STATUTE OF THE NON-PUBLIC PRESCHOOL BRITISH INTERNATIONAL SCHOOL GDAŃSK
in Gdańsk

STATUTE

BRITISH INTERNATIONAL SCHOOL GDAŃSK

PRESCHOOL

in Gdańsk

CONSOLIDATED TEXT

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CHAPTER I
GENERAL PROVISIONS

§ 1

1. This statute defines the principles of operation, goals and tasks of the educational institution, hereinafter referred to as Preschool, whose full name is:

British International School Gdańsk- Preschool

2. School type – private and public preschool.
3. Preschool location - ul. Jagiellońska 46, 80-366 Gdańsk.
4. The Governing Body of Preschool is British International School PL Sp. z o.o. with it located at 46 Jagiellońska Street in Gdańsk.
5. The supervising body of Preschool is the Pomeranian Board of Education.

§ 2

1. The content of the seal used by the Preschool is:
   Przedszkole Niepubliczne
   British International School Gdańsk
   ul. Jagiellońska 46, 80-366 Gdańsk
   NIP 5213455394 REGON 221749103

CHAPTER II
METHOD OF FINANCING PRESCHOOL

§ 3

1. The activities of the British International School Gdańsk are financed by:
   1) enrolment fees, tuition fees and fees for educational materials;
   2) own funds allocated for the School's activities by the leading body;
   3) a subsidy from the City Hall due to the School's public school status;
   4) other legal sources of financing, including donations, MEN and EU grants, etc.
2. The amount of tuition fees and the date of their payment are determined by the Management Board of British International School PL Sp z o.o.

3. The services provided by Preschool are chargeable and include: enrolment fees, tuition fees, fees for educational materials, boarding fees, extra-curricular activities fees, school logo fees and excursion fees.
4. The amount of fees to be paid by parents is set out in the service agreement concluded with parents.
5. Fees are subject to change. A change in the amount of fees may occur if the cost of running the School changes. A change in the level of fees requires an amendment to the contract.

CHAPTER III

OBJECTIVES AND TASKS OF PRESCHOOL

§ 4

1. The Preschool shall implement the aims and objectives arising from the applicable provisions of educational law, in particular the Act of 14 December 2016 – Education Law and the Regulation of the Minister of Education of 11 March 2026 on the core curriculum for pre-primary education and the core curriculum for general education in primary schools, as amended.
2. Clubs are an integral part of the educational programmes across all age groups in the Preschool.
3. The aim of the Preschool is to:
    1) Supporting children in developing their talents and shaping intellectual skills necessary for them in everyday situations and in further education.
    2) Developing children’s agency and independence.
    3) Building a system of values, including raising children so that they have a better understanding of what is good and what is bad.
    4) Developing emotional resilience in children necessary in new and challenging situations, including the ability to cope with stress and setbacks in a gentle manner.
    5) Developing children's social skills that are essential for healthy relationships with both children and adults.
    6) Creating conditions conducive to inclusive and harmonious play and learning for children with diverse physical and intellectual abilities.
    7) Caring for the health and physical fitness of children.
    8) Encouraging participation in sports and games.

9) Building children's knowledge of the social, natural, and technical world and developing the ability to present their thoughts in a way that is understandable to others.
10) Introducing children to the world of aesthetic values and developing their ability to express themselves through music, small theatrical forms, and visual arts.
11) Fostering children's sense of social belonging (to the family, peer group, and national community) and a patriotic attitude.
12) Ensuring better educational opportunities for children by supporting their curiosity, activity, and independence, as well as shaping the knowledge and skills that are important in school education.
13) Preparing children to use a modern foreign language by stimulating their language awareness and cultural sensitivity, and building a positive motivation for learning foreign languages in further stages of education.
14) Sustaining and developing a sense of national, ethnic, and linguistic identity; raising awareness of their national, ethnic, and linguistic identity, and building a positive motivation for learning a minority or regional language in further stages of education.
15) Supporting children in the safe and responsible use of digital technologies and developing an understanding of the basic principles of digital wellbeing.

4. Preschool in particular:

1. Provides care for the health, safety, and proper development of the children, ensuring a nurturing environment.
2. Supports the individual development of each child.
3. Shapes the appropriate hierarchy of values and the child's sense of identity with role models and behavioural norms, teaching responsibility for one's own actions.
4. Cares for the children according to their needs and developmental capabilities, as well as the resources and needs of the local community.
5. Preserves family traditions and values.
6. Promotes the cognitive development of the child, fostering a desire to understand oneself, the surrounding socio-cultural and natural reality.
7. Provides conditions for the development of a child's potential and prepares them for effective learning in school.

8. Collaborates with families, assisting them in raising their child and preparing them for school.

9. Enables children to develop their abilities and interests through participation in additional activities such as foreign language learning, dance, art, and other creative pursuits.

5. Preschool fulfils caregiving tasks tailored to the child's age and the needs of the environment, taking into account the applicable safety and hygiene regulations in preschool.

6. Preschool may organise various forms of local exploration and tourism for children, aimed at:

1. Discovering the country, cities, regions, natural environments, traditions, cultural landmarks, and history.

2. Acquiring and expanding knowledge in various fields of social, economic, and cultural life.

3. Supporting both families and preschool in the child-rearing process.

4. Promoting among children principles of environmental protection and the skills to make responsible use of natural resources.

