



Policies and procedures



Respected Parents,

The Policies and Procedures document is a collection of rights and obligations set out in the legislation applicable to educational institutions. It regulates the functioning of the institution and ensures the achievement of goals formulated in the pedagogical programme of the institution. The respect of the policy is expected from all members of the kindergarten community and the parental community, in accordance with the rules of cooperation and social coexistence.

The rules set out in this document apply from the time of entering the kindergarten until the time of leaving the institution, after educational hours and during activities organised outside the institution.

Our kindergarten is an educational institute, our task is to help the child's personality unfold and develop. We assist children's development by creating carefully planned educational situations. Our kindergartens are a professionally autonomous educational institution in the public education system, complementing family education from the age of three until the child starts school.

You can find further information about the member kindergartens' educational practices and local specificities on our website: ovi.szegedvaros.hu.

Legal background of this document:

- Act CXC of 2011 on national public education
- Regulation No 20/2012 (VIII. 31.) on the operation of educational institutions and the naming of public educational institutions
- Act XXXI of 1997 on child protection and guardianship administration

Personal scope of the policy:

- Every staff member employed by the kindergarten
- Parents and guardians
- Children having an active legal status with the kindergarten
- People not having a legal relationship with the institution entering its territory

Territorial scope of the policy:

- The territory of member kindergartens of the institution
- The activities organised by the kindergarten, as part of its educational programme, but taking place outside of its territory



1. Institutional data

Name of the institution: Szeged Megyei Jogú Város Önkormányzata Óvodák Igazgatósága

Abbreviated name of the institution: Szegedi ÓVI

Address: 6723 Szeged, Sólyom u. 6.

Phone number: 06/62-549-350

E-mail address: igazgatosag.ovoda@int.ritek.hu

Website: ovi.szegedvaros.hu

SZEGED MEGYEI JOGÚ VÁROS ÖNKORMÁNYZATA ÓVODÁK IGAZGATÓSÁGA

Consulting hours

MONDAY	11 AM –12 PM
WEDNESDAY	2 PM – 4 PM
THURSDAY	11 AM –12 PM

DEPUTY DIRECTORS

Title	Phone number
Deputy director for pedagogy and equal opportunities	06-20-462-9578
Deputy director for pedagogy and education management	06-20-455-4881
Deputy director for pedagogy and operations	06-20-584-4787
Deputy director for pedagogy, methodologies and development	06-20-249-1181

Please contact the given deputy director about your visit at consulting hours!

Director of the institution: **Bartáné Tóth Mária Magdolna**
telephone: **06/62-549-359** cellphone: **06-20-42-39-815**



No.	Name of member kindergarten	Address	Opening hours
1.	Szegedi ÓVI Baross László Óvodája	6726 Szeged, Fésű utca 6.	6:00 -17:30
2.	Szegedi ÓVI Béke Telepi Óvodája	6728 Szeged, Napos út 16.	6:30 -17:00
3.	Szegedi ÓVI Bem Utcai Óvodája	6725 Szeged, Bem utca 3.	6:00 -17:00
4.	Szegedi ÓVI Bérmkert Utcai Óvodája	6726 Szeged, Bérmkert utca 118.	6:00 -17:30
5.	Szegedi ÓVI Bölcs Utcai Óvodája	6791 Szeged, BölcS utca 9.	6:00 -17:30
6.	Szegedi ÓVI Boros József Utcai Óvodája	6724 Szeged, Boros József utca 25.	6:30 -17:00
7.	Szegedi ÓVI Csó Utcai Óvodája	6724 Szeged, Csó utca 3.	6:00 -17:30
8.	Szegedi ÓVI Építő Utcai Óvodája	6723 Szeged, Építő utca 9/B	6:00 -17:30
9.	Szegedi ÓVI Felsővárosi Óvodája	6723 Szeged, Gyík utca 15.	6:00 -17:00
10.	Szegedi ÓVI Fő Fasori Óvodája	6726 Szeged, Fő fasor 63.	6:00 -17:00
11.	Szegedi ÓVI Földmíves Utcai Óvodája	6725 Szeged, Földmíves utca 3.	6:00 -17:30
12.	Szegedi ÓVI Garam Utcai Óvodája	6724 Szeged, Garam utca 7.	6:00 -17:30
13.	Szegedi ÓVI Gábor Áron Utcai Óvodája	6727 Szeged, Gábor Áron utca 2.	6:00 -17:00
14.	Szegedi ÓVI Gedői Óvodája	6723 Szeged, Gáspár Z. utca 7/D	6:00 -17:30
15.	Szegedi ÓVI Gyálaréti Óvodája	6757 Szeged, Koszorú utca 44.	6:00 -17:00
16.	Szegedi ÓVI Gyertyámos Utcai Óvodája	6722 Szeged, Gyertyámos utca 5 – 7.	6:30 -17:00
17.	Szegedi ÓVI Gyöngyvirág Óvodája	6727 Szeged, Délceg utca 15/B	6:00 -17:00
18.	Szegedi ÓVI Hajnóczy Utcai Óvodája	6722 Szeged, Hajnóczy utca 20.	6:30 -17:00
19.	Szegedi ÓVI Hétvezér Utcai Óvodája	6724 Szeged, Hétvezér utca 11.	6:00 -17:00
20.	Szegedi ÓVI Honfoglalás Utcai Óvodája	6753 Szeged, Honfoglalás utca 95.	6:30 -17:30
21.	Szegedi ÓVI Hunyadi Téri Óvodája	6724 Szeged, Hunyadi tér 22.	6:00 -17:00
22.	Szegedi ÓVI Jerney Óvodája	6791 Szeged, Kubikos utca 39.	6:00 -17:30

