



Katica-Kuckó English-Hungarian Montessori Style Private Kindergarten

HOUSE RULES

Drafted and referred by: Mariann Sipos Kindergarten Manager
Reviewed by: On behalf of parents' association
Accepted by: On behalf of the teaching staff
Approved by: Éva Gyetvai Managing Director on behalf of the operator

Entered into force: 02. September 2019.
History of the document:

House rules

| Version | Entered into force | Amending body | Change |
|---------|--------------------|---------------|-----------|
| 1.0 | 1/2/2019 | Kindergarten | Published |

Official name of the institution: Katica-Kuckó English-Hungarian Montessori Style Private Kindergarten

Address of kindergarten: H-1021 Budapest, 73/b Budakeszi rd.
OM identifier: 203191
Website: www.katica-kuckó.hu
Kindergarten manager: Mariann Sipos
Telephone: +36 30 760-27-71
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Child protection officer:
Telephone:

Speech therapist:

Name and address of operator: Kids World Nonprofit Kft.

Business registration number:
Tax identification number:
Seat: H-1025 Budapest, 8/b Ruthén str.
Bank account number:

Managing Director: Éva Gyetvai
Contact person: Éva Gyetvai

Name of the body responsible for legal supervision of the operator's business:

Capital Government Office

Legislative framework

Act CXC of 2011 on National Public Education (Nkt.), Article 25
Regulation 20/2012 (31 August) of the Ministry of Human Capacities (EMMI) on governing the operation of educational institutions and name usage of public educational institutions
Government decree 229/2012 (implementing regulation of Nkt., Article 23)
Act XXXI of 1997 on the protection of children

House rules

Revision of the house rules: done annually or according to changes in law.

Amendment of house rules: falls in competence of the kindergarten manager, and may be initiated by the teaching staff or the parents' association.

Personal scope of the house rules

All children and teachers who are contracted with the kindergarten, and those who are directly involved in the pedagogical work with the kindergarten, as well as parents.

Individuals who are not contracted with the institution, but are involved in performing tasks of the kindergarten.

Territorial scope of the house rules

The area of the kindergarten

Non-nursing programs—related to the implementation of the pedagogical program—organized by the kindergarten

Kindergarten enrolment, admission procedure

Kindergarten admission, transfer is done throughout the year on application basis, until spots available.

Documents required for application:

- The child's birth certificate ●
- The parent's identity card ●
- The parent's and child's address card ●
- The child's social security card

When transferred from another kindergarten, transfer is done via Form Tü. 730.

Schedule of the educational year

In the kindergarten, the educational year lasts from 1 September of the given calendar year to 31 August of the following calendar year.

A working day without education in the kindergarten is possible according to the law.

The kindergarten is open all year round, with the exception of the summer break of 3 weeks in August, and 2 weeks during the holiday season in December.

At the beginning of summer every year, we assess the number and needs of recipients of our services, and decide on the summer opening hours based on the outcome.

Opening hours:

With a five-day work schedule, on working days (Monday to Friday) from 8:00 AM to 5:00 PM.

House rules

Order of arrival and departure of children

In order to ensure smooth operation of the kindergarten activities and peace of the group, the arrival of the children at the kindergarten takes place from 8:00 AM to 9:00 AM on an ongoing basis.

Children should arrive at the kindergarten no later than 9:00 AM, because we can provide breakfast until this time.

For the safety of children, please close the door when arriving or leaving.

All children have to be handed in person to the adult in the group by parents, as the kindergarten assumes responsibility only from the moment of handing over.

Departure after lunch is available between 12:30 PM and 1:00 PM.

Afternoon departure starts at 3:00 PM, and lasts until 5:00 PM on an ongoing basis.

Children can be collected from the kindergarten by their parents or by an adult person with the written authorization of the parents. The authorization should include the name, address, ID number of the authorized person.

In case of parents going through divorce proceedings, or divorced parents living separately, we shall follow the court's ruling. If the court's ruling does not limit the right of the parent, the child can be taken home by either party.

