
Rules of Dodo Academy

Internal rules, activity and general conditions for using the services
of Dodo Academy

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1 General

1. These Rules govern the organization's order, rules and conditions for the activity of Dodo Academy.
2. Dodo Academy is part of Powwow Club and is owned by Osceola Ltd., UIC 104637020.
3. The purpose of the Rules is to ensure good organization of work, quality and effective education, protection of the life and health of children/students, protection of their personal rights and observance of the discipline.
4. Dodo Academy provides preparation and control of lessons and homework, in accordance with the schedule for the next school day, as well as developing new skills in different educational, social and creative directions.
5. The Rules shall be amended in accordance with the procedure for its adoption.
6. The Rules are mandatory for all teachers, children/students and parents/guardians.

2 Admission and enrolment

1. Dodo Academy accepts children/students from the age of 5 to the age of 12.
2. The education at the child care center has got two main forms - half-day and full-day form. Hourly form is available only for club members using the Kraftmagnet services. /This service includes one visit a day with a maximum duration of up to 2 hours/.
3. The maximum capacity in the child care center is 15 children at the same time.
4. Admission includes an application form in electronic form filled in by the parent/guardian of the child/student and after this, a preliminary meeting and an introductory visit.
5. The Electronic admission form can be found at the following address: www.powwow.bg.
6. The deadlines for applying are, as follows:
 - from 10th to 30th of April – for Summer child care in the same calendar year;
 - from 10th to 30th of August – for child care during the next school year.
 - unlimited access /applying only once/ - for club members using the services of Kraftmagnet.
7. Applications outside the specified deadlines are accepted if there are available places.
8. The children of Osceola Ltd. employees are given priority for admission into the child care centre.
9. Parents/guardians are informed by an email about the admission of their child within 5 days after the deadline for submitting documents has expired.

3 Work time and prices

1. Dodo Academy works all year with the following working hours:
 - from Monday to Friday – 7:30 AM – 8:00 PM.
 - Saturday – 10:00 AM – 6 PM.
2. The services of Dodo Academy - half-day and full-day form are prepaid and they are to be paid as addition to an active club membership for Powwow Club, as follows:
 - for the period of 1st June to 14th September – 150.00 leva /monthly/
 - for the period of 15th September to 30th May – 100.00 leva /monthly/Hourly form, available only for club members using the Kraftmagnet services, is free.
3. Additional services and activities of the Dodo Academy are with pre-announced prices and they are posted on the Powwow Club website – www.powwow.bg. They are to be paid separately from the announced monthly fee and upon prior request.
4. Monthly fee for child care center Dodo Academy does not include lunch, transport or any other entry fees for tourist places.

4 Internal rules

1. The teachers are responsible for observing the order, discipline and hygiene in the premises.
2. Children and parents, who are obviously sick or suffer from infectious disease and can affect the health of other children or teachers are not allowed in the child care.
3. Children who are on hourly form, using the service from Kraftmagnet must be led through the inner door.
4. The children can be picked up from Dodo Academy only by the person specified in the application form and with the knowledge of a teacher.
5. Children are forbidden to leave the child care unaccompanied.
6. Children are accompanied by a Dodo Academy teacher from and to school.
7. All official messages to and from the child care center are spread either in written or electronic form (through the Powwow club website – www.powwow.bg).
8. It is probable that photos and videos may be taken during lessons. Such materials will be used for educational or commercial purposes, only and solely by Osceola Ltd. and published on www.powwow.bg or any other place on Osceola Ltd. premises.
9. A statement of denial must be signed in cases when parents/guardians do not want pictures or videos of them or their children to be made public.
10. Preparation of food/meals is forbidden in the child care center. Dodo Academy offers the possibility to consume healthy meals, prepared in advance, at home.
11. Hourly form, available only for club members using the Kraftmagnet services, is not available, in cases when:
 - the capacity of the child care center is full at that certain hour;
 - the classes of Dodo Academy are held outside, at a different place, in which case all members will be informed in advance at the website – www.powwow.bg.
12. In case of non-compliance with the Rules, the following measures are taken:
 - a remark;
 - a personal meeting with the parent/guardian;
 - invitation to remove the child from the child care center.

