



**ORDINANCE No. 39
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 28 August 2013

on establishing the workplace crèche

Pursuant to § 35 of the Statute of the University of Warsaw (consolidated text: UW Monitor of 2012, no. 3A, item 76, as amended), it is hereby ordered as follows:

§ 1

1. In the central administration, the “Uniwersyteckie Maluchy” Workplace Crèche in Warsaw, hereinafter referred to as the “Crèche”, and its Statute, attached as Appendix No. 1 to the Ordinance, are hereby established.
2. The provision of services by the Crèche shall be subject to payment and shall take place in accordance with the Rules and Regulations of the “Uniwersyteckie Maluchy” Workplace Crèche in Warsaw, attached as Appendix No. 2 to the Ordinance.
3. Supervision of the Crèche operation shall be exercised by the head of the Office for Personnel Social Benefits.

§ 2

The Crèche begins its service activities on 1 October 2013.

§ 3

The Ordinance enters into force on the day it is signed.

Rector
of the University of Warsaw

dr hab. Marcin Pałys, prof. UW

**STATUTE
OF THE “UNIWERSYTECKIE MALUCHY” WORKPLACE CRÈCHE
IN WARSAW**

The “Uniwersyteckie Maluchy” Workplace Crèche operates on the basis of:

- 1) the Act of 4 February 2011 on the Care of Children aged up to 3 years (Journal of Laws of 2011, No. 45, item 235);
- 2) the Regulation of the Minister of Labour and Social Policy of 25 March 2011 on the premises and sanitary requirements for crèches and kids' clubs (Journal of Laws of 2011, No. 69, item 367);
- 3) the present Statute and Rules and Regulations of the “Uniwersyteckie Maluchy” Workplace Crèche in Warsaw, hereinafter referred to as the “Crèche Rules and Regulations”;
- 4) a co-financing agreement within the framework of the Project entitled “Uniwersyteckie Maluchy - the Workplace Crèche of the University of Warsaw”, implemented as part of the “Human Capital” Operational Programme, Priority I - Employment and Social Integration, Measure 1.5 - Supporting solutions to reconcile work and family life;
- 5) partnership agreement of 28 June 2013 for the implementation of the „Uniwersyteckie Maluchy – the Workplace Crèche of the University of Warsaw” Project;
- 6) internal rules and regulations of the University of Warsaw.

**§ 1
LEGAL FORM**

1. The “Uniwersyteckie Maluchy” Crèche, hereinafter referred to as the “Crèche”, is an workplace crèche entered in the Register of crèches and kids' clubs kept by the President of the City of Warsaw.

2. The Crèche is located in Warsaw, Śródmieście, at 14/16 Karowa Street, room no.11

3. The Crèche's operation shall be managed directly by the Office for Personnel Social Benefits.

4. The Crèche's supervising authority shall be the University of Warsaw, 26/28 Krakowskie Przedmieście St., 00-927 Warsaw, Tax Identification Number [NIP]: 525-001-12-66.

5. The established name of the facility: „Uniwersyteckie Maluchy”.

6. In the period from 1 August 2013 to 31 December 2014, during the implementation of the project entitled “Uniwersyteckie Maluchy - the Workplace Crèche of the University of Warsaw”, the University of Warsaw's partner in running of the Crèche shall be the Instytut Komeńskiego Sp. z o.o. Sp. k. in Warsaw.

§ 2

OBJECTIVES AND TASKS OF THE CRÈCHE

1. The Crèche's objectives shall include:

- 1) developing the conditions conducive to the effective and flexible combination of professional and family responsibilities of employees and doctoral students of the University of Warsaw and disseminating these solutions among persons raising children under the age of three;
- 2) creating equal professional and parental opportunities for the University of Warsaw's employees and doctoral students by organising care, parenting and educational activities for their children;
- 3) providing high-quality care and educational activities to enable the optimal development of the children in the Crèche.