7. In the context of its capabilities, the preschool organises and provides psychological and pedagogical assistance to the children and their families, including:

1) Identifying the child's abilities and individual needs.

2) Identifying the causes of difficulties in parenting and teaching the child.

3) Organising various forms of psychological and pedagogical support.

4) Supporting gifted children.

5) Assisting parents and teachers in resolving parenting issues.

8. Psychological and pedagogical assistance is provided in the preschool as needed, in the form of specialised, corrective-compensatory, and other therapeutic activities, as well as counselling and workshops for parents and teachers.

9. Upon request of the parents, the preschool organises speech therapy assistance. Speech therapy therapy sessions are subject to a fee.

10. Providing a child with specialised and therapeutic activities requires parental consent.

11. Detailed organisation of specialised activities and the maintenance of documentation in this regard are determined by separate regulations.

ROZDZIAŁ IV
PRESCHOOL AUTHORITIES AND THEIR COMPETENCES
§ 5

1. The preschool's bodies are:
    1) Preschool Director
    2) Pedagogical Council

2. There may be an Association of Parents and Teachers in Preschool with an advisory vote in matters relating to Preschool.

§ 6

1. **The Preschool Director** is appointed and dismissed by the governing body.
2. The duties of the Preschool Director include:

1. Preparation of program and organisational documents, i.e. annual teaching, educational and care plan, preschool calendar and weekly timetable;

2. Developing the scope of responsibilities of teachers and non-teaching staff of preschool;

3. Selection of teaching staff and non-teaching staff as well as their employment and dismissal;

4. Inspection of ensuring safe and hygienic conditions for using preschool facilities, including safe ones and hygienic learning conditions and defining directions for their improvement;

5. Managing all activities of preschool, in particular:

a) taking care of children and creating conditions for their harmonious development,

b) ensuring health and safety at work and education,

c) providing pedagogical supervision over teachers' activities and educators, organising professional development of teaching staff and assessment of this staff,

d) cooperation with the Parents and Teachers Association, if there is one in Preschool, and ensuring its influence on Preschool's activities,

e) implementing resolutions of the Pedagogical Council adopted within their constitutive competences and suspending illegal resolutions,

f) presenting to the Pedagogical Council, at least twice a school year, general conclusions resulting from the pedagogical supervision and information on the preschool's activities,

g) having funds specified in the preschool's financial plan and their correct and rational use,

h) performing other tasks resulting from specific regulations,

i) creating conditions for volunteers, associations and other organisations to operate in preschool, whose statutory goal is to expand and enrich the forms of teaching, educational and care activities of the school.

6) Responsibility for implementing recommendations resulting from the decision on the child's need for special education.

3. The preschool's director has the right to:

1) issuing official orders to all employees of the Preschool;
2) hiring and dismissing teachers and non-teaching staff;
3) awarding rewards and imposing disciplinary penalties on teachers and other Preschool employees in accordance with the Labor Code;
4) evaluating the work of teachers and other employees;
5) representing the preschool externally;
6) initiating experiments and modern teaching methods;
7) admitting children to the Preschool and expelling them in special disciplinary cases;
8) organising professional development.

4. The Preschool Director cares about the level of education and upbringing outcomes.

§ 7

1. The Pedagogical Council consists of all individuals conducting educational activities at the Preschool.
2. The Chairperson of the Council is the Preschool Director.

3. At meetings of the Pedagogical Council, invited guests with advisory roles may participate. The Council meetings are recorded in minutes. The minutes are stored in electronic format by the Preschool Director.

4. Resolutions of the Pedagogical Council are adopted by a simple majority of votes.

5. Members of the Pedagogical Council are obligated not to disclose matters that could infringe upon the personal well-being of children, parents, teachers, and other employees of the Preschool or harm the reputation of the Preschool.

§ 8

Rules for the collaboration of the Preschool's authorities

1. All of the Preschool's authorities cooperate in the spirit of agreement, tolerance, and mutual respect, enabling unrestricted operation and decision-making within the scope of their competencies.

2. Parents and children present requests and opinions to the Preschool's authorities through their representatives: the Parent-Teacher Association in written or oral form during the recorded sessions of these bodies.

3. Requests and opinions are considered at the nearest plenary sessions of the relevant bodies, and in particularly justified cases requiring a quick decision, within a 7-day period.

4. All school authorities are obliged to mutually inform each other about the actions and decisions taken or planned within a 14-day period from the date of their adoption.

5. Any disputes between the Preschool's bodies are resolved by the director through discussions and negotiations with the parties, taking into account their statutory competencies. The method of resolving disputes between the Preschool's bodies: The Preschool's bodies operate in accordance with the law. The fundamental principle is the amicable resolution of conflicts.

§ 9

The resolution of conflict situations in the Preschool

1. Resolving contentious matters between the Preschool's authorities and parents:

    1) The Preschool Director and the Pedagogical Council aim to amicably resolve the dispute during the process:

a) parent-teacher meetings;
b) teacher-parent meetings with the participation of the preschool director;
c) meetings with the participation of parents, convened at the request of parents, teachers, or the preschool director within 14 days from the submission of the request to the managing authority or the preschool director;
d) meetings with parents involving the governing body or the pedagogical supervisory authority, convened at the request of parents, teachers, or the preschool director within one month from the submission of the request to the preschool director.

2. In the event of a dispute remaining unresolved, a parent has the right to request the resolution of the dispute from the pedagogical supervisory authority regarding educational and care-related activities and from the governing body concerning financial and administrative matters.

