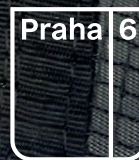


How to enrol your child in preschool 2025/2026





Introduction

We are pleased to welcome you to another year of kindergarten enrollment in Prague 6 for the 2025/2026 school year. This year we are continuing the tradition we have established and developed in previous years to make the process of enrolling your children easier and more enjoyable.

For the seventh year we have prepared our electronic booking system, which allows you to easily fill in the application form and book the enrolment date at the kindergarten of your choice. Based on the relevant comments we received from parents, we met in the format of a Kindergarten Director, IT colleagues, a GDPR Commissioner and a lawyer focusing on administrative activities and discussed the maximum simplification allowed and enabled by law.

Once again we are holding open days where you have the opportunity to get to know the nursery environment and staff. We sincerely encourage you to take advantage of this opportunity to make an informed decision about the best place for your child's education. Please visit the websites of the kindergartens and our dedicated website jakdorskoly.cz for the latest dates and other important information.

Should you encounter any health or other complications that would prevent you from following the standard enrolment process, please do not hesitate to contact the Kindergarten Director. They are ready to accommodate you and find an individual solution.

Finally, if your child is not admitted to the nursery of your choice, our system will provide you with information about your child's place on the waiting list. Don't lose hope and don't panic, because the ranking can change.

Thank you for your trust in our school system and I wish you a successful selection of a kindergarten that will be the right step in your child's educational journey.

Sincerely Yours,

Mariana Čapková, Deputy Mayor for Education



How to register your child for kindergarten for the school year 2025/2026

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 (Note 1).
- 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 (Note 2). 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 (or other alternatives to the previous point) is not met by the date of preschool education enrolment, that is, by **May 6, 2025**, you will be asked to complete your application within the time limit and the administrative procedure shall be paused to give the applicant time to meet the given condition. Although the parent provides a vaccination certificate during the interruption of the administrative procedure, but only after the list of admitted children has been published, the Kindergarten Director cannot guarantee subsequent admission to the chosen kindergarten due to the legal obligation to admit children to the announced vacancies in the ongoing administrative procedure according to the school's predetermined criteria.
- 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.
Note: the separate municipal districts of Lysolaje, Nebužice, Suchdol and Prague 17 – Řepy are not part of the territory of the Prague 6 Municipal District.
- An application for admission of a child can be submitted to one or more kindergartens. To submit an application can be used:
 - **personal application**, for your convenience using the booking system;
 - **private data box**;
Please note: only a private data box can be used; the use of another data box (e.g. a business one) is not permitted;
 - **email with a recognised electronic signature**;
Please note: you cannot send a simple e-mail without any further action on your part (see below).
- If the submission is made by other technical means, e.g. by e-mail without a recognised electronic signature, it must be confirmed by the legal representative within 5 days by one of the methods listed above. The Kindergarten Director will accept the application and decide on the admission or non-admission of the child to the kindergarten according to the set criteria and capacity.
- Other conditions for admission are set by the Kindergarten Director in the criteria. The kindergarten publishes the admission criteria, the number of places available in the kindergarten for enrolment and specific detailed information in the usual way, i.e. on the school notice boards and on the kindergarten website.
- The application for admission to pre-school education, including the reservation of the time for personal delivery of documents to individual kindergartens, will be available for pre-filling from **April 1, 2025** on the jakdoskolky.cz portal and through the websites of individual kindergartens. In paper form for manual filling in at the Prague 6 Municipal Office (entrance hall) or at the Department of Education (Bubenečská 1), or by telephone arrangement at individual kindergartens.

Note 1: §34a and 34b of Act No. 561/2004 Coll. (Education Act).

Note 2: §50 of Act No 258/2000 Coll., on the protection of public health.



What will you need for enrolment?

→ **A completed and signed application for admission.**

We recommend that you fill out the application electronically on the [jakdoskolky.cz](https://www.jakdoskolky.cz) portal so that the information is available to each school you choose. This will make enrolment faster and more comfortable for you.

→ **Medical certificate of vaccination of the child**, or proof that he/she is immune to the disease or that he/she cannot be vaccinated due to a permanent contraindication (does not apply to a child applying for compulsory pre-school education).

→ **The child's birth certificate** for inspection or a certified copy.

→ **Proof of actual permanent residence**, or a certified copy.

→ **Identity card of the child** (if issued) and of the legal guardian for inspection or extract from the population register;

Please note: Neither the lease contract for the property nor the ownership of the property in the territory of the Prague 6 municipality are considered proof of permanent residence.



Dates

- **April 1, 2025**, the registration guide for pre-filling the application will be launched on jakdoskolky.cz.
- **May 6, 2025**: submission of the application for admission (the start and end time of enrolment is determined by the individual kindergartens) - the submission of the application initiates the administrative procedure.
- **May 7, 2025** from 10.30 to 11.30 am: preferred time to consult the child's file.
- **May 7, 2025** at 12 pm: the school will publish a list of admitted children under each child's unique registration code on the school notice board and school website.
- From **May 7, 2025** at 12 pm, the running order of children not yet placed can be monitored on the jakdoskolky.cz portal in each kindergarten; updates will be made by the Kindergarten Director on a continuous basis until **July 31, 2025**.
- **May 12, 2025** from 1.00 pm to 5.00 pm
- **May 23, 2025**: the school will take the enrolment results off the school notice boards and kindergarten websites.

