



Internal Rules of Tartu International School's Kindergarten

I GENERAL PROVISIONS

1. The internal rules of Tartu International School's Kindergarten are the common agreement for all members of the community: children, staff and parents.
2. The internal rules are established according to the Preschool Child Care Institutions Act of the Republic of Estonia.
3. The internal rules are based on the statute and curriculum of the kindergarten, the principles and policies of the International Baccalaureate Organization, and other documents regulating the work of preschool childcare institutions.
4. The internal rules are established by the principal and are compulsory for the children, parents and kindergarten employees.
5. All agreements in Tartu International School are based on the school's values. Our values are:
 - **Diversity:** we value the heritage and individual background of each person connected to our kindergarten.
 - **Caring and safe learning environment:** mentally and physically friendly atmosphere inspires meaningful learning.
 - **Joy of inquiry:** we seek new ideas and put them to life. We make maximum use of the opportunities we have due to the location of our kindergarten and those offered by the community to develop our children.
 - **Child-centered approach:** we support the individual development of each child.
 - **Sustainability:** we apply sustainability in human relations and our attitudes towards the environment.
 - **Community:** we value cooperation between the family, the kindergarten and the community; collaboration between children of different ages and the team spirit is significant for us.
 - **Professionalism:** our motivated, passionate and adaptive teachers are specialists in their fields; excellence in education is important to us.

II TAKING THE CHILD TO THE KINDERGARTEN AND PICKING THEM UP

6. Tartu International Kindergarten is open from 8.00 a.m. to 5.30 p.m., from Monday to Friday.
 - The kindergarten is closed on public holidays.
 - On the day before a public holiday, the kindergarten is open until 1:00. p.m.
 - The principal of the kindergarten has the right to make compound groups (during summer months, holidays, before a public holiday) if it's needed.
 - The kindergarten is closed for a week during the winter holidays and 4 weeks in summer for a staff holiday.
7. A parent should pick up the child at least 15 minutes before the closing of the kindergarten so that there's time to dress the child and speak to the teacher if needed.
8. All written home-kindergarten communication should take place via Stuudium. Absences must be marked in Stuudium.
9. If possible, try to avoid arriving/leaving during the activities/morning circle. The activities start at 9:30.
10. Please let us know in writing (Stuudium, SMS) if someone other than the parents are going to pick up your child from kindergarten. We will not hand the child over to a stranger or a minor. We do not discuss any issues concerning the child with anyone besides the parents.

III CLOTHES

11. Parents will make sure that their child has suitable clothes for daily indoor and outdoor play.
12. In the kindergarten premises, proper inside footwear (non-slippery) are worn, preferably shoes that the child can put on/ take off himself/herself.
13. For playing outside please provide the child with clothes which can be soiled without causing problems.
14. Please keep extra clothing and socks or stockings in the kindergarten for emergencies.
15. To avoid accidental swapping of clothes and footwear mark them with your child's name.
16. We'd like to keep our house clean. When entering our house, please remove your shoes by the stairs, on the first floor.

IV EATING

17. Kindergarten offers lunch and afternoon snack.
18. Kindergarten does not offer a morning snack. Children should have breakfast at home. If the child wants to eat his or her own morning snack in the kindergarten the child can eat it until 8:50.

19. Families that choose to bring lunch or snacks from home are responsible for providing their children with meals that meet their nutritional needs. Fast food and sweets are not allowed.
20. Please notify the teachers in writing if the child is allergic to any food.
21. The child can be excluded from lunch if the parent adds the absence in Stuudium on the previous day before 12:00.
22. An invoice for kindergarten meals is issued to the parents once a month (if not agreed differently).

V TOYS

23. Children are allowed to bring toys to the kindergarten according to their group rules.
24. Kindergarten teachers are not responsible for the loss or damage of the child's personal toys.
25. For the quiet hour/sleeping time children can bring a soft toy every day.
26. Children are not allowed to bring the following items /toys to the kindergarten:
 - Any kind of military toys (such as guns, knives).
 - Legos and any other small toys that can easily get lost.
 - Money, phones, digital devices (tablets, smartwatches, digital games).
27. Bringing your own toys to the kindergarten means that other children can also play with them.

