

## **Statute**

### **Bilingual Preschool English Montessori School**

#### **General provisions**

##### **§ 1**

1. The preschool is called: The Bilingual Preschool English Montessori School (hereinafter in the text: preschool).
2. The preschool may also use the abbreviated name: Preschool English Montessori School or Preschool EMS.
3. The preschool is run by the: English Montessori School Limited Company.
4. The registered address of the preschool is Katowice, Gallusa street 10.
5. The preschool operates on the basis of this Statute and legal acts, with particular regard to:
  - The Act of 7 September, 1991 on the Education System (Journal of Laws of 2004, No. 256, item 2572, with later amendments)
  - Regulation of the Minister of National Education of 27 August 2012 on the core curriculum of pre-school education and general education in particular types of schools (Journal of Laws of 2012, item 977),
  - this Statute.
6. Teaching in preschool is based on the authorial educational program created in accordance with Maria Montessori's pedagogy principles.
7. The preschool, provide that there are vacancies, is available to all children whose result of the qualification procedure indicates that the method of Montessori pedagogy will be conducive to the best development of the child.
8. The prerequisite for attendance at the preschool is acceptance, by the parents, of the Statute, the Preschool Regulations, the provisions of the contract on educational services, and other internal acts of the preschool.
9. Parents are understood as the child's guardians.
10. The pedagogical supervision over the preschool is provided by the Silesian Superintendent of School.

#### **Objectives and tasks of the preschool**

##### **§ 2**

1. The primary goal of the preschool is to create the teaching environment full of care, peace, and at the same time diversified in terms of culture. It will provide each child with excellent conditions for development based on the Montessori method and prepare children for further education and life.
2. We are devoted to the idea of shaping and developing competence in fluent English language use.
3. We strive to ensure the greatest possible contact and cultural exchange between children from different parts of the world.
4. The preschool accomplishes its goals by:
  - ♣ supporting the individual development of the child in accordance with his innate abilities and development potential,
  - ♣ building a system of values, including raising children so that they are able to orientate themselves best in what is good and what is bad,
  - ♣ taking care of children regarding their individual needs,
  - ♣ cooperation with family and supporting parents in raising children and preparing them for the next stages of education.

5. The tasks arising from the above objectives are carried out by the preschool based on Montessori method within the following pedagogical areas:

- ♣ providing care and supporting the child's development in a favorable, safe and healthy environment,
- ♣ taking into account the individual needs and abilities of the child, providing children with equal opportunities, strengthening their faith in their own strength and the possibility of achieving success,
- ♣ creating situations that develop the independence of the child and his responsibility for himself and the nearest environment,
- ♣ arousing moral sensitivity and familiarizing with the prevailing rules and norms of morals,
- ♣ shaping the ability to perceive, enabling understanding of phenomena occurring in the child's environment: natural, social, cultural and technical,
- ♣ strengthening cognitive curiosity, stimulating creative and research activity and expressing one's thoughts and feelings,
- ♣ developing aesthetic and hygienic sensitivity, providing conditions for the development of imagination, fantasy and artistic, musical and movement expression, creating conditions for harmonious physical development, safe conduct and pro-health behaviors.

6. Preschool staff, understanding that the first and main educators of children are parents, support them in the care, upbringing and education of the child, accentuating the unique value and uniqueness of every human being.

7. In order to achieve our goals, we strive to build positive relations with our preschoolers and their families, desiring to become a mutually supportive and cooperating community, consisting of children, teachers and parents.

8. The detailed tasks of the preschool and the manner of their implementation are set in the work plans for each month.

### **Organization of the preschool**

#### **§ 3**

1. The basic organizational unit of the preschool is a branch.

2. The branch has a maximum of 25 children from the age of 3.

3. In particularly justified cases, the Director may take decisions on admitting a child who is 2.5 years old provided that preschool teachers, as a result of the qualification procedure, evaluate the child as ready to attend preschool.

3. Preschool provides drinking and meals for children: a second breakfast, two-course dinner and afternoon snack.

4. The preschool may organize additional classes taking into account the needs and development opportunities of children. Such classes are paid by parents additionally and are of voluntary nature, The conduct of additional classes may be entrusted to specialized persons or companies.

