REGISTERED

IN THE REGISTER OF LEGAL ENTITIES

10 October 2017

Code 191635341

APPROVED

Decision No T-551

of the Council of Kaunas City Municipality of 11 July 2017

**REGULATIONS OF KAUNAS NURSERY-KINDERGARTEN “AVILIUKAS”**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Regulations of Kaunas nursery-kindergarten “Aviliukas” (hereinafter - the Regulations) shall regulate the legal form, affiliation, owner, registered office, group and type of Kaunas nursery-kindergarten “Aviliukas”, main purpose, language and forms of education, the legal basis of activity, area, type, objective, goals, functions, rights and duties, organisation and management of activities, self-government, recruitment of employees, remuneration and certification of their work, funds of the kindergarten, their use and control of financial activities, supervision of activities, the procedures for restructuring, reorganisation or liquidation procedure.

2. The official name of the nursery-kindergarten is Kaunas nursery-kindergarten “Aviliukas”, the short name is the nursery-kindergarten “Aviliukas” (hereinafter - the nursery-kindergarten). The nursery-kindergarten is registered in the Register of Legal Entities, code 191635341.

3. History of the nursery-kindergarten: Kindergarten No 23 was established in 1958. Kaunas kindergarten No 23 was awarded the name of Kaunas kindergarten “Aviliukas” by Decision No T-94 of Council of Kaunas City Municipality of 23 February 2012 “On the change of the name of Kaunas kindergarten No 23 and approval of the regulations of Kaunas kindergarten “Aviliukas”. The structure of Kaunas kindergarten “Aviliukas” was reorganised into the nursery-kindergarten and the name from Kaunas kindergarten “Aviliukas” to Kaunas nursery-kindergarten “Aviliukas” was changed by Decision No T-169 of Council of Kaunas City Municipalty of 12 April 2016 “On the reorganization of the structure of Kaunas kindergarten “Aviliukas”, change of its name and approval of the regulations of Kaunas nursery-kindergarten “Aviliukas”.

4. The legal form of the nursery-kindergarten is a budgetary institution.

5. The affiliation of the nursery-kindergarten is Kaunas city municipality school.

6. The owner of the nursery-kindergarten is Kaunas City Municipality (hereinafter - the owner), Laisvės ave. 96, LT-44251 Kaunas. The institution implementing the rights and duties of the Owner of the nursery-kindergarten is the Council of Kaunas City Municipality. Its competence shall be established by the Law on Budgetary Institutions of the Republic of Lithuania.

7. The registered office of the nursery-kindergarten is in A. Mackevičiaus str. 101, LT-44202 Kaunas. The nursery-kindergarten organises education in the buildings in A. Mackevičiaus str. 101, LT-44202 Kaunas and S. Žukausko str. 31, LT-49247 Kaunas.

8. The group and typeof the nursery-kindergarten is pre-school education school.

9. The main purpose of the nursery-kindergarten is the institution of the pre-school education group - nursery-kindergarten.

10. The language of teaching is Lithuanian.

11. There are day groups in the nursery-kindergarten.

12. The activities of the nursery-kindergarten groups are organised in accordance with the procedure established by legal acts.

13. The following educational programmes are implemented in the nursery-kindergarten: early childhood education programme, pre-school education programme. Documents validating learning achievements are not issued.

14. The nursery-kindergartenis a public legal entity possessing a seal, settlement and other accounts with banks registered in the Republic of Lithuania, paraphernalia, basis its activities on the Constitution of the Republic of Lithuania, the United Nations Convention on the Rights of the Child, laws of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, legal acts of the Ministry of Education and Science of the Republic of Lithuania, other legal acts and these Regulations.

