

Annex No. 1 to the Agreement on Providing Childcare Services in the Children's Groups of the CAS



Center of Administration and Operations
of the Czech Academy of Sciences (CAS)
Children's Group of the CAS – Viola
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Internal Rules

for Providing Childcare Services in the Children's Groups of the CAS

issued in accordance with Act No. 247/2014 Coll. on the provision of childcare services in a children's group (hereinafter referred to as the **"Act"**)

I.

Basic Information

Provider: **Center of Administration and Operations of the CAS**

Registered at: Národní 1009/3, Prague 1, 110 00

Identification Number: 60457856

Mgr. Lucie Havelková, DiS., Head of the Department of Child Care for Employees of the AV ČR, acting under a power of attorney granted by Ing. Tomáš Wencel, MBA, Director, on December 31, 2025

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(hereinafter referred to as the **"Provider"**)

Name of the Children's Group:
AV ČR Children's Group – Lvíček

Capacity of Children: 12

Place of Provided Service: Národní 1011/7, 110 00 Praha 1

Commencement of Authorization to Provide Services: 26. 11. 2019

(both hereinafter referred to as the **"Children's Group"**)

II.

General Provisions

The Internal Rules for Providing Childcare Services in the Children's Groups of the CAS regulate the operation and conditions of making use of the childcare services in the Children's Groups. The Internal Rules are an integral part of the Agreement on Providing Childcare Services in the Children's Groups of the CAS, concluded with the child's legal guardian (hereinafter referred to as the **"parent(s)"**). The Agreement on Providing Childcare Services in the Children's Groups of the CAS (hereinafter referred to as the **"Agreement"**) must be signed by at least one of the Parents who is an employee of the Provider.

III.

Conditions of the Provided Childcare Services

1. The Children's Group is intended for children generally from 18 months of age until the commencement of compulsory school attendance. It focuses on meeting the child's needs, developing the child's abilities, education, and fostering cultural and hygiene habits. Specific conditions are set by the Provider.
2. Childcare is provided in premises consisting of a changing room, food distribution area, playroom, sanitary facilities, and facilities for caregivers. There is also the option to use playgrounds within walking distance.
3. The Head of Children's Groups is responsible for the operation of the Employee Child Care Division (OPDZ). Childcare is provided by qualified employees (hereinafter referred to as "caregivers") who are personally and professionally qualified to work with children according to the Act.
4. The Provider has secured the relevant liability insurance in accordance with the provisions of § 12 of the Act.
5. The preschool group uses the Webbooker app to communicate with parents. The app clearly displays all important information about the child—posts, photos, messages, and announcements from the classroom. Webbooker is used to report a child's absence and for day-to-day communication with caregivers. The app consolidates all communication channels between the preschool and parents in one place and ensures a smooth flow of information. All important information, including legally required documents, is also available on the preschool's website: <https://detskeskupiny.avcr.cz/cs/index.html>.
6. The childcare service is provided with a partial reimbursement of costs by the parents (hereinafter referred to as "tuition") in connection with the child's attendance according to the Agreement and the child's age. Tuition is paid retroactively. The billing for the previous month is due by the 20th of the following month and must be paid to the Provider's account specified in the Agreement header for the duration of the entire school year, including summer holidays.

Tuition Fees:

Monthly Tuition for the Children's Group of the CAS for the 2026/2027 School Year

Tuition Fees during Adaptation for New Children (First Month of Attendance in the Children's Group)

Days per week	Under 3 years *	Over 3 years **
2 days	2410 CZK	3 875 CZK
3 days	3 125 CZK	4 250 CZK
4 days	3 350 CZK	4 125 CZK
5 days	3 500 CZK	4 125 CZK

Tuition Fees for Regular Attendance (From the Second Month of Attendance in the Children's Group)

Days per week	Under 3 years *	Over 3 years **
2 days	2790 CZK	5 000 CZK
3 days	4000 CZK	5 500 CZK
4 days	4300 CZK	6 000 CZK
5 days	4500 CZK	6 000 CZK

Flat Rate Payment Including VAT, Excluding Meals

* Child in the younger age category = a child from 18 months of age until August 31 after reaching the age of three.

