

Decree of the Council of the Ministry of Education of the Republic of
Moldova No. 16/6 dtd 21.12 1999

»As to approving the Regulations of preschool education institution«

Having considered the Regulations of preschool education institution the Council of
the Ministry of Education and science

Decrees:

1. To approve the Regulations of preschool education institution.
2. To annul the Decrees of the Council of the Ministry of Education No 26.5.1 dtd.
21.05. 96 »As to approving the Regulations of preschool education institution«
3. The direction Educational Technologies Judet/ Municipal directions of Education,
administration of preschool institutions will see to the present decree to be fulfilled.
4. The Principal Direction Reforms and Informational Assistance will assure the
publication and distribution of the Regulations of preschool education institution.
5. The present Regulations are in force from the moment of adoption.

Anatol Gremalschi,
Minister

Approved

By the Decision of the Council
Of the Ministry of education and science
No. 10/5.2.2. dtd. 25.05.1999

REGULATION OF THE PRESCHOOL EDUCATION INSTITUTION

I. General considerations

1. The preschool education institution (crèche, crèche-kindergarten, kindergarten)¹ is an education unit for children from 1 to 6 (7) years old, an institution which in collaboration with the family assures multilateral preparation of the children for life with the view to their integration into school activity, development of creative abilities by turning to good account their psychological and intellectual potential.

2. The education and teaching is carried out in the native language. The language of co-inhabiting nationalities or the foreign ones are introduced at parents' request. Also at parents' request the child can be admitted at a preschool instance where the educational and teaching process is organized in other language.

3. The activity of preschool institution is based on the Law of Education in the Republic of Moldova, Law of Children's Rights, Decrees of the Government of the Republic of Moldova, International Convention about child's rights, Conception of preschool education development, instructions and orders of the Ministry of Education, Ministry of Health, decrees of the local public administration organs, and the present Regulation.

4. The present Regulation determines the basis of organization and activity of preschool institution as well as its juridical statute. Regardless of the departmental belonging, the preschool institution is juridical person.

II. Principles of activity of preschool institutions

1. The preschool institution organizes its activity on the basis of the perspective plan, autonomous in pedagogical, economic and social aspects, approved at the general meeting of the staff and parents council.

2. The preschool institution work on the basis of budget financing with elements of self administration and self financing.

3. The preschool institution is obliged to observe the children's and parents' rights, education work efficiency and children's health.

4. The preschool institutions are subordinated to the Ministry of Education and Science of the Republic of Moldova in organizing the teaching – education process and in the problems of determining the training, certification and requalification of the teaching staff.

5. In preschool institutions of all times the ruling staff are appointed by contest, by the district (city, municipal), general directions of education with the approval of the local public administration organs.

III. The competence of preschool institutions

1. The preschool institution has the following general competence:

- assures the observance of the International Convention of children's rights;

¹ Further on the term »preschool institution« will be used.

- assures the organization, unfolding and content of the educational teaching process according to preschool curriculum approved by the Ministry of Education of the Republic of Moldova;

- assures permanent local improvement of professional competence of the teaching staff;

- contributes to the organization and the accomplishment of the internal certifying process through offering methodic assistance;

- in common with the local public administration it provides means for making the internal resources food cheaper or uses the means of social development fund for the decrease of the food paying quota;

- cooperates with various educational institutions of the Republic of Moldova and from abroad;

- is compelled to use rationally the material, financial and labor resources, announces the local public administration organs, the district education organs, the organs of prosecution and of internal affairs about the law infringements;

- in cooperation with the relevant organs (policlinics, hospital and other medical institutions) organizes the medical examination of children, takes curative and prophylactic measures;

- is responsible for the application of the present Regulation.

