

Tallinna Männi Kindergarten's Rules of Procedure

1. General provisions

- 1.1. Rules of Procedure proceeds from pre-school childcare laws and legislations.
- 1.2. Rules of Procedure is published on the kindergartens official website and is available in Tallinna Männi Kindergarten on paper form.
- 1.3. Kindergartens rules of procedure is composed by the director and confirmed by Board of Guardians.
- 1.4. It is mandatory that kids, parents, legal guardians (hereafter as a parent) and childcare workers follow the Rules of Procedure.
- 1.5. Kindergartens Rules of Procedure is modified in connection with the legislation changes by the Board of Guardians, teacher's council or kindergartens management proposals and needs identified during the kindergartens internal evaluation.

2. Children coming, going and absence

- 2.1. Parents have the right to bring their children to the kindergarten and take them home at the time suitable for parents considering the kindergartens timetable. It is recommended to be in the groups at 9 am before organized activities start and pick children up at least 15 minutes before the group/kindergarten (alert group) closes.
- 2.2. Parent personally gives children to the kindregarten group worker and recieves the children from the groups worker.
- 2.3. The group teachers have the right to hand the children over to a person who is assigned from the parent if the groups workers are informed previously.

- 2.4. If the child is not picked up during the kindergartens closing hour then the groups teacher will contact the parent or designated person by the phone and reports to the director. If contacting the parents is unsuccessful or the parents are not able to pick up their child, the groups teacher will inform the police about the child who is left in the kindergarten and then follows the orders of the police.
- 2.5. Parent will inform the groups teacher at 9 am at the latest if the child is coming later than that and it is recommended to inform the group teachers if the child is getting sick or not coming in due to any other reasons.
- 2.6. Kindergartens child is not using any smart devices (phones and watches).

3. Supporting the health, well-being and development of the child

- 3.1. Parent informs kindergartens director on a written form about the childs special conditions arising from their state of health, based on what the personal and if possible adjust the day plan, the organization of study and educational activities.
- 3.2. A child shall not be allowed to the kindergarten if the child's state of health is likely to damage the child's own or others health.
- 3.3. The groups teacher follows child's health conditions during accepting the child to the kindergarten, during the day and informs about the health or behavior problems to the parents and director/management if needed.
- 3.4. No medicines are given to the children in the kindergarten. If the doctor has prescribed something for the child who has a chronic health problem (malfunction) then may exceptionally (eg diabetic child) to provide medication in kindergarten at the dose prescribed by your doctor only under the responsibility of the parent and in agreement with the health care practitioner of the kindergarten or appointed by the director with the kindergartens educator.

- 3.5. The parent informs the teacher about the infectious disease of the child as soon as possible. During the period of infectious diseases parents are informed and instructions from the Health Board are applied in kindergarten.
- 3.6. Child has a personal hygiene equipment, including comb, tissues/disposable nose-rags, change of clothes and diapers if needed.
- 3.7. It is recommended for children to have non-slip soles and firmly staying on shoes to reduce the risk of tripping and falling.
- 3.8. Child must have outdoor clothing, hat and footwear according to the weather. Hat is required in summer during sunny weathers too.
- 3.9. Childs clothes must not include dangerously long strings, scarfs and other dangerous details.
- 3.10. Child should have another set of clothes in the closet incase of getting wet or dirty.
- 3.11. If the child gets sick or hurt in kindergarten then the kindergartens worker will call the ambulance and contacts the childs parents. Until the parent or ambulance arrives the child can lie down under supervisory if needed. If nessesary first aid is provided to the sick or injured child until the ambulance arrives.
- 3.12. If the weather conditions are favorable then as many activities as possible are taken place outside in the kindergartens courtyard.

4. Ensuring security

- 4.1. Kindergartens workers are creating childrens physical and psychosocial environment that is safe, secure and offers children different games, learing and creating activities and opportunities to promote physical activity. Kindergartens workers will always act considering child best interests.

- 4.2 Children are set arbitrarily movement restrictions from the building or territory. Child can leave the building or territory with the kindergartens worker with director/management permission if there is departure registration sheet or leave with the parent or designated person.
- 4.3 Children leaving or disappearing from the kindergartens rooms or territory without the kindergartens worker knowing and strangers entering into kindergartens rooms is obstructed.
- 4.4 Outside of the kindergartens territory moving on the streets children and the group workers must be equipped with reflecting vests and a sufficient number of adults.
- 4.5 Kindergartens courtyard is closed to motorized vehicles, except for kindergarten service vehicles with the permission.
- 4.6 Children can bring their own toys to kindergarten according to the specific groups rules. The group worker is not responsible for the toys brought from home if gone missing or broken. The usage of bicycles or scooters is regulated with the groups and kindergartens established rules and times. Children must ride with helmets.
- 4.7 Kindergartens workers and parents purpose is to prevent situations that threaten mental and physical security. Children, parents and kindergartens workers react immediately to a situation that threatens mental and physical security, if possible it will be resolved or the group worker and/or kindergartens director/management will be informed.
- 4.8 Children and kindergartens workers mental and physical security endangering situations resolving and measures implementing are proceeded by kindergartens management according to the emergency plan.