3. Resolution of disputes among preschool employees:
   1) Disputes among preschool employees are resolved by the governing body with the involvement of the preschool director.
   2) Each party to the dispute should seek its amicable resolution, especially during:
      a) individual conversation;
      b) meetings of the pedagogical council convened at the request of the preschool director or the pedagogical council - within 7 days of notification;
      c) meetings of the pedagogical council with the participation of the governing body or the body exercising pedagogical supervision - within 14 days from the date of filing the application.

4. In case of a lack of resolution, the party has the right to file an appeal:
   1) to the educational supervisory authority - in the scope of education, upbringing, and care activities,
   2) to the governing body - in the scope of financial and administrative matters.

CHAPTER V

TEACHERS AND OTHER SCHOOL STAFF

§ 10

1. In preschool, teachers as well as administrative and service staff are employed based on the organisational chart developed by the Preschool Director.

2. The following administrative and service positions have been established in preschool:
    1) preschool administration:
        a) Preschool secretary
        b) Manager of Administration and Education
    2) preschool staff:
        a) Maintenance person,
        b) Cleaning personnel.

2. Among the tasks of administrative and support staff is to ensure the smooth operation of preschool as a public institution, maintaining the facility and its surroundings in order and cleanliness.

3. The detailed scope of duties for employed workers is prepared by the preschool Director. This document constitutes an attachment to the employment contract.

4. Administrative and support staff have the right to:
    1) Leave in accordance with the applicable regulations,
    2) Monthly salary,
    3) Working in conditions compliant with safety and hygiene regulations,
    4) Respect for personal dignity.

5. The Preschool Director has the right to create new administrative and teaching positions if the needs of the Preschool require it.

6. The condition for employment in a teaching position is to have pedagogical qualifications in accordance with the applicable regulations. In special cases, preschool may apply to the Education Board for approval to employ a person who is not a teacher in a teaching position.
7. Employees are required to adhere to the internal work regulations, which constitute a separate document.

§ 11

1. It is the duty of the teacher to:
    1) implement the programs approved by the Ministry of National Education for teaching, upbringing, and care to the best of one's knowledge and will, as well as carrying out organisational tasks specified in preschool’s work plan,

2) expand the teaching program for educational and pedagogical work to ensure the continuity of education in the primary school at the British International School Gdańsk,
3) ensure the safety of children during mandatory and additional activities,
4) improve one's knowledge and skills through professional development,
5) provide assistance to children in overcoming educational failures based on identifying their needs,
6) observe and analyse the psycho-physical development of children and providing them with assistance in case of occurring problems
7) develop and direct the abilities and interests of children and providing them with comprehensive assistance,
8) effectively use lesson time and teaching aids,
9) take care of teaching aids, equipment, and school facilities,
10) cooperate with specialists as part of psychological-pedagogical support, health care, and other assistance.

2. Teachers are responsible for:
    1) the results of teaching and upbringing of the children entrusted to them,
    2) the safety of children under their care during activities in preschool and during all trips outside the premises.

3. A teacher's work should be characterised by impartiality and objectivity in assessing children, treating them subjectively and fairly, and adopting an individual approach to the affairs of each child. The teacher is obligated to keep confidential information obtained from guardians, parents, the Director, or from other sources, concerning the personal and family matters of the child.

4. The teacher is obligated to immediately respond to any observed situations or behaviours of children that pose a safety threat.

5. Teachers have a right to:
    1) Create teaching programs in consultation with the Pedagogical Council and with the consent of the preschool Director.
    2) Decide on textbooks and the teaching aids used.
    3) Utilise in their work the substantive and methodological support of preschool Director, the Pedagogical Council, specialised institutions, and educational-scientific institutions.
    4) Apply for the next professional advancement level.
    5) Work in conditions compliant with safety and hygiene regulations.

6) Respect for personal dignity.
7) Salary for work and leave in accordance with applicable regulations.

§ 12

PRESCHOOL HOMEROOM TEACHER

1. The preschool class is taken care of by the homeroom teacher.

2. The preschool director decides on assigning a homeroom teacher to a particular group and whether they will perform this function for one school year or oversee the group throughout the entire educational stage.

3. The tasks of the homeroom teacher consist of:
   1) creating conditions that support the child's development, the learning process, and preparation for life in the family and society, including systematically collecting teaching aids,
   2) inspiring and supporting the teamwork activities of children,
   3) taking actions that enable the resolution of conflicts within the group and between children and other members of the school community.

4. In order to carry out his/her tasks, the educator:
   1) provides individual care to each student,
   2) plans and organises, together with children and their parents, various forms of team life, developing individuals and integrating the group, and determines the content and forms of thematic classes during the hours at the educator's disposal,
   3) conducts pedagogical observations aimed at learning about the individual development process of individual students,
   4) conducts a preliminary analysis of school readiness at the beginning of the year preceding the start of education in the 1st grade of primary school and a final analysis of school readiness by the end of April of the year preceding the start of education in the 1st grade of primary school. The teacher informs students' parents in writing about the results of the preliminary and final analysis of school readiness by September 30 (preliminary analysis) and April 30 (final analysis),
   5) cooperates with teachers teaching in his department, agreeing with them and coordinating their educational activities for all children, as well as for those who need individual care (this applies to both particularly gifted children and children with various difficulties and failures), informs them about problems beyond -

preschool and family situations of their pupils, affecting the level of their learning and behavior,

6) maintains contacts with children's parents (individual meetings, e-mail contacts, telephone calls) in order to learn and determine the care and educational needs of children, provide assistance to parents in their educational activities towards children and receive help from them in their activities, involve them in matters of class life and schools,
7) cooperates, as needed, with specialists providing qualified assistance in identifying children's needs and difficulties, including health needs, interests and special talents,
8) supervises children during rest in accordance with the weekly plan presented by the deputy principal.

