

ISE

Moving in Guide



2008-2009

MOVING - IN GUIDE

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Tallinn, Estonia

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Mission Statement



Mission of ISE

The mission of the International School of Estonia (ISE) is to provide a high-quality international educational program that maximizes the students' intellectual and personal potential. The ISE community of staff, parents, and students has the joint aim of developing life long learners with an appreciation of diverse cultures. We strive to foster active, compassionate world citizens.

Mission of the International Baccalaureate (IBO)

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become

active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Overview of the international school



International School of Estonia
Juhkentali 18
Tallinn, 10132
Estonia
Telephone (372) – 666-4380
Fax (372) – 666-4383
Email ise@ise.edu.ee

Summary of the school

The International School of Estonia (ISE) offers a comprehensive English language education to children ages 3 to 19 years. The school is operated on a non-profit basis by a Board of Governors elected annually by the parents of children in the school. Parents participate in the life of the school by serving on school committees, organizing extracurricular activities and volunteering in the school.

Since it opened in September 1995, the number of students has

grown from 20 to the current enrollment of over 140, representing 25 nationalities. The teaching staff also has a wide background of international experience, and represents training from the U.S., Canada, the Netherlands, Ireland, France, and Estonia

Curriculum

The school is an authorized International Baccalaureate School – PYP (Primary Years Program), and IB-Diploma Program. The school has developed its own Middle School Program (MSP) The basic curriculum includes English, mathematics,

sciences, social studies, information technology, Estonian studies, physical education, art, and music. Students may study German (grade 6-12 only) or French. The school recognizes the role of English as a Second Language (ESL) as an integral part of all teachers' duties. The school is a member of the European Council of International Schools and is licensed by the Republic of Estonia.

Accreditation

In 2005 the school embarked on joint CIS/NEASC accreditation. In February 2007 ISE received full CIS/NEASC accreditation status.

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Student Body

The student body is drawn primarily from European, Scandinavian and North American families who are in Estonia for business or diplomatic assignments; however, the school is also open to Estonian children.

Facilities

The school is located in the central district of Tallinn, and currently has 2,400 square meters of space on two levels. The school has a gymnasium and limited playground areas for sports and break times. In the school

year of 2007- 08 a full library renovation was completed.

Older students have a choice of various lunch meals served in the school cafeteria, while Pre-school to Grade 1 students enjoy set menu meals.

The school is fully networked with computers in every classroom. Wireless is available in some classrooms. A seventeen-station computer lab is used for IT instruction and some class use. Students utilize computers for keyboarding and word processing skills, composition, research, and graphic arts activities. In

October of 1997, ISE was the first school in the world to affect a simulated shuttle launch via satellite with the NASA Mission Control Moonlink program.

Activities

The school encourages participation in after-school activities as an extension of the academic program. A varied and interesting list of offerings is established at the start of each semester. Past offerings have included piano, African drums, handicrafts, computer club, guitar, badminton, chess club, video club, and basketball.

Admissions and fees



Admissions

Admission is open to all students of appropriate age, regardless of race, nationality, religion or first language. Admission is open to all students who could benefit from the education offered and for whom the school can provide a suitable education.

Placement in Grades 1 to 5 is based on age, prior school record and language proficiency. Placement in grades 6-12 is also based on the results of various subject specific and academic ability screening tests. Transferring students are asked to bring prior school records, as well as

workbooks and portfolios to assist in proper grade placement and educational continuity.

Admission fee

For all students there is a non refundable enrollment fee of 5% for all students. This enrollment fee is credited towards annual tuition charges. All new students in Reception through Grade 12 are also charged a one-time Capital Fee of € 2000.

Annual Fees for the School year August 2007 to 2008

GRADES	AMOUNT
Preschool 3 (Half day)	€3,089
Preschool 4 (Full day)	€4,078
Reception - Grade 5	€15,015
Grades 6-10	€16,309
Grades 11 -12	€16,766

School days



Daily Class Schedule 2007-08

School Day for Pre-school (full day) to Grade 12. School is in session for approximately 178 days. The eight-period school day presently extends from 8:40 to 15:30. There is a shortened school day on Thursdays to allow for staff work sessions.