2. The Crèche's tasks shall include:

- 1) ensuring the care of the child in living conditions similar to the home ones;
- 2) ensuring that the child receives appropriate nursing and educational care;
- 3) providing care and educational activities appropriate to the child's age, taking into account the child's psychomotor development;
- 4) developing children's skills of group living, shaping social attitudes and making children self-reliant, according to their age and developmental level;
- 5) creating and implementing teaching and learning programmes based on modern methods of working with children, taking into account their individual developmental needs;
- 6) maintaining the quality of educational work;
- 7) ensuring safe and hygienic conditions for children in the Crèche.

3. The Crèche shall implement its objectives and perform its tasks by:

- 1) creating and implementing teaching and learning programmes based on modern methods of working with children, taking into account their individual developmental needs;
- 2) creating and implementing an adaptation programme;
- 3) performing activities to promote health and good nutrition;
- 4) conducting entertaining activities with educational elements, taking into account the individual needs of the child;
- 5) cooperating with specialists providing psychological and pedagogical assistance to children;
- 6) cooperating with parents, which includes:
 - a) providing information by childcare workers on progress or difficulties in the child's psycho-physical development,
 - b) creating opportunities for parents to participate with their children in activities held at the Crèche, including adaptation and open activities,
 - c) consultating and providing advice by a psychologist or educator on the care of the child and support in the child's upbringing and education.

§ 3

CRÈCHE ORGANISATION

1. In order for the child to be admitted to the Crèche, it shall be necessary:

- 1) for at least one of the child's parents to have the status of an employee or doctoral student of the University of Warsaw;
- 2) for the mother or father of the child to be currently out of work (maternity leave,

parental leave, unemployment, doctoral studies) and to be willing to return to the labour market;

- 3) to submit an application for the admission of a child to the Crèche in a given year, which shall include the child's PESEL number or, in the absence thereof, another document confirming the child's birth and the mother's PESEL number shall be attached;
- 4) to sign a civil-law agreement, hereinafter referred to as the "Agreement" on the date specified by the Crèche's personnel;
- 5) to submit a child information sheet;
- 6) to pay an enrolment fee;
- 7) to submit a certificate from a paediatrician stating that the child is healthy and that there are no contraindications for the child to attend the Crèche.

2. The Crèche shall operate on weekdays from Monday to Friday during the hours outlined in the Rules and Regulations of the Crèche.

3. The Crèche shall admit children of employees or doctoral students of the University of Warsaw aged from eight months to three years.

4. There shall be at least one place provided for a child whose parent has a certified disability.

5. The child's admission to the Crèche shall occur on the basis of the recruitment criteria contained in the Rules and Regulations of the Crèche.

§ 3 FEES

1. The amount of the Crèche fee and deadlines for making payments shall be specified in the Rules and Regulations of the Crèche.
2. Should the fee amount change, parents shall be notified at least one month in advance.

§ 4 BOARD

1. The Crèche shall provide board from a catering company.
2. The children parents shall fully cover the board cost. The catering fee for each school year shall be outlined in the Price List available on the Crèche's website.
3. In the event of a planned absence of the child, the parent have a duty to notify the Crèche one day in advance. If a child's absence from the Crèche is reported in advance, parents/legal guardians shall be entitled to reimbursement of the board fee for each day of absence (provided that the child benefits from the board provided by the Crèche).
4. Parents pay the fee for the catering after the given month has ended.

§ 5 CHILD'S HEALTH CONDITION

1. Parents/legal guardians may bring their children to the Crèche only if they are healthy. A sick child shall not be admitted to the Crèche. Parents shall have a duty to notify the Crèche staff each time a child becomes ill or is absent for any other reason.

2 If a child becomes ill on the premises of the Crèche, the parent shall be immediately informed by the staff and shall be required to collect the child within two hours. If the parent does not collect his/her child at the specified time and the child's health condition requires medical assistance, the Crèche personnel shall call for medical assistance.

§ 6 COLLECTING A CHILD FROM THE CRÈCHE

Children may only be collected by their parents or legal guardians. Upon their written consent, the child may be collected by the other adult authorised to do so.

