

# **STATUTE OF THE KINDERGARTEN 11 IN KOŁOBRZEG**

The **Kindergarten** works on the basis:

1. The Act from the 7th of September 1991 with the later changes about the System of Education (Journal of Laws from 2004 no. 256 item 2572 with the later changes); (Journal of Laws from 2007 no. 80 item 542 from April 11th 2007), (Journal of Laws no. 56, item 458 from March 19th 2009).
2. MEN Decree from the 23rd of December 2008 (Journal of Laws from 2009 no. 4, item 17) about the core curriculum of preschool education and general education in particular types of schools
3. MEN Decree from the 8th of June 2009 about the admission to school use of preschool educational programs, curriculum and textbooks and withdrawal of admission ( Journal of Laws from 2009 no. 89, item 730).
4. MEN Decree from the 7th of October 2009 about the attached principles of exercising pedagogic supervision (Journal of Laws from 2009 no. 168, item 1324).
5. MEN Decree from the 25th of August 2009 about health and safety in public and nonpublic schools and facilities (Journal of Laws from 2009 no. 135, item 1130).
6. The Act from the 26th of June 1974 Labour Law (Journal of Laws from 1998 no. 21, item 942 with the later changes).
7. Convention on the Rights of the Child (Journal of Laws from 1991 no. 120, item 526).
8. The Act from the 14th of December 2016 – Educational Law (Journal of Laws from 2017 item 59).
9. This Statute.

## **CHAPTER I General provisions**

### **§ 1**

1. The **Kindergarten** is named :

**Brytyjskie Przedszkole Matematyczne „FUN & MATH”**

and it is a non-public **Kindergarten**.

2. The **Kindergarten** is settled in Szczecin, Siemiradzkiego 8 Street.
3. The **Kindergarten's** executive management body is „ANDREAS” S.A. settled in Szczecin, Aleja Wojska Polskiego 203 Street.
4. The body that supervises pedagogical supervision over the **Kindergarten** is the Headmaster of the **Kindergarten**.
5. The name of the **Kindergarten** in its full sound and on the stamp is:

**Brytyjskie Przedszkole Matematyczne „FUN&MATH” ul. Henryka Siemiradzkiego 8, 71-331 Szczecin**

## **§ 2**

1. The **Kindergarten** works for the whole calendar year, except for a possible two-week holiday break intended for employee holidays in accordance with the Labour Law.
2. The **Kindergarten** works in hours from 7:00am till 5:00pm from Monday to Friday.
3. The **Kindergarten** is closed on public holidays.
4. Working time can be changed depending on the needs of the environment.

## **§ 3**

1. The **Kindergarten's** activities will be financed on the basis of:
  - charges of the Parents'/Legal Guardians' Children attending the **Kindergarten** (entry fee, monthly fee),
  - educational subsidy,
  - donations for the **Kindergarten**,
  - funds obtained from targeted programs and funds acquired by the **Kindergarten**.

## **CHAPTER II The Kindergarten's aims and tasks**

## **§ 4**

1. The **Kindergarten** performs paid education and upbringing in the field of preschool education.
2. The **Kindergarten** pursues the objectives and tasks specified in the Act of the education system and regulations issued on its basis, and in particular in the core curriculum of preschool education. The **Kindergarten's** aim is to support the overall development of

the Child. This support is carried out through the process of care, upbringing and teaching/learning, which enables the Child to discover Her/His own abilities, the sense of action and gathering experiences on the path leading to truth, goodness and beauty. As a result of such support, the Child achieves maturity to take up education at the first stage of education.