4 a. Educational activities can also take place outside the preschool, for example on a trip.

5. In the event of a reduced attendance, the Director may decide to merge the branches.

6. The preschool may modify the educational offer during the school year depending on the current needs.

7. In summer holidays, the preschool does not provide didactic classes, which does not affect the amount of tuition fees.

8. The preschool works from 7.30 am. to 5.00 pm. on working days from Monday to Friday, except for the first two weeks of August and the dates set in the preschool calendar for a given year.

8 a. It is permissible to shorten the working hours of the preschool on days determined by the Director.

9. The calendar of the school year, including the dates of the holiday breaks, is set by the Director and handed to the parents at the beginning of the school year.

10. Recruitment to preschool takes place throughout the whole year.

11. The preschool may obligate the parent to contact a psychologist, a psychological-pedagogical

counseling or another supporting institution indicated by the preschool and to provide the opinions issued by them.

12. In the Parents' Handbook, which the parents receive from EMS, many guidelines are provided which are the condition for the child's attendance at the preschool.

13. In preschool, prizes and penalties are replaced by natural consequences (resulting from the child's act).

14. The main teaching tool in the preschool are Montessori teaching materials and materials, and cards prepared by the teacher.

### **Admission procedure and tuition fees**

#### **§ 4**

1. The prerequisite for attending a child at the preschool is the positive result of the recruitment procedure, the rules which have been set out in Annex 1 to the statute, the contract for educational services by signed by the preschool and parents together with all attachments, and the entry fee in the amount specified in the document called "EMS fees."

2. The criteria taken into consideration when admitting to the preschool include, in particular:  
1) acceptance by parents of the statute and internal documents of the preschool including the Parents' Handbook,

2) parents' readiness to accept the Montessori method used in the preschool and closely cooperation with the preschool,

3) conclusions from the admission procedure are prepared by the Pedagogical Director.

3. An element of the admission procedure is the full-day presence of a child at the preschool by a period of time set by the parents and preschool (the so-called Preparatory Course).

4. The decision on admitting a child to the preschool is made by the Director after getting acquainted with the results of the admission procedure.

5. The tuition fee is payable for 12 months a year (including days off due to the calendar of the school year and days with shortened working hours set by the Director), in advance to the 7<sup>th</sup> day of each the previous month (e.g. the May tuition fee should be paid until 7<sup>th</sup> April).

6. The amount of tuition fees and the payment rules in a given school year are specified in the document "EMS fees".

7. The amount of tuition fees may change not more than once in the school year.

8. Parents are informed about the change in tuition fees by displaying information on the information board and by the parents' e-mail address.

### **Rules for bringing and picking up the children**

#### **§ 5**

1. The Montessori worktime starts at 9.00 am., therefore, the child should be in the classroom before 9 o'clock, so that he has time to wash his hands and say hello to his friends and teacher.

2. Rules for bringing and picking up the children from preschool:

a. Parents (legal guardians), or people authorized by the parents, provide their child safety while bringing and picking up the child from the preschool,

b. people under the influence of alcohol are not allowed to collect the child from the preschool,

c. only healthy children can attend the preschool, parents of children with infectious diseases are obliged to inform the teachers about this fact,

d. at the request of the teacher, in justified cases, parents are required to provide a written certificate from the pediatrician confirming the child's ability to stay at the preschool,

e. the teacher is required to report to parents (legal guardians) the child's condition indicating the disease.

