

CONTRACT FOR THE PROVISION OF CHILD CARE SERVICES IN A CHILDREN'S GROUP AT THE AV ČR -

Center for Joint Activities of the Czech Academy of Sciences, v. v. i.

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Company ID No.: 60457856

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represented by: Mgr. Lucie Havelková, DiS., Head of the Department of Child Care for Employees of the Czech Academy of Sciences, based on a power of attorney granted by Ing. Tomáš Wencel, MBA, Director, on December 31, 2025

Bank account: Account No. 131-4184480237/0100 held at Komerční banka, a. s.

(hereinafter referred to as the “**provider**”)

and

first name(s) and last name:

date of birth:

place of residence:

phone number:

email:

(hereinafter referred to as the “**parent**” or “**legal guardian**”)

of the child:

first name(s) and last name:

date of birth:

birth number*:

*If the child is not a citizen of the Czech Republic, the type and number of the identification document issued by the Czech Republic and the European Insurance Number, if assigned

place of residence:

health insurance company:

*If the child is not a citizen of the Czech Republic, the type and number of the identification document issued by the Czech Republic and the European Insurance Number, if assigned

(hereinafter referred to as the “**child**”)

(hereinafter collectively referred to as the “**contracting party**” or “**contracting parties**”)

enter into this agreement on the day, month, and year specified below, in accordance with the provisions of Section 13 of Act No. 247/2014 Coll., on the provision of child care services in a children's group and on amendments to related, as amended (hereinafter referred to as the “**Act**”), this Agreement on the Provision of Child Care Services in a Child Care Group (hereinafter referred to as the “**Agreement**”).

Article I. Introductory Provisions

1. The subject matter of this agreement is the provision of child care at the **AV ČR Child Care Group** – (hereinafter referred to as the “**child care group**”). Child care services are generally intended for children from 18 months of age until the start of compulsory schooling; they are provided outside the child’s home in a group setting and are focused on meeting the child’s needs, education, the development of the child’s abilities, and the teaching of cultural and hygiene habits (hereinafter referred to as “**child care**”).
2. The Provider undertakes to provide care for the child in the children’s group in accordance with the Act, this Agreement, and the Internal Rules for the Provision of Child Care Services in the Children’s Group (hereinafter referred to as the “**Internal Rules**”).
3. The child’s **parent** or legal guardian (hereinafter referred to as the “parent”) undertakes to ensure the child’s regular attendance at the children’s group and to contribute to the payment of costs associated with the provided child care services, as well as any additional costs associated with other activities of the children’s group, for the period specified in this contract, in the amounts and by the deadlines set forth below.
4. This agreement forms part of the child group’s records, and the provider shall retain it, including all attachments, for a period of 10 years from the termination of child care services, beginning with the calendar year following the termination of child care services in the child group for the child’s parents. The parent agrees to inform the provider of any changes to the information provided for the child’s registration in the childcare group immediately upon such changes. Documents will be handled in accordance with personal data protection regulations.
5. The parent or spouse, partner, registered partner, or other person who is not the child’s parent but lives with the parent in a shared household confirms that they are aware of the obligation to report and document changes regarding their labor market status within 10 days of the change occurring.
6. The child’s record also includes a declaration attesting to the relationship with the child’s parent pursuant to Section 11(1)(i) of the Act, made by a spouse, partner, or registered partner under another law, or by a person who is not the child’s parent but lives with the parent in a shared household.

Article II. Place and Time of Child Care in the Child Care Group

1. Child care will be provided in a child care group located in the building at the following address:
2. Childcare in the children’s group is provided on weekdays from **8:00 a.m. to 5:00 p.m.** During the summer vacation, childcare is provided to the same extent, except on Fridays, when hours are until 4:00 p.m., in accordance with the parents’ requests as follows::

Day	from	to	meals
Monday	7:00	15:30	Yes
Tuesday	7:00	15:00	Yes
Wednesday	7:00	15:00	Yes
Thursday			
Friday	7:00	15:30	No

1. If there is available capacity, a parent may register their child in the reservation system for a date other than the one specified in the contract as a substitute for the child's absence.
2. The parent understands and expressly agrees that, during the child's temporary absence, another child may take the child's place.
3. The parent acknowledges that the operation of the children's group may be limited or completely suspended during the Christmas and summer breaks, or for technical or operational reasons (e.g., power outages, painting and sanitization of the premises, quarantine measures, etc.). The parent will be notified well in advance of any closure or limitation of the children's group's operations.

