On approval of the Rules for the provision of state services in the field of preschool education

Unofficial translation

Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 19, 2020 No. 254. Registered with the Ministry of Justice of the Republic of Kazakhstan on June 22, 2020 No. 20883.

Unofficial translation

In accordance with subclause 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services" **I HEREBY ORDER:**

1. To approve the attached Rules for the provision of state services in the field of preschool education.

2. To recognize as invalid certain orders of the Minister of Education and Science of the Republic of Kazakhstan according to Appendix to this order.

3. The Committee of Preschool and Secondary Education of the Republic of Kazakhstan in accordance with the procedure, established by law, shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan;

3) within ten working days after the state registration of this order, submission to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan of information about implementation of measures, stipulated by subclauses 1) and 2) of this clause.

4. Control over execution of this order shall be entrusted to the supervising Vice-Minister of Education and Science of the Republic of Kazakhstan.

5. This order shall come into force from the date of its first official publication.

Minister of Education and Science
of the Republic of Kazakhstan *A. Aimagambetov*

Approved
by the order of the Minister of
Education and Science
of the Republic of Kazakhstan
dated June 19, 2020 No. 254

Rules for the provision of state services in the field of preschool education

Chapter 1. General Provisions

1. The Rules for the provision of state services in the field of preschool education (hereinafter referred to as the Rules) have been developed in accordance with the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan "On Education", "On the status of a teacher", "On Special social services", " On the Rights of a Child in the Republic of Kazakhstan", " On Social and Medical Pedagogical Correctional Assistance for Children with Disabilities", "On Military Service and Status of Military Servants", "On Special State Bodies of the Republic of Kazakhstan", subclause 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services", Code of the Republic of Kazakhstan "On Marriage (Matrimony) and Family".

2. The Rules shall determine the procedure for enrollment (enlisting in a waiting list, issuing a referral, accepting documents, admission to a preschool organization) of preschool children to vacant places in preschool organizations with the state educational order notwithstanding the types, form of ownership and departmental subordination.

3. These Rules shall use the following basic concepts:

1) archive – a set of applications, removed from the waiting list due to the successful receipt of a referral for admission to a preschool organization or removed from the waiting list for other reasons provided for by these Rules;

2) blockchain technology – a method of building an architecture for storing and processing data according to certain rules, which allows you to identify changes to data that cannot be corrected;

3) vacant place – information about the vacant place for admission of a child to a preschool organization, indicating the preschool organization, age group, language of upbringing and education, type of group (general developmental, special), mode of operation (full, incomplete, round-the-clock stay), admission mode (generally established, early booking, temporary stay) indicating the start date of admission and the availability of restrictions on the date of stay in a preschool organization;

4) Bulletin of vacated places – a protocol that daily records the chronology of the transfer of vacant places from preschool organizations for distribution to the waiting list management system;

5) a vacant place of the generally established admission mode – a vacant place, the validity period of the referral for which begins to be calculated immediately upon receipt of the referral;

6) a vacant place of the early booking admission mode – a vacant place, to which a referral may be obtained before this place is actually vacated; the period for calculating the validity of the referral and the procedure for admission to a preschool organization starts after the actual vacating the place;

7) waiting list management system – an information system of the service provider, ensuring automated execution of business processes of acceptance of applications for enlisting in a waiting list and distribution of places in preschool organizations;

8) sequence number – position of an application in the waiting list relative to other applications in this waiting list;

9) bulletin of recalled places – a protocol that daily records the chronology of the return (recall) by preschool organizations of places previously transferred for distribution to the waiting list management system;

10) referral for admission to a preschool organization (hereinafter referred to as the referral) – notification of temporary reservation for the applicant of a place in a preschool organization for the period of the process of admission to a preschool organization and the execution of the relevant documents;

11) waiting list for applications (hereinafter referred to as the waiting list) – applications for admission to a preschool organization, that are successfully registered in the waiting list management system and ordered relative to each other according to these rules;

12) proactive service – a state service provided in electronic form, provided at the initiative of the service provider, for the provision of which the mandatory consent of the service provider is required, provided through a subscriber device of cellular communication;

13) stop-list – a temporary archive where applications from the waiting list are relocated, through which the possibility of receiving referrals has been suspended due to revealed violations committed by the applicants;

14) vacant place of temporary stay – a place that is retained in a preschool organization for a temporarily retired pupil, therefore, has a limited period of stay for a new child admitted in this place;

15) notification – electronic text messages sent by the waiting list management system to the applicant for the purpose of notification of the passage of certain stages of obtaining a place in a preschool organization.