3. The **Kindergarten's** tasks:

- a) supporting the multi-directional activity of the Child through the organization of conditions that are conducive to the acquisition of experience in the physical, emotional, social and cognitive area of development,
- b) creating conditions to enable the Children freely develop, play and rest in a sense of security,
- c) supporting the Child's activity that raises the level of sensory integration and the ability to use the developing cognitive processes,
- d) ensuring proper organization of conditions conducive to the Children's acquisition of experience that will enable them to continue adaptation processes and help children develop in a non-harmonious, slower or accelerated way,
- e) supporting Child's independent world exploration, selection of content adapted to the level of the Child's development, its perception, imagination and reasoning, respecting individual needs and interests,
- f) strengthening the sense of the Child's value, individuality, originality and the need to create personal relationships and participation in the group,
- g) creating situations conducive to the development of habits and behaviors leading to independence, health care, mobility and safety, including road safety,
- h) preparation for understanding emotions, feelings and taking care of mental health, for example, by using natural situations appearing at the Kindergarten and task situations, taking into account the intellectual and developmental expectations of Children, movement, environment, clothing, music, dance, singing, theater, art,
- i) creating educational situations that build the Child's sensitivity, including aesthetic sensitivity, in relation to many areas of human activities such as speech, behavior,
- j) creating conditions that allow safe and independent exploration of the surrounding nature, stimulating the Child's development of sensitivity and enabling the recognition of values and norms relating to the natural environment and adapted to the Child's development stage,
- k) creating conditions enabling safe and independent exploration of technology elements in the environment, constructing, DIY, planning and undertaking intentional actions, as well as presenting the products of the Children's work,
- l) cooperating with the Parents, various environments, organizations and institutions, recognized as a source of significant values for creating conditions enabling the Child's identity development,
- m) creating, together with the above-mentioned subjects, situations leading to the Child's recognition of social values and norms, which are the source of the family, group at the

**Kindergarten**, other adults and developing behaviors resulting from values that can be understood at this particular stage of development,

- n) systematic supplementation of the educational content carried out with new issues and changes that appear in the Child's life in order to Her/His harmonious and safe development,
- o) systematic support to the Child's development, learning mechanisms leading to the achievement of a level that allows Her/Him to take up school education,
- p) organizing classes – adapted to the needs - enabling the Child to learn about the culture and language of a national or ethnic minority,
- q) creating educational situations in order to build the Child's interest in a modern foreign language, as well as the desire to learn about other cultures,
- r) shaping and developing the Children's interests,
- s) diagnosing the Children's knowledge, skills, level of development and Their cognitive functions,
- t) shaping readiness to learn writing and reading,
- u) preparing the Child to take up the school duty,
- v) shaping independence, hygienic and cultural habits, implementing the Children to the need to maintain the order,
- w) supporting the Children's speech development,
- x) supporting the Children's intellectual development along with mathematical education.

## § 5

1. Pedagogical observations will be carried out and documented in the **Kindergarten** in order to learn about the development opportunities and the Children's needs and in particular the analysis of the Child's (6-year) readiness to take up school duty (preschool diagnosis).
2. The **Kindergarten** cooperates with the Parents/Legal Guardians, performing advisory and supporting functions in relation to:
  - a) help in recognizing the Child's developmental potential and undertaking early specialist intervention in case of any difficulties,
  - b) inform about the Child's progress, behavior and development.
3. The **Kindergarten** creates conditions for learning foreign languages.
4. The **Kindergarten** provides care for Children in a manner adapted to the age of the Child and Her/His developmental; ensures the Children's safety and optimal conditions for proper development, taking into account the economical, technical and administrative conditions.
5. The **Kindergarten** provides Children safety and constant care during Their stay in the building and during classes outside the Kindergarten.
6. The **Kindergarten** practises health and safety regulations.

## **§ 6**

### **Basic forms of didactic and educational activity:**

- a) organized classes,
- b) stimulation classes organized in small teams,
- c) individual classes (educational opportunities),
- d) spontaneous Children's activities,
- e) art creation,
- f) self-service activities,
- g) walks, trips,
- h) special events,
- i) additional classes organized with the Parents' consent.

## **§ 7**

### **In order to meet the Child's needs, the Institution is guided in particular by:**

- a) the good of the Child,
- b) the need to compensate developmental deficits,
- c) the need to support the Child's development by enabling education, developing interests and individualising educational interactions,
- d) the conviction that supporting the Children's development in preschool age has decisive meaning in Their further development.

## **CHAPTER III The Kindergarten Bodies and the scope of Their tasks**

## **§ 8**

### **1. The Bodies of the Kindergarten are:**

- a) the Founding Authority;
- b) the Headmaster of the Kindergarten;
- c) Pedagogical Council.

## **§ 9**

### **The Founding Authority's tasks include:**

1. Appointment and dismissal the **Kindergarten's** Headmaster.
2. Control the Kindergarten's activity.
3. Keeping and storing the financial documentation of the **Kindergarten**.
4. Making changes to the Statute of the **Kindergarten** at the request of the Headmaster.
5. Making changes in the amount of fees in a civil law contract for the provision of teaching, pastoral and care services.
6. Making decisions about the liquidation of the Institution.

