Kiddi-Care English-Hungarian Nursery

Policies and Procedures

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# Legal backgroud

Our Policies and Procedures document has been created based on the regulations of the National Education Act (NEA) – 2011. CXC, the Operation of Educational Establishments and the Naming of State Educational Establishments Act 20/2012 (VIII.31.) EMMI, as well as the Children’s Health and Safety and Guardianship Act 1997. XXXI.

Parents’ Union’s opinion is required prior to acceptance of the Policies and Procedures [20/2012. (VIII. 31.) EMMI point 9 of Article 122. ].

# 1. General information about our establishment

Name and contact details of nursery:

Kiddi-Care English – Hungarian Nursery

* + - Address: H-7625 Pécs, Ilona u.5.
		- Tel.: +36 72 231 077
		- E-mail: kiddicare@gmail.com

OM code: 200678

Owner: Kiddi-Care Nonprofit Kft. Managing Director: Brigitta Küller

# 2. Opening Hours

The academic year starts on 1 September and finishes on 31 August.

Our nursery is open from 7.30 AM to 4.30 PM Monday to Friday.

5 inset days are supported by the regulations, however the decision about the number of days scheduled is left to the owner/s’ discretion. Following the owner/s’ decision in relation to inset days, Parents’ Union is informed and dates are published through the bulletin 1 week prior to each instance.

# 3. Enrollment and resignation

Admissions, transfers to our nursery are processed through applications. Only children above 2,5 years of age can be admitted to our establishment (NEA point 1 of § 49.). Enrollment is scheduled for 20 April to 20 May each year. The exact date is decided by the owner/s.

Copies of the following documents are reqiquired at registration:

* child/ren’s
	+ - * ID (birth certificate or national ID)
			* Official proof of address
			* National Insurance Card
* Parent/s’
	+ - * ID
			* Official proof of address

In case of over-enrollment, admissions are decided by a committee organised by the owner/s.

Contract is terminated if:

* a child transfers to another establishment, on the day of transfer
* the council has authorised the parent/s’ request for the child’s absence
* a child was admitted to school ont he last day of the academic year
* the child is satisfying compulsory early childhood education regulations abroad and reaches the age of compulsory primary education. [NEA. point (1) §51.].

# 4. Regulations about compulsory education

By law, children becoming 6 years of age prior to 31 August in an actual year are required to attend compulsory education.

**This is regulated by the following Acts:**

* NEA 2011. CXC.
* General Public Administration Act 2016. CL.
* Regulation about Education Authority 121/2013. (IV. 26.)
* NEA Enforcement of Compulsory Education 229/2012. (VIII. 28.)
* Operation of Educational Establishments and the Naming of State Educational Establishments Act 20/2012 (VIII.31.) EMMI
* Operation of Pedagogical Professional Services Act 15/2013. (II. 26.) EMMI
* **Deferral of start of compulsory education**
* In line with NEA point 2 of § 45. children becoming 6 years of age prior to 31 August in an actual year are required to attend compulsory education. Upon the request of a legal guardian or a parent the Education Authority can decide to support an additional year in nursery education.

# 5. Conditions of commencement of early childhood education

The Parliament has amended the NEA 2011. CXC. on 1 January 2020 as per the below.

NEA point 2. § 8 ’Children becoming 3 years of age prior to 31 -august in an actual year are required to attend nursery education at least 4 hours a day. Parents can request – until 25 May of each year – the deferment of commencement of early childhood education until 31 August in the year when the child turn 4 years of age, taking under consideration the child’s best interest. Such requests may be authorised by the appropriate authority specified in the relating Act dependent on the child’s family and/or personal circumstances. Should there be a need for specialist opinion, the Director of Nursery or the Nurse is to assist in the procedure and it is not necessary to bring a verdict in relating to the requestor on a pending decision. Based on the Parliament’s authorisation the government marks the local authorities though the NEA Enforcement of Compulsory Education 229/2012. (VIII. 28.) with the approval of the deferment of commencement of nursery education for children above 3 years of age.

From January 2020 local authorities monitor commencement of early childhood education based ont he data base of the Education Authority and authorise deferment in reasonable cases.

