

Městská
část
Praha

6



HOW TO APPLY YOUR CHILD TO KINDERGARTEN



INTRODUCTION

Dear parents,

The process of admitting a child to a kindergarten is currently a lengthy administrative procedure that does not always end successfully due to valid legislation. In order to make your daughter or son's entry to the kindergarten as easy as possible, we are introducing some substantial changes.

On April 1, 2019, we are launching an electronic system in Prague 6, thanks to which you can fill in an application form for a selected kindergarten and at the same time you will be able to monitor your child's current ranking. You often learned about the accepting of your child in the kindergarten at the end of summer. With our new portal, *jaktoskolky.cz*, the process of enrolment will be simpler and faster.

We believe that you will appreciate the new system and hope that the portal *jaktoskolky.cz* will be useful for you and will save the time which you can spend with your family.

Have a nice day,

Marie Kubíková, Councillor for Education in Prague 6

GENERAL INFORMATION

- Pre-school education is generally intended for children aged 3 to 6 years old. From the beginning of the school year following the day when the child reaches the fifth year of age until the beginning of the compulsory school attendance of the child, pre-school education is compulsory (details in § 34a and 34b of the Education Act).
- The condition for admitting a child is the completion of the prescribed regular vaccination and proof of immunity against infection (excluding children with permanent contraindication - § 50 of Act No. 258/2000 Coll., on Public Health Protection). This condition does not apply to a child who is registered for compulsory pre-school education (the last year before entering primary school).
- You can choose any kindergarten in Municipal District Prague 6. The child who has a permanent residence in the territory of Prague 6 is given priority in admitting. Municipal Districts Lysolaje, Nebužice, Suchdol and Municipal District Prague 17 are not included in Municipal District Prague 6 in this case.
- You can submit Application for Admission in paper form to one or more kindergartens or use your personal data box. The headmistress accepts your application and decides on acceptance or non-acceptance according to the set criteria and capacity options.
- Further conditions for admission are set by the headmistress in the criteria.
- The kindergarten publishes the criteria for admission of children, the number of free places for enrolment and more detailed information by posting in the school building or by placing it on the school website.
- The Application for Admission to pre-school education, including time booking for individual kindergartens, will be available for hand pre-filling from April 1, 2019 on the website jakdoskolky.cz and on the websites of *kindergartens*. It will be then available for collection in the office of Municipal District Prague 6 (entrance hall or Department of Education).





WHAT YOU NEED FOR THE ENROLMENT

- **Filled-in application for admission with the doctor's statement and your signatures**
- **Child's birth certificate** – only for inspection
- **Proof of permanent residence** – applicant's identity card, or extract from the population register. The lease agreement is not considered a proof of permanent residence.

We recommend filling in the application online on the website *jakdoskolky.cz*, the data will be then available to every kindergarten and your child's registration will be made faster.



IMPORTANT DATES

May 2, 2019 – the day when you submit the application for admission (the time of the start and end of the registration is determined by individual kindergartens), the administrative proceeding is initiated at the moment of submission. The application may also be submitted by a person authorized by power of attorney.

May 5, 2019 from 10.30 am to 11.30 am – the day you can see your child's file.

May 7, 2019 from 12 am – the day when the list of admitted children is published on notice boards and websites of individual kindergartens under a unique child's registration code.

May 9, 2019, from 1 pm to 5 pm – the day when you hand in your child's Enrolment Sheet to the selected kindergarten. A person authorized on the basis of a power of attorney may also hand in the Enrolment Sheet.

From May 9, 2019, follow the on-going order of children who have not been placed in individual kindergartens yet at jakdoskolky.cz. The school directors update the order once a week until August 31, 2019.

On 25 May 2019, the published results of the enrolment will be removed from notice boards and websites of kindergartens.

WHERE TO GET THE FORMS?

1. On the portal jakdoskolky.cz in electronic version

- Pre-fill in the application and the data will be stored in the system for the needs of individual kindergartens.
- Click on the selected kindergartens (print the application separately for each kindergarten).
- Reserve the time to submit your application.
- Print the pre-filled application (for each kindergarten print each application separately), have it confirmed by the doctor and sign it. On the day of registration you will submit the application in selected kindergartens (when submitting multiple applications, certified copies of the doctor's statement will be sufficient using the Czech POINT service).

2. On the websites of kindergartens

- Here you will find links that will redirect you to the website jakdoskolky.cz.
- You will fill in the printed document from the website, have it confirmed by the doctor, sign it and hand it over in the selected kindergarten on the day of enrolment.

3. At the office of Municipal District Prague 6

- You will receive a printed version of the application in the entrance hall or on the 3rd floor of the Department of Education.
- You will fill in the document, have it confirmed by the doctor, sign it and hand it over at the selected kindergartens on the day of enrolment.





HOW TO SUBMIT THE APPLICATION?

1. In person

- On **May 2, 2019**, you will submit the filled-in application for admission to the given kindergarten.
- Within the electronic system on the portal *jakdoskolky.cz* you can book the time of your visit in selected kindergartens.
- Without booking a date, waiting for enrolment may be prolonged, as parents with reservation will be given priority.
- When submitting your application in person, you will receive a certificate of participation in the enrolment with the unique registration code of the child, under which you will find out the order of placement of the child in individual kindergartens from **May 9, 2019**, as well as information on possibility to look into the file and the Enrolment Sheet.

2. Via private data box

- On **May 2, 2019, from 0.00 am to 11.59 pm**, send the application with the confirmed doctor's statement and a confirmation of permanent residence in Municipal District Prague 6 (only an extract from the Population Register Department). Do not send copies of birth certificate or ID card.
- You can pre-fill the application on the portal *jakdoskolky.cz*.
- Remember that only documents converted by authorized conversion can be sent by data box (it can be made at Czech Post, using Czech POINT service or a notary).
- On the second day, thus on **May 3, 2019**, the headmistress of the kindergarten will send you a confirmation of participation in the enrolment, which contains the unique registration code, including a stamp and signature, back to the data box.

WHAT TO DO NEXT

1. If your child is accepted

- On **May 9, 2019**, in the period from 1 pm to 5 pm, submit the signed Entry Sheet to the selected kindergarten and you will receive the Decision on Admission.
- Furthermore, you will fill in the registration sheet, informed consent GDPR and withdrawal of applications with the resolution for other kindergartens, where you have also applied for admission.

2. If your child is not accepted

- After **June 1, 2019**, you will receive a non-acceptance decision by post.
- You may appeal against this decision within 15 days of its delivery.
- The appeal is filed through the headmistress of the relevant kindergarten and is decided by the Prague City Hall. They will formally review the decision of the headmistress if she has decided according to predetermined criteria.
- From **May 9, 2019**, it will be possible to monitor the order of your child's placement in individual kindergartens under the unique registration code in the electronic system *jakdoskolky.cz*.