

**BY-LAWS OF THE  
INTERNATIONAL  
PADDINGTON BEAR  
KINDERGARTEN**

**CONTENTS:**

MISSION .....	3
CHAPTER 1 GENERAL PROVISIONS .....	4
CHAPTER 2 KINDERGARTEN'S TARGETS AND TASKS .....	6
CHAPTER 3 KINDERGARTEN'S AUTHORITIES AND THEIR POWERS .....	7
CHAPTER 4 ORGANISTAION OF KINDERGATEN'S WORK .....	12
CHAPTER 5 KINDERGATEN STUDENTS .....	16
CHAPTER 6 RIGHTS AND DUTIES OF EMPLOYEES AND CARETAKERS .....	17
CHAPTER 7 THE WAYS OF ACQUIRING RESOURCES FOR ACTIVITY .....	18
CHAPTER 8 FINAL PROVISIONS .....	20

## **THE MISSION**

**The philosophy of our kindergarten strengthens the interdisciplinary approach to educating young people so that they should grow to become socially responsible citizens capable of critical thinking and realizing how complex the world is. It is our mission to ignite the curiosity in our students to help them enjoy lifelong learning. A well-developed programme lets them learn respect for other cultures and combine it with adhering to their own opinions and ideas.**

**We focus on the young people's development – social, physical, emotional and cultural as the strengthening for their learning development.**

**We define international education as a multi-stage continuous process helping students understand new challenges they face in the world around and respond to them.**

**This way of thinking about education is common for programmes developed in line with international standards and teaching methods.**

**All curricula implemented in our school aim at making the students more responsive to the needs and experiences of other people. They also aid young people in finding their place in the international community and develop the need for being active members of the global community.**

## CHAPTER 1

### GENERAL PROVISIONS

#### §1

1. The terms and phrases used in the By-laws and spelled with a capital letters have been assigned the meaning as follows:
  - 1) Principal – the supreme authority of the International Paddington Bear Kindergarten authorised to represent it externally;
  - 2) IB - International Baccalaureate with registered office in Genève (Switzerland), International Baccalaureate Organization, implementing three educational programmes: Primary Years Programme, Middle Years Programme and Diploma Programme;
  - 3) Chief Education Officer – the body performing pedagogical supervision over the Kindergarten;
  - 4) MIS - Monnet International School; the complex of international schools (including: International Paddington Bear Kindergarten in Warsaw) offering International Baccalaureate at all levels: at the kindergarten, primary school, middle school and high school;
  - 5) MEN – Ministry of National Education;
  - 6) Teacher – an educator or other pedagogical staff at International Paddington Bear Kindergarten in Warsaw;
  - 7) Guardian – Student legal guardian and persons (bodies) having custody of the Student;
  - 8) Person running the Kindergarten – the body running the Kindergarten in the understanding of art. 3 section 5) of the law of September 7<sup>th</sup> 1991 on the education system (Journal of Laws 1991 No 95 item 425 as amended);
  - 9) Student – the person receiving education on behalf of whom the Guardian concluded an agreement on student education at the International Paddington Bear Kindergarten comprised within Monnet International School Complex in Warsaw;
  - 10) Kindergarten – International Paddington Bear Kindergarten in Warsaw, being a non-public kindergarten, entered at the register of kindergartens and educational institutions run by the capital city Warsaw at number 9 PN, according to the certificate No 9/PN/03[1] of September 28<sup>th</sup> 2006;
  - 11) IBPYP Program - International Baccalaureate Primary Years Programme, International Baccalaureate programme with the title International Baccalaureate - Primary Years Programme implemented within the curriculum adopted at the International Paddington Bear Kindergarten, whose detailed implementation principles define the provisions contained within the document General Regulations Primary Years Programme published by IB (International Baccalaureate with registered office in Genève (Switzerland));
  - 12) By-laws - this document with schedules;
  - 13) The website of the International Paddington Bear Kindergarten - <http://www.maturamiedzynarodowa.pl/przedszkole/>;

- 14) UoSO - the law of September 7<sup>th</sup> 1991 on the education system (Journal of Laws 1991 No 95 item 425 as amended);
- 15) UPrO – the law of December 14<sup>th</sup> 2016 Education Law (Journal of Laws of 2017 No 59 as amended);

2. The headings used in the By-laws have been introduced for convenience only and shall not affect the interpretation of By-laws unless a heading contains a word or phrase defined above.

