

**ISTANBUL TECHNICAL UNIVERSITY
HEALTH CULTURE AND SPORTS DEPARTMENT
KINDERGARTEN DIRECTIVE
CHAPTER ONE**

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the foundation and management principles of the Istanbul Technical University Kindergarten, established with the aim of increasing the labour productivity of the father and the mother, which aims to provide care and education for the children of academic and administrative staff and workers working at the university, in accordance with the requirements of the science of child education, thus, by preparing a safer working environment for the parents, besides the care and education of the children.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the establishment, management, education, maintenance, research and development services of the Istanbul Technical University Kindergarten and the functioning of the mission.

Basis

ARTICLE 3- (1) This Directive has been prepared based on provisions of;

- a) "Higher Education Institutions, Medico-Social Health, Culture and Sports Affairs Department Implementation Regulation" regulated pursuant to Articles 46 and 47 of Law No. 2547 amended by Law No. 2880.
- b) "Special Education Institutions Regulation" published in the Official Gazette dated 08.02.2007 and numbered 5580
- c) "The Regulation on Preschool Education and Primary Education Institutions of the Ministry of National Education" published in the Official Gazette dated 26.07.2014 and numbered 29072
- d) "Regulation Amending the Regulation on Preschool Education and Primary Education Institutions of the Ministry of National Education" published in the Official Gazette dated 25.06.2015 and numbered 29397
- e) Labour Law No. 4857 published in the Official Gazette dated 10.06.2003 and numbered 25134, and
- f) The Communiqué on Public Social Facilities published annually by the Ministry of Treasury and Finance.

Definitions

ARTICLE 4- (1) In this Directive, the below-mentioned terms refer to;

- a) MEB: Ministry of National Education,
- b) University: Istanbul Technical University,
- c) Rectorate: Istanbul Technical University Rectorate,
- d) Presidency: Istanbul Technical University Health, Culture and Sports Department,
- e) Kindergarten: The place where the children of the university staff between the ages of 2-6 (24-72 months) will be cared for and educated in accordance with the purposes of the Directive,

- f) Group: Certain numbers of groups of children aged 2-6 (24-72 months) as long as they stay in Kindergarten (currently registered children younger than 24 months will continue to be cared for and educated).
- g) Principal: Kindergarten Principal,
- h) Parent: Parents who receive service from kindergarten,
- i) Child: Children with normal development of 24-72 months who receive pre-school care and education in kindergarten,
- j) Educator: Child development and education specialists, Pre-School Teachers and Branch Teachers working in kindergarten,
- k) Psychologist: Kindergarten Psychologist,
- l) Health Personnel: The person responsible for the health checks of children (doctor, nurse).
- m) Intern Student: The University and Girls' Vocational High School students who do their internship in kindergarten.

CHAPTER TWO

Numbers of Group and Staff and Working Units

Numbers of Group and Staff

ARTICLE 5- (1) Groups are formed by the kindergarten administration, taking into account the physical, psychological and social developments of the children and the situation of the place, based on the ages of the children. The number of children and staff in each group is determined.

(2) When forming groups, a group is formed with a maximum of 18-20 children in the 2-6 age group (24-72 months). For each group, at least one child development and educator or pre-primary education teacher and a babysitter are assigned.

Personnel Working in the Unit

ARTICLE 6- (1) Istanbul Technical University Kindergarten working units are as follows:

- a) Principal
- b) Deputy Principal
- c) Administrative Officer
- d) Child Psychologist,
- e) Child Development and Educator
- f) Education Personnel (Teacher)
- g) Branch Teachers
- h) Nutritionist
- i) Nurse
- j) Assistant Service Staff
- k) Assistant Trainer, Master Trainer
- l) Cook
- m) Security Officer
- n) Unit Board
- o) Parent-Teacher Association

CHAPTER 3

Duties, Powers and Responsibilities

Principal

Qualifications to Look for in a Kindergarten Principal

ARTICLE 7- (1) The qualifications to be sought in a Kindergarten Principal are as follows:
Must have undergraduate and graduate education in Preschool Teacher Education, Child Development and Education Department, Psychology Department, etc. The Kindergarten Principal is appointed by the University Rector.

