

Operating Rules

Non-public Nursery

KONIK NA BIEGUNACH

In Wrocław, ul. Ołtaszyńska 8

General information

1. Non-public nursery, KONIK NA BIEGUNACH, has its residence at Ołtaszyńska Street 8, in Wrocław.
2. Non-public nursery, KONIK NA BIEGUNACH, functions as a nursing and didactic-educational facility for children from 20 weeks to 3 years of age.
3. Non-public nursery, KONIK NA BIEGUNACH is open from 7.00 am to 5.30 pm the whole calendar year, excluding holidays and free days by the Polish law and one week or two weeks in one summer month (June or July or August) due to remodelling works. The break is announced by a decree issued for the clients 2 months in advance or is in . The contract may contain a clause regarding the break.

Nursery organisation

1. The nursery is a facility for a single group, up to 15 children.
2. The number of children depends on local demand and basic limitations, which ensure safety and comfortable care.
3. Parents leaving their children under our care must supply them with spare clothes. When leaving their child, parents give us all important information regarding their child.
4. Organisation of activities and the daily rhythm is determined by the Daily Schedule. Details of the schedule are adjusted to individual needs of children.

Framework daily schedule

The daily schedule for children has been worked out with respect to individual needs of toddlers. Above all it is focused on ensuring safety, appropriate care and comprehensive, harmonious development.

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| 7.00 – 8.30 | Reception of children, free play |
| 8.30 | Washing hands, hygienic activities. |

Regulamin Organizacyjny Żłobka

9.00 Breakfast.

9.30 Group activities.

Morning gymnastics, games at the table, artistic activities, dance and movement games

Twice or three a week there are music activities. Regularly there is fun with the English language.

Hygiene and care for children

11.40 Dinner, the first dish. Hygienic procedures.

12.10 Playing in the open air (depending on weather conditions). Leaving for the terrace, garden or an excursion to the local park

13.15 – 14.30 After-dinner nap. Listening to lullabies, tales, relaxation music.

14.30 – 15.30 Hygiene and cleaning care for children. After these procedures, the second dish is served

15.00 Games with music, reading tales, technical games. Activities in the fresh air (if the weather is favourable).

16.00 Afternoon meal. Hygiene and cleaning care for children.

16.30 – 17.30 Free games, learning rhymes and poems, reading tales, waiting for parents.

Children`s safety

1. Persons entitled to take over a child are: parents, legal guardians and other adults having a written permission of the parents.
2. Persons being under influence of alcohol are not allowed to receive children.
3. Parents/legal guardians should deliver a **healthy** child to the nursery.
4. An ill child or a child suspected of being ill will not be accepted.
5. The important matters regarding children will be passed directly to the parents/legal guardians by babysitters respecting parents` rights to privacy.

Personnel functions

1. Director of the nursery

2. Babysitter. A single babysitter takes care of maximum of eight children. In case one child in the group is below one year of age, then the babysitter looks after maximum of five children.
3. An assistant to the babysitter.

Tasks of the Director and the Owner of the nursery

1. supervising and coordinating conformity of the targets realized by the nursery with the principles of the nursery statute,
2. setting payments for the current year, including monthly fees, payments for eventual additional activities for children and setting conditions of co-operation with the catering company,
3. employing and making redundant babysitters, assistants to the babysitters and administrative staff, evaluating work of the personnel, deciding about improving qualifications by the personnel,
4. setting a framework daily schedule, also with regard to health protection principles and hygiene in the working place as well as to parents` expectations (legal guardians),
5. managing current nursing-educational, health and merits-related activities of the nursery,
6. representing the nursery outside,
7. preparing educational documentation – according to the current regulations of the act of the parliament on nurseries and other current legal documents,
8. ensuring children and the nursery personnel safe and hygienic conditions for play and work in the facility,
9. creating conditions for harmonious psycho-physical development through active health-improving policies
10. co-operation with parents and institutions supervising and controlling work of the nursery,
11. managing and archiving nursery documentation,
12. putting on and crossing out the child from the nursery attendance list in compliance to the statute principles and signing civil law contracts with parents or guardians regarding services delivered by the nursery
13. Verification, statute acceptance, proposing changes in the nursery statute.

Additional tasks of the nursery owner

1. setting payments for the current year, including monthly fees, payments for eventual additional activities for children and setting conditions of co-operation with the catering company
2. Undertaking commitments from the property in the name of the nursery,
3. Administrative and financial services for the nursery.

Duties of a babysitter

1. babysitter looks after children, cares about them and educates them,
2. takes care about correct development and safety of children,
3. forms active attitude and self-reliance in daily activities and during play,
4. shapes positive personality features,
5. works out socially beneficial habits,
6. satisfies basic biological needs,
7. helps during meals and with dressing children,
8. assists during educational activities and during playing outside,
9. ensures correct fulfilment of all tasks specified in the detailed range of duties which is determined by the nursery director, and whose copy is attached to the personal dossier of the employee and fulfills other duties if they were assigned by the nursery director and were related to correct functioning of the nursery.

Duties of an assistant to the babysitter

1. taking care of efficient functioning of the facility as a public institution, maintaining order and cleanliness in the building and its surroundings,
2. taking care of health, safety and good mood of all pupils of the nursery,
3. co-operation with babysitters in terms of children education and care,
4. correct fulfilment of all tasks specified in the detailed range of duties which is determined by the nursery director, and whose copy is attached to the personal dossier of the employee and fulfilment of other duties if they were assigned by the nursery director and are related to correct functioning of the nursery.

Rules of co-operation with parents

1. Parents/legal guardians and nursery staff co-operate in order to have successful effect on child`s care and education and determine their individual way of development.
2. Forms of co-operation:
 - a) general and group meetings,
 - b) individual contacts with the director and babysitters,
 - c) open activities,
 - d) meetings with specialists, for example, psychologist, speech therapist, educationalist, doctor, etc.,
 - e) events and parties with shows of children artistic performances,
 - f) written information about child development in the form of letters and conclusions,
 - g) information news-sheets for parents.

During the adaptation procedure communication is based on frequent conversations of personnel and parents, telephone conversations and smses. Parents get comprehensive information about children`s behaviour and any worrying symptoms. In urgent cases, immediately via telephone.

Notice board:

- a) information about menu for children, eventual illnesses of developmental age, regulations inside the facility,
- b) contact telephone numbers to the Health and Social Affairs Department in the Town Hall supervising the nursery are displayed on the nursery notice board. Information regarding recruitment procedures and financing projects are delivered to parents via electronic communication means and displayed on the notice board.

Final provisions

1. Parents/legal guardians who sign the Contract on nursing and didactic-educational services at the non-public nursery, KONIK NA BIEGUNACH, are obliged to follow the aforementioned Rules
2. The nursery employees of the non-public nursery, KONIK NA BIEGUNACH, are obliged to follow the Rules and to ensure children safety and optimal conditions for their development and happy childhood.
3. Detailed principles of functioning of the non-public nursery, KONIK NA BIEGUNACH, are specified in the Statute and in the Contract on nursing and didactic-educational services.

Date..... 3.01.2015

The Rules were drawn up by the Owner: Anna Matak

..... Anna Matak 3.01.2015