# 6. Childrens’ rights and obligations

## 6.1 Children’s right

* To be educated in a safe and healthy environment. Their daily routine to be age-appropriate (playtime, rest, airing rooms, meals, exercise). To be supervised by nursery staff at all times to ensure health and safety.
* Respecting children’s dignity and personality, they cannot be punished or insulted harmfully, nor they can be humiliated in our establishment. This includes forcing children to eat and lack of airing of thier rooms. Children cannot be - neither directly, not indirectly - discriminated against.
* To be cared for and educated accoring to their skills and interest.
* To be educated in line with their ethnicity, cultural background. (Must be requested by at least 8 parents.)
* For our children’s religious, ideological, cultural or ethnic identity to be respected by all our nursery staff.
* To be cared for and educatedbased on our pedagogical programme, which ensures that skills and knowledge are taught in an objective and diverse manner.
* Their personal freedom, right to family and personal life cannot be restricted, however whilst practicing such rights children cannot endanger the health and safety of their own, other children and our nursery staff. They cannot impede with their behaviour other children’s right to learn and develop. Should this be the case, we must report that to Child Protection Services.
* To have access to discounted rates for meals dependent on their families’ financial situation.
* To use tools (toys, developmental tools etc.), objects and furniture possessed by our nursery free of charge and in an appropriate manner.
* To take part in tidying up and neatening of their environment as the daily routine and the details of this policy suggests in line with their age and maturity.

## 6.2 Childrens’ obligations

* To respect all nursery staff. This requires parents to cooperate with the acquisition of the relevant skills.
* To adhere to the rules both within their immediate group as well as in the nursery as a whole, which is vital to appropriate group education and the development of sense of security.

# 7. Operational Terms and Conditions

## 7.1 Fees

Our monthly fees are established at 100.000 HUF

This consists of:

70.000 HUF childcare fees

30.000 HUF meals

Refund requests for meals in case of absence: Should the request for refund on the day of absence be reported prior to 8am, lunch for the actual day will get reimbursed at a rate specified by the supplier. This reimbursement will be deducted from the following monthly payment.

Meal concessions are being regulated by Article 151 of the Children’s Health and Safety and Guardianship Act 1997. XXXI.

100% concession can be requested if:

* the child is receiving childsupport/benefits on a regular basis;
* the child him/herself or a child in their family is disabled or have long term illness;
* the child is being raised in a family with 3 or more children;
* the child lives in a family, where based on the parents’ declaration the monthly income per head does not exceed the 130% of the national minimum wage after taxes and national insurance contributions.
* has been adopted.

It is the responsibility of our nursery teachers’ to ensure children get meals/snacks 4 times a day.

Our kitchen staff are required to keep food samples in the refrigerator for 48 hours. This is to apply to meals/cakes/cookies etc. that the childrens’ parents bring in at a birthday party etc.

Snacking in our nursery’s premises with food brought from home/outside nursery may be non-ethical towards other children, please do avoid this as much as possible.

Fees are all inclusive – entrance and other types of fees too.

Educational years start on 1 September and finis hon 31 August.

Fees are to be paid by 5th of every month.

Any other concessions relating to fees are to be requested in writing and is at the Managin gDirector’s discretion.

Should the nursery not be able to operate due to Vis Major situations, a maintenance fee of 50.000 HUF is payable.

## 7.2 Health related rules

Children in good health only can attend our nursery. Children with a cold, caugh, ones, who take medicine for temperature, caugh or ones that are still recovering from sickness are not allowed to join other children in our establishment, in the interest of their satisfactory and speedy recovery as well as in the interest of other children’s health and wellbeing. Nursery teachers can deny taking children in should they see signs of ill health.

Should parents not organise for their children to be seen by a General Practitioner following repeated requests, the leadership of the nursery must report that towards the Child Protection Services.

Nursery staff must never administer to children any medicine brought from home. Exceptions to this are when children have long term sickness/condition, allergies, emergency situations (croup, asthma etc.) or when children develop high temperature in nursery.

The responsibility of our nursery staff in case of an accident or sickness developing whilst in our care is to secure children’s safety. Dependent on the level of injury/accident or in the event of febrile seizure and/or losing consciousness nursery staff must call emergency services and inform parents of the incident. Every injury obtained in nursery must be logged and dependent on the level of the accident, reported tot he national database.

In any other cases our Operational Policy is to be adhered to.

Should children develop high temperature, vomitting, diarrhoea, stomach ache, nursery staff will try to secure their health safety and and ask parents to remove children from our care with immediate effect. PArents are then required to seek for their General Practitioner’s advice. In such cases, children can only commence nursery attendance with a sick note issued by the GP. Nursery staff are responsible of the enforcement of this requirement.

Parents must - in every case call in/email to report absence providing us with a detailed description/reason. In case of contagious conditions (chicken pox, conjunctivitis, headlice etc.) parents are obliged to report that to us.

