

STATUTE

INTERNATIONAL PRESCHOOL OF GDANSK

Section I

General provisions

§ 1

1. International Preschool of Gdansk, hereinafter referred to as the Preschool, was established and is run by the Gdansk Educational Foundation, hereinafter referred to as the Foundation.
2. International Preschool of Gdansk is a private school.

§ 2

1. International Preschool of Gdansk is part of an organizational unit called International School of Gdansk, hereinafter referred to as ISG. The ISG also includes High International School of Gdansk, and Elementary International School of Gdansk, hereinafter referred to as High School and Elementary School, respectively.
2. The manager of all ISG employees is the Managing Director of ISG, who represents the Foundation against the students and their parents (legal guardians). The rules governing the cooperation between the following: Elementary School, High School and Preschool are described in the Statute of the International School of Gdansk.

§ 3

1. The program implemented in the Preschool is prepared by the teachers of institutions run by the Foundation, based on the mission of the schools of the Gdansk Educational Foundation and the relevant legal provisions, including the current core curriculum for general education and preschool education.
2. Its integral parts are:
 - 1) work organization principles;
 - 2) preventive and educational program.

§ 4

The head office of the Preschool is Gdańsk, 1 Biała Street, while the place of carrying out lessons is Gdańsk, 83 Słowackiego Street.

§ 5

The head office of the Gdansk Educational Foundation, which runs the Preschool, is Gdańsk, 11/12 Osiek Street.

§ 6

The pedagogical supervision over the school is exercised by the Pomeranian Education Superintendent.

Section II

Tasks and objectives of the Preschool

§ 7

1. The objective of the Preschool is to support the student's development, optimally to his or hers psychophysical and developmental abilities.
2. The objectives of the Preschool concern in particular:
 - 1) supporting the individual development of each student;
 - 2) building a system of values in the spirit of respect for dignity and freedom of belief and religion;
 - 3) preparation for further education;
 - 4) developing social skills;
 - 5) taking care of students and ensuring full safety during their stay at the Preschool;
 - 6) cooperation with the family in the scope of upbringing and preparation for school education.

§ 8

1. The Preschool creates organizational conditions for the implementation of didactic, educational and care-taking tasks.
2. The main tasks of the Preschool include, in particular:
 - 1) organizing conditions that foster the acquisition of experiences in the physical, emotional, social and cognitive areas of children's development;
 - 2) providing children with safe conditions for play, learning and rest;
 - 3) organizing conditions for the development and education of children with disabilities and developing in a disharmonious manner, providing interactions to stimulate their psychomotor and social development;
 - 4) recognizing and meeting the individual developmental and educational needs of children and recognizing individual psychophysical capabilities, providing psychological and pedagogical assistance to children;
 - 5) enabling children to maintain their sense of national and religious identity;
 - 6) using and creating situations conducive to the development of children's motor skills and habits and pro-health behaviour;

- 7) strengthening children's self-esteem, preparing them to understand emotions and cope with experiencing them;
 - 8) organizing and using educational situations leading to children's learning about values and social norms;
 - 9) creating conditions for active cognition and experience of social, natural-technical and cultural reality;
 - 10) creating situations conducive to the development of interest in foreign languages and learning about other cultures;
 - 11) cooperation with parents and the environment to create conditions for the implementation of activities that enable the development of children.
3. Detailed goals and tasks implemented in the Preschool are specified in the work schedule of the Preschool.

§ 9

The Preschool carries out the indicated tasks with a view of comprehensively supporting the individual development of the child and assisting parents in raising and preparation of children for school, in particular:

- 1) monitors and analyses children's achievements;
- 2) conducts pedagogical observations, recognizes individual opportunities and needs of the pupils, develops a diagnosis of children's development;
- 3) plans educational tasks at different levels, adjusts requirements to the psychomotor capabilities of children;
- 4) applies activating methods of work appropriate to the individual needs of children and age group, inspires their creative activity;
- 5) conducts activities that develop children's abilities, plans tasks for gifted children;
- 6) develops and implements projects, undertakings, programs, undertakes innovative program solutions to improve the quality of work, upbringing and teaching of children;
- 7) informs parents about the tasks and planned effects of education, involves them in activities that develop the school maturity of children;
- 8) equips and arranges the Preschool premises in a way that is conducive to the children's undertaking of various activities and forms of action;
- 9) conducts games, activities and movement games.

