.m. – 5:00 p.m.

Wednesday: 6:30 a.m. – 5:00 p.m.

Thursday: 6:30 a.m. – 5:00 p.m.

Friday: 6:30 a.m. – 5:00 p.m.

Age of Children for Whom the Service is Intended:

1–3 years (until 31 August following the child's third birthday)

Use for Other Activities:

None

Children with Special Needs:

None; care cannot be provided due to operational, staffing, and technical limitations.

Barrier-Free Access:

Not available

Isolation Room Available:

Yes

Location:

Within the department

Equipment:

Child cot, child chair

Daily Routine Requirements

Children may arrive at the facility between **6:30 a.m. and 8:30 a.m.**

Procedure for Admitting a Child to the Facility

1. The parent hands the child over to the caregiver at the health screening point.
2. The parent provides the caregiver with important information concerning the child's condition.
3. The parent records in the attendance book the time at which the child will be collected and by whom.
Only an adult person may be authorized to collect a child from the childcare group.

Free Play

From arrival until 9:00 a.m.

From 10:00 a.m. to 11:15 a.m.

From 2:30 p.m. until the children leave the facility

Educator-Led Activities (9:00 a.m. – 10:00 a.m.)

Educational activities include:

- Cognitive development
- Fine motor skills development
- Constructive play
- Physical education activities
- Music education
- Art education
- Imitative play

Physical activities are carried out throughout the day both in the playroom and in the garden.

Personal Consultations:

If necessary, an individual meeting may be arranged between the caregiver and the parent.

Outdoor Activities

Children spend time outdoors in the facility's own garden, which is regularly maintained.

The entire outdoor play area and sandboxes are maintained and treated in accordance with the requirements of Act No. 258/2000 Coll., on the Protection of Public Health, and Decree No. 238/2011 Coll., on hygienic limits for sand in outdoor playground sandboxes.

Sandboxes are turned over and watered as necessary. Throughout the year, they are covered with nets preventing access by animals.

The length of outdoor activities depends on the season and weather conditions.

Children generally spend **two hours outdoors in the morning**. Afternoon outdoor activities depend on the duration of the children's stay at the facility.

During winter and summer, outdoor time is adjusted according to outdoor temperatures. Outdoor activities are shortened or cancelled only in cases of exceptionally adverse weather conditions or when a smog situation arises or is anticipated.

During the summer months, the operation of the childcare group is always adapted so that educational activities may be transferred outdoors to the greatest extent possible.

The outdoor schedule depends on the age of the children. Children aged **12 to 18 months** go to lunch at **11:00 a.m.**

Rest and Sleep

Children aged **12–18 months** have two sleep periods, according to their individual needs.

Children aged **18 months and older** sleep from **12:00 p.m. to 2:00 p.m.**, according to their individual needs.

Children sleep in a bedroom where each child has their own cot (which is not folded away) or educational crib.

Bedrooms are ventilated in the morning and throughout the day.

Each child has their own pyjama basket. Parents change pyjamas once a week or more frequently if necessary.

Bed linen is changed every **14 to 21 days**, or immediately if required.

Cots are made only after thorough airing. Each cot is identified by the child's assigned symbol.

Hygiene and Personal Care

- a) before every meal
- b) after every meal
- c) after using the toilet
- d) before going outdoors
- e) after returning from outdoors
- f) whenever necessary throughout the day

Individualization of Personal Items

- Comb and towel – each child has their own, marked with the child's assigned symbol received upon admission to the group.
- Combs are washed once a week.
- Towels are changed twice a week (more often if necessary).

- Washcloths are sent for laundering immediately after use.
- Potties are cleaned and disinfected daily.

Disinfectants are used in prescribed concentrations and do not contain the H38 hazard component. After use, disinfectants are thoroughly rinsed off.

Children's Meals

Meals are provided from the central kitchen.

Food suitable for children aged **1 to 3 years** is prepared.

Due to operational and technical conditions, it is not possible to provide special dietary meals. Bringing food from home is prohibited for hygiene reasons.

Breakfast – served progressively until 8:30 a.m.

Morning Snack – 9:00 a.m. to 9:30 a.m.

Lunch – from 11:00 a.m., according to individual group schedules

Afternoon Snack – 2:30 p.m.

Meals are planned so that dishes are not repeated within the same week.

Drinking Regime

Children have access to drinks throughout the entire day.

During the summer months, drinks are also provided outdoors in the garden.

Types of beverages:

- Water
 - Milk
 - White coffee substitute
 - Tea with milk
 - Cocoa
 - Fruit teas
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Children's Hardening and Health Promotion

Method and frequency:

Outdoor stay 1–2 times daily

Continuous ventilation of playrooms and bedrooms throughout the day

Children dressed appropriately according to weather conditions and temperature

Number of participating children:

All children

Included in the daily routine:

Sleeping with an open window

Other health-promoting measures:

- Water mist spraying during summer
 - Humidifiers on central heating radiators
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Ensuring a Suitable Indoor Climate

Air Temperature in Occupied Rooms

Playroom: 21°C–22°C

Bedroom: 20°C

Temperature is monitored using wall-mounted thermometers or weather stations.

Ventilation Schedule

- a) In the morning before children arrive
- b) Before children's nap time
- c) Continuously throughout the day according to weather conditions and needs
- d) During cleaning activities

Window Protection

Blinds

Protection Against Excessive Sun Exposure Outdoors

- Mature trees
- Sunscreen (provided by parents)
- Children's sun hats

Internal Rules Prepared By:

Dana Zichová – Director

Lenka Pozníková – Head of Childcare Groups

Simona Hanusová – Head of Childcare Groups

Marie Horáková – Operations Manager

Prague, 30 March 2026

Effective from 1 September 2026

The Head of Childcare Groups is responsible for ensuring compliance with and monitoring adherence to these Internal Rules.

All employees of the facility shall be demonstrably informed of and familiarized with these Internal Rules.