§ 7 CRÈCHE DUTIES AND RESPONSIBILITIES

The Crèche shall have a duty to provide the child with:

- 1) professional care and educational assistance in conditions similar to those at home;
- 2) conditions to support the development of the child's personality through the organisation of educational and artistic activities;
- 3) highly qualified staff;
- 4) organised periodic meetings between parents and staff;
- 5) safety during organised activities;
- 6) appropriate nursing and educational care through an individual approach to the child and the selection of a programme to nurture the child's talents;
- 7) activities promoting healthy and good nutrition.

§ 8 PARENTS/LEGAL GUARDIANS RIGHTS, DUTIES AND RESPONSIBILITIES

1. In particular, parents/legal guardians shall have the right to:

- 1) obtain reliable information about the child and their development as well as their behaviour in the group;
- 2) obtain assistance from the Crèche in solving educational problems;
- 3) obtain information enhancing their psychological and pedagogical knowledge;
- 4) obtain assistance in contacting specialists: physiotherapist, psychologist, speech therapist;
- 5) obtain individual consultations carried out at the initiative of educators or parents;
- 6) attend group classes at times and dates convenient to them;
- 7) submit comments and proposals on the organisation of the Crèche's work.

2. Parents/legal guardians shall have a duty to:

- 1) provide complete information on the child's health condition, which influences his/her safety and proper functioning in the group;
- 2) contact Crèche staff regularly in order to align educational interactions;
- 3) ensure the child's safety on the way from home to the Crèche and from the Crèche to home;
- 4) bring the child to and collect from the Crèche on time;
- 5) pay fees on time;
- 6) collect the child immediately (within two hours of being informed) if the Crèche staff reports the child's illness.

§ 9
AMENDMENT TO THE STATUTE

1. The Statute shall be amended in accordance with the procedure applicable to its adoption.

2. The Crèche Director shall bear responsibility for compliance with the provisions hereof.

RULES AND REGULATIONS OF THE “UNIWERSYTECKIE MALUCHY” WORKPLACE CRÈCHE IN WARSAW

I. General provisions

§ 1

The University of Warsaw’s Workplace Crèche, hereinafter referred to as the “Crèche”, provides nursing and care services to a child aged eight months to three years.

§ 2

1. The Crèche provides its services to a child of an employee or a doctoral student of the University of Warsaw up to the age of three if at least one of the parents is currently out of work (maternity leave, parental leave, childcare, unemployment, doctoral studies) but plans to return to the labour market. In order to confirm that the parent is currently out of work, a certificate from the parent's work establishment or the Employment Office must be attached to the child's application for admission to the Crèche.

2. There shall be at least one place provided for a child whose parent has a certified disability.

§ 3

1. The Crèche shall provide its services in accordance with current norms and standards of care for a healthy child.

2. An agreement on the use of services, which must be concluded no later than three days before the child begins to attend the Crèche, shall be the basis for the provision of the services listed in section 1.

II. Services provision process and parents/legal guardians' duties and responsibilities

§ 4

1. Recruitment of children to the Crèche shall be carried out according to the following rules:

- 1) the Crèche shall admit children from the age of eight months to 36 months;
- 2) in the Crèche there are 15 places for children, provided that 10 places shall be allocated for children admitted for more than five hours a day;
- 3) recruitment of children shall occur continuously, which means that more children shall be admitted depending on the places available at the Crèche. In such case, priority in admission to the Crèche shall be given to children on the waiting list.
- 4) the Crèche shall admit children of employees and doctoral students of the University of Warsaw;
- 5) priority shall be given to the employees of the University of Warsaw, which are

