



# **Zeszyt metodologiczny**

# **Żłobki i kluby dziecięce**

Methodological report. Nurseries and children's clubs



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Methodological report. Nurseries and children's clubs

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## Preface

We present the methodological report on the survey „Nurseries and children's clubs" developed by the workers of the Centre for Social Assistance Statistics of the Statistical Office in Krakow. The objective of the authors of the study is to describe the methodology of the Statistics Poland in the area of institutional care for children up to the age of 3.

The survey of “Nurseries and Children's Clubs” is a comprehensive action conducted by the Statistics Poland in the "Family" thematic module of the National statistical survey program of Poland on an annual basis, using the OD-1 reporting form.

The methodological report contains a description of the subjective and objective scope of the study. It presents the methodology and organisation of the survey, as well as definitions of key definitions, describes applied survey tools and methods of presenting the survey results. The model form with explanatory notes and a list of variables in the survey is attached to the study.

The report is mainly addressed to the institutions providing statistical data on childcare for children up to 3 years of age in OD-1 form and to the users of the results disseminated by public statistics in this research area. We will be grateful for your comments and proposed changes which may enable the improvement in our research and to adapt its thematic scope to the needs of its users.

Director of  
Statistical Office  
in Krakow



Agnieszka Szlubowska

Krakow, March 2019

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## Main abbreviations

APE	State of (condition of) legal activity and economic
BJS	Business Register
GUS	Statistics Poland
PKD	Polish Classification of Activities
REGON	National Official Business Register

## Introduction

Nursery, children's club, in accordance with the Act of 4 February, 2011 on the care of children up to the age 3 (consolidated text, Journal of Laws of 2018, item 603, as amended) are organizational units that take care of children up to age of 3, perform caring and educational functions, and are recorded in the register kept by mayor, president of the city.

The aim of the survey "Nurseries and children's clubs" is to obtain and develop information on the activities of childcare facilities for children up to age 3. Statistical observation covers nurseries, nursery wards and children's clubs. The results of the research on the activities of nurseries and children's clubs are a source of information for government and local government administration, academic and educational facilities, students, associations, organizations, foundations, media and individual national recipients. Selected data is also transferred to international organizations, including the United Nations International Children's Emergency Fund (UNICEF) and Organisation for Economic Co-operation and Development (OECD).

The study consists of seven parts. The first one presents the objective and subjective scope of the survey. The second part describes the methodology of collecting information and the sources of data from which it is obtained, the consecutive two parts are devoted to the research tool and the variables applied in the study. The principles of survey organization are discussed in the fifth part, and the sixth part shows the forms of presenting and sharing statistical data. The seventh part is the evaluation of the survey.

The legal basis for the survey of nurseries and children's clubs is the Act of 29 June 1995 on public statistics (consolidated text, Journal of Laws of 2018, item 997, as amended) and the regulation of the Council of Ministers on the statistical survey program of official statistic defining the subjective and objective scope of the research for a reference year, as well as the types, forms and deadlines of dissemination of resulting statistical information.

# 1. Subjective and objective scope of the survey

## 1.1. Subjective scope of the survey

The subjective scope of the survey includes nurseries, nursery wards and children's clubs running business, classified according to PKD to category 88.91 "Child day-care activities", operating all over the country. Nursery and children's club are organizational units that take care of children up to age of 3, perform caring and educational functions, and are recorded in the register kept by mayor. Nursery wards do not operate at kindergarden (or other institution) and are not recorded in the register kept by mayor or president of the city.

## 1.2. Objective scope of the survey

In order to obtain information about the network and the activities of nurseries and other facilities which are part of the day care system for a small children, the following topics are examined:

- Places in nurseries, nursery wards and children's clubs,
- Children in facilities (total, including girls, by age), duration of stay (person days),
- Facility working time,
- Staff in facilities (total, including nurses, teachers, children's carers, other carers),
- Volunteers,
- Facilities for disabled.

The data on: number and type of facilities, the leading authority, facility working time, places in facilities, type of adaptation to the needs of disabled, numer and age stucture of children (including girls), working carers (including women), working carers, for whom it is the main workplace, as of 31 December.

The data on children: total, including girls, staying in the facilities throughout the year, disabled, signed off throughout the year and the data of number of children in facilities, whose stay was partly or fully financed by commune, person days, and the number of volunteers (including women) are reported for the period from 1 January to 31 December.