## § 10

### The Headmaster's tasks include:

1. managing the day care and educational activity of the **Kindergarten** and representing the **Kindergarten** outside,
2. taking care of the Children and creating conditions for harmonious mental and physical development through active pro-health activities,
3. performing tasks related to providing the Children with safe and hygienic conditions during Their stay at the **Kindergarten**,
4. creating conditions for integral and harmonious development,
5. performing pedagogical supervision in relation to the employed Teachers,
6. disposing of funds specified in the monthly financial plans of the **Kindergarten** each time approved by the Leading Authority and bearing responsibility for their proper use,
7. gathering information about the Teacher's work in order to evaluate Their work,
8. directing, as a leader, the work of the Pedagogical Council, implementing the resolutions of the Teachers Council undertaken within their competence, as well as suspending resolutions inconsistent with the provisions of educational law,
9. deciding together with the Founding Authority about employing and dismissing pedagogical, administration and service employees; determining the scope of Their duties, awarding prizes and disciplinary punishments,
10. supporting the improvement of the Teachers (taking into account the statutory tasks of the **Kindergarten**),
11. cooperation with the Parents/Legal guardians, educational and cultural institutions as well as the institutions that supervise and control the work of the **Kindergarten**,
12. keeping and archiving documentation of the educational and didactic activities of the **Kindergarten**,
13. leading the recruitment process, enrolling at and disposing the Children from the **Kindergarten** in accordance with the rules laid down in the Statute,
14. the right to participate in all meetings convened by the Teachers and the Leading Authority,

15. informing the Headmaster of a district school about the Child's failure to meet the obligation of annual preschool preparation,
16. making decisions on the creation or liquidation of the **Kindergarten's** unit,
17. establishing together with the Founding Authority the scope of duties of the Headmaster's Deputy who represents the institution and the Headmaster in the event of Her/His absence,
18. concluding the contracts for the provision of teaching, pastoral and care services with the Parents,
19. performing other tasks resulting from specific provisions,
20. creating - with the consent of the Founding Authority - conditions for volunteers, associations and other organizations to act in the **Kindergarten**, whose aim is to educate or extend and enrich the forms of didactic, educational, caring and innovative activities of the **Kindergarten**,
21. taking responsibility for implementing recommendations resulting from judgments about the need for special education of the Child.

The Headmaster of the **Kindergarten** may, by way of decision, strike out the Child from the list of the **Kindergarten** in the cases specified in the Statute.

## § 11

The Pedagogical Council includes: the **Kindergarten's** Headmaster as its leader and all Teachers employed in the **Kindergarten**. At the meetings of the Pedagogical Council, persons invited by its leader or the Founding Authority may also take part in an advisory capacity. The Pedagogical Council meets on compulsory meetings according to a set schedule or organizational needs and above all before the beginning of the school year. Meetings may be organized at the request of the pedagogical supervision - the Headmaster at the initiative of the Pedagogical Council or the Leading Authority.

The leader is responsible for preparing the meeting of the Pedagogical Council and is responsible for informing all its members about the date and agenda of the meeting. The **Kindergarten's** Headmaster presents to the Teachers' Council, at least twice a year in the school year, general conclusions resulting from the pedagogical supervision and information about the activities of the **Kindergarten**.

1. The competence of the Teachers Council is:
  - a) preparation and approval of the Regulations of the Pedagogical Council, which may not be inconsistent with the Statute of the **Kindergarten** and the policy of the Leading Authority,
  - b) planning and organizing care and educational work,
  - c) submitting applications to strike the Child from the list of the **Kindergarten**,

- d) undertaking the resolutions on pedagogic innovations and experiments which don't cause financial consequences,
- e) issuing opinions at the request of the **Kindergarten's** Headmaster,
- f) determining the organization of professional development of the Teachers,
- g) determining the use of the results of pedagogical supervision, including those performing over the **Kindergarten** by the body exercising pedagogical supervision, in order to improve the work of the **Kindergarten**,
- h) deciding on the Teachers additional activities and permanent work and classes as part of the basic salary,
- i) requesting the Headmaster to make changes to the Statute, preparing a plan of the Statute or its changes and presenting it to the Leading Authority for approval,
- j) requesting the dismissal of the Teacher from the position of the Headmaster or from another managerial position in the **Kindergarten**.