5. The educator may use substantive assistance as needed in his work and methodological skills of teachers - counsellors, speech therapists, employees of the Psychological Counseling Center, and cooperate with cultural and educational institutions operating in the community.

6. The teacher keeps records of preschool class and each child in the class diary or electronic diary, if one is introduced in preschool. Additionally, it collects other documentation necessary for work in the so-called teacher's folder.

7. The preschool homeroom teacher informs parents about:
    1) upbringing and educational tasks carried out in preschool, familiarises parents with the core curriculum of preschool education and involves them in shaping their child's skills and knowledge specified therein,
    2) children's successes and problems, and also involves them in supporting their developmental achievements and alleviating the difficulties they encounter
    3) encourages parents to co-decide on preschool matters, e.g., together with parents, it organises events in which children participate.

§ 13

TEACHING ASSISTANTS TASKS

1. An assistant in the preschool classes of the British International School Gdańsk helps the teacher in carrying out care, educational and teaching tasks.

2. The assistant participates in the preparation of classes included in the preschool's work plan and together coordinates their proper implementation with the teacher.

3. The assistant may conduct classes under the supervision of the teacher in order to enable him/her to develop professionally.

4. The assistant is obliged to organise the workplace in accordance with occupational health and safety and fire protection regulations.

5. Assistant helps children in:
    1) eating meals;
    2) hygiene activities;
    3) dressing and undressing, both in the locker room and in the room before and after resting;
    4) taking care of children during games, walks and trips;
    5) organising toys and teaching aids;
    6) performing preparatory activities for games and classes and, during them, under the teacher’s supervision.

6. The preschool teaching assistant participates in various forms of professional development organised inside and outside preschool.

7. The preschool assistant is obliged to comply with the preschool assistant's work regulations, which constitute a separate document.

§ 14

PRESCHOOL PSYCHOLOGIST

1. Provides psychological counselling to students, teachers and parents (legal guardians).

2. It supports parents (legal guardians) in activities that minimise the effects of developmental disorders, prevent behavioural disorders, and initiates forms of educational assistance in the student's preschool environment.

§ 15

PRESCHOOL SPEECH AND LANGUAGE THERAPIST

1. Conducts speech therapy assessments, including screening tests to determine the speech status of children, and monitors the speech development level of assigned children.

2. Conducts speech therapy sessions as well as guidance and consultations for children and parents on stimulating children's speech development and addressing speech disorders.

§ 16

SPECIAL EDUCATOR

1. Collaborates with teachers, group tutors or other specialists, parents and students in:
    - recommending to the director of preschool, school or institution to implement activities aimed at ensuring active and full participation of students in the life of the preschool;
    - conducting research and diagnostic activities related to identifying individual developmental and educational needs and psychophysical capabilities of students;
    - solving students' teaching and educational problems.

2. Cooperates with a team of teachers and specialists working with students receiving special education in the development and implementation of an individual educational and therapeutic program for a student with a certificate of need for special education; including providing him with psychological and pedagogical assistance.

CHAPTER VI

PRESCHOOL ORGANIZATION

§ 17

1. The non-public British International School Gdańsk preschool operates 12 months a year, except for public holidays and other days determined by the preschool Director and announced to parents in September of the given school year to which the holidays refer.

2. Preschool is open from 7.30 a.m. to 5 p.m. on working days from Monday to Friday.

3. In exceptional circumstances preschool’s working hours may be extended for an additional fee. The child's parents (legal guardians) are obliged to inform preschool management in advance about the situation.

4. The director has the right to establish a break in the preschool’s activities for a period from 1 week to 1 month in order to, e.g. carry out any renovation, modernization works, etc.

5. During periods of low attendance of children (e.g. long weekends, days between holidays), it is possible to combine departments and organise an on-call duty.

6. During the arrival and departure times, childcare may be organised in combined groups.

7. The child may be picked up from preschool by persons other than parents/legal guardians on the basis of a written authorization issued by the parents/legal guardians and presentation of ID by the receiving person.

§ 18

1. The organization of the preschool work is defined by a general daily schedule established by the preschool Director in consultation with the Pedagogical Council, taking into account the needs of the children based on their development, health and hygiene principles, and the expectations of parents (legal guardians).

2. Based on the general daily schedule, teachers assigned to a specific group establish a detailed daily plan for that group, taking into account the needs and interests of the children.

3. The general daily schedule includes the recommended proportions for time allocation in weekly planning:

    1) At least one-fifth of the time should be allocated for play (during this time, children engage in free play with minimal involvement from the teacher);

    2) At least one-fifth of the time (for younger children, one-quarter of the time) should be spent in the preschool garden, on the playground, in the park, etc. (where physical games and activities, sports, nature observation, housekeeping, cleaning, and gardening activities are organised);

    3) At least one-fifth of the time is devoted to various educational activities conducted according to the selected preschool education program;

    4) The remaining time—two-fifths of the total time—can be freely allocated by the teacher (this time includes caregiving, self-care, organisational activities, and others).

