

Introductory Word of Marie Kubíková

Dear mothers, dear fathers,

Last year, we successfully implemented the reservation system for preschool enrolments in Prague 6, also allowing parents to see the sequence of children as a part of the enrolment process. I venture to say that our activities were met with success. Many parents of enrolled children gave us positive feedback, and they especially welcomed the option of booking specific times for visiting a preschool, as well as information about the sequence of children for each preschool. However, the new system was also welcomed by the principals since the system reduced the administrative difficulty of the entire enrolment process.

Therefore, this year, we have again prepared these detailed instructions, which should help you better navigate the process of enrolling your progeny in our preschools. We are also launching an update to the www.jakdoskolky.cz, website, which has a new appearance and contents, and which we would like to continue to improve. Here, you can find the link to the reservation system for enrolling to preschool in 2020, further information on the enrolment process, the dates of Open Houses, and an overview of the summer opening hours of the preschools.

If there is any information that you find missing on our site, or if you have any suggestions for clarifying it, please send us an email to pkadlecova@praha6.cz.

We wish you pleasant days,

Marie Kubíková, Education Councillor of Prague 6

HOW TO ENROLL YOUR CHILD IN PRESCHOOL IN THE 2020/2021 SCHOOL YEAR

General Information:

- As a rule, preschool education is meant for children from 3 to 6 years of age. Preschool attendance is mandatory (details in §34a and 34b of the Education Act) from the beginning of the school year following the child's fifth birthday until the day that this child commences their mandatory attendance at primary school.
- A requirement for the child's acceptance is that they undergo the regular vaccinations given by law and they have the documentation showing that they are immune against contagion, or that they are unable to be vaccinated due to a permanent contraindication (§50 Act No. 258/2000 Coll. On the Protection of the Public Health and on the Amendment of Several Related Laws). This condition does not apply to those children applying for mandatory preschool attendance (the last year before commencing primary school).
- In case that the vaccination requirements are not met by the date of enrolment in preschool, that is by 11 May 2020, the administrative process will be paused, and the parents will have the opportunity to meet the given requirements. Even if a parent provides the confirmation of vaccination during the paused administrative process, the principal of the preschool cannot guarantee the acceptance of the child in the selected preschool due to the legal obligations of the school administration to accept children for the offered vacant slots within the administrative process according to the school's criteria given beforehand.
- You can choose any **preschool or school located in the territory** of the Prague 6 quarter. A child with permanent residency in the territory of the Prague 6 Quarter has priority over children with permanent residency outside of Prague 6 (in this case, the quarters of Lysolaje, Nebužice, Suchdol, and Prague 17 are not considered to be in the territory of Prague 6).
- You may apply for enrolment to more than one preschool. Applications are submitted in written form to be checked, or you can send them using a personal data box. The principal of the preschool is obliged to accept your application and decide on the acceptance or non-acceptance of your child to preschool in accordance with the set criteria and free capacity.
- Further conditions for acceptance are set by the principal of the preschool in the criteria.
- The preschool publishes the acceptance criteria for children, the number of free spots in the preschool available for enrolment, and specific and more detailed information in the usual fashion, that is on the bulletin board of the preschool, by publishing it on the website of the preschool, etc.

- The application for enrolment in preschool, including the reservation of time for visiting each preschool will be **available for preliminary completion beginning 1 April 2020 at www.jakdoskolky.cz and on the website of the preschool.** The form is available in paper form to complete by hand at the Municipal Hall of Prague 6 (entry hall or Department of Education).

What you will need for enrolment:

- Completed Application Form with doctor's note and your signatures; we recommend you complete the form online on the website www.jakdoskolky.cz, the data will then be available to each of the preschools, thus speeding up the enrolment process.
- The child's birth certificate for viewing.
- Document of permanent residency - the Personal ID card of the applicant, or eventually an extract from the population register (a lease agreement is not considered to be a permanent residency).

Dates:

- 11 May 2020: submission of Application Form (times of commencement and termination of enrolment are determined by the preschools themselves).
- 14 May 2020 from 10.30 am to 11.30 am: opportunity to view the child's file.
- 14 May 2020 at 12.00 pm: publishing of enrolment results on bulletin boards and websites of each preschool using the unique code of registration assigned to the child - list of accepted children.
- 18 May 2020 from 1.00 pm to 5.00 pm: submission of Enrolment Card of accepted children to the selected preschool.
- From 17 May 2020, you can view the rolling sequence of yet-to-be placed children at www.jakdoskolky.cz for each of the preschools. Lists will be updated by the principals once a week until 31 July 2020.
- 5 June 2020: the published results of the enrolment are taken down from bulletin boards and school websites.

