



## **Bringing and picking up the child from the preschool.**

### **BRINGING CHILDREN TO THE PRESCHOOL**

1. Parents or persons authorized by them, having full legal capacity, are responsible for the safety of children on their way to the preschool.
2. Parents are obliged to bring their child to the room and hand him/her over to the care of the teacher.
3. The child should be brought to the preschool from 7:00 a.m. (not earlier) until 8:20 a.m., or at any time, after informing the preschool of the child's later arrival.
4. The teacher takes full responsibility for the child from the moment the child enters the room and is handed over by the person escorting the child.
5. Parents are obliged to bring to the preschool a healthy child. They are obliged to report any ailment of the child to the teacher and provide comprehensive information on the subject, as well as to remain available to the teacher at the indicated telephone number in case of sudden deterioration of health.
6. The teacher shall not administer any medication to children in the preschool, except as described in the procedure for chronic diseases.
7. A child who is sick or suspected of being sick should not be brought to the preschool. Children, e.g., with a cold or cough, are not allowed to be in a group with healthy children.
8. Food allergies should be reported to the group teachers in writing.
9. After the teacher finds that the child's health has deteriorated, the parent is obliged to immediately pick up the child from the preschool.
10. Children may bring their toys from home, once a week or by arrangement with the teacher. These must be safe toys. Parents are responsible for the toys they bring.

### **PICKING UP CHILDREN FROM THE PRESCHOOL**

1. Children may be collected from the preschool only by their parents or other adults authorised by them. Authorisation only in writing.
2. Release of a child to persons other than parents may take place only upon written authorization signed by parents. Parents submit the completed authorisation with a list of persons responsible for collecting their child from the preschool in writing to the group teacher.
3. Persons authorized to pick up the child should have with them an identity card or other document making it possible to establish their identity (with a photograph) and to show it at the teacher's request. If it turns out that the data does not match, the teacher will

notify the parents and the Preschool Director and will not release the child until the matter is clarified.

4. When picking up a child from the area around the Preschool while children are outdoors, parents or a person authorised by them are obliged to approach a teacher and inform him/her about picking up the child from the Preschool and leave the Preschool premises immediately.
5. The Preschool will not release a child to another, unauthorised person at the request of a parent communicated by telephone.
6. When organising events and special meetings at the Preschool, invited guests bear full responsibility for child safety.
7. During teaching hours, according to the Preschool's organisation sheet, it is allowed to combine groups. Responsibility for the child's safety is borne by the teacher, who is included in the working time schedule.