§ 10

1. The Preschool shall provide psychological and pedagogical assistance to children, their parents and teachers in accordance with the rules of law.
2. Psychological and pedagogical assistance and educational tasks are carried out with the support of the Psychological and Pedagogical Clinic „Osiek” established for the needs of schools and institutions of the Foundation.
3. Psychological and pedagogical assistance is organized for children who have an adjudication or an opinion of a psychological and pedagogical counselling centre, also for children who require additional support due to their developmental and educational needs

and psychophysical capabilities recognized as a result of pedagogical observation and preschool diagnosis conducted by a teacher or specialist.

4. Psychological and pedagogical assistance at the Preschool is provided during ongoing work with the child and through integrated activities of teachers and specialists, as well as in the form of classes, mainly corrective-compensatory, speech therapy and other classes of a therapeutic nature.
5. In a situation justified by the state of health of the child, the Preschool director may organize for the child an individualized path for the realization of compulsory annual preschool preparation in accordance with applicable regulations.
6. Psychological assistance shall be organized by the Preschool director, in particular, they shall plan the forms of assistance, the period of their provision and the number of hours in accordance with the needs of the child.
7. The use of psychological and pedagogical assistance is voluntary.
8. Parents shall give written consent to the provision of assistance to their child in accordance with the established organization of work.
9. The Preschool may determine detailed rules of interaction with parents of a child who displays aggressive behaviour towards peers and requires integrated and unified therapeutic and educational measures.
10. Parents and teachers are obliged to implement mutually agreed and accepted activities to support the development of the child.
11. The Preschool shall provide assistance to parents of children and teachers in the form of advice, consultations, workshops and training, using the substantive support of the psychological and pedagogical counselling centre, specialists and relevant institutions.

§ 11

1. The Preschool organizes care for children with disabilities who require special conditions for development and learning methods of work, if:
 - 1) the child has an opinion on the need for early support of development or a decision on the need for special education issued by a public psychological-pedagogical clinic;
 - 2) employs staff who are qualified to conduct early support classes and to implement specialized classes appropriate due to the individual needs of the child;
 - 3) has rooms for individual and group classes;
 - 4) has specialized equipment and teaching aids appropriate to the developmental and educational needs and psychophysical capabilities of the disabled child.
2. Early support of child development and support of the child's family organized at the Preschool includes activities that take into account the development of the child's activity and participation in social life, as well as the elimination of environmental causes limiting its functioning.
3. The time of specialized classes conducted in the Preschool is:
 - 1) With children aged 3-4 – about 15 minutes;
 - 2) With children aged 5-6 – about 30 minutes.
4. Parents of children with disabilities receive support from teachers and specialists in the implementation of an individual program to support the child's development and education.

5. The Preschool in the organisation and implementation of care and upbringing of children with disabilities shall cooperate with the psychological and pedagogical counselling centre, specialized counselling centre, specialized counselling centre, treatment facility, social welfare centre and other institutions acting on behalf of children and the family.
6. The Preschool director is responsible for organizing and providing educational conditions for children with disabilities in accordance with the recommendations contained in the opinion or ruling taking into account the requirements of the law, in agreement with the leading authority.

§ 12

1. The Preschool takes care of children during activities organized in and outside the Preschool, and provides them with safe conditions to play and learn.
2. Activities organized for children both in the Preschool building and outside the Preschool take place exclusively under the supervision of a teacher.
3. The teacher shall be responsible for the health and safety of the children entrusted to them by the Director during the time from the transfer of the pupil to the Preschool ward, until his collection by the parents.
4. Outings with children to the Preschool garden or a walk are organized taking into account atmospheric conditions.

