



STATUTE OF NON-PUBLIC PRESCHOOL ŻYRAFA

§ 1 General provisions

1. Przedszkole Żyrafa, Angielskie Przedszkole Muzyczne Żyrafa (English Music Preschool Żyrafa) hereinafter referred to as the „Preschool” is a non-public preschool.
2. The Preschool may use an abbreviated name of „ŻYRAFA Preschool”.
3. The Preschool has its registered office in Warsaw. The address of the Preschool is: ul Urwisko 19, 02-776 Warszawa.
4. „Education and Technologies Sp. z o.o.”, a limited liability company, represented by Anna Bukowska, President of the Management Board, is the governing body of the Preschool.
5. The Preschool is entered into the register of non-public organizations kept and maintained by the Education Department for the capital city of Warsaw under number 109/PN/03[8].
6. The Chief Education Officer for Mazovia exercises educational supervision over the Preschool.

§ 2

1. The Preschool operates in accordance with the following regulations:
 - a) the Act on the Education System of 7th of September 1991 (Dz.U. [Journal of Laws] No 95 item 425 as amended) – hereinafter referred to as the „Act”;
 - b) the implementing regulations to the Act;
 - c) the Teacher’s Charter of 26th of January 1982 (Dz. U. [Journal of Laws] Nr 3, item 19 as amended), as regards non-public organizations;
 - d) this Statute, which were adopted by the governing body of the Preschool on 30th of April 2013.

§ 3 Terms

The terms used herein have the following meaning:

- a) **Pupil** – a child who is entered into the list of children attending the Preschool;
- b) **Parent** – a father, mother or legal guardian of the Pupil;
- c) **Visitor** – a person who is not a Pupil, Parent or Employee of the Preschool and is present on the premises of the Preschool;
- d) **List of Pupils** – a list including first names and surnames of the Pupils entrusted to the care of the Preschool by their Parents;
- e) **Child Care Contract** – a contract made by a Parent and the Preschool under which the Parent entrusts their child to the care of the Preschool;
- f) **Parent’s Platform** – a separate platform on the Preschool’s website which contains the most important, current information on the operations of the Preschool;
- g) **Teacher** – a person who has proper qualifications to teach and bring up Pupils;
- h) **Employee of the Preschool** – any person who is employed in the Preschool.

§ 3



Objectives and tasks of the Preschool

1. The overriding objective of the Preschool is the best interest of its Pupils.
2. The Preschool attains the objectives and fulfils the tasks defined by the Act, the implementing regulations to the Act, and in particular in the core curriculum for Preschools set forth by the Ministry of National Education.

§ 4

Bodies of the Preschool and their responsibilities

1. The Preschool's bodies are as follows:
 - a) the Governing Body.
 - b) the Director.
 - c) the Education Director.
 - d) the Parent Relations Assistant.
2. The procedures for appointment of the bodies of the Preschool and the remuneration rules for the bodies are set forth in the Statute for persons working in the Preschool, adopted by the Governing Body of the Preschool.

§ 5

1. The Governing Body of the Preschool is liable for its own operations.
2. The responsibilities of the Preschool include in particular:
 - a) ensuring proper conditions for the operations of the Preschool, including safe and healthy learning, upbringing and care environment;
 - b) ensuring that the Preschool is provided with administrative, financial and accounting services;
 - c) co-ordinating and commissioning necessary repairs of the Preschool's facilities and projects in this regard;
 - d) appointing and dismissing the Director of the Preschool, authorising the Director to take on and dismiss other Employees of the Preschool;
 - e) furnishing the Preschool with teaching resources and equipment necessary to carry out teaching and upbringing programmes in the Preschool;
 - f) drawing up the Statute for persons working in the Preschool and amendments thereto;
 - g) drawing up the Statute of the Preschool and amendments thereto.