Resolutions of the Pedagogical Council are undertaken by a simple majority of votes in the presence of at least half of its members. Resolutions of the Teachers Council may come into force after the Leading Authority positive opinion.

The Pedagogical Council requests changes and designs the regulations of its activities. Regulations come into force after a positive opinion from the Leading Authority. Meetings of the Pedagogical Council are documented.

Persons participating in the Pedagogical Council meetings are obliged not to disclose matters discussed at the Pedagogical Council meeting, which may violate the Children's, the Parent's, the Teachers' and other employees' personal rights.

## CHAPTER IV The Kindergarten's organization

### § 12

1. The **Kindergarten** operates throughout the whole calendar year with the exception of public holidays and a possible two-week holiday break.  
The **Kindergarten** works from Monday to Friday from 7:00am till 5:00pm. The Parents/Legal Guardians can bring and pick up the Children during the **Kindergarten's** working hours. For collecting the child after the **Kindergarten's** working hours, the additional fee will be charged for every started hour in the amount of **50 PLN**. On the way the **Kindergarten** and from the **Kindergarten** the Parents/Legal Guardians takes all responsibility for the Child.
2. The Headmaster of the **Kindergarten** entrusts individual groups to the care of one or two teachers depending on the tasks being performed.
3. The organization of the **Kindergarten's** work is determined by the framework schedule set by the **Kindergarten's** Headmaster, taking into account the health and hygiene principles of teaching, upbringing and care; needs, interests and talents of the



Children; kind of disability of the Children who has been positively assessed by the Leading Authority.

On the basis of the framework schedule of the day, the Teacher or Teachers who take care of a given group prepare a project of a detailed schedule of the day taking into account the needs and interests of the Children and submit it to the **Kindergarten's** Headmaster for approval.

4. The **Kindergarten** is a care, educational and didactic institution providing care, upbringing and education for children aged from 2,5 to 6 years old.

### § 13

The daytime work of the **Kindergarten** is determined by the Headmaster of the **Kindergarten**.

### § 14

1. The basic organizational unit of the **Kindergarten** is the group of Children in a similar age.
2. The group of Children can have maximally up to 20 Children.
3. It is possible to organize in the **Kindergarten** nursery groups for Children under the age of 3, with up to a maximum of 20 children.
4. The **Kindergarten** in the scope of statutory tasks provides Children the opportunity to use:
  - a) rooms for teaching, upbringing and care,
  - b) playground,
  - c) sanitary and cloakroom rooms,
  - d) meals.
5. It is possible to organize other Children's groups in the selection of the Children's interests or the needs of Parents using an additional offer of caring, educational or recreational facilities.
6. During the holiday period as well as in case of a large absence of the Children or the Teachers' illness absence, it is permissible to create a different composition of the **Kindergarten's** groups.

### § 15

1. The school year in the **Kindergarten** begins on September 1st and ends on August 31st of the following year.
2. The **Kindergarten** works 12 months a year, with a possible two-week break during the summer holidays.

3. The annual holiday break period of the Institution's work is determined by the Headmaster of the **Kindergarten** and given to the general information.
4. The hour of teaching, education and care provided by the Teacher in the **Kindergarten** lasts 60 minutes. The time of classes conducted in **Kindergarten** is adapted to the developmental possibilities of the Children but the time of additional classes is about 15-20 minutes for 3 and 4 year olds, 25-30 minutes for Children in ages 5 and 6.

## § 16

1. Care and educational work in the **Kindergarten's** groups is performed on the basis of the core curriculum of preschool education and the Institution development program that takes into account the profile of the **Kindergarten** and also on the preschool education programs admitted for use by the **Kindergarten's** Headmaster.
2. The assumptions of the core curriculum of the preschool education are carried out:
  - a) From Monday to Friday in no less than 5 hours a day,
  - b) In hours from 7:00am till 5:00pm,
  - c) for 10 months a year, from September 1st to June 30th.
3. The **Kindergarten's** working time is set annually by the Headmaster of the Institution.