2. In the domain of education-instruction work the preschool institution has the following competence:

- live protection and fortification of children's health, strengthening the resistance of the child's organism; formation of hygiene habits, harmonious physical and neuro-psyche development;

- education of moral sentiments, of elementary moral habits and representations the basis of which will constitute the love for the motherland, people, of honor and justice, aspiration for kindness, beauty, intolerance of bad actions;

- education of respect for the aged people, of civilized behavior habits, of volitional qualities, of team work habits, spirit of independence, organization and discipline;

- formation of working habits, of the habit to make efforts, of the tendency to be permanently engaged in doing something of self service in the limits of one's possibilities, development of the aspiration to work for the common good;

- development of mental faculties of the children, formation of elementary procedures of perception, memorizing, thinking.

3. Complex achievement of the education and instruction objective is made by the tutor during the different forms of activity in conformity with the individual particularities and the age of children

4. The teaching staff of preschool institutions is responsible for the preparation of children for the school and life.

IV. Types and structure of preschool institutions and of children groups.

Their characteristics

1. The preschool institutions may be of the following types:

- crèche – kindergarten (the main type);

- kindergarten;

2. The preschool education may be accomplished in the relevant groups of mixed institution School – kindergarten.

3. For orphan children and for those wanting parents guardianship there are organized orphanages or preschool groups functioning in boarding schools and in orphanages. Their statute is established in conformity with the present Regulation and with the Regulations of other institutions.

4. According to the economical and juridical statute the preschool institutions are divided in:

- state preschool institutions – created in conformity with the decision of the local public administration organs in the limits of the number of children plan approved in the established mode;

- department of preschool institutions created in conformity with the decision of the general assembly of workers and employees of the enterprise, organization and are supported by their means;

- agricultural farms preschool institutions created according to the decision of the general assembly of the farm members and are supported by the means of their farm;

- agricultural enterprises preschool institutions created according to the decision of the general assembly of the enterprise members and are supported by the means of their enterprise;

- cooperative and stock preschool institutions created in the established form in conformity with the legislation in force;

- private family type preschool institutions are created and supported by a family, several families or by a group of persons having pedagogical education in the established form according to the legislation in force;

- mixed preschool institutions are created and supported by partial share part (provided expenditures from budget in conformity with the existing norms and expenditures of departments, enterprises, organizations, cooperatives and families) on the basis of a contract.

5. the private preschool institutions may be founded, reorganized or abolished at the initiative of physical and juridical persons according to the Law;

6. The private preschool education is organized and acts on non-profit principles and observes the state educational standards..

7. The decision of the relevant organs concerning the creation of relevant mixed and private preschool institutions is taken as basis for the license issued by the Ministry of Education of the Republic of Moldova with the normative acts in force.

8. All these types of preschool institutions act on the basis of autonomous statutes, in conformity with the present Regulations and with the legislative and normative acts in force

9. According to the particularities of psycho – physiological development of the children there may be created preschool institutions of general, special, sanatorium etc. purpose, which in their activity follow the directions of the present Regulations, as well as other normative acts concerning the activity of preschool institutions of relevant profile.

10. Preschool institutions of general type are organized for healthy children from the physical and intellectual point of view from the age of 1 years old till 6(7) years old with a program of activity which develops general educative – instructive objectives (natural development of children and creation of possibilities for the gifted ones).

11. For gifted children there may be created groups according to intellectual, artistic, physic, linguistic abilities.

12. Preschool institutions of special destinations are created for handicapped children with the purpose of an early (precocious) correction of various deficiencies in psycho – physiological development of children as well as for prevention and prophylactics of recidivates. Along with the solving of general educational instructive objectives the above

institutions fulfill the activity of prophylactics and correction oriented to the compensation of infirmities in the development of the child and his preparation for school (of general or auxiliary type).

13. Depending on the type of infirmity (sensor, motor, mental) there are created preschool institutions:

- for children with deficiency of the auditory apparatus (deaf or hypo-acoustic);
- for children with deficiency of the visual apparatus (blind or with insufficient sight);
- for children with deficiency of the speaking apparatus;
- for children with deficiency of the locomotor apparatus (psycho – motor infirmities);
- for children with delay in psychic development;
- for children with mental deficiencies (mentally alienated, oligophrenia, dementia etc.);
- for children with various psychotherapies (pneurologies) etc.

