



**Charles
University**

Operating Rules

Kaštánkov Early Childhood Centre

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Table of Contents

Purpose of This Document	3
General Information	3
Article I.....	4
Article II.....	4
Article III.....	5
Article IV	5
Article V	6
Article VI	8
Article VII	9
Article VIII	9
Article IX	10
Article X	10
Article XI	10
Annex 1	12

Purpose of This Document

The purpose of this document is to outline the organization and operation of Kaštánkov Early Childhood Centre, established by Charles University (CU Point), located at Ovocný trh 560/5, 116 36 Staré Město, Prague (hereinafter referred to as the “Provider”).

The Operational Policy of Kaštánkov Early Childhood Centre (hereinafter referred to as the “Operational Policy”) sets out the rules, procedures, and conditions for the provision of childcare services at Kaštánkov Early Childhood Centre, located within the UK Point premises of Charles University, Celetná 559/14, 110 00 Prague 1, Staré Město.

General Information

Name of Centre	Kaštánkov Early Childhood Centre
Address	Celetná 559/14, 11000 Prague 1 Staré Město
Provider/ Operator	Charles University Karlova (CU Point)
Registered Office	Ovocný trh 560/5 116 36 Prague 1
Company ID	00216208
Bank Account	909909339/0800
Responsible Department	Equal Opportunities
Contact Person	Ivana Rybníčková - Ivana.rybnickova@ruk.cuni.cz
Type of Facility	Children’s group for Employees of CU
Phone Number	+420 770 199 611
E-mail	kastankov@cuni.cz
Website	www.kastankov.cuni.cz
Capacity	12 children (1-6 years old)
Premises	2 (playroom/rest area, kitchenette with dining area), cloakroom, sanitary facilities
Opening Hours	Monday- Friday 7:30 AM – 5:00 PM
Holiday Closures	Closed on public holidays, during Christmas break, and the last week of July and first week of August
Start of Operation	January 5, 2026

Article I

General Provisions

1. Kaštánkov Early Childhood Centre (hereinafter referred to as “the Centre”) is registered as an *Early Childhood Group* in accordance with Act No. 247/2014 Coll., on the provision of childcare services in an early childhood group and on amendments to related laws, as amended, and other applicable legislation (hereinafter referred to as “the Early Childhood Group Act”). The Centre is located in the premises of the Provider at Celetná 559/14, 110 00 Prague 1, Staré Město. The facilities comply with all construction, hygiene, operational, and safety standards pursuant to Decree No. 118/2025 Coll., amending Decree No. 350/2021 Coll., implementing certain provisions of the Act on the provision of childcare services in an early childhood group and related legislation. The Centre is intended for children from the age of 1 year until the start of compulsory school attendance and focuses on meeting the child’s needs, including education, development of abilities, and acquisition of cultural, hygiene, and social habits.
2. The Centre is designed for children whose legal guardians benefit from childcare placement when returning to work or seeking employment. A condition for using the service is that at least one legal guardian is employed by Charles University, and the other legal guardian meets the eligibility criteria for receiving the state contribution towards the operation of an early childhood group. These conditions are detailed in the Service Agreement for Childcare in Kaštánkov Early Childhood Centre (hereinafter referred to as “the Agreement”). The detailed admission procedure, including evaluation criteria and the list of required documents, is provided in Annex 1 to this Operational Policy.

Article II

Operating Hours and Daily Schedule

1. The Centre provides childcare services on weekdays from 7:30 AM to 5:00 PM according to the following schedule:

7:30-8:50	Arrival, free play
8:50-9:10	Morning circle, welcome, exercise
9:10-9:30	Morning snack, hygiene
9:30-10:30	Activities according to weekly plans
10:30-11:30	Outdoor time, walk, playground games
11:30-12:30	Lunch and departure for children leaving after morning program
12:30-14:30	Rest, story time, quiet activities
14:30-15:00	Afternoon snack, hygiene
15:00-17:00	Creative activities, group games, free play, departure

The daily schedule is indicative and may be adjusted to meet the current needs of the children and any unforeseen circumstances.