VI BIRTHDAYS

28. Every child's birthday is celebrated with a birthday song and a card.
29. If a family wishes to bring a treat for their child's group mates, then please inform the group teacher as early as possible and prefer healthy snacks. Guidelines can be found from [here](#).
30. If a child invites children from the group to their birthday party, then if possible we kindly ask to invite the entire group. Exclusion can be a difficult situation to overcome for a young child. Also, if invited, please make an effort to attend.

VII CHILD FALLING ILL

31. A sick child must stay at home. Please take a look at the [health guidelines here](#).
32. If a child gets ill while at kindergarten, parents will be promptly informed.
33. Teachers have the right not to accept children with visible signs of illnesses (eye infection, rash, seriously runny nose, serious coughing, fever, vomiting).
34. After vomiting or illness, at least 24 hours need to have passed before the child can attend kindergarten again.

35. If the child or a close family member (a parent, brother, sister) has caught a contagious disease (lice, chicken pox etc), please make sure to inform the kindergarten about it as soon as possible.
36. We will not give any medicine to the children in the kindergarten.
 - If the child must use any medications during the school day (prescribed by the doctor, for allergies or chronic disease), this medication shall be handed to the child's group teacher. The package of the medicine needs to include the following information: child's name, medication name, reason for taking the medication, frequency, amount, and exact time of day for taking the medicine. The parent must give written permission to give any kind of medicine to the children by a teacher during the kindergarten day. Otherwise, the teacher shall not give medicine to the child.
37. If a child needs special care because of allergies, diabetes, asthma, etc., teachers and the principal should be informed about it.
38. Kindergarten has to be notified about any physical or mental special needs that might affect daily kindergarten life (for example, anxiety, ADHD, etc).

VIII SAFETY

39. Kindergarten teachers are responsible for making sure that children do not go outside of the kindergarten premises alone.
40. During the quiet hour/sleeping time, one teacher is in the same room as the children.
41. Children are generally outside twice a day. During the wintertime, children are outside at least once a day.
42. The daily outdoor playtime of the kindergarten is cancelled or shortened in case:
 - the chill factor is lower than -20 °C
 - the air temperature is lower than -15 °C
 - The policy is applied according to the air temperature and chill factor published daily by the Estonian Meteorological and Hydrological Institute.
43. Parking or dropping off the children is not allowed in the kindergarten grounds (area with pavement stones) for safety reasons. There are some parking places available for staff members and service vehicles (food, garbage, school bus, maintenance).
44. When a child repeatedly shows unexpected/aggressive behaviour (is a threat to his/her group mates' safety), the kindergarten has a right to place a temporary ban on that child's participation in the kindergarten day.

IX CO-OPERATION AND INFORMATION EXCHANGE

45. We kindly ask that information concerning the child's day (eating, sleeping, participation in activities, time of going home) be given to the teacher by a parent.

- 46. Active cooperation between parents and teachers is a good basis for the integration of children and will make them feel secure in kindergarten.
- 47. Twice a year, parents have an opportunity to have a longer conversation with the teacher about your child's development and achievements. Parents are strongly advised to take part in at least one conference per year.
- 48. Parents will be notified about upcoming events, study plans, etc., through Stuudium.

IX VARIA

- 49. Provide your child with a bed sheet, a little pillow, a blanket, and pyjamas or a t-shirt, and a hand towel.
- 50. Parents will wash them at the end of the month or according to the need.
- 51. If your child is still using diapers, please make sure that there is a sufficient stock of diapers and wet wipes available in kindergarten.
- 52. Please make sure that your child has a comb or a brush in kindergarten (especially if the child has long hair). Long hair should be tied or braided.
- 53. The list of things a parent should provide can be seen [here](#).
- 54. Please keep an eye on your child's locker regularly, and take home the pictures and toys to keep it tidy.