14. Preschool institutions of sanatorium type are organized for children with frail health, with various somatic maladies (heart disease, chronic tuberculosis, endocrine maladies etc.) as well as for those belonging to the risk group.

15. Depending on the necessities within the frame of the institutions of general type there may be created sanatorium groups or with special destination (besides the groups of children with mental deficiency, with contagious illnesses, with grave psycho-motor deficiencies.

16. The way of organizing, the specific activity in the preschool institutions with special and sanatorium destination, as well as of other profiles for children with various anomalies of development is determined by the Ministry of Education and Science in common with the Ministry of Health of the Republic of Moldova.

V. Organization of preschool institution

1. The preschool institution is registered at the District Council Municipal Mayoralty. From the moment of registration it obtains the right of juridical person.

2. The preschool institution is to be located in a building of project – type in vigor or in premises strictly adapted to the sanitary hygienic norms, having positive recommendations of the hygienic epidemiological territorial center, observing the demands and the rules of the anti-incendiary security. In conformity with the medical norms and rules it has a plat for plays and occupations in open air, it is equipped with upholstered and non-upholstered inventory, medical equipment (apparatus) teaching materials, toys, etc.

The preschool institutions may be organized in one, two, three or more groups of children with reduced program (4-6 hours), normal (9-10 hours), prolonged (12-14 hours), weekly (24 hours).

3. The preschool institution with flexible conditions (4, 6, 9, 12, 24 hours) as well as groups apart work 5(6)days per week according to the regime of the child's stay at it with one or two days off.

4. With the permission of the local public administration, depending on the necessity of the population, of the parents there may be established another program of work of the preschool institution, there can be opened daily groups on duty (during morning and evening hours) and groups functioning on days off (for children of 3-4 years old), groups with reduced program (4,6 hours) groups for children preparation for school, groups of health support, of artistic activity, walking groups and others.

5. The activity program of preschool institution is established by the local public administration in common with the Judet/ Municipal Direction of Education . The beginning and the end of the working day of preschool institutions is established following the needs of parents, but not earlier than 6³⁰ a.m. and not later than 8³⁰ p.m.

6. The timetable of the day is well considered by the administration according to the physician recommendations and is comfortable both for children and for parents. The child is brought and taken away at any our according to a previous agreement with the tutor. The intervention of the parents should not affect considerably the child's timetable of the day which is scientifically grounded from the point of view of his physiologic development.

7. Feeding of children is organized following the working program of the preschool institution according to the established natural norms. At the preschool institutions the working program lasts 9-10 hours: feeding is established 3 times a day; in the groups having 12-24 hours activity program – 4-5 feedings a day. At the preschool institutions with 6 hours program the feeding take place 2 times a day. For the 4 hours program one feeding is provided.

8. Payment rate for feeding is approved in the established way, and in the private preschool institutions in common with the parents.

VI. Admission in groups at preschool institutions

1. The admission of children in preschool institutions is the competence of district, city (municipal) education directions as well as of the departments, enterprises, organizations, institutions and agricultural enterprises etc., the relevant institutions are property of.

2. For preschool institutions and groups with special destinations the admission of children is accomplished according to the decision of republican or district psycho pedagogical committees; for the sanatorium ones – according to the decision of the territorial curative and prophylactic institutions. The order of children admission in these institutions is established by the relevant regulations and instructions issued by the Ministry of Education and Science and by the Ministry of Health.

3. Children of the same age or of combined age (children of preparation groups and of 5-6 years old ones) may be admitted in groups.

4. The number of children in preschool institutions groups of general type may not be:

from 1 to 3 years old - not more than 15 children

from 3 to 7 years old – not more than 20 children

5. The maximum number of children in sanatorium and special destination groups is established in conformity with the staff type approved by the superior hierarchic organs provided for preschool institutions.