## § 2

1. The Kindergarten is a non-public institution in the understanding of the provisions of UPrO.
2. The Kindergarten was set up in 1986.
3. The Kindergarten's seat is located at 6a Belwederska street in Warsaw (00-762 Warszawa).
4. The Kindergarten's statutory activity is conducted at 6a Belwederska street in Warsaw (00-762 Warszawa) and at 7 Górska street in Warsaw (00-740 Warszawa).
5. The Kindergarten is comprised within the School Complex - Monnet International School – encompassing educational institutions implementing – in addition to general education curricula and framework teaching plans defined in the manner provided for by UoSO's and UPrO's provisions – the curricula of the International Baccalaureate Organization with registered office in Genève (Switzerland): Primary Years Programme, Middle Years Programme, Diploma Programme.
6. The "Support" Foundation with registered office at 27 Pustułeczki street in Warsaw, KRS /*National Court Register*/: 0000335675 and other organization propagating good educational practices support the Kindergarten in the implementation of international curricula and teaching methods as well as educational innovations and in the sharing of them.

## §3

1. The person who set up and runs the Kindergarten is Hanna Buśkiewicz - Piskorska.
2. The organ performing the pedagogical supervision over the Kindergarten and performing with regard to Kindergarten other tasks defined in detail at UPrO is the Mazovian School Superintendent [Kuratorium Oświaty in Warsaw, al. Jerozolimskie 32, 00-024 Warszawa].
3. In addition to the body referred to in par. 2 of this paragraph, IB performs pedagogical supervision over the implementation of IB PYP programme at the Kindergarten.

## §4

1. These By-laws have been drawn up based on the law acts as follows:
  - 1) The law of September 7<sup>th</sup> 1991 on the education system (Journal of Laws No 67 of 1996, item 329, as amended);

- 2) Regulation of National Education Minister of August 27<sup>th</sup> 2012 on the kindergarten education curriculum and general education at different types of schools (Journal of Laws 2012 item 977);
- 3) Regulation of National Education Minister of June 17<sup>th</sup> 2016 amending the Regulation on the kindergarten education curriculum and general education at different types of schools (Journal of Laws z 2016 item 895);
- 4) Regulation of National Education and Sport Minister of December 31<sup>st</sup> 2002 on hygiene and safety in public and non-public schools and institutions (Journal of Laws z 2003r No 6 item 69 as amended);
- 5) Regulation of National Education Minister of October 7<sup>th</sup> 2009 on pedagogical supervision (Journal of Laws 2009 No 168 item 1324 as amended);
- 6) The law of June 26<sup>th</sup> 1974 – Labour Code – legal status as of November 11<sup>th</sup> 2013;
- 7) The law of January 26<sup>th</sup> 1982 – Teachers’ Chart (Journal of Laws z 2016 No 0, item 674 as amended) and executive acts for this law;
- 8) The Convention on Children’s Rights adopted by the General Assembly of the United Nations Organization of November 20<sup>th</sup> 1989 (Journal of Laws of December 23<sup>rd</sup> 1991);
- 9) Regulation of National Education Minister of April 30<sup>th</sup> 2013 on the principles of organizing and providing psychological-and-pedagogical assistance in public schools and institutions (Journal of Laws of 2013, item 352);
- 10) Regulation of National Education Minister of July 24<sup>th</sup> 2015 on the condition of organizing teaching, education and care for disabled children and youths as well as for children and youths socially mal-adjusted or at a risk of social mal-adjustment (Journal of Laws of March 31<sup>st</sup> 2014 item 414);
- 11) Regulation of National Education Minister of October 11<sup>th</sup> 2013 on organizing early assistance of child development (Journal of Laws of 2015, item 1113)
- 12) The law of August 29<sup>th</sup> 1997 on personal data protection (Journal of Laws z 2014, item 1182 as amended).

## **CHAPTER 2**

### **KINDERGARTEN’S GOALS AND TASKS**

#### §5

1. The Kindergarten performs the tasks and aims at the goals referred to in UPrO’s provisions and secondary legislation as well as the provisions binding for kindergartens and educational institutions belonging to the IB PYP programme, in particular it:
  - 1) assures versatile education for the Student with account taken of the Student’s wellbeing, personal interests and needs as well as psycho-physical capabilities;
  - 2) implements the Kindergarten’s education curriculum and the International Baccalaureate Primary Years Programme;
  - 3) it supports Teachers in their educational function;
  - 4) creates conditions for respecting cultural and worldview differences;

