

General terms and conditions

Version number: 1/2022

Founder of the Private Kindergarten UNES is a non-profitable organization UNES n.o., located in Javorová 12, 949 01 Nitra, personal identificational number: 45 742 596 registered in non profitable organizations led by the Registration Office: District Office Nitra.

The private Kindergarten UNES, located in Javorová 644/12, 94901Nitra, personal identificational number: 48 412 791 is based on the decision of the Ministry of Education, Science, Research and Sport of the Slovak Republic integrated in the network of schools and school facilities, and is entitled to implement upbringing and education under a special regulation.

The private Kindergarten UNES, located in Javorová 644/12, 949 01 Nitra, personal identificational number 48 412 791 is a provider of services consisting of daily care for a child in a kindergarten. All-day child care is provided in foreign languages (English and Spanish).

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Terms and Conditions of the Kindergarten UNES are published to all parents - legal representatives to whom kindergarten provides services consisting of daily care for a child in kindergarten or who are interested in providing these services. Conditions are updated based on the comments of teachers, parents, or management and approach the system, principles and rules of the school, and also further discuss about rights and obligations of the school as well as the rights and obligations of parents or legal representatives whose child attends the school.

1. Prior to the admission

Legal representatives shall equip the child for stay in the Kindergarten UNES with slippers and changing clothes. In the case of allergies to standard cosmetics also with the own cosmetics.

Children in the Kindergartens UNES use the same pyjamas which are provided and washed by the kindergarten.

Spare clothing is placed in the child's personal lockers. These clothes are put on the child in cases such as: wet him/her self, water splashes, spills of the food, get dirty when doing the activities in the kindergarten or outdoor games.

The list of things needed to attend the Kindergarten:

- * Whitesinglets (if the child wears it)
- * Panty briefs
- * T-shirt
- * Long sleeved top

- * Shorts (or Skirt)
- * Long pants comfortable (or sweatpants)
- * Top sweater with zipper or buttons, or tracksuit top
- * 2 pairs of socks
- * A hat, or cap (according to the season)
- * Scarf- in winter time scarf is recommended, which would cover also mouth, in spring time and autumn bandana
- * Gloves- in winter time (we advise to keep spare gloves in child's locker continuously during the winter)
- * Warm up suit - only in winter
- * Optional: stockings appropriate for a given period (unless their child wears)

Footware/to be placed at the bottom of the locker:

- * Comfortable slippers suitable for interior (not flip-flops) the foot must be securely fixed against falling
- * Optional: An older pair of shoes suitable for walk and outdoor games in mud in rainy days can be put in the locker. It is necessary to bring this to teacher's attention.

Hygiene / hand over to the teacher prior to entry:

- * Own toothbrush, toothpaste and cup
- * Optional: Kindergarten uses Nivea sunscreen with UV factor of 20 and 30 according to the weather. If the legal representative requires its own sunscreen please place it in a locker and inform the teacher about it.
- * If a child has a skin problem or uses a special cream, it is necessary to inform the teacher and place the product in a locker.
- * To inform the teacher about important requirements must be done in person.

Kindergarten UNES provides changing of diapers for children who wear disposable diapers (Pampers) and also provides purchase of diapers. The legal representative therefore does not need to bring into kindergarten diapers for the child.

Other optional:

In case that child is attached to any following item, it is allowed to be brought into Kindergarten UNES. The teacher must be informed how to use it.

- * Soft toy for sleeping
- * Personal pacifier or bottle
- * Personal drink that child drinks before bedtime (in this case it is necessary to train the teacher in its preparation and time of giving it to the child.)

2. Into the kindergarten with a parent

Legal representatives are allowed to enter the Kindergarten UNES during the first week of the child's enrolment. The legal representative needs to stay at the reception and not to enter the classroom neither the dining room and not to interfere into teacher's lesson.

* The legal representative may guide the teacher on issues relating to the child (instructions about feeding, diapering, drinking regime, changing clothes or other special needs of the child), but shall not unreasonably communicate with the teacher and thus prevent him/her from performing his/her profession in the classroom.