## § 17

1. The Institution provides the Children enrolled in **Kindergarten's** groups with the opportunity to participate in additional activities during Their stay in the **Kindergarten**, in accordance with declarations of Parents/Legal Guardians.
2. The exception is foreign language learning as well as mathematics and art classes, which are obligatory for all the Children attending the facility, as the result of the **Kindergarten's** profile.
3. The additional classes offer, its duration and the weekly schedule are determined and presented to the Parents by the Headmaster of the **Kindergarten**.
4. The Institution may expand the offer of caring, educational and upbringing services, depending on the needs of the environment and the organizational and basic facilities of the **Kindergarten**.
5. The additional care and educational offer is addressed to the Children registered at the **Kindergarten** in the particular school year, as well as to the Children from outside the Institution and Their Parents.
6. The implementation of an additional care and educational offer for the Children and Their Parents may be organized during the work of the **Kindergarten** and on nonworking days, according to the needs of the local environment and the organizational possibilities of the **Kindergarten**.

## § 18

1. The **Kindergarten** provides the Children with five meals a day.
2. The amount of fees for services provided by the **Kindergarten** is determined by the Founding Authority based on the analysis of the cost of the **Kindergarten** maintenance and depending on the scope of services specified in the civil law agreement concluded between the **Kindergarten** and the Parents/Legal Guardians of the Child.
3. The fees for services provided by the **Kindergarten**, include the following nonreturnable amounts: a) an entry fee,  
b) monthly fee,  
c) the amounts for the meals (conditions specified in the civil law contract),  
d) additional fee for services provided above the standard of the **Kindergarten** working time, defined by a civil law agreement between the **Kindergarten** and the Parents/Legal Guardians.
4. The entry fee is one-off and it must be paid in accordance with the conditions set out in the civil law contract concluded between the Headmaster of the **Kindergarten** and the Parents/Legal Guardians of the Child.
5. The monthly fee must be paid in accordance with the conditions set out in the civil law contract concluded between the Headmaster of the **Kindergarten** and the Parents/Legal Guardians of the Child.
6. The amount of the fees for the new school year is given by the **Headmaster** of the **Kindergarten** until April 30th each year to the general information. The amount of the fees for a particular school year may increase by the inflation rate and increase in the cost of maintaining the **Kindergarten**.

## § 19

1. The Children who do not attend additional classes stay under the care of the Teacher who leads the group.
2. The duration of classes is adapted to the Children's ability and ranges from 15 to 30 minutes, with the objection to the right of the **Kindergarten** to change their duration depending on the needs of the Children.

## § 20

The care, educational and didactic work is conducted based on the core curriculum of preschool education and preschool education program selected from a set of programs approved by the Ministry of National Education and taking into account the individual needs of the Children.

## CHAPTER V The Kindergarten's employees' rights and duties

### THE TEACHERS

#### § 21

1. The teachers are employed by the Founding Authority and the **Kindergarten's** Headmaster on the basis of an employment contract based on labour law or other civil law contract.
2. The condition for employment as a Teacher in the **Kindergarten** is to have documented pedagogical qualifications for teaching, in accordance with the requirements set out in the Ministry of National Education and Sport and comply with the requirements set by the **Kindergarten's** Headmaster.
3. The Teacher's working time in the **Kindergarten** is 40 hours per week.
4. The Teacher is obligated to perform tasks in accordance with the scope of duties (activities) determined and granted by the Founding Authority and the **Kindergarten's** Headmaster and other tasks that arise from the scope of duties (activities) ordered by the **Kindergarten's** Headmaster and related to the organization of the care and educational didactic process.
5. The Teacher's salary is determined by a contract of employment or other civil law contract (for example free-for-task agreement, specific-task contract).

#### § 22 The

##### Teacher's rights and duties:

1. The Teacher's duty is to implement the core curriculum defined by the Ministry of Education and to plan activities based on the Child's diagnosis and curriculum, as well as the implementation of organizational tasks set out in the **Kindergarten's** work plan, including in particular:
  - a) creating appropriate conditions and educational situations in order to develop, enrich experiences, stimulate the Child's development,
  - b) cooperation with psychological-pedagogical and health care specialists,
  - c) maintaining pedagogical documentation in accordance with applicable regulations.
2. The Teacher has a right to:
  - a) formulate authorial education curriculum, with the consent of the Headmaster,
  - b) decide in consultation with the Headmaster about textbooks, teaching aids and methods.

