

# OPERATING REGULATIONS OF VRBIČKY NURSERY SCHOOL

- 1. Rodinné centrum U vrbiček, s.r.o.** (hereinafter referred to as "Willowtrees" or the "NS")  
Registered Office: Na Větrově 445/36, 142 00 Prague 4  
**Business Premises: Lesní 654/15, 148 00 Prague 4**  
Company ID No.: 28999657, Taxation Identification No.: CZ28999657
- 2. Age of the Child**  
The Willowtrees nursery school and day care is open to **children aged from 18 months to 6 (7) years**. The toddler programme is meant for children from 18 months to 3 years of age. The Primary programme is meant for children from 3 to 7 years of age.
- 3. Hours of Operation**  
The Willowtrees nursery school and day care is open on weekdays from **7:30 a.m. to 3:30 p.m.** Both the Toddler and Primary programmes end at 3:30 p.m. It is possible to pick up your child at a later time upon prior agreement.
- 4. Acceptance of Children**  
Children are accepted by the head of the NS. Before accepting the child to the NS we organise an interview with the parents. The parents shall submit the following documents before the child is accepted to the NS or no later than on the child's first day at the NS:
  - The child's birth certificate
  - The child's certificate of health (a copy of the vaccination certificate, a copy of the health insurance card)
  - The parent's identity cards
  - Confirmation from a paediatrician on the child's qualification for acceptance to the NS (separately or on the application to the NS); or an opinion by a pedagogical-psychological clinic on the NS management's request
  - Completed application to the NS
  - Completed agreement with the NS together with a list of authorised persons
- 5. Children's Health**  
The NS only receives entirely healthy children. In the interest of protecting the health of the other children the teacher has the right to not accept a child with a cold or other illness. The child is received by the NS after the illness without a doctor's confirmation. Such a confirmation may be required when the symptoms of the child's illness continue. Parents are obliged to announce the occurrence of a more serious infectious illness in the family. A confirmation from a doctor may be required in such a case. The parents bear the responsibility for bringing their child to the NS in a healthy state. The parents shall come without delay to the NS if they are informed that their child is ill.
- 6. Safety**  
The teacher is responsible for the child's safety from the moment he/she personally accepts the child from the parents or their representatives until the teacher once again hands the child over to the parents or their representatives. The child will be handed over to the parent's

representatives on the basis of the List of Authorised Persons, which is part of the Agreement.

## 7. Daily organisation and schedule

We recommend bringing your child **by 8:30 a.m. at the latest** in order to fully participate in the programme.

The following time schedule is only orientational.

8:00 – 8:30 a.m.	Opening of school, gradual arrival of children
8:30 – 9:30 a.m.	Work with Montessori tools
9:30 – 10:00 a.m.	Joint start to the day
10:00 – 10:30 a.m.	Snack
10:30 – 11:30 a.m.	Time outside
11:30 a.m. – 12:30 p.m.	Lunch
12:30 – 1:00 p.m.	Picking up children with the half-day programme
12:30 – 2:00 p.m.	Rest
2:00 – 3:00 p.m.	Afternoon activities
3:00 – 3:30 p.m.	Snack
3:30 – 3:45 p.m.	Picking up children with the full-day programme

## 8. A List of Items to Bring

- slippers
- comfortable clothing for staying inside and at least one set of replacement clothing (t-shirt, pants, socks or tights, underwear), we recommend two sets of replacement clothing for smaller children
- suitable clothing for outside (according to the season)
- raincoat, rubber boots
- toothbrush and tooth paste (one per school year)
- pyjamas (for children who sleep in school)
- diapers, cream and wipes, if the child uses them

Please sign all items.

## 9. Practical Information and Contact Information

If your child is not attending the NS, please announce this by 9 a.m. at the following telephone numbers: **+420 604 293 047 or +420 777 617 434**. Lunches can be cancelled at the telephone number **+420 777 617 434** no later than a day in advance at 12:00 p.m. at the latest. When a child returns to the NS after an illness the parents also order the lunches themselves at the same telephone number, also a day in advance by 12:00 p.m. If the parents do not cancel the lunch by the mentioned time, it is possible for them to pick it up between 12:00 and 12:30 p.m. at the NS.

The Operating Regulations of the Willowtrees Nursery School are in force and in effect from 1 March 2010.