

The International Preschool Statute



Chapter I

General provisions

§ 1

1. The non-public Preschool of The International School is a non-public preschool facility that:
 - 1) implements preschool educational programs taking into account the core curriculum of preschool education,
 - 2) employs teachers with qualifications defined for public preschool teachers.
2. The governing body of The Preschool is the Educational Association PRO BONO LINGUAE with its registered office in Warsaw, 2 Jagielska St., 02-886 Warsaw.
3. The Preschool operates in particular on the basis of the provisions of the Act of December 14, 2016 - Education Law, the secondary legislation issued on the basis therein and the statute.
4. The issued name is used by the Preschool as follows: Non-public Preschool of The International School.
5. The registered office of the Preschool is in Józefosław, 34 Działkowa St., 05-509 Józefosław.
6. The body responsible for pedagogical supervision of the Preschool is the Mazowiecki Superintendent of Education.

§ 2

Any references hereinafter to:

- 1) Preschool – shall mean The Non-Public Preschool of The International School,
- 2) statute – shall mean the Statute of the Non-Public Preschool of The International School,
- 3) governing body – shall mean the Educational Association PRO BONO LINGUAE with its registered office in Warsaw, 2 Jagielska St., 02-886 Warsaw,
- 4) teacher – shall mean every teaching staff member of the Preschool,
- 5) Parents – shall mean the legal guardians of the child and the persons (entities) who exercise custody of the child,
- 6) The Act – shall mean the Law of December 14, 2016 – Education Law.

Chapter II

Objectives and tasks of the Preschool

§ 3

1. The Preschool pursues the objectives and tasks resulting in particular from the core curriculum of preschool education.
2. The primary objective of preschool education is to support the comprehensive development of the child.
3. As part of the tasks, the educational activities of the Preschool include:
 - 1) promoting the child's multi-directional activity by organizing conditions conducive to the acquisition of experience in the physical, emotional, social and cognitive areas of their development,
 - 2) creating conditions enabling children to develop, play and rest freely in a sense of security,
 - 3) promoting the child's activity enhancing the level of sensory integration and the ability to use developing cognitive processes,
 - 4) ensuring the proper organization of conditions conducive to children's experience, which will enable them to continue their adaptation processes and to help children developing in a non-harmonious, slower or accelerated manner,
 - 5) promoting independent children's exploration of the world, the selection of content appropriate to the level of development of the child, their perceptual abilities, ideas and reasoning, respecting individual needs and interests,
 - 6) strengthening the sense of value, individuality, originality of the child and the need to create personal relationships and participation in a group,
 - 7) promoting health protection, creating situations conducive to the development of habits and behaviors leading to independence, care for health, mobility and safety, including road safety,
 - 8) preparing for the understanding of emotions, feelings of one's own and others' and taking care of mental health, implemented e.g. by using natural situations emerging in Preschool and task situations taking into account content adequate to the intellectual abilities and expectations of children's development,
 - 9) creating educational situations that build the child's sensitivity, including aesthetic sensitivity, in relation to many spheres of human activity:

- speech, behavior, movement, environment, clothing, music, dance, singing, theatre, art,
- 10) creating conditions enabling safe and independent exploration of the surrounding nature, stimulating the development of sensitivity and enabling to know the values and norms relating to the natural environment, appropriate to the stage of development of the child,
 - 11) creating the conditions for safe self-exploration of technical elements in the environment, construction, DIY, planning and taking intentional action, presenting the creations of own work,
 - 12) working with Parents, different environments, organizations and institutions to create the conditions for the development of the child's identity,
 - 13) creating, along with the foregoing entities, situations leading to the child's knowledge of social values and norms derived from the family, the group in kindergarten, other adults, including the elderly, and developing behaviors resulting from values that can be understood at this stage of development,
 - 14) systematic addition of the educational content implemented with new issues arising from the emergence of changes and phenomena relevant to the child's environment and phenomena relevant to their safety and harmonious development,
 - 15) systematically support the development of child learning mechanisms leading to their at-school level,
 - 16) organizing activities, as appropriate, enabling the child to learn the culture and language of a national or ethnic minority, or a regional language,
 - 17) creating educational situations conducive to building the child's interest in modern foreign language and the desire to learn about other cultures.
4. Methods of implementation of the Preschool tasks:
- 1) program tasks of the Preschool are carried out by qualified pedagogical staff,
 - 2) the program tasks are carried out by organizing educational situations directing the child's development in accordance with their innate potential and developmental opportunities, in an atmosphere of acceptance and safety,
 - 3) pedagogical and educational activities of the Preschool are aimed at supporting the individual development of the child in relation to the socio-cultural and natural environment,
 - 4) Preschool has an advisory function for the family and supports pedagogical activities,