- 5) sustains the awareness of national, ethnic, language and religious identity;
- 6) respects religious convictions and worldview of the Teachers and Students.
2. Within the PYP program, the role of the Teachers is to create in collaboration with Students situations which shall inspire Students to independent research activity.
3. The Kindergarten is a research institution in which both Students and Teachers learn critical thinking and work continuously – in midst of fascinating play – on their personal development.
4. “Kindergarten safety regulations” forming an integral part of the By-laws apply to safety related matters. It shall be abided by: the Teachers, Students, Kindergarten employees, Guardians, persons visiting the Kindergarten and conducting classes commissioned by the Kindergarten.
5. The Kindergarten shall organize additional classes for Students, Guardians and workshops for the Teachers.
6. Within its capabilities the Kindergarten shall organize and provide Students and Guardians with psychological assistance relying, inter alia, in:
  - 1) recognising the Student’s individual capabilities and needs ;
  - 2) finding reasons for educational difficulties;
  - 3) finding reasons for educational and learning difficulties;
  - 4) organising different forms of psychological-and-pedagogical assistance;
  - 5) supporting gifted Students;
  - 6) supporting Guardians and Teachers in solving educational problems;
  - 7) organizing Kindergarten adaptation “days”/activities.
7. Psychological-and-pedagogical assistance shall be organised at the Kindergarten in the form of specialist classes and other classes of therapeutic character, counselling, consultations and workshops for Guardians and Teachers.
8. At the Guardians’ request, the Kindergarten shall organise logopaedics assistance. Additional fee shall be charged for logopaedics classes.
9. At the Guardians’ request, the Kindergarten shall organise religious classes in line with the legal provisions binding in this respect.
10. Kindergarten’s statutory tasks and goals shall be implemented by the Principal, Teachers and hired employees not being the teaching staff in cooperation with Students, Guardians, psychological-and-pedagogical centres, economic, social and cultural organisations and institutions in agreement with the person running the Kindergarten.

### **CHAPTER 3**

#### **KINDERGARTEN AUTHORITIEAS AND THEIR POWERS**

##### **§6**

1. The Kindergarten is a self-governing community of Students, Teachers and Guardians run by its authorities.
2. Kindergarten authorities shall be as follows:
  - 1) the Principal;

- 2) the Teachers' Board;
- 3) IB PYP Coordinator.

§7

1. The Principal shall be the Kindergarten's supreme authority.
2. The Principal is the person running the Kindergarten referred to in § 3 of the By-laws or the person running the Kindergarten appointed by the Principal.
3. The Principal:
  - 1) shall run the Kindergarten's activity and represents it in external contacts;
  - 2) shall perform the pedagogical supervision;
  - 3) shall provide care for the Students and creates conditions for harmonious psychophysical development through active pro-health activities;
  - 4) shall implement resolutions of the Teachers' Board's adopted within its powers;
  - 5) shall manage financial resources entrusted to him/her by the person running the Kindergarten and be responsible for their proper usage;
  - 6) shall perform tasks related to assuring safety to Students and Teachers during the classes organised by the Kindergarten;
  - 7) shall be responsible for the implementation of the recommendations following from opinions and statements on Student's special education needs;
  - 8) may strike out a Student from the Students' list shall there arise reasons for it provided for in the By-laws;
  - 9) shall admit teaching programs;
  - 10) assures the implementation of the general education curricula defined in the manner described in UoSO's and UPrO's provisions;
  - 11) shall assure the implementation of the IB PYP program;
  - 12) shall perform tasks related to assuring safety to Students and Teachers during the classes organised by the Kindergarten;
  - 13) for each year shall prepare a pedagogical supervision plan to be presented to the Teachers' Board by September 15<sup>th</sup> of the school year to which the plan relates;
  - 14) by August 31<sup>st</sup> of each year, the Principal shall present to the Teachers' Board the results and motions following from pedagogical supervision;
  - 15) shall cooperate with Guardians, the authority running the school, supervisory and control institution and the local community;
  - 16) shall cooperate with persons providing prophylactic health care for Students.
4. The tasks of the Principal as the authority running the school include:
  - 1) incurring financial liabilities on behalf of the Kindergarten;
  - 2) managing the Kindergarten's financial means;
  - 3) setting the value of fees for the services rendered by the Kindergarten;
  - 4) recruiting Students for the Kindergarten;
  - 5) assuring the conditions for the Kindergarten's functioning including safe and hygienic conditions for learning, educating and providing care;
  - 6) equipping the Kindergarten with didactic aids and gear necessary for the full implementation of the curricula;
  - 7) hiring and laying off Teachers and other employees of the Kindergarten;
  - 8) watching over the observance of these By-laws by Kindergarten's employees;

