

## STATUTES OF TARTU INTERNATIONAL KINDERGARTEN

### I GENERAL PROVISIONS

1. Tartu International Kindergarten (hereinafter the Kindergarten) is a daytime study educational institution in the private ownership of the non-governmental organization Tartu International School (hereinafter the Holder), which is providing preschool primary education in English language.
2. The name of the Kindergarten in Estonian language is Tartu Rahvusvaheline Lasteaed and in English language Tartu International Kindergarten.
3. The location of the Kindergarten is the city of Tartu, Republic of Estonia.
4. The language of public administration of the Kindergarten is Estonian; in internal administration, English language are used in addition to Estonian.

### II STRUCTURE OF THE KINDERGARTEN

5. The Kindergarten is a private preschool child care institution, which is providing preschool education for preschool children.
6. The Kindergarten operates 2 mixed groups for children of 1.5 to 7 years of age.

### III MANAGEMENT OF THE KINDERGARTEN

7. The management bodies of the Kindergarten are the Principal and the Council.
8. Competence of the Principal
  - 8.1 The Principal manages and represents the Kindergarten by following the lawful orders received from the Holder of the Kindergarten and from the Council of the Kindergarten.
  - 8.2 The Principal is in charge of the general condition and development of the Kindergarten and of the targeted and practical use of the financial means.
9. The Principal's duties:
  - 9.1 once in 6 months, submits to the Council of the Kindergarten overviews of the development and teaching operations of the Kindergarten, of the financial situation and the use of the budgetary resources from tuition fees, and immediately notifies the Council of significant deterioration of the Kindergarten's financial situation or any precepts made by a supervisory body;
  - 9.2 organizes and inspects fulfilling of the development plan of the Kindergarten and submits to the Council of the Kindergarten annual reviews of fulfilling of the development plan of the Kindergarten;
  - 9.3 organizes and inspects following of the curriculum of the Kindergarten;
  - 9.4 draws up draft budgets for the Holder of the Kindergarten;
  - 9.5 approves the daily schedule of the Kindergarten;
  - 9.6 approves the procedure of admission to the Kindergarten and exclusion from the Kindergarten;
  - 9.7 concludes employment contracts with the personnel, makes amendments to and terminates the contracts, organizes competitions for filling vacant pedagogues' positions (except the principal's position);
  - 9.8 calls the parents' assembly;
  - 9.9 fulfils other duties arising from the law and the pieces of legislation issued on the basis thereof, as well as from the employment contract and the job description.

10. The Principal's decisions shall be formalized by orders, which shall be binding to the employees.
11. The procedure of appointment and removal of the Principal and duration of the term of office
  - 11.1 The competition to a vacant principal's position shall be organized by the Management Board of the Holder of the Kindergarten.
  - 11.2 The Principal shall be appointed and the employment contract entered into with the Principal shall be amended and terminated by the Management Board of the Holder of the Kindergarten.
  - 11.3 The Management Board of the Holder of the Kindergarten enters into an employment contract for an unspecified term with the Principal pursuant to the procedure provided for in the legislation.
12. Competence of the Council of the Kindergarten
  - 12.1 The Council of the Kindergarten is a collegial body, which plans the pedagogical work of the Kindergarten and performs other duties arising from the law.
13. Duties of the Council of the Kindergarten:
  - 13.1 submission of proposals for amendment of the statutes of the Kindergarten to the Holder of the Kindergarten;
  - 13.2 hearing of the Principal's review of fulfilling of the annual development plan and the review of the work;
  - 13.3 hearing of the Principal's review of fulfilling of the budget of the Kindergarten;
  - 13.4 submission of proposals to the Holder of the Kindergarten and to the Principal of the Kindergarten on development of the teaching and child care process;
  - 13.5 submission of proposals on amendment of the curriculum of the Kindergarten and submission of proposals for changes to the Holder of the Kindergarten;
  - 13.6 approval of the internal rules of procedure of the Kindergarten;
  - 13.7 expression of opinions on other issues based on these statutes, the law or legislation issued based on the law.
14. The procedure of appointment and removal of members of the Council of the Kindergarten and duration of the term of office
  - 14.1 The members of the Council of the Kindergarten shall be appointed, approved, and removed by the Management Board of the Holder of the Kindergarten.
  - 14.2 Proposals for appointment and removal of the members can be made by the Chairman of the Council of the Kindergarten, by the teachers' council, which proposed the member, by the parents' general assembly, and by the Management Board of the Holder of the Kindergarten.
  - 14.3 The duration of the term of office of a members of the Council of the Kindergarten shall be two years after appointment.
  - 14.4 The composition of the Council of the Kindergarten shall be approved by the Management Board of the Holder of the Kindergarten in the beginning of every academic year.
  - 14.5 The Council of the Kindergarten consists of five members:
    - Principal of the Kindergarten;
    - one representative of pedagogues of the Kindergarten;
    - two representatives of the parents of the Kindergarten (one representative from both groups), who shall be elected at the parents' general assembly;
    - two representatives of the Holder of the Kindergarten, who shall be appointed by the Management Board of the Holder of the Kindergarten.
15. Rules of procedure of the Council of the Kindergarten
  - 15.1 The Council of the Kindergarten shall elect a chairman and a vice chairman from among the members of the Council.

