**Operating Rules**

**ELÁNEK CHILDREN'S GROUP**

Issued in accordance with § 10 paragraph 1 of Act No. 247/2014 Coll., the Act on the provision of care for a child in a children's group and on the amendment of related laws

**Basic information:**

ELÁNEK CHILDREN'S GROUP  
Operator: Elánek z.s.   
IČO: 063 95 163   
Location: Brno-Komín, Komín, Dělnická 650/2   
Local Operator:: Dětská skupina Elánek AV  
Address:: Královopolská 137/3000, Brno - Královo Pole, PSČ 61265   
Head office: + 420 704 252 880   
Operator: +420 792 400 378   
Email: info@elanek.eu   
Web: www.elanek.eu   
Start of operation: 1. 1. 2022   
Authorization: 23.9.2021   
Authorized person: Ing. Eliška Krejčí Reková, chairwoman of the board of directors

**Type of facility: Children's group according to Act 247/2014 Coll.**

**Capacity: 6 children**

**Hours of operation: 7:00 a.m. - 1:00 p.m., with regular operation on working days Monday to Friday**

**Conditions for the provision of childcare services: the operator provides the service free of charge to the Parents**

2. Regime requirements

The day routine is adapted to a heterogeneous group of children, aged 1-4 years. Caregivers are obliged to adapt it flexibly to the current needs of the children. In the children's group, sufficient attention is paid to the children's privacy, if they need to retreat to a quiet corner and not participate in joint activities, they are allowed to do so.

a/ Arrival of children: 7:00 a.m. - 8:30 a.m., later only by appointment. The child is handed over to a personal caregiver. When a child enters Kindergarten, an individually adapted adaptation regime is applied. Parents are not allowed to be with the child in kindergarten.

b/ Spontaneous games: from the arrival of the children until they are outside and after the afternoon rest - they take place all day long, interspersed with activities managed by caregivers in a balanced ratio, taking into account the individual needs of the children.

c/ Didactically targeted activities: they take place throughout the day in the form of individual, group or collective work of caregivers with children, based on the needs and interests of the children.

d/ Movement activities - daily health-oriented exercises and movement games

- continuous movement moments and musical movement activities

- daily sufficient inclusion of movement during spontaneous games and being outside

e/ Stay outside - min. 2 hours a day - depending on the weather, in the afternoon after rest until the children go home. During the summer months, activities are moved outside as much as possible. Staying outside is not possible when it is cold below -10°C, during heavy rain, wind and during inversions. The land intended for children's stay and play is fenced for health protection and to ensure children's safety.

f/ Rest, sleep - based on the individual needs of children

g/ Catering - catering takes place in the premises of the Children's Group.

Parents bring food.

h/ Drinking regime - children have fluids available throughout the day. Drinks change.

i/ Hardening - regular ventilation of all rooms

- we monitor the heating of the building, it reduces to a reasonable temperature

- enough time outside

- checking children's appropriate clothing

j/ Cleaning - according to the decree in the scope of:

a) by wiping all floors and surfaces with a damp cloth daily, cleaning with a vacuum cleaner for carpets,

b) taking out the garbage daily,

c) daily washing of sinks, toilets and children's potties using cleaning agents followed by disinfection,

d) daily ventilation,

e) at least once a week by washing and disinfecting the washable parts of the walls of the hygiene facility,

3. Method of dealing with laundry

Bed linen and towels are changed at least once every 3 weeks, more often if necessary and taken to the laundry immediately.

We use a soap dispenser and each children's sink has a mixing faucet out of the reach of children, so it guarantees a maximum temperature of 45°C to prevent scalding the child.

4. Interior spaces

Indoor plants and trees are out of reach of children.

Spatial conditions and internal arrangement enable teaching, children's free play, their rest, personal hygiene with strengthening, physical exercises and provision of meals.

In the changing rooms, each child has their own space equipped with hangers and a place to store shoes and slippers.

If a child falls ill while in the Facility, we immediately call the parents, who will come to pick up the child as soon as possible. Clean the place where it rested thoroughly using a disinfectant.

Indoor and outdoor spaces meet all the requirements of Decree 350/2021 Coll.

These operating rules become effective on 1.1. 2022

Eliška Krejčí Reková

Director