How to Get an Application Form to Enrol your Child in Preschool

1/ Portal of the Municipal Hall of Prague 6 www.jakdoskolky.cz – electronic version

1. Preliminary completion of Application Form to preschool (the data is saved in the system for the needs of each of the preschools).
2. Click on each separate preschool (print a separate form for each preschool).
3. Reserve your time to submit the Application Form in person.
4. Print out your filled-out application, have your doctor confirm it, sign it, and submit it to the selected preschool(s) on the day of enrolment (in case of submitting more than one application, confirming the doctor's note at a CZECH POINT will suffice).

2/ Website of Each Preschool

Links will be available on the websites of each preschool, redirecting you to the website of the Municipal Hall of Prague 6 www.jakdoskolky.cz. The legal guardian will complete the printed-out form, have the doctor confirm it, will then sign it, and finally submit it to the selected preschool(s) on the day of enrolment.

3/ Pick up the Printed Form in the Entrance Hall of the Municipal Hall of Prague 6 and at the Department of Education

Complete the application form you have picked up, have it confirmed by the doctor, sign it, and submit it to the selected preschool(s) on the day of enrolment.

Recommended Means of Form Submission

a) In person

- On 11 May 2020, submit the completed application form for enrolment at the selected preschool.

- Within the electronic system of Prague 6, on the portal www.jakdoskolky.cz, you can reserve your time for visiting the given preschool. Parents without a reservation must expect a possible waiting period for enrolment, as parents with a reserved visiting time have priority.
- Upon submitting the application form, you will receive a unique registration code for your child, which you can use to view the ranking of your child for each preschool beginning on 17 May 2020.

After personally submitting the Application Form on 11 May 2020, you will receive these written documents in the preschool:

- Confirmation of Participation in the Enrolment Process with a unique registration code and information about viewing the child's file.
- Enrolment card.

b) Personal Data Box

- Only those applications submitted on 11 May 2020 in the period from 12.00 am - 11:59 pm will be accepted.
- You have the option of completing the form ahead of time in the electronic system of Prague 6 on the portal www.jakdoskolky.cz, where the data will remain saved.
- Only documents that have been converted using authorised conversions (that can be made at the Czech Post Office, CZECH POINT, or with a notary public) can be submitted using the data box:
 - Application Form with the confirmed doctor's note,
 - Confirmation of the child's permanent residency in the Prague 6 Quarter - only in the form of an extract from the population register (do not send copies of personal ID cards or birth certificates).
- On 12 May 2020, the principal of the preschool shall send a scanned copy of the Confirmation of Participation in the Enrolment Process back to the legal guardians' personal data box, including a unique registration code with the stamp and the signature of the principal.

4/ Waiting Lists of Applications

Upon logging in to the portal www.jakdoskolky.cz, parents will be able to view the rolling list of placements in each of the preschools using the unique registration code. Furthermore, a link to the concrete waiting list of the given preschool will be available on the websites of the preschools.

5/ Acceptance or Non-Acceptance of Child

In the case your child is accepted:

- On 18 May 2020 **in the period from 1.00 pm – 5.00 pm, submit the signed Enrolment Card to the preschool of your choice, and you will receive your Acceptance Letter.**
- Complete the Registration Card, sign the informed consent with GDPR, and receive your original application form back with the decision of acceptance for the needs of the remaining preschools to which you have applied to.

In the case your child is not accepted:

- After 10 June 2020, you will receive the decision on non-acceptance by registered letter.
- You can file an appeal against this decision in the period of 15 days from the delivery date.
- Appeals are filed via the principal's office of the given preschool, and the Prague City Hall will formally review the principal's course of action to see if they have made their decision in accordance with the criteria given in advance.
- **From 17 May 2020 until 31 July 2020 in the electronic system www.jakdoskolky.cz, it will be possible to view the rolling sequence of the waiting list for your child for each of the preschools upon using the unique registration code.**