Article III. Payment for Services Rendered, Meal Allowances

1. Child care services are provided with partial reimbursement of costs, supplemented by a contribution from the state budget toward the operation of the child care group and meals, to finance the routine expenses associated with providing the service—namely, payroll costs, costs for mandatory continuing education for caregivers, meal costs, and other operating expenses. The parent declares that he or she is aware of the state financial support available for the care of his or her child in the childcare group.
2. The amount of the fee for the services provided (hereinafter referred to as “**preschool tuition**”) is based on the current price list set forth below in this paragraph. The parent agrees to pay the fee based on the child's attendance as specified in the contract and the child's age. Preschool tuition does not include payment for meals or the child's personal hygiene supplies. Tuition is paid retroactively. The invoice is due by the 20th day of the following month for the previous month, payable to the provider's account specified in the header of the contract, for the entire school year as well as during summer vacation.

Preschool Tuition Schedule:

Tuition Schedule During the Adjustment Period for Newly Enrolled Children (First Month of Attendance at the Daycare Center)

number of days in a week	up to 3 years *	over 3 years **
2 days	2 410 Kč	3 875 Kč
3 days	3 125 Kč	4 250 Kč
4 days	3 350 Kč	4 625 Kč
5 days	3 500 Kč	4 625 Kč

Tuition Fee Schedule for Regular Attendance (Starting from the Second Month of Attendance at the Daycare Center)

number of days in a week	up to 3 years *	over 3 years **
2 days	2 790 Kč	5 000 Kč
3 days	4 000 Kč	5 500 Kč
4 days	4 300 Kč	6 000 Kč
5 days	4 500 Kč	6 000 Kč

Flat-rate payment, including VAT, excluding meal allowance

* child in the younger age group = a child from 18 months of age through August 31 of the year in which the child turns three

** Older child = a child from September 1 of the year in which they turn three until the start of compulsory schooling

1. If a child is absent, make-up days may be used in the attendance system. Make-up days are **not automatically granted** and are valid for a maximum of 1 month. The system tracks this period. In the event of a planned closure of the child care group pursuant to Article II.5 of the contract, a refund will be issued in accordance with the fee schedule set forth in Article III, paragraph 6 of the Internal Rules. If the child care group is closed for only part of the day, no tuition will be refunded and no credit will be provided.
2. The current meal allowance is **127 CZK** per day (hereinafter referred to as the “**meal allowance**”). Payment of the meal allowance covers morning and afternoon snacks and lunch, which consists of soup and a main course. Meal fees are paid retroactively for properly ordered meals, including late meal cancellations. The first meal fee payment for the first month of attendance will be due the following month. The amount is due by the 20th day of the following month to the provider’s account specified in the header of the contract **for the duration of the entire school year, including during summer vacation**. Parents acknowledge that in the event of a change in the supplier’s prices or a change in the supplier, the meal fee amount may be adjusted even during the term of this contract.
3. Special events such as the St. Nicholas party, theater performances, field trips, etc., are not included in the preschool tuition. These events will be held with parental consent at a cost in addition to the regular tuition, based on local market rates at the time and place of the event; however, they will not affect the availability of the service. These special events will be included in the billing statement for the month in which the event took place.
4. The statement of tuition, meal fees, and any special events is a summary and will be sent to parents by email.

Article IV. Meals and Hydration

1. The provider arranges for meals through a contracted supplier.
2. The composition and portion sizes of the all-day meals (i.e., morning snack, lunch, and afternoon snack) are appropriate for the children’s age group and meet the relevant nutritional standards.
3. Lunch can be picked up by 12:30 p.m. on the first day your child is absent. Lunch is served in the group’s returnable container, which must be returned; otherwise, a fee of **100 CZK** will be charged for the container.
4. The provider ensures that children have access to drinking water throughout the day.
5. By signing this agreement, the parent agrees to notify the provider in writing, no later than the day the child begins attending the childcare group, of any allergies (food, pollen, or other) and any medical conditions the child may have that could affect the child’s diet. The parent remains obligated to do so throughout the duration of the contractual relationship. Food allergies must be confirmed by a physician. Special dietary meals will be provided upon agreement between the parties, in accordance with the provider’s capabilities, and always based on a physician’s confirmation