3. The Teacher takes responsibility for:
  - a) life, health and safety of the entrusted Children for the entire time of the Child's stay in the **Kindergarten**, including the participation of the Child in events (games) organized by the **Kindergarten** outside its area.
  - b) accidents resulting from failure to fulfill the Teacher's duties in this area.
4. The Teacher is obligated to:
  - a) conscientious planning, conducting and documenting own educational and didactic work based on the upbringing program, the day program and the **Kindergarten's** work plan,
  - b) conducting pedagogical observations aimed at learning and securing the needs of the Children's development and documenting these observations,
  - c) cooperation with specialists providing psychological and pedagogical assistance, health care or other care,
  - d) cooperation with the Parents/Legal Guardians of the Child in matters of upbringing and teaching, including the rights of the Parents/Legal Guardians to know the tasks arising from the preschool educational program and to obtain information about the Child, Her/His behavior and development,
  - e) individual consultations with the Parents/Legal Guardians,
  - f) taking care of the **Kindergarten's** property,
  - g) professional and pedagogical improvement.

## **NON-PEDAGOGICAL WORKERS**

### **§ 23**

1. Non-pedagogical employees are hired by the Founding Authority and the **Kindergarten's** Headmaster on the basis of a contract of employment or other civil law contract.
2. The scope of the duties (activities) of non-pedagogical employees of the **Kindergarten** is determined and granted by the Founding Authority and the Headmaster of the **Kindergarten**.
3. The salary of non-pedagogical employees (administration and service) is defined in the employment contract or other civil law contract.

## KINDERGARTENERS

### ENROLLING AT THE KINDERGARTEN, STRIKING OUT OF THE KINDERGARTEN

#### § 24

1. The Child's enrolling at the **Kindergarten** takes place on the basis of a civil law contract concluded between the Parents/Legal Guardians or one of the Parent/Legal Guardian of the Child and the **Kindergarten** after signing the contract and paying the entry fee.
2. Termination of the contract referred to in section 1 § 24 of these Statutes takes place in the cases provided in the contract.
3. Children may be admitted during the entire school year if the **Kindergarten** still has free spots. Preference is given to 6-year-olds taking annual, compulsory preschool preparation and Children whose siblings are currently attending **Kindergarten**.
4. The termination of a civil law contract by one of the parties of the contract referred to in paragraph 1 § 24 of this Statute, causes the deletion of the child from the list of children of the Kindergarten but the deletion of the child takes place on the day of termination of the terminated contract.

#### § 25

The Children in the **Kindergarten** have right to:

1. Properly organized care, educational and didactic process in accordance with the principles of hygiene in mental work.
2. Be protected against all forms of physical or mental violence and respect for Their personal dignity.
3. Friendly and subjective treatment in the educational and didactic process.
4. Respect for all of needs and respect for property.
5. Partnership conversation on any topic, communication with adults on the basis of equality.
6. Experience of consequences of own behavior.

#### § 26

The Child in the **Kindergarten** is obligated to:

1. Observe the general preschool code of conduct in accordance with the norms and values of social coexistence.
2. Go by the internal group agreements developed by the Children and Teacher cooperation.

3. To observe the obligation of wearing the uniform of the **British Mathematical Kindergarten "FUN & MATH"** on a daily basis.

## § 27

The Child may be striked out of the **Kindergarten's** Children list if:

1. The Parents/Legal Guardians are in arrears with **Kindergarten's** fees for at least one month.
2. The Child's behavior causes a threat to the safety, health or life of other Kindergarteners or Teachers.
3. The Parents/Legal Guardians have dissimulated important information about the Child, which makes it impossible for Her/Him to stay in the **Kindergarten**.