It is recommended to monitor the websites of each kindergarten for possible changes in the organisation of enrolment.



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

1. On the Prague 6 portal [jakdoskolky.cz](https://www.jakdoskolky.cz) (electronic version)

- Fill in the application form (data is stored in the system for the needs of individual schools).
- Mark the selected kindergartens (print option for each school separately).
- Book a time to submit the application in person.
- Print out the pre-filled application, sign it, add an attachment with a medical certificate of vaccination of the child or proof that the child is immune to the disease or that he/she cannot be vaccinated due to a permanent contraindication (not applicable to a child who is enrolled in compulsory preschool education) and deliver it to the selected school on the day of enrolment by the chosen method. In the case of multiple applications, certified copies of the medical certificate are sufficient within the CZECH POINT network (e.g. Czech Post, notary offices, local government offices and other locations, a map of which can be found at <https://www.czechpoint.cz/public/verejnost/sluzby-pro-verejnost>).

2. On the websites of kindergartens (in electronic version)

A link will be available on the websites of individual schools which will redirect you to the [jakdoskolky.cz](https://www.jakdoskolky.cz) portal. Then follow point 1.

3. In paper form in the entrance hall of the Municipal District of Prague 6 (Čs. armády 23) or at the Department of Education (Bubenečská 1).

Fill in the document, sign it, add an attachment with a medical certificate of the child's vaccination, or proof that the child is immune to the disease or that he/she cannot be vaccinated due to a permanent contraindication (does not apply to a child who is enrolled in compulsory preschool education) and deliver it to the chosen kindergarten on the day of enrolment.





How to submit your form

In person

- **May 6, 2025** you can submit a completed application for admission in the selected kindergarten.
- Within the electronic system of the Municipal District of Prague 6 on the portal jakdoskolky.cz, it is possible to book a visit time in the respective kindergartens. Without a reservation, a time delay must be expected, priority will be given to legal guardians with a reservation of visiting time. In case that a parent is unable to attend in person, he/she may authorise another person with a legal right to hand over the documents on the basis of a signed power of attorney, which does not have to be officially certified.
- When the application is handed over in person, the child's unique registration code will be generated, under which the child's placement order in each kindergarten can be tracked from **May 7, 2025** (from 12 pm).

By private data box

- The application can be submitted on **May 6, 2025** from 12 am to 11.59 pm.
- The option of pre-filling the data in the electronic system of Prague 6 on the jakdoskolky.cz portal remains.
- **The following must be sent using the private data box:**
 - a completed application;
 - a medical certificate of the child's vaccination transferred by authorised conversion within the CZECH POINT network (does not apply to a child who is registered for compulsory pre-school education);
 - the child's birth certificate;
 - confirmation of the child's permanent place of residence in the form of an extract from the Population Registration Department (do not send copies of ID cards). Therefore, the only document that requires an authorised conversion is a doctor's certificate.
- On **7 May 2025**, the school will send back to the legal guardians in their private data box a confirmation of enrolment, which will include a unique registration code.

By email with a certified personal electronic signature

- The application can be submitted on **May 6, 2025** from 12 am to 11.59 pm.
- The option of pre-filling the data in the electronic system of Prague 6 on the jakdoskolky.cz portal remains.
- **E-mail must be sent:**
 - a completed application;
 - a medical certificate of the child's vaccination transferred by authorised conversion within the CZECH POINT network (does not apply to a child who is registered for compulsory pre-school education);
 - the child's birth certificate;
 - confirmation of the child's permanent place of residence in the form of an extract from the Population Registration Department (do not send copies of ID cards). Therefore, the only document that requires an authorised conversion is a doctor's certificate.
- On **May 7, 2025**, the school will send back to the legal guardians a confirmation of enrolment to the email provided, which will include a unique registration code. The original documents must be presented when requested by the Kindergarten Director.



Acceptance or rejection of child

In case the child is accepted:

→ The legal representative of the child will deliver the enrolment slip to the chosen kindergarten on **May 12, 2025** from 1 pm to 5 pm, which will be received together with the confirmation of participation in the enrolment.

The delivery of the enrolment slip is voluntary, but will greatly facilitate the enrolment process and create a mutual assurance of admission to a particular kindergarten.

→ Upon completion of the enrollment slip and GDPR informed consent, the legal guardian will take back the application for admission for the school the child will not enroll in, thus ending the administrative process initiated at the kindergarten where the child will not enroll.

In case the child is rejected:

→ After **5 June**, you will receive a decision of non-acceptance by private mail, if you have one, or by post in your own hand..

→ 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 7 until July 31, 2025**, in the electronic system jakdoskolky.cz.



jakdoskolky.cz



praha6.cz