- 9) bestowing the degree of the contractual teacher upon the apprentice Teacher;
  - 10) approving of the Teachers' professional development plans;
  - 11) assuring the proper course of internship of Teachers seeking professional advancement.
5. The Principal shall be the Kindergarten's manager for the employed Teachers and non-teaching staff.
  6. In case that the Principal is not the person running the Kindergarten, the Principal:
    - 1) shall present to the person running the Kindergarten his/her opinion as regards the issue of hiring and laying off Teachers and non-teaching employees with the reservation that such an opinion shall not be binding for the person running the Kindergarten;
    - 2) with the consent of the person running the Kindergarten, shall grant awards and imposes penalties to teaching and non-teaching staff;
    - 3) may assign to Teachers regular work and tasks in return for remuneration referred to in the contract or, with the consent of the person running the Kindergarten, may commission didactic, childcare or other activities resulting from the organization of the Kindergarten's work for additional remuneration;
    - 4) shall submit the modifications of the By-laws to the person running the Kindergarten for approval.
  7. In the event that the Principal is the person running the Kindergarten, the actions referred to in section 5 of this article shall be undertaken by the Principal independently.
  8. While performing his/her tasks the Principal cooperates with the School Authorities and Guardians.
  9. In the Principal's absence, he/she shall be substituted by a Deputy Principal, and if there is no such position – by a Teacher appointed by the person running the School.
  10. Pursuant to a written power of attorney granted by the Principal, the Deputy Principal shall take over the Principal's duties within the scope and on conditions defined by the Principal in line with the scope of obligation signed by the Deputy Principal.

## §8

### TEACHERS' BOARD

1. The Teachers' Board is a Kindergarten's collective body responsible for the performance of its educational and childcare tasks following from the by-laws.
2. The Teachers' Board comprises the Principle and Teachers. The Teachers' Board meetings may also be attended by the person running the Kindergarten, with an advisory function, as well as the persons invited by the Teachers' Board's Chairman with the consent or at the request of the Teachers' Board, such as people representing associations or other organizations set up for the purpose of education or developing and enriching the forms of the Kindergarten's didactic and childcare activity.
3. The Principle shall be the Teachers' Board Chairman.

## §9

## TEACHERS' BOARD. THE MANNER AND MODE OF OPERATION

1. Teachers' Board meetings shall be organized prior to the start of the school year, at the end of the semesters, and after the didactic and childcare activities have come to an end, and when needed. Meetings may be organized at the motion of the authority performing the pedagogical supervision, the person running the Kindergarten, of the Principal's initiative or at the request of at least 1/3 of the Teachers' Board's members.
2. The Chairman shall conduct and prepare Teachers' Board's meetings and be responsible for notifying all of its members about its time and agenda.
3. The Principal presents to the Teachers' Board, at least twice annually, general conclusions following from the pedagogical supervision performed and information related to the Kindergarten's operation.
4. The Teachers' Board shall adopt the rules of its operation.
5. The minutes of Teachers' Board's meetings shall be taken in line with the Teachers' Board's Rules.
6. Teachers' Board's resolutions shall be adopted with ordinary majority of votes with at least half of its members present. Voting on resolutions shall be open with the reservation of sections 7 and 8 of this article.
7. At the motion of the Teachers' Board's members resolutions may be adopted in a secret ballot. The Chairman shall take the decision on secret ballot based on an open vote in accordance with the provisions of section 6 of this article. In case of a secret ballot, a returning committee comprised of three people shall be appointed. The returning committee shall prepare the minutes of the voting attached to the meeting of the Teachers' Board's meeting.
8. The matters related to the rights and duties of concrete persons (employee matters) shall be voted on in a secret ballot.
9. Persons participating in a Teachers' Board's meeting shall not disclose to third persons matters discussed at a Teachers' Board's meeting which may infringe upon the interests of Students or Guardians, as well as teaching and non-teaching personnel.

## §10

### TEACHERS' BOARD. COMPETENCES

1. The competences of the Teachers' Board include:
  - 1) taking the decisions on innovations and experiments at the Kindergarten;
  - 2) deciding about the manner in which the conclusions of the pedagogical supervision shall be used in order to improve the Kindergarten's functioning;
  - 3) preparing draft by-laws or its changes and submitting it for approval to the person running the Kindergarten.
2. In particular the Teachers' Board's shall express its opinion regarding:
  - 1) organization of the Kindergarten's operation including the weekly activities timetable;
  - 2) the Principal's proposals related to granting awards, distinctions and other honours to Teachers;

- 3) the Principal's proposals related to assigning regular tasks to Teachers within their basic salary as well as additionally paid didactic and childcare tasks;
- 4) curricula;
- 5) by-laws' draft or draft changes as proposed by other Kindergarten's authorities;
- 6) decisions on striking out Students.

## §11

### IB PYP COORDINATOR

1. The person running the Kindergarten shall appoint the IB PYP Coordinator.
2. IB PYP Coordinator:
  - 1) coordinates and shall be responsible for the implementation of the IB PYP programme in the Kindergarten;
  - 2) coordinates and shall be responsible for the exchange of information between the Kindergarten, Students and their Guardians and IB;
  - 3) takes care of the Students following the IB PYP programme;
  - 4) organizes and conducts meetings of IB PYP teachers.
3. IB documents and the "Scope of duties" signed by the PYP coordinator specify the detailed scope of competences and duties of the IB PYP Coordinator .