2. The child's attendance schedule is agreed individually in the Care Agreement concluded between the legal guardian and the service provider, i.e., Charles University. The minimum attendance per day is 5 hours.
3. The fee for childcare services at the Centre is specified in the Care Agreement. The fee represents a partial contribution to the operating costs of the facility and is determined with regard to co-financing from the state budget. The current fee amount is stated in the Agreement and published on the Centre's website.
4. The Centre is closed during the summer holidays in the last week of July and the first week of August. It is also closed during the Christmas break—the exact dates will be announced by 20 September of the respective school year. Operations may also be temporarily restricted due to necessary maintenance or other unforeseen circumstances. Legal guardians will be informed of any operational restrictions as soon as possible.

Article III

Meals and Nutrition

1. Meals at the Centre are provided by the catering supplier Culina Carolina. The Centre staff serves the delivered food in its kitchenette and dining area. If an individual diet is required for health reasons, an exception may be arranged under the conditions specified in the Care Agreement.
2. The meal fee covers the cost of catering and is published on the Centre's website. Details regarding the payment amount are specified in the Care Agreement (Article VII).
3. Full-day meals are adapted to the age structure of the children. The current menu, including a list of allergens, is regularly updated on the Centre's website.
4. Children are taught basic social and hygiene habits during mealtime according to their age. Younger children receive more assistance from caregivers.
5. Meals are delivered in thermal food containers and then served on plates or in bowls. Clean and used dishes are kept separate. The kitchenette is equipped with a microwave oven, dishwasher, electric kettle, refrigerator, dishwashing sink, and a separate handwashing basin.
6. Drinking water is available throughout the day. Children have access to water, tea, and milk. For outdoor activities, legal guardians must provide a clearly labeled water bottle for their child.

Article IV

Outdoor Activities and Child Equipment

1. For outdoor activities, the Centre uses designated areas within the building premises. Outdoor play takes place in the adjacent fenced area or, when possible, in other suitable playgrounds and parks nearby, depending on the feasibility of moving the children. Outdoor time is weather-dependent. Reasons for skipping outdoor activities include adverse weather conditions such as heavy rain, fog, polluted air, or excessively high or low temperatures.
2. Each child attending the Centre must have indoor shoes with a firm heel or sandals, sufficient spare clothing including underwear, appropriate outdoor clothing according to the season and weather, and a water bottle. Children who use diapers must have an adequate supply of spare diapers and other necessary items for changing (wipes, cream, etc.). All items must be clearly labeled with the child's name or mark.
3. It is strictly prohibited to bring animals, objects, substances, or items that could endanger the life, health, or safety of children into the Centre. This includes, in particular: irritant chemicals, matches, lighters, sharp objects, and inappropriate toys. Children must not have chewing gum, sweets, or any other food in their personal belongings or lockers, as these may pose a choking hazard or cause allergic reactions among other children at the Centre. Parents may only bring toys that comply with relevant standards, especially technical and safety norms. Caregivers have the right to remove unsuitable toys or items from children's reach until the legal guardian takes them away from the Centre. The provider is not responsible for any toys or personal items brought into the Centre.

Article V

Safety and Hygiene Measures

1. Only children who show no signs of illness or infection (e.g., cough, diarrhea, eye inflammation) may be admitted to the Centre.
2. The legal guardian must inform the Centre staff of any occurrence of an infectious disease as soon as possible.
3. A child must not be brought to the Centre if:
 - they have been excluded from group attendance by a physician, or
 - they are ill with an infectious disease.
4. Caregivers have the right to request:
 - a medical certificate confirming recovery (in case of an infectious disease), or
 - a parent's declaration (in case of a common illness).
5. In case of doubt about the child's health condition, the provider reserves the right to refuse admission.
6. In the event of sudden illness or injury, the caregiver will provide necessary first aid and contact the legal guardian or another contact person listed in the form. The contact person must arrive at the Centre as soon as possible and take the child into their care. All injuries and health incidents are recorded in the accident log by the caregiver present at the event. Caregivers are not authorized to administer medication to children.

