



# How to enrol your child in preschool 2023/2024



## Introduction

### **Dear Parents,**

Enrolment of children in preschools of Prague 6 will take place at the beginning of May. The much needed and popular Open Days will be held in advance. You will find the dates and further information on the website of your pertinent preschool or on the specialised website **[www.jakdoskolky.cz](http://www.jakdoskolky.cz)**. It is good to continuously monitor these sites, and in the event of any changes, we will inform you of them here.

Our electronic reservations system has been operating for the fourth year already. In it, you can fill out your enrolment forms in advance, thus sending all your information to the pertinent preschool, and ensure a specific time for your enrolment. Our objective is to make the whole enrolment process easier and shorter not only for you, but also for preschool employees. We recommend taking care of all necessary requisites and documents for enrolment in advance. If you should have health or other complications that will prevent you from taking any of the prescribed enrolment steps, school principals are ready to handle your matter individually and obligingly as per your current needs.

In this electronic reservations system, there you can also monitor acceptance / non-acceptance or the placement of the child in the queue of the selected kindergarten. These lists are being changed constantly, so don't panic if your child's rankings aren't right in the very beginning.

I wish you a happy choice of preschool that will further shape your child's educational journey.

**Mariana Čapková, Deputy Mayor for Education**

# How to enrol your child in preschool in the 2022/2023 school year

## General Information

- As a rule, preschool education is meant for children between ages 3 and 6. Compulsory preschool education begins at the start of the school year following the day your child turns five years of age and ends when the child begins their compulsory school education (details in § 34a and 34b of the Education Act).
- A requisite for your child's acceptance is the compulsory regular vaccination of your child and proof that they are immune to infection, or proof that they cannot be vaccinated for reasons of a permanent contraindication (§ 50 of Act No. 258/2000 Coll., on the protection of public health and on the amendment of several related laws). This condition does not apply to those children applying for compulsory preschool education (the last year prior to beginning their primary school education).
- If the condition of being vaccinated is not met by the date of preschool education enrolment, that is, by **May 2, 2023**, the administrative procedure shall be paused to give the applicant time to meet the given condition. Although a parent may submit proof of the child's vaccination while the administrative procedure is paused, the preschool principal cannot guarantee that they will be accepted to the selected preschool for reasons of the legal obligation to accept children to fill the vacancies for enrolment according to the enrolment criteria of the preschool given in advance within the administrative procedure.
- You can select any preschool or preschools within the Prague 6 Municipal District. Children with permanent residence in Prague 6 have precedence over children with permanent residence elsewhere (for these purposes, the municipal districts of Lysolaje, Nebušice, Suchdol, and Prague 17 are not considered to be a part of the Prague 6 Municipal District).
- The enrolment form for your child's enrolment can be submitted to one or more preschools. Forms can be submitted by:
  - **personal submission** using the reservation system;
  - **your personal data box**, notice: using a company data box is prohibited;
  - **e-mail with a certified electronic signature**, notice: sending simple e-mails is unacceptable.If the submission shall be made using any other technologies, e.g., by e-mail without a certified electronic signature, by post, etc., the legal guardian must confirm this submission in one of the aforementioned ways within five days or based on summons from the preschool principal. The preschool principal is obligated to accept your enrolment form, and, according to the given criteria and free capacity, shall decide on the acceptance or rejection of the child to the preschool.
- Further conditions for acceptance are determined by the preschool principal in the criteria.
- The preschool publishes the criteria for accepting children, the number of vacant positions for enrolment, and more specific and detailed information in the regular manner, i.e., by posting on the bulletin board of the preschool, publishing on its website, etc.
- The enrolment form for preschool education, including booking times for visiting each preschool will be available for pre-completion beginning on **April 3, 2023**, at [www.jakdoskolky.cz](http://www.jakdoskolky.cz). You will also find a link to this website on the websites of each preschool. Printed versions of the enrolment form for filling out by hand can be picked up at the Prague 6 Municipal Authority (entrance hall or Department of Education).
- The administrative procedure shall commence on **May 2, 2023**.



## What will you need for enrolment?

- **A filled out and signed enrolment form with a doctor's note.**  
We recommend filling out the form electronically on the website [www.jakdoskolky.cz](http://www.jakdoskolky.cz), every selected preschool will thus have the data at its disposal. This expedites the enrolment process.
- **The child's birth certificate for viewing**, or its copy
- **Proof of permanent residence**, or its verified copy  
The child's identity card, or the legal guardian's, for viewing, or eventually an extract from the population register.

**Please note, a lease agreement is not proof of permanent residence.**



## Dates

- **May 2, 2023**, submission of enrolment forms (the time of commencement and termination of enrolment is determined by each preschool individually); the administrative procedure commences the moment the form is submitted.
- **May 4, 2023, from 10.30 am to 11.30 am**: option of viewing the child's files.
- **May 4, 2023**, at noon: the results of the enrolment are published on the bulletin boards and websites of each preschool under the unique registration code of the child – list of accepted children.
- **May 9, 2023, from 1.00 pm to 5.00 pm**: submission of enrolment cards of accepted children to the selected preschool.
- Beginning on **May 5, 2023**, one can monitor the changing ranks of unplaced children on the website [www.jakdoskolky.cz](http://www.jakdoskolky.cz) of each preschool, updated by the preschool principals once a week until **July 31, 2023**.
- **May 25, 2023**, date that the published enrolment results are taken down from the bulletin board and websites of preschools.