* If the legal representative is present in the classroom with the child during the multicultural events organised by the kindergarten UNES, is likely the parent will be helping the child with the activities and other needs of the child. The legal representative can leave the classroom on the basis of personal needs which the child will have. However, it is important that the legal representative will always inform the teacher when they are leaving the class and to inform the teacher if they will come back or if they are leaving home.

* Whenever legal representative is in the class with the child becomes co-responsible for the child. The reason for this regulation is that children always follow legal representatives within the premises of the kindergarten. It may well be that the child does not want to follow the teacher but wants to stay with the legal representative. Therefore, the teacher can not supervise other children while the child who is dependent on the legal representative.

* At the time of the adaptation process, legal representative shall not receive daily report. Daily reports are intended for legal representatives whose child is already in the kindergarten without parents and legal representatives want to know about their child's daily activities. Daily reports are intended for the children not older than 4 years old. Daily reports are given to the parents from 3:30 p.m. In case, the legal representative comes to pick the child up earlier might not get the daily report or will get the daily report the following day.

3. Collection of children

* Legal representative after entry into the UNES will inquire at the reception desk, in which classroom his/her child presently is. Consequently, the legal representative can go next to the class (The Arts 1, Didactics Room, Sports and Recreation) or to the painting atelier in case of painting lesson and can go to the class pick up his/her child.

* In the case that a legal representative comes to pick up the child before 4 p.m. shall wait by reception desk until the member of staff let him/her know where the child is present. The legal representative does not walk around the kindergarten without the reason. The teacher or the assistant will bring the child to the legal representative.

* Responsibility for the child passes to the legal guardian at the moment of its transfer to the legal guardian.

4. Services

Services of the Reception desk of kindergarten include:

* The first days after child is attending the kindergarten legal representative may at any time during the day phone the kindergarten and to require information about his/her child (for the children that most likely cry, legal representatives shall call between 9:00 to 10:00 am and in the noon sleep time).

* Take over a telephone or a personal message from the legal representative and pass it to the teacher.

* Telephone or in person report child's absence

* Interpretation between the teacher and the legal representative (for legal representatives who do not speak English)

* Translation of daily report (for legal representatives who do not speak English)

- * Announcements of school events, attractions and updates
- * Announcements of the substitute teacher (in case of absence of the teacher)
- * Other information regarding the schedule or child care.
- * Arranging meetings with director and teacher at the request of the legal representative or based on school plan
- * The supervising teacher, who is able to communicate with a child in crisis situations in the Slovak language. The supervising teacher is available in any crisis situation - in the case of injury, symptoms of aggression, crying, child's illness and so on.

Services, that resolve only the accountant of the kindergarten:

- * Billing: Any problems associated with mistake in invoicing, invoice for meals, changing the data of the bill, changing the text on the invoice, undelivered invoices, undelivered payment and so on.

Solution to these problems must be requested by phone +421917622 622 or e-mail address: financie@unes.sk

The application can be delivered also by post to the address of the private kindergarten
Private Kindergarten UNES, Javorová 644/12, 949 01 Nitra

Services, that resolves only the director of the kindergarten:

- * Contracts: applications, contracts, changes in the contracts, agreements of custody etc
- * Requests: a request for discontinuity of studies, request for termination of studies

All other instructions relating to the educational process it is possible to consult with your teacher and director of the kindergarten.

5. Education

Kindergarten provides services in the field of language education by following system :

1. Education in the Kindergarten UNES takes place in a playful way appropriate to the child's age and using toys and teaching aids to develop child's personality, toys intended for pre-school education, mathematics and general science provided according to schedule of the kindergarten.
2. Foreign teacher devotes to the child and in his absence it is slovak supervising teacher, who communicates with the child in English.
3. Activities - professional trainings which are part of the education process of the kindergarten are provided by external sports trainer or music teacher. Activities such as karate, flute, zumba, dancing, hip-hop, archery, painting, ballet and so on are provided depending on the child's age and availability. If there are sports activities led by guest lecturer who does not hold the knowledge of English language, sport activity can be led in Slovak language. Minimum number of activities for children over 4 years of age is 3 activities per week. Children under 4 years of age are sleeping and therefore they don't participate on these activities. Similarly, the children over 4 years of age whose parents require for them to continue to have a sleeping regime don't participate on these activities.
4. Providing comprehensive care for the child. Feeding children who do not eat by themselves and helping to feed those that begin with a self feeding but still can not eat the whole portion by

themselves. Compliance with drinking regime, if required by the legal representative unlearn pacifier sucking habit.