Chapter 2. Procedure for the provision of state services

Paragraph 1. Procedure for the provision of the state service "Enlisting preschool children (under the age of 6 years) in a waiting list for referral to preschool organizations"

4. The state service "Enlisting preschool children (under the age of 6 years) in a waiting list for referral to preschool organizations" (hereinafter referred to as the state service on enlisting in a waiting list) shall be provided by the local executive bodies of regions, the cities of Nur-Sultan, Almaty and Shymkent, districts (cities of regional significance), akims of districts in a city, cities of district significance, rural settlements, villages, rural districts (hereinafter referred to as the service provider).

5. To receive the state service on enlisting in a waiting list, an individual (hereinafter referred to as the service recipient) shall submit to the office of the service provider, or through Non-Profit Joint Stock Company "State Corporation "Government for citizens" (hereinafter referred to as the State Corporation) and (or) through the web-portal of "electronic

government" (hereinafter referred to as the portal) an application in the form according to Appendix 1 to the Rules, as well as the documents, specified in clause 8 of the Standard of State Service "Enlisting preschool children (under the age of 6 years) in a waiting list for referral to preschool organizations" (hereinafter referred to as the Standard of enlisting in a waiting list state service).

The list of basic requirements for the provision of the state service on enlisting in a waiting list, including the characteristics of the process, the form, content and result of the provision of the service, as well as other information, taking into account the specifics of the provision of the state service on enlisting in a waiting list, is provided in the Standard of enlisting in a waiting list state service according to Appendix 2 to the Rules.

Information about the status of consideration of the request for the provision of the state service on enlisting in a waiting list as well as a notification indicating the date and time of the receipt of the result of the state service on enlisting in a waiting list shall be displayed in the "personal account" of the service recipient.

The office of the service provider, the employee of the State Corporation shall carry out the acceptance of an application in the form according to Appendix 1 to the Rules and shall register documents, accepted from the service recipient, verify their completeness; when the service recipient submits a full package of documents, they issue a notification of enlisting in a waiting list with an indication of the priority number (in any form).

If the service recipient submits an incomplete package of documents according to the list provided for in paragraph 8 of the Standard of enlisting in a waiting list state service, the service provider and (or) an employee of the State Corporation refuses to accept the application and issues a receipt for refusal to accept documents in the form according to Appendix 3 to the Rules.

Information about identity documents, the service provider and an employee of the State Corporation shall receive from the corresponding state information systems through the gateway of "electronic government".

Issuance of ready-made documents to the service recipient shall be carried out on the basis of a signed acknowledgement of the acceptance of the corresponding documents upon presentation of an identity document (or its representative under a notarized power of attorney).

6. In case of applying through the portal, the service provider on the day of acceptance of the documents shall carry out their acceptance and registration.

The service provider shall check the submitted documents for completeness within 30 minutes. In case of incompleteness within the specified time frame, he prepares a reasoned refusal to further consider the application, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

When establishing the fact of completeness of the submitted documents, the service provider shall prepare a notification of enlisting in a waiting list with an indication of the

priority number (in any form) and shall send it to the service recipient in the "personal account" in the form of an electronic document certified by the electronic signature of the authorized person of the service provider.

7. The state service on enlisting in a waiting list may be provided by a proactive method, including without an application of the service recipient by initiative of the service provider, through information systems of the service provider and state bodies when registering a phone number of a subscriber's device of cellular communication of the service recipient at the web-portal of "electronic government" www.egov.kz and include:

1) sending automatic notifications to the service recipient with a request for the provision of the state service on enlisting in a waiting list;

2) receipt of a consent of the service recipient for the provision of a proactive service, as well as other necessary information from the service recipient, including the limited access, using the subscriber's device of cellular communication of the service recipient.

8. At the choice of the service recipient, the state service on enlisting in a waiting list shall be provided based on the "one application" principle together with the state service " Registration of a child's birth, including making amendments, additions and alterations to vital records".

9. The service provider shall ensure entering of data on the stage of provision of the state service to information system of monitoring of provision of the state services, in the manner, according to subclause 11) of clause 2 of article 5 of the Law of the Republic of Kazakhstan " On State Services".

10. The complaint on the decision, actions (inaction) of the service provider regarding the provision of the state service on enlisting in a waiting list can be filed in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision state services in accordance with the legislation of the Republic of Kazakhstan.

