

How to enrol your child in preschool 2026/2027

Praha 6





Introduction

Dear parents,

We are delighted to welcome you to the enrollment process for kindergartens in Prague 6 for the 2026/2027 school year. This year, we are continuing our established tradition of using a reservation system, which we hope will make the enrollment of your children as easy and pleasant as possible.

As in previous years, kindergartens are organizing open days. These provide a great opportunity to get to know the environment and the teachers and to gain a clearer idea of which kindergarten will be the right fit for your child. Dates and all necessary information can be found on the websites of individual kindergartens, as well as on our specialized portal jakdoskolky.cz and in the Šestka magazine.

If you find yourself in a situation where health-related or other obstacles prevent you from completing the standard enrollment process, do not hesitate to contact the kindergarten directors. They are prepared to seek individual solutions suited to your situation.

If your child is not accepted into the selected kindergarten, the system will provide you with clear information about their current position on the waiting list. Please keep in mind that the waiting list may change over time, and the situation may still develop in your favor.

I would like to thank you for the trust you place in our joint efforts to provide quality pre-school education. I wish you peace of mind, confidence in the process, and ultimately a kindergarten where your child will experience a joyful and inspiring start to their educational journey.

Sincerely Yours,

Mariana Čapková, Deputy Mayor for Education



How to register your child for kindergarten for the school year 2026/2027

General Information

- As a rule, preschool education is meant for children between ages 3 and 6. Compulsory preschool education begins at the start of the school year following the day your child turns five years of age and ends when the child begins their compulsory school education (Note 1).
- A requisite for your child's acceptance is the compulsory regular vaccination of your child and proof that they are immune to infection, or proof that they cannot be vaccinated for reasons of a permanent contraindication (Note 2). This condition does not apply to those children applying for compulsory preschool education (the last year prior to beginning their primary school education).
- If the condition of being vaccinated (or other alternatives to the previous point) is not met by the date of preschool education enrolment, that is, by **March 17, 2026**, you will be asked to complete your application within the time limit and the administrative procedure shall be paused to give the applicant time to meet the given condition. Although the parent provides a vaccination certificate during the interruption of the administrative procedure, but only after the list of admitted children has been published, the Kindergarten Director cannot guarantee subsequent admission to the chosen kindergarten due to the legal obligation to admit children to the announced vacancies in the ongoing administrative procedure according to the school's predetermined criteria.
- You can select any preschool or preschools within the Prague 6 Municipal District. Children with permanent residence in Prague 6 priority rights under the law, over children with permanent residence elsewhere.

Note: the separate municipal districts of Lysolaje, Nebušice, Suchdol and Prague 17 - Řepy are not part of the territory of the Prague 6 Municipal District.

- An application for admission of a child can be submitted to one or more kindergartens. To submit an application can be used optimally:

- **personal application**, for your convenience using the booking system;
- **private data box**;

Please note: only a private data box can be used; the use of another data box (e.g. a business one) is not permitted;

- email with a recognized electronic signature addressed to the official email address of the nursery school listed on the website;

Please note: you cannot send a simple e-mail without any further action on your part (see below).

- If the submission is made by other technical means, e.g. by e-mail without a recognised electronic signature, it must be confirmed by the legal representative within 5 days by one of the methods listed above. The Kindergarten Director will accept the application and decide on the admission or non-admission of the child to the kindergarten according to the set criteria and capacity.
- Other conditions for admission are set by the Kindergarten Director in the criteria. The kindergarten publishes the admission criteria, the number of places available in the kindergarten for enrolment and specific detailed information in the usual way, i.e. on the school notice boards and on the kindergarten website.
- The application for admission to pre-school education, including the reservation of the time for personal delivery of documents to individual kindergartens, will be available for pre-filling from **February 2, 2026** on the jakdoskolky.cz portal and through the websites of individual kindergartens. In paper form for manual filling in at the Prague 6 Municipal Office (entrance hall) or at the Department of Education (Bubenečská 1), or by telephone arrangement at individual kindergartens.

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

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



What will you need for enrolment?

1. A completed and signed application for admission.

We recommend that you fill out the application electronically on the jakdoskolky.cz portal so that the information is available to each school you choose. This will make enrolment faster and more comfortable for you.

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

If you are submitting multiple applications, the following is sufficient (Note 3):

a) for electronic submissions, an authorized conversion of the medical certificate within the CZECH POINT network,

b) for paper submissions, a certified copy of the medical certificate within the CZECH POINT network,

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

4. Proof of actual permanent residence, or a certified copy.

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

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

Note 3: e.g., Czech Post, notary offices, local government offices, and other locations, which can be found on the map at <https://www.czechpoint.cz/public/verejnost/sluzby-pro-verejnost>.



Dates

- **February 2, 2026**, the registration guide for pre-filling the application will be launched on jakdoskolky.cz.
- **March 17, 2026**, submission of the application for admission (the start and end time of enrolment is determined by the individual kindergartens) - the submission of the application initiates the administrative procedure.
- **March 19, 2026**, from 10.30 to 11.30 am: preferred time to consult the child's file.
- **March 19, 2026**, at 12 pm: the school will publish a list of admitted children under each child's unique registration code on the school notice board and school website.
- From **March 19, 2026**, at 12 pm, the running order of children not yet placed can be monitored on the jakdoskolky.cz portal in each kindergarten; updates will be made by the Kindergarten Director on a continuous basis until **July 31, 2026**.
- **March 24, 2026**, from 1:00 p.m. to 5:00 p.m.: submission of the registration form for the accepted child to the selected kindergarten and withdrawal of the application for admission to the school that the child will not attend.
- **April 4, 2026**, the school will take the enrolment results off the school notice boards and kindergarten websites.
- By **April 16, 2026**, the school will send a decision regarding the child's non-admission.