## THE PARENTS' DUTIES

## § 28

1. The Parents/Legal Guardians are required to comply with the civil law contract with the **Kindergarten**, as referred to in § 24 point 1 of this Statute and the provisions of the Statute of the **Kindergarten**. In case of any contradiction in the content of the provisions of a civil law contract with the provisions of this Statute, the parties are encompassed by a civil law contract.
2. In order to provide the Child proper care, nutrition and methods of care and upbringing, the Parent of the Child passes the Headmaster of the **Kindergarten** important data on the state of health, the Child's diet and mental and physical development.
3. The form of cooperation between the **Kindergarten** and the Parents/Legal Guardians is consultation with the Headmaster or the Teachers.
4. A child should be brought and picked up from the **Kindergarten** by at least one of the Parents/Legal Guardians of the Child or a person authorized by them, ensuring the Child's full safety. The authorized person shall be adult and sober.  
The authorization is issued by at least one of the Parents/Legal Guardians of the Child in writing with Her/His own signature. The mentioned authorization includes: a)  
Name and surname of the authorized person.  
b) ID number or PESEL or passport number (name of the document, its number and possibly a series), which the authorized person will use when collecting the **Child**.  
c) The signature of the Parent/Legal Guardian.
5. It is the Parents/Legal Guardians duty to bring a healthy Child to the **Kindergarten**. If the **Kindergarten's** workers have any doubts about the Child's health, the employee

has the right to request a medical certificate about the Child's health under pain of being non accepted to attend the **Kindergarten**.

6. The Child's return to the **Kindergarten** after absences should be preceded by checking by the Parent whether changes have occurred in the current organization of the day of the Child's group.
7. In case of being late with the picking up the Child from the **Kindergarten** by the Parents/Legal Guardians or other authorized persons, there will be extra charges defined by a civil law contract, as referred to in § 12 para. 1 of this Statute.
8. The Parents/Legal Guardians have the obligation to participate in the "consultations with the Teacher" organized by the Teacher or the Headmaster and follow the current information on the 4parents.pl Internet Website.

## THE PARENTS' RIGHTS

### § 29

The Parents have rights to:

1. Knowledge of the core curriculum of preschool education in Their Child's group.
2. Obtain informations about Their Child's educational progres.
3. Participate in open classes organized by the **Kindergarten**.

## FINAL PROVISIONS

### § 30

The **Kindergarten** runs and stores documentation in accordance with separate regulations.

### § 31

The statute comes into force on 1st September, 2017.



**STATUTE  
OF THE NURSERY  
LEADED BY  
THE BRITISH MATHEMATICAL KINDERGARTEN  
„FUN & MATH”  
IN SZCZECIN**

**CHAPTER I GENERAL PROVISIONS**

**§ 1**

1. The present Statute specifies the rules of operation, goals and tasks of the Institution, hereinafter called the **Nursery** and its full name is: **Nursery Group of the British Mathematical Kindergarten "FUN & MATH"**.
2. The **Nursery** is settled in Szczecin, Siemiradzkiego 8 Street.
3. The Leading Athority of the **Nursery** is **British Mathematical Kindergarten „FUN&MATH”** settled in Szczecim, Siemiradzkiego 8 Street, registered in Ewidencja Szkół i Przedszkoli Niepublicznych under the number WOŚ-V.4430.681.2015.
4. Supervision of the activities of the **Nursery** is performed by the President of Szczecin.
5. The **Nursery** uses the stamp:

**Grupa Żłobkowa**  
**Brytyjskiego Przedszkola Matematycznego „FUN & MATH” NIP 782-22-54-670**  
**REGON 634388619 Tel. 724 220 220, e-mail: [przedszkole@funandmath.pl](mailto:przedszkole@funandmath.pl)**

## § 2

### **The Nursery works on basis:**

1. The Act from the 4th of February 2011 about childcare aged up to 3 years old (Journal of Laws no. 45, item 235), hereinafter referred to as the Act.
2. Decree of the Minister of Labour and Social Policy from the 25th of March 2011 about the scope of training programs for a carer at a nursery or children's club, a volunteer and a day carer (Journal of Laws from 2011 no. 69, item 368).
3. Decree of the Minister of Labour and Social Policy from the 25th of March 2011 about the premises and sanitary requirements for nursery and children's clubs (Journal of Laws from 2011 no. 69, item 367).
4. This Statute.

## **CHAPTER II Aims and tasks of the Nursery and its implementation method**

## § 3

### **The Nursery realizes aims and tasks resulting from the provisions of the Act. These are in particular:**

1. Child's care of Children up to 3 years old (in special cases up to 4 years old), in living conditions to home conditions.
2. Proper care and educational care, carried out through conducting play activities with elements of education, taking into account the individual needs of the Child.
3. Care and educational activities, taking into account mental and physical development appropriate to the age of the Child.