4.9 In the kindergarten, the key to preventing bullying is the teacher, who is the creator of a friendly and supportive relationships between herself, children, parents and colleagues. The principal values are the basis of all kindergarten staff. The parent informs the teacher and/or the director about problems and concerns.

4.10 There is sufficient number of kindergarten workers with the group of children to assure the security during the outdoor activities. If during the outdoor activities there is a need for one of the teachers to go inside with one of the children then the other groups/kindergarten worker will be responsible for the safety of other children in the yard.

4.11 Information from children and parents is confidential, including when it is processed, used and transferred comply with Personal Data Protection Act.

4.12 Parents and teachers will not discuss things that affect teachers, children or family personal information on Facebook or any other social media channels.

5. Organization of information and communication technologies and data protection

5.1 The personal data of children and parents are confidential and will be processed and transmitted according to Personal Data Protection Act. Kindergarten has developed data protection arrangements, which can be found on the kindergartens website.

5.2 The kindergarten uses the educational service management information system to provide educational services Eliis (www.eliis.ee), which works on group basis and is accessible for kindergarten teachers and parents. Director, head teacher and managing director have the access to all the groups. A parent who enters Eliis environment sees only the information that includes their children. At the end of the school-year (31st of August) the e-diary will be archived and new diary will be created for the starting school year. The user of the e-environment can receive support at abi@eliis.ee.

- 5.3 In the kindergarten the director, head teacher and managing director are using the following systems (subject to Personal Data Processing Act): EHIS, EKIS, Tallinn Education Department Database and Atos.
- 5.4 Information and communication technologies maintenance is performed by Tiesto Estonia AS. For infotechnology problems contact 6646214 or e-mail lasteaiad@tieto.com
- 5.5 All group rooms have computers and the building uses a shared network drive. Personal sensitive information about children is not stored on a shared network drive (personal identification code, address, development information, etc.).
- 5.6 Kindergartens computer accounts are created for all the educators and management. When employee is starting in kindergarten then the account will be created and when the employee quits then it will be closed (system is managed by Tieto Estonia AS). When the account is closed all the information, files and e-mails will automatically disappear
- 5.7 Entering the job the worker will fill in a consent form to process their personal data in information systems and the use of web application.

6. The regulation of filming and taking pictures

- 6.1 Processing of personal data according to Personal Data Protection Act can be done either by the law or with the person's approval.
- 6.2 Acceptance for processing a child's data is taken from all the parents.
- 6.3 Children's activities can be filmed and photographed in kindergartens area to provide information about kindergartens activities and for educational purposes (PowerPoint presentation). Personal data is processed on kindergartens website, kindergartens Facebook page, kindergartens stands, kindergartens chronicle book and Tallinn Educational Department's yearbook. Kindergarten ensures that publicly shared photos are ethically correct.

- 6.4 Parents, who do not want their children to be recorded, are guaranteed this by the kindergarten.
- 6.5 Parents can take pictures and videos of kindergarten public events by agreement with management (Christmas party, graduation party, etc) and use the materials only for personal matters. Kindergarten is not responsible for the processing and publication of the pictures.
- 6.6 A booked photographer can take pictures on public events but the pictures are shared for parents in closed environment with the permit from parents.
- 6.7 Kindergarten is not responsible for pictures or videos that are taken outside of the kindergarten (city-wide children's events, study visits, etc.).
- 6.8 It is allowed in kindergarten to use children's first name on stands and last name first letter if necessary.

7. Payment for kindergarten service

- 7.1 The parental participation fee will be calculated every month, except for kindergarten collective vacation or when the kindergarten is closed over three days.
- 7.2 The bill will be composed for the previous month. The parent will be billed electronically.
- 7.3 Pay the bill by the due date. In case the parent has not paid within one month of the payment deadline, the kindergartens director will inform parent in writing about the debt and gives additional time for paying it. If the debt is not paid for the new due date the director shall consider the child out of kindergarten.
- 7.4 When the child lives in Tallinn according to Population Register then Tallinn city will compensate food allowance within specified limits.