** Child in the older age category = a child aged three from 1 September following their third birthday until the start of compulsory school attendance.

Attendance is switched to full-day attendance in the attendance system once the child is able to stay for the afternoon part of the day (including nap time). This change is always made in advance and in agreement with the caregiver. Any absences from the afternoon session must be reported independently by the parent via the Webooker system.

In the event of a planned closure of the Children's Group or it being closed due to an emergency, a refund of 120 CZK/day for the younger age category and 200 CZK/day for the older age category will be provided. If the Children's Group is closed only for part of the day, no compensation will be provided.

A waiver of the attendance fee is possible only in the case of a long-term planned absence of at least four consecutive weeks, and solely within a single calendar month (from the 1st to the 30th/31st of the month). This absence must not extend over two different calendar months (e.g. from mid-month to mid-month).

7. The meal fee is **127 CZK/day** (two snacks for 52 CZK and lunch for 75 CZK). The meal fee covers payment for morning and afternoon snacks and lunch, which consists of soup and a main course. The meal fee is paid for properly ordered meals retroactively, including late meal cancellations. The first meal fee payment for the first month of attendance will be made in the following month. The meal fee is due by the 20th of the following month and must be sent to the Provider's account specified in the Agreement header for the duration of the entire school year, including summer holidays.

Meal Cancellation Rules

Meals must be cancelled in advance before they are definitively ordered by the Provider. Orders are placed every morning, with the following advance notice:

When the meal is ordered (morning of the day)	For which day	Type of meal	Latest cancellation deadline (by 7:30 AM)
Monday	Tuesday	Lunch	Monday by 7:30 AM
	Tuesday	Afternoon snack	Monday by 7:30 AM
	Wednesday	Late morning snack	Monday by 7:30 AM
Tuesday	Wednesday	Lunch	Tuesday by 7:30 AM
	Wednesday	Afternoon snack	Tuesday by 7:30 AM
	Thursday	Late morning snack	Tuesday by 7:30 AM
Wednesday	Thursday	Lunch	Wednesday by 7:30 AM
	Thursday	Afternoon snack	Wednesday by 7:30 AM
	Friday	Late morning snack	Wednesday by 7:30 AM
Thursday	Friday	Lunch	Thursday by 7:30 AM

When the meal is ordered (morning of the day)	For which day	Type of meal	Latest cancellation deadline (by 7:30 AM)
	Friday	Afternoon snack	Thursday by 7:30 AM
	Monday	Late morning snack	Thursday by 7:30 AM
Friday	Monday	Lunch	Friday by 7:30 AM
	Monday	Afternoon snack	Friday by 7:30 AM
	Tuesday	Late morning snack	Friday by 7:30 AM

After these deadlines, meals can no longer be cancelled and will be charged in full, even if the child does not attend daycare.

8. The billing of tuition fees, meal fees, and fees for any extraordinary activities is summarized and sent to the parent via email. In addition to these payments, the Provider may also demand payment of a fee for late morning arrivals or late afternoon pick-ups of the child according to Article V, Paragraph 8 of the Agreement.
9. **Operating Hours:** The Children's Group operates every working day from **8:00 AM to 5:00 PM**.
10. The operation of the Children's Group may be interrupted or limited for technical, operational, or quarantine reasons (e.g., energy supply shutdown, maintenance work, sanitation) and during Christmas holidays and summer holidays. In such a case, parents will be informed in a timely manner.
11. In the event of a scheduled closure of a children's group pursuant to Article III, paragraph 10 of the Internal Rules, a refund will be issued in accordance with the fee schedule set forth in Article III, paragraph 6 of the Internal Rules. If a children's group is closed for only part of the day, no tuition will be refunded and no compensation will be provided. In the event of a child's absence, compensation can be claimed through the attendance system. It is now possible to claim make-up days both in the future and retroactively for up to 30 days; for example, an excused absence on October 15 can be claimed as a make-up day from September 15 to November 15. Make-up days are not automatically granted, and they cannot be claimed during the summer vacation period. If you attempt to enter a make-up day for this period, it will be deleted from the system. The reason for this is the adjusted summer schedule for the children's group, during which children's attendance is planned in advance based on your binding notification. Exceptions are possible only upon prior agreement with the children's group coordinator.