- 5) The Preschool agrees with Parents on the directions and scope of activities carried out in the Preschool, e.g. by collecting information on the child's progress and the quality of the Preschool work.
5. Preschool determines the scope and manner of performance of care tasks according to the needs, developmental opportunities of children and environmental needs taking into account the applicable health and safety regulations:
 - 1) during their stay in the Preschool, the child is constantly accompanied by an adult – a teacher assisted by other employees of the Preschool,
 - 2) departures and trips outside the Preschool are planned by the teacher – regarding program and organization,
 - 3) during classes outside the Preschool, childcare shall be carried out by the staff of the Preschool in the number determined each time by the Principal in respect of the provisions or regulations currently in force,
 - 4) all employees of the Preschool comply with the safety rules in accordance with the applicable regulations,
 - 5) in the Preschool shall not be administered any treatment except first aid – without the use of medicines.
6. The child is brought in and picked up from the Preschool by the Parents or a person authorized by them in writing to ensure the child's full safety.
7. Preschool achieves its objectives and tasks by:
 - 1) the organization of units for children of a similar age, taking into account the individual requests of Parents, and the child's developmental predisposition,
 - 2) adaptation of working methods and forms to the needs and abilities of the individual child and of all educational areas contained in the core curriculum of preschool education,
 - 3) the use of open forms of work, enabling the child to choose the place and type of activity,
 - 4) psychological and pedagogical assistance: individualization of the pace of teaching and educational work for children with disabilities, application of specific organization of learning and working methods, conducting classes in accordance with the recommendations of the Psychological and Pedagogical Council or other specialized, as well as of the doctor, according to the degree and type of disability of the child.
8. Preschool has an advisory and support function for Parents:
 - 1) helps to identify the child's developmental opportunities and needs and to take early specialist intervention,

- 2) informs about the child's progress, agrees with Parents the directions and scope of tasks carried out in the Preschool.

Chapter III Preschool Organs

§ 4

1. The organs of the Preschool are:
 - 1) the Principal,
 - 2) Teachers Board.
2. The organs of the Preschool shall cooperate with each other so that, in particular:
 - 1) guarantee each of them the possibility to act and take decisions freely within the limits of the powers defined by the Law and the Statute,
 - 2) exchange of information and the smooth circulation of documents.
3. The work of the authorities is supervised by the body managing the Preschool.
4. Disputes between the bodies of the Preschool are resolved within the Preschool by arbitration through the mutual participation of the members of the various bodies and the explicit exchange of views.
5. The "injured" party should first contact the "opposing party" to ask for an interview or investigation.
6. The resolution of the dispute must lead to the satisfaction of both parties.

Chapter 1 Preschool Principal

§ 5

1. The Principal is The manager of the institution for the employed teachers and non-pedagogical employees
2. Principal:
 - 1) employs and dismisses teachers and other employees of the Preschool,
 - 2) gives awards and penalties to teachers and other employees of the Preschool,

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- 3) is responsible for the proper organization and conduct of the educational and didactic process,
 - 4) ensures that workers have the right working conditions in accordance with other provisions,
 - 5) performs tasks related to ensuring the safety of children and teachers during classes organized by the Preschool.
3. The Principal particularly:
- 1) directs the day-to-day activities of the Preschool and represents the institution,
 - 2) establishes the organizational structure of the Preschool in accordance with the Statute and the internal regulations of the Preschool,
 - 3) creates the conditions and atmosphere of proper functioning of the Preschool,
 - 4) develops a framework timetable for the day of stay of children in Preschool,
 - 5) manages financial means and bears responsibility in compliance with the separate provisions,
 - 6) controls the work of the Preschool staff and the discipline of work,
 - 7) bears responsibility for providing safe and hygienic conditions of work,
 - 8) provides pedagogical supervision in accordance with an annual plan, prepared according to the needs identified by the managing authority and the Principal,
 - 9) is responsible for all documentation of the Preschool,
 - 10) controls the proper circulation of documents and the information system and the smooth flow of information,
 - 11) creates the conditions for action in the Preschool: volunteers, associations and other organizations whose statutory purpose is to educate or expand and enrichment of the forms of teaching, education and care activities of the Preschool,
 - 12) allows for use in the Preschool educational programs presented by teachers,
 - 13) gives detailed plans for the work of the various Preschool grades,
 - 14) organizes psychological and pedagogical support in accordance with separate regulations,
 - 15) arranges for early child support in accordance with separate rules,
 - 16) provides organizational conditions for the performance of care, education and teaching tasks,
 - 17) directs day-to-day teaching and education activities;