Duties and Responsibilities of the Kindergarten Principal

ARTICLE 8- (1) The duties and responsibilities of the Kindergarten Principal are as follows:

- a) S/he is responsible for the kindergarten to serve, manage and implement this Directive in accordance with its purpose.
- b) S/he carries out the necessary work within the framework of the provisions of the Directive in order to improve the kindergarten services, to train the personnel and to improve the services to be given to the children.
- c) S/he is authorized to regulate, execute and supervise all the works of the school in accordance with the law, by laws, regulations, directives, programs and orders. The Kindergarten Principal is responsible for the management, evaluation and development of the school in accordance with the quality management approach.
- d) In the Kindergarten, which is the place of education, s/he ensures that the children live, develop and grow in a family environment based on love and compassion, but also plans and organizes all the activities at the school before the start of the academic year by cooperating with the relevant people.
- e) To increase the efficiency of education and administration, to increase the quality of education, to ensure continuous development in this regard, s/he conducts the necessary research, monitors the developments related to education and evaluates the results.
- f) S/he guides the teachers in the preparation of the annual and daily plans according to the training programs and in other studies, signs their plans and supervises their work.
- g) S/he monitors the cleanliness and order of the institution and the work of teachers and other personnel regarding health, cleaning and nutrition. S/he cooperates with the food engineer, the Deputy Principal and the teachers in the preparation of the monthly menu list in line with the developmental characteristics, needs and environmental conditions of the children.
- h) S/he ensures the internal and external security of the school against similar factors that may cause accidents arising from the use, maintenance, cleaning, health, nutrition and protection of the facilities of the kindergarten against natural disasters, the physical condition of the building and its equipment, and takes the necessary measures and follows them up.
- i) S/he takes necessary measures for the provision, use, protection, maintenance, cleaning and order of educational materials.
- j) S/he provides periodic health checks of children.
- k) S/he ensures that education statistics, fund request charts and official letters are prepared accurately and completely and sent to the relevant authorities in a timely manner.
- l) S/he notifies the relevant authority of extraordinary situations related to kindergarten.

m) S/he carries out the necessary work for the organization of meetings, panels, symposiums and similar activities in order to promote and disseminate pre-school education.

(2) The Kindergarten Principal is responsible to the Department of Health, Culture and Sports for the fulfilment of the duties specified in the Directive and the use of authorities. If necessary, the University Administration may assign an Assistant Principal to assist the Kindergarten Principal in the fulfilment of the above duties.

Deputy Principal

ARTICLE 9- (1) Deputy principal is appointed when necessary.

a) Performs the duties assigned by the Kindergarten Principal regarding the management, education and office works of the Kindergarten.

b) Follows the child development records kept by the teachers.

c) Organizes the general cleaning of the cafeteria and school.

d) Ensures the inspection of the supplies arriving at the kindergarten and the removal of the daily supplies from the warehouse.

e) In such cases as Kindergarten Principal's leave, illness, etc., s/he deputizes for the Directorate.

f) Conducts the task of the realization unit in spending the fees received from the parents.

g) Helps the children to eat regularly during lunch hours in the kindergarten and to implement the measures taken by the Kindergarten Principal regarding the supervision of the children from the end of the daily education until the parents pick up their children.

h) Performs other duties assigned by the Kindergarten Principal.

(2) The Deputy Principal is responsible to the Kindergarten Principal for the fulfilment of duties.

Child Psychologist

ARTICLE 10- (1) Must have received a higher education in psychology. Her/his duties are:

a) To determine the child's intelligence, talent, mental state and psycho-social development with various methods and techniques during the period of arrival to and departure from the kindergarten, to contribute to the professional practices necessary for the child to gain a healthy personality,

b) To contribute to research and studies to be carried out in accordance with the purpose of the service, within the scope of possibilities, and to evaluate their observations about children by interviewing teachers,

c) To take part in the organization and implementation of on-the-job training programs.

d) To keep records of their work.

e) To prepare the evaluation reports made during the year, in the middle and at the end of the term and to present them to the Kindergarten Principal.

(2) The child psychologist is responsible to the Kindergarten Principal for the fulfilment of duties.

Child Development and Educator

ARTICLE 11- (1) Must have received higher education in the field of Child Development and Education. Her/his duties are:

- a) To contribute to the preparation of educational programs suitable for the physical, mental and social development of children,
 - b) To take a role in the preparation of the necessary environment for the implementation of the programs and the procurement of tools and equipment,
 - c) To execute and supervise the prepared programs,
 - d) To monitor the development and education of the child and to cooperate with the relevant professional staff for children who do not show normal development,
 - e) To carry out examinations and research on subjects suitable for the purpose of the service, within its possibilities,
 - f) To take part in the organization and implementation of in-service training programs.
- (2) The Child Development and Educator is responsible to the Kindergarten Principal for the fulfilment of duties.