- currently out of work (maternity leave, parental leave, childcare leave) and doctoral students;
- 6) there shall be at least one place guaranteed for a child whose parent has a certified disability;
 - 7) children of the University of Warsaw students shall be admitted depending on the places available at the Crèche;
 - 8) Parents shall apply for a place in the Crèche for their child by submitting an application to the Office for Personnel Social Benefits in a given year. The application shall include the child's PESEL number or, in the absence thereof, another document confirming the child's birth and the mother's PESEL number shall be attached;
 - 9) when applying for a place in the Crèche, parents shall fill out an information sheet about the child;
 - 10) admission of children to the Crèche shall be carried out by a three-member recruitment committee appointed in 2013 by the Chancellor, and in subsequent years by the Director of the Crèche;
 - 11) once children are admitted, a waiting list is created with a certain scoring system, arranging the order of admission of the child as places become available;
 - 12) if the same number of points is established for more than one application, the order of admission to the Crèche shall be determined by the income per family member obtained in the year preceding the application submission. In such a situation, parents of children who have received the same number of points shall be called upon to submit personal income tax documents for the previous calendar year within two working days;
 - 13) parents of children admitted to the Crèche shall be informed by e-mail within no more than seven calendar days from the end of the recruitment committee's work;
 - 14) parents of a child who has been admitted to the Crèche shall be required to pay a PLN 300 enrolment fee within seven calendar days from receiving a notice of admission of the child to the Crèche.

2. The following criteria for admission of a child to the Crèche shall be established and the number of points for meeting each of them shall be determined:

- 1) a parent - employee or doctoral student of the University of Warsaw, who is currently out of work (maternity leave, parental leave, childcare leave), but plan to return to the labour market (4 points);
- 2) a parent with a certified disability (3 points);
- 3) the other parent - the spouse/partner of an employee or doctoral student of the University of Warsaw, who is currently out of work (2 points);
- 4) a parent having more than one child under the age of seven (2 points);
- 5) a single parent having a child/children under the age of three (2 points).

3. The Crèche admits children, whose health condition allows them to participate in facility activities. Parents shall be required to provide a certificate from a pediatrician confirming that the child is healthy and has no contraindications to attend the Crèche. The certificate must be issued no earlier than one month before the child starts attending the Crèche.

4. The Crèche may hold an "Open Day", during which parents of children awaiting admission to the Crèche may visit the Crèche and become familiar with the

organisation of the Crèche's work.

5. The Crèche may organise Saturday and Sunday workshops for parents and small children. The workshop fees are outlined in the price list available on the Crèche's website.

§ 5

1. The Crèche provides its services for a fee:

- 1) fixed monthly fee - crèche fee for stays of up to 5 hours/day - PLN 300
- 2) fixed monthly fee - crèche fee for stays from 5 to 9 hours/day - PLN 400
- 3) board (breakfast, second breakfast, lunch, afternoon snack) – in accordance with the pricelist on the Crèche's website
- 4) enrolment fee (paid once a year) - PLN 300;
- 5) the crèche fee shall be fixed (even in the event of a child's monthly absence).

2. Each year's payments are outlined in the services price list available on the Crèche's website. The enrolment fee shall be paid per one child and in the first month of the term of the agreement as a deposit for the services provision. The enrolment fee shall guarantee a place for the child in the Crèche for the period specified in the agreement. In case of withdrawal from the agreement, the enrolment fee payment shall be treated as signing up of a preliminary agreement and is, therefore, non-refundable.

3. During the first month of the provision of services by the Crèche, the parent shall be required to pay an amount determined by the Director of the Crèche in order to cover the child's accident insurance.

4. In the event of a child's absence, the board fee shall be reduced for each day the child is absent, but only upon notification the day before within the facility's working hours by its parent/legal guardian.

§ 6

1. The Crèche accommodates a maximum of 15 children.

2. A child can stay in the Crèche group for up to 9 hours a day.

3. The board provided in the Crèche:

1) meal times:

8.00 – 8.30	breakfast
10.00 – 10.30	second breakfast
12.00 – 12.30	lunch
14.00 – 14.30	afternoon snack

2) meals are prepared and delivered by a catering company selected through a competition;

3) meals in specific forms (modified or breast milk delivered in special containers) can be brought by parents to the facility. Childcare staff may refuse to serve a meal to a child if they have any complaints or concerns about its quality;

4) in the Crèche, there is a place for children to eat their meals. Children eat their meals in the dining area, which constitutes a part of the kitchen.