Article V.
Additional Rights and Obligations of the Parties; Internal Rules

1. The provider agrees to provide care in the child care group through qualified staff in accordance with the provisions of Section 5(5) of the Act.
2. The provider further agrees to ensure that the premises used for child care in the child care group comply with applicable hygiene standards.
3. The parent is required to personally pick up the child upon departure from the childcare group; alternatively, the parent may authorize other persons, who must be listed on the child's Registration Form; the Provider reserves the right to verify their identity.
4. Additional rights and obligations of the contracting parties, as well as the rules and conditions for childcare in the childcare group, are set forth in **the Internal Rules**.
5. The parent hereby agrees to familiarize themselves with the Internal Rules and agrees to comply with them; in particular, the parent agrees to comply with the rules governing the child's arrival at and departure from the childcare group, the cancellation of the child's attendance and meal plans, and to submit all documents requested by the provider. Failure to comply with the obligations and conditions set forth in this agreement and the Internal Rules may be considered by the provider as a breach of this agreement and may constitute grounds for refusing to admit the child to the childcare group or for terminating the child's care in the childcare group.
6. The parent understands that the provider may amend the Internal Rules to a reasonable extent if, after the conclusion of this agreement, a justified need for such amendments arises.
7. Any amendment to the Internal Rules pursuant to the preceding paragraph will be notified to the parent at the email address specified in the header of this agreement and published on the Provider's website; at the same time, it will be available for inspection at the location where the child care services are provided in the children's group.
8. In addition to the rights and obligations set forth in the Internal Rules, the contracting parties hereby agree to a contractual penalty that the provider may impose on the child's parent for failure to comply with the fixed time window specified in Article V. Internal Rules for Dropping Off and Picking Up Children from the Childcare Group, in the amount of **200 CZK** for each exceeded limit, or for each hour. In the event of a late morning arrival at the childcare group, the provider also reserves the right not to accept the child on that day, and the parent shall pay the costs for the child's stay and meals.
9. The provider has developed **an Education and Care Plan** that outlines the plan for the child's education and care, the development of the child's abilities, and the child's cultural and hygiene habits, with a focus on shaping the child's personality and promoting the child's physical and mental development.
10. The Provider agrees to comply with this Education and Care Plan when providing child care services in the child care group.
11. By signing this agreement, the parent declares that they have read the Internal Rules and the Education and Care Plan and have no comments or objections to them.
12. The current versions of the Internal Rules and the Education and Care Plan are always published on the provider's website and in the entrance areas of the children's group.

13. In the event of a change to the Internal Rules or the Education and Care Plan, the parent may withdraw from the contract within 30 days of the date on which they are notified of the changes in writing.
14. The parent acknowledges that it is strictly prohibited to bring into the children's group any live animals, items, objects, or substances that could endanger the lives or health of the children, particularly sharp objects, matches, lighters, needles, knives, and inappropriate toys. Likewise, children in the childcare group are prohibited from carrying chewing gum, valuables, candy, etc. The provider is not liable for damage to or soiling of the children's clothing, for the loss of small items—particularly hair accessories, hair clips, earrings, hats, and gloves—or for the items listed above that are prohibited from being brought into the facility.
15. A parent is required to immediately notify the provider in writing of the conclusion of a contract for the provision of child care services in another child care group with a different provider receiving a subsidy for the operation of the child care group, if it concerns the same child, including the days and times during the day when child care services are to be provided in the child care group by the other provider.
16. A parent is required to notify the provider in writing of the child's admission to preschool education immediately upon receipt of the relevant decision. If the child is to receive individualized education, the parent shall notify the provider at the same time as notifying the kindergarten director.

Article VI. A Child's Absence and Illness

1. Parents are required to bring their **child** to the childcare group in good health (i.e., "in a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity," as defined by the World Health Organization (WHO)). If there is any doubt regarding the child's health, the provider reserves the right to refuse admission to the childcare group (this applies in particular to symptoms of respiratory tract infections, fever, a runny nose, cough, conjunctivitis, vomiting, diarrhea, etc.) and to require the parent to excuse the child from attendance for the next 2 business days, beginning at midnight on the given day. If a sibling of a child attending the childcare group is currently ill, the provider may require the parent to keep the child home for the next 2 days, even if the child shows no obvious symptoms of illness.
2. The parent acknowledges and agrees that the provider is authorized—particularly due to mandated hygiene measures or emergency measures resulting from an adverse epidemiological situation—to take the child's temperature upon arrival at the childcare group and at any time during the day.
3. **If the child exhibits symptoms of illness**, the provider undertakes to immediately inform the child's parents by the fastest means possible (particularly by telephone) and, if necessary, to arrange for medical care. **The parent is required to pick up the child from the childcare group without undue delay.** In such a case, this day will be counted toward the child's attendance record.
4. In the event of recurring illnesses in the child, the provider is entitled to request a certificate from the child's attending physician (pediatrician) confirming that the child is fit to return to the childcare group.
5. The parent is required to provide the provider, no later than upon signing the contract, with a medical assessment of the child's medical fitness, including proof that the child has undergone the prescribed routine vaccinations, is immune to the disease, or cannot be vaccinated due to a contraindication. The parent confirms that they are aware of the