Education Staff (Teacher)

ARTICLE 12- (1) Teachers must have at least a high school diploma from Girls' Vocational High School for Child Development and Education, associate or undergraduate degree from Pre-School Teaching, Child Development and Education Departments of universities,

- a) Graduates of Girls' Vocational High School Child Development Department are assigned as Master Teacher,
- b) Associate Degree with Child Development Department or Pre-School Teaching Holder are assigned as Specialist Instructor,
- c) Undergraduate degree holders are appointed as Teacher.

(2) Education personnel fulfil the duties specified in laws, statutes, regulations, directives and programs. Duties of education personnel are:

- a) To guide the children's self-care and activities during their stay in Kindergarten, whose education they are responsible for,
- b) To implement the programs prepared for children, to arrange the necessary tools and materials for these programs,
- c) To be responsible for the equipment and materials qualified as fixtures belonging to the group s/he trains,
- d) To take part in the organization and implementation of in-service training programs,
- e) To keep progress reports of children, to follow their development and health records,
- f) To participate in the planning of parent education and implement it,
- g) To examine and guide intern teacher plans,
- h) To fulfil the duty of guard duty in accordance with the schedule of guard duty,
- i) To read and follow the Journal of Laws, Regulations, Directives, Circulars and Announcements,
- j) To attend the meetings of the board of teachers and the branch teachers' board,
- k) To perform other duties related to the training to be given by the management,
- l) To participate in breakfast and lunch, which is an educational activity in the program, and to ensure that children gain the habit of eating regularly,
- m) To observe the children in their group and ensure that the gifted children are notified to the guidance research centre.

(3) Education personnel are responsible to the Kindergarten Principal for the fulfilment of their duties.

Branch Teachers

ARTICLE 13- (1) Branch teachers employed in their own branches are responsible for practicing in areas such as foreign language, chess, creative dance, drama, etc. included in the education program in the class. Their duties are:

- a) To create an education program that works together with the program of the kindergarten,
- b) To guide families regarding children who develop special interests,
- c) To prepare a report at the end of the semester and present it to the Kindergarten Principal.

(2) The branch teacher is responsible to the Kindergarten Principal for the fulfilment of the duties.

Paediatrician

ARTICLE 14- (1) If there is a paediatrician on duty at the University's Medico-Social Centre, it is used within the scope of a program made by the Department of Health, Culture and Sports. The duties of the Paediatric Doctor are:

- a) To guide the parents by taking the necessary health measures against epidemics and infectious diseases,
- b) To provide necessary information on health issues to children, administrators, teachers and personnel,
- c) To enlighten parents on health issues,
- d) To inform the Kindergarten Directorate in the organization and implementation of on-the-job training programs.

(2) The Paediatrician is responsible to the Department of Health, Culture and Sports for the execution of the kindergarten health services.

Nurse

ARTICLE 15- (1) If deemed necessary, a nurse is appointed in the kindergarten. The duties of the kindergarten nurse are:

- a) To follow up the illness and fever of the children in the kindergarten,
 - b) To follow up the height and weight of the children,
 - c) To ensure that the hygiene conditions of the kindergarten are fulfilled,
 - d) To take part in the organization and implementation of in-service training programs.
- (2) The nurse is responsible to the Kindergarten Principal for the fulfilment of the duties.

Nutritionist

ARTICLE 16- (1) If deemed necessary, a Nutritionist is appointed in the Kindergarten. The duties of a nutritionist are:

- a) To organize nutrition programs in accordance with the age and health status of children admitted to kindergarten, and taking into account their daily calorie needs,
- b) To supervise the compliance of the kindergarten kitchen with hygiene conditions,
- c) To determine the tools and equipment related to nutrition and to make recommendations to the Kindergarten Directorate for their supply,

- d) To fulfil other duties related to the subject given by the Kindergarten Principal.
- (2) If there is no nutritionist on duty in the kindergarten, support is received from the food engineers working in the Department of Health, Culture and Sports, Department of Food Businesses.

Administrative Officer

ARTICLE 17 – (1) Duties of the administrative officer are as follows:

- a) To keep correspondence and records regularly,
 - b) To carry out the secretarial and accounting works of the kindergarten,
 - c) To keep track of the kindergarten's necessities,
 - d) To fulfil the duties related to the subject given by the Kindergarten Principal.
- (2) The Administrative Officer is responsible to the Kindergarten Principal for the fulfilment of the duties.