Homeroom	8:40 - 8:45
Period 1	8:48 - 9:28
Period 2	9:31 - 10:11
Period 3	10:14 - 10:54
Break	10:54 - 11:14
Period 4	11:14 - 11:54
Period 5	11:57 - 12:37
Period 6 (lower school lunch)	12:40 - 13:20
Period 7 (upper school lunch)	13:23 - 14:03
Period 8	14:06 - 14:46
Period 9	14:49 - 15:30
Activities	15:30 - 16:15

School calendar: 2009 - 2010



DATE	EVENT
2009	
August 12,13,14	Teacher Workshops
August 17, 2009	Students' first day (1/2 day)
Aug 20, 2009	National Holiday (no school)
Sep 25, 2009	Teacher In-service (no school)
Oct 9, 2009	End of 1st Quarter: October BREAK
Oct 19, 2009	Return to School
Nov 20, 2009	Teacher in-service (no school)
Dec 18, 2009	End of 2nd Quarter: Winter BREAK
2010	
Jan 11, 2010	Return to School
Feb 19, 2010	Ski BREAK
Mar 1, 2010	Return to School
Mar 18, 2010	End of 3rd Quarter
Mar 19, 2010	Teacher in-service (no school)
Apr 2, 2010	National Holiday (no school)
Apr 16, 2010	Spring Break
Apr 26, 2010	Return to School
May 14, 2010	Teacher In-service (no school)
Jun 10, 2010	Graduation & Leaving Ceremony
Jun 11, 2010	Teacher In-service (no school)

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Income

Expat recruit hire teacher income at ISE is paid jointly through the International School of Estonia and our personal services company - Worldwide Teaching Services LTD (WTS).

YEARS OF TEACHING EXPERIENCE	B.A.	M.A.
1	16000	19000
2	16850	20025
3	17700	21050
4	18550	22075
5	19400	23100
6	20250	24125
7	21100	25150
8	21950	26175
9	22800	27200
10 (Maximum entry level)	23650	28225
11	24500	29250
12	25350	30275
13	26200	31300
14	27060	32325
15	27900	33350

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Income payments

Income is paid monthly on the 25th day of each month. Currently, 15% of Expat teacher's salaries are paid in local currency. The kroon is pegged to the Euro. The balance of the salary is paid by Worldwide Teaching Services (WTS) in Euros. A 5% retirement allowance is also paid to all Expat recruit hire teachers. Funds may be transferred to any bank, account stipulated by the teacher. Transfer fees to non-Estonian banks are the teacher's responsibility.

Income schedule placement

The Director will determine a teacher's placement on the income schedule after having evaluated the teacher's credentials. It is the teacher's responsibility to have these documents on file and to notify the Director of any change in status. In all instances any documentation must be on file by August 1 at the beginning of the school year, in order to be used for determining income schedule placement for the current academic year.

Taxes on income

For income paid by ISE, all Estonia personal income taxes will be paid by the school. Income paid by WTS (dividends) is not taxed in Estonia. The teacher is responsible for filing and paying taxes in his or her home country for income received from ISE and WTS.

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Benefits

Expat recruit hire teachers receive:

- Monthly housing allowance - €600 for single teachers, €900 for teaching couples, €1000 for families.
- 5% Retirement Allowance
- Monthly utility allowance of €50 (per household)
- Monthly transportation allowance of €30 (per teacher)
- Worldwide medical insurance provided by Clements International (Scholars Program)
- Airfare to and from the teacher's airport of record at the start and end of contract for the Employee and any accompanying eligible dependents by most economical reserved seat airfare
- Baggage/shipping allowance ranges from €500 (single) to €1200 for a family.
- €500 moving in allowance (per household)
- Free tuition for two children, unless they are eligible to have fees paid from any other source