The complaint of the service recipient, received by the service provider, in accordance with clause 2 of article 25 of the Law of the Republic of Kazakhstan "On State Services" is subject to the review within five working days from the date of its registration.

The complaint on the actions (inaction) of an employee of the State Corporation is sent to the head of the State Corporation at the address indicated on the Internet resource of the corporation.

11. The complaint of the service recipient on the issues of provision the state service on enlisting in a waiting list, received by the service provider, the State Corporation, is subject to the review within five working days from the date of its registration.

12. When sending a complaint through the portal, information about the appeal is available to the service recipient from the "personal account", which is updated during the processing of the appeal by the service provider (marks on delivery, registration, execution, response on consideration or refusal of consideration).

Information about the procedure of appealing through the portal can be obtained through the Unified Contact Center on the issues of provision state services.

The complaint of the service recipient received by the authorized body for the assessment and control over the quality of the provision of state services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In case of disagreement with the result of provision the state service on enlisting in a waiting list, the service recipient shall apply to the court in accordance with the procedure, established by the legislation of the Republic of Kazakhstan.

13. The general waiting list for admission to preschool organizations shall be formed by belonging to an inhabited locality (city, village, settlement) by year of birth of children for each year of birth separately.

A waiting list for special preschool organizations shall be formed within the settlement to a specific preschool organization according to the year of birth of children, for each year of birth separately.

Within the waiting list by year of birth, the waiting list is divided according to the types of disorders that children have, if the preschool organization provides groups with various types of care, correction.

The waiting list to sanatory preschool organizations shall be formed within an inhabited locality to a certain preschool organization by the year of birth of children for each year of birth separately.

Within the waiting list by year of birth, the waiting list is divided by type of rehabilitation / prevention, if the preschool organization provides groups with different types of rehabilitation / prevention.

14. Applications in waiting lists shall be placed by dates and time of submission of an application by the applicant.

15. A parent or a legal representative of a child shall be enlisted to the waiting list in one inhabited locality no more than three times during the period of preschool age.

16. A parent or legal representative of a child who has received an extraordinary or primary referral to a state preschool organization, to select another preschool organization after one month, joins the general waiting list and receives a referral to a private preschool organization.

17. A parent or legal representative of a child with special educational needs, in the presence of supporting documents, may be simultaneously enlisted in several waiting lists- a general waiting list, a waiting list for a special, sanatorium preschool organization.

18. The age of the child for filing an application and being enlisted in a waiting list does not exceed the full age of 6 years as of September 1 of the current academic year (except for children with special educational needs who have a corresponding conclusion of the psychological, medical and pedagogical commission, and children who are still under the full age of 6 years as of September 1).

19. To select another preschool organization, the child is expelled from the preschool organization, and the parent or legal representative of the child submits an application for enlistment to a waiting list to receive a referral to the preschool organization.

20. Waiting list for applications shall be renewed in cases of:

1) receipt of applications from parents or legal representatives of children, who are entitled for extraordinary receipt of a place in preschool organizations according to clause 3 of article 52 of the Law of the Republic of Kazakhstan "On Military Service and Status of Military Servants" and clause 8 of article 78 of the Law of the Republic of Kazakhstan "On Special State Bodies";

2) receipt of applications from parents or legal representatives of children of teachers according to clause 3 of article 12 of the Law of the Republic of Kazakhstan "On the Status of a Teacher"; children, whose legal representatives are disabled people; left without parental care, and orphans; children from large families; children with special educational needs; children from families with a disabled child for priority getting a place in a preschool organization;

3) change of the preferential status of the application;

4) exclusion of the application from the waiting list in the result of recalling the application;

5) issuance of a referral;

6) placement of the application to the stop-list, archive;

7) lack of interest of the applicant in getting a place in a preschool organization.

21. Applications in the waiting list shall be located relative to each other within each group by date and time of application.

Applications on the extraordinary obtaining a place shall be placed before the applications of priority obtaining a place.

Applications on the extraordinary obtaining a place shall be distributed between the applications submitted on a general basis, in the ratio of "one to three" (an application for priority placement is placed every three applications submitted on a general basis).

22. The service provider verifies and confirms the identity information of the applicant, the legal representative of the child, information confirming the possibility of an extraordinary or priority receipt of a place in a preschool organization, twice - when registering an application for enlisting in a waiting list and after receiving a referral for admission to a preschool organization.