## §12

### THE PRINCIPLES OF COOPERATION BETWEEN KINDERGARTEN'S AUTHORITIES AND THE WAYS OF SOLVING DISPUTES BETWEEN THEM

1. The freedom of acting principle: Kindergarten's authorities may act freely within the scope of their competence.
2. Principles of cooperation:
  - 1) Kindergarten authorities cooperate while performing their statutory tasks;
  - 2) each of the Kindergarten's bodies of authority may submit motions to the other body.
3. Information principle: Kindergarten's authorities shall inform each other with regard to current and planned activity, in particular about the actions or decision having an impact on the activity of other Kindergarten's authorities.
4. Disputes settlement:
  - 1) all Kindergarten authorities shall undertake actions aimed at the settlement of disputes arising in connection with the Kindergarten's statutory activity;
  - 2) disputes shall be settled as follows:
    - a) between authorities representing Teachers, Guardians and Students – by the Principal,
    - b) between Students in classes, Students of different classes or between a Student and a Teacher of a given class - by the parties with the possibility of appeal to the psychologist or the Principal,
    - c) between Teachers or non-teaching personnel and Guardians – by the Principal,

- d) between Teachers and the Principal – by the body of authority running the Kindergarten if these roles have been separated.
- 3) In a conflict situation, the person or authorities competent with regard to its resolution shall consider as follows:
  - 1) the standpoints of both parties;
  - 2) information from possible witnesses of the conflict;
  - 3) reasons for the conflict;
  - 4) the interim and long-term consequences of the conflict;
  - 5) the severity of the conflict;
  - 6) law regulations relating to the matter of dispute.
5. Conflict resolution shall occur in circumstances allowing both parties free expression of opinion, in a suitable room in the absence of third persons.
6. The decision referred to in section 3 shall be properly justified, objective and it shall conform with the By-laws as well as the binding law regulations.
7. The Principal's decision may be appealed against to the body of authority running the Kindergarten if these roles have been separated.

## **CHAPTER 4**

### **ORGANIZATION OF THE KINDERGARTEN'S OPERATION**

#### §13

1. A class is the basic organizational unit at the Kindergarten.
2. The number of Students within the class shall vary between 5 and 25.
3. One or two Teachers shall take care of the class.
4. At the meeting preceding the start of the school year the Principal assigns classes to Teachers.

#### §14

1. The school year starts on September 1<sup>st</sup> of each calendar year and ends on August 31<sup>st</sup> of the next calendar year.
2. The Kindergarten operates five days a week, from Monday to Friday, excluding holidays, the maintenance break in August and five days indicated by the Principal (including Christmas Eve) notified to Guardians at the beginning of September of each calendar year and marked appropriately in the school year calendar provided at the Kindergarten's website.
3. The Kindergarten opening hours are 7.30-17.30.
4. The exception is the second and fourth Monday of each month, when the Kindergarten operates between 7.30 and 15.00. On these days the planning meetings of all the teaching staff take place in line with IB requirements.
5. The frame timetable takes into account the health and hygiene requirements and is adjusted to the Kindergarten's programme guidelines:

- 1) 7.30-9.00 playtime;
  - 2) 9.00-10.00 breakfast;
  - 3) 10.00-12.15 research projects, trips;
  - 4) 12.15-13.15 lunch;
  - 5) 13.15-15.00 rest after lunch, recreation time on the terrace or in the garden, additional classes, group or individual playtime;
  - 6) 15.00-15.30 snack time;
  - 7) 15.30-17.30 playtime in the garden or inside.
6. The maintenance three week break in August shall be used for the necessary repairs, redecoration works, refreshing the Kindergarten's rooms.

#### §15

#### ADDITIONAL CLASSES

1. With the Guardians' consent Students may participate in additional classes organized at the Kindergarten such as drama, dance, judo, pottery class etc.
2. The type of additional classes, their frequency and organizational form take into account Students' needs and capabilities, and are chosen at will by the Guardians and financed by them.
3. The organization and timetable of additional classes are decided by the authority running the Kindergarten in consultation with the Teachers' Board.
4. These classes take place at another time than the time set for the teaching of the curriculum.