7. The caregiver is responsible for the child from the moment they take over from the legal guardian until the child is handed back. To ensure maximum safety during the child's stay at the Centre and during off-site activities, staff members receive regular training in occupational health and safety (OHS) and fire protection. Training includes familiarization with current legal regulations (e.g., Act No. 262/2006 Coll., Labour Code; Decree No. 246/2001 Coll. on fire prevention) and practical skills such as risk identification, proper evacuation procedures, first aid, and emergency response. Caregivers are trained to recognize potentially dangerous situations and respond appropriately, significantly contributing to the protection of children's health and safety.
8. If the legal guardian fails to collect the child within the official operating hours, the provider is entitled to claim reimbursement of personnel costs incurred due to the caregiver's presence beyond operating hours, as specified in the Care Agreement (Article IV, Section 7).
9. The appropriate indoor microclimate is regulated by Decree No. 160/2024 Coll. on hygiene requirements for premises and operation of facilities for the education and care of children and youth and early childhood groups. Rooms intended for children are directly ventilated through windows. Ventilation is carried out naturally and regularly throughout the day—before children arrive, during structured activities, play, rest, and after departure. Opening and closing windows, as well as adjusting blinds, is done safely from the floor by caregivers. Indoor temperature is maintained between 22 °C and 28 °C in accordance with the decree. If the minimum temperature falls below the set value for three consecutive days, the Centre's operation will be suspended. When outdoor temperatures exceed 30 °C or the maximum permissible indoor temperature is reached, measures are taken to reduce heat stress: children stay in cooler areas, the daily schedule is adjusted (more rest, outdoor time only in shade and mornings), and hydration is ensured throughout the day.
10. Cleaning of the Centre's premises is carried out regularly according to internal operating rules:
 - Daily: floors and surfaces are wiped, all waste is removed, toilets and sinks are cleaned and disinfected; kitchen dishes are washed, food waste removed, kitchen surfaces and dining tables cleaned.
 - Weekly: washable surfaces and walls in sanitary areas are cleaned and disinfected; carpets vacuumed.
 - Twice a year: windows and light fixtures cleaned, carpets and items wet-cleaned.
 - Every three years: walls and ceilings repainted.
11. Laundry handling follows internal operating rules. Washing and replacement are managed by an authorized person:
 - Clean bedding, towels, and dishcloths are stored separately from used items, out of children's reach.
 - Towels and dishcloths are washed weekly.
 - Bedding is changed and washed every three weeks (or more often if needed).

12. Waste disposal follows internal operating rules. All waste is sorted and removed daily. Municipal waste is placed in bins with disposable liners, changed as needed but at least once daily. Disposable diapers are discarded in a designated diaper bin and removed daily along with municipal waste.

Article VI

Rights and Responsibilities of Legal Guardians

1. Attendance and Child Pick-Up

Legal guardians or authorized persons must bring and collect the child in accordance with the Centre's operating hours. The child must be handed over and collected in person by the legal guardian or a person listed in the Registration Form. Any exceptional changes in attendance must be communicated to the caregiver in advance.

2. Reporting Absences and Cancelling Meals

Absences must be reported at least one day in advance, either in person or via SMS by no later than 11:00 AM on the previous day. In case of sudden illness, the legal guardian must inform the Centre as soon as possible. Meals must be cancelled by 11:00 AM on the day preceding the scheduled meal. On the first day of an unreported absence, the legal guardian may collect the meal, but it will be charged at the full daily rate.

3. Child's Health Condition

A child may only attend the Centre in good health, without symptoms of infectious disease (e.g., cough, diarrhea, eye inflammation). In case of doubt, a medical certificate confirming recovery may be required. Caregivers have the right to refuse admission to a child suspected of having an infectious disease. Details are provided in Article V of this Operational Policy.

4. Communication with Parents

All important information (e.g., upcoming events, operational changes) will be communicated to legal guardians through the channels specified in the Care Agreement. Legal guardians are responsible for monitoring these channels and ensuring that the Centre has up-to-date contact details.

5. Other Rights of Legal Guardians

- The right to raise comments regarding the quality of services provided at the Centre. All feedback, suggestions, and complaints are considered valuable for improving and developing the service.
- The right to consult caregivers on educational and other aspects or issues concerning their child.
- The right to express opinions on significant decisions related to the child's education.
- The right to contribute ideas and suggestions to enrich the Centre's educational program.

- The right to access information.