- 18) takes care of the appropriate level of teaching and education of the Preschool, inspires and assists teachers in meeting their requirements regarding the quality of the work of the institution;
 - 19) carries out tasks in accordance with the resolutions of the Teachers Board and the orders of the authorities supervising the Preschool;
 - 20) takes care of children attending Preschool and creates conditions for harmonious psychophysical development of children,
 - 21) provides assistance to teachers and employees in carrying out their tasks and professional development:
 - a. recognizes teachers' needs for professional development,
 - b. creates an internal system of professional development,
 - c. motivates and creates the conditions for teachers to participate in external forms of training,
 - d. creates the conditions for pedagogical innovation.
 - 22) other tasks resulting from specific provisions.
4. The detailed allocation of tasks, powers and responsibilities, as well as the position of the Principal, shall be entrusted to the governing body of the Preschool.
 5. The Principal may be dismissed:
 - 1) at their own request submitted 3 months before the date of dismissal,
 - 2) at the request of the governing body,
 - 3) at the request of the Teachers Board addressed to the governing body.

Chapter 2

Teachers Board

§ 6

1. The Teachers Board is a collegiate body of the Preschool in the field of carrying out its statutory tasks concerning education and training. The Teachers Board consists of the Preschool Principal and all teachers.
2. The chairman of the board shall be the Principal of the Preschool. The Preschool Principal:
 - 1) convenes and conducts board meetings,
 - 2) suspends the implementation of unlawfully adopted resolutions,
 - 3) submits to the Board the conclusions of the pedagogical supervision exercised,

- 4) is responsible for documenting the work of the board.
3. The tasks of the Teachers Board include:
- 1) the establishment of the Board regulations,
 - 2) approval of the work plans of the Preschool,
 - 3) establishing a teacher training plan,
 - 4) opinion on the weekly schedule of Preschool classes,
 - 5) adoption of resolutions on conducting pedagogical experiments in Preschool,
 - 6) adoption of resolutions on the deletion of a child from the list of Students of the Preschool,
 - 7) approval of semester opinions on the child's progress,
 - 8) opinion on the admission of the Preschool education program proposed by the teacher,
 - 9) opinion on the project day plans, educational trips, Preschool events,
 - 10) preparation of a draft amendment to the Statute and presenting them to the Preschool governing body.
4. The board's activities are documented and meetings are recorded. The methods of documenting and recording the Teachers Board meetings are laid down in the Teachers Board regulations.
5. Teachers and other participants in the Teachers Board meeting are required not to disclose matters raised at the meeting that may affect the personal interests of children or their Parents, teachers and other Preschool staff.

Chapter IV

Organization of Preschool work

§ 7

1. The basic organizational unit of the Preschool is a grade comprising children of the age specified by the Act, taking into account their needs, interests, abilities and predispositions.
2. The number of children in the grade does not exceed 20, provided that 18 children are admitted to the grade and the last two places are secondary places reserved for the children of Preschool staff, siblings of children attending Preschool, siblings of Preschool graduates or siblings of children attending The International School.

§ 8

1. Educational and caring work is carried out on the basis of the core curriculum of preschool education.
2. The detailed organization of education and care in a given school year is determined by a methodological plan, developed by the teachers running the grade and reviewed by the Preschool kindergarten.

§ 9

1. The organization of the work of the Preschool during the day is determined by the framework schedule of the day developed by the Preschool Principal taking into account the principles of health and hygiene of children and the expectations of Parents.
2. On the basis of the framework timetable for the day, the teacher entrusted with the care of the grade concerned shall establish a detailed timetable for the day.
3. Preschool offers classes for the comprehensive development of children, discovering talents and interests:
 - 1) classes provided for in the specific timetable for each grade,
 - 2) activities supporting the development of children,
 - 3) voluntary activities, funded voluntarily by Parents.

§ 10

1. The Preschool shall operate throughout the year, with the exception of breaks determined by the Principal in accordance with paragraph 3.
2. The kindergarten is open from Monday to Friday from 7.50 to 5.30.
3. Breaks in the work of the Preschool are determined every year by the Principal taking into account the breaks and national holidays in the calendar of the school year published by the Ministry of National Education.

§ 11

1. The child's stay in the Preschool is governed by a civil-law contract concluded between the Parents and the governing body, according to a template prepared by the governing body.

2. The amount of fees for services provided by the Preschool is governed by the provisions of the civil-law contract, concluded between the Parents and the governing body.
3. The Preschool offers 2 meals per day. Children attending Preschool may enjoy any number of meals /from 2 to 3/. Detailed rules for school lunch are laid down in the internal regulations of the Preschool.

