

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

A Nursery Group, hereinafter referred to as the Nursery, works on basis:

1. The Act from 04.02.2011 about Child care services until 3 years old (Dz.U.Nr 45, poz. 235), hereinafter referred to as a statute.
2. A Minister's of Work and Social Policy Decree from 25.03.2011 concerning the range of trainings for a childminder at a nursery or kids club, a volunteer and daily childminder (Dz.U. 2011 nr 69, poz. 368).
3. A Minister's of Work and Social Policy Decree from 25.03.2011 concerning space and sanitary requirements about nursery and kids club (Dz.U. 2011 nr 69, poz.367).
4. The Private Nursery's Statute lead by by the British Mathematical Kindergarten „FUN & MATH” in Szczecin.

The Nursery's goals and tasks:

1. The Nursery Group of the British Mathematical Kindergarten „FUN & MATH” takes care of healthy Children aged between 1,5 and 3) but in some cases up to 4 years old.
2. In order to enroll a Child to the Nursery one has to sign the registartion form, the civil law contract with the British Mathematical Kindergarten „FUN & MATH” and to pay an entry fee.
An entry fee is non-returnable and disposable.
3. The Nursery works at working days in hours from 7:00 am till 5:00pm, with the exception of statutory holidays.
4. The Nursery may have up to a maximum of 20 Children.

1. The main Nursery's tasks are:
 - taking care of the Children and assuring safe stay conditions at the Nursery,
 - contributing Child's individual development, adapted to Her/His age and abilities,
 - providing Children with the possibility to be at the age-mate group of Children,
 - expanding Children's interests, abilities and talents.
2. The Nursery works according to schedule that was made by the Headmaster given to Parents/Legal Guardians at the Nursery's secretariat (office) or published on 4parents.pl Internet Website.
3. The Nursery provides Children above 1 year old with meals from the catering. The meals are delivered by the catering that was chosen by the Headmaster. In exceptional situations, meals may be delivered by Parents/Legal Guardians solely after the Headmaster's agreement and with absolute maintain of appropriate nutritional norms.
4. At The Nursery there are following workplaces:
 - the Nursery's Headmaster,
 - a childminder (2 to 4, according to the number and ages of the enrolled Children)
 - a childminder's help (1)
5. The Nursery's Headmaster tasks:
 - supervising the employees,
 - running the documents concerning the cooperation with Szczecin Main Hall,
 - representing The Nursery outside,
 - organizing the Nursery's work.

The childminder's tasks:

- taking care of the group of the Children,
- preparing and organizing activities and having classes with the Children,
- taking care of the Children's safety,
- taking care of the Children's hygiene,
- letting Parents/Legal Guardians know (informing parents) about observed Child's progress or irregularity,
- cooperation with other Nursery's employees,
- helping Children with meals,
- playing with Children,
- taking care of the workplace's order.

A childminder's help tasks:

- taking care of the order at the Nursery (especially at the play rooms, toilettes and kitchen),
- helping Children with self-service activities such as: eating meals, using toilettes,
- placing deck chairs, preparing meals,
- doing other work deputed by the childminders.

6. One childminder may take care of up to a maximum of 8 Children (in case there is a Child under 1 year old or a Child who needs special care – up to a maximum of 5 Children).
7. The childminders cooperate with the Parents/Legal Guardians by supporting them in Children upbringing, development facilities and possible dysfunctions.
8. The Parents/Legal Guardian have a right to:
 - getting up-to-date reliable information about Their Child's/Children's progress, success and possible failure,
 - getting advices and guidances from the childminders in recognizing educational causes and choosing methods of helping The child,
 - implementing and providing employees with opinions of the Nursery's work and its childcare.
9. Fundamental Parents'/Legal Guardians of the Child tasks:
 - observing the provisions of the Statute and the Nursery Regulations and the civil law contract signed with the British Mathematical Kindergarten „FUN & MATH”,
 - bringing and picking up the Child during the Nursery's working hours – the authorized person shall appear until 5:00pm,
 - bringing Their Child's clothes changes and hygienic accessories to the Nursery,
 - paying the payments on time,
 - informing the British Mathematical Kindergarten „FUN & MATH” employees about Their Child's absences reasons,
 - informing the British Mathematical Kindergarten „FUN & MATH” employees about any changes in place of residence or other important Child's data,
 - informing immediately the Nursery's employees about a diagnosed food poisoning or any infectious diseases,
 - pay the insurance in case of an unfortunate accidents (NNW).
10. Forms of a cooperation with the Parents, provided by the Nursery:
 - 4Parents.pl Internet Website – providing current informations about the Nursery functioning,
 - e-mail contact – providing individual informations on the Child's functioning at the Nursery,
 - adaptation days – certain days when Parents/Legal Guardian can stay at the Nursery together with the Child.
 - Consultations – individual contacts with Parents/Legal Guardians,
 - Integration meeting – events in accordance with the schedule of the Nursery's events.
11. The Children shall be brought to and picked up from the Nursery personally by the Parents/Legal Guardians, or other authorized people (with an ID). The written down pick-up authorization form shall be left personally at the Nursery. The exemplar of the Pick-up Authorization Form is attached to the civil law contract.

12. The Parents/Legal Guardians take all responsibility for Their Child from the moment They pick up the Child from the Nursery's class (also in case if the Child is picked-up by the authorized peson).
13. In case of a Child's illness, the Nursery does not provide care services. If the illness is found during the Child's stay at the Nursery, Parents/Legal Guardians are obligated to pick up the Child from the Nursery immediately. After the illness, the Parent/Legal Guardian is obligated to present a medical certificate confirming that the Child is healthy and able to attend the Nursery. The Nursery staff shall not give the Children any medicines, supplements or use any medical procedures, except for the direct saving life.
14. The Nursery's Headmaster is authorized to make changes in the Nursery's Regulations, about any changes, the Parents/Legal Guardians will be informed on a regular basis.
15. The Nursery's regulations is available at the Nursery's office (secretariat) and on the Website funandmath.pl