4. When weather conditions are favourable, the children shall stay as long as possible in a nearby park.

§ 7

1. The parent/legal guardian or other person who brings the child to the Crèche shall confirm the child's health condition to ensure proper childcare conditions.

2. If symptoms of illness or an elevated temperature are observed, the child shall be referred to a primary care physician with its parent/legal guardian or other authorised person.

§ 8

1. Parents must inform the Crèche staff of any illness of their child or any other reason for the child's absence.

2. The Crèche staff must be notified of the child's absence on any given day no later than the day before thereof. Failure to give notice within a stated period shall exclude the possibility of reimbursement of the board fee for the day in question.

3. Parents of children not attending the Crèche due to illness must submit a doctor's certificate of satisfactory health condition after recovering from illness before re-admission of the child to the Crèche.

4. In justified cases, the Crèche staff may exempt the parent from submitting a certificate that there are no contraindications to their child's stay in the Crèche.

§ 9

1. Once a child has been brought to the Crèche, he/she remains under the constant care of professional personnel throughout the period until collected by persons authorised to do so.

2. The staff providing care to the group may change according to the duty hours schedule to ensure a high standard of quality care for the child.

3. Volunteers and participants of traineeship/apprenticeship placements can participate in the activities held at the Crèche.

4. Crèche staff duties and responsibilities:

- 1) a childcare worker shall, during his/her educational, teaching and caring activities, be governed by the best interests of the child, take care of the child's health and respect the personal dignity of the children under his/her care;
- 2) supporting and guiding the child's development using his/her innate potential and developmental capacities, educating and developing the child's openness towards life;
- 3) creating a pleasant working atmosphere in the facility and providing a versatile development of a child;
- 4) creating a rich educational environment for children actively;
- 5) collaborating with volunteers and trainees;
- 6) performing the Crèche Director instructions arising from the work organisation in the facility;
- 7) maintaining pedagogical records in accordance with the provisions laid down by the Crèche's supervising authority, i.e. the University of Warsaw;
- 8) undergoing regular substantive supervision in order to improve his/her work;

- 9) cooperating with children's parents, which includes:
 - a) learning about the child's family and material conditions and finding out about and establishing the children's developmental needs,
 - b) establishing the scope of joint educational and caring activities,
 - c) engaging parents in active participation in the Crèche's life;
- 10) an educator shall have the right to benefit in his/her work from the substantive and methodological assistance of the Director of the Crèche acting as a methodological consultant;
- 11) participating in trainings, improving their professional skills by enriching them with new methods and forms.

§ 10

1. Parents/legal guardians shall be informed by the Crèche staff of any worrying symptoms in the behaviour of their child so as to limit or prevent symptoms of illness in the child, as well as other children under Crèche staff supervision.

2. Personnel shall have a duty to provide parents/legal guardians with information about the psycho-physical condition, as well as any perceived deviations from developmental norms appropriate to their peers.

3. Should a child's behaviour demonstrate such deviations from developmental norms that manifest themselves in excessive aggression and hyperactivity threatening the safety of life and health of the child itself, other children and the Crèche staff, the Crèche Director shall, upon consultation with a psychologist, inform the child's parents/legal guardians on this. Such actions shall be documented in the child's health record and shall be the basis for requesting the Crèche to cease providing care services. If this reason causes a parent/guardian to question the necessity of discontinuing the use of the Crèche's, he/she shall be asked to personally observe their child's behaviour in the Crèche's group in the manner recommended by the psychologist or the Crèche Director. Additionally, a written statement shall be issued to the parent that the psychologist's opinion can be verified by the psychological clinic for young children.

4. Should there be any bruises or other injuries observed in a child which may indicate that they are the result of physical violence (beating) or abuse of a child, the Crèche staff, in consultation with the Crèche Director, shall prepare appropriate documentation dated and signed by them and by the Crèche Director.