## **Taking care of children during classes**

### **§ 6**

1. Children staying in the preschool are under the care of teachers who organize the classes according to the program, the Montessori method and the lesson schedule.
2. The teacher is fully responsible for the safety of the children entrusted to him, providing the children with a sense of security, both physically and mentally;
3. Each time the teacher controls the whereabouts of children (classrooms, cloakroom, bathroom, garden) as well as equipment, accessories and other items;
4. The teacher may leave children in an emergency only if he provides at that time the care of an authorized person over the children;
5. The teacher's duty is to provide immediate help to the child when this help is necessary and to notify the director and parents about the accident or observed disturbing symptoms (e.g. increased temperature);
6. Parents are obliged to pick up the child immediately upon the request of the preschool - not later than within 90 minutes from the notification (in the case of, for example, suspicion of a child's illness or behavior which has grossly negative impact on the functioning of the teacher or preschool). Until the arrival of the parents, the preschool reserves the right to disconnect the child from the group;
7. For delay in collecting a child after preschool working hours and after 90 minutes from notifying parents about the necessity of collecting a child from the preschool, an additional fee will be charged in the amount specified in the "EMS Fees".
8. In urgent cases, all activities of preschool employees, irrespective of the scope of their duties, are primarily aimed at ensuring the safety of children.
9. In the preschool no medical procedures may be applied to juveniles except first aid in an emergency. We also do not give children any medication except the medications for chronic diseases prescribed by the doctor.
10. The preschool provides safe and hygienic conditions for all persons staying on its premises. Children suspected of an infectious disease or lice may be separated from the group until the parent's arrival.
11. Preschool children can be insured in the selected insurance company. The child insurance fee is borne by the preschool.
12. During the trip, the supervision over the children is conducted by the teacher and possibly by the assistant or other guardian or parents, trying to keep the number of guardians in relation 1 adult per 10 children.

## **Educational activity**

### **§ 7**

1. The educational, didactic and care work is carried out by the Maria Montessori method. Most classes are conducted in English.
2. Selected by the teachers or their authorial curriculum is valid for at least a year.
3. Classes take place with the participation of the whole group of children, in teams of several people and individually.
4. Teachers can be supported in their work by assistants, apprentices, trainees, volunteers and parents of children, and in emergency situations also by other preschool employees.
5. The frame day schedule is set by the preschool director. It takes into account health and hygiene requirements and is adapted to the preschool program assumptions.
6. The preschool provides the following physical activities:
  - ♣ general physical activities with elements of remedial exercises,
  - ♣ daily walks in the open air.

## Rights and obligations of children and parents

### §8

1. Every child attending the EMS preschool is guaranteed rights under the Convention on the Rights of the Child, and in particular to:

- ♣ a properly organized care and educational/didactic process in accordance with the rules of mental work hygiene,
- ♣ respect for all its needs, favorable treatment,
- ♣ protection against all kinds of physical or psychological violence,
- ♣ respect for his personal dignity,
- ♣ respect for property, care and protection,
- ♣ partner - friendly conversation on any topic,
- ♣ acceptance and tolerance of his person,
- ♣ experience the consequences of his own behavior.

2. Pupils from preschool are obliged to:

- ♣ treating with respect, kindness and sympathy of all people, both peers and adults,
- ♣ cleaning the teaching aids and putting them back in place after work,
- ♣ respect of didactic materials, equipment and the environment of the facility,
- ♣ compliance with hygiene and safety rules,
- ♣ compliance with the general preschool code of conduct consistent with the norms and values of social coexistence,
- ♣ adherence to internally accepted departmental agreements developed by children and teachers regarding cooperation and cohabitation in a children group.

3. Parents have the right to:

- ♣ get acquainted with the program and tasks resulting from work plans in a given month,
- ♣ getting advice and guidance from teachers in recognizing the causes of educational difficulties and choosing the child's methods of help and support,
- ♣ expressing and transferring conclusions from the observation of the preschool work to the teacher and directors in an individual interview.

4. Parents have the right to meet individually with a teacher or director in order to exchange information and discuss educational topics at a mutually agreed date.

5. The basic duties of a child's parents include:

- ♣ observing this document,
- ♣ respecting the arrangements of the preschool director,
- ♣ respect for the dignity of the child,
- ♣ strengthening the efforts of preschool aimed at the comprehensive development of each foster child,
- ♣ observation of the children's own worktime once per semester, in special cases the Director may dismiss the parent for the obligation of observation.
- ♣ informing teachers and the director about all matters that may affect the behavior and progress of the child,
- ♣ bringing and picking up a child from preschool in person or by an authorized adult, providing the child with full safety. Parents take legal responsibility for the safety of a child collected from the preschool by a person authorized,
- ♣ timely payment of the tuition fee,
- ♣ informing about the reasons of absence of a child in preschool, immediately informing about food poisoning and infectious diseases,
- ♣ comply with the rules set out in the Parents' Handbook,
- ♣ immediately, not later than within 90 minutes of the notification, the child with suspected illness or whose behavior has a grossly negative effect on the functioning of the teacher or preschool,
- ♣ If the preschool obliges the parent to contact a psychologist, a psychological and pedagogical