Chapter V

Preschool employees

§ 12

1. The Preschool employs the Principal, teachers, and service personnel according to the needs.
2. The employment regulations shall be laid down in separate rules.

§ 13

Teachers

1. The teacher carries out educational, didactic and caring work, is responsible for the quality and results of this work and the safety of the children entrusted to their care.
2. In particular, the teacher's duties include:
 - 1) interaction with Parents in matters of education and teaching of children,
 - 2) planning and conducting educational and didactic work and responsibility for its quality, in particular:
 - a. improving the forms and methods of working with children, striving to achieve the best results,
 - b. meeting children's individual needs, interests and requirements,
 - c. stimulating the child's developmental processes for optimal activation through the use of their own initiative,
 - d. creating conditions supporting the development of the child, their interests and abilities through careful observation, individual contacts, creation of creative jobs,
 - e. taking stimulating, prophylactic and compensatory measures against all children,
 - f. striving for optimal preparation of the child for school,

- 3) conducting pedagogical observations aimed at knowing and safeguarding children's developmental needs and documenting these observations and transmitting their opinions to Parents in the form of a semester report,
- 4) cooperation with specialists providing psychological and pedagogical support, medical and other care,
- 5) responsibility for the health and safety of children,
- 6) child care from the moment they are entrusted to the teacher until they are taken away by the Parents or by a person authorized in accordance with § 3 paragraph 6,
- 7) care for compliance with the rules, care for the rhythm of the day, maintaining order in the teaching halls and surroundings.

§ 14

Maintenance employees

1. The maintenance personnel are employed in the Preschool.
2. The staff contributes to the proper functioning of the Preschool through daily conscientious work for the best interests of the child:
 - 1) all Preschool employees are responsible for the health and safety of children,
 - 2) all employees perform their duties according to the assignment of activities,
 - 3) all employees perform additional activities not included in the scope of duties, but resulting from the needs of the facility.
3. The specific activities of the maintenance employees shall be determined by the Principal.

§ 15

Rules of conduct for Preschool staff

1. In order to ensure the safety of children, general rules of conduct for teaching staff and non-pedagogical staff employed in the Preschool shall be laid down during their stay in the Preschool:
 - 1) systematic inculcation of safety rules in children,
 - 2) counting down children before going outside the Preschool building and before and after returning to Preschool,
 - 3) responding to any situation, signals or signs of crime which may endanger the health or life of children and report it to the Preschool,

- 4) immediate response to bystanders staying in the Preschool, requesting the purpose of arrival, providing information in accordance with their competence, and, if necessary, notification to the Principal – a bystander shall not be left alone on the premises of the Preschool without the supervision of the staff of the Preschool,
2. It is forbidden to leave children unattended by a teacher – appropriate replacement should be provided if necessary.

Chapter V Parents of Preschool Students

§ 16 The rights of Parents

1. In particular, Parents have the right to:
 - 1) expressing their opinions,
 - 2) participation in improving the quality of Preschool work by participating in internal evaluation,
 - 3) reliable information about the child, their behavior and development, provided in a way that does not hinder the teacher's care of the grade entrusted to him,
 - 4) assistance from the Preschool in solving educational problems with the child,
 - 5) obtaining information that raises their pedagogical knowledge,
 - 6) participate in the events organized by the Preschool.

§ 17 Duties of Parents

1. Parents are obliged to:
 - 1) cooperate with the Preschool in the education and upbringing of their children,
 - 2) participate in meetings and workshops organized for them,
 - 3) respect the common arrangements for the child and the educational measures taken,
 - 4) receive information about the child's stay in Preschool,
 - 5) take care of the right form of leisure time for the child,
 - 6) read correspondence sent by the Preschool,

- 7) active participation in the life of the Preschool.

Chapter V

Cooperation between Parents and teachers

§ 18

1. Parents and teachers interact with each other in matters of education and teaching by:
 - 1) familiarizing Parents with the tasks resulting from the annual work plan of the Preschool,
 - 2) familiarizing Parents with the psychomotor needs of children and how to meet them,
 - 3) providing reliable information on the development and behaviour of the child, communicated in such a way as not to impede the teacher's care of the department entrusted to him,
 - 4) involving Parents in creating conditions ensuring the proper implementation of educational and teaching tasks,
 - 5) the opportunity to express and communicate opinions on the Preschool.
2. In order to exchange information and discuss educational topics, the following forms of cooperation shall be organized in the Kindergarten:
 - 1) open classes and events with Parents,
 - 2) individual meetings and conversations between Parents and the teacher,
 - 3) articles supporting Parents' educational activities and improving pedagogical culture,
 - 4) general meetings with Parents,
 - 5) collecting information on the quality of the Preschool work.