5. The parent or legal guardian collecting the child shall be informed of the preparation of such a document.

6. If the injuries are observed in the child again, or if the injuries found for the first time do not raise any doubts in the opinion of the Crèche's staff that they represent a manifestation of violence, the Crèche's Director shall be obliged to refer a notice of suspected child abuse to the nearest police unit and prosecutor's office.

7. The notice mentioned in section 6 shall be accompanied by certified copies of the documentation prepared by the staff and the Crèche Director.

8. If the injury requires the immediate intervention of a doctor, the Crèche Director shall be obliged to call an ambulance and notify the police, the prosecutor's office, and, if possible, the child's parents.

§ 11

The services provided are in accordance with the standards for the child's age and include:

- 1) ensuring the care of the child in living conditions similar to the home ones;
- 2) board;
- 3) care and nursing services;
- 4) sleep and rest hygiene;
- 5) organising teaching and learning as well as developmental play activities indoors and outdoors;
- 6) preventive, health-promoting and corrective actions;
- 7) activities aimed at fostering pro-social attitudes and becoming more self-reliant;
- 8) ongoing contact with parents or legal guardians.

§ 12

1. Apart from the parents/legal guardians, only the persons indicated in the application form completed and signed by the child's parents/legal guardians upon presentation of proof of identity are authorised to collect the child from the Crèche.

2. Other persons may only collect the child upon the parents/legal guardians submitting written authorisation for these persons to the Crèche. Such authorisation may only be given to adults.

3. It shall not be possible to indicate the person collecting the child from the Crèche by telephone.

4. Legal guardians or authorised persons shall collect the child by 17:00. In the event of unforeseen circumstances affecting the delay in the collection of the child, the Crèche staff shall be informed.

5. The Crèche may refuse to allow a child to be collected if the behaviour of the person wishing to collect the child indicates that he/she is unable to ensure the child's safety.

6. In the event of any refusal to allow the child to be collected by someone, the authority in charge and the Crèche Director must be informed immediately. In such a case, the Crèche shall undertake all available measures to contact the child's parents/legal guardians.

7. Should a child not be collected at the end of the Crèche's working hours, the staff shall be obliged to inform parents/legal guardians on this by telephone.

8. In case the indicated telephone numbers (the work or home one) fail to provide information on the whereabouts of parents/legal guardians, the staff shall wait with the child at the Crèche for one hour.

9. Once this period has elapsed and the parent/guardian cannot be contacted, the nearest police station shall be notified.

10. The parents' wish for one of the parents not to collect the child must be certified by a court order.

11. For each hour of being late in collecting the child after 17:00, the parent shall pay a penalty in the amount of the daily rate of the child's stay at the Crèche.

§ 13

1. The Crèche operates for 11 months per year, with a holiday leave break in August.

2. The Crèche provides childcare services from Monday to Friday from 7:00 to 17:00.

3. The parent/legal guardian may enter the premises where children are staying and participate in group activities at times and dates convenient to them.

4. It shall be recommended that parents participate in activities (if possible) - parents shall participate in activities with their children as volunteers.

5. During the adaptation period, the parents, being the only people related to the child, shall be responsible for gradual and consistent with the child's needs adaptation to separation and leading an independent life in a social group. Therefore, parents/legal guardians shall have a duty to accompany the child in the adaptation process.

6. Parent-volunteers receive substantive support enhancing their parenting skills.

§ 14

1. The child must be provided by the parents/legal guardians with:

- 1) soft home footwear (except for infants), pampers, wet wipes and two bibs;
- 2) labelled pyjamas, bedding (small pillow, blanket with pillowcase and sheet) and two towels;
- 3) labelled toothbrush and toothpaste;
- 4) underwear and changing clothes.

2. Parents shall be obliged to wash and provide clean:

- 1) towels and pyjamas - once a week;
- 2) bedding - once every two weeks - or more often as needed.

