



Tallinn International Kindergarten

INTERNAL RULES

1. Kindergarten schedule - organization of drop off & pick up.

- 1.1. The Kindergarten is open from 8:00 to 18:00.
 - The kindergarten program is scheduled from 9:00 to 15:00.
 - Pre-care is offered from 8:00 to 9:00
 - Evening care is offered from 15:00 to 17:45.
- 1.2. 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.
- 1.3. The child should be picked up according to the agreed schedule:
 - at the latest by 15:00.
 - at the latest by 17:45.
- 1.4. Parents must inform the teacher/management about arriving late in order to agree on a different arrangement.
- 1.5. Parents are responsible for the arrival and departure of their child. During drop-off, parents should ensure that their child is greeted by a teacher. Children should not be left unattended in the hallways.
- 1.6. Children who arrive between 8:00 and 9:00 should be dropped off in the Nursery classroom. Children who arrive after 9:00 should be dropped off in their classroom.
- 1.7. The group's daily schedule must be taken into consideration when dropping off or picking up the child. Any adjustments to the schedule must be communicated to the group teacher through Eliis.
- 1.8. Any absences should be marked in the Absence Calendar in Eliis.
- 1.9. Children must be picked up only by their parents or legal representatives. Parents should inform the Kindergarten if someone other than the parents will be picking up the child. The Kindergarten cannot hand the child over to a stranger without prior notice in Eliis from a parent.
- 1.10. Parents are responsible for picking up children on time. If a child is not picked up on time without any information prior, there will be an additional fee for every minute the parent is late. Please refer to section 5.1.3 in your contract.
- 1.11. On the child's last day of attendance, the child should be picked up at 15:00 despite their usual attendance in the Evening Care.

2. First day of attendance - short day schedule

- 2.1. Daycare and Nursery children will attend the class with their parents on the first day.
 - Parents should arrive at 9:15 and leave with their child at 12:30.



- Teachers should provide feedback on the child's day and share guidance for the next day's routine, especially for nap time.
- 2.2. Kindergarten Group children will attend without their parents on their first day. The parents should assist their child in the hallway and make sure the child is guided into their classroom by the teacher.
- Parents should arrive at 9:15 and pick up their child by 12:40.
 - Teachers should provide feedback on the child's day and share guidance for the next day's routine, especially for nap time. if applicable.

3. Meals and food organization

- 3.1. The Kindergarten offers three meals that are prepared in the local kitchen. The weekly Menu is available for parents in Eliis.
- 3.2. Breakfast is served at 9:00.
- The last breakfast is served at 9:15.
 - In case the child has breakfast at home instead, parents should inform the teachers and agree on any arrangements.
- 3.3. Lunch is served at around 12:00 (The groups' schedules with the specific time are available in Eliis).
- 3.4. Afternoon snack is served at 15:30 for the Evening Care children only.
- 3.5. Parents should inform the Kindergarten if the child has any allergies.
- 3.6. The Kindergarten can not accept any home-baked goods or meals brought from home.
- 3.7. Children are only allowed to bring food for a birthday celebration. Any other events should be discussed with teachers first.

4. Kindergarten facilities

- 4.1. Parents are allowed to use the playground with their child after the 15:00 pick-up only. If the Evening Care group is playing outside, parents must promptly pick up their child and leave the Kindergarten premises to avoid disrupting the group's routine.
- 4.2. The premises and facilities of the Kindergarten must be returned to their original state after use. Littering is not tolerated, and any items/toys should be used appropriately and responsibly.
- 4.3. Parents are required to use shoe covers or remove their shoes when entering the hallways or proceeding to the classrooms, especially during wet or muddy seasons.
- 4.4. Parents are encouraged not to enter classrooms after their child's adaptation period is completed, ensuring smooth and efficient drop-off and pick-up procedures.

5. Exchange of information and cooperation with parents



- 5.1. Communication between the kindergarten and parents is strictly done through Eliis or in person during working hours.
- 5.2. The information concerning the child's day (eating, sleeping, participation in activities, time of going home) must be communicated to the teacher by a parent through Eliis.
- 5.3. Parents must get acquainted with the rules and procedures of the Kindergarten.
- 5.4. Parents will be informed about the Kindergarten's events and activities through the Eliis calendar. The child's group schedule, daily feedback, photos, and other updates can be found through Eliis.
- 5.5. Parents have the right to change their child's attendance days only if there is an available place in the group. Any adjustments to the schedule should be made at least one week in advance. Parents should contact the group teacher or the office to arrange these changes.
- 5.6. Parents are kindly asked to inform the group teacher of any life-changing events that might affect their child including a parent traveling, family visiting, a pregnancy, a divorce, etc.

6. Behavioral Guidelines

- 6.1. Children at TIKi act according to the values set by the kindergarten: honesty, respect, compassion, diversity, and integrity. These values are supported in each group daily.
- 6.2. Tallinn International Kindergarten has zero bullying tolerance. Parents will be informed of any unacceptable behavior and the teacher will request a meeting with parents if necessary.
 - Unacceptable behavior refers to hitting, spitting, biting, aggression towards others or self, unkind/inappropriate words, and disrespecting authority.
 - Parents will be called to pick up the child for any of the above repeating behavior.