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





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

1. On the Prague 6 portal jakdoskolky.cz (electronic version)

- Fill in the application form (data is stored in the system for the needs of individual schools).
- Mark the selected kindergartens (print option for each school separately).
- Book a time to submit the application in person.
- Print out the pre-filled application form, sign it, and submit it together with other documents on the day of enrollment to the selected school using the method of your choice.

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

A link will be available on the websites of individual schools which will redirect you to the jakdoskolky.cz portal. Then follow point 1.

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

Fill out and sign the document you have picked up, add all attachments, and deliver it in person to the selected school on the day of enrollment.



How to best submit your application

In person

- **March 17, 2026**, you can submit a completed application for admission in the selected kindergarten.
- Within the electronic system of the Municipal District of Prague 6 on the portal jakdoskolky.cz, it is possible to book a visit time in the respective kindergartens. Without a reservation, a time delay must be expected, priority will be given to legal guardians with a reservation of visiting time. In case that a parent is unable to attend in person, he/she may authorise another person with a legal right to hand over the documents on the basis of a signed power of attorney, which does not have to be officially certified.
- When the application is handed over in person, the child's unique registration code will be generated, under which the child's placement order in each kindergarten can be tracked from **March 19, 2026**, (from 12 pm).

By private data box

- The application can be submitted on **March 17, 2026**, from 12 am to 11.59 pm.
- The option of pre-filling the data in the electronic system of Prague 6 on the jakdoskolky.cz portal remains.
- **The following must be sent using the private data box:**
 - a completed application;
 - authorized conversion of a medical certificate of vaccination for a child (does not apply to children who are enrolled in compulsory preschool education);
 - the child's birth certificate;

- confirmation of the child's permanent place of residence in the form of an extract from the Population Registration Department (do not send copies of ID cards). Therefore, the only document that requires an authorised conversion is a doctor's certificate.
- On **March 19, 2026**, the school will send back to the legal guardians in their private data box a confirmation of enrolment, which will include a unique registration code.

By email with a certified personal electronic signature addressed to the official email address of the kindergarten listed on the website

- The application can be submitted on **March 17, 2026**, from 12 am to 11.59 pm.
- The option of pre-filling the data in the electronic system of Prague 6 on the jakdoskolky.cz portal remains.
- **By e-mail with recognized electronic signature must be sent:**
 - a completed application;
 - authorized conversion of a medical certificate of vaccination for a child (does not apply to children who are enrolled in compulsory preschool education);
 - the child's birth certificate;
 - confirmation of the child's permanent place of residence in the form of an extract from the Population Registration Department (do not send copies of ID cards). Therefore, the only document that requires an authorised conversion is a doctor's certificate.
- On **March 19, 2026**, the school will send back to the legal guardians a confirmation of enrolment to the email provided, which will include a unique registration code. The original documents must be presented when requested by the Kindergarten Director.



Acceptance or rejection of child

In case the child is accepted:

- The legal representative of the child will deliver the enrolment slip to the chosen kindergarten on **March 24, 2026**, from 1 pm to 5 pm, which will be received together with the confirmation of participation in the enrolment.

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

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

In case the child is rejected:

- The decision on non-acceptance will be sent by **April 16, 2026**, either to your private data box or by Czech post to your own hands. You can appeal against this decision within 15 days of its notification.
- Appeals are submitted through the director and are decided by the Prague City Council. The Prague City Council will review the decision of the Kindergarten Director from the perspective of correctness and legality, i.e., among other things, whether he or she decided according to predetermined criteria.

Please note: Filing an appeal does not entitle to automatic acceptance of your child.



Waiting list for applications

It will be possible to monitor the rolling rankings of your child for each preschool under their unique registration code from **March 19 till July 31, 2026**, in the electronic system jakdoskolky.cz.

Further steps if your child is not accepted:

Even after the administrative proceedings have been completed, additional places may become available in some kindergartens for children who have not yet been accepted. This may occur, for example, after decisions on deferrals of compulsory primary school attendance are finalized or if a child transfers to another kindergarten that their legal guardians applied for during the admission process.

If no appeal against the decision has been submitted to the kindergarten, the director may begin admitting additional children who have not yet been accepted immediately after the 15-day appeal period has expired, as the decision then becomes legally binding.

If an appeal against the issued decision has been submitted to the kindergarten, the director will wait until the 15-day appeal period has expired and will then forward all submitted appeals, together with the necessary documentation, collectively to the Prague City Hall (Magistrate of the Capital City of Prague). The review of the formal correctness, legality, and validity of the Kindergarten Director's decision is usually completed within approximately three months, with the result of the review communicated in the form of a decision on the appeal.

Only after the result of the review and the decision on the appeal have been delivered to the Kindergarten Director may the director begin admitting additional children from the waiting list, up to the full capacity of the kindergarten.

If the kindergarten has contacted the legal guardians of all children on the waiting list, the director may then also offer admission to the legal guardians of children residing in the kindergarten's catchment area who did not apply to that particular kindergarten during the enrollment process.



Frequently asked questions can be found on the website jakdoskolky.cz



jakdoskolky.cz



praha6.cz