

Duhovka Elementary	
INTERNAL RULES & REGULATIONS OF THE AFTER-SCHOOL CENTER (“DRUZINA”)	
Created by:	RNDr. Jindřich Kitzberger, School Director Mgr. Jitka Štefanová, Head of Druzina
Approved by:	RNDr. Jindřich Kitzberger, School Director
Coming into force on:	Sept 1, 2017

I. General Provisions

Under the provision of § 30 of Act No. 561/2004 Coll. On Preschool, Elementary, Secondary, Higher Vocational and Other Education (Education Act) as amended, the following Internal Rules and Regulations have been issued for the purposes of the After-School Center of the Duhovka Elementary (hereafter the “Družina”).

These guidelines specify the rules for operations and organization of the Družina facility.

II. Objective

The Družina operations are primarily specified by Decree No. 74/2005 Coll. On Extra-Curricular Education, as amended. The main objective of the Družina facility is the provision of extra-curricular activities, relaxation and recreation for the students.

The Družina center serves the needs of the students of Duhovka Elementary. In exceptional cases, a non-Duhovka student can be enrolled to the program. Students who are not enrolled to the regular daily attendance of the Družina may still participate in Družina activities.

III. Details on Rights and Obligations of Children and their Legal Guardians in the Družina, and Details on Rules for Mutual Relationships with Družina Teachers.

A. Children’s Rights

All children have the right to study and to learn, to play and have fun, and to spend their leisure time according to their needs, interests and the Družina’s possibilities, and they must not hinder the studies and play of others.

The work of the children must not be misused.

The children have the right to their opinion, but they must also respect the opinions of others.

The children can freely say what they think, but without aiming to offend or ridicule others.

No-one may hurt any child, physically or mentally abuse or maltreat a child, or force a child to do things which might be harmful. The same rule shall apply to children in relation to others.

Children can discuss their problems, concerns, observations and suggestions with any of the Družina teachers, school psychologists, Deputies, or the Director at any time. If the person contacted cannot attend to the child’s needs immediately and there is no risk of delaying, he/she will arrange another time with the child for them to meet as soon as possible.

B. Children’s Obligations

Children must behave considerately towards each other and the teachers, use polite language, follow good manners and adhere to the rules set for particular activities and areas.

Children's behavior may at no time put their health or that of the others in danger, or risk damaging school and personal property.

The children are not allowed to manipulate with the windows and if not supervised or not having a teacher's express consent, they cannot use any electric devices and touch any switches or parts of the electrical system.

The children can only use the elevated areas such as the lofts under the supervision of an adult. The stay in the garden is subject of specific rules that are attached to this document (see Annex 2).

Classroom equipment may not be taken away. Alterations of any kind may be made only with the consent of a teacher.

If a child intentionally or accidentally damages school property, he/she must inform the teachers of this. The teacher must then reach an agreement with the child's parents on a solution to correct the damage.

Children must immediately inform a teacher of any injury, whether serious or mild, or accident which occurs while the children are at the school's facilities or outside the school during events organized by the school.

All children are prohibited from having about them or in their possession, distributing or abusing addictive substances of any kind on the site of the school.

Children may leave the Družina only with a teacher's permission.

The stay in the Družina is subject to specific rules – the “Ten Golden Rules” (see Annex 1) - by which all Lower Elementary children must abide. The rules clearly define the behavior of all children attending the program and are introduced to the children at the beginning of the school year. Upper Elementary children formulate their own Družina rules through a common activity at the beginning of the school year.

If a child keeps breaking the rules or jeopardizing the Družina activities, the Director may opt to expel the child from the program.

C. Družina Operation and Procedures

Enrollment and Cancellation

The Družina is run by the Head of Družina who assigns duties regarding the acceptance of children's registrations and cancellations, providing information to parents, and handling suggestions and complaints.

Children are admitted to the Družina for regular educational and leisure program on the basis of a completed Enrollment Form. A part of the Enrollment Form is a written note containing information on a child's scope of attendance, including departure times and procedures.

Entering the Družina

- A. By the garden gate with the “Družina” sign – can only be opened by **entering a code**.
- B. Following the navigation in the garden, parents contact the base in the garden or indoors (the first door on the right - labeled “Družina/ After-school center”).
- C. The cloakroom can be entered through the main glass door leading from the garden straight to the staircase and the foyer. When the base is **indoors**, parents use the Družina entrance

and walk through the school building to get into the cloakroom (without shoes/wearing shoe covers or slippers).