IV.

Registration and Conditions for Admission and Termination of Attendance in the Children's Group

1. Children are generally admitted to the Children's Group for the duration of the regular school year, i.e., from September to August of the following year, based on the concluded Agreement on Providing Childcare Services in the Children's Group of the CAS. If there is available capacity, a child may be admitted to the Children's Group during the year, always starting on the 1st day of the following month.
2. We do not accept children during the summer months (July, August).
3. Only children who have undergone the mandatory regular vaccinations or who cannot be vaccinated and have a certificate confirming this from a pediatrician, which must be attached to the Agreement, may be admitted to the Children's Group.
4. A child is admitted to a children's group based on the Application for Admission to a Children's Group and the decision of the Head of Children's Groups at the Czech Academy of Sciences. Registration takes place online via the Webbooker app.
5. In cases where the number of submitted applications exceeds the capacity of the Children's Group, the following priority placement principles will apply in the following order:
 1. Application for placement of a child who has not been accepted into kindergarten, if the parent provides a decision on the child's non-acceptance for preschool education in kindergarten;
 2. Application for placement of a child in the younger age category, with older children having priority over younger ones;
 3. Application for placement of a child with requested more frequent attendance in the Children's Group.

Children who are not accepted into the Children's Group gain the status of substitutes. The individual applications are assigned a serial number. If a place in the Children's Group becomes available, it will be offered to the next child in line, provided that no application requiring priority placement, based on the criteria set out above, has been submitted in the meantime.

6. Upon concluding the Agreement on Providing Childcare Services in the Children's Group, parents will submit a completed **Child Registration Form**, a copy of which is attached as Annex No. 1 to these Internal Rules.
7. The Child Registration Form contains information about the child, legal guardians/parents (including information on whether the parent is on maternity or parental leave), identification of authorized persons to pick up the child from the daycare, a profile of the child, information on the child's health (e.g., allergies, asthma, epilepsy, diabetes), food intolerances, and other relevant information about the child. Parents are obliged to inform the Provider of all facts that could affect the child's care and wellbeing, and these facts must be entered into the Child Registration Form. Parents are required to continuously update the Child Registration Form throughout the school year if any new circumstances arise that could affect the child's stay in the Children's Group (e.g., the parent's pregnancy, commencement of maternity or parental leave). If the child continues attending the Children's Group in the following school year or if the child's attendance is interrupted for more than six months, the parents are obligated to complete a new Child Registration Form.
8. At the commencement of the child's attendance in the Children's Group, the parents must also submit a **Certificate of the Child's Health Eligibility**, a copy of which is attached as Annex No. 2 to these Internal Rules. This certificate must be verified by the child's primary care physician (pediatrician).
9. The methods for terminating the provision of childcare services in the Children's Group are outlined in Article VII of the Agreement. The **"Termination of the Agreement on the Provision of Childcare Services in a Children's Group"** form is included as Annex No. 3 of these Internal Rules.

10. In the event that the Children's Group is attended by the child of an employee who is simultaneously on parental leave for the purpose of caring for a sibling of said child, the Head of the OZPD is authorized, should the need arise to accommodate the child of another employee with a more urgent need (according to the priority placement order specified in Article IV, Paragraph 4 of the Internal Rules), to terminate the attendance of said child in the Children's Group by issuing a notice of termination of the Agreement. The notice period is one month, commencing on the first day of the calendar month following the month in which the written notice was demonstrably delivered to the other contracting party.
11. If required by the needs of the Children's Group or the needs of the child, the Head of the OZPD has the right to transfer the child to another Children's Group within the same branch.

V.