6. Admission of children in preschool institutions of general type is established for children from 1 to 6 years old

7. The order of registration of children in sanatorium groups of preschool institutions or in the groups of special destination is established in conformity with the regulations of the profile institutions

8. On the admission in preschool institutions of general type priority is given to children brought up by a single parent, to children whose mothers are studying, to those under guardianship, to children whose parents are blind, deaf or I or II group handicapped, to children whose fathers are in the army, to those coming from families with many children.

9. Attendance of preschool institutions is compulsory for all children reaching the age of 5 years old by September 1.

10. Children are admitted to the preschool institution by its director on the basis of an application and of distribution paper from the district (city) direction of education, certificate of birth, extract form the history of the child's development with he conclusions about the state of health, certificate about contacting infectious diseases, decision of medical psycho pedagogical consultation.

11. Admission to groups and children transfer to other age groups is made in the period June – September. The study year begins on the 1 September

12. The places that became free during the year are completed in the course of two weeks.

13. The release of the children from preschool institution is effected by the director of the institution on the basis of the certificate of child's health which forbid his stay in the given institutions, in case of unmotivated absence more than one month, of not having paid for child's support in the course of two weeks after the established term, at parents' or tutors' wish. The parents are informed about the child's release seven days before.

14. The place of the child in the preschool institutions is kept in case of quarantine, sickness of child, of mother or of tutoring person, presenting the relevant certificates. During parents or tutors vacation, during the maternity leave, during summertime (75 days) in case of any leave of parents or tutoring person with presentation of application.

VII. Financial activity of preschool institution

1. Financial activity of preschool institution is regulated by the economical mechanism based on the correlation between the budgetary financing, development of paid services domain, financial means allotted by various enterprises, organizations, private persons.

2. The main financial sources of the preschool institution are: budget means, parents' payments for children's support, special (extrabudget) means. The budget finance rates are established for one child.

3. Financial means allotted from budget and those coming from other sources are fully at the disposal of the preschool institution and are intangible. Unutilized by the end of the year financial means are not withdrawn and are not included by the founder in the financial quota for the following year.

4. The preschool institution may have its account at the State Bank, has expenditures estimate with relevant calculations for each quarter.

5. The relevant accounting office effects book – keeping for the annual plan of expenditures fulfillment of the preschool institution; audit of book – keeping is the competence of the financial section of General Judet/ Municipal Direction of Education.

6. The preschool institution presents to the accounting office in the established terms the statistic and financial records.

7. The administration and other person bearing material responsibility for mystification, forgeries and other distortion in the reports are hold answerable (penal, disciplinary, administrative and materially).

8. The preschool education institutions have the right in the established way to organize their activity at the expense of special means (extrabudgetary).

9. The proper means of the preschool institution are formed out of the following sources:

- paid services.

- voluntary payments of the state, social, cooperative organizations, of parents and private persons;
- special destination investment of the state social and cooperative enterprises and organizations;
- special destination means of pedagogical associations;
- bank credits;
- voluntary means;
- granting the premises on lease;

11. Paid services are presumed to be the organization by the preschool institution of optional activities for children and parents, supplementary activities of physical training and sports, esthetic education, foreign languages, musical circles, painting, ballet, chess, draughts, handicraft circles, embroidery, upholstery, straw knitting, osier knitting, weaving, juridical consulting, medical, psycho-pedagogical consulting.

Paid services are offered to population according to the approved prices and tariffs (in price lists) or on the basis of a contract for a group of 10 children.

VIII. Technical material basis of the preschool institution

1. The technical material basis of the preschool institution is constituted of buildings, engineer installations, plots, equipment, communication means, outfit and other technical material means provided by the norms.

2. Private education institutions can't be organized by privatizing the state education institution. The buildings, the main premises, the technical material basis of state institutions may be used by the private institutions on the basis of a leasing contract.