§ 6

1. The responsibilities of the Director of the Preschool include in particular:
 - a) day-to-day running of the upbringing and educational activities of the Preschool and representing the Preschool towards third parties;
 - b) undertaking financial obligations for and on behalf of the Preschool;



ENGLISH MUSIC PRESCHOOL ŻYRAFA

- c) carrying out the rights and duties of the manager of the organization towards the Teachers and Employees of the Preschool working in the Preschool;
 - d) granting awards and distinctions as well as disciplining the Teachers and Employees working in the Preschool;
 - e) executing Child Care Contracts with the Parents of the Pupils;
 - f) acting together with the Parents with regard to individual needs of the Pupils, including negotiating with their Parents individual terms of Child Care Contracts;
 - g) admitting a child or expelling a child entered into the List of the Pupils of the Preschool;
 - h) monitoring whether the operations of the Preschool are in accordance with this Statute;
 - i) work organization of the Preschool, including adopting framework weekly schedule of educational, upbringing and care classes in the Preschool;
 - j) evaluating the educational, upbringing and care activities of the Preschool and the Employees working in the Preschool;
 - k) gathering information on the work of the Teachers in order to evaluate such work;
 - l) granting permissions to Visitors to be present on the premises of the Preschool;
 - m) determining the fees which are collected in the Preschool;
 - n) checking in person living and housing conditions for the Pupils with regard to intended package tours/ trips both in Poland and abroad;
 - o) proper and responsible managing and spending the funds, in accordance with the budget of the Preschool;
 - p) arranging other administrative, financial and commercial support services for the Preschool, including drawing up the budget of the Preschool;
 - q) other responsibilities defined by special provisions.
2. The position of the Governing Body of the Preschool and the Director of the Preschool may be held by the same person.
 3. If the Director of the Preschool is absent, his/her rights and duties are carried out by the Education Director or other Employee of the Preschool appointed by the Governing Body.

§ 7

1. The responsibilities of the Education Director include:
 - a) monitoring the educational activities of the Preschool;
 - b) accepting innovations and trademark programmes used in the Preschool;
 - c) monitoring whether the operations of the Preschool are in accordance with this Statute.

§ 8

1. The Education Director and the Parent Relations Assistant carry out tasks entrusted to them by the Director of the Preschool.
2. The responsibilities of the Parent Relations Assistant also include co-ordinating meetings of the Teachers and the Director of the Preschool with the Parents of the Pupils as well as updating the information provided in the Parent's Platform.



3. The Parent's Platform is an interactive form of co-operation between the Preschool and the Parents, which may be accessed by the Parents after obtaining the unique login and password assigned to each Pupil of the Preschool.
4. The Parent's Platform contains information on current day schedules, intended trips, educational programmes used in the Preschool, various announcements concerning current activities and organization of the Preschool.
5. Individual and group meetings with the Director and the Teachers are an additional form of contact between the Preschool and the Parents. Details concerning such meetings may be found in the Parent's Platform.

§ 9

Terms of provision of services by the Preschool

1. When admitting new Pupils, the Preschool follows the general access rule.
2. Priority is given to the Pupils who already attend the Preschool and their siblings.
3. If any class has a vacancy, it is filled by additional admissions.
4. Additional admissions take place throughout the calendar year, on a "first-applied, first-admitted" basis.
5. The decision on admitting a child is made by the Director of the Preschool after talking to the Parents of the child.
6. A child is admitted to the Preschool provided that their Parents execute the Child Care Contract and pay the entrance fee on the day of execution of the Child Care Contract.
7. Admission of a child to the Preschool means that the child is entered into the List of the Pupils.
8. A child is entered into the List of the Pupils by a written decision of the Director of the Preschool.

§ 10

1. The Preschool provides services against payment.
2. The payment for services provided by the Preschool include in particular the costs of organization of educational classes and ensuring proper care and upbringing environment.
3. The payments are as follows:
 - a) entrance fee, payable upon the execution of a Child Care Contract;
 - b) security deposit to secure the costs of a Pupil attending the Preschool in the last month, payable upon the execution of a Child Care Contract;
 - c) tuition fee, payable monthly, which is used to pay for the meals for a Pupil, subject to § 18 item 2 and 3 of this Statute;
 - d) transport charge for bringing a Pupil from home to the Preschool and back – if their Parent consented to it;
 - e) fee for extracurricular classes, e.g. speech therapist classes – if the Parent consented to a Pupil taking part in such classes.