Chapter V

Kindergarten Students

§ 19

1. The Preschool is attended by children of the age specified by the Act.

§ 20

Rights of kindergarten Students

1. Children have the right to
 - 1) well-organized teaching and care process in accordance with the principles of mental health by:
 - a. staying in the Preschool decorated in accordance with hygiene rules, children's needs, the possibilities of the institution,
 - b. organization of a day to safeguard a hygienic lifestyle, properly organized leisure,
 - c. participation in the proposed educational situations throughout the day in accordance with its perceptual capabilities,
 - d. meeting emotional and motor needs,
 - 2) protection against all forms of physical and psychological violence, respect for their personal dignity, tolerance, acceptance and understanding of individual needs,
 - 3) kind and subjective treatment in the educational process by:
 - a. meeting their own development needs,
 - b. improving and developing capabilities and interests,
 - c. expressing their own judgments and opinions,
 - d. play freely.

§ 21

Responsibilities of Preschool Students

1. Children are required to:
 - 1) comply with the provisions of the Statute and the Internal Regulations of the Preschool,
 - 2) respect all Preschool staff and each other,
 - 3) appropriately refer to all Preschool staff and to each other,
 - 4) active participation in the educational process and in the life of Preschool,
 - 5) persistent pursuit of knowledge and the development of one's own personality,
 - 6) represent the Preschool in a dignified way,
 - 7) take care of the common good and order in the Preschool,
 - 8) comply with the Preschool discipline.

Chapter VI Preschool Admission

§ 22

1. The Preschool admission is based on the principle of general accessibility, while:
 - 1) Admission forms shall be submitted to the Principal,
 - 2) the admission shall take place within a period determined annually by the Principal,
 - 3) it is allowed to enroll the child at a different time during the school year as part of the vacancies,
 - 4) Parents applying for admission to Preschool are obliged to hold a preliminary interview with the Principal,
 - 5) Parents applying for admission to Preschool are obliged to provide the child with the opportunity to participate in an open day or a trial day,
 - 6) Parents applying for admission to Preschool are obliged to sign the relevant civil and legal agreement with the governing body.
2. Admission to the Preschool is subject to the Principal's decision.
3. The conditions of stay in the Preschool ensure the safety, protection and respect of children's personal dignity and friendly and subjective treatment.

Chapter VII

Expulsion of the child from the Preschool

§ 23

1. The Preschool Principal may remove a child from the list of Students if:
 - 1) the child violates the bodily integrity of other Students of the Preschool,
 - 2) the child uses forms of peer violence and/or cyber bullying,
 - 3) the child, by their aggressive behavior, threatens the safety, health and morality of other children and, despite the preventive and educational measures taken against him, violates the provisions of the educational contract concluded with him and his Parents or refuses to be part of such a contract,
 - 4) the child's behavior and attitude prevents the proper conduct of educational activities, which negatively affects the participation in the classes of other Students of the Preschool and the implementation of the educational program,
 - 5) the child uses profanity when dealing with adults and peers and/or ignores the authority of adults and disregards teachers and the teaching staff with their attitude,

- 6) the child destroys the property of the Preschool,
 - 7) the child violates the provisions of the Statute and internal regulations of the Preschool,
 - 8) Parents conceal information on the state of health of the child preventing the proper process of education and training in the Preschool grade,
 - 9) Parents neglect the personal hygiene of the child, posing an epidemiological risk to other children,
 - 10) Parents do not comply with the terms of the civil and legal agreement concluded between the governing body and Parents in connection with the termination of that contract, and in particular the 30-day deadline for payment of the contractual obligations,
 - 11) when a Parent exhibits verbal or physical aggression against another Parent, child or Preschool employee;
 - 12) when a Parent publicly disputes the good name of Preschool.
2. Parents of the expelled child shall have the right of reasoned written appeal within 14 days from the date of receipt of the decision to the governing body of the Preschool. The governing body shall settle the appeal within 14 days and inform the appellants in writing of the decision.

Chapter VIII

Final provisions

§ 24

1. The Preschool keeps and stores the records in accordance with separate regulations.
2. The rules of the financial economy of the Preschool are laid down in separate regulations.
3. The Statute gives and changes the governing body of the Preschool.

§ 25

1. These Statutes shall enter into force on the date of amendment of the governing body.
2. On the indicated date, the existing Statute of The International Preschool is repealed.