Article VII

Rights and Responsibilities of the Child

1. Right to Dignified Treatment

- Every child has the right to maintain their human dignity, personal honor, good reputation, and protection of their name.
- No disrespectful, humiliating, or degrading behavior is used toward the child.
- The child's rights are respected in accordance with the Convention on the Rights of the Child.
- It is prohibited to use inappropriate disciplinary measures or restrictions that compromise the child's dignity or endanger their health, physical, emotional, intellectual, or moral development.

2. Right to Protection Against Discrimination

- Every child is entitled to protection and equal treatment regardless of race, skin color, gender, language, religion, political or other beliefs, nationality, ethnic or social origin, property, health status, family background, sexual orientation, gender identity, or any other status of the child or their legal guardians.

3. Right to Individual Approach

- Every child has the right to be respected as a unique individual with their own needs.
- Care is provided in accordance with pre-agreed individual requirements, provided these comply with the Centre's rules.

4. Right to Protection of Personal Data

- The child's personal data is protected in accordance with applicable legislation and is not disclosed to third parties without the consent of the legal guardian, except in cases required by law. More details are provided in Article IX.

Article VIII

Rights and Responsibilities of the Provider

1. The provider undertakes to maintain confidentiality and ensure the protection of personal and sensitive data of children and their legal guardians using the Centre's services, in accordance with applicable legislation.
2. Before the commencement of services, the provider concludes a written Care Agreement with the legal guardian.
3. The provider keeps the prescribed records of children.
4. The provider prepares an Education and Care Plan, ensures its implementation, and makes it accessible in the premises where childcare services are provided.

5. The provider undertakes to address all complaints related to the services provided at the Centre.
6. Caregivers and other Centre staff must not use inappropriate disciplinary measures or restrictions that compromise the child's dignity or endanger their health, physical, emotional, intellectual, or moral development.
7. To ensure the safety of children during their stay at the Centre and during off-site activities, staff members are trained in occupational health and safety (OHS) and fire protection.
8. The provider requires legal guardians to pay the agreed fee for services and comply with this Operational Policy.

Article IX

Protection of Personal Data

1. Centre staff are obliged to maintain confidentiality regarding all matters concerning children and their legal guardians. All documentation kept by staff is secured against unauthorized access and misuse by third parties.
2. All data provided by the legal guardian will be used exclusively for the Centre's purposes and will be protected in accordance with Act No. 110/2019 Coll., on the processing of personal data, as amended, and with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).
3. Data and documents contained in child records, registration forms, Care Agreements, and other written materials must be retained by the provider for 10 years after the termination of childcare services under the Care Agreement, in accordance with Act No. 247/2014 Coll., on the provision of childcare services in an early childhood group and related legislation, and in compliance with applicable data protection regulations.

Article X

Termination of Child's Placement at the Centre

The termination of a child's placement in the Kaštánkov Early Childhood Centre is governed by the provisions of the Care Agreement, in particular Article IX of that Agreement. The legal guardian is obliged to familiarize themselves with these conditions before signing the Agreement and to comply with them throughout the duration of the contractual relationship.

Article XI

Final Provisions

1. This Operational Policy regulates the operational and organizational rules of the Kaštánkov Early Childhood Centre in accordance with applicable legislation.

2. The provider is entitled to unilaterally amend or supplement this Operational Policy, provided that such changes do not affect the provisions of the Care Agreement. Legal guardians will be informed of any changes in an appropriate manner.
3. The current version of this Operational Policy is published on the Centre's premises, on the Centre's website, and on the provider's website.
4. This Operational Policy becomes valid on the date of signature and effective on the date of publication.
5. Integral parts of this Operational Policy include the Admission Criteria and Procedure for Enrolling a Child in the Kaštánkov Early Childhood Centre and the Education and Care Plan of the Kaštánkov Early Childhood Centre.

Annex 1

Admission Criteria and Procedure for Enrollment in Kaštánkov Early Childhood Centre

Dear Parents and Legal Guardians,

Please familiarize yourself with the Operational Policy of Kaštánkov Early Childhood Centre (hereinafter referred to as “Operational Policy”), the Care Agreement, and the Education and Care Plan. These documents are published on the Centre’s website and on the provider’s website. From January 5, 2026, the Centre operates at: Charles University Campus, Celetná 559/14, 110 00 Prague 1 – Old Town. The Centre provides regular care for children aged 1 year until the start of compulsory preschool attendance, supporting parents’ participation in the workforce. Admission decisions are made by the Centre Manager and the Equal Opportunities Coordinator based on the criteria below and in accordance with this document.