Housing



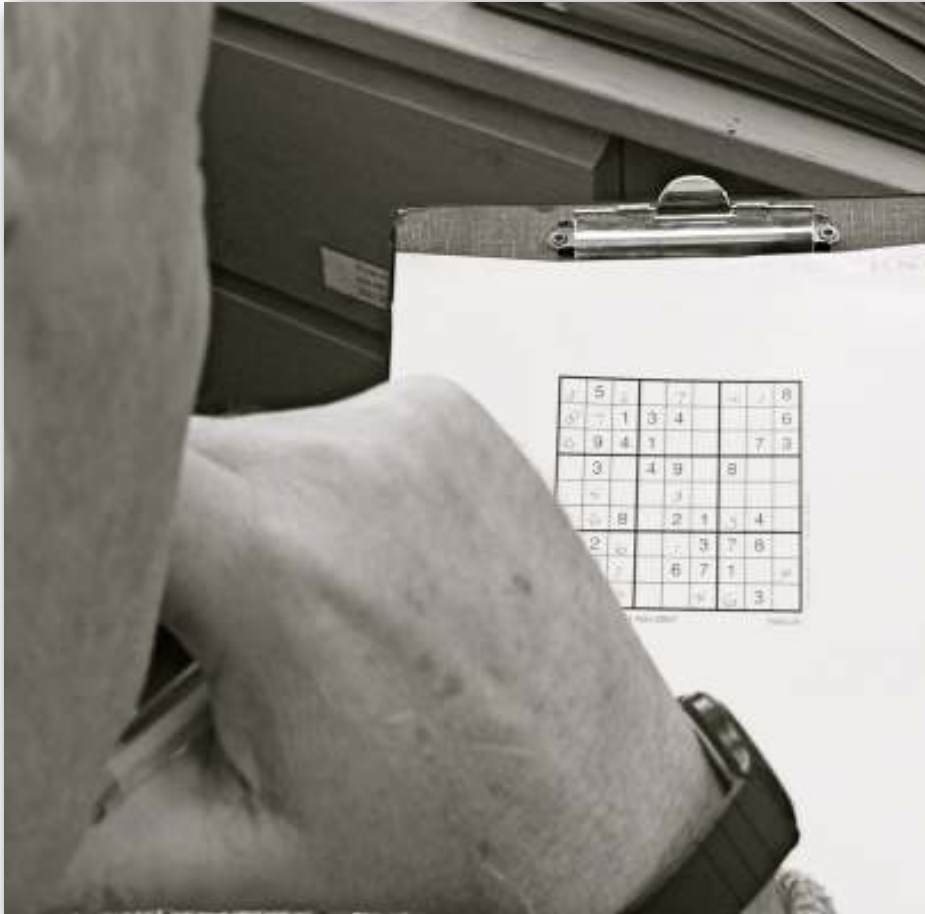
Housing

The €600/€900 monthly housing allowance will cover the cost of a small, one-bedroom, semi furnished apartment, which may include some linens. The €800 allowance will cover the cost of a comfortable two-bedroom, semi furnished apartment, which may include some linens, a sauna, fireplace or both. Teachers may find that they need to spend their full housing allowance if they want to live comfortably and near the center of town. Teachers will be free to choose an apartment that suits their needs. They will have the opportunity to let

the school know their housing preferences, and ISE will try to locate something for them. This will allow the teachers to move in the day they arrive in Tallinn. The school is also happy to provide teachers with the names of real estate agents, but they need to be aware that the lessee and not the landlord is required to pay an extra month's rent to the estate agents, as well as security deposits and first month's rent. If the teachers decide to wait until their arrival in Tallinn to locate housing (not advised due to higher prices in August), the school

will provide 3 days accommodation in a small apartment close to the school.

The workday & full-time teaching



Teaching work day

The school calendar includes approximately 178 days of instruction and 10 additional teacher work days. The normal workday for all full-time teachers will be from 08:15 to 15:45. Staff and curriculum meetings are held on Tuesdays and Thursdays until 16:00. This may be adjusted to include meetings or workshops as determined necessary for the improvement of the school operation or professional growth.

The full time teacher

A full-time teacher at ISE teaches no less than 23 hours per week and no more than 26 hours per week or the equivalent. All teachers are responsible for assigned duties and extracurricular obligations.

Assignment of teachers

The assignment and reassignment of teachers will be made in accordance with the needs of the school as determined by the Director. Consideration will be given, as far as possible, to the teacher's qualifications, background and preferences.

Class sizes

Class Sizes range between 5 and 15 students. We expect to have approximately 135 students with 30 teachers next year and class sizes will reflect that.

Teacher's files & the classroom



Files

It is responsibility of each teacher to have on file in the Director's office a current copy of -

- university transcripts and degrees or diplomas received
- teaching certificates or credentials received
- recent references

Additional information relating to evaluation of professional services or the activities of a teacher in the community may also be placed in the file.

Any teacher may examine his or her own file upon request. Confidential information submitted by university placement offices, employment agencies and individuals relative to the teacher's previous experience and training will not be made available to the teacher. Upon termination of employment, the teacher may request and have returned his or her college transcripts and teaching certificates or credentials. Confidential placement office papers will not be given to the teacher, nor will they be sent on to a prospective employer.

Classroom management

Teachers are responsible for the creation of a classroom environment conducive to learning, maintenance of discipline through firm and friendly control appropriate to a learning environment, and for the presentation of instructions by methods that encourage learning and positive personal growth in students.

Extracurricular activities

Each full-time Expat hire teacher is responsible for organizing and sponsoring one semester of extracurricular activities per school year. The Director approves all

Estoodle and email



Lesson plans & ESTOODLE

Lesson plans are to be prepared at least one week in advance. ISE uses the Moodle (“Estoodle” at ISE) program for teacher/parent/student communication. All homework assignments are placed on ESTOODLE.

Email

Each ISE teacher receives an ISE email address. A daily email bulletin is sent out by the Director. Most school correspondence is also done by email. The school also uses an expanding eSchool bulletin board for posting and collecting information from the staff.

Special needs for leave



Sick leave

Expat teachers are allowed a maximum of 10 days of paid sick leave per year. Paid sick leave days can be accumulated, up to a maximum of 40 days. The School may require the Employee to present a certificate issued by a doctor, if an illness lasts for more than three consecutive days.

Personal leave

Absence due to circumstances beyond control of the teacher will be considered as personal leave. Each teacher is allowed two personal days per year, non-accumulative, plus two days at the end of contract for the purposes of attending a hiring fair.