5 Rights and obligations

5.1 Rights and obligations of the teachers of Dodo Academy

1. To select and apply appropriate methods and pedagogical practices oriented towards improving the quality of education.
2. To assist the parents in selecting and implementing their proposed activities, in accordance with the educational practices at Dodo Academy.
3. To instruct children to safely use the facilities on the playground, as well as sports facilities and equipment at the Kraftmagnet Fitness.
4. Instruct children to properly and carefully use the inventory of the child care: games, educational materials, books, musical instruments and all other available inventory accessible to children.
5. To introduce the children and their parents to the discipline and hygiene rules of Dodo Academy.
6. To inform parents about possible problems with their child, about the child's behavior during the day, and how the child is communicating with other children.
7. To accompany the children/students at group events, outside of town, after receiving a written consent from the parents.
8. To remove children/students from the day care center, in case of violation of the provisions of the Internal Rules.
9. To observe strictly the Rules for the Implementation of the Law on National Education, the Code of Ethics for Work with Children, the Law for the Protection of the Rights of the Child, etc. legislative and regulatory acts in the field of education.
10. To encourage the achievements of children/students and to help them focus on forms of additional work in the sphere of their capabilities, needs and desires and to respect their right to make decisions.
11. To not allow or to terminate the stay of a child suspected of having an illness or health disorder (cough, runny nose, fever, rashes, complaints of physical disabilities of any kind, etc.).

5.2 Rights and obligations of children/students

1. To be educated in conditions that guarantee equality of all children in the child care centre.
2. To maintain the discipline and hygiene rules at Dodo Academy, as well as on the Powwow Club premises. To maintain good hygiene in the day child care center and to use comfortable indoor shoes.
3. To make sure that children abide by the safety rules for the use of playground equipment, as well as sports facilities and equipment at Kraftmagnet Fitness.
4. To not bring in and use mobile phones, or any other equipment such as electronic games, laptops and players in the classrooms, as well as items that are unnecessary for the educational process and are dangerous for the health.
5. To not leave the child care center without the knowledge and permission of the teacher.

6. To protect their personal belongings and not leave them unattended. Dodo Academy is not responsible for lost items.
7. To protect the property of Dodo Academy and Powwow Club. If damage is caused, the one responsible has to repair/restore or pay for the damaged object. In case of unintentional damage, the damages are reimbursed by the parent/guardian of the child/student within 5 days. In case of deliberate damage, they are reimbursed by the one who caused the damage in a triple amount. In case of absconding and non-disclosure of the offender, the damage is paid by the whole group.
8. To respect the personal dignity of teachers and other children, to not apply forms of mental or physical violence to them and to be tolerant.
9. Children attending the summer child care center are required to wear a sun hat and to carry a bottle of water.
10. To observe the internal order and rules of Dodo Academy.

5.3 Rights and obligations of parents

1. To lead their child/student in a healthy state, which does not pose a threat to the health of other children.
2. To assist and help the teachers in the educational process.
3. To engage directly with the educational process once a month, on a work day. The duration of work with the children is 4 hours long and is carried out on a rotational basis.
4. To freely choose and offer interesting and age-appropriate activities, after discussing them with the teachers in advance.
5. To keep in touch with the teachers of Dodo Academy and to inform them about the condition of their child, in a timely manner.
6. To inform the teachers in a timely manner, for the absence of their child/student.
7. To observe the deadlines for applications and payments for services performed by Dodo Academy.
8. To inform teachers about violations and problems found in the classrooms and the educational process of Dodo Academy.
9. To seek help from teachers in the child care center in order to resolve conflicts.
10. To provide a healthy, if possible homemade food that is appropriately wrapped and labeled with the name of the child.
11. Depending on the school shift, to lead or take the children to and from the child care center. In cases, where this will be done by a third person, not mentioned in the application, the parent is obliged to notify the teachers in advance.
12. If it is refused for a child to be accompanied, by a teacher of Dodo Academy, from and to the attending school or the child care center (depending on the student's shift) and during walks outside, the parent must sign a written statement that he/she is taking responsibility for any consequences.

6 Final arrangements

1. Full control over the implementation and compliance with the Rules is assigned to the Management and teachers in Dodo Academy.
2. The Rules shall be applied upon their approval by the Manager of Osceola Ltd..
3. These Rules are available for parents on the Powwow Club website - www.powwow.bg
4. Upon completion of the Application, parents certify that they are familiar with these Rules and will inform themselves if any changes are made, in a timely manner.