

**REGULATIONS OF THE
BRITISH MATHEMATICAL KINDERGARTEN
„FUN & MATH”
IN SZCZECIN**

I. LEGAL BASIS

1. The Act from 7th September, 1991 about the System of Education (Dz.U. from 1996 r. no. 67, poz. 329 with the later changes).
2. Convention on the Rights of the Child (Dz.U. from 1991 r. no. 120, poz. 526).
3. Statute of the British Mathematical Kindergarten „FUN & MATH”.

II. AIMS OF THE BRITISH MATHEMATICAL KINDERGARTEN „FUN & MATH”

1. To help in childcare and in raising a Child.
2. To support the Child's development in accordance with Her/His congenital potential and development facilities.
3. To give direction to the Child on proper relations with the socio cultural and natural environment.

III. TASKS OF THE BRITISH MATHEMATICAL KINDERGARTEN „FUN & MATH”

1. The Kindergarten provides care, education and learning services in an atmosphere of acceptance and safety.
2. The Kindergarten creates conditions for the Child's participation in realization and expression in artistic, musical, movement and verbal creativity.
3. The Kindergarten's function is to advise the Child's Family.
4. The Kindergarten helps in recognizing the Child's developmental potential and making an early specialistic diagnosis.
5. The Kindergarten informs about a Child's progress in a range of activities carried out on a regular basis.

IV. THE KINDERGARTEN ORGANIZATION

1. The work of the kindergarten's group is directed by the Teacher with the qualifications specified in separate regulations. It implements its activities in compliance with the Polish Preschool Education Program and the Program Basis of Preschool Education and in accordance with the British Early Education Program in the scope of at least the applicable minimum curriculum for Children from 3 to 6 years old.
2. In case of the Teacher's absence (for example due to medical leave), the Headmaster of the Kindergarten may delegate teaching, pastoral and care services to another Teacher as a replacement or make Children from the group join another one.
3. Work with the Children is carried out five days a week (from Monday to Friday, except public holidays) from 7.00 to 5:00pm.
4. At the request of the Parents' the Kindergarten may organize additional classes outside the Kindergarten's offer, the costs of which are covered by the Parents.

5. The Kindergarten cooperates with a catering company. The daily rate for meals is set by the Headmaster. Nutrition takes place in accordance with sanitary and epidemiological regulations and nutrition standards for Children from 3 to 6 years old.

V. GENERAL RULES

1. These Regulations supplement and extend the provisions of the Statute of the Kindergarten.
2. The condition to enroll a Child at the Kindergarten and Her/His stay in the Institution is to sign the registration form, the contract and the timely payment of the fees.
3. The Children's registration form is filled in by the Parents/Legal Guardians and forwarded to the Headmaster. After qualifying the Child for the Kindergarten, it is necessary to sign the contract and complete the remaining required documentation (medical form, authorization, etc.).
4. The fundamental requirement for enrolment to the Kindergarten is to fill in the required documents and to pay the entry fee.
5. The final decision of the Child's enrolment shall be made by the Headmaster in consultation with the Leading Authority.
6. A Child registered and qualified for the kindergarten should regularly attend it.
7. The monthly fee is payable for 12 months, and its amount for the particular school year is determined by the 30th of April each year by the Headmaster.
8. The payments for the Child's stay in the Kindergarten must be paid in advance till the 5th day of each month. The payment for meals must be done till the 5th day of each month following the accounting month.
9. The Kindergarten offers Children five meals per day (first breakfast, second breakfast, lunch, soup and dessert/tea). The Parents bear the costs for the meals.
10. The Children shall be compulsorily insured against unfortunate accidents.
11. The insurance is resumed at the beginning of each school year. The Headmaster concludes a contract with the insurance company in consultation with the Leading Authority. The Parents bear the costs for the insurance.
12. The Parents/Legal Guardians are obligated to supply the Child with the Kindergarten's uniform and to observe the obligation to carry it daily by Children under the care of the employees of the British Mathematical Kindergarten "FUN & MATH".
13. The Parents/Legal guardians and all the employees of the Kindergarten are required to read and observe the rules set out both in the Statute of the Kindergarten and the Regulations of the Kindergarten.
14. The Kindergarten bears the costs for equipping the Children with all necessary textbooks, teaching aids (both Polish and British), school equipment, stationery and hygiene items needed for their comprehensive development.
15. The supervision over the activities of the Kindergarten resulting from the Education Act and the Ministry of Education's regulations is performed by the City Hall in Szczecin.
16. Pedagogical supervision is performed by the School Superintendent in Szczecin.
17. The provisions of the Regulations are aimed at the good of the Child, Her/His proper mental, physical and social and emotional development.