Bereavement leave

Bereavement leave in the amount of 5 working days will be allowed for death in the immediate family. The immediate family is defined as mother, father, (stepmother or stepfather must be designated by the employee), spouse, daughter, son, brother and sister.



Professional development & emergency shutdown



Professional development

Teachers will be responsible for continuously seeking ways to improve the effectiveness of the instructional program. The school provides professional development opportunities for teachers, including, but not limited to, in house workshops, IB training and CEESA conferences.

Emergency shutdown & enrollment decrease

The Board reserves the right to terminate a contract under the following conditions:

- declining enrollment forces a reduction in teaching staff;
- the safety of the ISE community becomes such that the operation of the school is no longer viable

In the case of declining enrollment, the continuance of the contract will be dictated by the needs of the school as determined by the Board. If a contract

is terminated, the teacher will receive notice of 90 calendar days.

Expectations of faculty



Some expectations of new teachers

- Curriculum development is time consuming. Faculty are expected to participate in this process. There are weekly faculty and PYP, MSP and Diploma meetings, usually split between time for curriculum work and discussing school matters.

- Teaching resources are adequate and growing. The library is small but continues to expand. Teachers will need to bring those materials that they find essential for teaching. This is a young international school so teachers sometimes may not have the multitude of resources they are used to from larger and more established schools.

- Each Expat faculty member is expected to provide an activity for one semester each year.

- There are a number of ESL students attending ISE. Therefore, it is not usual for a number of non-native English speakers to be present in each class. A full-time ESL support person is on staff. However, all teachers will need to assist in meeting the ESL needs of our international students.

- In 2007 we began the use of MAP (Measure of Academic Progress) from the Northwest Educational Association as a means of externally assessing students in grades 1-10. All new PYP and MSP teachers will be expected to

do on-line tutorials to familiarize themselves with MAP.

- ISE uses the Atlas Rubicon system for documenting the school's curriculum. All teachers are required to post unit plans to Atlas on an on-going basis.

- All teachers must give evidence of good health to ISE by the submission of a report of a physical examination by a licensed physician at the beginning of employment at ISE. This report must give evidence of freedom from active tuberculosis as shown by a chest x-ray or approved intra-dermal tuberculin test.

General Information



Tallinn

The International School of Estonia is situated in Tallinn, the capital of Estonia, which is the northernmost of the three Baltic republics.

Estonia is a rapidly developing nation that has experienced significant success in reforming its political and economic institutions since regaining independence in 1991. Tourist facilities are generally good, although some amenities may be lacking in rural areas. Some goods and services may not be available outside of major cities. English is widely spoken and

understood in Tallinn and, to a lesser extent, in other large cities. Online Information

- Tallinn www.tallinn.ee/eng (information about all things in Tallinn)
- www.visitestonia.com (various information about Estonia)
- City Paper www.balticsww.com/tourist/estonia/index.htm (information about best restaurants and shops as well as useful tips for everyday life)
- Tallinn In Your Pocket www.inyourpocket.com/estonia/en/ (all kinds of essential tips)

• The Ekspress Hotline www.1182.ee/eng/ (online Estonian yellow pages)

- www.estonica.org (general and cultural information)
- www.culture.ee (information about Estonian culture)
- www.einst.ee (website of the Estonian Institute)

Climate, clothing, etc.



Climate

The Estonian climate is temperate in the summer and cold in the winter. The hottest month is July averaging around 20° C, the coldest month is February and can range from -5° to -20°, with an average of -5°, but it could be colder. It usually snows between December and March, but the snow can start earlier.

Clothing

Teachers will need clothes for warm, rainy, cool and very cold weather. A heavy coat is helpful and good boots are essential. Dress at school is casual and one may need a

sweater or a warm fleece. Blue jeans are not suitable for work, except on Friday.

Personal safety

Estonia is generally quite safe. There is some petty crime. Tallinn has a low crime rate although there are occasional pickpockets in the Old Town area or on public transport.

Measurements

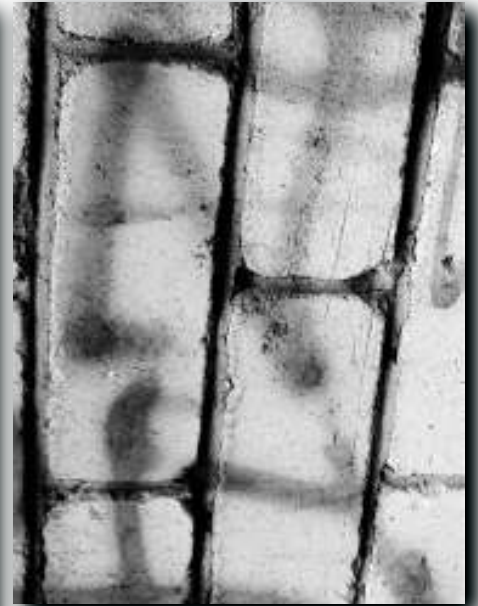
Estonia uses the metric system, and temperature is measured on the Celsius scale.