23.	Szegedi ÓVI Katona József Utcai Óvodája	6725 Szeged, Katona József utca 28.	6:30 -17:30
24.	Szegedi ÓVI Kölcsey Téri Óvodája	6753 Szeged, Kölcsey tér 15.	6:00 -17:00
25.	Szegedi ÓVI Kemes Óvodája	6723 Szeged, Róna utca 29.	6:00 -17:00
26.	Szegedi ÓVI Klebsberg Telepi Óvodája	6729 Szeged, Zentai utca 33. fsz.1.	6:00 -17:30
27.	Szegedi ÓVI Magyar Utcai Óvodája	6771 Szeged, Magyar utca 62 - 64.	6:00 -17:00
28.	Szegedi ÓVI Makkosházi Óvodája	6723 Szeged, Agyagos utca 20.	6:00 -17:30
29.	Szegedi ÓVI Mars Téri Óvodája	6722 Szeged, Mars tér 19/B	6:00 -17:30
30.	Szegedi ÓVI Nádor Utcai Óvodája	6720 Szeged, Nádor utca. 10.	6:30 -17:30
31.	Szegedi ÓVI Napsugár Óvodája	6725 Szeged, Szél utca 3.	6:30 -17:00
32.	Szegedi ÓVI Negyvennyolcas Utcai Óvodája	6791 Szeged, Negyvennyolcas utca 54.	6:00 -17:00
33.	Szegedi ÓVI Petőfi Telepi Óvodája	6727 Szeged, Csap utca 33.	6:00 -17:00
34.	Szegedi ÓVI Petresi Utcai Óvodája	6724 Szeged, Petresi utca 1.	6:30 -17:30
35.	Szegedi ÓVI Sás Utcai Óvodája	6723 Szeged, Sás utca 1-5.	6:00 -17:00
36.	Szegedi ÓVI Szentmihályi Óvodája	6710 Szeged, Móricz Zsigmond utca 16.	6:00 -17:30
37.	Szegedi ÓVI Szerb Utcai Óvodája	6771 Szeged Szerb utca 159.	6:00 -17:00
38.	Szegedi ÓVI Széksósi Úti Óvoda	6791 Szeged, Széksósi út 17.	6:00 -17:00
39.	Szegedi ÓVI Tabán Utcai Óvodája	6723 Szeged, Tabán utca 29.	6:30 -17:30
40.	Szegedi ÓVI Tarjáni Óvodája	6723 Szeged, Bölcsőde utca 1.	6:30 -17:00
41.	Szegedi ÓVI Tisza-parti Óvodája	6726 Szeged, Alsó-kikötő sor 2 - 4.	6:30 -17:30
42.	Szegedi ÓVI Toldy Utcai Óvodája	6720 Szeged, Toldy utca 4.	6:30 -17:30
43.	Szegedi ÓVI Tünde Téri Óvodája	6723 Szeged, Tünde tér 1.	5:30 -17:00
44.	Szegedi ÓVI Újvidéki Utcai Óvodája	6729 Szeged, Újvidéki utca 6.	6:00 -17:00
45.	Szegedi ÓVI Vedres Utcai Óvodája	6726 Szeged, Vedres utca 17.	6:00 -17:30