§ 13

1. Children shall be brought to and collected from the Preschool by their parents or a person authorized in writing by them, ensuring the child's full safety.
2. The person authorized to pick up the child is obliged to show an identity document.
3. Parents are responsible for the safety of a child who has been picked up from the Preschool by a person authorized by them.
4. The basis for not releasing a child from the Preschool to one of the parents is a final court decision.
5. The Preschool is not a place for meetings between a child and a parent who, by a court decision, has fixed dates for contact with the child.

§ 14

1. The Preschool cooperates with parents in the process of care, upbringing and teaching of children, encourages unified educational interactions, participation in the implementation of the preschool education program.
2. It organizes and offers parents diverse forms of contact, in particular:
 - 1) general meetings;
 - 2) branch meetings;
 - 3) open classes;
 - 4) celebrations and events;
 - 5) consultations with the director or teacher;
 - 6) family festivals;
 - 7) consultations, discussions, workshops with specialists;
 - 8) shared reading of children's literature;
 - 9) integration meetings;

- 10) surveys for parents, conducting interviews.
3. Detailed tasks and forms of interaction with parents and their frequency are determined by the schedule of cooperation with parents developed for the school year.

Section III
Preschool Community
§ 15

All members of the Preschool community, that is, pupils, parents (legal guardians) and employees are required to comply with the provisions of the Preschool statute and ISG statute as well as:

- 1) to take care of the good name of the Preschool and ISG;
- 2) to respect the views and beliefs of other people;
- 3) to show mutual respect;
- 4) to take care of the property of the Preschool and ISG;
- 5) to repair any damage caused by them.

§ 16

The members of the Preschool community have the right to protect their statutory privileges by appealing to the authority running the Preschool.

Section IV
Preschool funding methods

§ 17

The Preschool is financed by the tuition fees paid by the parents (legal guardians), subsidies from the municipality and other sources consistent with the law.

§ 18

The detailed rules for paying the tuition fees by the parents (legal guardians) are contained in the Regulations of fees and discounts at the International Preschool of Gdansk and in the Admission Rules for the International Preschool of Gdansk.

§ 19

1. The Preschool, through an external party, shall provide full catering to the children in the Preschool.
2. Parents shall pay catering fees to the external party.

Section V
Preschool Authorities

§ 20

The authorities of the Preschool are:

- 1) the Director;
- 2) the Parents' Council (in the event of its creation on the initiative of the parents);
- 3) the Teachers' Council.

§ 21

1. The Preschool Director's term of office is 4 years.
2. The terms of office of the Parents' and Teachers' Councils are one year.

§ 22

The Resolutions of the Preschool Councils are passed by a simple majority of votes in the presence of at least half of those entitled to vote.

Section VI
Preschool Director

§ 23

The Director of the Preschool is appointed by the Managing Director of ISG for a four-year term. He or she may be dismissed by the Managing Director before the end of his or her term of office at the request of the Representative of the Gdansk Educational Foundation, hereinafter referred to as the Representative of the Foundation. After the end of the term of office, he or she is entitled to work as an Preschool teacher. The Managing Director of ISG defines the weekly number of classes he or she conducts.

§ 24

1. No later than three months before the Preschool Director's end of the term of office, the Managing Director of ISG, after consulting the Preschool Teachers Council, decides to appoint the current Director of the Preschool for the next term of office or organizes a competition for this position.
2. The competition is also organized in the event of dismissal or resignation of the Preschool Director from his or her position.

§ 25

The regulation of the competition for the Director of the Preschool, drawn up by the Managing Director of ISG, is to be approved by the Representative of the Foundation.

