

# Day Care

The daycare at the main building of CU FA offers the **teachers, students and staff of the Faculty of Arts, Faculty of Education, and Faculty of Law of Charles University** a perfect place where their children can stay and rest for shorter periods of time.

**The Day Care is closed until 18 February 2024. Thank you for your understanding.**













**A nanny is present the whole day (from 8:45 am to 5:30 pm) and can admit children for whom a reservation has been made to the daycare. All the nannies are female students of CU who have**

gone through a careful selection process and have a lot of experience with babysitting.

You can also come to the daycare without making an appointment, you only need to knock, and the nanny will be with you in a moment.

Given the limited capacity of the daycare, you have to make a reservation through the Reservanto system (see link below) for your child to be admitted. Once a specific time slot has been reserved for five children, the system will not allow another reservation for that time slot. You no longer have to wait for an email confirmation from the nanny, reservations through the Reservanto system are final.

We hope that this improvement will prove helpful to you. If you have any questions, you can contact our Daycare coordinator **Lucie Mertová** (tel. +420 608 116 216, koutek.ff@ff.cuni.cz).

The daycare services are **free and discretionary**.

For a child to be admitted to the daycare, you have to make a reservation here, according to these instructions – click on the green “Book” button. If you would like to place two children in the daycare, you have to make two reservations.

### **What do I have to do? What are the daycare’s rules of service?**

1. All parents can use the daycare – whether they are students, academics, or other employees of the Faculty of Arts, Faculty of Education, or Faculty of Law of Charles University – but only after registering through the reservation system (see *the green BOOK button above*).
2. All services of the daycare are **free of charge**.
3. A reservation has to be booked at least 24 hours before the selected time slot, otherwise the system will not

allow you to make the reservation. In our digital system (see the green *BOOK* button above) you can create your own account, but you can also simply fill in your basic information – your name, Charles University ID, email, faculty – or in some cases you can arrange a reservation directly with the coordinator (tel. +420 608 116 216). The daycare has a capacity of **5 children**. Once a time slot is fully booked, the system will not allow you to make a reservation for that time slot.

4. You should receive a confirmation of your reservation via email. When placing your child in the daycare **for the first time**, you will have to hand in **two signed documents**: a filled-in and signed child registration card as well as a filled-in and signed form granting consent to personal data processing and an agreement with the rules and terms of service of the daycare. (These documents can also be handed in by the person who will bring the child into the daycare.) If the child will be picked up by someone else than their legal guardian, this person has to have a filled-in and signed permission for the child to be picked up by an authorized person.
5. To enter the daycare through the barrier-free entrance from Kaprova street, please contact the staff of the Facilities Management.
6. The legal guardian or any other adult bringing a child into the daycare has to produce an ID card. The nanny is obligated to check it when admitting the child into the daycare as well as when handing the child back to their parents or other authorized adult person. When bringing a child into the daycare, parents are obligated to tell the nanny who will pick up the child.
7. We recommend providing your child with **a change of shoes**. These are the basic facilities of the daycare: sanitary facilities, a kitchenette with dishes, a microwave, a kettle, a baby changing counter, toys, seating etc.

8. There is no set limit regarding age, we leave that to your own consideration. However, if you place a child younger than 24 months into the nanny's care, you are obligated to stay within the main building of the Faculty of Arts, nám. Jana Palacha 1/2, Prague 1, or within 15-minute distance from this building. For exceptions, please contact our daycare coordinator.
9. **The maximum time a child can stay in the daycare is 120 minutes per day.** If you need your child to stay in the daycare for longer, it is necessary to arrange it with the nanny and to come and **check the child after approximately 120 minutes** (provide something to drink, take the child to the toilet, change diapers etc.). The maximum time a child can stay in the daycare is 240 minutes. The facilities are not suitable for longer stay. If you have specific requirements regarding your child's care, you have to arrange them with the nanny who admits the child into the daycare. With the parents' consent or with the consent of the authorized adult who brought the child into the daycare on behalf of their parents, the nanny is allowed to give the child small refreshments the person brought for them (something to drink, a snack etc.). The nanny is under no obligation, for example, to change diapers; the nanny also must not leave the daycare premises with a child in her care.
10. Your phone number, on which you can be contacted throughout your child's stay in the daycare, is kept in your child's registration card. Please keep your phone on and within reach throughout your child's stay in the daycare so that the nanny or the coordinator can contact you at any time.
11. If your child's behaviour is unmanageable and beyond control (if the child cries constantly, does not in any way react to what the nanny says, is aggressive toward other children or the nannies, refuses to cooperate), the nanny is within her rights to ask you to pick the child up. If you fail to do so, it may result in a

future refusal to admit your child into the daycare.

12. It is not allowed to admit sick contagious children into the daycare. **If the child needs to take medications regularly, the medication can only be administered by parents, or a person authorized by the parents.** The nanny cannot administer any medication to the children in her care, except to her own children.
13. The parents are responsible for keeping the daycare orderly and are obligated to arrive on time when taking the child into the daycare and picking them up. If you need your child to stay longer than previously arranged, you have to contact the nanny, who will decide whether this is possible. If you do not adhere to these rules, we cannot guarantee that your child will be admitted to the daycare.
14. Please pick your child up at the previously agreed upon time, or with a maximum of five-minute delay. If you do not pick your child up by 30 minutes after the agreed upon time and if the nanny is unable to reach the child's legal guardians, the nanny is obligated to inform the daycare coordinator as well as the **Police of the Czech Republic**.
15. If anyone **is injured in the daycare**, it has to be recorded in the **injury register** (Secretariat of the Dean, **tel. +420 221 619 365**).

## **Rules and documents**

For users

**Child registration card (it is necessary to print it out, sign it and hand it in during the child's first visit in the daycare)**

**Consent to personal data processing (it is necessary to print it out, sign it hand it in during the child's first visit in the daycare)**

consent to personal data processing and an agreement with the

rules and terms of service of the daycare

Permission for the child to be picked up by an authorized person

Rules and terms of service of the daycare

Code of operation of the daycare of the CU FA

Reservation instruction manual

For nannies

Ethical code for nannies

Rules of babysitting for nannies

Nanny registration card

Consent to personal data processing

## Contact

**Lucie Mertová**

Coordinator of the CU FA Day Care

Tel: +420 608 116 216

**Email: [koutek.ff@ff.cuni.cz](mailto:koutek.ff@ff.cuni.cz)**