#### §16

#### STUDENTS' SAFETY

1. A Teacher is entirely responsible for Students left in his/her care.
2. Throughout the whole stay at the Kindergarten, Students remain in the care of the Teacher who organizes their play, group work and individual didactic-and-educational classes in line with the curriculum and timetable.
3. A Teacher assures Students with the feeling of both physical as well as psychological safety and abides in his/her actions by the binding work safety and hygiene as well as fire regulations.
4. On every occasion prior to the start of classes, the Teacher shall inspect the premises, rooms, equipment, teaching aids and other tools.
5. A Teacher may leave a class of Students solely upon the turning up and in the care of another Teacher, whom is then informed about all Student related matters.
6. A Teacher shall observe, diligently monitor and never leave Students unattended; a Teacher shall provide immediate assistance whenever such is needed. A teacher is obliged to inform Guardians about any occurred accidents or worrying symptoms observed (temperature, ill feeling, etc.).

7. In emergency situation posing a threat to Student's life or health, a Teacher shall follow the adopted Emergency Procedure known to all Kindergarten personnel and Guardians.
8. Activities outside Kindergarten premises shall be organized in line with the binding work safety and hygiene regulations.
9. A Teacher shall get acquainted with road safety regulations and always abide by those regulations on trips and outings with Students.
10. The character and programme of the outings shall suit students' age, interests and needs, their health condition, physical ability, skills and how prepared they are.
11. An outing or event card to be approved by the Principal shall specify the number of participants, the name of the person in charge and the number of child carers.
12. A student attending additional classes organized at the Kindergarten shall stay in the care of the instructor conducting the classes.
13. Two Teachers take care of one class of Students.
14. At outings outside Kindergarten's premises one Teacher may be in charge of not more than ten students, the same as in public means of transport.
15. In emergency situations all actions of Kindergarten employees shall be first aimed at assuring Students' safety.
16. No medical procedures may be applied to Students within Kindergarten's premises except for first aid in emergency cases.
17. Kindergarten shall not be held responsible for precious items and toys brought by Students to the Kindergarten.

## §17

### THE RULES REGARDING DROPPING OF AND COLLECTING STUDENTS

1. The Kindergarten takes care of the Student since the moment he/she is left in the Teacher's care by the Guardian or another authorized person till the moment, the Student is collected from the classroom or the garden by the Guardian or another authorized person.
2. Students may be collected from the Kindergarten by Guardians or other adult persons authorized in writing by the Guardians.
3. The authorization entitling a person to collect a Student from the Kindergarten stays valid throughout the school year. It may be modified or recalled at any moment.
4. A Guardian's request imposing a ban on Student collection on the other Guardian shall always be confirmed by a court's ruling.
5. A Teacher has the right to ask the person collecting a Student for an identity document.
6. A Teacher may refuse to release a Student to an authorized person if such a person may not provide an identity document attesting that the data conform with the authorization.
7. For safety reasons authorization by telephone shall not be deemed effective.
8. A Teacher may refuse to release a Student if there is a suspicion that the person who has come to collect the Student is under the influence of alcohol or other substances.
9. Student's late coming or absence shall be reported in person or by telephone till 10.00.
10. A Student shall be collected before 17.30.
11. In the event that a Student is not collected until 17.30, the Teacher shall inform the Guardians or persons authorized by phone about the situation occurred and agree on the

manner and time of the Student's collection. For each commenced hour of the Student's late stay there shall be charged a PLN 50,00 fee.

12. In the event that all the attempts at contacting Guardians or persons authorized to collect the Student prove ineffective, the Kindergarten's authority running the institution or the Kindergarten's Teacher takes the decision on notifying the police or municipal guards about the situation occurred and further actions provided for by the law shall be undertaken.

## §18 PSYCHOLOGIST

1. The Kindergarten assures Students the possibility of using specialist psychologist help.
2. Using individual psychological help is voluntary and free of charge.
3. Psychologist's tasks shall include as follows:
  - 1) conducting examinations and diagnostics of Students, including diagnostics of individual developmental and educational needs as well psychophysiological capabilities of Students for the purpose of diagnosing the reasons for educational failures and supporting Students' strong sides;
  - 2) diagnosing behavioural situations at the Kindergarten for the purpose of solving behavioural problems and supporting Students' development;
  - 3) providing psychological-and-pedagogical assistance in forms suited to the recognised needs;
  - 4) minimizing consequences of behavioural disorders, preventing behavioural disorders and initiating different forms of assistance within the Student's school and extra-mural environment;
  - 5) initiating and conducting intervention and mediation activities in emergency situations;
  - 6) providing assistance to Guardians and Teachers in recognising and developing Students' personal capabilities, predispositions and skills;
  - 7) supporting Teachers in the provision of psychological-and-pedagogical assistance and in particular providing to and discussing with the teaching teams opinions and diagnoses issued by psychological-and-pedagogical clinics and supplied by Guardians;
  - 8) In case of such need, the Kindergarten shall enable obtaining psychological-and-pedagogical assistance at a psychological-and-pedagogical clinic collaborating with the Kindergarten.