§ 26

The Preschool Director:

- 1) at the beginning of each term of office, regardless of the form of appointment, develops and presents to the Representative of the Foundation, the Teachers' Council and the Parents' Council the concept of the school's development and operation for his/her term of office;
- 2) shapes the creative atmosphere at work, creates conditions for improving the quality of education;
- 3) inspires teachers and implements innovative pedagogical, educational and organizational solutions at school, after obtaining the approval of the Representative of the Foundation and the Managing Director of ISG;
- 4) directs and is responsible for the day-to-day teaching and educational care activities as well as for the organization of the School's work.

§ 27

The Preschool Director, in particular:

- 1) represents the Preschool;
- 2) cooperates with the Parents' Council;
- 3) chairs the Preschool Teachers' Council;
- 4) exercises the pedagogical supervision over the teachers teaching in the Preschool;
- 5) participates in the preparation of the organizational plan of the Preschool;
- 6) participates in the preparation of the Preschool budget;
- 7) annually, by October 31st, submits to the Teachers' Council a plan of didactic and educational work of the Preschool for a given school year, based on the projects of the Preschool Teachers' Council and on the basis of the budget approved by the Director of the Foundation's Office;
- 8) annually establishes and announces the recruitment criteria, developed in consultation with the Representative of the Foundation and the Managing Director of ISG;
- 9) submits an application to the Managing Director of ISG to organize a competition for a teacher, if necessary.
- 10) takes care of safety at school, with putting emphasis on OHS and fire protection regulations
- 11) is responsible for cleanliness and aesthetics on the premises of the Preschool.

§ 28

1. After obtaining the approval of the Foundation Board, the Managing Director of ISG may appoint the Deputy Director of the Preschool.
2. The competences and duties of the Deputy Director of the Preschool are defined by the Managing Director of ISG.

§ 29

The authorities of the Preschool cooperate in the process of supporting the development and education of children, in particular:

- 1) the Parents' Council, at the request of the Chairman, invites the Director of the Preschool to participate in its meetings in order to exchange comments, opinions, consultations;
- 2) representatives of the Parents' Council participate, at the invitation of the Director of the Preschool, in meetings concerning the Preschool's work and decision-making within the scope of their joint competence;
- 3) representatives of the bodies meet at any time when the need arises to solve problems that have been identified;
- 4) the presidents of the bodies shall, as necessary, provide ongoing information on matters of the Preschool's work using various forms of communication.

§ 30

Should a dispute occur between the bodies of the Preschool, the parties have the right to apply for resolution to the competent bodies in accordance with the principle:

- 1) the Parents' Council and the Teachers' Council in the first instance apply to the Director;
 - 2) if the settlement of the dispute does not satisfy the parties, they apply to the authority in charge of the Preschool or the authority in charge of pedagogical supervision;
 - 3) the Director applies to the authority in charge of the Preschool or the authority in charge of pedagogical supervision.
1. The body authorized to resolve the dispute shall be obliged to conduct an investigation and notify the parties concerned of the result.

Section VII

Preschool Pupils

§ 31

1. Children are admitted to the Preschool according to the criteria announced no later than in the last quarter of the calendar year - for the next school year, posted on the Preschool website.

2. The recruitment process consists of filling in and submitting the Application Form, an individual conversation between the parents and the Director of the Preschool. The final decision about admitting a child to school is made by the Preschool Director.

§ 32

1. In the event of a violation of the child's (pupil's) rights, his or her parent (legal guardian) has the right to lodge a complaint with the Director of the Preschool within 7 working days from the date on which such violation took place.
2. In the event of a written complaint referred to in Par. 1, the Director of the Preschool shall conduct the investigation within 14 days from the date of receipt of the complaint, in the case of difficult and complex matters, within one month.
3. After the investigation, the Director of the Preschool shall provide a written response to the complaint.
- 4.