2. In the kindergarten, the child is entitled to

- Be educated in a safe and healthy environment
- Receive education in accordance with their abilities and interests
- Have their time at kindergarten be organised in accordance with their age and maturity, combined with nap time, bodily exercises and meals
- Have their personality, dignity and rights respected and to be protected from physical and emotional abuse
- Receive education in accordance with their nationality and ethnicity
- Have their personal rights respected, especially those to the free development of their personality, to freedom of action, and to family life
- Receive special care in accordance with their condition, their personal abilities; to use the services of specialised pedagogical assistance
- Receive free or discounted meals, in accordance with their family's financial state

The child's exercise of rights must not restrict the rights of others, and must not endanger the health or physical safety of the child, other children, or the staff of the educational institution.

3. The kindergarten, as part of the Hungarian public education system

The kindergarten is an institute that educates the child from the age of three to the beginning of their compulsory education. It gradually prepares the child for primary school, especially in its last year. The education of the children runs according to the "National Basic Model for Kindergarten Education" and the guidelines of the Institutional Pedagogical Programme based on it, in accordance with the Pedagogical Practice in the member nursery schools.

Kindergarten education takes place in the context of activities that incorporate the whole of kindergarten life and that are necessary for the child's upbringing and development.

4. Plan of the school year

The school year lasts from the 1st of September until the 31st of August of next year.

Non-educational workdays

Throughout the school year, the institution can have a maximum of five non-educational workdays, the dates of which must be notified to the parents seven calendar days in advance, and can be found on the institution's website.

On non-educational workdays, the institution grants on-call service, which can be accessed in the given municipal kindergarten of the city of Szeged.

Plan of the summer closure (cleaning break)

The member kindergarten notifies the parents about the duration of the summer closure every year until the 15th of February. This information is also available on the institution's website.

During the closure, taking into account the needs of parents, another member kindergarten of the institution will grant services.

In case of an important drop in attendance (during summer, Christmas, and autumn and spring school breaks) the kindergarten can initiate the merging of groups. In such a case, our priority is to ensure the continuity and the high quality of education, while respecting the allowed headcount.

5. The enrolment and status in kindergarten

In the year in which the child reaches the age of three by the 31st of August, the child attends kindergarten for at least four hours a day from the start of the school year.

On the basis of a parent's request submitted by 15 April of the year in question, in the best interests of the child, the Government Office may exempt the child from attending kindergarten until 31 August of the year in which the child reaches the age of four, (in a case of special consideration, on the basis of a new application in which the child reaches the age of five) if the child's family circumstances or special situation justify this.

In the case of a child undergoing long-term medical treatment, this application may be submitted after the 15th of April of the year in question. The procedure takes fifty days. If an expert is to be heard in the proceedings, only the head of the kindergarten or the nurse and, in the case of a child undergoing long-term medical treatment, a specialist involved in general outpatient specialised care pursuant to Section 89 of the Act CLIV of 1997 on Healthcare or in general inpatient specialised care pursuant to Section 91 of the Act CLIV of 1997 on Healthcare may be appointed.

The form and procedure for exemption are available on the website of the Government Office and on our website at the following link:

<http://ovi.szegedvaros.hu/ovodai-beiratkozas-tudnivalok-es-nyomtatvanyok/>

Kindergarten enrolment for children of compulsory kindergarten age takes place on a date determined by the Municipality of Szeged (between the 20th of April and the 20th of May), on the institutions WEBSITE: ovi.szegedvaros.hu/beirtas

Any enrolment happening outside the given date will take place in the given member kindergarten, in the given school year.