Time

Estonia is on Eastern European Time, two hours ahead of Greenwich Mean Time. Estonia follows daylight saving time - 1 hour ahead in spring, 1 hour back in fall. A good website that always has the right Estonian time, plus Estonia's time relative to other countries is www.worldtimeserver.com. Time is given on a 24-hour clock.

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Electricity

The electric supply is dependable using 220 volts AC, 50Hz; European two-pin. If you purchased 110v hardware items in the United States, you will also have to purchase a transformer and a standard, European, two-prong electrical plug adapter.

Telephone

Telephone service is excellent and you can get reasonable rates to the USA and other parts of the world. To call from Tallinn to another country, dial 00 +(country code)+ (number). Mobile phones are abundant, and three companies offer a variety of

contracts and pre-paid card options: Tele2 (www.tele2.ee Estonian/Russian), Radiolinja (www.radiolinja.ee Estonian/Russian/English) and EMT (www.emt.ee - Estonian). All three companies maintain retail outlets at various points in the city, many of them in big shopping centers, and independent mobile stores are plentiful. Internet telephone use is popular amongst ISE Expats, who can assist you to set up your own system.

If you are in need of a phone number or general information on shops and services, call 1188 or 1182 (cheaper). These services operate 24

hours a day, and answer questions in English. When calling from abroad for information call (372) 626-1111.

Computers & Internet

Estonia is a very wired city. Computers, computer supplies and services are plentiful. High-speed internet service is widely available either by ADSL or cable.

Phone numbers, water, trams



Emergency numbers

- Ambulance (Kiirabi) - Tel: 112 (same from mobile)
- Fire (Tuletõrje) - Tel: 112 (same from mobile)
- Police Emergency (Politsei) - Tel: 110 (same from mobile)
- Downtown Police Business, Pärnu mnt. 139- Tel: 612 3000
- Traffic Police Business, Rahumäe 6 - Tel: 612-5666
- Central Hospital (Kesksaigla), Ravi 18 - Tel: 620-7015 (Close to school)
- Mustamäe Hospital (Mustamäe haigla), Sütiste tee 19 - Tel: 697-1300
- Children's Hospital (Mustamäe Lastehaigla), Tervise 28 - Tel: 697-7113

- 24-hour pharmacy, Pärnu mnt. 10 - Tel: 644-0244

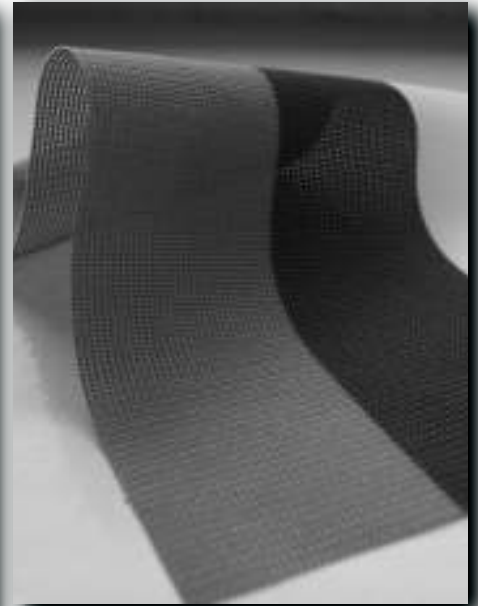
Water

You can drink the tap water. Foreign residents report drinking unfiltered tap water for years with no adverse effects, and recent improvements to Tallinn's water system have significantly improved the taste. The biggest water-related problem is the rusty pipes in many older buildings, adding unwanted minerals to people's diets and baths. It is easy to buy bottled water or use a filter system such as "Brita" if desired.

Public transportation

Public transport in Tallinn is both reliable and inexpensive. Single tickets (15 EEK for a bus, 10 EEK/8 EEK in a booklet from a kiosk) can be used for buses, trolley buses and trams (all the same tickets). Monthly and 3-month passes are also available at the kiosks and online, and offer substantial discounts. You must have your ticket or pass with you. If you have a single ticket, you must punch your ticket in the mechanism provided inside near each door. It is advisable not to forget, since the ticket police check now and then, and fines are substantial.

Medical care



Medical care

The quality of medical/dental care is adequate and improving continuously. There are several hospitals in the city. In an emergency, try to get to Mustamäe Haigla (Hospital). Hospitals are not well sign-posted. Prior to going to see a doctor or dentist, write down any symptoms or questions. Although most doctors speak English, this can prove very helpful.