4. The preschool provides its students with the opportunity to rest through napping and daily outdoor play on the preschool playground.

§ 19

1. The basic organisational unit of the preschool is the group.

2. In the preschool, mixed-age groups may be created; however, whenever possible, groups are formed to include children of the same age. The decision regarding the lists of each group for the following school year is made by the preschool Director based on information about children continuing their education and newly admitted children for the new school year.

3. The organisation of the preschool anticipates the creation of groups divided by children's age:
    a) age 3 to 4 years old;
    b) age 4 to 5 years old;
    c) age 5 to 6 lat subject to the requirement of one year of preschool preparation („zerówka”).

4. When admitting 2.5-year-old children to the preschool, their emotional readiness and basic self-care skills that the child can perform are taken into account.

5. The number of groups is determined based on the decision of the preschool Director.

§ 20

1. The Preschool’s educational, teaching and care activities are carried out in accordance with the applicable core curriculum for pre-primary education and the pre-primary education programmes approved for use at the Preschool, ensuring a smooth transition from Class 0 to the International Section in Class 1.

2. The preschool offers additional EAL (English as an Additional Language) activities—active English language learning for children for whom it is a foreign language.

3. Classes with the group teacher(s) are conducted from 8:15 AM to 3:15 PM.

4. To ensure the efficient organisation of the kindergarten’s work and appropriate care for the children, preschool groups may be combined between 7:30–8:15 a.m. and 3:15–5:00 p.m. During these times, children remain under the care of teachers who hold the required teaching qualifications.

5. The primary forms of work in the preschool are:
    1) mandatory educational activities in the field of general education,
    2) additional educational activities,
    3) activities conducted as part,
    4) activities that develop children's interests and talents,

5) other unclassified educational activities.

6. Sposób dokumentowania zajęć prowadzonych w Przedszkolu określają odrębne przepisy.

§ 21

1. The educational and nurturing work is conducted based on the preschool education program and other programs approved for use by the director and included in the preschool's set of programs.
2. The director approves a program at the request of a teacher or teachers.
3. A teacher may propose a preschool education program developed independently or in collaboration with other teachers. The teacher may also propose a program developed by another author(s) or a program created by another author along with any modifications made.
4. The preschool education program proposed by the teacher should be tailored to the needs and capabilities of the children for whom it is intended.
5. The program may be approved for use if it includes: detailed educational and developmental goals, content that aligns with the teaching materials outlined in the preschool education core curriculum, methods for achieving educational and developmental goals while considering the possibilities for individualising work with children, methods for assessing a child's readiness to begin school (preschool diagnosis), and if it is correct in terms of content and pedagogy.
6. Before approving a program for use in the preschool, the director may seek the opinion of a certified or qualified teacher who holds a higher education degree and has qualifications to work in a preschool, or a consultant or methodological advisor.
7. Teachers submit the application for approval of the preschool education program by June 10 of each year.
8. The final approval of the program for use, following consultation with the Pedagogical Council, occurs no later than at the first (August) meeting of the Pedagogical Council before the start of the school year.

§ 22

1. To achieve the intended outcomes of education and care, the Preschool organises educational experiences that support the holistic development of the child across the nine areas of educational experience identified in the core curriculum for pre-primary education.
2. Throughout the pre-primary education process, the Preschool supports children in achieving developmental outcomes in the following areas:
    1. social area – building relationships and acting with and for others;
    2. personal area – getting to know oneself, self-management and making choices that reflect positive values;
    3. language area – communicating with the world;
    4. mathematical area – discovering mathematics in the world around us;
    5. natural environment area – discovering nature and caring for it;
    6. technical area – learning about technology through practical activities;
    7. digital area – preparing for safe functioning in a digital society, including developing an understanding of the basic principles of digital wellbeing, online safety and the responsible use of digital devices and media;
    8. artistic area – experiencing and creating art;
    9. physical area – developing through movement and taking care of health and safety.
3. In carrying out its tasks, the Preschool promotes children's digital wellbeing, in particular by limiting the use of screen-based devices to situations justified by educational purposes and appropriate to the children's age and developmental needs.
4. In carrying out its tasks, the Preschool develops, in particular, language, mathematical, digital and physical competencies, as well as cognitive, social and personal competencies, while also supporting the development of children's independence, perseverance and agency. Children are encouraged to maintain order and organisation.
5. The Preschool provides children with opportunities to take initiative and make decisions, participate in decisions concerning the group, solve problems independently and collaboratively, conduct observations, investigations and experiments, and present their knowledge, skills and work outcomes.
6. As part of the digital area, the Preschool prepares children for safe functioning in a digital society, including introducing them to the basic principles of digital wellbeing, online safety and the responsible use of digital devices and media.
7. The educational experiences organised by the Preschool are practical in nature and support the personal, psychological, social and physical development of the child, while fostering a sense of agency.

