

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
Director: Ing. Tomáš Wencel, MBA
Head of Children's Groups of the CAS: Mgr. Lucie Havelková, DiS.
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(hereinafter referred to as the "Provider")

Name of the Children's Group: **Children's Group of the CAS – "[Click here to fill out]"**
Capacity of Children: "[Click here to fill out]"
Place of Provided Service: "[Click here to fill out]"
Commencement of Authorization to Provide Services: "[Click here to fill out]"

(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 or of a third party for whom the childcare service is contractually provided by the Provider or by the caregiver.

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 Children's Group. 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 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 2024/2025 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	1 800 CZK	3 375 CZK
3 days	2 625 CZK	3 750 CZK
4 days	2 850 CZK	4 125 CZK
5 days	3 000 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	2 400 CZK	4 500 CZK
3 days	3 500 CZK	5 000 CZK
4 days	3 800 CZK	5 500 CZK
5 days	4 000 CZK	5 500 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.

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.

6. The meal fee is **114 CZK/day**. 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.

7. 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.
8. **Operating Hours:** The Children's Group operates every working day from **7:30 AM to 5:00 PM**.
9. 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.
10. In the event of a planned closure of the Children's Group according to Article III, Paragraph 9 of the Internal Rules, a refund will be provided according to the tuition fees overview specified in Article III, Paragraph 5 of the Internal Rules. If the Children's Group is closed only for part of the day, no tuition refund will be provided, nor will any compensation be offered.

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. 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.
3. A child is admitted to the Children's Group based on the *Application for Admission to the Children's Group* and the decision of the Head of Children's Groups of the CAS. Information about registration is available on the website of the Children's Groups of the CAS under the Registration tab.
4. 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.

5. 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.
6. 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.
7. 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).
8. The methods for terminating the provision of childcare services in the Children's Group are outlined in Article VII of the Agreement.
9. 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 Children's Groups of the CAS 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.
10. If required by the needs of the Children's Group or the needs of the child, the Head of the Children's Group 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.
2. Children must be dropped off and picked up at the designated times to avoid disrupting the operation of the Children's Group.
3. **Children are admitted** to the Children's Group in the morning from 7:30 **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.**
4. The child may attend the Children's Group either for a full day (minimum of 6.5 hours) or for a morning session (minimum of 3.5 hours).
5. In the case of a morning session, children must be picked up between 12:00 PM and 12:30 PM.
6. 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.
7. 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.
8. 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.**

9. A child may be picked up from the Children's Group by the parent/legal guardian or a person over 18 years old authorized by the parent. 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 parent's right to interact with the child in person has been restricted or if the parent has been deprived of parental responsibility by a final court decision, 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.
10. **The child must be handed over in a healthy condition and without any signs of illness.** 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.
11. 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.
12. 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).
13. 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.
14. The child's attendance in the Children's Group is recorded by the Provider in an electronic attendance system. 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.
15. 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.

VI.

Basic Obligations of Parents

1. Parents are required to adhere to the operating hours of the Children's Group and **bring children in only when they are in perfect health, showing no signs of infection or illness.**
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 are obligated to **inform the Children’s Group of any changes in the care of the child** (changes in diet, allergies, etc.), particularly any changes in the child’s health condition.
4. Parents must ensure that all payments are made on time, in accordance with the terms of the Agreement.
5. 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.

VII.

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 VIII, Paragraph 5 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.

VIII.

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 Children’s Groups 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 Children's Groups. 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 of Children's Groups 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.

IX.

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 Annex No. 1 – Child Registration Form and Annex No. 2 – Certificate of the Child's Health Eligibility.
4. These Internal Rules come into effect on 1 September 2024.

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:		
<i>Information About the Contractual Legal Guardian of the Child: *)</i>		
Name and surname:		Date of birth:
Residential address:		
Employer (name and address):		
Mobile phone:		Email:
<i>Information About the Second Legal Guardian of the Child (if applicable):</i>		
Name and surname:		Date of birth:
Residential address:		
Employer (name and address):		
Mobile phone:		Email:
<p>*) 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."</p>		
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:		
<input type="checkbox"/> is medically fit *		
<input type="checkbox"/> is not medically fit *		
<input type="checkbox"/> is medically fit under the following condition(s) (with restrictions): (Specify any conditions or restrictions) *: _____ _____		
* please check the appropriate option		
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		
<input type="checkbox"/> has undergone the mandatory age-appropriate vaccinations *		
<input type="checkbox"/> is immune to infection (type/kind)*: _____		
<input type="checkbox"/> has a permanent contraindication to vaccination (type/kind) *: _____		
<input type="checkbox"/> is allergic to *: _____		
<input type="checkbox"/> is on long-term medication (type/kind, dosage) *: _____		
* please check the appropriate option		
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: _____