The applicant shall submit the original documents to the service provider for verification no later than five working days from the date of sending the application for registration or receiving the referral for admission. The Service Provider shall confirm the accuracy of the submitted documents within 30 minutes from the date of their submission. After confirming the documents, the application shall be registered in the waiting list. To verify the authenticity of documents of military servants and employees of special state bodies, the service provider

shall monthly submit consolidated requests to the authorized body and cancels applications and referrals upon receipt of a negative opinion.

23. The applicant shall have an opportunity:

1) to apply for being enlisted in a waiting list, changing an application already submitted, withdrawing an application from the waiting list, receiving and canceling a referral for admission to a preschool organization, renewing a referral, receiving notification of a change in application status and referral;

2) confirmation of interest in getting a place in a preschool organization;

3) studying information about vacant places and receiving an electronic referral for admission to a preschool organization;

4) saving the registration details of the personal account of the waiting list management system, not transferring them to third parties.

24. The waiting list management system, operating around the clock and carrying out a continuous process of distributing vacant places among applicants, as new vacant places appear:

1) registers (or refuses to register) an application for enlisting in a waiting list, places the application to the stop-list, considers the refusal of admission by issued referrals on behalf of preschool organizations;

2) daily receives information from preschool organizations about the availability of vacant places with an indication of the age group;

3) daily at 18:00 (eighteen) hours on a specialized Internet resource publishes a bulletin of vacated places (it is possible to change the regulatory time by a normative act of the service provider);

4) daily at 07:00 (seven) in the morning (it is possible to change the regulatory time by the normative act of the service provider, but no later than 23:59 hours of the current day) opens priority access to obtaining a referral only for the first applicants (all at the same time) for a limited period - 3 (three) working days;

5) provides an opportunity for applicants to independently obtain an electronic referral for admission to a preschool organization that they have chosen;

6) automatically changes the status of an early booking place to the status of free if it is vacated earlier than the deadline;

7) uses the blockchain technology to ensure protection of accumulated data from unauthorized interference: register of all applications, register of all referrals, register of bulletins of vacated places;

8) publishes on a specialized Internet resource and updates information about applications ;

9) excludes from the waiting list an application when the child attains the age of 6 (six) years (except for children with special educational needs, who have a conclusion of psychological, medical and pedagogical consultation, as well as children who have not yet

attained the full age 6 years as of September 1 of the current year) and places it to the archive due to reaching the maximum possible age;

10) after three days of distribution of vacant places, it opens access to the remaining vacant places for the next 1000 (one thousand) applicants in the waiting list.

25. Preschool organizations shall have an opportunity:

1) to recall vacant places, previously published in the bulletin, including the early booking vacant places of early booking and temporary stay, due to an internal need with an indication of the reason (overhaul, quarantine, cancellation of the state order, closure);

2) to cancel the issued referral for the recalled vacant place, in this case, the applicant shall be sent a notification;

3) to publish in the bulletin of vacated places the places of early booking (preschool organizations, which have the state educational order);

4) to publish in the bulletin of vacated places, places of temporary stay with an indication of the date, when a child is expelled from the preschool organization due to the expiration of the period of temporary stay; at the same time, the sequence of the child, who received a referral for temporary stay, preserves.

26. For the general waiting list, a referral is issued at the initiative of the applicant in accordance with the sequence, age of the child.

27. For the waiting list to a special and sanatory preschool organization, the referral is issued in accordance with the sequence of the applications.

28. When issuing a referral, the child's age is taken into account according to the full age as of September 1 of the current academic year.

29. An applicant who has applied for several children in the general waiting list shall be provided with an opportunity (at the applicant's discretion) to receive referrals for all children to one preschool organization at the same time, provided there are the required number of places in this organization at the time of receiving the referral.

30. The applicant shall be provided with an opportunity to cancel the issued referral on his own initiative no later than one day from the date of issue of the referral; once to extend the validity of the referral additionally up to 30 (thirty) calendar days in case of physical inability to appear at the preschool organization on time (illness, hospitalization, business trip, vacation).

Paragraph 2. Procedure for the provision of the state service "Acceptance of documents and admission of children to preschool organizations"

31. The state service "Acceptance of documents and admission of children to preschool organizations" (hereinafter referred to as the state service on admission of children) shall be provided by preschool organizations of all types (hereinafter referred to as the service provider).

32. To obtain the state service on admission of children, an individual (hereinafter referred to as the service recipient) shall submit documents to the office of the service provider or to the web-portal of "electronic government" (hereinafter referred to as the portal) according to clause 8 of Appendix 4 to the Rules.