If a parent of a child does not arrive by the closing time of the kindergarten, the kindergarten teacher shall try to contact the parents by phone. If it fails, after waiting half an hour, the kindergarten teacher informs the manager of the kindergarten. The parents can then inquire at the kindergarten manager's telephone number about where to collect their child.

Daily routine of the kindergarten

The kindergarten's daily routine fits flexibly with children's activities.

The defined time frames provide an opportunity to have unexpected events and experiences. Depending on their age and level of development, children are given mandatory and optional development according to the local pedagogical program, based on the decision of the kindergarten teachers leading the given group.

For groups of the youngest, we devote more time on rest and care tasks, while for groups of the older ones, we prefer rest on demand.

House rules

In case of bad weather, varied indoor activities are given greater emphasis. When the weather is pleasant, the main goal besides the activities is being outdoors, going on excursions, and playing in the courtyard.

Work schedule

The weekly and daily schedules of children are based on the weekly and daily schedules set forth in the kindergarten's education program, which is published by the kindergarten teacher in September each year on the pedagogical bulletin board of the group, and on the website of the kindergarten.

Also, works of children's can be seen by parents on the bulletin board.

Information about programs and excursions will be posted on the kindergarten's central bulletin board, and, if necessary, will be sent to the parents via email notifications.

Rights and obligations of the child (Article 43(3) of Nkt.)

In kindergarten, the child has the right to be educated in a safe and healthy environment. Life in the institution should be adapted according to the age and level of development of the child, by incorporating time for rest, free activities, movement, and by providing dining opportunities.

The kindergarten respects the personality, human dignity and rights of the child, and provides protection against all physical and psychological violence. The child should not be subjected to corporal punishment, inhuman or degrading punishment or treatment.

The child has the right to have their rights relating to personality, freedom of action, and privacy be respected by the institution, and while exercising this right, the child may not restrict others in exercising their rights.

The child has the right to be educated according their skills, interests and abilities.

The child has the right to be given the appropriate care according to their abilities, and to seek help from a specialized pedagogical service.

The child has the right to receive subsidized meals depending on the financial situation of their family. Families with three or more children are provided with subsidized meals by the kindergarten manager after coordinating with the operator. In case of requesting subsidized meals, the kindergarten requests a written parental declaration, as well as a document supporting the entitlement (proof of family allowance). In case of large families, a parental declaration with the child's name, date of birth, TAJ number should be provided.

The child has the right to receive regular health monitoring and care.

The kindergarten applies the principle of equal treatment while educating children, so it is especially forbidden to discriminate or harass a child directly or indirectly. Employee behavior violating the foregoing shall be subject to labour sanctions.

Accepting or rejecting a religion or belief is a personal private matter for everyone. All workers and employees of the kindergarten, parents of all children attending the kindergarten should respect the religion or belief of other children and parents.

There is no faith and religion education in the institution.

House rules

Obligations of the child

The child is obliged to comply with usage rules pertaining to the premises of the institution, and areas belonging to the institution.

The child is obliged to preserve, and use games and tools of the kindergarten according to the rules, as well as preserve the facilities of the kindergarten.

The child is obliged to take part in mandatory and optional sessions fitting their abilities.

The child is obliged to protect their own and their companions' physical integrity, and take part in health screening, if parental consent has been provided.

House rules

Developing the family's and the kindergarten's joint educational principles

Children attending our kindergarten are educated to respect and accept adults and each other, to demonstrate tolerance, and to listen to each other. We educate them to resolve conflicts with means other than rudeness or violence.

For successful education, these principles should be followed at home as well.

In the best interests of children, there is a need for mutual trust, friendly and effective cooperation.

For the sake of children, we are open to any reasonable change.

Rights of parents (Article 72 of Nkt.)

The parent has the right to freely choose a kindergarten.

The parent has the right to know the education program of the education and teaching institution, rules governing its organization and operation, house rules, and receive information about the content of thereof.

The parent has the right to regularly receive meaningful information about the development and behaviour of their child, and seek for advice and assistance to educate the child.