5. Changing diapers 4-7x a day. Deposition on the potty in groups according to the age, in order of growing habit in sitting on the potty, with older children deposition on children's toilet. Common washing hands before each meal and after use of toilet for the purpose of growing habit of regular hand washing. Helping small children to fall asleep and relaxation program for older children at the time around noon. Growing habits of the child to cooperate when putting the clothes on and getting changed before and after being outside and before and after sleeping, in order to achieve independence in the child's activities.

6. Staying outdoors (except on days of bad weather), which is divided into time of free playful activities and time managed sporting activities (group ball games, gymnastics, competitions).

6. Pedagogical and linguistic expertise

1. Communication language

Teachers, lecturers, assistant lecturers and management of the kindergarten are not communicating with the child in the Slovak language. Foreign lecturers communicating in Spanish may come from countries as Spain, Argentina, Mexico and Venezuela. Foreign lecturers communicating Mandarin Chinese may come from countries China, Hong Kong, Taiwan. Foreign lecturers communicating in English may come from any country where the English language is bilingual level IRL 4 Professional, IRL 5 Bilingual or Native.

2. Training and employment of foreign teachers

Foreign teachers come to Slovakia for 12-month period. In case that teacher remains longer time he gets to keep the same class. Legal representatives are standardly notified one month before changing of the teacher.

When changing the teachers there is 10 day period, in the class there are leaving and new coming teacher present together. In the case of urgent departure (if the teacher is leaving before his 12th months stay, there will be supervising teacher substitute the class for certain period, who then train the new coming teacher. In this case, the children communicate only in English.)

3. Selection of the teacher or changing the teacher

Legal representatives are not entitled to choose the teacher that will teach their child. However, if they are not satisfied with the teacher in any way, may request for a replacement of the teacher. Legal representatives do not interfere with the decision of the kindergarten on its cooperation with the teacher. Kindergarten requires high quality standards preparation of the teacher for the upbringing and education activities, teacher's ethical behavior and high attention to the safety of children, which is a priority when deciding on each teacher of the kindergarten exceeding personal preference of professionally desinterested persons. Legal representatives do not offer work at home to teachers, either full or part-time, as this is contrary to the rules and code of ethics of the kindergarten.

4. Communication with native speakers is possible:

* Every day when legal representative is collecting the child and arrives at 16.00.

- * In case the legal representative does not speak English an assistant teacher) is available on the request of legal representative to interpret.
- * 2 x a year parents meetings organized by the director and legal representatives of a class group. (as necessary , generally 1 x in autumn and 1 x in spring)
- * During the consultation hours with the teacher

7. Language skills and program

1. Legal representative have the opportunity to monitor their children's language skills by following :
 - * Attending the open lesson 2 times a year
 - * Attending the kindergarten during the multicultural events
- * 2. Daily Schedule - informing about the program of each day of the week focused on the class is located at the entrance of the kindergarten
3. Weekly Report - informing about specific activities, leisure activities, events, excursions is emailed to legal representatives backwards.
4. Information about the child's daily activities are provided in the form of daily reports for each child who is not older than 4 years old individually.
5. Important news, announcements, questionnaires or changes are sent to the email address of the legal representative or handed in personally when parent is picking up the child.

8. Pre-school education

1. Kindergarten is integrated in the network of schools Ministry of Education of Slovak Republic and provides preschool education as required by the Ministry office
2. Education of children in many areas of education begins at an early age when child in classes gains a basic overview of the advanced study.
3. If the child does not attend school regularly, parent with child arrives to school later every day, after a certain period his knowledge of language skills may be decreased compared to the rest of the group. In this case, the director shall decide whether to reassign the child to another group.)