Private clinics are service-friendly. The quality of care tends to be higher, but not always equipped for emergencies. Some recommended clinics include:

- CityMed, Ahtri 8 – Tel: 661-6333 (info@citymed.ee or www.citymed.ee). A modern health and beauty centre. The only one in Estonia that has an international ISO9002 quality standard, dental care, plastic surgery, heart diagnostics, stress and other treatments.
- ESMED, Ehitajate tee 137 – Tel: 657-9118
- Medicover, Gonsiori 33 (C-4) – Tel: 605-1500 (www.medicover.ee)
- Medisfäär, Karu 17 – Tel: 662-3700
- SL Meedik, Pärnu mnt. 48a – Tel: 646 3390 (slmeedik@slmeedik.ee)

Dental care

- Maxilla, Hobujaama 4 – Tel: 667-4174 www.maxilla.ee
- Eurodent, Tartu mnt. 63 – Tel: 611-5551 www.eurodent.ee

Banking, business hours, holidays

Banking

The primary banks in Estonia are Hansapank (most Expat teachers use this) and Eesti Ühispank. Bank branches, especially Hansapank, can be found throughout the city. Cash machines operating on the Visa, Cirrus, Maestro, American Express and Global systems are prevalent throughout the city. Internet banking is available and often preferred. Banks are generally open from 10:00 to 17:00, Monday - Friday.

The legal tender of Estonia is the Estonian kroon (EEK), which is pegged to the Euro. One EEK = 100 senti (cents); one EURO = 15,6 EEK, 1 USD = 10.6 EEK (winter, 2007). Currency rates can be checked at <http://finance.yahoo.com/currency?u>. Currency can be changed at banks or at commercial currency exchanges – rates can vary greatly, with banks usually offering the best rates. Commercial currency exchanges are usually open longer and can be found in ports, airports, bus terminals, larger hotels, department stores, and major shopping areas.

Estonian paper currency includes 2, 5, 10, 25, 50, 100, 500 kroon denominations, and coins in 1 and 5 kroon denominations, and 10, 20, 50 senti denominations. Euros are accepted only in larger hotels and restaurants. Most Estonian business establishments accept major international credit cards: V (Visa), EC (EuroCard), MC (MasterCard), AmEx (American Express), DC (Diners Club).

Business hours

The hours that stores are open for business can vary greatly, depending on the nature of their business, location etc. Many larger stores are open for business not only late in the evening, but also on Saturday and Sunday. Only a few convenience stores and kiosks are open 24 hours. Although some cafes open their doors early in the morning, most restaurants and bars open at noon. Closing hours vary greatly, with some bars even remaining open 24 hours.

Holidays

Banks, offices and some shops are closed:

- 1 January (New Year's Day)
- 24 February (Independence Day, 1918)
- Good Friday
- 1 May (May Day)
- 23-24 June (Victory Day and Midsummer's Day)
- 20 August (Day of Restoration of Independence, 1991)
- 25-26 December (Christmas Day and Boxing Day)

Driving

Driving laws are essentially equivalent to EU standards for left hand drive cars. Everybody must wear seatbelts and the car lights have to be on at all times when driving. Although Estonia's highways are in relatively good condition, there are no freeways. Smaller rural highways may be bumpy gravel roads. Speed limits and "no drinking while driving" laws are strictly enforced.

There are several contemporary petrol/gas station chains, which cover the whole country; the larger stations (which usually include convenience stores) are usually open 24 hours. Parking in city centers often has to be paid for. The speed limit in inhabited areas is 50 km/h (35 mph) and highways 70 to 90 km/h (56 mph), unless otherwise posted. You can lease a car quite easily; a decent used car can be bought for US\$7000-7000. Petrol costs around US 13 cents per liter, and monthly compulsory insurance is around US\$30.

Parking

Tallinn has a pay parking system in and around the City. There are 3 parking zones. The price is different for every zone, starting from 12 EEK/h around the City up to 48 EEK/h in the Old Town area. You can buy parking tickets at kiosks and at machines on the streets, at the entrance to larger parking lots, or you can pay by mobile phones. Charges in big parking garages in the centre vary. Illegally parked cars can be fined, have their wheels clamped, or towed away by police especially in Old Town. Parking hours are 7-19 on weekdays and 8-15 on Saturdays.

Taxis, Shopping

Taxis

A taxi (or takso) from one point in the city center to another costs about 60 or 70 kroons, 90-150 to Tiskre, Viimsi or Nõmme (popular suburbs outside the center; most taxis have a minimum charge of 35 kroons. There are still some dishonest taxi drivers, so a few tips:

- Make sure there's a visible meter in the taxi, that works, and that the driver turns it on.
- The driver should also have his registration, complete with photo and stamps, prominently displayed.
- Also, make sure you're not charged the evening rate during the day.
- Ordering cabs by phone is mostly trouble free; many dispatchers speak English, and you can usually get your message across to the ones that don't.