Due to the protection afforded to children in families in crisis (placement in a crisis home or an ongoing child custody case), we ensure that these children have a temporary status to fulfil their obligations in kindergarten until the competent guardianship authority or the Court makes a decision. If the district kindergarten is unable to accommodate the child due to lack of space, the child's placement is coordinated by the deputy director of education management, taking into account the parents' request.



Exercise of rights related to kindergarten status

Pursuant to Paragraph 49, section (3a) of the Act CXC of 2011 on national public education, children admitted to our institution may exercise their rights based on their active legal status with the kindergarten from the date indicated in the decision on their admission.

a. Compulsory kindergarten education

In case the child is of compulsory kindergarten age and does not attend kindergarten, the competent Government Office will arrange for the parent (guardian) to fulfil this obligation.

b. Changes to the placement of children in kindergartens

The transfer between member kindergartens of the Szegedi ÓVI is done by means of a formal transfer request. The "Declaration of Intent" form issued by the Szegedi ÓVI is made out by the head of the receiving member kindergarten.

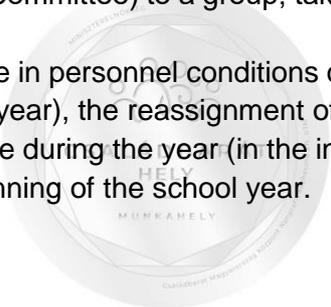
If the transfer does not take place between the member kindergartens of the Szeged ÓVI, the releasing kindergarten is obliged to send the "Notification of change of kindergarten" form to the receiving kindergarten designated by the parent.

In order to ensure the correctness of the legal status and the school records, parents are kindly requested to inform the teachers of the child's group and the head of the member kindergarten if they wish to transfer their child to another kindergarten.

If the child will continue their kindergarten education abroad, the parent should inform the head of the kindergarten about it when filling in the declaration of intent to leave. The parents can fulfil their additional reporting obligations by filling in the electronic form available on the www.oktatas.hu website, under the menu item 'Köznevelés' in the section 'Külföldre távozás bejelentése'. This filled-in form also needs to be sent in by post.

c. The grouping of children admitted to kindergarten

- The head of the kindergarten has the right to decide on the grouping of children admitted to the kindergarten,
- It is the responsibility of the head of the kindergarten to assign children with special educational needs who have an expert opinion from the Szakértői Bizottság (Expert Committee) to a group, taking into account the best interests of the child
- In case of a change in personnel conditions or other compelling reasons (even during the school year), the reassignment of kindergarten teachers to another group may be made during the year (in the interest of the children's groups) as well as at the beginning of the school year.



6. Assessment of children's development and enrolment to primary school

- The assessment of the children's development is the responsibility of the kindergarten teachers and must be recorded in a document monitoring the children's development.
- A document designed to monitor the child's development is kept by teachers from the time the child enters kindergarten (in the areas of intellectual, speech, hearing, visual and motor development). Every six months, they evaluate the developmental trends based on observation and determine the individual developmental tasks needed for the child's optimal development.
- The diagnostic assessment of five-year-old children is measured with a 'DIFER' measuring instrument, and the kindergarten teachers inform the parents (guardians) of the children's level of readiness for school in individual consultation.
- Data on the child's development in kindergarten and on the child's development for school admission may be forwarded to parents, to the institutions of the specialised educational service and to the school.
- Pursuant to Paragraph 45, section (2) of the Act CXC of 2011 on national public education, a child shall become eligible for compulsory education in the year in which they reach the age of six by the 31st of August. At the request of the legal representative, i.e. the parent or guardian, the Oktatási Hivatal may decide to allow the child to attend kindergarten for an additional year.
- The form for the application, which can be submitted from the 1st to the 18th of January, is available at the following link: <https://tankotelezettseg.oktatas.hu/>
- In case the expert opinion issued by the expert committee of the competent pedagogical service includes the recommendation that the child should remain in kindergarten for one additional year of education, the application to the Oktatási Hivatal is NOT necessary.
- Starting compulsory education before the age of 6: A child who reaches the age of 6 after the 31st of August may start compulsory education if the Government Office, at the request of the parent, has authorised the child to start compulsory education before the age of 6, based on the opinion of the Pedagogical Service.

7. Timeframes of the kindergarten's operation

The kindergarten's weekly schedule and daily timetable ensure a calm, balanced and predictable life for the children.