**We recommend monitoring the websites of each preschool in case of possible changes in the organisation of enrolment.**

# How to get an enrolment form to enrol your child to preschool

## 1. On the Prague 6 web portal [www.jakdoskolky.cz](http://www.jakdoskolky.cz) – electronic version

- Pre-completion of the preschool enrolment form (the data is saved by the system for the needs of each preschool)
- Mark the selected preschool (separately print for each preschool)
- Book times for form submission
- Print your pre-completed form, have it stamped by your physician, sign it, and on the day of enrolment, submit it to the selected preschool/s (when submitting more than one form, it will suffice to submit a verified copy of the physician's stamp, verified by CzechPOINT).

## 2. On the websites of preschools

Websites of preschools will have links to the Prague 6 Municipal District Authority's website, [www.jakdoskolky.cz](http://www.jakdoskolky.cz). The legal guardian shall complete the document printed from this site, have it stamped by their physician, sign it, and submit it to the selected preschool/s on the day of enrolment.

## 3. Picking up the printed version of the form in the entrance hall of the Prague 6 Municipal District Authority or at its Department of Education

The legal guardian shall complete the printed version, have it stamped by their physician, sign it, and submit it to the selected preschool/s on the day of enrolment.



# How to submit your form

## In person

- On **May 2, 2023**, submit your completed enrolment form to the selected preschool.
- Using the electronic system found on the Prague 6 web portal [www.jakdoskolky.cz](http://www.jakdoskolky.cz) you can book a time slot for visiting the chosen preschool. Parents who do not book a specific time should expect to possibly wait before they can enrol their child. Those parents with booked times for their visits have precedence. In the event that a parent is not able to attend in person, they can authorise another party that is of age to submit the documents based on a signed power of attorney that need not be officially certified.
- When submitting the forms in person, you will receive a unique registration code for your child, under which you can check your child's rankings in each preschool beginning **May 5, 2023**.

## After personally submitting your enrolment form on May 2, 2023 to the preschool, you will receive the following documents:

- Confirmation of participating in the enrolment process, as well as the unique registration code of your child and information about the option of viewing your child's files.
- Enrolment card.

## By private data box

- Only enrolment forms delivered on **May 2, 2023, in the period of 12.00 am - 11.59 pm** can be accepted.
- The option of pre-completing your form in the Prague 6 electronic system found on the web portal [www.jakdoskolky.cz](http://www.jakdoskolky.cz) remains.
- Only documents converted using authorised conversions (you can request this at the post office, at a CzechPOINT, or at a notary public) can be sent using the data box:
  - enrolment form with the stamped physician's note,
  - confirmation of the child's permanent residence within Prague 6 - only in the form of extract from the population register (do not send copies of personal identity cards or birth certificates).
- On **May 3, 2023**, the preschool principal will send confirmation of participation in enrolment, including the unique registration code and the stamp and signature of the principal, to the private data box of the legal guardian.

## By e-mail with certified personal electronic signature

- The enrolment form can be submitted on **May 2, 2023, in the period from 12.00 am to 11.59 pm**.
  - The option of pre-completing your form in the Prague 6 electronic system found on the web portal [www.jakdoskolky.cz](http://www.jakdoskolky.cz) remains.
  - enrolment form with the stamped physician's note,
  - confirmation of the child's permanent residence within Prague 6 - only in the form of extract from the population register (do not send copies of personal identity cards or birth certificates).
- On **May 3, 2023**, the preschool will send confirmation of participation in enrolment, including the unique registration code, to the given e-mail of the legal guardian.

# Acceptance or rejection of child

## In case the child is accepted:

- On **May 9, 2023**, in the period from **1.00 pm to 5.00 pm**, submit your signed enrolment card to the selected preschool, and you will receive the letter of acceptance.
- Complete the registration form, the GDPR informed consent, and the withdrawal of enrolment for other preschools where you submitted an enrolment form and were accepted.

## In case the child is rejected:

- After **June 2, 2023**, you will receive a registered letter of rejection by post.
- You have the right to file an appeal in the period of 15 days from the day this letter is delivered.
- Appeals are filed via the principal of the pertinent preschool, and the Prague City Hall shall formally review the preschool principal's course of action to determine whether they made their decision according to the criteria given in advance.

# Waiting list for applications

It will be possible to monitor the rolling rankings of your child for each preschool under their unique registration code from May 5 until July 31, 2023, in the electronic system [www.jakdoskolky.cz](http://www.jakdoskolky.cz).



[www.jakdoskolky.cz](http://www.jakdoskolky.cz)



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