Attendance

1. Children must be handed over to the caregiver in person by one of the parents or another authorized person based on the signed Agreement on Providing Childcare Services in the Children's Groups of the CAS. Children must be dropped off and picked up at the designated times to avoid disrupting the operation of the Children's Group.
2. **Children are admitted** to the Children's Group in the morning from 8:00 until 8:30 AM. Parents are to leave the premises of the Children's Group no later than 8:50 AM. **Parents must personally hand over the child to the caregiver and verbally confirm the child's acceptance.**
3. The child may attend the Children's Group either for a full day (minimum of 8 hours) or for a morning session (minimum of 4.5 hours).
4. In the case of a morning session, children must be picked up between 12:00 PM and 12:30 PM.
5. In the afternoon, parents may pick up their children between 3:00 PM and 4:50 PM; they must leave the Children's Group premises with the child no later than 5:00 PM.
6. By prior arrangement with the relevant employee of the Children's Group, an alternative suitable time for picking up the child may be agreed upon in exceptional cases, provided that the operation of the Children's Group allows it.
7. The Provider is entitled, **in the event of non-compliance with the fixed time slots** specified in paragraphs 2 and 5 of this Article regarding dropping off and picking up children from the Children's Group, **to impose a penalty of 200 CZK for each exceeded limit, or more precisely, for each additional hour. In the case of a late morning arrival of the child to the Children's Group, the Provider also reserves the right not to admit the child on that day and the parent must cover the costs for the child's stay and meals.**
8. A child may be picked up from the Children's Group by the parent/legal guardian or a person authorized by the parent based on the **"Authorization for Child Pick-up by Another Person from the Children's Group"** form, which is included as Annex No. 4 of these Internal Rules. This option must be indicated in advance on the Child Registration Form, and the Provider has the right to verify the identity of this person. If a court has legally restricted a parent's right to personal contact with the child or has revoked parental responsibility, this fact must also be noted in the Child Registration Form and explicitly brought to the attention of the caregiver in the Children's Group.

9. **The child must be brought to the Children's Group in a healthy state** The caregiver reserves the right to refuse the child's admission to the Children's Group if there are doubts about the child's health (particularly in the case of respiratory infection symptoms, elevated body temperature, runny nose, cough, conjunctivitis, etc.) and may require the child to be withdrawn from attendance for at least **the following two working days, starting from midnight on the day of refusal**. The caregiver is authorized, particularly due to mandated hygiene or extraordinary measures due to an unfavorable epidemiological situation, to measure the child's temperature upon arrival at the Children's Group and at any time during the day. If the child falls ill during attendance, it is the parent's responsibility to pick up the child without unnecessary delay after a confirmation by phone and then excuse him from attendance for at least 2 days.
10. Caregivers are trained in first aid procedures for injuries and life-threatening conditions. In the event of an injury, the caregiver will provide first aid and care for the child, inform the parents, and make a record in the injury logbook. In more serious cases, emergency medical services are called. If more than one caregiver is present at the daycare facility, the second caregiver will accompany the child along with the emergency service to the medical facility and remain with the child until the child is handed over to the parents.
11. Parents are required to **equip the child daily with appropriate clothing and footwear for both outdoor and indoor activities**, pajamas, spare clothing, and hygiene items. A list of required items is provided to parents before the child's attendance begins. These items are stored in the child's allocated locker in the changing room marked with the child's symbol (sticker). All clothing, footwear, etc., must be **labeled with the child's name**. Parents should choose the child's clothing so it is suitable for the weather conditions and the child's age (i.e., clothing that the child can put on and take off independently).
12. The adaptation process begins with the child's first day of attendance at the Children's Group. **The adaptation period is set at one month**. After this period, the caregiver, together with the parents, evaluates whether the adaptation process should continue or whether it has been successfully completed. The adaptation process may be shortened or extended based on the individual needs of the child.
13. The child's attendance in the Children's Group is recorded by the Provider in an electronic attendance system Webooker. The relevant employee of the Children's Group registers the child's arrival and departure in the electronic attendance system on each day of attendance.
14. If a parent plans for the child to be absent from the Children's Group, they must cancel the child's attendance in advance through the electronic attendance system and always state the reason.
15. Summer Operation
- During the summer holidays (July and August), the Children's Group operates under an adjusted schedule. During this period, it is **not possible to use attendance credits**. To ensure adequate staffing and safe operation of the facility, parents receive a questionnaire in May with a deadline of **no later than 31 May** for **binding registration of their child's summer attendance**. After this deadline, any changes to attendance may only be made by prior agreement and depending on the current capacity of the Children's Group. Summer operation is primarily organized by the coordinator of the Children's Group. All changes to attendance during the summer must be reported exclusively to the coordinator, either by e-mail or phone.
- Exemption from the attendance fee is only possible in the case of a long-term planned absence of at least four consecutive weeks within a single calendar month (from the 1st to the 30th/31st). This absence must not extend over two different calendar months. During the summer period, the Children's Group **operates under reduced hours** (Mon–Thu 8:00 AM–5:00 PM, Fri 8:00 AM–4:00 PM) and a more relaxed schedule including leisure and art activities, games, and outdoor time.