7.1. Arrival and departure of the child

Always report the arrival and departure of the child to the kindergarten teacher watching over the group.

If the child is accompanied to or from kindergarten by a person (minimum age of 18) other than the parent, this may only be done on the basis of the parent's written authorisation. You



can ask for the standard form at the kindergarten or download it from the institution's website. Children may not be released from the kindergarten to a sibling or an acquaintance who is under the age of 18 even if the parent requests it in writing, and kindergarten children must not go home alone!

When the child arrives and leaves, the parent or relative should spend only the time necessary to dress the child in the kindergarten and use the premises for their intended purpose.

7.2. Placement of children staying in the kindergarten after opening hours

The parent (guardian) is obliged to pick up the child from the kindergarten within its opening hours.

Outside the opening hours of the kindergarten, the child is supervised by a kindergarten teacher and a nanny for one hour.

If the parent (guardian) cannot be reached by telephone, the kindergarten teacher responsible for the supervision of the child shall notify the Szeged Megyei Jogú Város Rendőrkapitánysága (Police Department) on duty.

8. Dressing the children (clothing)

It is the responsibility of the parents (guardian) to dress and clothe the child in a way that is appropriate to health, comfort and weather conditions. All children in the kindergarten are wearing a change of shoes, which are brought in by the parents. For the afternoon nap, we ask for pyjamas and bed linen as specified by the kindergarten, which parents bring home every two weeks to wash.

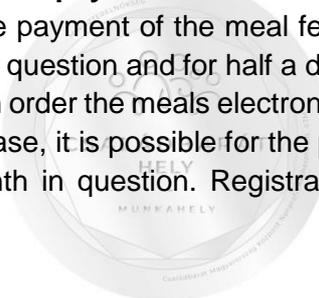
Diapers are not allowed in the kindergarten. In the event of a child not being toilet trained, sufficient change of clothes must be provided. Exceptions are children undergoing long-term medical treatment (organ failure), children with moderate intellectual disability (Down's syndrome), children with multiple disabilities (mild intellectual and physical disabilities) and children with severe autism.

9. It is the responsibility of the kindergarten to organise and provide children with three meals a day (according to parental request).

The meals are breakfast, lunch and afternoon snack.

Meals can only be taken after payment of the meal fee.

The kindergarten shall ensure the payment of the meal fee to the parent for two full days in the month preceding the month in question and for half a day at the beginning of the month in question. On this website, you can order the meals electronically and pay online by credit card: <https://etelka.szeged.hu>. In this case, it is possible for the parent to pay for the meal from the 10th to the 27th day of the month in question. Registration is required to use the Etelka website.



In the event of non-payment of the fee on the predetermined days, please call the phone number **06/62-549-350 for an exceptional supplementary payment** at the Szegedi ÓVI's cashier office (Szeged, Sólyom u. 6.) on working days between 8 AM and 10.30 AM.

In the event of non-payment of the fee, the child will not be entitled to meals during the relevant period.

Modifying the meals

You can change your pre-ordered meal by filling in the form "Étkezés megrendelő ív". Every day until 9 AM you can order or cancel the next day's meals. After this date, meals can only be changed for the second day after that date.

The kindergarten cannot be held responsible if the parent or a person authorised by the parent announces the ordering and cancellation of the meal only verbally or on telephone.

If a child is absent, the parent must notify the member kindergarten of the child's absence on the first day of the period and, if they do not wish to take the meal already ordered, must cancel it for the days of the absence.

If the parent of the child entitled to the standard discount on the meals does not cancel the meal or does not take it away, the meals will be suspended from the second day of absence, until the parent indicates in writing (on the "Étkezés megrendelő ív") the day from which the child will start attending kindergarten again. In the absence of prior notification, meals are only available from the second day following the child's return to kindergarten.

The child's meal portion can be taken out in a cleaned and disinfected container provided by the parent, from 30 minutes before the start of the lunch time of the kindergarten until 1.30 PM. It is not possible for the kindergarten to store food in a container. The Service Provider will not accept any complaints regarding food taken away in a container. The overpayment resulting from the absence will be credited to the next or the following month's meal payment, depending on the date of payment of the meal fee.