Assistant Service Staff

ARTICLE 18- (1) It is essential that assistant service personnel be employed among those who have at least primary education, taking into account their experience and skills in raising children, their social personality, their ability to communicate with the environment and use Turkish properly. Duties of assistant service personnel are as follows:

- a) To fulfil her/his duties under the supervision of the trainer regarding children's play, rest, nutrition, cleaning and education activities,
 - b) To prepare morning, afternoon and mid-afternoon breakfasts, arranging the table and helping children to eat their meals when necessary in accordance with meal times,
 - c) To regularly clean the children after the toilet (including changing the diapers),
 - d) To help children to get undressed and dressed when they go to sleep and get up, and to keep their sleeping hours under control,
 - e) To ensure the order of the children's beds and playrooms and to protect the furniture,
 - f) To keep the laundry and bedding and the items delivered to her/him,
 - g) To assist the general cleaning and order of the unit,
 - h) To fulfil other duties related to the subject given by the Kindergarten Principal.
- (2) Assistant service personnel are responsible to the Kindergarten Principal for the fulfilment of the duties.

Cook

ARTICLE 19- (1) In kindergarten, a cook is assigned to prepare the food of the children. In the absence of a cook, this duty can be performed by an assistant service staff member who has received the necessary training. Accordingly, the duties of the cook are as follows:

- a) To prepare and cook the food delivered to her/him according to the daily menu, under the supervision and control of the nutritionist, in accordance with the health rules, and to distribute the food without deteriorating its quality and appearance,
 - b) To ensure the general cleanliness of the kitchen by keeping the utensils and tools used in the kitchen clean.
- (2) The cook is responsible to the Kindergarten Principal in the fulfilment of her/his duties.

Security Officer

ARTICLE 20- (1) The duties of the Kindergarten Security Officer are as follows:

- a) To ensure the internal and external security of the kindergarten,
- b) To keep the records of people entering and exiting the school regularly,
- c) To control and follow up all kinds of materials coming to the kindergarten.

(2) The security guard is responsible to the Kindergarten Principal in the performance of her/his duties.

Intern Student

ARTICLE 21 – (1) Students of the relevant departments of universities and Girls' Vocational High Schools do internship in kindergarten. Intern students participate in educational activities under the supervision of Kindergarten Principal and classroom teachers.

Unit Board

ARTICLE 22- (1) Under the chairmanship of the Kindergarten Principal, it consists of the Deputy Principal, if any, Child Educators, Pedagogue, Psychologist and Nurse. The Board convenes at the beginning of the academic year, at the beginning of the second semester and at the end of the academic year, and whenever required by the unit management. Kindergarten educators attend the meeting.

(2) The meeting agenda is announced one week in advance by the Kindergarten Principal. This period is not required for extraordinary board meetings. Decisions taken at the meetings are recorded in a minute and signed by the participants. Those who do not attend the meeting are stated in the minutes and the meeting agenda is given to them for their information. Unit Board;

- a) At the first meeting, determines the working principles of the new academic year with the evaluation of the previous year and makes a business division,
 - b) Revises the training programs based on the MoNE and corporate culture,
 - c) Follows and evaluates professional innovations and publications,
 - d) Creates the Kindergarten Academic Calendar,
 - e) Determines kindergarten outings and celebrations,
 - f) Plans on-the-job trainings related to the professional development of teachers and other working personnel,
 - g) Plans family education,
- (3) Additional tasks are given by cooperating for solution suggestions to the problems related to the unit.

Parent-Teacher Association

ARTICLE 23- (1) It is formed if deemed necessary. It consists of the Kindergarten Principal, 3 parents for academic issues and 3 parents for administrative issues. The term of office of the Parent-Teacher Association is 1 academic year and its chair is the Kindergarten Principal. Members of the Parent-Teacher Association members, except the Kindergarten Principal, are elected every year in October at a meeting attended by the university employees who have children in the Kindergarten. The Parent-Teacher Association normally meets once a month.

When necessary, it can also meet in an unusual way with the proposal of the Kindergarten Principal. Decisions to be taken by this board with absolute majority at each meeting are submitted to the Office of the Rectorate by the Head of the Association with a report. These decisions are of a consultative nature. The Parent-Teacher Association evaluates the results in practice at the end of the year by working on the improvement of kindergarten services.