ENGLISH MUSIC PRESCHOOL ŻYRAFA

4. The payments are determined by the Director of the Preschool.
5. The payments due from the Parents of the Pupil are determined in the Child Care Contract.
6. Any increase of the payments needs to be justified and the Director is required to notify the Parents thereof in writing. The increase of the payments may result from:
 - a) increases of: remunerations for the Employees of the Preschool, payments for the premises, electricity, water, gas, meals, suppliers and business partners of the Preschool;
 - b) decreases in subsidies from the budget.

§ 11

1. A Pupil may be expelled and deleted from the List of the Pupils in the following circumstances:
 - a) the Parents are in arrears with the payments;
 - b) the Parents are in breach of any of the terms of this Statute;
 - c) the Pupil, Parent or other family member of the Pupil endangers the upbringing process or puts at risk life or health of other Pupils of the Preschool, Employees or other persons present on the premises of the Preschool;
 - d) the Preschool is not able to meet the needs of the Pupil or the expectation of their Parents.
2. A Pupil is expelled and deleted from the List of the Pupils by a written decision of the Director. The decision provides basis for terminating the Child Care Contract without notice.
3. The Child Care Contract may be also terminated in the circumstances specified therein.

§ 12

Organisation of the Preschool

1. The Preschool operates throughout the calendar year. The Preschool year starts on 1st of September and ends on 31st of August of each calendar year.
2. The Preschool is open from Monday to Friday, from 7:00 a.m. to 6:00 p.m., except for legal holidays.

§ 13

1. Besides the Pupils, their family members and the Employees of the Preschool, only persons who are granted the permission of the Director or who are authorised in writing by the Director may be present on the premises of the Preschool.
 2. The Director may issue internal instructions regarding entering, exiting and being present on the premises of the Preschool, including in particular rules on:
 - a) entry by persons who suffer from infectious diseases;
 - b) obligation to show an ID by persons present on the premises of the Preschool.
 3. The Pupils are brought to and collected from the Preschool by their Parents in person or by other persons authorised by the Parents.
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4. A written authorisation includes first name and surname of the authorised person.
5. A pupil may be collected by the authorised person only if such person shows their ID.
6. The Parents are liable for the safety of a Pupil who was collected from the Preschool by the authorised person.
7. A Teacher may refuse permission for the Pupil to be collected from the Preschool if:
 - a) their Parent or the person authorised by their Parent is under the influence of alcohol;
 - b) there is a risk that the person collecting the Pupil will not be able to ensure that the Pupil comes back home safely.
8. The Preschool becomes liable for Pupils when a Pupil is handed over by their Parents or the person authorised by their Parents directly to a Teacher or an Employee of the Preschool, except for a security officer and a dinner lady.

§ 14

1. Parents may bring to the Preschool only those children who are healthy.
2. A child who is infected or is suspected to be infected may not be brought to the Preschool. Children who have apparent symptoms of an infection (e.g. suffering from a running nose, cold, high temperature, cough, rash, etc.) may not attend classes with healthy Pupils.
3. A Pupil suffering from an infection, infectious disease or injury (fraction, surgery, other) may not attend the Preschool until making a complete recovery.
4. The Parents are obliged to report any serious ailments and infectious diseases of the Pupil and provide a Teacher with detailed information in this regard.
5. Teachers provide the Parents with current information on the well-being of the Pupil or observed changes in their behaviour which occurred during the Pupil's stay in the Preschool.
6. During a Pupil's stay in the Preschool, teachers are obliged to notify their Parent by telephone and the Director of the Pupil's condition if there are any concerning symptoms or the child feels unwell and the situation endangers the Pupil or other children in the Preschool; the notification is to take place upon observance, occurrence or report by the Pupil.
7. After being notified by a Teacher or the Director of the condition of the Pupil, their Parent is obliged to immediately collect the Pupil from the Preschool; a medical consultation is suggested.
8. The Preschool may request the Parent to provide a medical certificate proving that the treatment of the Pupil is completed and the Parent is obliged to provide such a certificate.
9. In the Preschool children are not given any medicines – oral, airborne or in the form of injections, ointments or gels.
10. In justified cases, if a Pupil catches an infection in the Preschool from another infected Pupil in the same class, the Director of the Preschool may decide to grant to the Pupil and their family a short, recuperation trip at the expense of the Preschool.

