



TALLINN INTERNATIONAL KINDERGARTEN INTERNAL RULES

1. Taking the child to the Kindergarten and picking him/her up

- The Kindergarten is open from 8 a.m. to 6 p.m.
 - kindergarten from 8 a.m. to 3 p.m.
 - evening care from 3 p.m. to 6 p.m.
- The child should be taken to the kindergarten between 8 a.m and 9.00 a.m so that he/she can participate in all the activities following breakfast.
- The child should be picked up according to the agreed schedule either:
 - at the latest by 3 p.m.
 - at the latest by 6 p.m.
 - If you cannot pick the child up on time, please inform the teacher/management of this in order to agree on a different arrangement.
- The Kindergarten is closed on public holidays and during the autumn, winter and spring school holidays. Please always check the school calendar on our web page.
- During the summer 25.06-31.08 the kindergarten groups are open up to 3 p.m. There is a possibility to stay in evening care group after 3 p.m. For more information please contact manager by e-mail office@kindergarten.ee.
- In order to make the child's life more comfortable in the Kindergarten it would be reasonable to adjust his/her daily schedule to that of the Kindergarten.
- Start your day peacefully and without rushing. Follow your child to his/her group and hand him/her over to the teacher. The teacher can only take responsibility for your child if she knows that the child has been placed under her care.
- While bringing your child to kindergarten or picking him/her up, we ask you to consider taking reasonably limited time for that. This will be (considerate towards kindergarten daily schedule and) helpful to your child and teachers as well as for other children and their parents.
- Please let us know if the child gets ill or cannot come to the Kindergarten for some other reason. It would also be nice if you inform us before the child returns to the Kindergarten. You can e-mail our teachers to staff@kindergarten.ee or call/message to +372 56970529.
- Please also let us know if someone other than the mother or father is going to pick the child up from the Kindergarten. We cannot hand the child over to a stranger.

2. Exchange of information and cooperation

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

- Please do not hesitate to ask the teachers and the head of the Kindergarten for any advice or assistance you may need. If there is anything that annoys you, please tell us openly about it.
- We will keep you informed about events and topical issues in the Kindergarten using the display stand. The weekly schedule is also detailed at the display stand.
- Have a sincere interest in your child's performance in Kindergarten. Praise and encourage your child!
- Acknowledge also the teacher's work!
- Your positive and benevolent attitude towards the Kindergarten, the teachers and your child's playmates makes cooperation even better.
- Good cooperation between parents and teachers is a good basis for the integration of children and will make them feel secure in the Kindergarten.
- Kindergarten has permission to take photos of your child and upload photos to a closed group for parents to see our daily activities in kindergarten. Only our kindergarten parents will have access to the photo gallery that is protected under a password login.
- If you do not want your child to be photographed please tick the box here

3. Clothing

- Dress your child comfortably and according to the weather.
- For playing outside please provide the child with clothes which can be soiled without causing problems.
- During the period when mittens should be worn, please avoid gloves for children under 5 years old.
- Please keep a pair of underwear and socks or stockings in the Kindergarten for emergencies.
- In order to avoid accidental swapping of clothes and footwear mark them with your child's name.
- If your child is still using nappies please make sure that there is a 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 (pony tail, 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, bracelet, necklace and other items that might easily get lost.

4. Eating

- Three meals are offered at the Kindergarten: breakfast 9 a.m.
 - Lunch 12.30 p.m.
 - Afternoon snack 3.30 p.m.
- Please inform the personnel of the Kindergarten if your child has any allergies. • Weekly menu is available on our website and on our display stand.

- Please do not give your child any sweets or any other food, especially chewing-gum to take to the Kindergarten!
- Trust the choice of food in the Kindergarten. It is tasty and we know how to accustom your child to novel food.
- For your information - your child can always ask for extra main course portion. For the sake of the child's well-being, we don't give double dessert portions though.

5. Toys

- Children can only bring their own toys to the Kindergarten on Wednesdays. Please help your child to follow this rule as this makes it easier for other parents as well. • Taking your own toys to the Kindergarten means that other children can also play with them.
- Computers, cell phones and other similar devices are not considered as toys that can be shared with other children and thus we ask you not to bring them to our kindergarten.
- Teachers are not responsible for the loss of or damage to toys.

6. Birthdays

- We celebrate the birthdays of children with a birthday circle and a birthday song. • The birthday child may also treat others with a birthday cake or fruits after lunch. The birthday cake should be with a receipt for this whether from the shop or bakery. • Animators are not allowed.

7. Illness

- A sick child must stay at home. Please do not bring a sick child to the Kindergarten! A serious rhinitis is also an illness.
- Please let your child stay at home a couple of days after having a fever in order to recover properly.
- If a child gets ill while being in the Kindergarten we will immediately inform his/her parents about it. If necessary, we offer first aid.
- *According to the law of Estonian Republic, medication administration in kindergarten is prohibited.*
- If the child has caught a contagious disease please make sure to inform the Kindergarten about it.

Child's name:....

Parent(s) signature:

Date:.....

PERMIT

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.....