

OPERATING REGULATIONS OF THE NURSERY SCHOOL

This regulation is supplemented by informational internal circulars sent during the year. The operation of the Nursery School is governed by Greek legislation and the instructions of the competent state authorities and bodies.

The hosting period of children in the nursery school begins on September 1 and ends on the last Friday of July of the following calendar year.

I. ADAPTATION OF NEW STUDENTS

The first days in the Nursery School environment are difficult for children and require the support of parents until children develop trust in their educators and their new environment.

The adaptation period usually lasts five days. During this time the parent is present in the child's activities, while from the second day the parent gradually increases the time of absence, informing the child that they will be away for a short time.

II. ARRIVAL – DEPARTURE – PICK UP

Children must arrive at school by 9:00 a.m. so they can fully attend the daily educational program and have their breakfast, which is served until 9:00 a.m. at the latest.

If there is a delay, parents should ensure the child has breakfast at home.

DEPARTURE

The Nursery School operating hours are 7:15 a.m. – 4:30 p.m.

Please observe the departure times. Any delay beyond the school's operating hours creates serious problems both for the children and for the kindergarten teachers.

If the child uses the school bus, parents must have the child ready at the door five minutes earlier than the scheduled time. Waiting for the school bus causes problems.

If one morning the school bus is not needed, please inform the school at least half an hour earlier, and at least one hour earlier for the afternoon bus.

Parents must inform the Nursery School promptly if the location of the child's pick up or drop off changes (even temporarily), so that the school can best accommodate parents and children.

In case of a technical malfunction of the school bus or any unforeseen transport difficulty, the school may temporarily replace the vehicle with another equivalent one. The same applies if the regular driver is unavailable; another professional driver cooperating with the school will replace them.

The operating hours may be modified in case of extraordinary circumstances. Parents will be informed in time of any modification.

After dismissal, parents are kindly requested not to remain on the school premises, either in the classroom or in the school garden. In the first case the teachers' attention is distracted while they care for other children. In the second case the child should not confuse playground free play with the structured play of the school program.

CHILD PICKUP

Children must be picked up by family members (parents, grandparents) or by another person declared in writing by the parent/guardian and preferably known to the school. Pick up by a third person must always be done with presentation of the adult's identity card.

III. ENROLLMENT

For the child's enrollment the following documents are required:

- Health certificate
- Birth certificate
- Child's health booklet

IV. ATTENDANCE – ABSENCES

Regular attendance is a basic prerequisite for the child's smooth adjustment to the school environment and for their progress and advancement to the next educational levels.

For the safety of the child and the school community, the Nursery School must be informed of the reason for the child's absence each time. If the reason is medical, the child's return must be accompanied by a medical certificate from the attending physician.

V. HEALTH MATTERS

VIRUSES – ALLERGIES – CHRONIC CONDITIONS

At the beginning of the school year viruses may appear at school, as in all places where groups of people gather. Their presence should not cause fear or panic.

The Nursery School informs parents whenever a virus or childhood illness is detected. Priority is given to vulnerable groups (pregnant mothers, families with infants) or any family requiring immediate notification.

Parents must inform the school immediately when their children are ill.

Children who are ill are not allowed to attend the Nursery School and must remain at home until they have fully recovered. Sick children need the care and calm environment of their home. In addition, caring for sick children

makes the teachers' work very difficult.

The school cannot function as an infirmary. If the school medical office informs parents that a child has a fever or illness requiring departure from school, parents must pick up the child using private transport.

The child's return after illness requires a written medical certificate stating that there is no risk of contagion or that the child has fully recovered.

The school reserves the right to refuse entry if this certificate is not provided.

Parents must inform the school about any illness or allergy the child has.

It is their responsibility to inform educators about any special needs of the child.

MEDICATION ADMINISTRATION POLICY

The school follows a specific policy regarding:

- Administration of prescribed and nonprescribed medication •

Basic nursing interventions by the school nurse

Medication is administered only in exceptional and absolutely necessary cases.