# 2. Type and method of the survey

## 2.1. Survey method description

The survey OD-1 "Nurseries and children's clubs" is comprehensive. According to the records in the National statistical survey program of Poland, the data in electronic form are sent by nurseries, children's clubs and nursery wards once a year for the reference year.

The methodology of survey and survey tools are updated on an ongoing basis according to applicable legal acts, which regulate the operation of care facilities for children up to age 3.

The most important changes introduced to the survey in recent years are presented below.

The OD-1 report replaced the ZD-6 „Nursery report” form. According to the Act of 31 August, 1991 on health care facilities nurseries were intended for educational and health care, covering the scope of preventive activities and care for children up to age 3 and were subordinate to the minister in charge of health. In order to support the needs of parents who want to reconcile professional and family responsibilities, the Act on care for children up to age 3 was adopted in 2011. This act created the legal framework for the functioning of new forms of care for young children, such as: a children's club, day carers and nanny. At the same time, previously functioning nurseries were no longer health care facilities.

According to the Act of 4 February, 2011 on care for children up to age 3, childcare facilities are directly subordinated to the Ministry of Family, Labor and Social Policy. In accordance with Art. 2.1 of the above-mentioned act care for children up to age 3 may be organised in the form of nursery or children's club, as well as by day carer or nanny.

In the period of 2011-2014 the survey covered nurseries, nursery wards, children's clubs and other entities (running business in caring for children up to the age 3 and not recorded in the register of nurseries and children's club, kept by mayor or president of the city) and the children, who stayed there.

In 2014 chapter 3 *Staff* changed its title to *Carers* and the reference to *Doctors* was deleted.

In 2015 the survey covered children in nurseries, children's clubs and nursery wards. *Other entities* were removed from the report, in accordance with the Act on the care of children up to age 3 they were obliged, within 3 years from the date of entry into the force of the Act, to meet conditions set out in it and record them into the register of nurseries and children's clubs. The entities were transformed into nurseries, children's clubs or were closed.

In 2016, the report was supplemented with the data on workplace facility "Is the facility a workplace facility? Yes/No".

In 2017, the information on the adaptation of the unit to the needs of the disabled was extended (questions were added about: elevators adapted for wheelchair users, bathrooms adapted for the disabled, facilities for the hearing impaired and deaf, non-slip floors). A question was introduced regarding the governing body (commune, natural person, legal person and organizational unit without legal personality) and information on the number of children staying in the facility throughout the year, which stay were partly or fully financed by the commune, was added.

## 2.2. Data sources for creating a database and their types

The survey for nurseries and children clubs is created with the use of the Business Register. The database has the function a statistical register and includes all units recorded in the National Official Business Register and those which are not recorded in the REGON register, but are subjects to statistical surveys, e.g. workplace nurseries, branch nurseries, which are not obliged to have own REGON number. For such entities, in order to collect information on the actual territorial distribution of such units, the temporary REGON numbers are created.

In order to select the entities to be surveyed, the update in the Business Register, regarding the operation of the entities surveyed in OD-1, is made based on the data obtained from the "Register of Nurseries and Children's Clubs" published in commune Bulletins of Public Information (which consists of, e.g.: the name and surname of the owner of the facility, REGON, name of the facility, location the facility), from the register of nurseries and children's clubs provided to the Statistical Office in Krakow by local government offices and from the data of Emp@tia Information and Service Portal of the Ministry of Family and Social Policy. The "Register of nurseries" application uses one database for all units, but each unit can access only its own data. The register contains the following data: type of facility, name, location of facility, website address, e-mail, telephone, number of places, number of children enrolled, fee per hour - basic fee paid by parents for the child's stay (no discounts and no meals), fee for meals - daily, discounts - siblings attending the facility, opening hours, adaptation to the needs of children with disabilities or requiring special care, governing body (name, address, NIP, REGON, registry item number, website address of the supervising body, information on suspension of business activity).