3. According to the working plan (pedagogical, economical and of social development) the preschool institution determines the necessity of resources.

4. The preschool institution has the right to discount the material resources (inventory, equipment and other material values) in case of their technical and moral deterioration in the established mode.

IX. Conduction of preschool institution

1. Conduction of preschool institutions accomplished on the basis of democratization and self-conduct principles. The staff solves its objectives in tight cooperation with the parents (or tutors) and the social organizations.

2. The conduction process is being achieved in conformity with the statute of preschool institution combining the principles of personal and collective self-administration.

3. The supreme organs of preschool institution is the Pedagogic Council formed of teaching staff and presided by the director and has the following responsibilities:

- considers and approves the year and the perspective plan concerning the educative and the instructive activity, methodic work with the teaching staff, prophylactic and sanitation measures;

- determines the content of the educational instructive process according to the existing conditions, psycho physiologic particularities of children and parents' wish;

- considers and approves autonomous programs and plans (individual and group);

- together with the administration of the preschool institution and with the social organizations creates conditions for accomplishing the process of pedagogization and psychologization of parents (or patronizing persons);

- considers the reports presented by the director of preschool institution, by the methodist and other teachers;
 - determines the cooperation directions of preschool institution with the laboratory of preschool education of I. S. P. P., pedagogical universities, creation unions, etc;
 - examines the results of the teaching staff's activity and certificates them.
4. The Administration Council of preschool institution consists of the Director, teaching staff elected by the pedagogical council, representatives of parents, of local public administration. The director of preschool institution is the president of the administration council.

X. Exigencies of the position

1. The director of preschool institution is assigned by contest and released by the General Judet/ Municipal Direction of Education with the agreement of local public administration and of the enterprises (organizations) founders.

2. As director of preschool institution there may be assigned teachers with higher pedagogical education, specialization »pedagogy and preschool psychology« having a length of service of at least 3 years in preschool institutions. Also this position may be occupied by teachers, graduates of pedagogical colleges, specialty »preschool pedagogy and psychology« having at least a 5 year length of service in preschool institutions (in case of absence of teachers with higher education).

A. The Director of the preschool institution

As director of crèches there may be engaged persons with medical education, specialty »pediatrics« with at least 3 years length of service in medicine.

Persons with high education and didactic degree are favored in this context.

3. The director of preschool institutions has the following attributions and duties:

- assures the application of the Law of Education, of the teaching staff statute, of the regulations and instructions elaborated by the Ministry of Education and Science and by the General Judet/ Municipal Directions of Education in the activity of the preschool institutions under his leadership;

- is responsible for the application of education plans for the accomplishment of educational instructive program and takes measures the children not to be overcharged;

- controls the methodic activity of the preschool institution, registers the attendance of district and zone organizational methodic events by the teaching staff of preschool institution;

- assures the creation of conditions necessary for strengthening the children's health, for their education and teaching, effects the control upon the accomplishment of obligation included in the Program of Education and Teaching in the kindergarten;

- carries the responsibility for the assurance of children's live and health, organizes rational feeding, a good quality of educational instructive process, financial completion and sanitary hygienic state of the institution;

- works out characteristics (recommendations) for the teaching staff with the view to granting them qualification gradation and propose them to the pedagogic council for consideration and approval;

- engages and dismisses the teaching staff, hires only persons that have been medically examined and have passed hygienic instructions, assures the selection and correct distribution of the staff, effects the conduction and the control of the activity of the teaching staff, medical and service staff;