The list of basic requirements for the provision of the state service on admission of children, including the characteristics of the process, the form, content and result of the provision of the service, as well as other information, taking into account the specifics of the provision of the state service on admission of children, is given in the Standard of state service "Acceptance of documents and admission of children to preschool organizations" according to Appendix 4 to the Rules.

In the "personal account" of the service recipient, information about the status of consideration of the request for the provision of the state service on admission of children is displayed, as well as a notification is posted indicating the date and time of receipt of the result of the state service on admission of children.

The office of the service provider shall carry out acceptance of documents according to the list, specified in clause 8 of Appendix 4 to the Rules, checks them for completeness of the submitted documents. When the service recipient submits a full package of documents, the service provider enrolls the child in a preschool organization on the basis of an agreement concluded between the preschool organization and one of the parents or legal representative of the child.

If the service recipient submits an incomplete package of documents according to the list provided for in clause 8 Appendix 4 to the Rules, the service provider shall give a substantiated response about the refusal to provide of the state service on admission of children.

In case of applying through the portal, the service provider on the day of acceptance of the documents shall carry out their acceptance and registration.

The service provider checks the submitted documents for completeness within 30 minutes . In case of incompleteness within the specified time frame, prepares a reasoned refusal, which is sent in the form of an electronic document to the applicant in the "personal account" on the portal.

When establishing the fact of completeness of the submitted documents, the service provider fill s out an electronic request and attaches electronic copies of the documents; after the processing (verification, registration) of the electronic request by the service provider, the service recipient is sent a notification about the status of the electronic request, the period for the provision of the state service on admission of children, as a result of the provision of the state service on admission of children in the form of an electronic document signed by the electronic signature of the authorized person of the service provider, enrollment of a child in a preschool organization or a motivated response to refuse to provide the state service on admission of children.

33. The service provider shall ensure entering the data on the stage of provision of the state service to information system of monitoring of provision of the state services, in the manner, according to subclause 11) of clause 2 of article 5 of the Law of the Republic of Kazakhstan "On State Services".

34. The service provider shall cancel the admission of a child due to the following reasons :

1) the applicant did not submit the documents required for the conclusion of the contract or the validity period of the documents was expired (the child's health passport and the child's health certificate issued no later than three calendar days in relation to the date of conclusion of the agreement);

2) according to submitted documents, the child has medical contraindications for admission to the preschool organization.

35. Acceptance of documents and admission of children to preschool organizations for permanent or temporary stay shall be carried out throughout the year if there are vacant places in them.

36. A complaint on the decision, actions (inaction) of the service provider on the provision of the state service on admission of children can be filed in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision state services in accordance with the legislation of the Republic of Kazakhstan.

The complaint of the service recipient, received by the service provider, in accordance with clause 2 of article 25 of the Law of the Republic of Kazakhstan "On State Services" is subject to the review within five working days from the date of its registration.

When sending a complaint through the portal, information about the appeal is available to the service recipient from the "personal account", which is updated during the processing of the appeal by the service provider (marks on delivery, registration, execution, response on consideration or refusal of consideration).

Information about the procedure of appealing through the portal can be obtained through the Unified Contact Center on the issues of provision state services.

The complaint of the service recipient received by the authorized body for the assessment and control over the quality of the provision of state services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In case of disagreement with the result of provision the state service on admission of children the service recipient shall apply to the court in accordance with the procedure, established by the legislation of the Republic of Kazakhstan.

Appendix 1
to the Rules for the provision of
state services in the field of
preschool education
To the service provider
(from) _____
surname, name, patronymic (if any)

(hereinafter referred to as the
surname, name, patronymic)
(when filling out on paper media)

_____

(Individual Identification Number
(hereinafter referred to as the IIN),
residing at:

_____

Application.

I hereby request to enlist my child in a waiting list for receipt of a referral to a preschool organization in the territory of the inhabited locality

_____

__

city (rural settlement, village)

IIN _____,

_____

__

surname, name, patronymic (if any) of the child (when filling out on paper media)

_____ date of birth.

I hereby inform that the child is (indicate as necessary):

1) a child of military personnel, including those killed, deceased or missing during the service (copy of the document);

2) a child of employees of special state bodies, including those killed, deceased or missing during the service (copy of the document);

3) a child, whose parents are the disabled;

4) a child with special educational needs (copy of the document);

5) a child without parental care;

6) an orphan;

7) a child from a large family;

8) a child of a teacher;

9) a child from a family with a disabled child;

10) does not belong to any of the above categories.