9. Opening hours and holidays

1. Summer holidays and spring holidays

The kindergarten has no summer or spring break. During the summer, children have a special program aimed to outdoor activities, painting in exterior, trips etc. Legal representatives may decide to spend with the child holidays or vacation but tuition fee for two months is paid in full amount.

2. Winter holidays

The kindergarten is closed for winter holidays from December 27 to December 31. The tuition fee for that month is paid in full.

3. Opening hours

Week day from 06:30 am to 06:00 pm

July and August from 07:00 am to 05:00 pm

During the public holidays the kindergarten stays closed.

Slovak Independence Day (January 1)
Three Kings (January 6)
Good Friday (April 18)
Easter Monday (unspecified)
Labour Day (1 May)
Day of Victory over fascism (May 8)
Feast of St. Cyril and Methodius (July 5)
National Uprising (29 August)
Constitution Day (1 September)
All Saints' Day (November 1)
Day of Our Lady of Sorrows (15 September)
Day of battle for Freedom and Democracy (17 November)
Christmas Eve (24 December)
Christmas Day (December 25)
Boxing Day (December 26)

10. School fee

- * Monthly school fee is fixed, regardless of how many days or hours a child spends in the kindergarten.
 - * School fee is paid 1 x per month, 1 x per three months, 1 x per six months or 1x per twelve months according to the decision of legal representative,
 - * The advance invoice for school fee will be sent electronically to the registered e-mail address of legal representative
 - * Always to the 14th day of the month in advance in case of monthly payment of the school fee
 - * Always to the 14th September (for months 09,10,11) to the 14th November (for months 12,1,2) to the 14th February (for months 3,4,5) to the 14th May (for months 6,7,8) in case of payment for the school fee paid once in three months
 - * Always to the 14th September (for months 9,10,11,12,1,2) to the 14th February (for months 3,4,5,6,7,8) in case of payment for the school fee paid once in six months
 - * Always to the 14th September in case of payment for the school fee paid once in twelve months
- *School fee is due to the payment based on the invoice issued by the kindergarten on the date stated on the invoice, usually within 14 days of receipt of invoice. In case of late delivery of invoices there will be extending its maturity. The day of dispatch of an email is also considered as the day of delivering of advance invoice.
- *The school fee shall be payable in form of bank transfer or direct deposit by legal representative to the account of the kindergarten. For the bank transfer the payment is considered fully paid on the day of crediting the funds to the account of private kindergarten UNES. If the monthly payment of school fee doesn't take place to fifth calendar day of the month following receipt of the advance invoice, child can not be accepted in to the kindergarten.
- * The price of the school fee is valid for one school year. (From September to August).
- In case of unexpected increase of taxes, tax payments, rent or negative change in the law by the Ministry of Education, during the contract period, this can result to changes in the school fee during the school

year. In case of positive development from Ministry of Education towards to private kindergartens, the school fee might be reduced.

*In case that child will be absent for whole month, the legal representative must pay the full amount for the child care (for booking a place for a child).Kindergarten commits that in this case child will not be excluded from capacity reasons and will not be replaced by other child.

*The Kindergarten is also open during summer vacations when school fee or childcare does not change.

11. Health and safety of children

* A child that shows signs of illness will not be accepted to the kindergarten that day.

* If the director of the kindergarten requires, legal representative is obliged to provide a certificate of a health condition from the doctor about medical fitness of the child.

* After child overcoming disease, legal representative shall provide proof of medical fitness of the child before entering the kindergarten.

* Legal representatives are obliged to provide objective informations on the health status of a child.

If child shows signs of illness during the day, legal representative or his designee is obliged to collect child from premises after receiving a phonecall request from the director or minder which is responsible for the child.

* Any child who is part of the collective can catch the flu or other viral disease even on the premises of the kindergarten. Disease is most commonly spread during the incubation periods when the disease in another child had not occurred yet. Child's legal representative hereby understands that the kindergarten is not responsible for the sickness of a child. Given a few days of incubation period is not in the possibilities of the kindergarten to prove the emergence of origin of the child's disease.

* In specific cases where the child has a very frequent sickness or inadequate immunity, the director of the kindergarten asks the parent for a few months discontinuation of attendance of their child in to the kindergarten which is mainly for the protection of health and safety of other children.