obligation to report changes in the child's medical fitness within 10 days of the change occurring.

6. Parents are required to excuse their child from attendance at the childcare group, including canceling meal service, in the manner specified in Article V, paragraphs 13 and 14 of the Internal Rules.

Article VII.

Period of Child Care Services, Term of the Contract, and Termination of the Contractual Relationship

1. Period during which child care services are provided in the child care group: from to
2. The term of the legal relationship arising from the contract is the period from the effective date of the contract (signature by the contracting parties) until the end of the period during which child care services are provided in the child care group, or until its expiration pursuant to Article VII, paragraph 3 of the contract.
3. This contract may be terminated before the expiration of the term for which it was agreed:
 - a) by written agreement of the contracting parties;
 - b) by written notice of termination from both contracting parties;
 - c) by the provider's written withdrawal from the contract;
 - d) by the parent's written withdrawal from the contract;
 - e) upon the provider's dissolution.
4. Either party may terminate this agreement without cause. The notice period for both parties is one month and begins on the first day of the calendar month following the month in which written notice of termination was verifiably delivered to the other party. Upon the expiration of the notice period, the legal relationships arising from this agreement shall terminate.
5. The Provider has the right to withdraw from this contract if:
 - a) the parent repeatedly and seriously violates his or her obligations under this agreement or the Internal Rules;
 - b) the parent is more than thirty days late in paying for the services provided or making any other payment under this agreement;
 - c) the child has failed to adapt even after an extension of the adaptation period;
 - d) the child is absent from the children's group continuously for a period of one month, and this absence is not reported to the provider;
 - e) the child is unmanageable within the children's group, has failed to adapt to it, consistently disrupts the routine, commits physical assaults, or otherwise seriously violates the provider's Internal Rules;
 - f) if a clinical psychologist recommends another facility for the child;
 - g) the parent's employment relationship with the provider or another workplace of the Czech Academy of Sciences has been terminated.
6. A parent may withdraw from the contract in the event of a change to the Internal Rules or the Education and Care Plan within 30 days of the date on which they are notified of the changes in writing.
7. A written notice of withdrawal from the contract takes effect upon verifiable delivery.

Article VIII. Final Provisions

1. The relationship between the two parties is governed by Czech law, in particular Act No. 89/2012 Coll., the Civil Code, as amended, and the Act.
2. For the purposes of this agreement, the provider serves as the controller of personal data and hereby guarantees that it will record, store, and process all personal data provided to it by the other party solely for the purpose of fulfilling the contractual provisions of this agreement and in accordance with Article 6. (1)(b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (known as the GDPR—General Data Protection Regulation).
3. Any amendments to this agreement may be made only by written agreement of both parties, in the form of numbered amendments signed by both parties.
4. This agreement has been executed in two copies, with each party receiving one copy.
5. This agreement becomes effective on the date it is signed by both parties. It is entered into for a fixed term, specifically until the end of the period during which child care services are provided in the child care group.
6. Each parent is authorized to act independently on behalf of both parents and the child in matters arising from this agreement; this agreement shall be signed with the provider by the parent who is an employee of the provider or of a third party for whom the provider contractually provides child care services. If there is a change in the parents' child care arrangements or if a court decides on any other modification of either parent's parental responsibility, this fact must be reported to the provider immediately.
7. The parties hereby declare that this agreement was entered into of their own free will and was not entered into under duress or under grossly unfavorable terms. The parties hereby confirm this agreement with their signatures.

In Prague on

In Prague on

for Středisko společných činností AV ČR, v. v. i.

For parents:

Mgr. Lucie Havelková, DiS.
vedoucí Odboru péče o děti zaměstnanců AV ČR

pursuant to a power of attorney granted by the director
Ing. Tomášem Wenclem, MBA, dne 31.12.2025