10. Verification of the child's absence

If a child is absent from a kindergarten session, the absence must be verified. The absence is considered to be verified if:

- the parent requests the approval of the absence of the child in writing in advance from the kindergarten teacher,
- the child has been ill.

The sick child is not allowed to visit the educational institution during the period determined by the doctor. The fact that the child is healthy must be certified by a doctor. The certificate must include the duration of the absence in the case of compulsory kindergarten attendance. If the child is ill for more than 3 weeks, a medical certificate stating "The child is under continuous medical treatment" must be requested every 3 weeks to justify the child's absence from kindergarten.

If the child's absence is not verified, the absence is considered unjustified. The nursery school is obliged to inform the parent of the first unjustified absence of a child of compulsory school age. The notice must draw the parent's attention to the consequences of unjustified absence. If this notification is unsuccessful and the child is again absent without justification, the head

of the kindergarten shall request the intervention of the child welfare services and the guardianship authorities.

If a child attending compulsory kindergarten education is absent for more than five days in a school year without justification, the head of the kindergarten notifies the competent guardianship authority and the child welfare service, and the general authority for the prevention of offences in the case the number of days of absence reaches 11. If the number of unjustified absences in a school year reaches 20 educational days, the head of the kindergarten shall immediately notify the guardianship authority.

11. Child protection provisions

- If a child shows signs of illness in the kindergarten, the teacher informs the parent, who is obliged to arrange medical care for the child as soon as possible. In case the parent is unable to attend (e.g. working in the countryside), the kindergarten will take action depending on the child's condition (loss of consciousness, fever of 39 degrees C): call a doctor or an ambulance if necessary.
- The staff of the kindergarten are not allowed to give medicines or other pharmaceutical products to the child, unless the child needs special care (e.g. asthma, allergies, diabetes). In this case, in addition to a certificate from a specialist doctor, medication may be given on the basis of a special written request from the parent, in which case the kindergarten teacher may receive a labelled medicine box, bottle, flask, etc. from the parent, which must bear the child's name, dosage instructions, date and parent's signature.
- In the event of divorce or separation, parental custody continues until otherwise ordered by an official/judicial decision; until the kindergarten has legal documentation of the child's placement, both parents can pick up the child.

In the event of a dispute, please arrange visits outside the kindergarten!

- For the safety of the children, please make sure that the entrance door and the gate are always closed or locked in the usual way in the kindergarten. The door release button and lock are for adults only and must not be used by children.
- Children are taken to activities outside the nursery (adventure activities, walks, excursions, swimming pool) with written parental permission.
- Parents are not allowed to use the service rooms of the nursery (kitchen, sink, washing and drying room, adult changing room, toilet)!
- Animals may not be brought into the kindergarten territory, only in case and at a time agreed with the head of the kindergarten in advance, for group events, in strict compliance with health regulations!
- Smoking and alcohol consumption are prohibited in the whole kindergarten!
- Agents and advertising activities are not allowed on the kindergarten territory!

a. Items allowed in the kindergarten

Children may bring in their toys after consultation with the kindergarten teacher, provided that their use does not pose a health or accident hazard. Children are not allowed to bring smart watches or mobile phones into the kindergarten. The kindergarten is not responsible for the safety or loss of the items brought into the kindergarten.

It is forbidden to bring valuables or objects that could cause accidents or fire into the kindergarten! The kindergarten does not take any responsibility for the safekeeping, damage or loss of valuables (gold chains, earrings, watches, etc.) or for accidents or injuries caused by their use.

Children, parents and staff are only allowed to store their bicycles in a designated place inside the kindergarten building, out of the reach of children.

b. Food that may be brought into the kindergarten or group for sharing

Cakes brought to the kindergarten by parents for sharing can be served to the children. Food safety requirements must be observed during storage, serving and transport. If home-made cakes are brought into the nursery, they should not be perishable, e.g. meringue cakes, or more dangerous products containing briefly tempered eggs e.g. floating island. Such products should be purchased from bakeries.

Store-bought confectionery cakes may be brought in, but care must be taken with refrigeration and storage requirements if the nature of the product so requires.

12. Principles and forms of rewarding and disciplining children

In the kindergarten, children must not be discriminated against in any way that is unfavourable or degrading when it comes to rewarding and disciplining them.

