

TALLINN INTERNATIONAL KINDERGARTEN INTERNAL RULES

1. First Day of Attendance - short days

- Daycare and Small Group kids will attend with their parents on the first day.
 - Arriving at 9:15 and leaving at 12:30.
 - Teachers will give you feedback on their day and how to proceed for the next day, especially for nap time.
- Middle and Big Group kids will attend without their parents on their first day.
 - Arriving at 9:15 and leaving at 12:40.
 - Teachers will give you feedback on their day and how to proceed for the next day, especially for nap time if applicable.

2. Kindergarten drop off & pick up.

- The Kindergarten is open from 8:00 to 18:00.
 - Kindergarten program from 9:00 to 15:00.
 - Evening care from 15:00 to 17:45.
- The child should be dropped off at the kindergarten between 8:00 and 9:00. Everyone should be present by 9:30 latest for the first class.
- The child should be picked up according to the agreed schedule:
 - at the latest by 15:00.
 - at the latest by 17:45.
 - If you are unable to pick up your child in time, please inform the teacher/management of this in order to agree on a different arrangement.
- During drop off please make sure your child is greeted by a teacher.
- Please take into consideration the groups daily schedule when dropping off or picking up your child.
 - If you need to adjust the schedule on a certain day, please ask the teacher through Eliis for arrangements.
- Please let us know if the child gets ill or cannot attend for some other reason. Please mark an absence notice on Eliis, also let us know when your child will be returning.
- Parents should also inform the kindergarten if someone other than the parents will be picking the child up from the Kindergarten. We cannot hand the child over to a stranger, you can mark this on Eliis or message your group teacher.

3. Exchange of information and cooperation

- We kindly ask that information concerning the child's day (eating, sleeping, participation in activities, time of going home) be communicated to the teacher by a parent through Eliis.
- Please get acquainted with the rules and procedures of the Kindergarten.

- We will keep you informed about events and topics in the Kindergarten through Eliis. You can also find your child's group schedule, daily feedback, photos, and other updates through Eliis.
- Behavior:
 - The kindergarten has a zero bullying tolerance.
 - Parents will be informed of any unacceptable behavior and the teacher will request a meeting with parents to move forward.
 - Hitting, spitting, biting, aggression towards others or self, unkind words, disrespecting authority.

4. Photographs

- Parents are responsible for completing and submitting the media form in order for us to release photos on social media. Teachers will post daily pictures of your child's group on Eliis.
- If you do not want your child to be photographed please state it on the media form.

5. Clothing

- Make sure your child's basket has everything mentioned in the Basket Content information.
- Dress your child comfortably and according to the weather.
- Provide mittens instead of gloves.
- In order to avoid accidental swapping of clothes and footwear mark them with your child's name.
- If your child is still using diapers please make sure that we have sufficient stock available in the Kindergarten.
- Comb/brush, hair clips/ hair elastics recommended, especially if a child has longer/long hair. If your child has long hair, please make sure that her/his hair is fixed properly (ponytail, braids, etc.).
- Parents have full responsibility if her/his child is wearing a necklace, bracelet, ribbons, pacifiers tied to a string, or any other objects that may endanger the child's well-being.
- The child is fully responsible for her/his belongings including hair clips, bracelets, necklace, and other items that might easily get lost.

6. Eating

- Three meals are offered at the Kindergarten:
 - Breakfast 9:00.
 - Last breakfast is served at 9:15.
 - Lunch 12:00 (please see group's schedule for the specific time).
 - Afternoon snack 15:30.
- Please inform the personnel of the Kindergarten if your child has any allergies.
 - The weekly menu is available on Eliis.
- We cannot accept any home-baked goods.
- Children are only allowed to bring food for a birthday celebration. Any other events should be discussed with teachers first.

7. Toys

- Children can only bring their own toys to the Kindergarten on **Wednesdays**.
 - Toys should be big with no extra small pieces such as LEGOs.
 - Taking your own toys to Kindergarten means that other children can also play with them.
- Children cannot bring electronic devices such as laptops, iPads, cellphones, DVD players for toy day.
- Teachers are not responsible for the loss of or damage to toys.