VI.

Daily Schedule and Outdoor Time

The daily schedule in the Children's Group is organized with respect to children's age-specific needs, individual pace, and the need for routine, safety, and well-being. The daily program is balanced and includes free play, structured and physical activities, meals, rest, and regular outdoor time.

Indicative Daily Schedule:

7:45 AM– Children's Group opens

8:00–8:30 AM– Arrival of children to the classroom/playground

8:00–10:00 AM– games and various activities (individual, group), hygiene, snacks

10:00–11:30 AM – Outdoor time

11:30 AM–12:30 PM– Hygiene, lunch, departure of children attending only mornings, preparation for rest

12:30–2:30 PM– Rest, quiet-time activities, hygiene, snack

2:30–4:30 PM – games, extracurricular activities in the classroom or on the playground, children leaving one by one

4:50 PM – Departure of last children

5:00 PM – Childcare group closes

Outdoor time is an integral part of the daily program and usually takes place twice a day, provided weather conditions allow it. Children do not go outside in strong winds, rain, smog, heavy fog, temperatures below -5°C (or -7°C if sunny and calm), or temperatures above 30°C .

Parents are responsible for providing appropriate clothing and footwear for the weather and outdoor activities. The daily schedule may be adjusted in case of exceptional or justified circumstances.

VII.

Basic Obligations of Parents

1. Parents are required to adhere to the operating hours of the Children's Group and only **bring in children who are completely healthy** (i.e., in "a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity" according to the WHO definition).
2. Parents must promptly **report any changes to the information** provided in the Agreement (such as a change in employer within the CAS institutes, change of permanent residence, change of phone contact, etc.).
3. Parents must immediately inform the Provider of any occurrence of infectious disease in the child, a member of the household, or any close family contact, in accordance with Act No. 258/2000 Coll., on Public Health Protection, as amended.
4. Parents (legal guardians) must immediately inform the Provider of any changes related to the child's care, especially changes in diet (e.g. specific diets, food intolerances, newly discovered allergies, etc.). They must also report any change in the child's health, even if it occurred outside the Children's Group (e.g. fainting, nausea, injuries, bumps, bruises, etc.).
5. In the event of a child's return to the Children's Group after a lice infestation has been detected, parents (legal guardians) must submit a signed Declaration on Treatment of the Child after Detection of Head Lice, Annex No of these Internal Rules.
6. Parents must ensure that all payments are made on time, in accordance with the terms of the Agreement.
7. It is strictly prohibited to bring live animals, objects, items, and substances into the Children's Group that could endanger the life and health of the children, particularly sharp objects, matches, lighters, needles, knives, as well as inappropriate toys (e.g., small-sized toys that could be a choking hazard). Likewise, children are not allowed to have chewing gum, valuable items, candy, or similar items on them while in the Children's Group.

VIII.

Basic Obligations of the Provider

1. The Provider is required to enter into an Agreement on Providing Childcare Services in the Children's Groups of the CAS with the parents.
2. The Children's Group/Provider adheres to a daily routine.
3. The Provider ensures that the children's attendance records are properly maintained.
4. Caregivers are responsible for the safety of the children and for ensuring the observance of proper hygiene practices.
5. The Provider is not liable for any items brought into the Children's Group that are prohibited under Article VII, Paragraph 7 of these Internal Rules.
6. The Provider is not responsible for the damage or soiling of children's clothing, nor for the loss of small items, particularly hair accessories, hair clips, earrings, hats, gloves, etc.

IX.

Conditions for Administering Medication to Children in the Children's Group

Caregivers are **not authorized to administer any medication to children, including over-the-counter drugs.**

Exceptions are made in the following cases:

- the child has a condition **requiring long-term medication**
- the child requires medication **as part of first aid** (e.g. epilepsy, febrile seizures, asthma, etc.)