15.2 The Council of the Kindergarten shall meet at least three times a year; the meetings shall be called by the Chairman of the Council.

15.3 A quorum shall exist at a Council meeting if at least one half of the members of the Council take part in the meeting.

15.4 Resolutions of the meeting shall be deemed approved if more than half of the members who participated in the meeting voted in the favour.

#### IV THE BASES OF ORGANIZATION OF STUDIES

16. The teaching and child care at the Tartu International Kindergarten is supported by mutual respect and understanding between the children and the pedagogues and by cooperation with the children's homes.

17. The study language is English and the studies are based on the Estonian national curriculum for preschool child care institutions and on the curriculum of the International Baccalaureate Organization, taking into consideration the peculiarities of the Kindergarten. The teaching and child care at the Kindergarten is based on the educational standard established for preschool child care institutions by the Republic of Estonia.

18. The Kindergarten has an action plan and a daily schedule, which shall be drawn up based on the curriculum of the Kindergarten and based on the peculiarities and traditions of the Kindergarten. The action plan and daily schedule of the Kindergarten shall be approved by the Principal of the Kindergarten.

#### V THE PROCEDURE OF ADMISSION OF CHILDREN TO AND EXCLUSION OF CHILDREN FROM THE KINDERGARTEN AND OF GRADUATION FROM THE KINDERGARTEN

19. Children shall be admitted to the Tartu International Kindergarten if there are vacancies.

20. The children admitted to the Kindergarten shall be at least 1.5 years old.

21. Admission of a child shall be followed by a three-week observation period, in the course of which the suitability of the Kindergarten group, which the child was assigned to, for the child is assessed by the pedagogues in cooperation with the child's home. The Kindergarten confirms the child's group based on the joint proposal of the pedagogues and the parents no later than within four weeks after the date on which the child began to attend the Kindergarten.

22. A child is excluded from the Kindergarten by the Principal's resolution if:

22.1 the child's parent or legal representative has submitted a written application for exclusion of the child from the Kindergarten;

22.2 the child's parent or legal representative has damaged the reputation of the Childcare or behaves in conflict with the Kindergarten's values;

22.3 the tuition fee remains unpaid two months after the date on which the tuition fee was due and no justified application has been filed for extension of the payment date of the tuition fee or for partial or full exemption from payment of the tuition fee;

22.4 the child graduates from the Kindergarten.

23. The children who have passed the curriculum of the Kindergarten shall be issued a readiness for school card by the Kindergarten, which describes the results of the child's development. The parent shall submit the readiness for school card to the school in which the child commences his or her compulsory school attendance.

#### VI THE CHILDREN'S RIGHTS AND OBLIGATIONS

24. The children who are studying at the Tartu International Kindergarten have the right to:

24.1 a mentally and physically healthy environment and daily schedule;

24.2 activities, which support their self-reliance and mental alertness;

- 24.3 full assistance and support of the pedagogues in acquiring elementary education.
- 25. The parents of the children of the Kindergarten have the right to:
  - 25.1 get acquainted with the rules of organization of teaching and child care and with the curriculum;
  - 25.2 make proposals on creating the conditions required for diverse development and growing of the children and assist in creating of the conditions:
  - 25.3 take part in the work and management of the Kindergarten through the parents who have been appointed members of the Council; contact the Council of the Kindergarten or the Principle to solve any issues concerning child care, teaching, etc.
- 26. Obligations of the parents of the Kindergarten:
  - 26.1 to create favourable conditions for the child for development and acquiring of preschool education;
  - 26.2 to enter into a written contract with the Kindergarten for using a place at the Kindergarten and to pay the tuition fee;
  - 26.3 to follow the internal rules of procedure, the daily schedule, and the statutes of the Kindergarten and observe the requirements of protecting and promoting the children's health;
  - 26.4 to inform the Kindergarten of the child's health issues;
  - 26.5 upon exclusion of the child from the Kindergarten, to pay all fees due prior to receiving the documents.