The catalogue of the survey is generated in accordance with the algorithm for legal, local and conventional units, recorded in the annual Business Register status and features the following characteristics:

- PKD 8891 – „Child day care activities”,
- Legal and economic activity of entities (APE) is described by one of the following symbols:
  - APE 11 – Active entity – running the business,
  - APE 12 – Active entity – in construction,
  - APE 13 – Active entity – closed,
  - APE 14 – Active entity – under bankruptcy,
  - APE 21 – Inactive entity – did not start activity,
  - APE 30 – Active entity;
- The types of units covered by the survey are:
  - PSKDKL – Children's club,
  - PSZLZB – Nursery or branch of the nursery,
  - PSZLZO – Nursery ward.

### 3. Characteristics of data collection tools

The tool applied to conduct the survey of nurseries and children's clubs is a statistical form with the symbol OD- 1, which constitutes Annex 1 to this study. It is a questionnaire consisting of an identification part and closed multiple choice questions organised in four thematic sections. The Explanatory Notes are an integral part of the form and contain basic definitions.

Section 1 *General Information* contains information on the Organizational Unit, Managing Authority, working time and places for children in the facility. There is also information about adaptation of the unit to the needs of disabled.

In Section 2 *Children staying in facility* there is information on the number of children (of which girls) staying in facility as of the day the survey, as of December 31, by age and on children staying in facility throughout the year, of which the disabled and signed offs throughout the year.

Section 3 *Co-financing by the commune* contains information on the number of children staying in the facility throughout the year whose stay is partially or fully financed by the commune.

Section 4 *Guardians* contains information on the staff taking care of children, as of December 31, broken down by medical staff, teachers, children's guardians and others. There is also information on the number of persons working in nurseries and children's clubs for which it is the primary workplace. In addition, the section contains information about volunteers working in the facility during the year.

### 4. Variables covered in the survey

#### 4.1. Main survey variables

The variables in the data collection of the Nurseries and Childrens' Clubs report are grouped by type of variable.

##### Identifying variables

- REGON number.

##### Address variables

- Entity address (voivodship, powiat, commune, city, postcode, street address, building and apartment number, telephone number, e-mail address),
- e-mail of a person completing the report,
- contact details (telephone number).

##### Descriptive variables

- Name and surname of a person completing the report.

##### Qualitative variables

- Facilities for children up to age of 3 (type of facility - nursery, nursery wards, children's club),
- Governing body (Unit's organizer – commune, natural person, legal person, organisational unit without legal personality),
- Is the facility a workplace facility? (yes/no),
- Daily working hours of facilities for children up to 3 years of age (working hours of the facility - up to 5 hours a day, more than 5 to 10 hours a day, more than 10 hours a day),
- Afterhours operation time of the facility (yes/no),
- Adaptation of the unit to the needs of disabled people (type of adaptations – slipways/driveways/platforms to facilitate entering the building, entrance doors to the building automatically open, lifts including lifts adapted for wheelchairs, bathrooms adapted for disabled people, facilities for the visually impaired and blind, for the hearing-impaired and deaf, non-slip floors, other facilities for the disabled).

## Quantitative variables

- Places in facilities for children up to the age of 3,
- Children in facilities for children up to the age of 3 (total, including girls, up to age 1, 1,2,3,4 years old and more, staying throughout the year, disabled, leavers, whose stay is partially or fully financed by commune),
- Guardians working in facilities for children up to the age of 3, for whom it is the primary workplace (total, of which women, facility staff - nurses, midwives, teachers, children's guardians and others),
- Guardians working in facilities for children up to 3 years old, for whom it is the primary workplace (total, of which women, facility staff - nurses, midwives, teachers, children's guardians, and others),
- Volunteers throughout the year (total, of which women).

A detailed list of variables, including the field code, a description of the position of the field on the form, a detailed description of the field, its type and the maximum length of the variable in the collection, is included in Annex 2.

## 4.2. Indicators and methods of their calculation

The resulting information, in addition to the data in absolute numbers, is presented in the form of indicators:

- Children in nurseries and children's clubs per 1000 children up to the age of 3 (as of 31 December)

The indicator is calculated according to the formula:

$$Wd = \left( \frac{Ldz}{Ld} \right) \times 1000$$

where:

Ldz – number of children in nurseries, nursery wards and children's clubs

Ld – number of children up to the age of 3

- Children in nurseries and children's clubs per 100 places (as of 31 December)

The indicator is calculated according to the formula:

$$Wd = \left( \frac{Ldz}{Lmz} \right) \times 100$$

where:

Ldz – number of children in nurseries, nursery wards and children's clubs

Lmz – number of place in nurseries, nursery wards and children's clubs

- Places in nurseries and children's clubs per 1000 children under 3 years of age (as of 31 December)

The indicator is calculated according to the formula:

$$Wm = \left( \frac{Lmz}{Ld} \right) \times 1000$$

where:

Lmz – number of place in nurseries, nursery wards and children's clubs

Ld – number of children up to the age of 3

The above indicators are also calculated for the nurseries.

