

Internal rules of kindergarten Kalli-kalli

- Kalli-kalli kindergarten acts under the Estonian Preschool Child Care Institutions Act, the kindergarten curriculum, development plan and statutes as well as the other legal acts regulating the activities of preschool child care institutions.
- According to the Republic of Estonia Education Act §24 „Pre-school education is mainly acquired at home and parents or persons substituting for parents shall be responsible therefor. Pre-school child care institutions shall support and complement family upbringing“.
- The organization of learning and teaching of Kalli-kalli kindergarten is based on the curriculum of the kindergarten which is in line with the national curriculum for preschool child care institutions.
- Group activities are based on the daily schedule.
- Learning and teaching is conducted based on the principles of the Step by Step teaching methodology.

Bringing the child to the kindergarten and picking him/her up

- Open hours of the kindergarten are 7.30 – 18.00. Different classes are open at different times.
- When you come to the kindergarten in the morning, please take enough time for bringing your child to the group room and for personally delivering the child to the teacher.
- Please tell the teacher of anything what may influence your child’s day (e.g. bad sleep, health problems etc.), so teachers can understand your child better.
- In case your child arrives after 9.30 in the morning, please inform your group teacher, so we can add your child to the catering order list.
- If you want your child to have breakfast at the kindergarten, please be present at 8.30 at the latest.
- Please arrive at least 15 minutes earlier to parties or other events in the kindergarten.
- Please inform us in writing or tell in the morning to the teacher when any other person besides mother or father will pick the child up in the evening.
- Teachers are not allowed to deliver the child to a parent or person who is drunk or on drugs. The teacher will inform of it the other parent or any other close person.
- Please value the teacher’s time, i.e. please come to pick up the child at least 15 minutes before closing of the kindergarten and do not leave without taking contact with the teacher.
- If you are going to be late to pick up your child, please inform your group teacher.
- In the interest of your child and in order to prevent the spread of viruses please do not bring your child to the kindergarten when he/she is ill. A child brought to the kindergarten must be in such a health condition that he/she is able to participate in all activities of the kindergarten.
- If the parent does not pick up the child before the group is closed, the evening care service will be applied where the cost is 10€ every new half an hour.

Clothing

- The child needs clothing suitable for the current weather. The parent knows best the special needs of his/her child and provides the child with all necessary clothing.
- Please bring your child to the kindergarten with clean, fitting and unbroken shoes and clothes and with a tidy appearance. Indoor shoes and change clothes are required.
- In summer a light headwear is required in order to protect the child from strong sunshine. When it is raining gumboots and waterproof clothes are required.
- The daily schedule of the kindergarten includes time spent outdoors every day.
- At colder times please bring water-proof mittens. Gloves are suitable for children who are able to put them on by themselves.
- For sleeping please bring nightgown, pajamas or T-shirt.
- In order to avoid losing or mixing up clothes or shoes we recommend to mark them with the name of the child.
- Indoor shoes should be such that the child is able to put them on and take off by himself/herself. Indoor shoes with Velcro snaps are recommended.
- For playing outside the best clothing is such which enables the child to move and play freely.
- A child must have his/her own comb in the kindergarten.
- In case you have special wishes related to the clothing please inform teachers of it.

Birthdays

- We celebrate children's birthdays in kindergarten the way it is agreed in the group.
- We usually celebrate the children's birthdays with joint singing and with a birthday card made by children themselves.
- If wished the child having birthday may offer cake or candies in the group.

Catering

MORNING	08.30-09:00
LUNCH	12.00-12.30 / 12.30-13.00
DINNER	15.30 / 16.00

- The menu is available on the information stand and on the web-page of the kindergarten.
- Please inform your teachers in writing if your child is allergic to some food.
- Chewing gum is not allowed at the kindergarten.
- If you send candies to the kindergarten with your child please take into account the number of children in the group. Candies are allowed only upon agreement with the teacher.

Toys

- It is allowed to bring toys to the kindergarten upon agreement with the teacher and under the responsibility of the parent.
- The child can bring along a teddy or a book.
- Toys can be brought along if the child is able to share them with other children.
- Guns, swords, knives and other military toys are not allowed in the kindergarten. The parent must be aware of what toys his/her child has taken along.

- It is not allowed to bring mobile phones and jewellery to the kindergarten.
- It is good if the toy has a sign on it which enables to recognize the owner. On sledge the name of the child has to be written.
- Teachers are not responsible for the loss or damage of the personal toys or other personal items.

Diseases

- Kindergarten staff has the right to not accept to the kindergarten a child with clear signs of illness.
- Inform your teachers if your child has allergies or any other health problems that must be supervised.
- An ill child must stay at home. A child who has fever or does not feel well does not have the strength to be at the kindergarten and he/she infects other children.
- During the outdoor time it is not possible to leave any child inside since the group rooms are being aired.
- Teachers are not allowed to give medicines to children. Medicines can only be given to the child in exceptional cases upon chronic diseases and upon the prescription of the doctor.
- In case your child falls ill at the kindergarten you will be contacted at once.
- If possible keep your child at home for some time after the illness since he/she is very receptive to infections for some time.

Co-operation with parents

- Good co-operation between the parents and the teachers is the basis for a smooth adaption of the children at the kindergarten. This in turn contributes to the good development of the child.
- If you are not satisfied with something, please say it out openly first of all to your teachers.
- Please feel free to turn to your group teachers, gymnastics teacher, music teacher, administration or a representative of your group in the board of guardians to get help and advice.
- We inform you of all events and any current issues on the information stand at the group wardrobe, on the web-page and by e-mail. The information on the main group activities and works of the week are also available there. Please find time to look at your child's drawings and craftworks.
- We and you parents have both the same aim – to raise and develop your child respecting his/her individuality. This is only possible to achieve in co-operation of both parties. In support of the development of the child individual performance review conversations are held with parents.
- If your address, phone number or e-mail address changes please inform of it your group teacher.
- Please follow the information displayed on the kindergarten information stand or published on the web-page www.kalli.ee.

- In order to ensure a good co-operation between the family and the kindergarten we ask you to participate in the individual performance review conversations as well as in the kindergarten and group parents' meetings or other events.
- We ask parents to actively participate in excursions, study trips and other activities in order to ensure better safety of the children.
- Costs related to the kindergarten are established in the contract between the parent and the kindergarten.