

# 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.