

**STATUTE
INTERNATIONAL PRESCHOOL OF GDANSK/
MIĘDZYNARODOWEGO PRZEDSZKOLA W GDAŃSKU**

**Chapter I
General Decisions**

§ 1

The International Preschool of Gdansk/Międzynarodowe Przedszkole w Gdańsku, has been established and is run by the Gdansk Educational Foundation. The International Preschool of Gdansk/Międzynarodowe Przedszkole w Gdańsku is a private institution.

§ 2

The Preschool is part of an organizational unit called: International School of Gdansk. The ISG also includes High International School of Gdansk/Międzynarodowe Liceum Ogólnokształcące w Gdańsku, Middle International School of Gdansk/Międzynarodowe Gimnazjum w Gdańsku, Elementary International School of Gdansk/Międzynarodowa Szkoła Podstawowa w Gdańsku. The supervisor for all employees of ISG is the Managing Director of ISG, who represents the Foundation to the students and their parents (legal guardians). The rules governing cooperation among the Elementary International School, Middle International School, High International School and International Preschool of Gdansk are described in the Statute of the International School of Gdansk.

§ 3

The program implemented in the Preschool is prepared by the teachers of the institutions that are run by the Foundation, under the direction of Attorney of the Gdansk Educational Foundation, hereinafter referred to as the Foundation's Attorney, on the basis of relevant regulations, including the current core curriculum of general education and preschool education. Its integral parts are the assumptions about the organization of work, the educational program and the program of prevention.

§ 4

The International Preschool of Gdansk is situated in the city of Gdansk.

Chapter II

Objectives and Tasks of the Preschool

§ 5

The aim of the Preschool is to support the development of preschooler, to the best of his/her psychophysical capabilities and development.

Preschool objectives apply in particular to:

- a) support the development of each individual preschooler;
- b) develop a value system in the spirit of respect for the dignity of the child and ideological and religious freedom;
- c) preparation for further education;
- d) the development of social skills;
- e) care of the child and to ensure complete safety while in Preschool;
- f) work with the family towards the child's education and preparation for school.

The Preschool's tasks are associated with the development of children's abilities and the intellectual formation of steps needed in everyday situations and in further education. The Preschool tasks include the following:

- a) the creation of such organizational conditions that allow the child to take up and initiate various activities;
- b) to help achieve the school readiness of preschoolers;
- c) preschool program takes into account the preschool core curriculum.

§ 6

The Preschool gives direct and continuous care to the children, utilizing methods of work and ways appropriate to the age of the child and to his/her developmental capabilities. In planning its care, The Preschool takes into account the environmental needs and existing local conditions, and in particular:

- a) provides direct, continuous custody of the children during their stay in the Preschool and in Preschool classes organized by outside the area;
- b) adheres in its work to the applicable health and safety, fire and sanitation regulations.

Chapter III

Preschool Community

§ 7

All members of the Preschool community, that is, children, parents (legal guardians) and employees are required to comply with statutes of the Preschool and statutes of the ISG and:

- a) maintain the good reputation of the Preschool and ISG;
- b) respect the views and beliefs of others;
- c) to show each other mutual respect;
- d) to take care of the property of the Preschool and ISG;
- e) to repair the damage caused by them.

§ 8

Members of the Preschool community have the right to protect their statutory privileges through reference to the authority that governs the Preschool.

Chapter IV

Methods of Financing the Preschool

§ 9

The Preschool is financed from payment from parents, government grants and other sources in accordance with the law.

§ 10

Detailed rules for the payment of fees by parents are included in the Rules of Payment of Fees of the International Preschool of Gdansk/Międzynarodowym Przedszkolu w Gdańsku, Rules of Payment for Meals of the International Preschool of Gdansk/Międzynarodowym Przedszkolu w Gdańsku, and Rules of Recruitment for International Preschool of Gdansk/Międzynarodowym Przedszkolu w Gdańsku.

Chapter V

Authorities of the Preschool

§ 11

Authorities of the Preschool are:

- a) Principal;
- b) Parent Council (if it is created at the initiative of parents);
- c) the Council of Teachers.

§ 12

The term of the Preschool Principal is 4 years. The term of the Parent Council and Teacher Council is one year.

§ 13

Preschool Council Resolutions are passed by simple majority of votes in the presence of at least half entitled to vote.

Chapter VI

Preschool Principal

§ 14

The Preschool Principal is appointed by the Managing Director of ISG for four years. He/she may be dismissed before the end of term at the request of the Representative of the Foundation. At the end of the term of office, the Principal shall be entitled to employment as a teacher in the Preschool. The Managing Director of ISG determines the number of his or her hours of classes per week.

§ 15

No later than three months before the expiry of term of office of the Preschool Principal, the Managing Director of ISG, after consultation with the Council of Preschool Teachers, decides about appointing the current Preschool Principal for another term, or organizing a competition for the position. The competition is also held in the case of dismissal or resignation from the post of Director of Preschool.

§ 16

Terms for the competition for the Preschool Principal prepared by the Managing Director of ISG are approved by the Foundation's Attorney.

§ 17

The Preschool Principal:

- a) represents the Preschool;
- b) cooperates with the Council of Parents;
- c) chairs the Preschool Council of Teachers;
- d) provides pedagogical supervision of Preschool Teachers;
- e) participates in the preparation of the organizational plan of the Preschool;
- f) participates in the preparation of the Preschool budget;
- g) annually, by September 30, submits to the Foundation's Attorney the educational plan and character development plan of work of the Preschool for the school year, which was developed by the Preschool teachers as well as the budget approved by the Director of the Office of the Foundation;
- h) annually determines and announces the recruitment criteria, developed in consultation with the Foundation's Attorney and Managing Director of ISG;
- i) submits an application to the Managing Director of ISG to organize a competition for a teacher, if necessary.