VI. DETAILS RULES

1. The Parents/Legal Guardians bring and pick up the Children from 7:00am to 5:00pm. In case of being late for collecting the Child/Children the additional fee of 50 PLN for each started hour shall be charged.
2. The Parents/Legal Guardians are responsible for the Child on the way to Kindergarten and on the way home from Kindergarten.
3. The Kindergarten can lead pedagogical innovations.
4. In case of the Child's absence, the Kindergarten does not charge the rate for meals for days the Child was absent. The condition for this is to inform the Kindergarten about the Child's absence until 4:00pm working day one day before the absence (by a phone call made to the Kindergarten's number, via e-mail or SMS, written information or via the 4Parents.pl Internet Website).
5. The Children come to the Kindergarten under the Parents'/Legal Guardians' care and They can be picked up only by adults and authorized people. If the Child, for various reasons, does not want to leave the Kindergarten with an authorized person, then the Child stays under the care of the Teacher, the Headmaster or other authorized person who contacts the Parents in order to determine further proceedings.
6. The Children must not be picked up by minors or by persons being under the influence of alcohol or other drugs.
7. The Parents/Legal Guardians entrust the Child to the Kindergarten's authorized worker. Otherwise, none of the Kindergarten's worker can be held responsible for the safety and health of the Child.
8. The Parents/Legal Guardians are obliged to supply the Child with: paste and a toothbrush, home shoes, change clothes. All items belonging to the Child shall be signed. The Parents/Legal Guardians should ensure that the Child's clothing is adapted to the season and Her/His current growth.
9. The Parents/Legal Guardians are obliged to read the advertisements, informations and statements posted at the Kindergarten or on 4Parents.pl Internet Website.
10. The Parents/Legal Guardians are obliged to comply with the Headmasters's regulations.
11. It is recommended that Children do not bring their own toys to the Kindergarten. The exception are days appointed by the Teachers.
12. The Children are not allowed to bring food, especially sweets, chewing gum and chips to the Kindergarten. It is allowed to bring sweets if it has been agreed with the Teacher and the sweets intended for the whole group.
13. The Kindergarten fulfil its care services in the following way:
 - a) care for Children during Their entire stay in the Kindergarten is led by the Teachers, the child minders and the Kindergarten's help; in exceptional situations, short-term care may be led by another Kindergarten's employee appointed by the Headmaster,
 - b) the Kindergarten's daily schedule aims to provide activities that are diverse and compatible with Children's developmental needs,
 - c) every day the Children spend some time outside the Kindergarten, if the weather conditions allow it (it is not raining or snowing, no strong wind and temperature

- does not exceed -10 degrees Celsius, there are no other weather conditions not favorable for being outside),
- d) a Child brought to the Kindergarten is assumed to be healthy and therefore can go out to the playground or for a walk,
 - e) once a month the Teacher conducts individual consultations for the Parents interested in the Child's progress or difficulties,
 - f) the Headmaster of the Kindergarten provides information only at fixed days and hours that are prearranged.
14. Children are not forced to eat in the Kindergarten. If the Child does not eat the meal, Teacher informs the Parents/Legal Guardians about this fact.
 15. The classrooms have proper space, lighting, ventilation, heating and equipment in accordance with applicable regulations.
 16. At classrooms the temperature of at least 18 degrees Celsius is ensured. In case of a lower temperature, the Headmaster suspends classes for a definite period of time and inform Leading Authority about this fact
 17. The use of the meals by allergic Children is agreed individually with the Parents/Legal Guardians.
 18. The rules of taking care during classes outside the Kindergarten grounds:
 - a) Childcare is provided by the Teacher, the child minder or the Kindergarten's help. In some cases, there may also be another helping person who can be another Kindergarten worker or the Parent. One adult can take care of up to 10 children only with the reservation that there must always be no less than two caregivers.
 - b) The Teacher informs the Children about every trip's regulations. Each trip is organized in accordance with the general rules of the trips.
 - c) If the place where classes are to be conducted may pose a threat to the safety of the Children, the Teacher is obligated not to allow classes or stop the classes, move the Children to a safe place and inform the Headmaster immediately about the situation.
 19. In case of an unfortunate accident during the Child's stay in the Kindergarten, the Teacher is obliged to:
 - a) give the Child first aid, call an ambulance if necessary;
 - b) immediately inform the Headmaster, the Parents/Legal Guardians of the Child.
 20. The Headmaster is obligated to report a fatal, severe and collective accident immediately to the Prosecutor, the Leading Authority and the Education Superintendent, and in the case of collective poisoning immediately announce the State Sanitary Inspector.
 21. The Parents/Legal Guardian are obligated to inform the Headmaster in written and monthly notice period with the effect at the end of the month about the resignation of the attending the Child to the Kindergarten.