Please notify me of changes to my application in the following methods:

1) electronic message (sms) - notification in any form to the following mobile phone numbers (no more than two numbers):

_____;

2) e-mail notifications in any form:

_____.

(If life circumstances change, the position of the application in the waiting list may change. Applications are grouped in the waiting list by the child's year of birth (calendar year) in order of priority by date of application.).

I hereby confirm that I give my consent for using information which are the secret protected by law, contained in the information systems.

Signature _____ Date _____

Appendix 2
to the Rules for the provision of
state services in the field of
preschool education

Standard of the state service "Enlisting preschool children (under the age of 6 years) in a waiting list for referral to preschool organizations"		
1	Name of service provider	State Corporation, local executive bodies of regions, the cities of Nur-Sultan, Almaty and Shymkent, districts (cities of regional significance), akims of districts in the city, cities of district significance , villages, villages, rural districts.
2	Methods of provision of the state service	Acceptance of an application and issuance of the result of provision of the state service shall be carried out via: 1) the office of the service provider; 2) Non-Profit Joint Stock Company "State Corporation "Government for citizens" (hereinafter referred to as the State Corporation); 3) web-portal of "electronic government" www.egov.kz (hereinafter referred to as the portal).
3	Period of provision of the state service	From the moment of applying to the service provider, the State Corporation, on the portal - 30 minutes.
4	Form of provision of the state service	Electronic and (or) paper.
5	Result of provision of the state service	Notification of enlistment to a waiting list (in any form) or a substantiated response about the refusal to provide the state services on the grounds established by clause 9 of this Standard of state services.
6	The amount of payment charged to the service recipient for the provision of state services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	For individuals the state service is provided free of charge.
7	Work schedule	1) of the service provider: from Monday to Friday, except for holidays, according to labor legislation of the Republic of Kazakhstan in accordance with the established work schedule of the service provider from 9:00 a.m. to 18:30 p.m. with a break for lunch from 13:00 p.m. to 14:30 p.m. Acceptance of applications and issuance of the results of provision of the state service shall be carried out from 9:00 a.m. to 18:30 p.m. with a break for lunch from 13:00 p.m. to 14:30 p.m. The state service is provided on a first come, first served basis without prior registration and expedited service; 2) of the State Corporation: from Monday through Saturday, except for holidays, in accordance with the established work schedule from 9:00 a.m. to 20:00 p.m. without breaks for lunch according to labor legislation of the Republic of Kazakhstan.

		Reception is carried out in the order of the "electronic" queue, at the choice of the service recipient without expedited service, it is possible to book an electronic queue through the portal; 3) of the portal: around the clock, except for technical breaks associated with repair work (when the service recipient applies after the end of working hours, on weekends and holidays according to the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of the state services are received on the next working day). The addresses of the places of provision of the state services are posted: 1) on the Internet resource of the Ministry: www.edu.gov.kz; 2) State Corporation: www.gov4c.kz; 3) on the portal: www.egov.kz.
8	List of documents required for the provision of the state service	When applying to the service provider or to the State Corporation: 1) application in the form according to Appendix 1 to the Rules; 2)certificate of birth of a child (for identification); 3) identity document of the service recipient (one of the parents or a legal representative (for identification); 4) a certificate issued from the place of work of a military servant or an employee of special state bodies, certified by the signature of the authorized person and the seal (if any) (valid for a month from the date of issue); 5) certificate from the teacher's place of work, certified by the signature of the head of the educational organization and the seal (valid for a month from the date of issue), scanned copy of the diploma; 6) conclusion of the psychological, medical and pedagogical consultation for children with special educational needs (if any); 7) conclusion of a phthisiatrician; 8) documents confirming the possibility of priority receipt of a referral to a preschool organization. The service provider or employee of the State Corporation receives information about identity documents, certificate of birth of the child, information confirming the possibility of first-priority receipt of a referral to a preschool organization, from the relevant state information systems through the gateway of "electronic government". The service provider or employee of the State Corporation obtains consent to the use of information contained in information systems and constituting a secret protected by law, in the in provision of state services, unless otherwise provided by the laws of the Republic of Kazakhstan. When applying to the akim of a settlement, village, rural district, the service recipient submits originals (for identification) and copies of documents. When applying to the portal: 1) application in the form of an electronic document, signed by the EDS of the service recipient, in the form according to Appendix 1 to the Rules; 2) a scanned copy of a certificate issued from the place of work of a military servant or an employee of special state bodies, certified by the signature of the authorized person and the seal (if any) (valid for a month from the date of issue); 3) a scanned copy of a conclusion of the psychological, medical and pedagogical consultation for children with special educational needs (if any);