§ 18

After obtaining the approval of the Board and Managing Director of ISG, the Preschool Principal may appoint a Vice Principal of the Preschool. The powers and duties of Vice Principal of the Preschool are established by the Preschool Principal.

Chapter VII

Preschoolers

§ 19

Children are accepted into the Preschool according to the criteria announced at the latest in the last quarter of the calendar year – for the upcoming school year -- in the form of a publication on the Preschool's internet website.

§ 20

Children who are enrolled in the Preschool are entitled to:

- a) individualized educational and care processes tailored to the needs and educational opportunities as well as proper care;
- b) good preparation for future education and social functioning;
- c) respecting one's personal dignity;
- d) protection against all forms of physical and mental aggression.

§ 21

The basis of removing a child from the enrollment list by the Preschool Principal is:

- a) a resolution to delete the child from the list of enrolled preschoolers, taken by the Preschool Council of Teachers when the child's behavior threatens the health and lives of other children, and the parents did not cooperate in matters of education;
- b) non-payment of tuition fees by the parents (legal guardian) of the child for two months.

Chapter VIII

Parents

§ 22

Parents (legal guardians) of preschoolers are entitled to:

- a) reliable, current information about their children (dependents);
- b) knowledge of the education and upbringing;
- c) obtain advice and guidance from teachers in identifying possible causes of educational and behavioral difficulties as well as in selecting methods of assisting the preschooler;

§ 23

Parents (legal guardians) of preschoolers are required to:

- a) actively cooperate with the Preschool teachers in the implementation of the educational program;
- b) bring and collect the preschooler to and from the Preschool – in person or by one who has written authorization to take full care of the child;

c) inform the Preschool of the of the reasons for the absence of the preschooler; particularly promptly in the case of food poisoning or infectious diseases;
d) personal contact with the teacher or Preschool Principal at his/her request;
e) regular and timely payment of fees in accordance with the Rules of Payment of School Fees of Gdansk International Preschool/Międzynarodowym Przedszkolu w Gdańsku and Regulations for Payment of Meals at the International Preschool of Gdansk /Międzynarodowym Przedszkolu w Gdańsku under charge of penalty for late payment and removal of the preschooler from the enrollment list.

§ 24

Parents and teachers are required to work together to effectively impact the education of the child and determine the path of individual development.

§ 25

The Preschool Council of Parents chooses the elected representatives of the various branches of Preschool parents (guardian) - two from each branch. Representatives are elected for a term of one calendar year

§ 26

The Preschool Council of Parents annually elects a President for the term of one year, beginning from the beginning of the calendar year. President together with the Council of Parents represents the parents (legal guardians) to the Foundation, Preschool Principal and Managing Director of ISG.

Chapter IX

Preschool Teachers

§ 27

Preschool Teachers are entitled to:

- a) work conditions that ensure educational and behavioral intentions of the Preschool;
- b) respect for his/her views and beliefs;
- c) freely choose the methods of education and development;
- d) use solutions that are developed by faculty of the schools and institutions that are run by the Foundation.

§ 28

Preschool Teachers are required to:

- a) possess the appropriate educational background as well as the physical capabilities that are necessary for this career;
- b) participate in the development of the basic and the extender offer of the Preschool;
- c) conduct activities as assigned by the Preschool Principal, including day care, educational and behavioral activities;

- d) effectively use of activity time and individualization of the educational and behavior work;
- e) care for the health and safety of preschoolers during their time in Preschool as well as outside of school during trips organized by the Preschool;
- f) cooperate with specialists providing pedagogical and psychological support;
- g) systematically raise their professional qualifications;
- h) cooperate with parents (legal guardians) in matters concerning the behavior and the learning of the preschoolers;
- i) participate in meetings of the Council of Teachers, meetings with parents as well as special events, meetings resulting from the Preschool schedule;
- j) document their work according to the accepted principles at ISG.

§ 29

The Council of Teachers is comprised of teachers working in the Preschool as well as the Preschool Principal. The Council of Teachers is chaired by the Preschool Principal.

The Council of Preschool Teachers:

- a) develops, based on the ISG development project design, the concept of a set of programs of teaching and education and resolves fundamental issues of education and teaching;
- b) has the right to apply to the Preschool Principal for removal of a preschooler from the list of enrolled children, when the child's behavior threatens the health and lives of other children, and the parents did not cooperate in matters of education.

Chapter X

Organization of the Preschool

§ 31

The basic organizational unit of the Preschool is a branch made up of children grouped by similar age, taking into account their development needs.

§ 32

The Preschool is in operations for 11 months during the year, with one month vacation break which is established by the Managing Director of ISG.

§ 33

The daily schedule for each given Preschool division operates on the Basic assumptions of the program and is tailored to the needs of the children resulting from health and hygiene expectations. The daily schedule is developed and approved by the Preschool Principal in agreement with the Council of Preschool Teachers.

Chapter XI
Concluding Decisions

§ 34

The Statute applies in equal measure to all members of the Preschool community – teachers, preschoolers, parents, Preschool Principal, and service and administrative employees.

§ 35

The Preschool creates and keeps records in accordance with specific regulations.

§ 36

The Statute described above may be amended by the institution that runs the Preschool.

§ 37

On September 1, 2012, the pre-existing statute is repealed, and this statute shall take effect.