### 4.3. Definitions of key terms

**Childcare for children up to age of 3** – may be organised in the form of a nursery, a nursery ward or children's club.

**Nursery** is an organisational unit which provides care for a child under living conditions similar to those of a home, and which must guarantee that the child appropriate nursing and educational care by conducting play activities with educational elements, taking into consideration the individual needs of the child. Nursery care is provided for children from the age 20 weeks to the end of the school year in which the child reaches 3 years of age, or if it is impossible or difficult to provide a child with pre-school education - 4 years of age. The nursery operates on the basis of a statute. In the nursery, one guardian may look after a up to eight children, and if there is a disabled child in the group, a child requiring special care or a child under the age of one - up to five children. The nursery must provide at least two rooms, including one suitable to rest.

**Nursery Ward** – Institution operating at nursery schools (or other institution), not recorded in a register of nurseries and children's clubs kept by the mayor or president of the city.

**Children's clubs** is an organisational unit which provides care for a child living in conditions similar to those at home, and which delivers nursing and educational care by playing activities with educational elements, in consideration of the individual needs of the child. Children's clubs care is provided for children from the age of 1 to the end of school year when child is 3 years old, or when it is not possible or too demanding to provide pre-school education – for child up to 4 years of age. The children's club operates on the basis of a statute. In the children's club one guardian may look after up to eight children, and if there is a disabled child in the group, a child requiring special care - up to five children. The children's club provides childcare up to 5 hours per day.

**Guardian in nursery or children clubs** may be a person with the following qualifications: nurse, midwife, children's guardians, pre-school education teacher, early-school education teacher or care and education teacher. Guardian in nursery or children clubs may be also a person of at least secondary education and at least two years' experience in working with children up to three years of age or, prior to being employed as a guardian in a nusery or children's club, who completed 280-hour training course, of which at least 80 hours in the form of practical classes devoted to childcare under the guardian's supervision. If such a person did not work with children under the age of 3 for a period of at least 6 months just before taking up employment as a guardian, he or she is obliged, within 6 months of starting work as a guardian, to attend an 80-hour training course to update and improve the knowledge and the skills.

**Register of nurseries and children's clubs** - The register of nurseries and children's clubs shall be kept by mayor or president of town with authority over the place of running nursery or children's club. The register is publicly open to the public and is announced in the Public Information Bulletin of the commune which holds the register.

**Governing body** - Nurseries and children's clubs may be launched and kept by commune, natural persons, legal persons and organizational units without legal personality. The mayor or president of the city may contract natural persons as well as legal persons and organizational units without legal personality to keep a nursery or a children's club. The data of the entity are recorded in the register of nurseries and children's clubs. In case of a nursery / children's club which is a commune financial unit, commune board is governing body.

**Workplace facility that keeps a nursery or children's club** - is an institution founded by the employer for the children of employees (in case of universities for the children of employees and students).

**Primary workplace** - persons who work in more than one workplace and declare, on the basis of specified criteria, that the reporting unit is their primary workplace. This notion is used in statistics in order to calculate the number of employed persons, applying the principle of counting persons employed in several places of work only once, i.e. persons who have two or more jobs should state which place of work they consider as the main one depending, e.g. on the criterion of the number of working hours or the amount of earnings. In case of the employed retiree or pensioner, the main job is his/her place of work, while retirement pay or pension are his/her source of income.