		4) referral of a phthisiatrician. An electronic request for the portal is carried out in the form of an electronic document certified by the EDS of the service recipient, or by entering a one-time password. The service provider receives information about the identity documents, certificate of birth of the child, information confirming the possibility of first-priority receipt of a referral to a preschool organization, from the relevant information state systems through the gateway of "electronic government".
9	Grounds for refusal to provide state services established by the legislation of the Republic of Kazakhstan	1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining state services, and (or) the data (information) contained therein; 2) inconsistency of the service recipient and (or) the presented materials, objects, data and information necessary for the provision of state services with the requirements established by the regulatory legal acts of the Republic of Kazakhstan.
10	Other requirements, taking into account the specifics of the provision of state services, including those provided in electronic form and through the State Corporation	The maximum allowable waiting time for the delivery of the package of documents to the service provider or to the State Corporation is 15 minutes. The maximum allowable time of service by the service provider or in the State Corporation is 30 minutes. Acceptance of documents for the provision of state services to a service recipient with a health disorder, persistent disorder of body functions, limiting his life, who applied through the Unified Contact Center – 1414, 88000807777 shall be carried out by an employee of the State Corporation with a visit to the place of residence. If there are medical contraindications that prevent a child from staying in a preschool organization, then he is not enrolled in a preschool organization. The service recipient receives information about the procedure and status of the provision of state services in remote access mode through the "personal account" of the portal, the Internet resource of the service provider, referral services for the provision of state services, as well as the Unified Contact Center. Contact numbers of reference services on the provision of state services are indicated on the Internet resource of the Ministry www.edu.gov.kz in the section "Public Services". Phones of the Unified Contact Center on the issues of provision of the state services are: 1414, 8 800 080 7777. At the choice of the service recipient, the state service is provided on the principle of "one application" together with the state service "Registration of the birth of a child, including amendments, additions and alterations to the vital records".

Appendix 3
to the Rules for the provision of
state services in the field of
preschool education

_____
(surname, name, patronymic (if any)

_____
(address of the service recipient)

Receipt of refusal to accept documents

In accordance with clause 2 of article 20 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services", the department No.__ of the branch of Non-Profit Joint Stock Company "State Corporation "Government for citizens" _____ _____

(indicate the address)

Hereby refuses to accept documents for the provision the state service

_____

(indicate the name of the state service)

Due to the submission by you of an incomplete package of documents according to the list provided for by the Standard of state services, and (or) documents with an expired validity period, namely:

Name of missing documents:

1) _____;

2) _____;

3) _____ .

This receipt was made in two copies, one copy for each of the parties.

Performer: _____

surname, name, patronymic (if any)

Signature _____

Phone number _____

Accepted: _____

surname, name, patronymic (if any)

Signature _____ "____" _____ 20____

Appendix 4
to the Rules for the provision of
state services in the field of
preschool education

Footnote. Appendix 4 as amended by the order of the Minister of Education and Science of RK dated 17.07.2020 № 306 (shall come into force from the date of its first official publication).

Standard of the state service "Acceptance of documents and admission of children to preschool organizations"		
1	Name of service provider	Preschool organizations of all types (hereinafter referred to as the service provider)
2	Methods of provision of the state service	Acceptance and issuance of documents for the provision of state services are carried out through the office of the service provider, the web portal of " electronic government" (hereinafter referred to as the portal).
3	Period of provision of the state service	30 minutes.
4	Form of provision of the state service	Electronic and (or) paper