8. Celebrating Birthdays

- The birthday child may also treat others with a birthday cake or fruits for after lunch.
 - The birthday cake should come from a certified bakery, please request the ingredients and submit it to the office.
 - The cake should not contain any kinds of nuts.
 - Ice cream is not allowed as a form of dessert.
 - We cannot accept home-cooked cakes.
 - Animators are not allowed.

9. Illness

- Please see the form below for more details on when to keep your child at home due to an illness.
- If a child gets ill while being at the Kindergarten we will contact you through Eliis or a phone call.
- *According to the law of the Estonian Republic, medication administration in kindergarten is prohibited.*

10. Kindergarten breaks & holidays

- The Kindergarten is closed on public holidays and during the autumn, winter, and spring school holidays. Please always check the school calendar on our website, this information is also provided at the beginning of each academic year or upon acceptance to the kindergarten.
- During the summer June 25th until August 31st the kindergarten groups are merged into two groups for summer activities.
- All kindergarten holidays are on the Eliis calendar.

11. Outside walks (Middle & Big Group)

- Parents are responsible for signing the permission slip on the bulletin board every month.
- Parents are responsible for submitting the annual permission slip by September 15th.

Child's name:.....

Parent(s) signature:

Date:.....

When should parents keep their children home from kindergarten due to illness?

Due to the weather changes, many children have started getting sick and many parents have asked, “When is my child sick enough to stay home from kindergarten?” This is not always an easy question to answer but we hope that these guidelines can help you!

A child who is sick will not be able to perform well in kindergarten and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught in an uncomfortable situation and your child will not have a place to stay if he/she is ill.

Tallinn International Kindergarten strongly suggests that you should **NOT** send your child to school if he/she has:

Common cold – irritated throat, **runny nose**, watery discharge from eyes, sneezing, chills, and/or general body aches. Seek care from the doctor if symptoms persist beyond 7-10 days, fever or cough producing phlegm develops, or nasal discharge becomes yellow or green.

Cough – interferes with the child’s ability to fully participate in classroom activities and can easily spread. Seek care from the doctor if the cough lasts beyond 7-10 days, or if coughing phlegm.

Fever – If the child’s temperature is 37.7 degrees Celsius (99.9 degrees Fahrenheit) or higher, the child should remain at home until they no longer have a fever for a full 24 hours. Remember that a fever is a symptom indicating the presence of an illness.

Flu – symptoms include abrupt onset of fever, chills, headache, and sore muscles. **Runny nose**, sore throat, and cough are common. Your child should remain at home until the symptoms are gone and they are without a fever for a full 24 hours.

Head Lice – Lice are small grayish-tan, wingless insects that lay eggs called nits that attach to the hair shaft, close to the scalp. Nits are easier to see and detect than live lice. Nits are small whitish specks usually found on the hair behind the ears, at the nape of the neck, or crown of the head. If live lice are found, your child **MUST** be treated with Lice Shampoo. Your child must report to the kindergarten.

Pinkeye – The white of the eye appears red, swollen, burns, itches or has pus-like drainage. This requires treatment from a doctor. Your child may return to school after taking antibiotic treatment for 24 hours.

Strep Throat – The throat appears severely red, swollen or has whitish pus spots. Other symptoms include throat soreness, fever, swollen glands of the neck, nausea, or vomiting. This requires treatment from a doctor. Your child may return to the kindergarten once all symptoms are gone.

Vomiting & Diarrhea – Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours.

If your child becomes ill at the kindergarten, the teacher or office manager will contact you for the child to be picked from the kindergarten. We also ask parents to look at their kids' daily feedback where sometimes teachers will ask parents to keep the kids home the following day if they see the child getting sick throughout the day. Please know that if a child shows up clearly sick, the teacher will also ask you to take your child home right away.

PERMISSION

I (name of the parent)am aware and I agree that my
child (name of the child(ren)).....will
be leaving the premises of the International Kindergarten under the supervision of the teachers of
the International Kindergarten.

Parent(s) signature

...../...../20.... ..