Following sickness children can only commence nursery attendance with a sick note issued by the GP. In absence of this being submitted to our staff, they shall deny taking children in to our care. Sick note must contain the duration of the absence too.

Parents are also obliged to inform the nursery teachers of any health conditions their children may have, that can potentially require immediate medical attention (epilepsy, asthma, croup, allergies, haemophilia, diabetes etc.). They must provide us with the required medication and instructions on steps to secure childrens health safety for the entire time their children are attending our nursery. Contact details of the person, who can be reachable and get to the child soonest in case of emergency.

## 7.3 Absence reporting

Sick children cannot attend our nursery whilst they are signed off by the GP.

Should our staff judge that a child is ill, they must ensure their appropriate separation from the group and inform the parents at their earliest convenience. Parents are obliged to collect their child/ren as soon as possible and seek for medical advice.

Following sickness children can only commence nursery attendance with a sick note issued by the GP. The sick note must contain the duration of child/ren’s absence too (NEA Article 51 point 1).

Any other, planned absence must be certified by the parents. We accept these if

* parents inform us about the absence proactively
* parents submitted a written request for planned absence longer than 5 days and it got approved
* child was sick and have a GP’s sick note
* the child could not satisfy their obligatory nursery attendance due to any magisterial or any other reasonable matters.

Should the child/ren’s absence not be certified as per the above, it will be reported as unjustified absence.

In case a child required to attend compulsory nursery education has more than 5 days unjustified absence, the Managing Director will report it to the local authorities and child protection services.

## 7.4 Health and safety

**Rules and regulations relating to potentially hazardous objects (PHO).**

Interior:

* We educate our children to utilise our corridors with due care and we ask parents to do so as well.
* Children can only leave the room with the authorisation of the nursery teacher, even if the parents have arrived already.
* In the interest of health and safety it is forbidden to run around and in-between the tables in the room.
* Tools used by children have to be utilised appropriately and as per the manufacturer’s guidance/instructions. Special care must be taken when using visual tools (scissors, pencils, glue etc.).

External space:

* Childrens’ outdoor activity must not disturb others childrens’ focussed work.
* Parents are required to provide their children with season appropriate garments that children can freely exercise in.
* Drawing, moulding, crafting is to be conducted at the outdoor table specified by the nursery staff at all times. Children must stay seated at the table whilst carrying out these activities and use the tools in an appropriate manner.
* Drawing with chalks is only permitted at specific outdoor areas.
* Games of skill (skipping rope, hop-scotch etc.) can only be played far from the running area of the outdoor space, at a spot specified by the nursery teacher.
* Cycling, ride-on motoring are only allowed in the marked routes keeping the right direction and the stopping distance. Toy vehicles brought from home may only be used following the permission of the nursery teacher.
* It is forbidden for children to pass/run underneath the climbing frame whilst that is occupied by other children.
* Swings may only be used with the supervision of an adult.
* It is not permitted to climb/walk upwards on the sliding surface of slides. Children can only start sliding down once the one ahead of them got off the slide.
* Tools used whilst gardening (hoe, rake, broom, hose etc.) may only be used under the supervision of an adult.

**We share with our children in an age-appropriate manner, all health and safety rules and regulations, the PHO’s and the acceptable and expected behavioural elements from their very first day in our nursery.**

**Our outdoor space is fully owned, therefore toys, tools and the actual space cannot be used by members of public. Our children can use all equipment until the arrival of their parents.**

## 7.5 Drop off and pick up

Parents must report to the nursery teacher with their child/ren during drop off. In absence of this, the nursery teacher cannot be held responsible for caring for the actual child.

Morning meals are served from 8.30 AM, therefore we would like to ask all parents to drop their child/ren off prior to this time. The aim of this is to avoid interruption of education due to late arrival [20/2012. (VIII. 31.) EMMI point 9 of Article 122.].

At departure, children say good bye to the nursery teacher in the usual way taught in their group. Children must never leave the group without the nursery teacher’s permission.

Parents fill out a declaration at the beginning of every year marking the full name of people who are authorised to collect their children. Should a person, not marked in the declaration come to collect the child/ren, it can be permitted given that parents inform the nursery of this fact in the morning in writing or over the phone during the day, providing the nursery with the person’s contact details.

In case the child/ren are not collected prior to closing time, parents will be alerted via telephone and they are obliged to pick their child/ren up as soon as possible. Shoulld this become a regular occurence, we must to report it to the Child Protection Services in the interest of the child/ren’s health and safety.