In such cases, medication can only be administered after a **prior written agreement** with the facility's management and under the following conditions:

Medication Administration Procedure:

1. **The legal guardian** submits a **written request** to the facility to administer a specific medication, accompanied by a medical report confirming the need for medication. The application is attached as Appendix 6 to these Internal Rules.
2. The facility **responds in writing**:
 - **If approved**, the facility reserves the right to set conditions for administering the medication.
 - **If denied**, the legal guardian is responsible for administering the medication.
3. If the facility **approves** medication administration, the legal guardian must:
 - **Personally hand over the medication** to the responsible staff member
 - Provide **verbal instructions** on its use
 - **Confirm the method of administration in writing** on site

X.

Parent Council

1. The Parent Council (hereinafter referred to as the **"Council"**) serves as an advisory body. The primary function of the Council is to discuss suggestions made by parents of children attending the Children's Group.
2. The Council consists of five members who are elected from among the parents of children attending the Children's Group established by the Provider. A parent can only be elected as a member of the Council if their child attends the Children's Group during the relevant school year (i.e., from September of that year to June of the following year) and if the parent is also an employee of a CAS institute. If both parents meet these criteria, the mother of the child is the one who has the vote.

3. Council members are elected for a term of one school year. Elections are held within the first four weeks after the start of the school year.
4. The Head of OZPD will publish a list of candidates in premises of the Children's Group at least 10 days before the election and will also send the list and a link to the voting software manual to all parents via email.
5. Council members are elected online using a secure voting software application that ensures unique parent access and maintains the confidentiality of the voting process. Parents are identified in a way that ensures and proves that the voting is conducted by the actual parent of the child.
6. The election itself is conducted within a specified time frame using an electronic ballot, which will be made available to parents as per the voting software manual.
7. Parents vote by selecting their chosen candidate(s) on the ballot and submitting it via the voting software application of the CAO. A submitted blank ballot is valid and indicates that the parent abstained from voting. Each submitted ballot represents a vote for each candidate whose name is marked on the ballot.
8. The ballot must be submitted within the specified time frame for the election.
9. The selection of candidates can be revised only before the ballot is submitted. The voting application will not allow the submission of a ballot with more candidates marked than allowed. Once the ballot is submitted, the vote cannot be repeated.
10. The election results are determined by a simple majority of votes. The parents of one child have one vote. If siblings attend the Children's Group, the parents collectively have as many votes as they have children attending the group.
11. The day after the election, the Head of Children's Groups will inform all parents of the names of the elected Council members.
12. The recommendations of the Council to the Provider are advisory in nature and not binding.
13. The duties of a Council member include:
 - a. attending Council meetings, which are also attended by the Head of OZPD. Meetings are held at least twice a year or as needed;
 - b. receiving suggestions from parents and participating in their resolution.
14. The Provider is required to inform Council members of any staffing changes among the caregivers in the Children's Group.
15. A Council member may resign during the school year by submitting an email to the Head of Children's Groups. In such a case, the Head must organize a special election for a new Council member in the manner described in Paragraph 4 of this Article. The resigning Council member will continue to serve until a new member is elected.

XI.

Final Provisions

1. Familiarization with and adherence to these Internal Rules is mandatory for all parents/legal guardians of children attending the Children's Group.
2. The current version of these Internal Rules is published on the website [Children's groups - SSČ AV ČR, v.v.i. \(cas.cz\)](#) and is also posted in the entrance area of the Children's Group facilities.
3. An integral part of these Internal Rules are Appendix No. 1, Child Registration Form; Appendix No. 2, Certificate of the Child's Medical Fitness; Appendix No. 3, Form for Termination of the Contract for the Provision of Child Care Services in a Child Group; Appendix No. 4: Authorization Form for Another Person to Pick Up the Child from the Child Group, Appendix No. 5: Affidavit Regarding the Provision of Appropriate Medical Care for the Child, and Appendix No. 6: Request for the Administration of Medication in the Child Group.
4. These Internal Rules come into effect on 1 September 2026.