Here are few reliable taxi companies:

Reval Takso; tel. 601 4600

Marabu Takso: tel. 650-0006

I.R. Takso: tel. 638-0000 or

638-1313 www.hot.ee/irtakso

Krooni Takso: tel. 638-1111 or 56-6000

Linnatakso: tel. 644-2442 or 1242 www.linnatakso.ee

Oberst Takso: tel. 655-8473

Peretakso: 16111; 646-0006

Silver Takso: tel. 15222 or

627-8850 www.silvertakso.ee

Töld: tel. 1755 or 600-1100

Tulika Takso: tel. 1200

www.tulikatakso.ee

Klubi Takso: 638-0638

Kiisu Takso (only women drivers):
tel. 6550 777

Shopping

Kaubamaja: Gonsiori 2, tel. 667-3100. Sophisticated and client-friendly. Good selection. Groceries and department store. www.kaubamaja.ee

Viru Keskus: Viru väljak 4, tel. 610-1444. Open: 08-22. A brand new, top-of-the-line shopping mall in the heart of the city with its own parking garage.

Stockmann: Liivalaia 53, tel. 633-9500. A subsidiary of the Finnish department store, Tallinn's Stockmann has a good selection of goods and an excellent grocery store. Their customer service is tops. Prices tend to be higher than in most shopping centers. Good parking; a nice cafeteria on the top floor. Open: 09-22; Sat., Sun. 09-21. www.stockmann.ee

Kristiine Keskus: Endla 45; at the intersection of Endla and Tulika. An Italian-owned mall near the city center. www.kristiine.ee

Rocca-al-Mare Shopping Center: Paldiski mnt. 102, across from the zoo. Estonia's largest mall, and a favorite of many. Open: 09-21, groceries 09-23.

Ülemiste keskus: Suur-Sõjamäe 4, tel. 603-4999. Open: 10-22. Giant new mall by the airport.

Post office & worship



Household help

Someone to clean your house may be found for approximately 60-70 eek an hour.

Dry cleaning

EcoClean, 5th floor of Stockmann, Liivalaia 53, Tel. 668 0482 (also does alterations)

Sauberland Washcentre, Maakri 23 (behind Stockmann), Tel. 661 2075

Basically all the big shopping centers have one.

Post office, mail

Central Post Office, Narva mnt. 1 (www.post.ee - Estonian)

Local post offices can be found in several neighborhoods.

Letters under 20g and postcards within Estonia 5.50EEK, Nordic Countries 6.00EEK, EU/Russia

6.50EEK, USA/Canada 8.00EEK.

Stamps can be bought at the post office and kiosks.

Packages that cannot be delivered to your mail slot will be held at a post office. A pickup notice will be put in your mailbox. To claim your item, take the notice and your passport to the appropriate post office. Mail to be sent must be deposited in one of the orange post boxes placed throughout the city, or taken to the local post office.

Places of worship

INTERNATIONAL COMMUNITY CHURCH OF ESTONIA, VABADUSE PST. 164-5, TEL. 6777592, WWW.CHURCHOFESTONIA.ORG,

PASTOR@CHURCHOFESTONIA.ORG,

SERVICES BEGIN AT 11:00 AND ARE HELD AT THE RADISSON SAS, RÄVI 3

PÜHAVAIMU KIRIK (HOLY GHOST CHURCH), PÜHAVAIMU 2, TEL 644 1487. LUTHERAN.

ECUMENICAL SERVICE IN ENGLISH EVERY SUNDAY AT 3PM.

ROOMA-KATOLIKU KIRIK, VENE 16-18, TEL 644 6367 ROMAN CATHOLIC SERVICES IN ESTONIAN, POLISH AND LITHUANIAN. ENGLISH SERVICE EVERY SATURDAY AT 6PM.

JUUDI KOGUKOND (JEWISH), KARU 16, TEL, 662 3034, 662 3050

ST. MIKAELS CHURCH (SWEDISH), RÜÜTLI /7), TEL 644 1938

Dining out! Or in...

Traditional Estonian food is hearty fare – pork, potatoes, thick cream and solid rye breads. There is also a wide variety of international restaurants in Tallinn, e.g. Italian, Tex-Mex, Indian, Thai and French, at prices significantly lower than in other Western European Countries. In addition the USA chains of McDonald's and TGI Fridays are also available. The menus in most restaurants are available in English. Please refer to *Tallinn in Your*



Pocket for a complete guide or where to eat. A good online listing of Tallinn restaurants can be found at www.balticsww.com/tourist/Estonia/restaurants.

