

Aftercare policy

1. General Provisions

- 1.1. Aftercare provides a safe, stimulating and supervised environment for pupils to work, socialize with friends or just relax and have fun after a long school day.
- 1.2. During Aftercare time pupils will be engaged in a range of various activities which will improve their social skills and strengthen friendships.
- 1.3. The school provides Aftercare for Nursery and Primary 1-4 school levels.
- 1.4. Aftercare is divided into two groups:
 - 1.4.1. Aftercare P1-4
 - 1.4.2. Aftercare Nursery
- 1.5. The descriptions of 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 is provided to only pupils who have been registered to 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 P1-4 – 15:05-18:00, Wednesdays 14:20-18:00
 - 2.2.2. Aftercare Nursery – 16:00-18:00
- 2.3. There is no Aftercare during school holidays.

3. Participation

- 3.1. Every pupil shall be registered to the Aftercare via online registration form on the school [website](#).
- 3.2. The Aftercare teacher shall inform the Activity Manager (Liina Nigu, liina.nigu@est.edu.ee) about pupils who are not in Aftercare list but attend the service.
- 3.3. Parents shall collect their children on time.
- 3.4. Parents using aftercare services shall always notify Aftercare teachers when picking up the child and before leaving the school premises.
- 3.5. 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.
- 3.6. Parents shall always notify the Activity Manager if a family friend or a relative will pick the child up. Contact information shall be given.
- 3.7. If a pupil needs a support person during the school day, the support person needs to be with the child also during Aftercare.

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 1-4 – 75€
 - 5.1.3. Primary 1-4 – free, if service is used until 16:00
- 5.2. A one-day Aftercare fee is 4€. There is no limit how many days a month to use the one-day service. For one-day service parents must inform the Activity Manager latest at 9:00 the same day.
- 5.3. Parents whose children are not registered but are staying at Aftercare will be automatically charged with one-day fee.
- 5.4. Penalty of 10€ will apply automatically when parents are late on picking up their child from the Aftercare (at 18:00).
- 5.5. Families with more than one sibling will qualify for a discount of 50% per pupil from the monthly fee. It does not apply to one-day fee.
- 5.6. If a pupil hasn't been picked up from the school on time after the school day he/ she will be sent to Aftercare. A one-day fee would be asked from the parent.
- 5.7. Aftercare fee shall not be reduced in case of school holidays, events or other occasions
- 5.8. Pupil can wait for their activities in the Aftercare free of charge.

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.