**CHAPTER II**

**THE FIELD AND TYPES OF ACTIVITIES, OBJECTIVE, TARGETS AND FUNCTIONS OF THE NURSERY-KINDERGARTEN**

15. The area of activity of the nursery-kindergarten is education.

16. Types of nursery-garden activities (according to the Classification of Economic Activities approved by Order No DSE-226 of the Director General of the Statistics Department under the Government of the Republic of Lithuania of 31 October 2007 on the approval of the classification of economic activities):

16.1. Main type of educational activity – pre-primary education of children, code 85.10.10;

16.2. Other type of educational activity – pre-school education of children, code 85.10.20;

16.3. Other types of activities:

16.3.1. cultural education, code 85.52;

16.3.2. other education, code 85.59, n.e.c.

16.3.3. educational support activities, code 85.60;

16.3.4. provision of other catering services, code 56.29.

17. The objective of the nursery-kindergarten activities is to provide high-quality pre-primary and pre-school education that meets the child's needs, to guarantee the development of the child's personality, to educate an active, self-confident child confident of one's abilities, with strong cognitive motivation, to create preconditions for further successful education at school.

18. Targets of the nursery-kindergarten:

18.1. To protect and strengthen the child’s physical and mental health, to guarantee his/her social security;

18.2. To foster the child’s powers (intellectual, emotion, will, physical), which determine the maturity of the personality and the success of socialisation;

18.3. To promote the child’s autonomy, initiative, creativity, to reveal and develop his/her abilities, to foster individuality;

18.4. To help children understand and absorb human values;

18.5. To protect and foster children’s culture;

18.6. To eliminate educational inequalities by meeting the individual needs of the child;

18.7. To ensure continuity of pre-primary and pre-school education, to facilitate the transition of the child from upbringing in a family to institutional education;

18.8. To create opportunities for the child to reach school maturity in time;

18.9. To seek partnerships between parents (guardians) and the nursery-kindergarten of the child by improving the quality of the child’s education/upbringing in the family.

19. In carrying out the targets assigned to it, the nursery-kindergarten shall perform the following functions:

19.1. Differentiates and individualises the content of education;

19.2. Prepares a pre-primary education programme;

19.3. Implements pre-primary and pre-school education programmes, commitments agreed in teaching contracts, ensures the quality of education;

19.4. Provides informational, psychological, social pedagogical, special pedagogical, special assistance, implements health care;

19.5. Evaluates children’s special educational needs, organises special education in accordance with the procedure laid down in legal acts;

19.6. Organises at the request of parents (guardians), additional services paid by them (circles, camps, excursions, etc.) in accordance with the procedure established by legal acts;

19.7. Creates conditions for employees to develop professionally, to prepare qualification programmes;

19.8. Ensures compliance with hygienic norms, a healthy, safe learning and working environment that meets the requirements of legal acts;

19.9. Develops the necessary material base for the implementation of educational content requirements in accordance with the applicable legislation;

19.10. Organises the catering of children in the nursery-kindergarten;

19.11. Makes the information on the activities of the nursery-kindergarten public in accordance with the procedure established by legal acts;

19.12. Performs other functions established by laws and other legal acts.

**CHAPTER III**

**RIGHTS AND OBLIGATIONS OF THE NURSERY-KINDERGARTEN**

20. In fulfilling the objectives and targets delegated and performing the functions assigned to it, the nursery-kindergarten shall have the right to:

20.1. Choose educational methods and upbringing means;

20.2. Develop new upbringing and educational models that ensure quality education;

20.3. Cooperate with natural persons and legal entities that affect its activities;

20.4. Carry out urban, national and international educational projects;

20.5. Join and incorporate into associations in accordance with the procedure laid down by laws, to participate in their activities;

20.6. Receive support in accordance with the procedure laid down in the Law on Charity and Support of the Republic of Lithuania;

20.7. Enter into contracts;

20.8. Exercise other rights granted by legal acts.

21. The nursery-kindergarten must, in implementing the objectives and targets assigned to it:

21.1. Ensure a healthy, safe environment preventing the manifestation of violence, abuse and harmful habits;

21.2. Provide good quality education, carry out approved upbringing and educational programmes;

21.3. Liaise with the local community, conclude contracts and fulfil agreed obligations;

21.4. Ensure the activities of the Child Welfare Commission of the nursery-kindergarten by implementing the requirements laid down in the legal acts.