- conducts the pedagogical council; organizes the propagation of pedagogical, psychological and hygienic knowledge for parents, helps the parents committee;
- stimulates and controls the self-instruction process of the teaching staff, records the way of their training;
- establishes relations with the school concerning the problems of continuity of education and teaching at the preschool institution and at the school as well as with the created unions, patronizing enterprises and organizations;
- in conformity with the labor legislation, internal order rules, type of and preschool institution and with the exigencies of the position he establishes the sphere of obligations for the relevant preschool institution employees;
 - assures the observance of legal rights of teaching and administrative staff;
 - assures the observance of the labor legislation, of the internal order rules, of sanitary anti-epidemiological regime, of the instructions concerning protection of live and children's health, labor security and the normal functioning of the sanitary-technical, thermal, power-energetic systems and of gas pipe;
 - assures the instructions an the observance of the law of labor security technique, periodical medical examination of the persons who cater for dangerous installations, takes care that all the staff of the preschool institution to be submitted to prophylactic medical examination;
 - during the administrator 's vacation, accomplishes the technical, material assurance of the preschool institutions;
 - presents the report about the preschool institution activity in front of the relevant organs;
 - in common with the trade union in conformity with the law takes measures to stimulate the special achievements in work, propose to the superior organs the distinguished specialists for being mentioned and decorated;
 - in common with the trade union, improves disciplinary sanctions to the employees that violated the internal labor laws;
 - in relations with various enterprises, institutions and organizations acts on behalf of the preschool institution, signs contracts, open bank accounts, offers proxies, has the right to rent or to order equipment or other necessary material resources;
 - is responsible for the results of the pedagogical, financial and economic activity of the preschool institution before the state and the staff.

4. In preschool institution with one or two groups of children the director works three hours per day as educator with the children, accomplishes the functions of the medical staff or administrator.

5. Guidance and control of director's activity and of educational – instructive work in the preschool institution is made by the organs of education (Ministry of Education and Science, General Judet/ Municipal Education Directions) or by authorized persons.

B. The Methodist

6. The methodist is employed or dismissed by the director of preschool institution with the consent of General Judet/ Municipal Education Direction and of the local public administration organs.

7. As a methodist there may be engaged teachers with high pedagogical education, specialty »pedagogy and preschool psychology« (specialization »preschool psychology«) having at least a three year length of service.

Priority in the contest is given to persons with higher education and teaching degree.

8. The Methodist's attributions:

- assures, controls and has responsibility for the accomplishment of the educational preschool curriculum, is responsible for correct organization of educational work at the preschool institution;

- is responsible for the development and estimation of the child's hereditary psychic propensity and of his intellectual faculties, contributes to the appearance of new psychological formations, makes the diagnosis of children;

- in conformity with the law general and individual psychic development of children, suggests the teaching staff efficient methods and proceedings of educational and instructive influence;

- studies, generalizes and propagates the advanced pedagogical experience, prepares the necessary materials to be discussed at the pedagogical council; organizes the activity of the methodical laboratory / room in the preschool institution;

- organizes the activity of psycho-pedagogical knowledge spreading among parents in the frame of individual consultations, disputes, seminars and scientific practical conferences;

- in cooperation with scientists organizes scientific work at the preschool institution;

- stimulates and controls the process of self-instruction of the teaching staff.

C. Educator

9. The educator is hired by contest and dismissed by the director of preschool institution with the approval of the General Judet/ Municipal Education Direction and of the organs of local public administration.

10. As educators there may be engaged teaching staff with higher pedagogical education, specialty »pedagogy and preschool psychology«. Also for this position there may be employed teaching staff, graduates of pedagogical schools, specialty »pedagogy and preschool psychology«.

Teaching staff with didactic degree has priority in the competition.

11. The educator's attributions:

- is responsible for the life and health of each child of the group, for his physical and intellectual development;

- unfolds the educational-instructive process with children, prepares them for school teaching;

- works together with other educator of the of the group and with the musical organizer in conformity with the Program of Education and Teaching in the Kindergarten;

- assures the observance of the established regime;

- makes regularly observation of the children's behavior;

- informs regularly the director of the preschool institution, the parents and the medical staff about the psycho – physiologic and intellectual progresses, changes of the health of children;

- organizes spreading of psycho-pedagogical knowledge among the parents.