## 5. Organisation of the survey

Survey on Nurseries and Children's clubs is conducted on the basis of the Act of 29 June 1995 on Public statistics and the Regulation of the Council of Ministers on the national statistical survey program of Poland for a reference year. The author's unit of the study is the Social Surveys Department of Statistic Poland, and the Statistical Office in Kraków is the unit responsible for conducting the survey. The survey is carried out in cooperation with the Research Programming and Coordination Department of Statistic Poland (GUS) and the Statistical IT Centre. The workers of the Statistical Office in Kraków develop a paper form template, provisions for registration, formal, logical and accounting validation of the electronic form for the Information Technology Survey System (SIB) and for the active PDF form, and test the electronic form and the active PDF form. In addition, they are involved in the preparation of the validation mock-ups and result tables. During the survey they verify non-reporting units, amend errors together with reporting units, validate the data, analyse the completeness and quality of the data. After completing the data collection, they develop the validation and result tables in line with the previously prepared mock-ups and tables in the Local Data Bank, prepare the nationwide completeness report and the survey report. The detailed schedule for the organisation of the survey in a given year is included in the survey schedule, which consists of the different stages of the survey: preparation, data collection and processing, development of validation and result tables, data dissemination and management of data collections.

The surveyed entities (nurseries, nursery wards, children's clubs) are obliged to transmit the data to the Reporting Portal in electronic form once a year, by 1 February, for the reference year. The data collected annually refer to the reporting period from 1 January to 31 December of a reference year or are reported as of 31 December of the reference year (according to the guidelines for individual variables). The research is carried out mandatory in the electronic form. The paper form is available for entities with up to five employees. For entities which do not have an account in the Reporting Portal, it is possible to complete the report in an active PDF form.

Surveyed entities receive notification of their reporting obligations from the survey coordinators. Such message is sent from the Reporting Portal to entities which have a Reporting Portal account. The rapporteurs who did not timely complete the report are sent the reminders of their obligation to complete the survey. The data from reports which are received in paper form are recorded in the Reporting Portal and, after the survey is completed, in the Reporting Portal, in the Information Technology Survey System. Reports sent as an active PDF form are transmitted directly to the the Information Technology Survey System.

The process of data validation takes place in the Reporting Portal at the stage of filling in the individual report (regular validation of logical and accounting validity) and also in the Information Technology Survey System (the analysis of data consistency compared with the data from the previous reporting period). In the final part of the survey, the set of validation and result tables is developed with the use of Microsoft Reporting Services tools. As soon as the survey is completed and the national collection is validated, the data are disseminated to statistical offices and external users.

## 6. Method of presenting the survey results

The results of the survey are presented in the following publications of official statistics and databases:

- News release „Nurseries and children’s clubs”, which is published in May of the year following the reference year and presents primary data from conducted survey.

News release is available only in electronic form on the website of Statistics Poland [www.stat.gov.pl](http://www.stat.gov.pl).

- Trade publication „Social assistance, child and family services in ...”, which is published in September of the year following the reference year and contains a full dataset of the survey.

The publication is available in paper and electronic versions on the website of the Statistics Poland [www.stat.gov.pl](http://www.stat.gov.pl).

- Collective publications of GUS, including: „Concise Statistical Yearbook of Poland”, „Statistical Yearbook of the Republic of Poland”, „Statistical Yearbook of the Regions - Poland”.

Yearbooks are available in paper and electronic versions on the website of the Statistics Poland [www.stat.gov.pl](http://www.stat.gov.pl).

- Result tables – in electronic form – available from April of the year following the reference year to all Statistical Offices:

- Nurseries, nurseries wards, children's clubs according to the founding authority, legal form, voivodship, subregions, powiats and communes (as of 31 December).  
Data on the numbers of: nurseries, children's clubs, nursery wards, places and children in nurseries, children's clubs are available broken down by founding organ, legal form, voivodship, subregions, powiats and communes.
- Nurseries, nurseries wards, children's clubs broken down by founding organ, the length of stay of children and voivodship (as of 31 December).  
Data on the numbers of: children, disabled children, discharged children, person days of stay in nurseries, children's clubs, nursery wards, available broken down by voivodship, subregions, powiats and communes.
- Nurseries, nursery wards, children's club broken down by founding organ, the duration of stay of children and voivodship (as of 31 December).  
Data on the numbers of: facilities, including workplace, the lead authority – of gminas, natural persons, legal persons and entities without legal personality. Places, including places in workplace facilities, total children, including in workplace facilities, girls, children staying in the facility throughout the year, whose stay was partly or completely financed by local government, afterhours of the facilities are available broken down by founding organ, the duration of stay of children and voivodship.
- Staff in nurseries, nursery wards, children's clubs broken down by founding organ, voivodship, subregions and powiats (as of 31 December).  
Data on the numbers of: total staff (of which women), nurses (of which women), midwives (of which women), teachers (of which women), children's carers (of which women), other carers (of which women), volunteers throughout the year (of which women), are available broken down by founding organ, voivodship, subregions and powiats.
- Staff at the main workplace in nurseries, nursery wards and children's clubs broken down by founding organ, voivodship, subregions and powiats (as of 31 December).  
Data on the numbers of: total staff, nurseries, midwives, teachers, children's carers, other carers, are available broken down by founding organ, voivodship, subregions and powiats.
- Children in nurseries, nursery wards, children's clubs broken down by age and sex, founding organ and voivodship (as of 31 December).  
Data on numbers of: children in total (of which girls), children up to age 1 (of which girls), one year (of which girls), 2 years (of which girls), 3 years (of which girls), 4 years and more (of which girls), are available broken down by voivodship.
- Adaptation to the needs of disabled people according to the founding authority and voivodship (as of 31 December).  
Data on numbers of: total facilities, type of adaptation to the needs of the disabled, i.e. slipways/driveways/platforms facilitating entry to the building, entrance doors to the building that open automatically, elevators, including elevators adapted for people in wheelchairs, bathrooms adapted for the disabled, facilities for the visually impaired and the blind, facilities for the hearing impaired and the deaf, anti-slip floors, other facilities for the disabled, lack of adaptations, are available broken down by founding organ and voivodship.
- Local Data Bank, "Health care and social welfare" category, "Nurseries" group, website [www.stat.gov.pl](http://www.stat.gov.pl) – posted on May of the year following the reference year. Subgroups:
  - Children cared for in nurseries and at nursery age,
  - Nurseries and children's clubs,
  - Nurseries and children's clubs – indexes,
  - Nurseries subordinated to the local government.
- Data on children in nurseries and children's clubs by age and gender are submitted annually to the TransMonEE UNICEF database.

- The OD-1 survey is the only source of information about nurseries and midwives working in nurseries and children's clubs for whom it is the main workplace. The results of the survey in this area are used in survey 1.29.06 „Medical Staff of health care“. They are also submitted as a part of the Eurostat/OECD/WHO Joint Non-Financial Data Questionnaire to Eurostat.

## 7. Evaluation of the survey

The Survey Nurseries and Children's Clubs is a complete survey, with no missing responses. Completeness of the survey has remained at around 99% for several years. The survey does not use the data imputation procedure. Over-coverage error occurs at the 5% level, these are units in suspended and closed within the year, not deleted from the register. Errors of inadequate coverage are minimised by the annual update of the database (contact with municipal and communal offices, access to information from the Emp@tia system and service portal of the Ministry of Family and Social Policy). Information about the units recorded in the Emp@tia system and service portal is often outdated (e.g. incorrect address data, wrong REGON numbers). It is also necessary to verify unit data on the basis of communal registers, which increases the amount of time devoted to create a database for the survey. The indicator of available variables (number of variables delivered/number of variables required)\*100% is 100%. The period of time between the completion of the survey and the date of the final results dissemination is about 190 days.





## Explanatory notes to form OD-1

### Legal basis

**Act of 4 February 2011 on Care of children up to the age of 3 (Journal of Laws 2016, item 157).**

**Nursery, children's club** – Organisational unit caring for children under the age of 3, executing tasks of caring, upbringing and education and recorded in the register kept by the mayor or president of the town.

**In case the nurseries and children's clubs are grouped together, a separate report should be prepared for each unit.**

**Governing body** – In accordance with Article 8, paragraph 1 of the Act on the care of children up to 3 years of age, nurseries and children's clubs may be established and kept by commune, natural persons as well as legal persons and organisational units without legal personality. In accordance with Article 61, paragraph 1 of the Act, the mayor or president of the town may contract running of a nursery or children's club to natural persons and legal persons and organisational units without legal personality. The data of the entity in charge are recorded in the register of nurseries and children's clubs. In case of a nursery / children's club which is a commune budgetary unit, the governing body is the commune board.

**Adaptation for disabled people in facility** – please tick all the adaptations to the needs of people with disabilities in the facility. More than one answer can be ticked.