## **CHAPTER 5 KINDERGARTEN'S STUDENTS**

### §19 STUDENTS' RIGHTS AND DUTIES

1. Students have the right to:
  - a) receive kind and respectful care;
  - b) have their human dignity respected;
  - c) receive kind and respectful treatment;
  - d) freedom of speech and conscience as well as all other rights resulting from Children's Rights Convention and the Convention on Human and Citizen's Rights;
  - e) be assured the possibility of working in a safe and tidy environment conducive to learning.
2. Students are obliged to:
  - a) respect Teachers, the non-teaching personnel as well as each other;
  - b) care for the Kindergarten's property as well as the property of institutions cooperating with the Kindergarten.  
Guardians shall be held responsible for damage done to the property of the school or the property of cooperating institutions;
  - c) respect other people's property – in the material as well as intellectual form;
  - d) come to the Kindergarten dressed in tidy, aesthetic clothes suited to the circumstances and seasons of the year.

## §20

### STANDARDS OF BEHAVIOUR

1. Standards of behaviour acceptable at the Kindergarten shall be agreed together with the Students. They regard safety issues and respect for self and others as well as taking proper care of the property of the Kindergarten in line with the provisions of the Kindergarten's Student Code. Children at the Kindergarten shall not:
  - 1) create dangerous situations posing a hazard for Students' health and life;
  - 2) harm self or others;
  - 3) damage other people's property;
  - 4) disturb others at play or work.
2. Students manifesting aggressive behaviours or violating the principles of social coexistence shall be subject to close observation by the teacher and the psychologist who shall take the decision on:
  - 1) notifying the Principal;
  - 2) notifying the Guardians;
  - 3) organizing a meeting of the Guardians with Teachers and the psychologist in the presence of the Principal for the purpose of agreeing on a common line of influence and common ways of proceeding;
  - 4) referring the child to a psychological-and-pedagogical clinic for the purpose of obtaining a specialist diagnosis and undergoing a possible therapy; other steps undertaken in agreement with the Guardians.

## §21

## ACCEPTING STUDENTS AND STRIKING OUT STUDENTS FROM THE STUDENTS' LIST

1. Students shall be admitted to the Kindergarten in the order in which Guardians have applied for admittance.
2. A Student may be stricken out from the Students' list in the event that tuition has not been paid for two payment periods or other violation by the Guardians of the contract concluded with the person running the Kindergarten.

### CHAPTER 6

#### RIGHTS AND DUTIES OF KINDERGARTEN EMPLOYEES AND GUARDIANS

##### §22

##### RIGHTS AND DUTIES OF KINDERGARTEN EMPLOYEES

1. Teachers as well as non-teaching personnel have the right to, as follows:
  - 1) have their human dignity respected;
  - 2) freedom of speech and conscience as well as to all other rights following from the Convention on Human and Citizen Rights;
  - 3) participate in the Kindergarten's life and influence its manner of functioning;
  - 4) open and justified assessment of their work to be prepared by the Principal;
  - 5) participate in associations and organizations whose statutory objects include educational activity among Students or propagating and enriching the forms of the Kindergarten's didactic, educational caretaking activity.

##### §23

##### OBLIGATIONS OF KINDERGARTEN EMPLOYEES

1. The concluded job contract and the document "The scope of duties" clearly specifies the scope of duties of the non-teaching employees .
2. Teachers as well as non-teaching personnel shall manifest mutual respect, respect for Students' dignity and care for the Kindergarten's reputation.

##### §24

##### DUTIES OF KINDERGARTEN'S TEACHERS

1. The Teachers shall:
  - 1) diligently perform their didactic and educational duties with regard to Students;
  - 2) care for Students' safety at the Kindergarten as well as during extramural classes, abiding by "Kindergarten Safety Rules";

- 3) set for Students an example of good manners and propriety manifesting itself in, among others, care for the language of communication, care for one's appearance and the appearance of the work post, reaction to improper Students' behaviours;
  - 4) participate in Teachers' Board' meetings, planning meetings and meetings with Guardians.
2. The Teachers shall in particular:
- 1) implement the Kindergarten's curriculum;
  - 2) support Students' psychophysical development;
  - 3) develop their factual, professional and methodical competence, in particular with regard to communication with Students;
  - 4) systematically conduct documentation related to the teaching process;
  - 5) actively participate in Teachers' Board's meetings, implement its decisions and resolutions, which encompasses keeping the deadlines set in the school year calendar referred to in §9 subsection f of the By-laws;
  - 6) collaborate with Guardians.