Pick Up Policy

- Children are leaving Družina **according to the information given in the Enrollment Form** during the afternoon until 6 p.m.
- **Družina staff must be notified of any temporary or permanent changes in a child's dismissals during the year in the form of a written letter in a child's notebook/signed paper – including the date, the full names of authorized persons and parent's signature** (e.g. *On 04/12/2014 Adéla Nováková can leave Družina in the company of Petra Vonásková. Thank you – signed: Jana Nováková*). Upon receiving such a note, a Družina teacher signs it, makes a copy of the note and places it in the child's file.
- Please do not forget to attend to the other situations, when a child should stay in Družina longer hours (e.g. when his/her after-school activities have been cancelled or if he/she is participating in special school events, etc.).
- **When deciding on pick up times**, parents need to count in the time necessary for **cleaning up, checking out** with the “EYE” and the **6 p.m. closing time**.
- In “**emergency**” situations when being late, parents need to inform the Družina staff via phone as soon as possible.
- Attention: to leave in parent's company means that the parent comes and **picks up** the child from the EYE **in person** – when just waving at Družina personnel from a car, please tick off in the Enrollment Form the option, that the child leaves Družina **on his/her own**.
- When picking up the child **from a teacher** (e.g. already during the lunch), the parent always informs the respective teacher.

Throughout the afternoon, the children are picked up by club leaders and taken to the **afternoon clubs** which take place inside Družina hours.

Every week, two staff members serve as the “**EYES**” (separately for Lower and Upper Elementary kids) and are in charge of the Družina “reception desk” and oversee the whole Družina operation. The rest of the staff takes up roles of **PLAYERS** and coordinates the program in their respective rooms/areas.

During the afternoon snack provided from 2:20 to 3:30 p.m., children are under Družina staff supervision.

Program

Children are informed about the up-to-date weekly or daily offer of Družina activities prior to the activity starting or it is displayed on the portable bulletin board (together with the daily news).

Equipment

- Parents need to provide their children with **appropriate outdoor wear and shoes** to be able to stay in the garden. **With only few exceptions, the Družina spends time outside even during cold or muddy months.** And right to the contrary, the “hot stuff” in the summer months is caps, sunglasses, sunscreens, etc. and sports shoes for sports activities in the gym.

IV. Organization of the Družina Activities

Družina opening hours are from 12 pm to 6 pm.

If a child is not picked up in time, the Družina teacher first contacts the child's parents and persons listed in the Enrollment Form. If the contact cannot be made, the teacher notifies the Director or his Deputy who are to decide about contacting social workers from child protective services or the police.

There is a maximum of 30 children in each Družina formal group.

The scope of daily operations and schedule of Družina activities is approved by the School Director on the grounds of the proposal presented by the Head of Družina.

The Družina carries out the educational program outside the classes mainly in the form of leisure and recreational activities. Students also have the possibility to work on their home assignments during Družina hours.

Children who are not enrolled to the Družina program can also take part in the activities, after an approval by the School Director and if the capacity of the facility allows it.

V. Students' Health and Safety Policy. Protecting children from risky behavior and acts of discrimination, hostility and violence.

Children's behavior at school as well as outside the school premises may at no time endanger either their health and personal property or that of the school or others. The children must immediately inform a teacher of any injury or accident which occurs while the children are at the school's facilities or are outside the school during events organized by the school. The Družina teachers must instruct the children about the given rules at the beginning of the school year and keep a clear evidence of such procedure. The School is responsible for the children inside the Družina hours.

During educational activities and related program of the Družina center, all school employees must take into consideration children's basic physiological needs and create environment that encourages healthy development of the children and prevents them from risky behavior, and provide the children with all the necessary information on health and safety.

Teachers must observe all the regulations and internal guidelines concerning health and safety at work and fire safety; if teachers find any faults that can endanger health and safety of others, or other deficiencies, or that the building is not sufficiently secured – it is their duty to inform their immediate superior and prevent any potential damage from happening by means and within a scope that are within their best ability. The teachers monitor children's health and if detecting any signs or symptoms, they must inform the administration and the parents of the child immediately. The child suffering from an illness can be sent to a medical examination only in the company of an adult. In the event of injury, teachers administer first aid and call medical help, if necessary. The administration must be notified of any injury or accident as soon as possible. The teachers make record of the injury in the Accident Book and – if instructed by the administration – complete other related forms. The first aid is to be administered and the forms are to be completed by the staff member who has witnessed the accident or was the first one to find out.

VI. Rules Governing the Use of School Property by Children, Pupils and Students.

If a child intentionally or accidentally damages school property, he/she must inform the teachers of this. The teacher must then reach an agreement with the child's parents on a solution to correct the damage.

If a child loses an item, he/she needs to notify the teacher immediately. The children are to take good care of their belongings – keeping them in lockers, etc.

If a child finds an object whose owner is unknown, he/she shall give it to an adult (lost clothing can be found on the shelves in the Vanilla and Purple cloakroom, and small objects whose owner is not immediately found are to be placed in the lost and found box inside Družina).

VII. **Documentation**

The Družina center maintains the following documentation:

- a) written registration of the children; including the information on the scope of a child's attendance and departure times and procedures
- b) class books for each department, including children's attendance
- c) yearly plan
- d) Internal Rules and Regulations of the Družina Center
- e) Družina Curriculum

VIII. **Final Provisions**

The person assigned by the statutory body of the School to be responsible for ensuring and monitoring the adherence to the given rules and regulations is: the Head of Družina.

These Rules and Regulations come into force on the day of signature by the School Director and when made public.