*Taking a child from the premises of the kindergarten is possible only by legal representative or by a person who has an authorization under the power of attorney by showing an ID card.

12. Catering

* The child gets provided daily food, which is not included in the price of school fee.

* The kindergarten on the basis of their profile provides only food of a healthy lifestyle that focuses on providing vitamins, fiber and minerals. Menu compiles an expert on nutrition. The menu consists of daily offer: fruit and vegetables, fish or poultry, one vegetarian or sweet dishes, pasta or rice, dairy products and cheeses. The kindergarten provides dishes 4 times a day depending on the length of stay in the kindergarten.

* For the lunch the soup is served and then main dish is served.High quality fish is offered at least 1 time a week. Further,there is a selection of turkey or chicken. Sometimes on the basis of advice from a nutritionist beef may be offered

* Meals are charged on the basis of the number of days the child has spent in kindergarten and according to the price list given in the current version of the General Terms and Conditions of Kindergarten, with which the legal representative has been duly acquainted. In the event that the child will not be able to take food on the relevant day, the legal representative is obliged to check out the food for the relevant day by telephone at the telephone number of the head of the school canteen: 0905 518 673 in advance, no later than 3.00 pm. the previous day. If this day for check-

out falls on a Saturday, Sunday or public holiday, the legal representative is obliged to check out the meal for the relevant day by telephone at the telephone number of the head of the school canteen: 0905 518 673 no later than 7.00 am. on the relevant day. In the event that the legal representative does not check out the meal on the relevant day in time, he is obliged to pay the full meal unit for the relevant day.

* Price catering units is **5,10 Euros / day**

* Price per catering unit is due in the next month based on the number of days spent by the child in kindergarten.

* Legal representative may bring food to our premises if the child has exception to intolerance of certain food . The kindergarten offers served food for celiatics. In this case, it is necessary to bring the paper from the child's doctor.

* The legal representative is obliged to follow and respect the hygiene conditions associated with running of our facility.

* The Kindergarten follows national standards established quality and hygiene of served food. But is not responsible for any health complications delivering bad food from our suppliers which could not be revealed.

13. Procedure of admission to the kindergarten

1. Acceptance of a child

Not later than one week before entering the kindergarten parent under the Education Act shall submit to the director of the kindergarten following documents:

- A. Request for admission of a child into kindergarten
- B. Certificate of a health condition
- C. Declaration of the legal representative
- D. Declaration of the legal representative that the child is not infected.

2. At the same time, the legal representative undertakes to hand over the signed original of the service contract within the same period as under point 1.

3. After presenting these documents, the child can start kindergarten. Otherwise, the school principal has the right to decide not to admit a child, or to exclude a child who has already been admitted and to admit another child to his / her place. In the event that the principal does not exercise his / her right, all kindergarten documents, including these general conditions, become binding on the legal guardian upon entering the child's school, of which the legal guardian is fully aware.

14. Final provisions

1. These General Terms and Conditions are part of the Agreement on the Provision of Bilingual Kindergarten Education Services concluded between the UNES Private Kindergarten and the Child's Legal Representative (hereinafter also referred to as the "Agreement"). The General Terms and Conditions become effective against the legal representative upon the conclusion of

the Agreement. The conclusion of the contract takes place by the signing of the contract by both parties and / or by the child's entry into kindergarten.

2. By signing the contract on the provision of bilingual kindergarten bilingual education services, the legal representative confirmed that he was acquainted with the wording of the current version of the General Terms and Conditions, these were handed over to him together with the contract before schools accept them in full and they become effective and binding.

3. UNES Private Kindergarten reserves the right to unilaterally change the General Terms and Conditions. The service provider is obliged to notify the customer of any change in the General Terms and Conditions (eg electronically, in person or by post), and any change in the General Terms and Conditions shall take effect upon such notification. The current wording of the General Terms and Conditions shall be delivered by the service provider to the customer in person at the kindergarten, electronically via email to the email address registered for delivery of electronic invoices or by post to the registered address of the customer.

In Nitra, 21.02.2022