Spending and Control

ARTICLE 24- (1) Pursuant to the Public Procurement Law No. 4734, purchases of goods and services are processed in accordance with the implementation regulations, expenditures equal to the income of the Kindergarten are made and followed from the e-budget.

(2) According to the Public Financial Management and Control Law No. 5018, the e-budget is processed in the form of an audit subject to the legislation.

CHAPTER 4

Objectives and Principles

Objectives of Kindergarten

ARTICLE 25- (1) The aims of the kindergarten are as follows:

- a) To provide the necessary environmental conditions in order to be able to maximize the physical, mental, social, emotional and language development and creativity of children,
- b) To prepare children for primary school, to improve their Turkish,
- c) To provide children with skills such as problem solving and decision making, as well as the behaviours of love, respect, cooperation, responsibility, tolerance, helping each other, solidarity and sharing,
- d) To provide children with imagination, creative and critical thinking skills, communication and expressing their feelings,
- e) To ensure the implementation of contemporary education program models in the preschool period,
- f) To support and maintain communication between school and family,
- g) To prepare children for the changing world by sharing the responsibility of education and care of the children between the ages of 2-6 (24-72 months) of the university staff, and by providing modern pre-school education services.

Basic Principles of Kindergarten

ARTICLE 26- (1) The following basic principles are taken into consideration in order to realize the objectives of the kindergarten:

- a) To care for the child, regardless of race, religion, gender, nationality and social origin, for himself or his family,
- b) To prepare an educational environment that will support children's multidimensional development such as physical, cognitive, emotional, social, cultural, language and movement,
- c) To take into account the age, developmental characteristics, learning speed, interests, needs of the children and the opportunities of the school and the environment while organizing educational activities,

- d) To ensure that children acquire nutrition, sleep, self-care skills, correct and healthy basic habits, as well as being sensitive to the environment with a love of nature,
- e) Educational activities should develop children's feelings of love, respect, cooperation, participation, responsibility, helping each other and sharing,
- f) To conduct education in an understanding of love and compassion, treating children equally and taking into account their individual characteristics,
- g) No punishment, pressure or restrictions are imposed on children in order to help them gain their self-confidence,
- h) To determine the extent to which the objectives set in the evaluation of educational activities have been achieved and taking these results into account while planning,
- i) To give priority to children speaking Turkish correctly and beautifully while expressing themselves,
- j) To make efforts to prepare a common habitat for children from unfavourable environments and families,
- k) Application of the game as the most appropriate learning method for children,
- l) While preparing the education program, to take into account the characteristics of the families and the environment and ensuring the effective participation of the family in education,
- m) Regular evaluation of the child's development and the pre-primary education program.

CHAPTER 5

Kindergarten Admission Conditions and General Process

Quota Determination

ARTICLE 27- (1) The number of children to be admitted to kindergarten is submitted to the Rectorate in an official letter by the Department of Health, Culture and Sports in the first half of June every year, taking into account the group quotas.

(2) Quotas are distributed among the units affiliated to the university in the first half of June every year according to the following principles. Kindergarten total quota consists of:

- a) Children of academic staff (45%),
- b) Children of the administrative staff (45%),
- c) Children to be admitted through the quota of the Rectorate (10%).

(3) If there are not enough applications in the above percentages other than the quota of the Rectorate, the excess quota for children can be transferred to other groups. Only children of personnel working in units affiliated to Istanbul Technical University are admitted to kindergarten. However; If there is a vacancy in the quota, the children of the personnel working in the foundations of the university, the employees of other institutions affiliated with our university and the employees of other public institutions can be accepted. The fee applied to these will be different from the fees of the children of the staff.

Determining the Priority Order

ARTICLE 28- (1) For the next academic year, applications to be made to benefit from kindergarten are accepted until the 15th of May at the latest every year. These applications are scored among themselves according to the following criteria, taking into account the quotas (a)

and (b) specified in Article 27. The children of the parents with the highest score are entitled to enrol in Kindergarten based on the group quota determined according to the scoring order.

Scoring Table

1. For each three months from the date of application, **1 (one) point**,
2. For each year the parents work at the university, **1 (one) point** (If the parents work together at the university, only the one with the longest service period is taken into account and the parent of the child with the longest service period is accepted.)
3. If both parents work at the university, **40 (forty) points**
4. If the mother works at the university and the father works elsewhere, **30 (thirty) points**
5. If the father works at the university, and the mother works elsewhere, **30 (thirty) points**
6. If the father is working at the university, the mother is not, **5 (five) points**
7. If the spouse of the parent working at the university has passed away or has a disability that prevents her/him from taking care of her/his children, **45 (forty-five) points** (determined by the committee report.)
8. If the parents working at the university are divorced, **30 (thirty) points**
9. If the children are born twins, **15 (fifteen) points**.