In Prague this Aug 28, 2017

Annex:

- 1) Ten Golden Rules
- 2) Garden Rules

Jindřich Kitzberger
School Director

Annex 1

DRUŽINA (10 Golden) RULES

1 In the time that I am in družina, I promise that I will do my best to assure that my school mates and the teachers have the best possible time.

(Družina oath, confirmed with fingerprint & signature)

2 I will try my best to help my schoolmates and I will help to prevent fights and bullying. I will get help from one of the teachers if a situation needs it.

3 I will be open to include others in my activities, but I will also respect a no if I get one. Because this means that others will respect when I say no.

4 I will sign in and out of družina every time I am there. I will not leave the school area without permission.

5 I will inform the eye of where I am, and leave my namecard if I go somewhere where this is needed. If i need to go to the cloakroom or classroom, i will get a special pass from the eye.

6 I will respect the bell calling to attention and follow the instructions from the teachers.

7 I will dress according to the weather.

8 I will take care of družina properties as if they were my own. Sign up for what I borrow and deliver it back again after use.

9 My mobile phone will be in the locker during družina time. If I need to contact my parents I use the družina phone.

10 I understand that if I leave the družina without consent, bully or hurt someone physically I am breaking the most important of these rules.
I have to actively participate in correcting my behavior.

Consequences if I break the rules:

I have to actively participate in correcting my behavior.

Limited freedom = I lose some of my rights related to my stay in the družina for a given period of time (I have to sit at the eye - I can only use limited space – I have to be in close distance to a teacher, etc.)

My parents will be informed by telephone or in a meeting.

I may be refused to stay in družina for a given period of time

TEACHERS

In the time that I work in družina, I promise that I will do my best to assure that our pupils their parents and my colleagues have the best possible time.

(družina oath, confirmed with fingerprint & signature)

GARDEN RULES

THE PLAY AREA DOES NOT INCLUDE THE FOLLOWING: THE SPACE BEHIND THE FENCE, BEHIND THE CORNERS OF THE BUILDING, INSIDE THE SCHOOL, THE FLOWER/VEGETABLE BEDS AND SHRUBS, THE COMPOST AREA.

I WILL FOLLOW THE RULES AT CLIMBING PYRAMIDE, SLACKLINE AND SWINGS.

GENERAL GUIDELINES

- I KEEP MYSELF AND OTHERS SAFE
- I'M CAREFUL WITH ANY WOODEN MATERIAL, BECAUSE OF SPLINTERS (BENCHES, MONKEY BARS...)
- I RESPECT ALL PLANTS AND ANIMALS, I LEAVE ROCKS WHERE THEY ARE
- I USE THE STICKS JUST FOR BUILDING AND CREATING STRUCTURES IN THE WILD WEST
- I KEEP THE GARDEN CLEAN (I CLEAN UP AFTER MYSELF - TOYS, TOOLS, MATERIALS...), I THROW LITTER IN THE GARBAGE BIN
- I USE ALL GARDEN TOOLS & DEVICES CORRECTLY
- I USE WATER ONLY WITH AN ADULT'S APPROVAL
- I TRY MY BEST NOT TO THROW ANYTHING UP ON THE ROOF
- I DON'T CLIMB WALLS, GOALS OR TREES

RIDING (ROLLER SKATES, SCOOTERS AND BOARDS OF ALL KINDS)

- I RIDE WITH APPROVAL WITH AN ADULT
- I GIVE WAY TO PEDESTRIANS
- I WEAR A HELMET, AND PROTECTIVE PADS IF NEEDED

WINTER SNOWBALL FIGHTS

- WHERE: THE SNOWBALL THROWING ZONE COVERS THE AREA FROM THE PATH UP TO THE FENCE, SO THE SIDEWALK AND SCHOOL ENTRANCE CAN BE KEPT CLEAR AND SAFE
- HOW: GENTLY AND CAREFULLY; I THROW FROM A PROPER DISTANCE; I AVOID THE FACE; I DON'T USE ICEBALLS
- WITH WHOM: THOSE WHO AGREED TO PLAY ALONG WITH ME

WINTER SLED TIME

- WHERE: DESIGNATED AREAS APPROVED BY AN ADULT
- I WEAR SKI SUIT OR WATERPROOF JACKET AND TROUSERS
- HOW: I DO NOT HARM ANYBODY ELSE
- DOWN: I WAIT UNTIL THE FINISH AREA IS CLEAR OF OTHER CHILDREN; I CLEAR THE WAY IMMEDIATELY
- UP: I WALK OUTSIDE THE "SLOPE"

SUMMER SPRINKLER

- I HAVE SWIMWEAR AND A TOWEL; I KEEP MY CLOTHES AND OTHER BELONGINGS OUT OF THE SPRINKLER AREA
- THE WATER HOSE CAN ONLY BE OPERATED BY AN ADULT
- I DRY OFF WITH A TOWEL BEFORE ENTERING THE SCHOOL (WC, SNACK, CLOAKROOM... TO PREVENT OTHERS FROM SLIPPING)