8. Supporting children's agency through play, experiences, experimentation, projects, decision-making, etc.

§ 23

1. To ensure the safety of children and preschool staff, the director supervises the preschool premises and the surrounding area through technical means that enable image recording (monitoring).
2. Monitoring does not include the rooms where educational, nurturing, and caregiving activities take place, rooms where children receive psychological and pedagogical support, rooms designated for staff rest and recreation, sanitary facilities, and changing rooms.
3. The preschool processes video recordings containing personal data of children, staff, and other individuals who can be identified as a result of these recordings solely for the purposes for which they were collected, and stores them for no longer than 3 months from the date of recording.
4. After the period mentioned in paragraph 4, the video recordings obtained through monitoring that contain personal data of children, staff, and other individuals who can be identified as a result of these recordings are subject to destruction, unless separate regulations provide otherwise.
5. The preschool director agrees with the governing body on appropriate technical and organizational measures to protect the stored video recordings and personal data of children, staff, and other individuals who can be identified as a result of these recordings obtained through monitoring.

CHAPTER VII
RULES FOR ADMITTING CHILDREN TO PRESCHOOL

§ 24

1. Enrollment in the preschool takes place throughout the year.
2. The condition for admitting a child to the preschool is:
    - A successful interview between the preschool Director and the parents/legal guardians of the candidate.
    - Completion of the "Registration Form" by the parents/legal guardians.

- Payment of the enrollment fee according to the applicable price list.
- Signing the contract.

3. Priority for admission to the preschool is given to siblings of children already attending the preschool and to children registered on the waiting list.

4. The enrollment fee is a one-time, non-refundable payment, regardless of the reason for discontinuing the use of the preschool services.

5. A child's participation in an adaptation day may form part of the admissions process and is intended to assess the preschool's ability to provide the child with appropriate conditions for care, upbringing and education. The outcome of the adaptation day may be taken into consideration when making a decision regarding the child's admission to the preschool.

6. Tuition is payable for the months in which the child uses the services of the preschool.

7. Tuition is collected in advance, by the 5th day of each month, unless otherwise specified in the invoice. Failure to pay tuition for two consecutive months results in the child being removed from the list of preschool attendees. However, this does not exempt parents from the obligation to settle their debt to the preschool.

8. Tuition does not include the costs of the child's participation in trips, sporting events, and additional activities, transportation costs, or meal costs. These additional charges are added to the monthly invoice.

9. The fee for educational materials, the amount of which is determined by the preschool Director, is to be paid by the parents/legal guardians of the child once a year and is added to the September invoice.

10. The preschool Director may, by way of an administrative decision, remove a child from the list of attendees based on a resolution of the Pedagogical Council in the following cases:

    a) Failure by the parents to comply with the terms of the agreement signed between the Parent and the preschool at the time of enrolling the child,

    b) A two-month arrear in tuition payments despite prior notification,

    c) A disease that poses a threat to other children, upon the request of the teacher.

d) At the request of the Pedagogical Council, it is possible to remove a child from the list if they prevent the conduct of classes with other children or if their behavior threatens the safety of other children.

e) When parents do not cooperate with teachers in the upbringing and education of the child.

f) Regular failure of parents to adhere to the designated drop-off and pick-up times for the child.

10. The decision of the preschool Director to remove a child from the list of pupils may be appealed to the supervisory educational authority within 14 days from the date of receiving the written decision, through the preschool Director.

CHAPTER VIII

METHOD OF PROVIDING CARE FOR THE CHILDREN

§ 25

1. The preschool takes care of the children during their stay at the preschool and during activities organized by the preschool outside its premises, in accordance with safety and hygiene regulations.
2. The care and supervision of children in the Preschool are provided by teachers and other staff employed in pedagogical positions who hold the qualifications required under separate regulations.
3. The preschool provides care for children by adapting methods and approaches to the child's age, developmental abilities, and environmental needs, while considering the existing facility conditions.
4. The director and all preschool staff are responsible for the care of the children, especially the teachers assigned to a specific group.
5. The teacher follows the daily schedule of activities in accordance with the principles of mental hygiene, ensuring a balanced distribution of activities throughout the day and incorporating a variety of activities, including time spent in the preschool garden or on walks.
6. Excursions and walks outside the preschool take place under heightened safety measures and with the participation of an adequate number of adult supervisors, in accordance with the preschool's Walks and Excursions Regulations. Every outing and trip is recorded.
7. During extracurricular activities, the teacher conducting the class is responsible for the child's health and safety from the moment they take the children from the classroom until they return them to the group teacher.

8. The teacher is obliged to provide first aid to a child when necessary. They must also inform the preschool Director of any accidents or concerning behavioral symptoms observed in the child.
9. In emergency situations where a child's health or life is at risk, the teacher is required to immediately call an ambulance and inform the child's parents/legal guardians and the preschool director. If the parent does not arrive, a teacher designated by the director will accompany the child to the hospital and wait until the parent arrives.
10. The director is required to immediately notify the prosecutor and the school superintendent in the event of a serious, fatal, or mass accident, and in the case of mass poisoning, to notify the state sanitary inspector immediately.
11. Neither the teacher nor any preschool staff member is allowed to administer any medications or medical procedures to the children, except for providing emergency first aid.
12. The preschool arranges accident insurance for children with parental consent and at their expense.
13. The teacher monitors unauthorized persons on preschool premises and, if necessary, asks for the purpose of their visit, informing the director of their presence if required.
14. Information regarding a child is provided only to the parents by the teachers of the respective group.

CHAPTER IX
RIGHTS AND DUTIES OF PRESCHOOL PUPILS

§ 26

Children attending BISG preschool have the right to:

1. Freedom:
    a) The most optimal conditions for comprehensive development;
    b) The development of interests and abilities;
    c) Freedom of speech, expressing opinions, and respecting them, according to age and developmental abilities;
    d) Protection from any forms of physical or psychological violence, neglect, mistreatment, or exploitation.