## §25

### GUARDIANS' RIGHTS

1. Guardians have the right to:
  - 1) have access during the child's adaptation period (up to two weeks) to Kindergarten's premises and participate in activities without the right of interference – following prior appointment;
  - 2) participate in open activities at the Kindergarten's invitation;
  - 3) receive information about the Child's development, progress and observed developmental deficiencies;
  - 4) obtain assistance from the Kindergarten (guidelines from the speech therapist, psychologist);
  - 5) receive information about health hazards (contact with a viral disease).

## §26

### GUARDIANS' DUTIES

1. The Guardians shall abide by the terms of contract concluded with the person running the Kindergarten.
2. The Kindergarten collaborates with a child's guardians supporting them in the process of child raising and preparing children for school education, in particular by informing guardians about the child's personal development.

## CHAPTER 7

### WAYS OF OBTAINING FINANCIAL MEANS FOR THE KINDERGARTEN'S OPERATION

#### §27

1. The school shall be financed from the sources as follows:
  - 1) own resources of the person running the school – Hanna Buśkiewicz-Piskorska;
  - 2) tuition, entrance fee;
  - 3) donations from legal and natural persons to the benefit of the Kindergarten;
  - 4) donations from communal and powiat /*district*/ authorities;
  - 5) other sources of income.
2. The person running the Kindergarten decides about the use of the financial means.
3. The person running the Kindergarten sets the value of tuition and entrance fee.
4. The value of tuition may be raised in case of the increase of external fees paid by the Kindergarten, including, in particular, the rent for the premises adapted for purpose of rendering the services being the subject of the contracts for children education, which the parties did not foresee while concluding the contracts.
5. Tuition shall be subject to annual revaluation based on the changes of the price index for consumer goods and services published by the Chief Statistics Office President on January 1<sup>st</sup> for the preceding calendar year.
6. Kindergarten entrance fee shall be paid in respect of newly admitted Kindergarten Students. It shall be paid within one month of the communication of the decision on the Child's admission to Kindergarten. In the event that a Student is admitted to Kindergarten during the course of the school year, the entrance fee shall be paid on the day of the Student's admission to Kindergarten.
7. Kindergarten entrance fee is a one-off payment. In the event of the termination of the Contract prior to the lapse of the period for which it was concluded, the entrance fee shall not be refunded.
8. The person running the Kindergarten may change the tuition value at the beginning of each school year.
9. Tuition shall be forfeited solely in the event that the same Guardians enrol more than one Student to the Kindergarten. This provision applies when another child starts education at the Kindergarten at the time when the previous child still attends it.
10. While concluding the contract for Student's education at the Kindergarten, Students' Guardians commit to timely payment of tuition as well as other dues foreseen by the contract at the times specified in the contract. In case of delayed payment of any of the dues, the Kindergarten may charge interest for delay as foreseen in the contract.
11. In the event that the Kindergarten is rendering education services in respect of more than one child of the same Guardians, tuition for each next child of the Guardians equals 4/5 of tuition binding in a given school year in respect of the first child. The provision referred to in the preceding sentence applies solely in the situation that the Children attend the Kindergarten simultaneously.

12. Tuition for educational services rendered to the benefit of the children of Kindergarten employees shall equal 3/5 of the tuition value binding in a given school year.
13. Depending on the Kindergarten's financial situation, there is foreseen the possibility of the tuition value being reduced for Students whose material situation has become particularly grave. The person running the Kindergarten shall take the decision in this respect.
14. By concluding the contract for Student education at the Kindergarten, the Guardians commit to make regular payments of tuition by the fourth of each month. In case that this deadline has been exceeded, penalty interest shall be charged in the amount set in the contract.
15. Daily rate for meals in the amount of PLN 11,00 may be subtracted from monthly tuition payments. This may be done in the situation when due to a child's special diet the parents supply the child with own meals or the child is absent from the Kindergarten because of ill-disposition or travel. The meals fee may be refunded with the reservation that the Student's absence shall be reported on the same day by 10.00 a.m. In the event of a longer absence reported after 10.00 a.m., the meals fee shall be subtracted since the day after the absence has been reported.

## **CHAPTER 8**

### **FINAL PROVISIONS**

#### §28

1. The person running the Kindergarten shall notify about the intention and reasons for the Kindergarten's liquidation the whole Kindergarten community, the competent supervisory authority and the commune within whose area the Kindergarten operates not later than 6 (six) months prior to the planned liquidation of the Kindergarten.
2. The By-laws shall be binding to members of the Kindergarten community – employees, Students and their Guardians.
3. All changes to the By-laws shall be approved by the person running the Kindergarten and supplied to the authority competent with regard to pedagogical supervision over the Kindergarten.
4. The provisions of UPrO, and UoSO shall apply to all matters to regulated by these By-laws.