If the scores are equal in the scoring made as a result of the evaluation, the order of application is taken into account. Children of kindergarten staff are given priority.

Documents Required for Registration

ARTICLE 29- (1) The documents required for registration are as follows:

- a) Application form,
 - b) An automatic payment order from the parent's salary account to the kindergarten account,
 - c) Document stating that the child's mother and/or father work at the university,
 - d) The child's health report,
 - e) The child's vaccination certificate,
 - f) Photocopy of the child's identity card,
 - g) Photograph of the child's parents,
 - h) Photograph of the person authorized to pick up the child from school,
 - i) Other documents required by the kindergarten administration,
- (2) When the parent makes a re-application if s/he has registered and deleted, the application must be new dated. Scoring will be made according to the new dated application.
- (3) The right of admission and priority order in kindergarten cannot be transferred or changed in any way.
- (4) Children whose documents have been completed are registered.

Additional Terms

ARTICLE 30- (1) Children who have a contagious disease, severe mental disorder, or who require special care and training are not admitted to Kindergarten due to the lack of an expert trainer on this subject and sufficient equipment. Intellectually and physically underdeveloped children can only be admitted to Kindergarten if a special department is opened and a special education teacher is available. Even if children who show such problems during the

development process are registered to Kindergarten, they are sent to special education institutions by deregistering them by the Kindergarten Directorate with the decision of the Rectorate's Office.

(2) Hourly education, half-day education, daily education pass for children who are not stated to have special education needs at the beginning of kindergarten, but who need to receive special education (the ones given a report by the Ministry of National Education Guidance and Research Centres (RAM) stating that they can continue Pre-School Education Institutions) after starting school are provided and the child is directed to a special education institution. If necessary, the class can be changed.

Beginning of Term, Daytime Working Hours and School Attendance

ARTICLE 31- (1) Kindergarten is daytime, and unless otherwise agreed, working hours last until the working hours specified by the university.

(2) The responsibility of the kindergarten is as long as it is open and during working hours.

(3) Generally, the opening of the Kindergarten and the dates of the holidays are decided by the Rector upon the recommendation of the Kindergarten Principal. However, unless otherwise agreed, it continues its service without a holiday, except for weekend holidays and official days.

(4) The kindergarten is closed for service for one month in August each year.

(5) Unpaid vacation leave is not given during the periods when the parents are on leave.

(6) If the child is not sent to school for more than one week, her/his condition must be documented with a health report.

(7) Children with a contagious disease can only attend kindergarten when a doctor's report stating that their illness is over is brought.

(8) With the approval of the Office of the Rectorate, the Kindergarten is closed in extraordinary situations that may occur in the physical conditions of the Kindergarten and in case of infectious disease outbreaks.

(9) The kindergarten semester break is used for 2 weeks, including the semester vacation determined by the Ministry of National Education.

Dismissal

ARTICLE 32- (1) The child's relationship with the Kindergarten is terminated by the Kindergarten Directorate with the decision of the Rectorate's Office in the following cases:

a) When there is a change in the conditions that are the basis of acceptance or when it is understood that there is a mistake in the information and documents,

b) When the parent's persistent behaviours against the functioning and order of the Kindergarten are determined,

c) When it becomes clear that it is not possible for the child to adapt to Kindergarten (To be determined by the experts),

d) In case of absence of the child for more than one month without excuse,

e) When the kindergarten dues are passed or not paid, two warnings are given to the parents with an interval of one month. If these warnings are not followed, the child's relationship with the kindergarten will be terminated and legal action will be initiated.

f) The children of the employees who are dismissed from the university are also dismissed from the institution within two months.

g) The children of the employees who are dismissed from the university and affiliated subsidiaries are also dismissed from the institution within one month.

Kindergarten Incomes

ARTICLE 33- (1) The incomes of kindergarten are as follows:

- a) Fees collected from the families of children attending Kindergarten, determined by the decision of the University Board of Directors,
- b) Supports provided by institutions affiliated with the university,
- c) Donations made to the Kindergarten account.

Fees

ARTICLE 34- (1) Kindergarten fees are determined by the decision of the University Board of Directors and put into practice every year before the registration process starts. However, when deemed necessary, the University Board of Directors decides to reduce or increase the Kindergarten fee.