2. Social rights:
    a) The satisfaction of the need for safety;
    b) Rest, participation in play and relaxation activities, and participation in cultural and artistic life.

3. Cultural rights:
    a) A properly organized educational, didactic, and care process;
    b) Knowledge of their rights;
    c) Education in tolerance towards oneself and others, regardless of race, gender, age, health status, and the acceptance of their differences and needs;
    d) Knowledge of their own culture, religion, and the use of their native language.

§ 27

The duties of children attending the preschool are:

1. Collaborating with teachers in the process of upbringing, education, and therapy;
2. Respecting the individuality of each peer;
3. Following the rules of social coexistence established within the preschool community;
4. Adhering to universal values such as goodness, truth, love, and beauty;
5. Respecting equipment and toys as shared values;
6. Participating in cleaning and self-service tasks;
7. Observing the principle of equal rights to use shared toys;
8. Addressing others politely and using courteous forms of speech;
9. Disciplinary reporting to gatherings, especially during walks and excursions;
10. Helping weaker peers.

CHAPTER X
RIGHT AND DUTIES OF PARENTS/LEGAL GUARDIANS AND FORMS OF COOPERATION WITH PARENTS

§ 28

Parents have the right to:

1. Be familiar with the tasks resulting from the annual plan, the preschool's work, and the preschool education program implemented in a given group.

2. Receive accurate information about their child, their behavior, and development during individual consultations.

3. Choose from the extracurricular activities offered by the preschool that their child should participate in, as well as propose other activities, depending on the number of children enrolled.
4. Express opinions about the preschool's work and the staff employed there.
5. Have regular meetings with the teacher to exchange information on educational and upbringing topics.
6. Actively engage in the life of the preschool.
7. Co-participate in organizing excursions and cultural events for children and parents.
8. As legal representatives of the child, parents (or legal guardians) can act on the child's behalf to the preschool Director, the supervisory educational authority, or the governing body to defend the child's rights in case they have been violated.
9. Receive assistance from the preschool in solving behavioral problems with their child.
10. Get acquainted with the results of observations and initial assessments of the children and proposals for supporting actions.
11. Receive written information on the level of school readiness for a child covered by the mandatory preschool preparation.

§ 29

The duties of parents (legal guardians) are:

1. Bringing children to and picking them up from the preschool. Parents may authorize other individuals in writing to pick up the child, provided they have the legal capacity (according to the Civil Code, individuals over 18 years old).
2. Bringing healthy children to the preschool.
3. Timely payment of fees for the child's stay at the preschool, according to the amounts and rules set by the governing body.
4. Caring for the physical and spiritual development of the child and preparing them for life in society.

5. Adhering to the preschool's working hours.
6. Parents of a child subject to the mandatory preschool preparation are responsible for ensuring the child regularly attends classes.
7. Adhering to the current sanitary guidelines applicable in the facility, according to GIS recommendations.
8. Complying with this statute.

§30

The forms of cooperation between the preschool and parents include:

1. Adaptation meetings;
2. General and group meetings, at least twice a year;
3. Consultations and individual conversations with the director and teachers as needed;
4. Workshops conducted by teachers for parents;
5. Information corners and bulletin boards for parents;
6. Group events involving children and parents;
7. Preschool celebrations;
8. Preschool newsletter;
9. Website;
10. Joint initiatives organized by parents and teachers;
11. Brief exchange of information between parents and teachers when dropping off or picking up the child from the preschool.

§ 31

Parents' Requests and Issuing of Documents

1. Parents (legal guardians) may submit written requests to the preschool for the issuance of opinions, certificates and other documents relating to the child's care, upbringing and education.
2. Requests may be submitted on the preschool's working days during the office hours of the school office.
3. The preschool shall issue the opinions and other documents referred to in paragraph 1 within 10 working days from the date of submission of a complete request.

4. If a request is submitted immediately before a period during which the preschool is closed, in particular during school holidays, summer holidays or other days when the preschool does not provide educational and childcare services, the period referred to in paragraph 3 shall be suspended for the duration of such closure and shall resume on the first working day following its end.

CHAPTER X

DETAILED RULES FOR DROPPING OFF AND PICKING UP CHILDREN FROM PRESCHOOL

§ 32

Rules for dropping off children at the preschool:

1. Childcare before classes, referred to as the 'morning daycare', takes place from 07:30 to 08:15, Monday to Friday, in the designated classroom at preschool.
2. All children can attend the morning care.
3. The morning care is conducted by two teachers for all children attending preschool.
4. Children can be escorted by parents to the cloakroom. Parents of children whose classrooms are located on the upper floor must say goodbye to their children at the KISS & GO point near the stairs.

§33

Rules for picking up children from the preschool:

1. Classes with the teacher end at 3:15 PM. If a child is picked up by a parent before 3:15 PM, the parent must notify their intention to pick up the child(ren) through the Neonki pickup system or by informing the office.
2. During the ten-minute transition period between lessons and the afternoon care, the teachers remain at work and ensure that the children are engaged in one of the following activities:
    - Going home (picked up by: parent, relative, guardian, or another designated person),
    - Attending the afternoon club,
    - Attending the afternoon care.

3. In the afternoon, parents or authorised persons who are picking up the child(ren) must notify their intention to pick up the child(ren) through the Neonki pickup system or by informing the daycare staff.