Child Registration Form

Name and surname of child:		
Date of birth:	Health insurance provider:	Native language:
Number of siblings, their names and ages:		Personal Identification Number:
Nationality:		
Residential address:		
<u>Information About the Contractual Legal Guardian of the Child: *)</u>		
Name and surname:		Date of birth:
Residential address:		
Employer (name and address):		
Mobile phone:		Email:
<u>Information About the Second Legal Guardian of the Child (if applicable):</u>		
Name and surname:		Date of birth:
Residential address:		
Employer (name and address):		
Mobile phone:		Email:
*) Note: The contractual legal guardian is the one employed by the CAS, with whom the contract will be signed. This parent must provide the "Confirmation of Labor Market Attachment."		
List of persons authorized to pick up the child from the children's group (other than legal guardians):		
Name and surname:	Residential address:	Mobile phone:
1.		
2.		
3.		
4.		
5.		

DIETARY REQUIREMENTS
Food and Drink Intolerances *
Other Dietary Specifications *

* Please note that due to operational reasons, it is not possible to provide any special meals for the child.
Bringing in outside food for the child is prohibited for hygienic reasons.

I declare that all information provided in the Child Registration Form is accurate, truthful, and complete. I acknowledge my obligation to hand over the child to the caregiver in the classroom, report any changes to the information in this registration form, and excuse the child's absence from the children's group.

In _____ Date: _____

Signature of the Contractual Legal Guardian: _____

Reported changes:			
Reported by (name):	Content of the communication:	Date:	Signature:

Certificate of the Child's Health Eligibility to Attend the Children's Group

This certificate is issued upon the request of the parents due to the commencement of the child's attendance at the children's group (preschool / daycare).

Name and surname of the child:		
Date of birth:	Health insurance provider:	Code of health insurance provider:
Health status:		
Part A) The child being assessed for participation in the children's group: ☐ is medically fit and I agree to allow my child to participate in the children's group's activities, such as field trips, visits to cultural events, etc. * ☐ is not medically fit * ☐ is medically fit under the following condition(s) (with restrictions): (Specify any conditions or restrictions) *: _____ _____ <i>* please check the appropriate option</i> The assessment is valid for 24 months from the date of being issued unless there is a change in medical fitness due to illness during this period.		
Part B) Confirmation that the child ☐ has undergone the mandatory age-appropriate vaccinations * ☐ is immune to infection (type/kind)*: _____ ☐ has a permanent contraindication to vaccination (type/kind) *: _____ ☐ is allergic to *: _____ ☐ is on long-term medication (type/kind, dosage) *: _____ <i>* please check the appropriate option</i>		
Date:	Signature and stamp of pediatrician:	

I declare that the above information is true. In the event of a change in the child's health status, I will request a new Certificate of the Child's Health Eligibility and notify the staff of the children's group in writing. I also commit to immediately informing the staff of the children's group of any occurrence of contagious disease within the family or the child's surroundings, the child contracting a contagious disease, or the illness of any person the child has been in contact with.

Date: _____ Signature of legal guardian: _____

Termination of the Agreement on the Provision of Childcare Services in a Children's Group

Center of Administration and Operations of the CAS

Registered in the Register of Public Research Institutions maintained by the Ministry of Education, Youth and Sports of the Czech Republic

at: Národní 1009/3, Prague 1, 110 00

Identification Number: 60457856

Represented by: Mgr. Lucie Havelková, DiS., Head of Children's Groups of the CAS, based on power of attorney granted by Ing. Tomáš Wencel, MBA, Director of the Center of Administration and Operations of the CAS, on 16 January 2023
(hereinafter referred to as the **"Provider"**)

Name(s) and surname:

Date of birth:

Place of residence:

Phone contact:

Email:

(hereinafter referred to as the **"Parent"**)

Termination of the Agreement on the Provision of Childcare Services in a Children's Group

I, the undersigned, hereby terminate the Agreement on the Provision of Childcare Services for the child in the Children's Group
....., concluded with the Provider on, in accordance with Article VII, paragraph 3 of the Agreement.

The notice period is one (1) month and shall commence on the first day of the calendar month following the month in which the written notice of termination is demonstrably delivered to the other contracting party. Upon the expiry of the notice period, all legal relations under the Agreement shall be terminated.