counseling center or other supporting institution, the parent is obliged to comply with the obligation and provide the preschool with the opinion of the counseling center. Parents and teachers are obliged to cooperate with each other in order to effectively educate the child and determine the path of his individual development. In case of absence of satisfactory cooperation, the preschool or parent can terminate the contract between the parties.

### **Premises for removing a child from the list**

#### **§ 9**

A child may be removed from the list of preschool children if:

- a) Parents/guardians have outstanding fees (2 months or more);
  - b) Behavior of a child threatens the health or life of other preschool pupils or to a large extent disorganizes the group's functioning;
  - c) Parents/Guardians have held back information about the health condition of the child, which makes the educational and didactic process impossible;
  - d) in case of absence of satisfactory cooperation between parents and preschool in the area of solving educational and didactic problems (e.g. when parents do not take part in meetings or do not follow the preschool's recommendations);
- 3) The parents did not comply with the recommendation to obtain a psychological and pedagogical counseling opinion.

### **Managing body**

#### **§ 10**

The preschool management organs are:

1. Director
2. Pedagogical Associate Director
3. Administrative Associate Director
4. Manager of Pedagogical Supervision
5. School board

### **Director**

#### **§ 11**

1. A contract for employment or a contract for the management of a preschool with the Director shall be concluded and resolved by the persons leading.
2. In the area of work discipline, the Director shall be liable to the leading persons.
3. The director manages the day-to-day activities of the preschool and represents them outside, the Director is also responsible for the correct implementation of statutory tasks and for the development and raising quality of work, in particular:
  - 1) manages the education and didactic process,
  - 2) takes care of children and creates conditions for their integral and harmonious development,
  - 3) if he has the qualifications required by law, he supervises pedagogic supervision,
  - 4) sets the preschool work plan, including the calendar of the school year and list of additional activities,
  - 5) sets up the preschool organization sheet in the following school year,
  - 6) sets the procedure and timetable for qualifying candidates for the preschool,
  - 7) accepts and deletes children from the list in accordance with the rules included in the Statute,
  - 8) is the head of the workplace for teachers and non-teaching staff employed in the preschool,
  - 9) employs and dismisses, in consultation with persons who lead, all staff persons, defines the scope

- of their duties and determines the principles of their remuneration,
- 10) implements the resolutions of the School board undertaken within the framework of its competences,
  - 11) has the right to participate in all meetings convened by teachers and preschool employees,
  - 12) supports the improvement of teachers,
  - 13) approves the original curriculum,
  - 14) is responsible for the budget and property of preschool,
  - 15) is responsible for keeping, storing and archiving the preschool documentation,
  - 16) sets the rules for the organization of the school year and a week schedule of classes,
  - 17) in case of need, organizes psychological and pedagogical help,
  - 18) performs all other tasks related to the operation and functioning of the preschool not reserved for other parties,
  - 19) makes decisions in all matters not reserved in the Statute for other preschool parties,
  - 20) approaches to the leading persons for the changes in the Statute.

### **Pedagogical Associate Director**

#### **§ 12**

1. In the preschool, if required, an Associate Director, called Pedagogical Director.
2. Pedagogical Director is responsible for the implementation of curriculum and assumed educational goals.
3. The tasks of the upper mentioned Director are in particular:
  - 1) Observation of classes with the Manager of Pedagogical Supervision,
  - 2) Preparation, based on the observation of classes and the teacher's self-assessment form, the teacher's annual evaluation and discussion of the results of the assessment with the teacher;
  - 3) Substantive development of the training offer addressed to the parents of pupils;
  - 4) Substantive care for children's and youth's leisure;
  - 5) Conducting the recruitment procedure among candidates for the position of teachers in preschool;
  - 6) Submitting to the Director the conclusions from the qualification procedure specified in §. 4;
  - 7) Organizing as needed, at least once a month (excluding holidays, i.e., July - August), meetings with teachers to discuss current issues.