## 7.6 Use/allowance of non nursery owned toys

Children are allowed to bring toys in with the permission of the nursery teacher.

Scary, gruesome toys or ones that are too distracting and/or can be classed as PHO’s are not permitted at any time.

Nursery teachers have the authority – with our children’s best interest in mind – to restrict, forbid or make the use of toys not necessary to/part of our education conditional. Should the violation of these rules result in damage to the toys owned by the child or their fammily, the nursery cannot be held responsible (NEA point 3 of Article 25.).

Bicycles, scooters brought from home must be held at a designated area, however the nursery cannot be held liable for such toys/vehicles.

Jewellery is not allowed in our nursery – wtih the exception of earrings - due to the potential hazard those carry.

Children are not allowed to bring mobilephones and/or any other types of IT equipment (e.g. computer, tablet, DVD, MP3 players etc.), as these are not necessary for their education.

Our nursery staff cannot be held liable for objects, toys, jewellery brough into nursery.

## 7.7 Dress code

Parents need to ensure their child/ren have appropriate garments and shoes as well as sets of change of clothes for both, indoors and outdoors use (it is important to take under consideration health and comfort factors). Children should wear comfortable, light and practical clothing at nursery – our recommendations are usually shared on our parent-teacher meeting.

We require all garments and shoes to be marked with the children’s signs and to keep these at the designated places to make little ones’ lives that much easier.

To avoid accidents slippers and sliders are not permitted.

Children must attend nursery in a clean and tidy fashion. Absence of these can have a detrimental effect on children’s healthy development. Should this be the case, we raise this with the parents and if there is no improvement, we are obliged to report it towards the Child Protection Services.

## 7.8 Data protection

The Managing Director of the nursery can share details of the children and their parents with relevant bodies in line with Article 41 NEA. Nursery staff must never share details of children, or their parents with other parents.

# 8. Parents at nursery

## 8.1 Parents’ rights and obligations

It is the parents’ responsibility to ensure their child/ren’s healthy intellectual, physical, emotional and moral development and to encourage their child/ren to satisfy their obligation as well as to provide appropriate support and environment, also to monitor their development working closely together with the educational institution. Kötelessége, hogy gondoskodjon gyermeke értelmi, testi, érzelmi és erkölcsi fejlődéséhez szükséges feltételekről, és arról, hogy gyermeke teljesítse kötelességeit, továbbá megadjon ehhez minden tőle elvárható segítséget, együttműködve az intézménnyel, figyelemmel kísérje gyermeke fejlődését [NEA point 1.a. of Article 72.].

It is the parents’ responsibility to ensure their child/ren attends compulsory early childhood education. Should parents decide to transfer their child/ren to another nursery, a certificate from the other establishment is required to be submitted. In absence of this/response the relevant notary will be informed.

It is their obligation to respect the rights and dignity of the leadership and staff of our nursery [NEA point 1.c. of Article 72.]. Nursery teachers and support staff are condisered - in terms of their educational capacity – natural persons who are / have been entrusted with a prominent public function.

It is the parents responsibility to take good care of our nursery’s tools, objects and to raise their child/ren in line with this view (e.g. objects displayed in changing rooms, corridors etc.).

Parents must inform our nursery staff at their earliest convenience if they are not able to attend the scheduled parent-teacher meetings.

Parents have the right to utilise the services the Pedagogical Professional Services. It is their responsibility to attend consultations and to ensure attendance of their child/ren on psychology and developmental sessions should this be suggested by the child/ren’s teaching staff. Should this requirement not be satisfied, the local authority will order parents to do so.

It is the right of the parents to have the written proposal investigated by the leader of the educational institution, the board, the parents union and the teacher and for the parents to receive a substantive response from the parents union within fifteen days of the submission of their enquiry.

Parents have the right to select freely the nursery of their choice (state funded, private, ecclesiastic).

It is also the parents right to learn the educational institution’s Pedagogical Programme, Operational Policy, Policies and Procedures and to be informed about the content of these; a copy of the Policies and Procedures document must be given to the parents (NEA point 4 of Article 82.) and its content must be briefly shared with the parents on the first parent-teacher meeting.

Owing to a greener solution, we ask the parents to download from our website and study the Policies and Proceudres document; they will be required to sign a declaration at registration that they have read and understood the information included in the policy.

Parents have the right to receive on a regular basis detailed information relating to their child/ren’s development, conduct as well as support and advice (NEA point 5.e. of Article 72.).