Here are a few favorites from the staff:

- Balthasar, (Garlic restaurant) Raekoja plats 11, tel 627 6400
- Bocca – (Italian) Olevimägi 9, tel 641 2610 www.bocca.ee
- Le Bonaparte – (French) cheaper prices in the cellar, Pikk 45, tel 646 4444
- Charital – (Belgian) Kloostri tee 6, tel 623 7379, www.charital.ee
- Elevant – (Indian), Vene 5, tel 631 3132,

- www.elevant.ee
- Kloostri Ait (Estonian), Vene 14, tel 544 6887, www.kloostriait.ee
- Olde Hansa (Estonian, medieval

Tipping

Until recently, Estonia was a non-tipping culture. Now, however, with more Estonians traveling the world and more foreign visitors influencing the local habits, there is a growing tendency to leave tips in restaurants. There is still no rule per se, but the general practice is to leave roughly 10%.

theme) Vana-Turg 1, tel 627 9020

- Pegasus (modern cosmopolitan), Harju 1, tel 631 4040
- Gloria – Müürivahe 2, tel 644 6950
- Tanduur (Indian) - Vene 7/Apteegi 6, tel. 6 313 084
- Texas Honky Tonk – Pikk 42, tel 631 1755;
- Eesti Maja (Estonian) – Lauteri 1, tel. 645 5252



Take-away

The latest take-away is an online company called Toit Online www.toit.ee. Here you can order food from dozens of Tallinn's restaurants, and have it delivered to your home or office, for a very small delivery fee.

Some pizzerias manage also home delivery.

- Pizza Americana – tel.644 88 37
- Pizzatakso (Pizza taxi) – tel. 6567 567



Language



Language

Vowel-laden, Estonian is Finno-Ugric - closely related to Finnish. It's notoriously difficult, thanks in no small part to its 14 case endings. English is overtaking Russian as the most widely spoken second language. Thus, the linguistically challenged can virtually always get by with English alone. That said, picking up some phrases can be useful and is certain to charm and flatter local Estonians.

In Estonian the stress is on the first syllable, and pronunciation is phonetic, that is, you sound out all the letters. J sounds like y in English, ä is

strong like the a in apple, õ is like o in word, õ like o in open, ü like hoot; double vowels have the same sound but are just longer. The consonants are roughly the same as in English, though softer.

Speaking in Estonia?



Common phrases

Jah/Yes

Ei/No

Teie/You (formal)

Sina/You (informal)

Palun/Please

Aitäh or Tänan/Thanks

Tere/Hello

Nägemist or Head aega/Good-bye

Siin/Here

Seal/There

Kas te räägite inglise keelt?/Do you speak English?

Tänav/Street

Väljak/Square

Kas teil on...?/Do you have...?

Ma soovin.../I would like...

Kui palju see maksab?/How much does this cost?

Avatud/Open

Suletud/Closed

Pood or Kauplus/Store

Pilet/Ticket

Raha/Money

Arve/Bill

Praed/Main Dishes

Eelroad/Appetizers

Joogid/Drinks

Õlu/Beer

Vein/Wine

Vesi/Water

Liha/Meat

Kala/Fish

Kana/Chicken

Magustoit/Dessert

Kohv/Coffee Tee/ Tea

Head isu/Bon appetit

Terviseks/ To your health

null/zero, üks/one, kaks/two, kolm/three, neli/four, viis/five, kuus/six, seitse/seven, kaheksa/eight, üheksa/nine

Travel to Estonia

Before leaving for Estonia, make several copies of your passport, tickets, credit cards, and your driver's license or other identification. Put one copy of each in the bottom of your suitcase and leave copy with a friend or relative. Having adequate identification is the key to getting a lost or stolen passport replaced quickly. If yours is stolen, first report it to the local police. With a copy of your passport showing passport number,

must have a minimum of six months remaining on it before expiration. If you are not within that timeframe, you need to apply for a new one before traveling. Also you must have sufficient pages to allow for a separate page for your Estonian visa stamp as well as a few additional pages for subsequent entry and departure stamps. Bring at least 6 photos with you. You will need these for your work permit and other visas.



days must obtain a residence permit. The ISE staff will assist you in applying for your residency and work permits

Packing for Estonia

Here are the necessities: 6 passport sized photos, clear copy of your passport detail page, a letter from your doctor stating that you are in good health and that you are free of from active tuberculosis as shown by a chest x-ray or approved intra-dermal tuberculin test, copy of your diploma(s), copy of your teaching certificate(s), copy of your university transcripts.

Here is the "extras" list. There is hardly a thing you can't buy or order in Estonia. We do not advise

you to ship items to Estonia. Customs duties have increased considerably and you could find yourself paying 18% on the total value of your goods shipped in. Nonetheless, here are some things you may wish to have with your

- favorite toiletries
- prescriptions or prescription medicines
- 110/220 volt electrical converter for travel
- warm clothes, long underwear and boots
- favorite snacks
- board games requiring English language
- professional and personal books
- teaching resources



date and place of issue, you are in a good shape. A limited passport can be issued for you to continue your travels. (Tip: bring extra passport photos with you.)

Entry requirements
A valid passport is required. Your passport

Tourists and business travelers from numerous countries may stay in Estonia for up to 30-90 days within a six-month period without a visa. U.S. citizens who wish to work in Estonia or remain longer than 90

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