## § 4

### **The scope and method of implementation of the Nursery's tasks:**

1. Care for health and proper physical development of the Children by providing them care and developing hygiene habits of everyday life as well as conducting general development activities.
2. Supporting the individual development and early education of the Child.
3. Supporting the individual development of the Child and in case of Children with disabilities providing special regard to the type of disability.
4. Providing care and education in an atmosphere of acceptance and safety.
5. Shaping social attitudes, accustoming the child to live together and cooperate in a group of peers.
6. Developing the imagination and aesthetic sensitivity of Children.

7. Cooperation with the Parents/Legal guardians, in accordance to advise and support educational activities.
8. Providing the Children proper food, observing the hygiene rules.

## § 5

The **Nursery**, fulfilling the needs of the child, is guided in particular by:

1. The Child's goodness.
2. The need to compensate developmental deficits.
3. The need to support the Child's development.

## CHAPTER III The conditions for enrolling at the Nursery and striking out of the list of Children of the Nursery

## § 6

1. Children are admitted to the **Nursery** on the basis of a civil law contract concluded between the Parents/Legal Guardians or one of the Parents/Legal Guardians of the Child and the Institution and payment of the entry fee.
2. Termination of the contract referred to in section 1 § 6 of this Statute takes place in the cases provided in the contract.
3. Children may be enrolled at the **Nursery** during the entire school year if the Institution still has some free spots. The priority will be given to the Children whose siblings are currently attending the **Nursery** or the **British Mathematical Kindergarten „FUN&MATH“**.
4. Termination of the civil law contract by one of the parties of the contract mentioned in paragraph 1 § 6 of this Statute, causes the deletion of the Child from the list of Children of the Institution, where the deletion of the Child takes place on the day the terminated contract is suppressed.

## § 7

1. A Child may be removed from the list of **Nursery's** Children by the Headmaster of the Institution in particular, when the Parents/Legal Guardians:
  - a) do not comply with the provisions of the Statute, the Regulations and procedures,
  - b) fail to comply with the timely payment of the fees, resulting from the concluded civil law agreement,

- c) dissimulated informations of the Child's mental or physical health that are important for the correct didactic and educational process and the safety of other Children,
  - d) do not cooperate with the **Nursery's** workers in the matter of solving problems appeared in the process of childcare and upbringing,
  - e) when the Child's behavior threatens the health and safety of other Children.
2. A written decision on the deletion of the Child from the list of the **Nursery's** Children shall be given to the Parents/Legal Guardians or sent to the address provided by Them, for the **Nursery's** information.
  3. The Headmaster's decision may be appealed within 7 days from the date of receipt. An appeal may be given to the Leading Authority.

## CHAPTER IV SOUCES OF FINANCING AND PAYMENT METHODS

### § 8

**The activity of the Nursery of the British Mathematical Kindergarten "FUN & MATH" is financed by the following sources:**

1. The fees paid by the Parents/Legal Guardians whose Children are enrolled at the **Nursery**.
2. Other revenues obtained in the manner provided by law.

### § 9

1. Care in the **Nursery** is payable.
2. Payment for the Child's stay in the **Nursery** consists of:
  - a) a one-off, non-returnable entry fee, which must be paid immediately after the civil law contract is signed by the Parents/Legal Guardians of the Children, but not later than within three days,
  - b) a fixed monthly fee, not refundable (also in case of the Child's absence at the **Nursery**), paid in advance up to the 5th day of each month,
  - c) the payments for the meals in the amount of the daily feeding rate specified in the conditions of a concluded civil law contract,
  - d) the meals fee is determined by the Headmaster of the Institute.

The fee for meals is paid up to the 5th day of each month following the accounting month.

## CHAPTER V FINAL PROVISIONS

1. The **Nursery** carries out and stores the documentation in accordance with separate regulations.
2. The internal regulations at the **Nursery** should not be contradictory with the provisions of this Statute.
3. The Statute was laid down by the Headmaster of the **Nursery**.
4. Any changes in the Statute makes the Headmaster of the **Nursery**.
5. The Statute comes into force on the day of getting an entry in the Register of **Nursery** and Children's Clubs run by the President of the City of Szczecin.