§ 15



ENGLISH MUSIC PRESCHOOL ŻYRAFA

1. The Preschool ensures that Pupils are safe during their stay on the premises of the organization and during trip fields (outings and tours).
2. The Preschool arranges tours for Pupils, which are suitable for their age, interests and the subject of the classes.
3. The Preschool reserves the right to leave in the Preschool Pupils aged 2.5-3 years in the care of a Teacher if a tour is to a place where there is a risk to safety or the tour operator is not able to meet the technical and educational requirements of Pupils of these ages.
4. When Pupils stay in the garden which is a part of the Preschool, classes and games take place in a suitable area and suitable equipment is used.
5. Parents are notified of any tour with at least one day's notice. The information on tours are to be found in the Parent's Platform on the website of the Preschool as well as on a piece of paper attached to the entrance door to the Preschool.
6. The Preschool is not liable for any lost toys, items belonging to Pupils or left by their Parents if such loss is due to the fault of the Pupil or their Parent.
7. Pupils may participate in television programmes, if such programmes are not detrimental to children's welfare.

§ 16

1. A class is a basic organizational unit of the Preschool, it groups Pupils of similar age, with consideration to their needs, interests and talents.
2. The Preschool may take on up to 80 Pupils, they are divided into 4 or 5 groups. The number of Pupils in one class may not exceed 16 and in 2- year olds may not exceed 11.
3. All Classes are in the care of two Teachers who are responsible for the safety of the Pupils. In 2-years old group there is one teacher when the group does not exceed 5 children.
4. The Preschool may carry out extracurricular classes, paid for by the Parents as tuition fees.
5. Extracurricular classes as well as transport of children to the Preschool and back are subject to extra payments. The detailed terms of making such payments are contained in the Child Care Contract.
6. The duration of extracurricular classes is suitable for the age of Pupils. Pupils aged 3 – 15 minutes, Pupils aged 4 – 20 minutes, Pupils aged 5 and 6 – 30 minutes.
7. The Preschool reserves the right to cancel extracurricular classes due to: changes to class schedules, tours, winter breaks, national holidays, summer holidays, "long weekends" or cancellation of such classes by the service provider.

§ 17

1. The Preschool provides group meals at the Preschool's canteen.
2. The Preschool serves the following meals: breakfast, dinner, I snack, II snack.
3. For pupils younger than 4 years both dinner courses are served separately. For Pupils aged 4 or more both dinner courses are served at the same time.



ENGLISH MUSIC PRESCHOOL ŻYRAFA

§ 18

1. The Preschool undertakes to respect the diets of Pupils after being shown a relevant certificate and detailed dietary instructions by a competent doctor.
2. The Parents may be requested to reimburse the Preschool for the costs of products suitable to the diet of a Pupil or the Preschool may arrange with the Parent that such products will be brought by the Parent at their expense; products are required to be air-tight sealed and not past their best-before-date.
3. The Parent and the Preschool may agree upon a fixed monthly amount necessary to buy dietary products.

§ 19

1. The Preschool is a non-public organization, which operates based on its own budget, which includes funds collected from:
 - a) subsidies granted by the capital city of Warsaw Borough Ursynów;
 - b) tuition fees paid by the Parents;
 - c) own funds of the Governing Body of the Preschool;
 - d) donations.

§ 20

Final provisions

1. The Statute become effective as of 30th of April 2013.
2. The Regulation and Procedures is published on the notice board of the Preschool.
3. Any amendments to this Statute may be made at any time by the Governing Body of the Preschool and they are null and void unless published on the notice board of the Preschool.
4. The Preschool keeps and stores documentation in accordance with separate provisions.
5. The Statute are equally binding on all members of the Preschool community.

Pursuant to the Law on personal data protection of 29th of August 1997 (Dz.U. [Journal of Laws] No 133, item 883 as amended) the Preschool do not provide third parties with the personal data of Parents and Pupils attending the Preschool or Parents and Children who applied for entry into the List of the Pupils.

The Governing Body of the Preschool

Anna Bukowska