4. Each parent or authorised person must scan the QR code at the entrance to the facility and wait for a response message, informing them of what the child is currently doing and whether they need to wait.

5. Dziecko może zostać odebrane przez rodzeństwo, które ukończyło 13 lat, wyłącznie na podstawie pisemnego upoważnienia rodziców lub opiekunów prawnych złożonego Dyrektorowi Przedszkola. Rodzice lub opiekunowie prawni ponoszą pełną odpowiedzialność za bezpieczeństwo dziecka od chwili jego odbioru przez upoważnione rodzeństwo.

6. Parents should enter into the pickup system the details of all authorised persons who can pick up the child. A detailed description of how the Neonki system works can be found in the regulations for the operation of the daycare service system called "Neonki." If parents do not enter a person permanently on the list in the system, that person will only be able to pick up the child on the specified day. If a staff member does not recognize the person picking up the child, they should check if the personal details match those provided in the declarations. If that person is not authorized to pick up the child, the daycare staff member should call the parents to confirm the details before releasing the child from the premises.

7. Parents and other authorized persons picking up children know the access codes to gates and school buildings. Sharing this information with third parties is prohibited. Every person entering or leaving the school premises should always ensure the gate is closed and should be careful not to release children from the buildings or rooms without the supervision of an adult.

8. Parents, legal guardians, and other authorized persons are asked to pick up children before 5:00 PM and to notify the staff of any delays in pickup.

9. If the office has not received information from the parents about a possible delay, the daycare staff must immediately call the parents and ask for clarification. If there is no response, by 5:15 PM they must call the emergency contact number. If there is still no response, by 5:30 PM they must call the emergency number 112 and inform the deputy director that the children are left without parental supervision after the school has closed.

CHAPTER XII

PROVIDING A WARM MEAL

§ 34

1. The catering company serving the preschool provides paid meals for children: breakfast, a three-course lunch – soup, main course, and dessert.
2. The rules for using the catering service are specified in the "Meal Ordering Regulations."
3. The School Director ensures the conditions for the catering company serving the preschool based on a contract made between the preschool and the catering company.
4. The School Director can change the catering company during the school year.
5. Payment for meals is made through an application, in the form of a prepayment to the catering company's account.

CHAPTER XIII

EVERYDAY CLOTHING

§ 35

1. The preschool Director establishes the requirement for children to wear a uniform on the premises of the preschool. The components of the school uniform are regulated by separate regulations.
2. The child is required to wear the school uniform established by the preschool Director.
3. The cost of the uniform is not included in the tuition fee.
4. On the premises of the school building, the child is required to wear indoor shoes that do not pose a health risk (e.g., sports shoes).

CHAPTER XIV

ORGANISATION AND CONDUCT OF CLASSES USING DISTANCE LEARNING METHODS AND TECHNIQUES.

§ 36

In the case of classes being suspended for a period exceeding two days, the preschool director is required, no later than the third day after the suspension, to organise classes for students using distance learning methods and techniques. Suspension of classes may occur in the event of the following situations in the area:

1) a threat to students' safety related to the organization and course of national or international events;

2) inappropriate external temperatures or temperatures in rooms where classes are held, which pose a health risk to students;

3) a threat related to the epidemiological situation;

4) other extraordinary events that pose a threat to the safety or health of students.

§ 37

When organizing the above-mentioned classes, the following may be modified:

1) the weekly scope of teaching content for classes based on the framework curriculum and the weekly scope of teaching content for extracurricular classes;

2) the weekly or semester schedule of classes for school activities using distance learning methods and techniques.

§ 38

1. Educational activities and the organization of school work in exceptional situations can be organized and conducted in a hybrid mode or remote learning using distance education methods and techniques, considering the individual needs and psychophysical capabilities of students, as well as the necessity to provide students and parents with individual consultations with the teacher conducting the classes and ensuring the proper course of the educational process, in accordance with the applicable regulations of the Minister responsible for education and upbringing, including the regulation on the detailed conditions for organizing and conducting classes using distance learning methods and techniques.

2. The detailed organisation of classes using distance education methods and techniques is specified in a separate internal document (BISG Preschool Online Teaching and Learning Policy).

3. To conduct online classes, teachers use the Google platform – Google Classroom. Additionally, the following are used in working with students:

a) Interactive applications and educational platforms recommended by the teacher;

b) Materials specified by the teacher.

4. The materials necessary for the execution of classes are provided to students through the Google platform – Google Classroom.

5. To ensure the safe participation of students in classes, taking into account the alternating use of screen-based education and non-screen activities:

a) students are provided with individual login credentials and passwords to access the platforms;

b) access credentials should not be shared with other people;

c) the image of participants in the classes should not be recorded;

d) only materials from safe sources should be used.

6.Participation in remote learning is mandatory for students. Confirmation of student attendance is recorded in the class register.

7. If a student is absent from an online class, it is recorded by the teacher and requires justification from the student's parent, in accordance with the rules specified in the school's statute.

CHAPTER XV

FINAL PROVISIONS

§ 39

1. The statute applies equally to all members of the preschool community – teachers, parents, children, and staff.
2. Changes to this statute are passed by the governing body represented by the school director.

3. The statute is available in the secretary's office, the teachers' room, and at the headquarters of the governing body.

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as of September 2023

as of September 2024

as of September 2026