

# HOUSE RULES OF LA PETITE ACADEMY

House rules of the kindergarten La Petite Academy defines basic rules that are important for smooth life and operation in the kindergarten and refer to:

1. General rules,
2. Organization,
3. Arrival and departure,
4. Use of premises and playgrounds,
5. Kindergarten property,
6. Code of ethics,
7. Health and safety,
8. Other,
9. House rules violation,
10. Interim and final rules.

## I. GENERAL RULES

### Article 1

Employees, parents, children and visitors (further participants) should respect the House rules and all general legal rules, especially rules in the field of education.

### Article 2

House rules ensure acting and cooperation of participants by considering children's safety, kindergarten's vision and Code of ethics. The house rules are used in the premises and areas that are defined as kindergarten premises. The house rules are valid for all those who come and work in the kindergarten La Petite Academy. Considering the house rules means that:

- the kindergarten includes only healthy children,
- visitors wear shoes only in the wardrobe (for other premises they use slippers),
- visitors do not enter the classroom through the bathroom,
- we take care of the kindergarten equipment,
- we take care of right waste disposal,
- we respect integrity of kindergarten's employees,
- we are model for young children by greeting,
- parents regularly inform employees about children's absence,
- walking and running in the premises after business hours is not allowed.

## II. ORGANIZATION

### Opening hours

### Article 3

### Opening hours of the kindergarten

Opening hours of the kindergarten are mentioned in the publication of the kindergarten, in the annual work plan and on the website. The kindergarten works five days per week, on

Monday, Tuesday, Wednesday, Thursday and Friday from 7.00 a.m. to 4.30 p.m. Children can stay in the kindergarten 9 hours per day. Longer staying is not in accordance with the Article 14 of the Act on Kindergartens. If a child regularly stays in the kindergarten more than 9 hours per day, the teacher should warn the parents.

#### Article 4

Employees come and leave the kindergarten according to the agreed work hours. In the case of unforeseen absence they have to inform their boss or the director who provides for undisturbed work in the department.

#### Article 5

Parents should respect the opening hours of the kindergarten. If they do not consider the opening hours several times, the parents are asked to pick up their children regularly. If parents come late, the kindergarten issues an invoice for delay. The delay costs in the school year 2021/22 are 5 EUR for each 5 minutes of delay.

#### Article 6

The kindergarten can restructure and/or change the structure of departments also during the school year. Parents are informed about the changes before reorganization.

Joining children of both departments

#### Article 7

The kindergarten joins children in the morning and in the afternoon, before holidays, during school holidays and during exceptional circumstances. Before national and school holidays we collect information about presence of children and join the departments if necessary.

### III. ARRIVAL AND DEPARTURE

#### Article 8

When parents arrive to the kindergarten, they prepare their child to enter the classroom and personally hand him/her to the teacher. At departure, the teachers should hand the child personally to his/her parents or to the authorized person. During departure or arrival parents should hold the child's hand because there are parking lots in front of the kindergarten.

#### Article 9

Parents and/or authorized persons who pick up the child should come in appropriate psychophysical state. If teachers suspect that the person who wants to pick up the child, is alcoholized or under influence of drugs, the teacher should call the other parent and the kindergarten management and keeps the child till the other authorized person arrives.

### IV. USE OF THE KINDERGARTEN PREMISES PLAYGROUND

#### Article 10

The kindergarten premises are used for:

- the process of caring and education,
- other activities in the kindergarten.

The participants respect the written signs about moving in the kindergarten. Parents and visitors can enter the classrooms only with the permission of teachers and other authorized persons.

When a child is first introduced in the kindergarten, he/she and the parents are enabled to learn about life and work gradually. Parents are acquainted with the information about life and way of work in the kindergarten during the introductory meeting.

Gradual introduction of a child in the kindergarten can last from three days to three weeks. In this period parents have the possibility to participate in the work of the department in which the child is included, after previous agreement with the teachers. Parents have to be healthy and wear slippers. Parents who are ill, cannot participate in the work of the department. Parents have the possibility to discuss observations about the child with the teacher when she finishes her work in the department.

Walking in the kindergarten, staying in the wardrobe or in the classrooms is not allowed.

#### Article 11

In the kindergarten premises (wardrobe, classroom, playground) it is forbidden to take photos or records of children, employees and documents of the kindergarten and/or teachers.

### V. CHILDREN'S PROPERTY

#### Article 12

Parents should respect property of others. Parents are not allowed to check property of other children. They should teach about this also their children.

#### Article 13

Children must come to the kindergarten with appropriate clothes and shoes considering weather and activities. Children should always have additional set of clothes in the wardrobe.

#### Article 14

The kindergarten is not responsible for toys, precious things (jewellery) and other property that is brought from home. Children can bring to the kindergarten toys if so arranged with the teachers.

#### Article 15

Children should not bring to the kindergarten dangerous things. If such things might endanger children's safety or health, the teacher can take temporarily them away.