A total of 12 places are allocated and supplemented as needed according to the conditions and criteria listed below. The number of substitutes may equal the full capacity of the Centre. Substitutes are contacted according to the final ranking in the admission process, starting with the highest score. In case of a tie, the date and time of application submission determine the order. Substitutes may only be contacted for the school year for which they applied.

Conditions for Application

1. At least one legal guardian of the child is employed by Charles University.
2. The other legal guardian is employed, self-employed, a full-time student, paying social security contributions, fulfilling obligations as a self-employed person (including pension insurance and employment policy contributions), caring for a dependent person (levels II–IV), or registered as a job seeker with the Labor Office. For families not living together, only the parent applying for the child’s admission is considered. This must be documented for the purpose of claiming the state contribution for the Centre’s operation.

Application Process

1. Applications are submitted via an online form available on the Centre’s website during the admission period. After the application deadline, anonymized results with applicant rankings are published on the website. Successful applicants must submit within 7 days:
 - Application for Child Placement
 - Medical Certificate of Child’s Health Fitness
 - Child Registration Form
 - Care Agreement
 - Declaration of Employment Status
 - Adaptation Questionnaire

2. For the initial school year 2026, when the Centre opens on January 5, applications may be submitted from November 18, 2025 (10:00 AM) to November 25, 2025 (10:00 AM). If capacity is not filled, a second round will take place from November 26, 2025 (10:00 AM) to December 3, 2025 (10:00 AM). Further rounds may be announced if needed. Applicants will be notified of results by email within two working days.
3. For subsequent school years, applications will be accepted from July 1 (10:00 AM) to July 15 (10:00 AM). The school year runs from September 1 to August 31.
4. Applications submitted outside the specified period or by other means will not be considered.
5. In case of a tie in points, the date and time of submission determine the ranking.
6. Each applicant receives an application ID number, under which results will be published on the Centre's website.

Evaluation Criteria

a) Child's Age

Priority is given to children who have reached at least 1 year and are under 3 years by August 31 of the relevant year.

- 1–3 years = 2 points
- 3 years and older = 1 point

For 2026, age is assessed as of August 31, 2025.

b) Attendance Regularity

Priority is given to children requiring full-week attendance.

- Full week = 2 points
- 2–4 days = 1 point
- 1 day = 0 points

c) Duration of Agreement

Priority is given to children with a requested agreement for 12 months.

- 12 months = 2 points
- Less than 12 months = 1 point

Exception: For the opening year, agreements will be valid until August 31, 2026.

d) Location

Legal guardians employed at Charles University with a workplace geographically closer to the Centre receive higher points.

- Same city district = 2 points

- Other districts = 1 point
- e) Order of Application

In case of a tie, the date and time of submission determine the ranking.

Admission Procedure

Children are admitted exclusively based on the evaluation criteria. If the Centre is at full capacity, applicants are placed on a waiting list and contacted in order of their score if a place becomes available during the school year for which they applied. Notification of admission will be sent to the email address provided in the application. An anonymized list with total points and ranking will be published on the Centre's website.

Required Documents

Available on the Centre's website:

- Application for Child Placement
- Medical Certificate of Child's Health Fitness
- Child Registration Form
- Care Agreement
- Declaration of Employment Status

Completed and signed documents must be delivered in person to the Centre Manager.

Vaccination Requirement

Admission requires compliance with Section 50 of Act No. 258/2000 Coll., on Public Health Protection, which stipulates that facilities providing care for preschool children may only admit children who have undergone mandatory vaccinations, are immune, or cannot be vaccinated due to permanent contraindication.

If vaccination is ongoing according to the schedule, a medical certificate confirming proper progress and completion is required. Without this certificate, the child cannot be admitted.

Additional Information

The basic service fee and meal fee are published on the Centre's website. The Centre closes for 14 days during summer holidays (last week of July and first week of August) and during the Christmas break (dates announced in September of the relevant school year). Information on current capacity and application submission is provided by the Centre Manager, Ivana Rybníčková.