The parent has the right to participate in sessions—not on a regular basis—with the specific consent of the kindergarten manager and the kindergarten teacher.

The parent has the right to initiate the establishment of a parents' association, and to actively participate in it.

The parent has the right to inform the kindergarten's teaching staff and the operator of their findings. The parent has the right to request information about any issues concerning larger groups of children, and to participate in staff meetings discussing these issues, as a parent's association representative with the right of consultation. Larger group means a group of children attending the same group.

Obligations of parents

The parent is obliged to create conditions necessary for the child's physical, emotional, intellectual and moral development.

The parent is obliged to ensure that their child takes part in kindergarten education on an ongoing basis, particularly from the age of 5.

House rules

The parent is obliged to monitor the development of their child, and to assist the process of development, integration into the community, and learning the rules of community life.

The parent is obliged to regularly communicate with kindergarten teachers dealing with their child, and to provide all the information necessary for the joint education.

The parent is obliged to respect the human dignity and rights of the kindergarten's employees.

Rights and obligations of the parent are represented by the parents' association operating in the kindergarten. Any parent may become a member of the parents' association.

The parent pays a usage fee for the kindergarten service, set forth in a separate contract. Non-payment of the usage fee shall be subject to legal remedy, and termination of the child's kindergarten placement. All terms related to the usage fee are set forth in the contract.

Means of communication

Daily communication allows for short reports of facts, so should parents request more information about their child, consulting hours provides an opportunity for this.

The kindergarten provides consulting hours based on parents' needs, initiated by the kindergarten teacher at the time agreed in advance. The parent can also initiate a personal appointment.

The parents has the opportunity to gain insight to the kindergarten's daily life on scheduled open days, game afternoons, public ceremonies, family days, events and meetings.

Parents are informed via e-mail, the kindergarten bulletin board, and verbally.

Reward and disciplinary measures applied in the kindergarten

- In our kindergarten, we strive for positive reinforcement.

Reward and disciplinary principles concerning children:

- Consistency
- Proportionality according to the act
- We always assess behaviour and effort, not the child
- Timing: we always reward or discipline immediately after the act

Means of rewarding

- Different ways of praise, encouraging metacommunication, communication techniques, reinforcement of positive acts
- Involvement in activities, assigning tasks
- Highlighting as an example to follow

House rules

Disciplinary measures

Children should be familiarized with, and accept rules of kindergarten behaviour in order to create a community life, and children are involved in the development of rules.

Possible forms of discipline:

- Disapproving look, a warning regarding the rule
- Immediate prevention of further action in case of risk of accident, aggression
- Temporarily withdrawing a child from an activity, directing them from the activity to another proposed activity

Termination of kindergarten placement

Kindergarten placement terminates if

- The child has been transferred to another kindergarten, on the day of transfer
 - The parent gives a written notice that their child will quit the kindergarten, on the day declared in the notice
- The kindergarten manager terminates kindergarten placement due to payment arrears, following an ineffective payment request sent to the parent
- The child's unjustified absence from kindergarten exceeds the extent permitted by law
- The child has been admitted to school
- The child is absent from the kindergarten unjustifiably for more than 10 days, provided the kindergarten has warned the parent at least twice in writing about the consequences of the omission
- The support contract terminates

Rules for, and justifying absence from kindergarten

We ask parents to give notice about any absences of the child.

- If the child is absent, their absence should be justified.
- If the child was ill, the child's absence may only be considered justified after providing a medical certificate.
- The absence of a healthy child, in justified cases, may be permitted by the kindergarten teacher, based on a prior notice of the parent.
- In case of absence of more than 3 working days, written permission of the kindergarten manager should be sought for.

If the absence is not justified by the parent, it shall be considered unjustified.

House rules

Measures in case of unjustified absence

As per statutory provisions, in case of unjustified absence exceeding seven days, kindergarten placement terminates. The kindergarten shall warn the parent at least twice in writing about the consequences of the unjustified absence.

If the child is 5 years of age and is under a statutory obligation to attend kindergarten education, the kindergarten manager shall inform the competent public administrative officer according to the child's place of residence, if the child's unjustified absences exceed seven days an educational year.