**CHAPTER IV**

**ORGANISATION AND MANAGEMENT OF NURSERY-KINDERGARTEN ACTIVITIES**

22. The activities of the nursery-kindergarten shall be organised in accordance with:

22.1. The strategic plan of the nursery-kindergarten approved by the director of the nursery-kindergarten, which has been consented by the nursery-kindergarten council and the executive institution of Kaunas City Municipality or a person authorized by it;

22.2. The annual activity plan of the nursery-kindergarten approved by the director of the nursery-kindergarten and consented by the council of the nursery-kindergarten;

22.3. Other legislation regulating the activities of the nursery-kindergarten.

23. The nursery-kindergarten shall be headed by a director who is appointed to and dismissed from office by competition in accordance with the procedure established by legal acts.

24. The Director shall:

24.1. Approve the internal structure of the nursery-kindergarten and the list of positions of the employees of the nursery-kindergarten, not exceeding the established maximum allowable number of positions;

24.2. Approve the job descriptions of the employees, and in accordance with the procedure laid down in the Labour Code and other legal acts of the Republic of Lithuania, shall recruit and dismiss the employees of the nursery-kindergarten, encourage them, impose disciplinary penalties on them;

24.3. Establish the remuneration system for nursery-kindergarten work;

24.4. Accept children in accordance with the procedure established by Council of Kaunas City Municipality, conclude training contracts in accordance with the procedure laid down in legal acts;

24.5. Approve the internal rules of procedure of the nursery-kindergarten in coordination with the nursery-kindergarten council;

24.6. Ensure a healthy, safe environment for children, preventing any manifestations of violence, coercion, shall create safe and healthy educational and working conditions for children and employees;

24.7. Manage the preparation of the strategic plan of the nursery-kindergarten, the annual activity plan, their implementation, shall organise and coordinate the activities of the nursery-kindergarten for the assigned functions to be fulfilled, to implement the tasks, shall analyse and evaluate the activities of the nursery-kindergarten, material and intellectual resources;

24.8. Issue orders, shall control how they are executed;

24.9. Form commissions, working groups, methodological boards as established by legislation;

24.10. Enter into contracts on behalf of the nursery-kindergarten, necessary for the performance of the nursery-kindergarten functions;

24.11. Organise the storage and handling of nursery-kindergarten documents in accordance with the procedure laid down by legal acts;

24.12. In accordance with the procedure laid down by legal acts, manage, use and dispose of the assets, funds of the nursery- kindergarten and disposes of them; shall take care of intellectual, material, financial and information resources, shall ensure the optimal management and use thereof;

24.13. Take care of the organisation of methodological activities, professional development of employees, shall create conditions for them to improve their qualifications, shall provide teachers and other pedagogical employees with the opportunity to be attested and organise their attestation in accordance with the procedure laid down by the Minister of Education and Science of the Republic of Lithuania;

24.14. Initiate the formation of self-governmental institutions of the nursery-kindergarten and promote their activities;

24.15. Cooperate with children’s parents (guardians), institutions providing assistance to the child, teacher and nursery-kindergarten, territorial police, social services, health care institutions, child rights protection services and other institutions working in the field of child rights protection;

24.16. represents the nursery-kindergarten in other institutions;

24.17. Organise bookkeeping of the nursery-kindergarten;

24.18. Supervise the control of funds in the nursery-kindergarten and approve the rules on financial control;

24.19. Perform other functions established in legal acts and job descriptions.

25. The director of the nursery-kindergarten shall be responsible for compliance with the laws and other legal acts of the Republic of Lithuania in the nursery-kindergarten, democratic management of the nursery-kindergarten, information of members of the community, proper performance of functions, implementation of established objective and targets of the nursery-kindergarten, results of the activities of the nursery-kindergarten, good and efficient implementation of minimum childcare measures, the provision of correct, accurate and detailed information on economic events and economic transactions in a timely manner to the accounting manager. The director of the nursery-kindergarten shall be subordinate and accountable to the owner.