### **Administrative Associate Director**

#### **§ 13**

1. The preschool can institute an Administrative Associate Director.
2. The direct superior of the upper mentioned is the Director. The Director may extend, change or clarify the Administrative Associate Director duties.
3. The Administrative Associate Director is responsible for the efficient functioning of the administrative, financial, technical, supply, maintenance and security services, implementation of the preschool's strategic investments, and in particular for:
  - a) organizing the preschool administration work,
  - b) planning and supervising preschool costs, infrastructure maintenance costs ,
  - c) maintaining the preschool's infrastructure,
  - d) development and operation of the IT systems,
  - e) implementation of construction investments,
  - f) fixed assets management,
  - g) supply and transport,
  - h) safety of persons and property of the preschool,
  - i) social issues,
  - j) using the preschool's housing resources,
4. In the scope mentioned in point 3, as well as within the scope of authorizations granted by the

Director, the Administrative Associate Director of the organization is representing the preschool outside.

### **Manager of Pedagogical Supervision**

#### **§ 14**

1. In the situation when the Director does not have the qualifications required by Polish law in the field of pedagogical supervision, he refers to the Manager of Pedagogical Supervision.
2. The duties of the manager are in particular:
  - 1) preparing the annual plan of pedagogical supervision and presenting it to the school board before 15<sup>th</sup> September of a given year,
  - 2) conducting internal evaluation, which aims to improve the quality of preschool work,
  - 3) controlling teachers' compliance with the law,
  - 4) supporting teachers in the implementation of their activities,
  - 5) observation of classes with the Pedagogical Associate Director - not less than once a month in each group and not less than 45 minutes to noon and 45 minutes after dinner,
  - 6) submission of monitoring requests to the Pedagogical Associate Director,
  - 7) conducting the teachers' professional promotion stage,
  - 8) periodic (once per semester) checking the documentation of the course of teaching and presenting applications to the Director,
  - 9) developing a professional development plan for teachers and an annual training plan,
  - 10) preparing projects for teacher assessments and assessments of the professional achievements,
  - 11) if necessary, serve the Pedagogical Director with help in preparing the teacher's annual assessment and discussing it with the teacher.

### **School board**

#### **§ 15**

1. The school board is a collegial preschool party, which includes all pedagogical employees.
2. The school board is managed by the Preschool Director.
3. The school board acts in accordance with its own and approved by Director of the preschool.
4. The meetings of the school board are held in accordance with the school year calendar.
5. Resolutions of the school board are binding if they were taken by a simple majority in the presence of at least half of its members. In the event of an equal number of votes for and against, the decisive vote belongs to the Director of the preschool.
6. The competence of the school board is:
  - 1) adopting resolutions on pedagogical innovations and experiments,
  - 2) giving opinions on the Director's application and the persons conducting the removal of a child from the list,
  - 3) applying for the deletion of a child from the list to the Director,
  - 4) expressing opinions on the draft of the kindergarten regulations submitted by the Director,
  - 5) expressing opinions on the preschool's work plan submitted by the Director,
  - 6) giving opinions on the weekly schedule of classes submitted by the Pedagogical Associate Director,
  - 7) requesting, through the Director of the preschool, to persons leading for changes in the Statute,



## **Teachers and other employees**

### **§ 16**

1. The obligations of all employees are:

- a) regular and punctual arrival at work and signing on the attendance list,
- b) in the case of absence from work due to illness or other important circumstances, reporting this fact in the workplace within 24 hours,
- c) in every situation, cultural and tactful behavior, care for the good name of the preschool,
- d) compliance with health and safety regulations and fire regulations,
- e) strict adherence to the rules related to the safety of children entrusted to the care of preschool.

### **§ 17**

1. The teacher in particular:

- 1) carries out basic tasks: didactic, educational and caring, due to the character of the preschool specified in the Statute,
  - 2) supports every child in its development and strives for full development,
2. The basic principle of the teacher's work is guiding the good of the students, giving them a good example in the preschool and outside.