The child's attendance will end on:

In on (date)

.....
Signature of the parent

Authorization for Child Pick-up by Another Person from the Children's Group

Issued in accordance with the provisions of Act No. 89/2012 Coll., the Civil Code, as amended, and § 5(1) of Decree No. 14/2005 Coll., on Preschool Education, as amended.

Legal representative – Authorizer:

Name and surname: _____

Date of birth: _____

Permanent address: _____

Legal representative – Authorizer:

Name and surname: _____

Date of birth: _____

Permanent address: _____

(hereinafter referred to as the "Legal Representative") (hereinafter referred to as the "Legal Representative")

Persons authorized to pick up the child – Authorized Representatives:

Name, surname	Date of birth	Permanent address	Phone number	Signature

(hereinafter collectively referred to as the "Authorized Representatives")

The legal representatives hereby authorize the above-mentioned persons:

to pick up our child: _____,

born on: _____, **permanent address:** _____,

from the Children's Group operated by the Center of Administration and Operations of the CAS.

1. The legal representative declares that from the moment of pick-up, the authorized representatives assume full responsibility for the child.
2. The authorized representatives declare that by picking up the child from the Children's Group, they assume supervision of the child and are aware of their legal responsibility both toward the child of the legal representative and toward the Children's Group which the child attends.
3. The legal representative and the authorized representatives acknowledge that the Children's Group staff is entitled to verify the data stated in this authorization.
4. If the authorized representatives refuse to cooperate during the verification of their personal data, or if the data does not match the information stated in this authorization, the child will not be released to them.
5. If the authorized representative is a minor (e.g. a sibling of the child in the Children's Group), the legal representative hereby consents to the authorized representative carrying out the legal act of picking up the child from the Children's Group as instructed.

This authorization is valid for the duration of the child's attendance at the Children's Group. By signing above, the authorized representatives confirm their agreement with this authorization.

In _____ on (date) _____

Name and signature of the legal representative
representative

Name and signature of the legal

Declaration on Treatment of the Child after Detection of Head Lice

I, the undersigned,

Name and surname of the legal representative:

Address:

Phone number:

hereby declare that my child:

Name and surname of the child:

Date of birth:

has been found to have head lice. The child has been properly treated with products intended for the elimination of lice and nits. I further confirm that I have taken the necessary hygiene measures and carried out a repeated inspection of the child's scalp.

As of the date of the child's return to the Children's Group, the child shows no signs of lice infestation.

In _____ on (date) _____

Name and signature of the legal representative
representative

Name and signature of the legal

REQUEST FOR MEDICATION ADMINISTRATION IN THE CHILDREN'S GROUP

Children's Group:

Address:

Child's information:

- The child's first and last name:
- Child's date of birth:
- The child's home address:
- Health Insurance Company

Legal Guardian No. 1

- First Name and Last Name:
- Phone number:
- E-mail:

Legal Guardian No. 2

- First Name and Last Name:
- Phone number:
- E-mail:

Drug Specifications

- Drug Name:
- Form of medication (ointment, tablet, insulin, inhaler, etc.):
- Dosage:
- Exact time / situation of the serve:

Method of Submission

Exact procedure for administering the medication:

.....
.....
.....

The medication may be administered

☐ a trained childcare worker.

☐ another person:

Reason for administering medication

Diagnosis / Indications (briefly):

.....

.....

.....

- **These are:**

- ☐ long-term treatment
- ☐ an acute condition (e.g., an allergic reaction, an epileptic seizure, etc.)

Emergency Scenario

What to Do If Your Child's Health Deteriorates:

.....

.....

When to contact emergency medical services (155):

.....

.....

Statement by the Legal Guardian

I hereby declare that:

- I have been informed about the childcare center's policy regarding the administration of medications,
- I have provided truthful and complete information about my child's health,
- I consent to the administration of the above-mentioned medication by a non-medical staff member of the childcare center,
- I acknowledge that the childcare center staff are not healthcare professionals.

Attachments:

- ☐ medical report
- ☐ doctor's recommendation
- ☐ another attachment:

Validity of the Application

The application is valid as of: to:
(e.g., during the school year)

In on

Legal Guardian

On behalf of the children's group (acknowledgment of receipt)

.....

Signature

.....

Signature