**CHAPTER V**

**SELF-GOVERNANCE OF THE NURSERY-KINDERGARTEN**

26. The following self-governmental authorities operate in the nursery-kindergarten: Nursery-Kindergarten Council, Teachers’ Council.

27. The Nursery-Kindergarten Council (hereinafter - the Council) is the supreme self-governing authority of the nursery-kindergarten, bringing together parents (guardians), teachers, the local community for democratic governance of the nursery-kindergarten, consideration, collegial examination and resolution of topical issues of the nursery-kindergarten activities.

28. The Council shall be elected for a period of two years. The Council shall be composed of 9 members. Representatives to the Council shall be delegated in equal parts (3 each) by parents (guardians), teachers and employees: parents (guardians) shall be delegated by the general meeting of parents, teachers by the Teachers' Council, employees by the meeting of the nursery-kindergarten staff. The Director of the nursery-kindergarten may not be a member of the Council.

29. The activities of the Council shall be organised in accordance with the Council regulations approved by the Council.

30. Sittings of the Council shall be convened at least twice a year. The sitting shall be valid if at least two-thirds of the members are present. Decisions shall be taken by a majority of those present at the sitting. In the event of a tie, the Chair shall have the casting vote in the adoption of the decision.

31. The Council shall be headed by a Chair elected by open vote at the first sitting of the Council.

32. The Council shall:

32.1. Submit proposals on the strategic objectives, targets of the nursery-kindergarten and measures for the implementation thereof;

32.2. Approve the strategic plan for the nursery-kindergarten, the annual plan of activity of the nursery-kindergarten, the internal rules of procedure of the nursery-kindergarten and other documents regulating the activities of the nursery-kindergarten submitted by the director of the nursery-kindergarten;

32.3. Submit proposals to the director of the nursery-kindergarten regarding the amendment or supplement of the regulations of the nursery-kindergarten, the improvement of the internal structure of the nursery-kindergarten;

32.4. Consider the use of funds of the nursery-kindergarten;

32.5.Listen to the annual activity report of the director of the nursery-kindergarten and submit proposals to the director of the nursery-kindergarten regarding the improvement of the activities of the nursery-kindergarten;

32.6. Submit proposals to the owner regarding the material supply of the nursery-kindergarten;

32.7. Consider initiatives of other self-governance authorities of the nursery-kindergarten, parents (guardians) and members of the nursery-kindergarten community and submit proposals to the director of the nursery-kindergarten;

32.8. Submit proposals on the improvement of the operation of the nursery-kindergarten, the creation of safe children’s education and working conditions, shall assist in the formation of material, financial and intellectual resources of the nursery-kindergarten;

32.9. Consider issues submitted by the director of the nursery-kindergarten.

33. Decisions of the Council shall be lawful provided that they do not conflict with the legislation.

34. The Council shall report on its activities to the nursery-kindergarten community once a year.

35. The Teachers‘Council is a continually functioning self-governing authority of the nursery-kindergarten for dealing with teachers’ professional and general education issues. It shall consist of the director of the nursery-kindergarten, all teachers working in the nursery-kindergarten, health care professionals, specialists providing educational assistance, and other persons directly involved in the educational process.

36. The Teachers’ Council shall:

36.1. Initiate change processes of the nursery-kindergarten;

36.2. Formulate and adjust the objectives and targets of the activities;

36.3. Participate in planning education activities of the nursery-kindergarten;

36.4. Consider the implementation of activities and educational programmes and the results of education;

36.5. Discuss practical issues of the implementation of the education reform, practical ways of improving pedagogical activities, opportunities for the development of pedagogical and subject competence of teachers;

36.6. Submit proposals to the nursery-kindergarten administration, teacher attestation commission concerning the improvement of teachers’ qualification;

36.7. Deal with other professional issues of teachers and general education ones.

37. The activities of the Teachers‘ Council shall be organised in accordance with the regulations of the Teachers’ Council approved by the Director of the nursery-kindergarten.