7. Illnesses

- 7.1. Details on when to keep the child at home due to an illness are listed in Appendix 1 of the Internal Rules.
- 7.2. In case a child gets ill while in Kindergarten, the management or teachers should contact you via Eliis or a phone call.
- 7.3. According to the law of the Estonian Republic, medication administration in kindergarten is prohibited.

8. Kindergarten breaks & holidays

- 8.1. The Kindergarten is closed on public holidays and during the autumn, winter, and spring school holidays. The information about the breaks and holidays is provided at the beginning of each academic year or upon acceptance to the kindergarten.



- 8.2. Parents are notified about the holidays and breaks through Eliis calendar.
- 8.3. During the summer months June until August, the Kindergarten groups may be merged into different groups for summer activities.
- 8.4. Parents are required to inform the Kindergarten about their child's extended absences and family vacations. If they wish to request a fee-free month or a discount, as outlined in the contract, parents must submit a written notice to the management.
- 8.5. Children are welcome to celebrate religious/national holidays in their classrooms. Parents should inform their group teacher to coordinate the celebration in the classroom.

9. Celebrating Birthdays

- 9.1. Parents are to inform the group teacher about arranging the child's birthday celebration in the classroom.
- 9.2. The birthday child may treat others with a birthday cake, dessert, or fruit after lunch.
- 9.3. The birthday cake/dessert should come from a certified bakery. Parents should provide the kindergarten with a list of ingredients in the morning on the day of the birthday celebration.
 - The cake/dessert should not contain any kinds of nuts. The kindergarten has a strict nut-free policy.
 - Ice cream is not allowed as a form of dessert.
 - Home-cooked cakes should have a detailed list of ingredients to avoid any allergic reactions or choking hazards.
 - Animators are not allowed.

10. Photographs and Media Release

- 10.1. Parents are responsible for completing and submitting the media form for the Kindergarten to release photos on the website or social media. The form is to be submitted at the beginning of the academic year.
- 10.2. Parents have the right to indicate their preferences regarding the photography of their children on the Media Release Form.
- 10.3. Pictures posted in Eliis for daily feedback from teachers are exempt from the Media Release form.

11. Clothing and personal belongings

- 11.1. The child's basket must contain everything mentioned in the Basket Content information. Parents are responsible for ensuring their child has the necessary items and should check the basket daily during the drop-off or pick-up.
- 11.2. Parents should ensure their child is dressed comfortably and according to the weather.



- 11.3. In order to avoid accidental swapping of clothes and footwear parents must mark them with their child's name.
- 11.4. Parents provide sufficient stock of diapers for the Daycare and Nursery groups. The wet wipes should be provided if necessary.
- 11.5. A hairbrush, hair clips/hair elastics are recommended if a child has longer hair. If the child has long hair, parents ensure that the hair is fixed properly (ponytail, braids, etc.)
- 11.6. Parents have full responsibility if their child is wearing a necklace, bracelet, ribbons, pacifiers tied to a string, or any other objects that may endanger the child's well-being. It is advised to avoid wearing these items at the Kindergarten.
- 11.7. The child is fully responsible for her/his belongings including hair clips, bracelets, necklaces, and other items that might easily get lost.
- 11.8. Items without labels found in hallways and classrooms will be collected and placed in the Lost and Found box located in the hallway next to the Nursery group. Unclaimed items will be donated before the winter and summer break.

12. Toys and Toy Day

- 12.1. Children can bring a soft toy every day strictly for nap time. The toy should be left in their basket every morning.
- 12.2. Children can only bring their toys to play at the Kindergarten on Wednesdays for the Toy Day.
 - 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. Only one toy is allowed.
- 12.3. Children cannot bring electronic devices such as laptops, iPads, or cell phones for toy day.
- 12.4. Teachers are not responsible for the loss of or damage to toys.

13. Kindergarten visits, field trips, and walks

- 13.1. Kindergarten's classroom events will be posted via Eliis calendar.
- 13.2. Kindergarten visits, walks, or school trips are scheduled during the classes and are a part of the weekly plans and curriculum.
- 13.3. Parents are responsible for submitting the annual permission slip by September 15th.

Parent(s) signature: _____

Date: _____



Appendix 1

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

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 **37.5 °C** or higher, the child should remain at home until they no longer have a fever for a full **24 hours**. A fever is a symptom indicating the presence of an illness. If the child has a temperature at the Kindergarten, a parent will be called to pick up the child immediately.

Flu – symptoms include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common.

Vomiting & Diarrhea – Your child should remain at home until without vomiting, diarrhea, or 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 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 kindergarten once all symptoms are gone.

Note: If a child becomes ill at the kindergarten, the teacher or office manager will contact parents for the pick up from the kindergarten. Parents must check their kids' daily feedback for any notes from teachers regarding the well-being of the child. In case a child shows up clearly sick, the teacher will ask parents to take the child home right away.



Tallinn International Kindergarten

PERMISSION SLIP

Please circle your child's group this academic year:

- Daycare Group
- Nursery Group
- Kindergarten Group A (Blue)
- Kindergarten Group B (Yellow)

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

Parent(s) signature:

Date:.....