VII. KINDERGARTEN AND THE CHILD'S HEALTH

1. The Kindergarten does not provide medical care (except for urgent cases that directly save the Child's life). The responsibility for performing on time all the medical procedures related to the health of the Child (including protective vaccinations) rests on the Parents.

2. The Parents are required to bring to the Kindergarten only healthy Children, not being during antibiotic treatment and without disease symptoms such as severe cough, fever, purulent runny nose, rash, vomiting, diarrhea, headaches and belly aches. In case of observation of the above symptoms in the Child by the Kindergarten's staff, at the request of the Headmaster or the Teacher, the Parents/Legal Guardians shall present a medical certificate that the Child is healthy and can attend the Kindergarten. The lack of such a document results in the Child being unable to attend the Kindergarten until the symptoms cease.
3. If the sickness symptoms mentioned in point 2 are noticed after the Child's admission to the Kindergarten, the Teacher informs the headmaster who notifies the Parents/Legal Guardians or in the absence of the Headmaster Herself/Himself reports these problems to the Parents/Guardians. Parents / Guardians are then obliged to pick up the Child from Kindergarten in the shortest possible time.
4. In the Kindergarten, no medicines shall be given to the Child.
5. In case of runny nose and allergic cough, the Parents/Legal Guardians are required to present an appropriate certificate from an allergist doctor, specifying the type of the allergy.
6. In case of infectious disease the Parents/Legal Guardians are obliged to inform immediately the Headmaster about the fact.

VIII. PARENTS' RIGHTS

1. The Parents/Legal Guardians have the right to:
 - a) get acquainted with the tasks resulting from the development plan, the annual Kindergarten plan and monthly plans in the group that their Child attends,
 - b) upbringing the Child religiously,
 - c) obtain reliable information about their Child, Her/His behaviour and development,
 - d) participate in open classes, general school events and group parties, festivals and other forms organized for the Parents.

IX. PARENTS RESPONSIBILITIES

1. The Parents/Legal Guardians commit themselves to:
 - a) compliance with the provisions of the Statute of the Kindergarten and these Regulations,
 - b) familiarizing with the content of announcements and messages placed on the 4Parents.pl Internet Website,
 - c) compliance with the instructions of the Kindergarten's Headmaster,
 - d) take care of the Child's aesthetic appearance,
 - e) supplying the child with necessary stuff or costumes that are a result of the implementation of the curriculum and education,
 - f) provide a full list of allergenic products in the case of food allergy,
 - g) provide preparations and instructions for dealing with symptoms of atopic dermatitis and inhalation allergies (only in case of reporting such ailments),
 - h) pay regular and on time for the Kindergarten,
 - i) update their address and contact telephone number.

X. FINAL PROVISIONS

1. The kindergarten does not take the responsibility for items and valuable items brought to Kindergarten by Children.
2. All disputes between the Teachers, the Kindergarten's staff and the Parents/Legal Guardians are settled in accordance with the provisions of the Preschool Statute.
3. In the case of disputable matters, the following procedures shall apply:
 - a) submitting points, complaints and motions to the Teacher of the group the Child attends,
 - b) in case of lack of solution to the issue with the Teacher, the motions will be given to the Headmaster.

The Regulations of the Kindergarten has been effective since February 4th 2016 on the basis of the Resolution of the Pedagogical Council of February 4th 2016.

The Regulations was developed by the Headmaster of the Kindergarten and accepted in February 1st 2016 by the Leading Authority.