

## Aftercare policy

### 1. General Provisions

- 1.1. Aftercare provides a safe, stimulating and supervised environment for children to work, socialize with friends or just relax and have fun after a long school day.
- 1.2. During Aftercare time children will be engaged in a range of various activities which will improve their social skills and strengthen friendships.
- 1.3. The school provides Aftercare at Nursery and Primary 1-4 school levels.
- 1.4. Aftercare is divided into three groups:
  - 1.4.1. Aftercare P1-2
  - 1.4.2. Aftercare P3-4
  - 1.4.3. Aftercare Nursery
- 1.5. The descriptions of all Aftercare groups are available on the school website.
- 1.6. Aftercare takes place within the school premises.
- 1.7. Aftercare is optional.
- 1.8. Aftercare is a paid service.
- 1.9. Every Aftercare group is supervised by at least one certified teacher.
- 1.10. Aftercare shall be provided to only these children who have been registered to the Aftercare.
- 1.11. Aftercare is paid by the parents according to the schooling contract point 3.8.
- 1.12. Aftercare fees are validated with director's order.

### 2. Aftercare time

- 2.1. Some of the activities will take place on the school playground daily basis.
- 2.2. The Aftercare time is accordingly:
  - 2.2.1. Aftercare P1-2 – 16:00-18:00
  - 2.2.2. Aftercare P3-4 – 16:00-18:00, Wednesdays 14:10-16:00
  - 2.2.3. Aftercare Nursery – 16:00-18:00
- 2.3. There is no aftercare during school holidays.

### 3. Participation

- 3.1. Every child shall be registered to the Aftercare via online registration form on the school [website](#).
- 3.2. The Aftercare teacher shall inform the Activity Manager (Kaidi Tärk, [Kaidi.tark@est.edu.ee](mailto:Kaidi.tark@est.edu.ee)) about children who are not in the Aftercare list but attend the service.
- 3.3. Parents shall collect their children on time.
- 3.4. Parents using aftercare services shall notify aftercare teachers when picking up the child and before leaving the school premises.
- 3.5. The Aftercare teacher must inform the parent immediately if the penalty would be charged.
- 3.6. Parents shall always notify the Activity Manager before 16:00 or the school's front desk after 16:00 in advance if they cannot pick up their child during the Afternoon Club or Aftercare hours.
- 3.7. Parents shall always notify the Activity Manager if a family friend or a relative will pick the child up. Contact information shall be given.

### 4. Aftercare children shall have:

- 4.1.1. Weatherproof clothes.
- 4.1.2. A snack (if not provided by the canteen) and a water bottle.



## 5. Fees

- 5.1. The fee for Aftercare services is accordingly:
  - 5.1.1. Nursery – 75€
  - 5.1.2. Primary 1-2 – 75€
  - 5.1.3. Primary 3-4 – 100€ (monthly fee, Aftercare used more than an hour per day);  
40€ (monthly fee, Aftercare used up to an hour per day).
- 5.2. Children staying to the Aftercare who are not registered will be automatically charged with penalty 10€.
- 5.3. Penalty will also apply automatically when parents are late picking up the child from the Aftercare (at 18:00).
- 5.4. A one-time Aftercare fee is 4€. If the service has been used more than five times a month, the school will charge the full price. The fee will only apply if the Activity Manager has been informed about the stay in advance.
- 5.5. Families with more than one sibling will qualify for a discount of 50% per pupil.
- 5.6. If the child hasn't been picked up from the school on time the child would be sent to the Aftercare. Penalty would be asked from the parent.
- 5.7. The fee would be half of the monthly fee only if the Aftercare is provided less than half of the working days per month.
- 5.8. Children can stay to the Aftercare for free if there are official parent meetings in the school. The Activity Manager shall be informed in advance.

## 6. Quitting and joining

- 6.1. Parents can always ask for an Aftercare place by filling in the registration form.
- 6.2. Parents can always cancel the participation in the Aftercare by informing the Activity Manager.