Assessment

Assessing the child's development is done on an individual basis in writing, which the kindergarten teacher always negotiates with the parent personally.

When reaching the mandatory school age, concerning the level of development of the

child the kindergarten shall: ● Confirm that the child has reached the level

of development required for school attendance ● Recommend further

involvement of the child in kindergarten education

● Advise whether the child should participate in an expert and rehabilitation commission investigation to determine if they reached the required level of development, or they need specialized school education, teaching

Recommend the parent to take their child to an education counsellor to determine if the child has reached the level of development required for school attendance

Meal service

The institution offers four meals a day (breakfast, elevenses, lunch, snack). Meals are currently provided by to the kindergarten.

The kindergarten is obliged to take samples from meals provided, and samples should be kept in refrigerator for 72 hours.

Meal times:

Breakfast: continuously between 8:00 and 9:00 AM

Elevenses: 10:00-11:00 AM depending on activities

Lunch: 12:00-12:45 PM

Snack: 3:00-3:30 PM

If the parent indicates the child's food sensitivity to the kindergarten, we shall provide food suitable for the child. Payment of the meal fee should be made by bank transfer until the 5th of each month, based on the email sent in advance.

Cancellation of meals for the following day or days is possible until 8:00 AM, according to the terms set forth in the contract. In case of illness, cancellation of meals is not automatic, the parent should request this. Following an absence for any reason, the return of the child

House rules

should be reported by 8:00 AM on the last day of absence, so that we can provide meals for the next day.

Garment, equipment

The child needs only his personal belongings; the kindergarten provides the tools necessary for activities.

Changing shoes and comfortable indoor clothing are required for being in group rooms.

Changing shoes and extra clothing should always be provided to the child for unexpected events (trousers, T-shirt, socks, underwear).

In PE classes, dedicated garment should be used to prevent risk of accident. The gym bag should contain sports shoes, socks, shorts, T-shirt or leotard to get dressed for sports activities.

The child's clothing should be labelled with a technique of choice, and stored in a designated place.

We do not assume responsibility for toys and objects brought from home.

The kindergarten teacher may restrict objects not necessary for kindergarten life from bringing into the group room, and place them to the child's shelf.

Toys should not be taken home from the kindergarten, if the child took someone else's toy or dress, please return it as soon as possible.

For kindergarten ceremonies, nice dress should be provided to the child.

Building rules

For the safety of children, the door and gate of the institution should always be closed.

Premises and the courtyard should be used as intended.

After collecting the child, the parent may not use the institution as a playground to play with their child.

We ask parents to pay attention to cleanliness and health standards.

It is forbidden to enter group rooms when wearing street shoes!

Smoking is forbidden in the area of the institution!

Pets are not allowed on the area of the institution.

Only respective employees are allowed in the institution's kitchen.

For events organized by the kindergarten, and attended by parents, the kindergarten manager shall determine the order of usage of the kindergarten.

Health rules

House rules

Only healthy children are allowed in the institution! In the case of an infectious disease of the child, the institution must be notified.

If we determine that the child does not feel well, vomits, and their body temperature reaches 37.2 Celsius degrees, we shall inform the child's parents. In this case, the parent is obliged to collect their child from the community to protect the health of other children. The next day, the child may attend the community only with a medical certificate.

Bomb alert, fire alarm

In case of bomb alert or fire alarm, we shall act as described in the Fire alarm plan.

Complaints handling, procedures

The parent has the right to file a complaint about the services of the kindergarten. Remedies: -
Manager of the institution - Operator
- Capital Government Office

Publicity of the house rules

Upon enrolment, a copy of the house rules will be provided to parents, who shall certify its reception with their signature.

Closing provision

The house rules shall be reviewed annually, and be amended if law changes, the teaching staff initiate the amendment, or a parent makes a proposal through their representative, and the proposal is accepted by the teaching staff.

Legitimacy clause

The teaching staff accepted the house rules on 02 September 2019.

Budapest, 02 September 2019

Signature of kindergarten manager

Place of stamp