

# Aftercare Policy

## 1. General Provisions

- 1.1. Aftercare provides a safe, engaging, and supervised environment for Tallinn European School Nursery and Primary pupils to relax, socialize, and participate in meaningful activities after the school day ends and until 18:00.
- 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. Aftercare is divided into two groups:
  - 1.3.1. Nursery Aftercare
  - 1.3.2. Primary Aftercare
- 1.4. Descriptions of Aftercare groups are available on the school website.
- 1.5. Aftercare takes place within the school premises; some of the activities take place on the school playground.
- 1.6. Aftercare is optional.
- 1.7. Aftercare is supervised by qualified teachers.
- 1.8. Aftercare is a paid service and is paid by the parents according to the schooling contract point 3.8.
- 1.9. Aftercare fees are validated with the director's order.
- 1.10. Aftercare services are offered throughout the official school year. There is no Aftercare during the school holidays.

## 2. Participation

- 2.1. Every pupil must be registered to Aftercare via the online registration form on the school website no later than 9:00 on the same day.
- 2.2. Parents must collect their children on time and no later than 17:45.
- 2.3. Parents using Aftercare services must always notify Aftercare teachers when picking up the child and before leaving the school premises.
- 2.4. Parents must always notify the Aftercare teachers if a family friend or a relative will pick the child up via email [aftercare@est.edu.ee](mailto:aftercare@est.edu.ee)
- 2.5. If a pupil needs an individual assistant during the school day, the support person needs to be with the child also during Aftercare.
- 2.6. Parents can always cancel participation in Aftercare by informing the Activity Manager.
- 2.7. Pupils staying in Aftercare need to have weatherproof clothes; a snack (if not ordered from the canteen) and a water bottle.

### 3. Fees

3.1. The fee for Aftercare services is accordingly:

3.1.1. 75€/month

3.1.2. 8€/day

3.2. Aftercare is free of charge: until 16:00; for pupils waiting for extracurricular activities or pupils waiting for their siblings to finish their extracurricular activities; during parent meetings; and for TES staff engaged in work-related tasks for the duration of that task.

3.2.1 Staff members whose children do not attend TES may use the Aftercare services with a 50% reduction in the fee when engaged in work-related tasks for the duration of that task.

3.3. Parents whose children are not registered but are staying at Aftercare will be automatically charged a one-day fee.

3.3.1. If a pupil has not been picked up on time after the school day and has not been registered to Aftercare, they will be sent to Aftercare, and a one-day Aftercare fee will be charged.

3.4. A penalty of 20€ will apply automatically when parents are late picking up their child from Aftercare (after 18:00).

3.5. Families with more than one child staying in Aftercare will qualify for a 50% discount on the monthly fee for each child. It does not apply to the one-day fee.

3.6. Monthly Aftercare fee is a fixed monthly charge and will not be reduced in case of school holidays, events or other occasions.