(2) A 10% sibling discount is applied to the second children of university staff whose second child will attend kindergarten. In case of a third sibling, 20% discount is applied only for the third child.

(3) 20% discount is applied for the children of kindergarten staff.

(4) Leave of absence;

a) In special cases arising from the parents (such as military service, domestic and foreign assignments), if this period is more than two months, if the special situation is documented, leave of absence can be issued during the validity of the document. During the leave of absence period, no dues are collected from the parents and the child's registration right is reserved. The right to leave of absence is limited to the cases listed.

b) In states of emergency, epidemic, pandemic, etc. throughout the country as long as the nursery and kindergarten operate within this scope during the period of leave of absence, in the relevant article of the "Communiqué on Public Social Facilities" published every year by the Ministry of Treasury and Finance, "Since facilities such as kindergartens and children's care centres operated by public institutions and organizations are within the scope of social facilities, there is no contribution from the budget to the expenses of these facilities, so all their expenses are covered from the incomes of the kindergartens and child care centres", it is obligatory to pay fees in line with the statement.

(5) Kindergarten fees are collected from the 15th to the 15th of the consecutive months. In order for the fees to be collected on time, the parent is requested to give an automatic payment order from the salary account to the kindergarten account. The child of the parent who does not give the order will not be registered or will be deemed invalid.

(6) Special expenses such as social activities, (travel, theatre, cinema, etc.) branch lessons and (Music, English, Drama, Folk Dances, Chess, etc.) included in the kindergarten education program are covered by the parents.

(7) The fees to be collected when the children of our university's foundation personnel, external institution personnel affiliated with our university and other public institution personnel are accepted have been expressed in the decision taken at the board of directors meeting as the other called contribution rate.

(8) No fees will be collected from the parents for the month of August when the kindergarten is closed.

Kindergarten Expenses

ARTICLE 35- (1) The expenses of the kindergarten are as follows:

- a) Purchase of all kinds of materials required for the maintenance, repair and construction of the kindergarten,
- b) Purchase of all kinds of food, drink, clothing, stationery, toys, books, magazines, CDs, DVDs, cleaning materials and other necessary materials for the kindergarten to function for its purposes,
- c) Payments made in return for overtime wages for the personnel who work at our university and work in Kindergarten but have to come to work early and be late to work without taking a lunch break, and the payments made if valid and applicable within the current scope,
- d) All kinds of expenditures recommended by the University Board of Directors and deemed appropriate by the Rectorate for the good functioning of the kindergarten,
- e) Additional course fees paid to teachers and administrators (in the Ministry of National Education, the additional course fees paid to teachers with the same status are paid to Kindergarten teachers in accordance with Budget Laws),
- f) Consists of the fees paid for the vocational trainings received by teachers and other personnel.

Miscellaneous Provisions

ARTICLE 36- (1) Families are obliged to bring the necessary items and clothes for the child's daily life. (Bed linen, quilt cover, spare clothes, etc., as well as necessary furniture and tools for personal play and educational activities to be determined according to age groups).

(2) In accordance with the schedule, families bring their children to the kindergarten by themselves and pick them up.

(3) Full-time training is essential. However, if deemed necessary, children are accepted for half a day.

(4) Families cannot bring their children to kindergarten late in a way that disrupts the education program. The parent who makes this situation a habit is warned, otherwise the child cannot be accepted to the kindergarten for that day,

(5) Parents cannot visit their children and cannot bring a guest child, except in cases deemed appropriate by the Kindergarten Principal,

(6) Children admitted to kindergarten are admitted on the dates determined by the Kindergarten Directorate, so that they do not have problems in adapting to the groups. These dates are half a day for a week for the younger age groups, and 3 half days for a week for the children of the other older age groups who are just starting out. If necessary, this time period can be extended depending on the child's adaptability. Fee reductions cannot be claimed for this application. Kindergarten dues are paid in full from the date of enrolment.

(7) Children who go to primary school are not admitted to Kindergarten during the holidays.

(8) On-the-job training is planned and carried out in line with the recommendation of the Kindergarten Directorate for the newly recruited personnel to get used to the institution, learn the requirements of the profession, and improve themselves.

(9) In kindergarten, a parent meeting is held for each semester, except when the institution needs it. In addition, individual parent meetings are held.

(10) The work program of the personnel is prepared by the Kindergarten Directorate and carried out with the approval of the Head of the Health, Culture and Sports Department.

