
How to Apply



The Kaštánkov Early Childhood Centre will open on January 5, 2025, offering 12 places for children. To ensure a smooth and transparent admission process for children of Charles University employees, enrollment will take place in the following stages:

1) Online Pre-Registration

Parents or legal guardians **employed** at Charles University will complete an online [form via Microsoft Forms](#) . The form will be open again from **November 26, 2025, at 10:00 AM until December 3, 2025, at 10:00 AM for the second round of pre-registration.** Applications submitted by email or in person will not be accepted. The form **cannot be submitted** outside the specified time frame.

2) Assignment of Registration Number

After submitting the form, you will receive a **registration** number by email. This number will be used to publish the results on the Kaštánkov Early Childhood Centre website once pre-registration closes. Admission criteria are available on the website under “Admissions” ? “Evaluation Criteria.”

3) Submission of Documents

If your child scores enough points and is placed within the Centre’s capacity, you will be notified by email. Within one **week** of receiving this notification, you must provide:

- 1) A signed “Application for Admission to Kaštánkov Early Childhood Centre”
- 2) A medical certificate confirming your child’s fitness to attend
- 3) Proof of vaccination according to the current vaccination schedule
- 3) The Child Enrollment Form
- 4) A signed “Care Agreement for Kaštánkov Early Childhood Centre”
- 5) Confirmation of employment status for the purpose of claiming the state contribution for childcare services

All required documents will be available on the website under “Documents.”

4) Waiting List

If the above documents are not submitted within the deadline, the preliminary registration will expire, and the next applicants on the list will be contacted based on their score. In case of a tie in points, the date and time of the online form submission will decide.

We believe this admission process will make everything easier for you and allow you to handle the necessary paperwork only after your child’s preliminary acceptance—without unnecessary stress. Please note that admission is subject to completing all required steps and the availability of places.