5	Result of provision of the state service	Admission of a child to a preschool organization based on the concluded agreement between the preschool organization and one of the parents or the legal representative of the child or a substantiated response on refusal to provide the state service.
6	The amount of payment charged to the service recipient for the provision of state services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	For individuals the state service is provided free of charge.
7	Work schedule	1) of the service provider: from Monday to Friday, except for holidays, according to labor legislation of the Republic of Kazakhstan in accordance with the established work schedule of the service provider from 9:00 a.m. to 18:00 p.m. with a break for lunch from 13:00 p.m. to 14:00 p.m. Acceptance of applications and issuance of the results of provision of the state service shall be carried out from 09:00 a.m. to 17:30 p.m. with a break for lunch from 13:00 p.m. to 14:00 p.m. The state service is provided on a first come, first served basis without prior registration and expedited service; 2) the portal: around the clock, except for technical breaks associated with repair work (when the service recipient applies after the end of working hours, on weekends and holidays according to the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of the state services are received on the next working day). The addresses of the places of provision of the state services are posted: 1) on the Internet resource of the Ministry: www.edu.gov.kz; 2) on the portal: www.egov.kz.
8	List of documents required for the provision of the state service	to the service provider: 1) referral for admission (valid within five working days from the date of issue); 2) identity document of one of the parents or the legal representative (for identification); 3) document, certifying the child's birth (for identification); 4) child's health passport in the form set forth by the Instruction for completion and maintenance of the record form 026/y-3 "Child's Health Passport", approved by the order of the Minister of Healthcare of the Republic of Kazakhstan dated June 24, 2003 No. 469 (registered in the State Register of Regulatory Legal Acts as No. 2423); 5) health certificate of the child; 6) conclusion of the psychological, medical and pedagogical consultation (for children with special educational needs). To the portal: 1) referral for admission to a preschool organization (valid within five working days from the date of issue); 2) identity document of one of the parents or the legal representative (for identification); 3) document, certifying the child's birth (for identification); 4) child's health passport in the form set forth by the Instruction for completion and maintenance of the record form 026/y-3 "Child's Health Passport", approved by the order of the Minister of Healthcare of the Republic of Kazakhstan dated June 24, 2003 No. 469 (registered in the State Register of Regulatory Legal Acts as No. 2423) (electronic copy);

		5) health certificate of the child (electronic copy); 6) conclusion of the psychological, medical and pedagogical consultation (for children with special educational needs) (a scanned copy, if any). In cases of implementation of restrictive measures by the relevant state bodies , imposition of the state of emergency, the occurrence of social, natural and man-made emergencies in a certain territory, service recipients in this territory provide directly to the educational organization the documents listed in subclauses 4), 5) and 6) of the first clause and subclauses 4), 5) and 6) of the second item of this clause as the restrictive measures are removed, the state of emergency ends.
9	Grounds for refusal to provide state services established by the legislation of the Republic of Kazakhstan	1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining state services, and (or) the data (information) contained therein; 2) inconsistency of the service recipient and (or) the presented materials, objects, data and information necessary for the provision of state services with the requirements established by the regulatory legal acts of the Republic of Kazakhstan.
10	Other requirements, taking into account the specifics of the provision of state services, including those provided in electronic form and through the State Corporation	The maximum allowable waiting time until the receipt of documents is 15 minutes. The maximum allowable service time is 15 minutes. The recipient receives information about the procedure and status of the provision of state services in the remote access mode through the "personal account" of the portal, the Internet resource of the service provider, referral services for the provision of state services, as well as the Unified Contact Center. Contact numbers of inquiry services on the provision of public services are indicated on the Internet resource of the Ministry www.edu.gov.kz in the section "Public Services". Phones of the Unified Contact Center on the issues of provision of the state services are: 1414, 8 800 080 7777.

Appendix
to the order of the Minister of
Education and Science
of the Republic of Kazakhstan
dated June 19, 2020 No. 254

List of certain invalidated orders of the Minister of Education and Science of the Republic of Kazakhstan

1. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 7, 2015 No. 172 "On approval of the standards of state services provided by local executive bodies in the field of preschool education and training" (registered with the Ministry of Justice of the Republic of Kazakhstan on May 8, 2015 No. 10981, published in the information and legal system “Adilet” on May 18, 2015, newspaper "Kazakhstanskaya Pravda " on July 23, 2015 No. 138 (28014)).

2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 21, 2016 No. 58 "On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 7, 2015 No. 172 "On approval of the standards of state services provided by local executive bodies in the field of preschool

education and training" (registered with the Ministry of Justice of the Republic of Kazakhstan on February 25, 2016 No. 13255, published in the information and legal system “Adilet” on March 10, 2016).

3. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 11, 2017 No. 518 "On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 7, 2015 No. 172 "On approval of the standards of state services provided by local executive bodies in the field of preschool education and training" (registered with the Ministry of Justice of the Republic of Kazakhstan on November 3, 2017 No. 15966, published in the Reference Control Bank of RLA RK in the electronic form on November 15, 2017).

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of Justice of the Republic of Kazakhstan