### **§ 18**

1. In carrying out the statutory tasks of the preschool, the teacher bears, in particular, responsibility for:

- 1) correct course of didactic and educational activities and the use of appropriate for preschool program of work methods,
- 2) creating a good and friendly work atmosphere full of respect and freedom,
- 3) responsible and active involvement in the activities of the preschool in accordance with its program and character,
- 4) quality of didactic and educational work,
- 5) taking into account in the educational process individual children's possibilities and needs,
- 6) life, health and safety of children during classes,
- 7) good and kind cooperation with parents and other preschool employees,
- 8) entrusted to the preschool's property,
- 9) systematic completion of the preschool's documentation,
- 10) preparing semester reports on the behavior and progress of the child and discussing them at meetings with parents.
- 11) preparation of materials for working with children prepared in accordance with the assumptions of Montessori pedagogy.

2. In addition to the duties set out in point 1, the teacher shall also:

- 1) participate in meeting of the school board,
- 2) take care of your neat appearance and personal hygiene,
- 3) proudly represent EMS,
- 4) by their behavior and attitude, give children an example of moral sensitivity, responsibility for themselves and others, respect for people and the world, kindness, tolerance, diligence and diligence.
- 5) fill out, in a reliable and truthful manner, a self-assessment form being part of the teacher's annual assessment,
- 6) take active part in teacher meetings called by the Director.

## **§ 19**

1. The tasks of the teacher's assistant, trainee, trainee, and volunteer are:

- ♣ active participation in classes and activities conducted by the teacher;
- ♣ performing care activities in relation to children staying in a preschool;
- ♣ caring for the health and safety of children;
- ♣ help in the activities indicated by the teacher.

## **§ 20**

1. It is the duty of the teacher and the assistant to strive for full personal development and to constantly broaden professional knowledge and improve their educational and didactic skills.
2. In carrying out the obligation referred to in paragraph 1, the teacher/assistant plans their professional development taking into account the tasks and needs of the preschool.
3. The teacher/assistant has the right to receive the support of the preschool in the performance of his duties and the right to apply for support for activities aimed at increasing the qualifications professional as part of the possibilities and needs of the preschool.
4. The teacher's work is assessed in accordance with the relevant regulations.
5. The detailed scope of duties of the teacher and other employees of the Preschool is determined by a separate document.

## **§21**

1. The teacher and the teacher's assistant surround each of their children with individual care and maintain contact with their parents in order to:

- ♣ recognizing and determining the developmental needs of a given child,
- ♣ agreeing on the forms of help in child-rearing activities,
- ♣ including them in the preschool activities.

2. Teachers and teacher assistants are entitled to:

- ♣ respect from everyone, both adults and children,
- ♣ freedom to proclaim your own views, not compromising the dignity of other people,
- ♣ co-decide on the choice of preschool education program and textbooks,
- ♣ an explicit and motivated assessment of one's own work,
- ♣ constant development and support in the field of professional development,
- ♣ remuneration for your work and holiday leave.

## **Preschool budget**

### **§ 22**

1. The preschool activities are financed from the following sources:

- 1) one-time registration fee paid by parents (guardians) of a child,
- 2) monthly tuition and other fees paid by parents (guardians) of a child,
- 3) grants and subsidies,
- 4) inheritance and donations,
- 5) own resources of the persons leading.

2. The amount and detailed conditions for payment of fees are set by the Director of the preschool in agreement with the teachers.

3. In the field of financial management, the preschool Director is subject to the arrangements and supervision of the persons conducting and the control of the subsidizing authority.

4. The implementation of the preschool goals may be supported on terms agreed with the Director by legal and natural persons, institutions and organizations.

**Final provisions**

**§ 23**

1. Statute shall be given to the preschool and made by the persons leading on their own initiative or at the request of the Director.

2. In the event of the liquidation of the preschool, the decision on the allocation of property will be taken by the persons leading.

3. This Statute shall enter into force on August, 31<sup>st</sup> 2016.