**Kindergarten registration**

* Children`s groups of AV ČR are intended for parents and children of employees of the institutes.
* The child is accepted to the children`s group based on Registration of attendance in the children’s group and decision made by head of children`s group of AV ČR
* Children are usually accepted to the children`s group for the period of regular school year, it means from September until August of the following year.
* In case there is a free capacity, child can be accepted to the children`s group during the school year.
* Only children who have been vaccinated can be admitted to the children’s group or children, who cannot be for a specific reason vaccinated and they will provide a certificate from a pediatrician, attached to the contract.
* In April, there are Doors Open Days in the children’s groups to which we will invite the parents.
* Children are accepted for attendance according to the following criteria:
* In cases when the number of the submitted applications will be higher than the capacity of the children`s group, we will apply the principle of priority placement of children in the following order:
1. Registration of placement of child who hasn’t been accepted in the kindergarten and the parent will provide the document proving the decision of not acceptance of child to preschool education in the kindergarten.
2. Registration of placement of a child of a younger age category (it means from 12 months ( children`s groups Molekula, Pluto and Ohm ) or from 18 months ( children`s groups Viola, Lvíček ) until 31 August after celebrating 3 years old ) with the fact that older kids have the priority over the younger kids.
3. Registration of placement of child with multi days attendance in children`s group
* Children who are not accepted to the children`s group are on the waiting list. Each registration will receive a serial number. If there will be available space in the children`s group, this place will be offered to other child in line, only in condition that during the time there wasn’t a new registration which will have to be prioritized based on the criteria mentioned above.
* Registrations for regular enrollment are accepted electronically from 15.05.2023 at the following email address:

havelkova@ssc.cas.cz

* Decision about the acceptance will be made after 15.06.2023.
* Parents of accepted children can attend in June the meeting regarding the school year (garden celebration) where they will find out the basic information how it is working in the children’s group
* In June, it is necessary to provide the completed Record Sheet in Word format, a scan of the confirmation of medical certificate and confirmation of the attachment to the labor market (confirmed by payroll office of the parent working in AV ČR). All documents are on the website of DS ( children`s groups )
* During the August, the contract for the following school year is signed.