D. Musical Organizer

12. The musical organizer is hired by contest and dismissed by the director of the preschool institution with the consent of General Judet/ Municipal Education Direction and of the organs of local public administration

13. . As musical organizer there may be hired teaching staff with higher musical-pedagogical education, short term education (colleges).Persons with didactic degree have priority in the competition.

14. . The musical organizer attributions:

- accomplishes the musical education of children according to the Program of Education and Instruction in the Kindergarten;
- organizes and unfolds musical activities, children holidays, individual teaching of playing musical instruments;
- together with the educators effect the musical education of children;
- offers parents consultations concerning musical education of children;
- is responsible for the national culture renaissance in the preschool institutions.

E. Medical personnel at preschool institution

15. The medical personnel at preschool institution is employed and dismissed in the established order with the consent of the health protection organs.

16. The senior nurse is assigned from among the persons with special education having at least 3 years length of service.

17. The senior nurse has the following competencies:

- controls the sanitary state of rooms and of the territory of the preschool institution;
- prepares the children for the medical examination, participates at this examination (determines the weight and effects the antropometric measurements of children, etc.);
- makes prophylactic vaccinations and executes the physician's prescriptions;
- organizes measures for tempering and controls the observance of the time-table;
- controls the observance of measures of traumas and intoxication;
- registers the absence of sick children, fulfills the physician's prescriptions,
- consults the children that came after diseases and those who have been in contact with persons that had infectious diseases;
- controls permanently the quality of food products, their correct keeping and the observance of usage terms, feeding organizations and quality of meals preparations;
- observance of natural norms of the food products;
- together with the administrator and with the chief cook makes the menu, systematically calculates the chemical components and the caloric value of the food ration;
- orders the medicine, bactericide preparations disinfecting means for medical instruments and apparatus;
- effects the work of propagating sanitary knowledge among the institution employees and the parents;
- takes care that all the workers of the preschool institution should be systematically submitted to medical examination.

F. Administrator

18. The administrator (assistant director for administrative matters) is hired and dismissed by the director of the preschool institution.

19. The administrator's attributions::

- is a person with material responsibility;
- organizes and assures the economical service of the preschool institution, acquisition and transportation of the necessary inventory;
- assures timely provisioning of food products, participates at the menu making and at the orders of food products;
- assures keeping, restoring and completion of the material goods;

- takes care of the rooms state and of the equipment of the preschool institution, takes necessary measures to effect the reparation in time;
- assures the fulfillment of anti incendiary (security) measure, of sanitary regime of preschool institution and its territory;
- is responsible for organization of judicious work of auxiliary staff;
- makes the registration of the relevant documents.

20. The concrete obligations of the pedagogic, medical and auxiliary staff are specified in the relevant official instructions which are elaborated in conformity with the labor legislation on the basis of the international order regulations and the exigencies of the position, taking into account the activity conditions of the relevant institution and are approved by the director of the preschool institution.

21. The staff of the preschool institution working at night has no right to sleep.

22. All the employees of preschool institution are systematically submitted to a medical examination in the order established by the Ministry of Health and once in two years have to pass a test concerning the minimum of sanitary knowledge according to hygienic program.

XI Liquidation of preschool institution and reduction of groups of children

1. The local public administration founds, reorganizes or liquidates the state preschool institution of local subordination with the consent of the General Judet/ Municipal Direction of Education and of the Ministry of Education and Science.

2. Liquidation of the preschool institution takes place in case if the number of children attending the kindergarten is smaller than the number of children in a single group.

3. Reduction of a children group in case if the average attendance of children is lower than 70% (out of the number of children provided for one group) during 3 successive months.

4. The liquidation of the private preschool institutions may be accomplished at the decision of the founder, of the parents or of the relevant organs, in case of violation of the actual legislation.

Approved by the decision of the Council
Of the Ministry of Education and Science

Translation was enabled by SEE ECN