§ 33

1. The Preschool Director may, by means of an administrative decision, strike the child off the student list.
2. Removal of a child from the student list shall take place on the basis of a resolution of the Teachers' Council.
3. The resolution referred to in Par. 2 may be adopted in case of:
 - 1) failure to register a child newly admitted to the Preschool by September 10th of a given school year;
 - 2) absence of a child without stating the reason and notifying the Preschool for at least one month;
 - 3) when a child manifests aggressive behaviour towards other children and adults, despite the use of all possible measures to support the child and its parents at the Preschool;
 - 4) when the child's behaviour threatens the health and life of other children, and the parents have failed to cooperate in educational matters.

§ 34

1. The Preschool has the right to terminate the Agreement for the provision of educational services at the International Preschool of Gdansk with immediate effect, in the event of a gross violation of this Agreement by the student's parents (legal guardians).
2. A serious breach of the Agreement is considered, including but not limited to, a delay of payment of the tuition fee due to the Preschool for two months by the child's (pupil's) parents (legal guardians).

§ 35

Children who are pupils of the Preschool have the right to:

- 1) an individualized care and didactic process adjusted to one's own needs and abilities as well as a proper educational care;
- 2) good preparation for further education and social functioning;
- 3) respect for personal dignity;
- 4) protection against all forms of physical or psychological violence.

Section VIII

Parents

§ 36

The pupils' parents (legal guardians) have the right to:

- 1) reliable, current information about their children (charges);
- 2) becoming familiar with the curriculum and upbringing program;
- 3) obtaining advice and guidance from teachers in identifying the causes of possible cognitive and educational difficulties and in selecting methods of providing help to a pupil.

§ 37

Pupils' parents (legal guardians) are obliged to:

- 1) active cooperation with the teachers of the Preschool in the implementation of the didactic and educational program;
- 2) timely bringing and picking up a pupil from the Preschool – in person or by a written authorized person ensuring full security;
- 3) informing about the reasons for the absence of a pupil in the Preschool; in particular, promptly notifying about food poisoning and infectious diseases;
- 4) personal contact with a teacher or the Director of the Preschool at his or her request;
- 5) regular, timely payment of fees, in accordance with the Regulations of fees and discounts at the International Preschool of Gdansk, under the pain of charging interest for the late payment and termination of the Agreement for the provision of education services at International Preschool of Gdansk with immediate effect, as referred to in §34 Par. 1 and 2.

§ 38

Parents and teachers are obliged to cooperate with each other in order to effectively influence the education of the student and determine the path of his or her individual development.

§ 39

1. The Preschool Parents' Council is made up of representatives of parents (legal guardians) elected in each branch of the Preschool - one from every class.
2. Representatives are elected for a term of office of one calendar year.

§ 40

1. The Preschool Parents' Council annually elects the Chairman for a one-year term of office commencing from the beginning of the calendar year.
2. The Chairman, together with the Preschool Parents' Council, represents the parents (legal guardians) before the Foundation, Director of the Preschool and the Managing Director of ISG.

Section IX

Preschool Teachers

§ 41

Preschool Teachers have the right to:

- 1) working conditions enabling the implementation of didactic and educational plans of the Preschool;
- 2) respect for one's views and beliefs;
- 3) free choice of methods of education and upbringing;
- 4) using in teaching and education activities proprietary solutions developed by the team of teachers of schools and institutions of the Foundation.

§ 42

The Preschool teachers are obliged to:

- 1) have an appropriate education and health conditions necessary to practice the profession;
- 2) participate in shaping the basic and additional offer of the Preschool;
- 3) conduct educational and upbringing activities assigned by the Director of the Preschool;
- 4) use the class time effectively and individualize their didactic and educational work;
- 5) care for the health and safety of students during their stay in the Preschool and outside its premises during school travels and trips organized by the Preschool;
- 6) cooperate with specialists providing psychological and pedagogical support;
- 7) systematically improve their professional qualifications;
- 8) cooperate with the parents (legal guardians) in the matters of upbringing and teaching the children (charges);
- 9) participate in meetings of the Teachers' Council, meetings with parents as well as events, celebrations, meetings resulting from the Preschool's work schedule;
- 10) keep the record of their work according to the rules adopted at ISG.