**Point 1** – entry ramps meeting the requirements set out in the Regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions to be met by buildings and their location (Journal of Laws of 2015, item 1422),

**Point 2** – automatically opening doors to the building, at least 90 cm wide and meeting other requirements set out in the Regulation of the Minister of Infrastructure of 12 April 2002 on technical conditions to be met by buildings and their location,

**Point 3** – lifts – please tick if there is a lift in the facility,

**Point 4** – lifts adapted for wheelchair users – please tick if there is at least one lift in the facility which meets the requirements set out in the regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions of buildings in a facility and their location,

**Point 5** – bathrooms designed and equipped with adaptations for people with disabilities (e.g. appropriate grab rails, handrails, facilities mentioned in points 7, 8, 9 and other),

**Point 6** – adaptation for visually impaired and blind people, e.g. touch paths and tactile warning signs, Braille signage, voice information, sound signalling, colour marking, use of contrast,

**Point 7** – adaptation for the hearing-impaired and deaf – e.g. traffic lights, provide a sign language interpreter,

**Point 8** – non-slip floors,

**Point 9** – other facilities for disabled persons (with different types of disabilities) that are available in the nursery or children's club.

In accordance with Article 16 of the Act of 4 February 2011 on the care of children up to the age of 3, **guardian in nursery or children clubs** may be person with following qualifications: nurse, midwife, children's guardians, pre-school education teacher, early-school education teacher or care and education pedagogue (shown in rows 2-5).

**Guardian in nursery or children clubs may be also person** with at least a secondary education and at least two years' experience in working with children aged up to three years or, prior to being employed as a guardian in a nursery or children's club, having completed a 280-hour training course, including at least 80 hours in the form of practical classes involving childcare under the guardian's supervision. If such a person has not worked with children under the age of 3 for a period of at least 6 months immediately before taking up employment as a guardian, he or she is obliged, within 6 months of starting work as a guardian, to attend an 80-hour training course to update and supplement knowledge and skills (shown in row 6).

**Entities closed or suspended during the year do not complete the report.**

## Annex 2. List of variables of survey OD-1

Code	Description	Detailed description	Type	Length
regon	identification number REGON	identification number REGON	text	255
woj	voivodship	voivodship	text	255
pow	powiat	powiat	text	255
gmi	commune	commune	text	255
nsk_nowy	new name of the entity - short	new name of the entity - short	text	255
ad1_s_nowy	new address of the entity: street address, building and apartment number	New address of the entity: street address, building and apartment number	text	255
ad2_s_nowy	new address of the entity : postal town	new address of the entity : postal town	text	255
kp_s_nowy	new address of the entity: postcode	new address of the entity: postcode	text	255
d1p1	Section 1, point 1	type of facility	numerical (18,0)	10
d1p2	Section 1, point 2	governing body	numerical (18,0)	10
d1p3	Section 1, point 3	workplace facility	numerical (18,0)	10
d1p4	Section 1, point 4	daily working time	numerical (18,0)	10
d1p5	Section 1, point 5	was the facility opened longer than given?	numerical (18,0)	10
d1p6	Section 1, point 6	places as of 31 XII	numerical (18,0)	10
d1p7p1	Section 1, point 7, item 1	entry ramp	numerical (18,0)	10
d1p7p2	Section 1, point 7, item 2	automatically open door	numerical (18,0)	10
d1p7p3	Section 1, point 7, item 3	lifts	numerical (18,0)	10
d1p7p4	Section 1, point 7, item 4	lifts adapted for wheelchair users	numerical (18,0)	10
d1p7p5	Section 1, point 7, item 5	bathrooms adapted for disabled people	numerical (18,0)	10
d1p7p6	Section 1, point 7, item 6	adaptation for the visually impaired and blind	numerical (18,0)	10
d1p7p7	Section 1, point 7, item 7	adaptation for the hearing-impaired and deaf	numerical (18,0)	10
d1p7p8	Section 1, point 7, item 8	non-slip floors	numerical (18,0)	10
d1p7p9	Section 1, point 7, item 9	others	numerical (18,0)	10
d1p7p10	Section 1, point 7, item 10	lack of adaptations	numerical (18,0)	10
d2w1k1	Section 2, row 1, column 1	total as of 31 XII	numerical (18,0)	10
d2w1k2	Section 2, row 1, column 2	total as of 31 XII, of which girls	numerical (18,0)	10
d2w2k1	Section 2, row 2, column 1	staying throughout the year, total	numerical (18,0)	10
d2w2k2	Section 2, row 2, column 2	staying throughout the year, total, of which girls	numerical (18,0)	10
d2w3k1	Section 2, row 3, column 1	disabled throughout the year, total	numerical (18,0)	10
d2w3k2	Section 2, row 3, column 2	disabled throughout the year, total, of which girls	numerical (18,0)	10
d2w4k1	Section 2, row 4, column 1	leaver throughout the year, total	numerical (18,0)	10
d2w4k2	Section 2, row 4, column 2	leaver throughout the year, total, of which girls	numerical (18,0)	10
d2w5k1	Section 2, row 5, column 1	persons per days throughout the year	numerical (18,0)	10
d2w6k1	Section 2, row 6, column 1	up to age 1, total	numerical (18,0)	10
d2w6k2	Section 2, row 6, column 2	up to age 1, total, of which girls	numerical (18,0)	10
d2w7k1	Section 2, row 7, column 1	aged 1, total	numerical (18,0)	10
d2w7k2	Section 2, row 7, column 2	aged 1, total, of which girls	numerical (18,0)	10
d2w8k1	Section 2, row 8, column 1	aged 2, total	numerical (18,0)	10
d2w8k2	Section 2, row 8, column 2	aged 2, total, of which girls	numerical (18,0)	10
d2w9k1	Section 2, row 9, column 1	aged 3, total	numerical (18,0)	10