3. If the child:

- 1) uses equipment or devices (other) that should also be worn while staying at the Crèche, parents/legal guardians may give them to the staff along with information on the rules for their use and operation;
 - 2) has different needs than peers in terms of diet, sleep hygiene, psychomotor and emotional development, parents/legal guardians shall inform the staff on an ongoing basis about such needs or behaviour of the child, so that the Crèche staff can provide optimal conditions for the child within the bounds of possibility.
- 2a) elimination diets shall be implemented from the date of submission to the Crèche until cancellation of a medical certificate based on the recommendations of a doctor from a specialist clinic (allergologist, gastrologist, endocrinologist, etc.);
- 2b) medical recommendations, confirmed by a medical certificate, shall include a definition of the disease and a list of indicated and contraindicated products necessary for developing an appropriate elimination diet.

III. Child's rights

§ 15

The child shall have the right in particular to:

- 1) equal treatment;
- 2) respect for personal dignity, intimacy and property;
- 3) care and protection;
- 4) to be heard and, as far as possible, to have his/her opinions and wishes taken into account;
- 5) physical integrity;
- 6) protection from all forms of physical and psychological violence expression;
- 7) respect for cultural and religious traditions with due respect for customs;
- 8) actively forming social contacts and receiving assistance in doing so;
- 9) discover, stimulate and enhance his/her own creative potential;
- 10) have his/her parents visit them during their stay at the Crèche.

IV. Parents/legal guardians duties and responsibilities

§ 16

Parents/legal guardians shall have a duty to:

- 1) get themselves involved in:
 - a) the creation of educational programs,
 - b) the creation of preventive and health promotion programmes,
 - c) the organisation of special events and other types thereof;
- 2) address their observations to staff out of concern for their child's well-being;
- 3) become acquainted with the content of announcements and communiques of the Crèche Director;
- 4) actively participate in parents' meetings;
- 5) comply with the Statute and present Rules and Regulations of the Crèche and ad hoc organisational arrangements of the Crèche Director;
- 6) collect the child on time at mutually agreed hours.

§ 17

1. Parents shall pay the fees for their children's stay at the Crèche on time.
2. Fees shall be paid in advance by the 10th of each month.
3. Fees shall be paid by the transfer to the Crèche's bank account available on the Crèche's website.
4. The fee amount, the method of its calculation and the range of possible discounts shall be determined by the Office for Personnel Social Benefits.
5. The fees shall not be subject to change during the project period, which is from 1 August 2013 to 31 December 2014.
6. Upon expiration of the period referred to in section 5, the fee for the Crèche's services may be increased, taking into consideration the cost of running the Crèche.
7. The method of payment and reimbursement of fees shall be determined by the Crèche Director.
8. In case of payment arrears of more than one month, the Crèche shall reserve the right (upon prior request for payment and failure to pay it) to unilaterally

terminate the agreement without notice and with immediate effect.

V. Final provisions

§ 18

1. Removal of a child from the Crèche register may occur in the case of:
 - 1) termination of the agreement by the child's parent with one month's notice, effective at the end of a calendar month.
 - 2) failure to pay fees for more than one month;
 - 3) the child turning three years old;
 - 4) the child's behaviour making the work of childcare workers impossible or posing a threat to the safety of other children;
 - 5) lack of cooperation between the teaching staff and parents/legal guardians of the child in solving problems arising in the process of education and upbringing of the child;
 - 6) repeated failure to collect the child by 17:00;
 - 7) other justified reasons.

2. Parents/legal guardians shall be informed immediately in writing about the removal of a child from the Crèche register together with its reason.

§ 19

1. Parents may bring in-kind donations (e.g., toys, books, household appliances) to the Crèche, which are not subject to return.
2. The Crèche Director or its staff shall confirm the acceptance of in-kind donations and immediately record the information in the appropriate register.

§ 20

The Rules and Regulations of the Crèche are publicly available on the Crèche's website and at the Crèche itself.

§ 21

Any amendments to the present Rules and Regulations shall be made in the manner appropriate to their issuance.