38. The Teachers’ Council shall be headed by the Director of the nursery-kindergarten.

39. The sittings of the Teachers’ Council shall be convened by the director of the nursery-kindergarten. The sitting shall be lawful if two-thirds of the members of the Teachers’ Council are present. Resolutions shall be adopted by a majority of the members present at the sitting. In the event of a tie, the Chair shall have the casting vote in the adoption of the decision.

40. The Teachers’ Council shall discuss and adopt resolutions on issues established by legal acts and the ones submitted by the director of the nursery-kindergarten.

**CHAPTER VI**

**RECRUITMENT, REMUNERATION FOR THE WORK AND CERTIFICATION OF EMPLOYEES**

41. Employees in a kindergarten shall be admitted and dismissed in accordance with the Labour Code of the Republic of Lithuania, the Law on Education of the Republic of Lithuania, the Resolutions of the Government of the Republic of Lithuania, and other legal acts regulating the employment relationship. Deputy directors, teachers, other pedagogical and non-pedagogical staff shall be recruited and dismissed by the director of the nursery-kindergarten.

42. The remuneration of employees shall be calculated in accordance with the Labour Code of the Republic of Lithuania, the Law on Remuneration of Employees of State and Municipal Institutions of the Republic of Lithuania and other legal acts.

43. The director of the nursery-kindergarten, the deputy director for education, teachers, specialists providing educational assistance shall be certified and their qualifications shall be improved in accordance with the procedure established by the laws of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania and orders of the Minister of Education and Science of the Republic of Lithuania.

**CHAPTER VII**

**ASSETS AND FUNDS OF THE NURSERY-KINDERGARTEN, PROCEDURES FOR THEIR USE, CONTROL OF FINANCIAL ACTIVITIES AND SUPERVISION OF NURSERY-KINDERGARTEN ACTIVITIES**

44. The nursery-kindergarten manages and uses the property transferred by the owner with the right of trust and disposes of it in accordance with the procedure laid down by the laws of the Republic of Lithuania and the owner.

45. Funds of the nursery-kindergarten:

45.1. Funds allocated to the budget of the owner of special target grants of the state budget and funds of the owner's budget allocated in accordance with the approved estimates;

45.2. Income from services provided;

45.3. Funds donated or otherwise legally transferred by foundations, organizations, other legal entities and natural persons, other funds legally acquired.

46. The funds of the nursery-kindergarten are used in accordance with the procedure established by legal acts.

47. The nursery-kindergarten independently carries out financial and economic activities in accordance with the procedure laid down by legal acts.

48. The bookkeeping of the nursery-kindergarten are centrally managed and financial transactions are carried out by a legal entity established by the owner.

49. The control of the financial performance of the nursery-kindergarten are carried out in accordance with the legislation of the Republic of Lithuania.

50. The control of the financial activities of the nursery-kindergarten is performed by the institutions authorised by the National Audit Office of the Republic of Lithuania and the owner. The state audit of the nursery-kindergarten is performed by the National Audit Office. The nursery-kindergarten activities and external financial audits are performed by the Municipality Controller of Kaunas City (Municipality Control and Audit Service). The internal audit of the nursery-kindergarten is performed in accordance with the Law on Internal Control and Internal Audit of the Republic of Lithuania and other legal acts regulating internal audit. The supervision of the nursery-kindergarten activities is performed by the owner.

**CHAPTER VIII**

**FINAL PROVISIONS**

51. The regulations of the nursery-kindergarten, coordinated with the Council, shall be approved by the Council of Kaunas City Municipality.

52.The regulations of the nursery-kindergarten shall be amended and supplemented at the initiative of the owner, the director of the nursery-kindergarten or the Council.

53. The nursery**-**the nursery has a website http://www.darzelisaviliukas.ltthat meets the requirements established by legal acts.

54. The nursery-kindergarten makes public the necessary notices and information about its activities on its website in accordance with the procedure established by legal acts.

55. The restructuring of the nursery-kindergarten shall be carried out, the nursery-kindergarten shall be reorganised, shook up or liquidated in accordance with the procedure established by legal acts.

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Director of Kaunas nursery- kindergarten “Aviliukas” Kristina Šataitienė