Code	Description	Detailed description	Type	Length
d2w9k2	Section 2, row 9, column 2	aged 3, total, of which girls	numerical (18,0)	10
d2w10k1	Section 2, row 10, column 1	aged 4 and more, total	numerical (18,0)	10
d2w10k2	Section 2, row 10, column 2	aged 4 and more, total, of which girls	numerical (18,0)	10
d3p1	Section 3, point 1	number of children staying in the facility throughout the year whose stay is partially or fully financed by the commune	numerical (18,0)	10
d4w1k1	Section 4, row 1, column 1	total	numerical (18,0)	10
d4w1k2	Section 4, row 1, column 2	total, of which women	numerical (18,0)	10
d4w1k3	Section 4, row 1, column 3	total of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w2k1	Section 4, row 2, column 1	total nurses	numerical (18,0)	10
d4w2k2	Section 4, row 2, column 2	nurses of which women	numerical (18,0)	10
d4w2k3	Section 4, row 2, column 3	nurses, total, of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w3k1	Section 4, row 3, column 1	midwives, total	numerical (18,0)	10
d4w3k2	Section 4, row 3, column 2	midwives, total, of which women	numerical (18,0)	10
d4w3k3	Section 4, row 3, column 3	midwives, total, of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w4k1	Section 4, row 4, column 1	teachers, total	numerical (18,0)	10
d4w4k2	Section 4, row 4, column 2	teachers, total, of which women	numerical (18,0)	10
d4w4k3	Section 4, row 4, column 3	teachers, total, of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w5k1	Section 4, row 5, column 1	children's guardians, total	numerical (18,0)	10
d4w5k2	Section 4, row 5, column 2	children's guardians, total, of which women	numerical (18,0)	10
d4w5k3	Section 4, row 5, column 3	children's guardians, total, of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w6k1	Section 4, row 6, column 1	others children's guardians, total	numerical (18,0)	10
d4w6k2	Section 4, row 6, column 2	others children's guardians, total, of which women	numerical (18,0)	10
d4w6k3	Section 4, row 6, column 3	others children's guardians, total, of which women of total persons for whom this is the primary workplace	numerical (18,0)	10
d4w7k1	Section 4, row 7, column 1	volunteers throughout the year, total	numerical (18,0)	10
d4w7k2	Section 4, row 17 column 2	volunteers throughout the year, total, of which women	numerical (18,0)	10
tel_o	telephone number of the person preparer of the report	telephone number of the person preparer of the report	text	255
osoba	name and surname	name and surname	text	255
email_nowy	new e-mail address of secretariat	new e-mail address of secretariat	text	255
e_mail_o	e-mail of person completing report	e-mail of person completing report	text	255
czas1	time for preparing the data to the form	time for preparing the data to the form	numerical (18,0)	10
czas2	time for completing the form	time for completing the form	numerical (18,0)	10
e_mail	e-mail address of secretariat	e-mail address of secretariat	text	100