Prescribed medication requires:

- Medical instructions specifying dosage, frequency and duration
- Written parental consent sent to: iatreio@platon.gr
- Delivery of the medication to the school in its original packaging

Non prescribed medication requires:

- Telephone communication with the school nurse
- Immediate written consent via email

NURSING INTERVENTION

Parents/guardians must complete a health information form allowing the school nursing staff to perform basic nursing care such as cleaning minor wounds, measuring temperature and providing first aid.

In more serious situations requiring medical evaluation, parents will be contacted immediately.

EMERGENCY SITUATIONS

In case of emergency (e.g., allergic reaction or sudden high fever) the school will contact the parent/guardian immediately and act according to their instructions or those of the attending physician.

MEDICAL COVERAGE AND STAFF TRAINING

The school maintains a fully equipped medical office in accordance

with Ministry of Education regulations.

A professional nurse staffs the medical office daily.

The school pediatrician visits the school 23 times per week to monitor the younger children of the Nursery School and Kindergarten, with parental consent.

All school staff are certified in first aid and receive regular training.

VI. PRACTICAL MATTERS

CHANGES OF CLOTHES – ORAL HYGIENE – PERSONAL ITEMS

Children must bring a spare change of clothes suitable for the season.

Children should wear clothes that can get dirty during activities.

It is recommended to designate these as “school clothes”.

All personal items (jackets, bags, hats) must have the child’s name on them.

The school is not responsible for items without names.

SWIMMING PROGRAM

Children may participate in the swimming program only after they have stopped using diapers for at least one month.

On swimming days children should wear tracksuits and shoes without laces.

NAP TIME

Children who sleep at the Nursery School must bring a set of sheets and a blanket. Sheets are returned every Friday to be washed.

EXCURSIONS – OUTINGS

Parental consent is required for children to participate in school outings.

VII. EDUCATIONAL PROGRAM – HOLIDAYS – TERMINATION OF ENROLLMENT

The educational program follows state requirements and the principles of the Reggio Emilia approach, aiming at the holistic development of the child.

Activities include educational visits to museums, theatres and other educational venues appropriate to the children’s age.

Participation requires parental consent and in some cases advance payment for tickets or event costs. The school does not gain any financial benefit from these payments.

The Nursery School operates on all working days except:

- Saturdays and Sundays
- October 28 (National Holiday)
- December 24, 25, 26, 31 and January 1 and 6
- Clean Monday
- March 25 (National Holiday)
- From Good Friday until Easter Monday
- May 1
- Holy Spirit Day
- From the last Friday of July until August 31 (summer holidays)

The contract remains valid during these non operating periods.

TERMINATION OF ENROLLMENT

Enrollment may be terminated by the school or parents in cases such as:

- Nonpayment of tuition
- Failure to comply with school regulations
- Serious behavioral or health issues
- Unjustified absence exceeding 30 consecutive days
- Parental decision after settling financial obligations

VIII. EDUCATIONAL AND ADMINISTRATIVE STAFF

The Nursery School collaborates with specialists including psychologists, speech therapists and pediatricians.

Psychologist

Works with teachers and parents when requested or when a need is identified.

Speech Therapist

Conducts optional screening at the beginning of the school year with parental consent.

Pediatrician

Visits the school regularly for routine child examinations.

Parents who do not wish their child to participate in these services must inform the school in writing.

Parents and teachers cooperate to ensure the best development of the children.

IX. PERSONAL DATA – PRIVACY POLICY

The school processes personal data provided by parents in order to fulfill the educational service agreement and ensure student safety.

These data may include:

names, contact details, addresses, tax details, emergency contacts, and information related to the child.

Data are stored securely and used only for educational and administrative purposes.

Parents have rights under GDPR including access, correction, deletion and restriction of processing of their personal data.

Photographs and videos may be taken during school activities for archival or communication purposes.

Parents who do not wish their child to appear in such material must inform the school in writing.

X. GENERAL RULES

FORM "ALL ABOUT ME"

Parents must complete this form and submit it during the first week of school.

NOT ALLOWED

- Children bringing toys or valuables
- Wearing suspenders, safety pins, necklaces or jewelry
- Bringing candy, chewing gum or nuts to school

Communication with parents is mainly conducted via email.

By enrolling a child in the Nursery School, parents accept these regulations.

The school reserves the right to modify these regulations at any time.

Director of the Nursery School

Dimitra Bellou