#### VII RIGHTS AND OBLIGATIONS OF THE PEDAGOGUES AND OTHER EMPLOYEES OF THE KINDERGARTEN

- 27. The employees of the Kindergarten are pedagogues and other employees of the Kindergarten. The composition of the personnel of the Kindergarten shall be approved by the Management Board of the Holder of the Kindergarten based on the Principal's proposal and in compliance with the minimum requirements for Kindergarten personnel established by the law.
- 28. Employment contracts with the employees of the Kindergarten shall be entered into, amended, and terminated by the Principal of the Kindergarten in compliance with the labour laws and other legislation, which regulate employment relationships.
- 29. The main duty of the pedagogues and other employees of the Kindergarten is to support the families of the children of the Kindergarten in teaching and raising the children through mutual respect and cooperation.
- 30. The pedagogues and other employees of the Kindergarten shall be required to accept the purposes of the activities of the Kindergarten and the developed values of the Kindergarten.
- 31. The pedagogues and other employees of the Kindergarten may and are required to take part in the development process of the Kindergarten and make proposals for better organization of the work of the Kindergarten.
- 32. The pedagogues have the right to elect their representative and be elected to the Council of the Kindergarten.
- 33. The pedagogues and other employees of the Kindergarten may not disclose any information about the children's families.
- 34. The rights, obligations, and responsibility of the pedagogues and other employees of the Kindergarten shall be determined in these statutes, in the internal procedure rules, the job descriptions, and the employment contract.

#### VIII THE BASES AND PROCEDURE OF ESTABLISHING THE AMOUNT OF THE TUITION FEE, DECIDING ON EXEMPTION OR DISCOUNTS FROM THE TUITION FEE AND ON PAYMENT OF EDUCATION ALLOWANCES

- 35. The activities of the Kindergarten shall be funded from the tuition fees, from income from the Kindergarten's economic activities, from donations, aid, and other sources.

36. The amount of the tuition fee shall be established by the Management Board of the Kindergarten based on the estimated number of children and the amount of the expenditure. The amount of the tuition fee remains unchanged until the end of each academic year.
37. The amount of the tuition fee is specified in the contract entered into between the Kindergarten and a parent and is not subject to disclosure to any third parties.
38. The amount of the tuition fee may be increased by up to 10% between two academic years.
39. Terms and conditions for exemption from the tuition fee have not been established.
40. Based on a resolution of the Management Board of the Holder of the Kindergarten, the parents (guardians) may apply for a discount from the tuition fee or an education allowance in the following cases: there is more than one child from the same family attending the Kindergarten, the family's economic difficulties, other justified cases.
41. In order to receive the discount, a parent or the child's legal representative shall submit a written motivated application to the Management Board of the Holder of the Kindergarten. The application shall specify the reason for applying for the discount or education allowance.
42. The Management Board of the Holder of the Kindergarten shall decide on granting the discount or allowance or rejecting the application within one month from the date on which the application is submitted. The Management Board may request submission of further documents.

#### XI THE PROCEDURE OF CLOSURE OF THE KINDERGARTEN'S OPERATIONS

43. The Kindergarten's operations shall be closed:
  - 43.1 within 6 months after expiry of the education licence;
  - 43.2 in the case of initiation of liquidation proceedings against the Holder of the Kindergarten;
  - 43.3 if the general assembly of the Holder of the Kindergarten has decided that it is no longer practical to operate the Kindergarten.
44. The operations of the Kindergarten shall be reorganized or terminated by resolution of the general assembly of the Holder if 2/3 of the participants in the general assembly are in the favour of the resolution.
45. The children, parents, employees, and the Ministry of Education and Research shall be given at least four months of advance notice of termination of the operations of the Kindergarten.
46. In the case of termination of the operations of the Kindergarten, the Holder of the School shall provide an opportunity for the children to continue their studies at an educational institution, which enables acquiring of education at an appropriate level.
47. Decisions on exploitation of the remaining assets of the Kindergarten shall be made by the general assembly of the Holder pursuant to the procedure provided for in the legislation.

#### XI THE PROCEDURE OF AMENDMENT OF THE STATUTES OF THE KINDERGARTEN

48. Proposals for amendment to the statutes of the Kindergarten may be made by the Holder of the Kindergarten, by the Principal, and by the Council of the Kindergarten.
49. Amendments to the statutes of the Kindergarten shall be approved by the Management Board of the Holder of the Kindergarten after hearing the opinion of the Council of the Kindergarten.