It is the task and responsibility of the kindergarten teacher to familiarise the children with the behavioural and attitudinal habits that are essential for community life and activities. We involve children in setting rules and, if necessary, in making new rules.

Material rewards are rarely used: during competitions, quizzes and contests (carnival, sports events, talent shows, etc.).

The use of disciplinary methods in the kindergarten that humiliate the child and violate their personal rights and human dignity is strictly prohibited.

13. Incidents in the kindergarten

In the event of an emergency in the nursery, the first priority is to save lives.

Accident: In the event of a child accident, depending on the condition of the child and the severity of the case, the ambulance will be informed first (suspected fracture or internal injury, loss of consciousness, etc.) and then the parent.

Fire: A fire drill will go off as planned.

Bomb alarm: The person who detects the signal will immediately arrange for the evacuation of the children to a place of safety. They immediately notify the Szeged Megyei Jogú Város Rendőrkapitánysága (Police Department), the head of the member kindergarten or their deputy, who will then notify the Szegedi ÓVI.

In the event of an emergency, parents are informed in the usual way (SMS, e-mail, telephone).

14. Rights and duties of parents (guardians)

Parents have a duty to:

- provide the conditions necessary for the emotional, intellectual, physical and moral development of their child and to give all the help they can, in cooperation with the institution.
- ensure that their child attends kindergarten and fulfils the compulsory schooling.
- respect the dignity and rights of the head of the kindergarten, the teachers and staff, and show respect for them.
- attend the educational counselling sessions with their child, and to ensure that the child attends the preschool psychologist's examination and developmental sessions, if the educational staff so recommends on the initiative of the teachers working with the child. If the parent fails to comply with this obligation, the Government Office shall require the parent to comply.

15. Parents have the right to:

- freely choose a kindergarten according to their child's talents, abilities and interests, with regard to their own religious and ideological beliefs and nationality.
- receive financial support for their child's attendance at kindergarten, as defined in the Act on the Protection of Children and Guardianship Administration, if they are the parent of a disadvantaged or multiply disabled child.
- have access to a specialised educational service for the education of their child.
- know the educational programme and the rules of the educational institution, to receive regular and meaningful information about their child's development, and to receive advice and help for their education.
- initiate the establishment of a parents' organisation, a kindergarten committee and to participate in its work and in the election of parent representatives.
- have their written proposal examined by the head of the kindergarten, the teaching staff or the teacher, and to receive a proper response within fifteen days of the request.
- participate in kindergarten activities with the consent of the head of the kindergarten or the teacher.

16. Cooperation between family and kindergarten

- Parents' meetings are held at least three times per school year.
- Reception is possible at a time agreed in advance with the kindergarten teachers - during opening hours - in accordance with the schedule established in the kindergarten. The time of the reception shall be posted in a place clearly visible to parents.
- Information and pedagogical opinions on children may only be given by the teacher working with the child, by a specialist who may be working separately with the child (psychologist, speech therapist, development teacher, special needs teacher, teacher for talent development) and by the head of the member kindergarten.

17. Optional religious education

The Kindergarten is neutral in terms of ideological education and is not committed to any religion or belief.



We respect the right of parents to educate their children in accordance with their religious and philosophical beliefs. A religious legal person may organise the teaching of religion in the kindergarten at the request of the parents, separately from the kindergarten activities and taking into account the kindergarten's schedule.

18. Care for children with diabetes

The institution provides special care for children with type 1 diabetes during the time they are under the supervision of the kindergarten, at the request of the child's parent or legal representative.

The institution's OM identifier: 200416
Legitimacy clause
The Policies and procedures have been accepted by the Board of Education (decision no. OVI/967-2/2022/ÓVI/9)
The Policies and procedures of the Szeged Megyei Jogú Város Önkormányzata Óvodák Igazgatósága will enter into force on the 1st of February 2022.
The document can be found in member kindergartens and on the website of the institution: http://ovi.szegedvaros.hu/

Szeged, 2022. September 21.

Bartáné Tóth Mária Magdolna s.k.
Szeged Megyei Jogú Város Önkormányzat Óvodák Igazgatósága
direktor