## VI. KINDERGARTEN'S PROPERTY

### Article 16

All participants should show respect and responsibility for the equipment of the kindergarten.

### Article 17

If participants notice damaged property, they tell about it to the teachers or other employees.

## VII. CODE OF ETHICS

### Article 18

Inappropriate behaviour, verbal provocation and threats are not allowed. In the case of violation, records are made and the headmaster informed.

### Article 19

All participants of the kindergarten should respect and behave according to the Code of Ethics and consider personal data safety.

## VIII. HEALTH AND SAFETY

### Article 20

The kindergarten is responsible for children's safety during their stay in the kindergarten. All participants should take care of children's safety by closing the entrance and playground door.

We provide for healthy life in the kindergarten by daily cleaning the premises and the equipment, by airing the classrooms, going out, participating in sports activities, maintaining hygiene, protection against infectious diseases and balanced food.

The teachers and their assistants are responsible for children's safety in the classrooms and other kindergarten premises. When children stay in the kindergarten, they should always be under control of the teachers, their assistants and/or other people who work in the departments

Leaving children alone without control is serious violation of work duties. Accompanying children to the bathroom and/or to the wardrobe and receiving meals does not mean omission of control.

### Article 21

Only healthy children should come to the kindergarten. Parents should respect the kindergarten's recommendations of the health/hygiene regime.

In the case of infectious diseases parents should inform employees of the kindergarten.

Everybody has the right to protection against infectious diseases and hospital infections, and the duty to look after his/her health and health of others (Article 4 of the Act on infectious diseases), so preschool teachers can refuse to accept a child in the following cases: fever, vomiting, diarrhoea, lice, conjunctivitis, rash that suggests infectious disease, runny nose, coughing.

If a child has an injury or does not feel well, every participant should act immediately. The child should be offered a safe place and he/she should not be left alone. In the case of children's injuries, bad condition, illness and when teachers cannot evaluate how serious an injury is, they should inform parents or call first aid. The parents should pick up their child as soon as possible after the teachers call.

If a child is injured, the teacher should beside all urgent measures to offer first aid, also provide for records about the accident in the kindergarten and give it to the kindergarten management.

#### Article 22

Parents should inform the teachers about special characteristics of children, their health (allergies, diets, fever cramps...) and development. In the case of allergies and/or diets it is necessary to bring a medical certificate.

#### Article 23

In the premises and in the playground of the kindergarten it is forbidden to smoke, drink alcohol, take drugs and other psychoactive substances. If it is found out that there are unknown and suspicious persons on the playground or around the kindergarten, the management should immediately be informed about it. Unauthorized and uninvited persons are forbidden to enter the kindergarten.

Activities of children and their staying in the kindergarten is organized so that the teachers monitor movement, behaviour and actions of children. We take care that children are not abused either by other children or by adults. All parents and employees are responsible and obliged to consider zero tolerance to violence against children. If they notice inappropriate actions of parents or employees they should immediately report this to the kindergarten management and put down all the circumstances (date, location, persons involved) and witnesses. The kindergarten management is obliged to discuss such actions with parents and report them to the Centre for Social Work in charge and/or police.

#### Article 24

Parents should inform the kindergarten management about the changes of their personal data, about their accessibility and/or accessibility of other people.

#### Article 25

All kindergarten employees must be acquainted with children who are allergic to certain components in food and with their diets. Food in the kindergarten is carefully planned for all children according to the time plan described on the website. The teachers and their assistants should take care that children wash their hands before eating.

During feeding it is necessary to control children's safety when they use the cutlery, to check the temperature of the food, and eating e.g. stone fruit. All the children are taught to consider the culture of eating and sitting behind the table. Children do not carry their food around the kindergarten or home.

Parents who wish special food (diets, allergies...) should bring medical certificate (also when the diet is finished).

#### Article 26

Children can observe animals in the kindergarten. Other actions and/or experiments are forbidden. It is not allowed to bring animals to the kindergarten except in the case of management's permission when animals help in the process of education.

### IX. OTHER

#### Article 27

Important messages are placed on the notice board of the departments and/or sent by e-mail.

#### Article 28

In the kindergarten it not allowed to forward different invitations, notices and other forms of information that is not a part of the preschool educational process.

Without the kindergarten's permission it is not allowed to advertise on the notice boards or in other premises of the kindergarten.

#### Article 29

When using cell phones, the kindergarten respects the culture of personal communication. It is not allowed to use the social media during office hours, except entering photos and mails for parents.

#### Article 30

Participants of the kindergarten are obliged to protect personal and business data of the kindergarten. Employees take care of kindergarten's reputation and professional work.

### X. VIOLATIONS OF HOUSE RULES

#### Article 31

In the case of house rules violations and in other conflictual situations employees, parents and/or other persons involved, should report it to the management.

### XI. FINAL RULES

Changes and additions to the house rules

Article 32. člen

Changes and additions to the House rules are confirmed by procedure used for confirmation of general kindergarten acts. Matters that are not treated by the House rules, are accepted by the kindergarten management.

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