Training and Development Programs

ARTICLE 37- (1) With the Pre-School Education program organized by the Ministry of National Education in 2013, a training program integrated with our own school culture and developed to ensure that children can grow up healthy through rich learning experiences and support for improvement in all development areas, can gain self-care skills and can be ready to participate in basic education is applied.

(2) Based on the development levels and characteristics of children (2-6 years old), a program with supportive and preventive developmental features is applied in this sense, aiming to prevent deficiencies that may be seen in developmental areas.

Health Programs

ARTICLE 38- (1) Health screening programs are implemented by the Paediatrician and Dentist appointed by the Department of Health, Culture and Sports upon the request of the Kindergarten Principal when necessary. The results are reported to the parents and necessary measures are taken.

Disease

ARTICLE 39- (1) Children with contagious diseases such as cold, flu, beta, diarrhoea, conjunctivitis are strictly not admitted to Kindergarten in order to prevent epidemics until they recover. Parents must inform the school administration in case of illness. The child can continue to Kindergarten only after the doctor's report stating "There is no harm in her/his attending kindergarten.". Parents who do not bring a doctor's report and insist on leaving the sick child in kindergarten are warned in writing. If this situation is repeated, the child is dismissed from Kindergarten.

(2) The parent of the child who shows signs of illness and has a fever of 37.5 in the kindergarten is immediately notified and the child is asked to be taken from the Kindergarten as soon as possible. When necessary, help is requested from the Paediatrician working in the Health Services Branch Office, or, if there is no Paediatrician, from other physicians on duty.

(3) Kindergarten teachers cannot give medicine to children in any way. In cases where medicine must be given, the child's parent can come to the kindergarten and give their child's medicine.

(4) Apart from these cases, the following are the conditions that show the following symptoms and require mandatory rest:

- a) Children with bloody and mucous diarrhoea,
- b) The ones with E. coli (secreting shigo toxin) and reproducing shigella type bacteria in their stools (until 2 stool cultures are negative),
- c) Children who have vomited 2 or more times in the last 24 hours (until it is proven that it is not due to a contagious disease),
- d) Those who have a febrile rash (until the doctor reports that it is not due to an infectious disease),

- e) Purulent Conjunctivitis (until the Eye doctor sees it and gives a report that there is no harm in the continuation),
 - f) Tuberculosis (until the doctor gives a report that the disease is not contagious and there is no harm in attending Kindergarten),
 - g) Impetigo skin disease (can come to Kindergarten 24 hours after treatment starts),
 - h) Streptococcal Pharyngitis (can return to Kindergarten 24 hours after treatment is given),
 - i) Scabies, (until the report is submitted)
 - j) Chickenpox (usually 6 days after the rash starts, after all the lesions have dried and crusted, they can come to Kindergarten),
 - k) Pertussis (can come to Kindergarten 5 days after antibiotic treatment starts),
 - l) Mumps (can come to Kindergarten 9 days after parotid gland swelling),
 - m) Measles (can come to Kindergarten 4 days after the rash starts),
 - n) Hepatitis A (if the symptoms are mild, they are removed from the kindergarten for 1 week after the onset of the disease and jaundice),
 - o) For other health reasons deemed necessary by the doctor,
 - p) The parent of the child who shows allergic symptoms (running nose, sneezing, watering eyes) must bring the child's allergy certificate to the school, obtained from the paediatrician.
- (5) In case of a general infection involving 20% of the children in the Kindergarten, the Kindergarten may be closed until the danger of infection disappears, with the recommendation of the Kindergarten Principal and the approval of the Head of Health, Culture and Sports Department.

Nutrition Programs

ARTICLE 40- (1) Children attending kindergarten are given lunch, morning and mid-afternoon breakfasts.

(2) In the kindergarten, children with food allergies are given the nutrients to be brought by their parents (indicated in the report) in line with the recommendation of the relevant expert on the subject.

(3) Food sent by the parents are not accepted to the school, except for the monthly nutrition programs.

Annulled Directive

ARTICLE 41- (1) The Istanbul Technical University Kindergarten Directive, which was accepted with the decision taken at the University Executive Board meeting dated 30.04.2009 and numbered 822, has been annulled.

Execution

ARTICLE 42- (1) The provisions of this directive are executed by the Rector of Istanbul Technical University.

Enforcement

ARTICLE 43- (1) The provisions of this directive were accepted at the meeting of the Istanbul Technical University Senate dated 03.05.2018 and numbered 675, and enters into force as of the date of acceptance.