Parents have the right to attend educational sessions with the approval of the Managing Director and/or Nursery Teacher (NEA point 5.e. of Article 72.).

It is the parents right to initiate the organisation of parents union and/or the body designed to support nursery education as well as to actively take part in its operation. A szülő joga, hogy kezdeményezze szülői szervezet, óvodaszék létrehozását, s abban tevékenyen közreműködjön (NEA point 5.c. of Article 72.).

Parents have the right to take part in making decisions – in person or through an authorised person – on items relating to them/their child/ren’s education. A szülő joga, hogy személyesen vagy képviselő útján – jogszabályban meghatározottak szerint – részt vegyen az érdekeit érintő döntések meghozatalában (NEA point 5.f. of Article 72.).

## 8.2 Parents’ and nursery’s mutual caring principles

In our nursery we educate our child/ren to respect grown-ups, accept and like their peers’ unique personality, to be able to express themselves appropriately and to be flexible, adaptable. We aim to teach them to solve potential conflicts through skills and avenues other than roughness, violence and betrayal. In order to enable these initiatives to succeed, we would like to ask the parents to emphathise these principles at home too.

For example:

* don’t make negative, judgemental comments relating to other chidren, their background, nursery and its staff;
* don’t encourage your child/ren for fight, violence, even if your child/ren was a victim of such behaviour in the past.

## 8.3 Working together

Parents have the opportunity – and we highly encourage this – to shape our pedagogical work actively helping us with new ideas through appropriate platforms to foster cooperation. There is a clear need to work together, be open and honest with each other. Should conflicts or severe issues arise, please get in touch with the nursery teachers in the first instance. If this does not pull the desired results, please contact the Managing Director of our nursery to ensure we come to a solution together.

Forms of cooperation:

* parents-teachers meeting
* working afternoons, open days, events
* open hours (leadership and teachers)
* brief, ad-hoc consultations with the teachers.

On the events where parents are permitted to participate, they must not take control of the group and/or their child as the organisation of the grouop as well as the activities are the teachers’ responsibility.

At the parent-teacher meetings we inform parents of the details of our education plan, our planned programmes and actual matters. Children cannot be at present on these meetings due to the nature of the topics being discussed and because they are typically not able to sit through such gatherings, which may disrupt the meeting.

We ask parents to avoid occupying our teachers with questions of their child/ren and/or with private conversations for extensive amount of time whilst they are caring for the children, as that may lead to accidents and may disrupt classes. Information relating to your child/ren shall be asked from the child/ren’s own nursery teacher or the Managing Director.

# 9. Pedagogy at Kiddi-Care, principles and implementation of praise and discipline

Every day life at Kiddi-Care as well as our classes are organised to allow high quality teaching and caring in line with the occupational requirements detailed in the National Education Act (NEA) and our own Pedagogical Programme.

Throughout the entire opening times our children are being cared for by qualified teachers. Information relating to their development and daily matters may only be asked for from the teachers.

Evaluations:

* for the optimal development of children’s personality we aim to inbed into our education continuous affirmation, highlighting of positive behaviour, praise;
* we do not utilise material reward;
* we avoid punishment, however extreme behaviour is not tolerated in the group especially if that endangers other children’s sense of security and safety;
* following multiple warnings in response to overstepping boundaries, we offer alternative play or temporarily remove the child/ren from the group;
* should a behaviour become so extreme that it is endangering other children, we quit down the child/ren demonstrating such behaviour in another room.

# 10. Other safety measures

The latch on the front gate of our nursery must not under any circumstances be used by children even when accompanied by adults.

People interested in our nursery can only be at present (in the building or in our outdoor space) with the leadership’s permission and without disrupting/disturbing the daily routine and education of our children.

Marketing material, flyers – that are closely related to the operation of our establishment, are in line with our profile and are in the interest of the parents, children – can only be shared through our establishment with the leader’s official, written consent. Placement of such material is the responsibility of the designated person.

# 11. Other uses of our building

By law it is forbidden to conduct, organise or run any political related activity.

# 12. Smoking policy

In line with the national regulations, smoking is not permitted in our nursery’s premises.

The Educational Committee of Kiddi-Care English-Hungarian Nursery has approved to a 100% the establishment’s Policies and Procedures document.

Effective from: 10.08.2020

Date: 10.08.2020

The Policies and Procedures document was approved on 10.08.2020 by Brigitta Küller, Managing Director of Kiddi-Care Nonprofit Kft.

Brigitta Küller

Managing Director

Kiddi-Care Nonprofit Kft.