§ 43

1. The Teachers' Council consists of teachers working in the Preschool and the Director of the Preschool.
2. The Director of the Preschool is the Chairman of the Teachers' Council.

§ 44

Preschool Teachers' Council:

- 1) on the basis of the ISG development project and the school's set of curricula, develops a concept of didactic and educational work of the Preschool and resolves the basic didactic and educational issues;
- 2) has the right to request the Director of the Preschool to remove a child from the list of pupils of the Preschool, if the child's behaviour threatens the health and life of other children, and the parents did not cooperate in educational matters.

Section X

Organization of the Preschool

§ 45

The basic organizational unit of the Preschool is a unit composed of children grouped according to similar age, taking into account their developmental needs.

§ 46

The Preschool operates throughout the school year with the exception of breaks approved by the governing body, including a month-long summer break determined each year by the ISG managing director.

§ 47

1. A child aged 6 years is obliged to undergo annual preschool preparation.
2. Parents of a child subject to this obligation are obliged to fulfil activities related to registration of the child to the Preschool and to ensure regular attendance of the child at classes.
3. In case of absence of a child from classes, parents are obliged to immediately notify the Preschool of the reason of absence and its duration.
4. Unexcused absence of a child in a period of one month for at least 50% of the days of classes at the Preschool shall mean non-fulfilment of the obligation referred to in Par. 1.
5. Controlling the fulfilment of the obligation of preschool preparation shall be the responsibility of the director of the school in whose district the child lives.
6. Non-fulfilment of the obligation of annual preschool preparation shall be subject to enforcement in accordance with the provisions on enforcement proceedings in administration.

7. The Preschool Directors shall notify the Director of the Elementary School in the perimeter of which the child lives about the child's failure to fulfil the obligation of annual preschool preparation.

§ 48

1. The daily schedule for a given preschool division shall take into account the program assumptions and shall be adapted to the needs of the children resulting from health and hygiene requirements.
2. The daily schedule shall be developed and approved by the Preschool Director in consultation with the Teachers' Council.
3. The Preschool works from Monday to Friday, from 7:00 a.m. to 5:30 p.m.
4. Parents shall declare the duration of their child's stay in the Preschool in an agreement concluded with the Preschool which is binding for both parties.

§ 49

1. If necessary, classes at the preschool may be held with the use of methods and techniques of remote education.
2. The choice of methods and techniques of distance learning shall be decided by the headmaster in consultation with the Teachers' Council.
3. The Preschool shall provide each student with a school email account for secure log-in into platforms used for remote learning.
4. Course materials are available to logged-in students on selected platforms, and may also be available in another form depending on the reported needs of the parent/student.
5. Secure remote learning shall be implemented taking into account:
 - 1) balanced workload for students on each day of the week;
 - 2) a variety of classes on each day;
 - 3) psychophysical capabilities of students in undertaking intensive mental effort during the day;
 - 4) the combination of alternating education with and without the use of screen monitors;
 - 5) limitations arising from the specifics of the classes;
 - 6) the need to ensure safety resulting from the specifics of the classes.
6. Confirmation of the participation of students in classes using methods and techniques of remote learning is his/her attendance by logging on the selected platform, confirmed by the record of attendance in the electronic logbook.
7. Educational platforms and software in remote learning are free of charge for the student and parent.
8. Remote learning classes are held using private ICT devices of students or parents. Such a device should be equipped with a screen, camera, microphone and speakers (possibly headphones) and connected to the Internet.
9. All participants in remote learning are required to observe safety rules in working with the computer and on the Internet.

Section XI
Final provisions

§ 50

This Statute applies to all the members of the Preschool community.

§ 51

The text of this Statute is updated by the Foundation Council.

§ 52

As of October 27th, 2022, the to-date Statute of the International Preschool of Gdansk expires and this Statute comes into force.

Gdansk Educational Foundation CEO

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Ewa Czech

Gdansk Educational Foundation Board Member

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Bożena Pawlak